ALLAN HANCOCK COLLEGE

CATALOG

2025-26

ALLAN HANCOCK COLLEGE

Degrees and Programs

Whether you're thinking bachelor's degree, an associate's degree, career training, or simply want to explore your options, begin your future at Hancock.

View a list of all degree and certificate programs offered at Hancock.

Find Your Path at Allan Hancock College

Explore by areas of interest to find the degree or certificate that's right for you!

Every effort has been made to update all information that appears in this catalog. The college reserves the right to change its requirements in accordance with changing state laws and actions of the Allan Hancock College Board of Trustees. Such laws and actions will supersede regulations on the same subject that appear in this catalog and other official college publications.

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in print or other formats. Please call (805) 922-6966 ext. 3788.

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General Information

Catalog 2025-2026

This catalog is effective Summer Session 2025
The official catalog is the online version located at catalog.hancockcollege.edu.

College Locations And Contact Information

Santa Maria campus
800 South College Drive, Santa Maria, CA 93454-6399
805-922-6966

Lompoc Valley Center
One Hancock Drive, Lompoc, CA 93436
805-735-3366

Vandenberg Space Force Base Center
641 Utah Avenue, Bldg. 13640, Rm. 216, Vandenberg SFB, CA 93437
805-734-3500 Santa Ynez Valley Center

Santa Ynez Valley Union High School campus
2975 East Hwy 246, Santa Ynez, CA 93460
805-922-6966 ext. 3366

Toll free from Santa Barbara and San Luis Obispo counties:
1-866-DIAL-AHC (342-5242)

www.hancockcollege.edu

The Allan Hancock Joint Community College District ("District") is committed to equal opportunity in employment and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its employment opportunities, services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, E-text, etc., through our Learning Assistance Program.

Academic Departments

Applied Behavioral Sciences

Dean – Thomas Lamica
Department Chair – Thesa Roepke
Administration of Justice • Culinary Arts • Early Childhood Studies • Education • Family & Consumer Science • Fashion • Food Science & Nutrition • Interior Design

Business

Dean - Mary Patrick
Department Chair – Marie Comstock
Accounting • Business • Computer Business Information Systems • Computer Business Office Technology • Entrepreneurship • Paralegal • Real Estate

Community Education

Dean – Alicia Paniagua
Adults with Disabilities • Basic Skills • Citizenship • Fee-Based Community Service • Health & Safety • Home

Economics • Noncredit English Language Development • Older Adults • Parenting • Truck Driving • Vocational Community Education • Workforce Preparation

Cosmetology

Dean – Alicia Paniagua
Coordinator – Dana Avila

Counseling

Dean – Yvonne Teniente-Cuello
Department Chair – Benjamin Britten
Leadership • Learning Skills • Personal Development • Professional Development

English

Dean – Mary Patrick
Department Chair – Christina Nuñez
English • Library Skills • Reading

Fine Arts

Dean – Monica Millard
Artistic Director/Dean, PCPA – Mark Booher
Department Chair – John Hood
Art • Dance • Drama • Film • Graphics • Multimedia Arts and Communication • Music • Photography • Theatre

Health Sciences

Dean - Thomas Lamica
Department Chair – Lauro Manalo and Megan McComas
Dental Assisting • Medical Assisting • Medical Billing and Coding • Nursing

Industrial Technology

Dean - Thomas Lamica
Department Chair – Saad Sadig
Apprenticeship Training • Architecture • Auto Body Technology • Automotive Technology • Computer Networking and Electronics Technology • Engineering Technology • Environmental Technology • Machining & Manufacturing Technology • Welding Technology

Kinesiology, Recreation, and Athletics

Dean – Kim Ensing
Department Chair - Chris Stevens
Athletic Training • Health Education • Intercollegiate Athletics • Kinesiology • Physical Education • Recreation • Sports Medicine

Languages and Communication

Dean – Mary Patrick
Department Chair – Andrea Sanders
American Sign Language • Educational Technologies • English Language Development • Foreign Languages (Spanish and French) • Communication Studies

Life and Physical Sciences

Dean – Sean Abel
Department Chair – Wendy Hadley
Agriculture • Astronomy • Biology • Chemistry • Geology • Physical Sciences • Physics • Veterinary Technology • Viticulture and Enology

Mathematical Sciences

Dean – Sean Abel
Department Chair – Dominic Dal Bello
Computer Science • Engineering • Mathematics • Science, Technology, Engineering, and Mathematics (STEM)

Public Safety

Dean – Vacant
Department Chair – Leonard Champion
Emergency Medical Services • Emergency Medical Services Paramedic • Fire Technology/Academy • Law Enforcement Training/Academy • Wildland Fire Technology

Social and Behavioral Sciences

Dean – Monica Millard
Department Chair - Roger Hall
Anthropology • Economics • Ethnic Studies • Geography • Global Studies • History • Human Services • Humanities • LGBT Studies • Philosophy • Political Science • Psychology • Sociology

Work Experience Education

Assoc. Supt./Vice President, Academic Affairs – Robert Curry
Dean – Thomas Lamica

History

The History of Allan Hancock College

Allan Hancock College was founded in 1920, when the Santa Maria High School District established Santa Maria Junior College. Classes were held in high school rooms until 1937, when a bond issue passed and a college wing was built on the northwest corner of the high school campus.

In 1954, because of expanding enrollment, the college moved from the high school to Hancock Field, which for a number of years had housed the original Santa Maria Airport, Hancock College of Aeronautics and, later, the University of Southern California's School of Aeronautics.

In July 1954, the name of the college was changed to Allan Hancock College to honor Captain G. Allan Hancock, a prominent state and local community leader who owned the land and facilities of the airfield.

In September 1954, the community voted to establish the Santa Maria Joint Junior College District. In 1963, the Lompoc Unified School District and Santa Ynez Union High School District were annexed to the community college district, and the district was renamed the Allan Hancock Joint Community College District.

Today, the district includes all of Northern Santa Barbara County and small parts of San Luis Obispo and Ventura counties, including the cities of Santa Maria, Lompoc, Cuyama, Guadalupe, Solvang, and Buellton.

In 2020-2021, Allan Hancock College celebrated its 100th birthday. From its humble beginnings in 1920 with six students to its three locations with approximately 20,000 students served annually, the college has come a long way.

Academics and Career Training

The college's curriculum has grown to meet the community's needs, from 12 courses in 1920 paralleling the University of California's lower division requirements, to more than 1,000 credit courses today. Programs have kept pace with changing needs since the very beginning, with such courses as airplane mechanics and radio code in the 1930s and '40s to agricultural plant pathology, Latinx studies, and LGBT studies today.

To take advantage of rapidly-changing educational technology, the college began offering instruction on television in 1972, and classes via video in 1989. In 1998, online classes were incorporated into the curriculum, with more than 200 now offered each semester. The college also carries a 50-year tradition of offering extensive evening classes. In addition, classes are offered remotely via Zoom during scheduled meeting times.

The Community Education program, active since 1973, offers hundreds of noncredit and fee-based classes. Program areas include English as a Second Language, basic skills, citizenship, short-term vocational, and other curriculum areas. The college also offers premier training for law enforcement and first responders at its Public Safety Training Complex at the Lompoc Valley Center.

Student Success and Community Commitment

Starting in the late 1950s, the college began to offer remedial instruction, especially in mathematics and English. Since 1974, the Tutorial Center has helped students on an individual and group basis. The resulting search for

more effective teaching methods led to the opening of the Writing Center in 1975. The Math Center was established in 1996. The Small Business Entrepreneurship Center opened in spring 2012. The college opened the Veteran Success Center, a space dedicated to provide services for U.S. military veterans and their dependents, in spring 2015. The MESA & STEM Center, and AIM to Dream Center also provide support to help students succeed during their time at Hancock.

Students' financial needs outside the classroom have been met over the years by a growing number of support programs. Thanks to the generosity of local donors, the Hancock Promise provides local high school graduates with two years of free tuition at Allan Hancock College. The Promise is open to all students who enroll at Hancock immediately after graduating from a high school located in the Allan Hancock Joint Community College District. In addition, the Hancock Foundation awards hundreds of student scholarships each year; in 2024, a total of 496 scholarships totaling $582,290 went to 345 Allan Hancock College students.

In 1974, the college opened its Financial Aid and Job Placement offices. In addition, the Extended Opportunity Programs and Services (EOPS) has helped students with "over and above" support services since the 1970s.

College Achievement Now, a TRIO program funded by the Department of Education, was launched in 2010. The program serves first-generation and economically disadvantaged college students.

The college's bond with the community has been significantly strengthened through its involvement in theater. From its beginning in 1964, Pacific Conservatory Theatre (PCPA) has offered more than 500 plays and musicals, maintained a resident company of artists, and trained more than 10,000 actors and technicians. PCPA has also presented plays in Solvang since 1971, leading to the building of the Solvang Festival Theater in 1974.

Alumni success runs the gamut from Academy Award winners to superior court judges to professional athletes and thousands of successful community leaders and citizens.

Facilities

Since the first classes taught in 1952 at the Camp Cooke Army barracks (now Vandenberg Space Force Base), the college has offered extensive courses in the community and remains committed to serving the Lompoc and Santa Ynez valleys. The college opened its Vandenberg Air Force Base Center (now Vandenberg Space Force Center) in 1957. Classes have been taught in the Santa Ynez Valley since 1971 and in Lompoc since 1974. The college completed construction of a permanent Lompoc Valley Center in spring 1999 and opened the Solvang Center in August 2000. In 2006, district voters passed a $180 million bond Measure I to upgrade facilities and technology. See the timeline for results. The bond modernized and changed the look of the college. Since then, the Public Safety Training Complex opened at the Lompoc Valley Center, while the Industrial Technology Complex, the track and field facility, and Student Services building were among the projects completed at the Santa Maria campus. The college relocated the Solvang Center to Santa Ynez Valley Union High School in 2017 and renamed the facility the Santa Ynez Valley Center. The college closed its center at Vandenberg in 2024.

Facilities Timeline

1958
Voters approved a bond issue to purchase the airfield site and finance a building program

1962
Opened four new buildings - Student Center, library, science building and north wing of the gymnasium - to form nucleus of a campus designed for 2,000 students
Continued classes in buildings built for the original aeronautics college

1964
Opened Business Education building

1965
Opened Fine Arts building

1967
Completed the Gymnasium and Industrial Technology buildings; opened Administration and Student Services buildings

1968
Opened Performing Arts Center, including Marian Theatre

1971
Completed the Bookstore

1974
Purchased nine acres of property and buildings from Southern California Gas Company ("South Campus")

1977
Opened Learning Resources Center with 16,000 square- foot library addition and re- model of existing structure

1982
Opened Learning Assistance building for physically disabled students and those with learning disabilities

1989
Completed the Humanities complex

1991
Built Family & Consumer Sciences facility

1992
Completed the Severson Theatre, an addition to the Performing Arts Center Improved entry and roadways

1999
Opened the Lompoc Valley Center

2002
Opened the remodeled and expanded Student Center to include the Bookstore, café, coffee bar, and more (partial funding from Measure I)

2006
Voters passed Measure I, a $180 million general obligation bond focused on facility and technology improvements over a 10-year period

2007
Expanded the library building to include the Academic Resource Center (ARC), and remodeled the library (partial funding from Measure I) Opened the Community Education and Science buildings (Measure I)

2013
Opened the new Early Childhood Studies building, including the Children's Center Lab School Completed new athletic facilities for baseball, track and field, football, and soccer Renovated building D and the Performing Arts Center
Opened the new Student Services and Administration buildings (Measure I)

2014
Opened the new Public Safety Training Complex adjacent to Lompoc Valley Center (Measure I) Opened the new Industrial Technology Complex (Measure I)

2015
Opened Veteran Success Center Opened Student Success Center at Lompoc Valley Center Hosted first on-campus football game since college moved to existing campus in 1954 2016 Dedicated the Children's Center and renamed it the Orfalea Children's Center Lab School at Allan Hancock College

2017
Opened Santa Ynez Valley Center at Santa Ynez Valley Union High School

2022
Opened new MESA/STEM Academic Success Center

2023
Opened new Fine Arts Complex on the Santa Maria campus (partial funding Measure I) Opened new Baseball/ Softball Concession Stand
Opened new PCPA Stagecraft Building

Mission, Vision, and Values

> *Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer.*

Vision Statement

Allan Hancock College makes the following commitments to our students, our community and each other:

- We will change the odds for students by continuing to provide quality instruction while improving time to completion.
- We will work to build inclusive communities that promote trust and social justice. Allan Hancock College is committed to equity and diversity by ensuring our actions are based on an awareness of the social and historical context of inclusionary practices.
- We will work to address student financial challenges, including food and housing insecurities.
- We will prepare our students emotionally, physically, and intellectually to pursue fulfilling careers that foster economic mobility.
- We will provide an educational culture that values, nurtures, connects, and engages students.
- We will provide opportunities that enhance student learning and promote the creative, intellectual, cultural, and economic vitality of our diverse community.
- We will partner with the community to offer relevant and timely programs and services.
- We will ensure a positive community presence by responding to community needs, including outreach to nontraditional students.
- We will strive to ensure fiscal integrity and responsible management of resources.

Shared Values

Student Success
Equity
Academic Freedom
Diversity
Innovation
Mutual Respect
Inclusivity
Collaboration
Lifelong Learning
Excellence
Shared Governance

We at Allan Hancock College express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication. (Allan Hancock College Board Policy 2510, Allan Hancock College Board Policy 4030).

Academic Freedom

Faculty members and their students are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy and debate are necessary aspects of critical inquiry, but the freedom to teach and learn must be joined by a sustained effort to distinguish between knowledge and belief. To ensure the freedom to seek and profess truth and knowledge, the faculty member shall not be subjected to censorship or discipline by the college on grounds that the faculty member has expressed opinions or views, or provided access to materials, or guest speakers, which are controversial, unpopular, or contrary to the attitudes of the community or institution. Faculty members should encourage the expression of differing points of view, while being careful to avoid the repeated and excessive intrusion of material that has no relation to their subject matter.

Students have the same freedom in discussing the subject matter in the classroom, and the same responsibility to respect the rights and opinions of others.

Accreditation

Allan Hancock College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Blvd., Ste. 204, Novato, CA, 94949, 415- 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

The college has been continuously accredited since 1952. The latest accreditation is available for review on the Allan Hancock College public website. In addition, the licensing or other approval documents by a state agency for the various programs that require additional credentials are available by request through the office of the Associate Superintendent/Vice President of Academic Affairs.

Students may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly with complaints related to noncompliance with accreditation standards. Information on the ACCJC complaint process can be accessed at www.accjc.org/ complaint-process.

Other Accreditations

The **Allan Hancock College Basic Law Enforcement Academy** is approved and certified by the California Commission on Peace Officer Standards and Training (www.post.ca.gov).

The **Allan Hancock College Core Custody Academy** is approved and certified by the California Board of State and Community Corrections/Standards and Training for Corrections (www.bscc.ca.gov).

The **Allan Hancock College Regional Fire Academy** is approved by the California State Fire Marshal and the State Board of Fire Services (www.fire.ca.gov).

The **Associate Degree Registered Nursing** program is approved by the California Board of Registered Nursing (BRN, www.rn.ca.gov) and by the California Community Colleges Chancellor's Office.

The **Certified Nursing Assistant** program and the **Home Health Aide** program is approved by the California Department of Public Health.

The **Dental Assisting** program is approved by the Dental Board of California (www.dbc.ca.gov).

The **Licensed Vocational Nursing** program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, www.bvnpt.ca.gov) and by the California Community Colleges Chancellor's Office.

The **Medical Assisting** program is formally affiliated with the American Medical Technologists (http://www.americanmedtech.org).

Philosophy Statement on Assessment and Learning Outcomes

The following is an excerpt from the statement adopted by the Allan Hancock College Academic Senate:

Allan Hancock College is committed to excellence in learning, in teaching, and service in order to enable students to reach their educational goals. Student success is the highest priority at Allan Hancock College. Working with students and the community, all campus constituencies collaborate to provide innovative and comprehensive programs and services to ensure student achievement and meet community needs.

Thus, the primary goal of assessment at Allan Hancock College is to improve student learning. Learning is more than simply acquiring knowledge: "it entails not only what students know but what they can do with what they know; it involves not only knowledge and abilities but values, attitudes, and habits of mind that affect both academic success and performance beyond the classroom" (AAHE Nine Principles of Good Practice for Assessing Student Learning). The entire campus, seeking input from the greater community when appropriate, works together in a spirit of continuous improvement to support student growth and development for lifelong learning.

Students learn best when they assume ownership of and responsibility for their own learning; it is Allan Hancock College's goal to provide an environment that best facilitates that learning. Therefore, outcomes assessment not only monitors what and how well students learn, but also measures the success of the institution in providing effective learning opportunities.

Outcomes assessment occurs in both instructional and student service settings. The keys to the process are well-defined student learning outcomes and student support strategies implanted in an environment of high academic standards.

Assessment is the ongoing process of analyzing student academic achievements compared to expected outcomes. Student work may be used as part of the assessment process and will be anonymous. Activities may include, but are not limited to, examinations, performance assessments, written papers, projects, learning journals, portfolios, case studies, questionnaires, surveys, focus groups, interviews, and follow-up studies. Assessment differs from grades in that results are used to understand effectiveness and improve the college's programs and services to support student success.

Institutional Learning Outcomes

COMMUNICATION

Communicate effectively using verbal, visual, and written language with clarity and purpose in workplace, community, and academic contexts.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Read effectively for many purposes including information gathering, appreciation, and analysis.
- Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.
- Speak effectively in many different situations, involving diverse people and viewpoints.
- Listen actively and analyze the substance of others' comments.
- Demonstrate effective visual literacy.

CRITICAL THINKING AND PROBLEM SOLVING

Explore issues through various information sources; evaluate the credibility and significance of both the information and the source to arrive at a reasoned conclusion.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Apply a variety of critical and creative strategies for solving complex problems.
- Generate and explore questions and arrive at reasoned conclusions.
- Synthesize ideas and information from various sources and media.
- Evaluate the credibility and significance of sources and material used as support or evidence.
- Identify assumptions, discern bias and analyze reasoning and methods.

GLOBAL AWARENESS AND CULTURAL COMPETENCE

Respectfully interact with individuals of diverse perspectives, beliefs, and values being mindful of the limitation of your own cultural framework.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Develop an awareness of one's own cultural framework and how it informs one's perspectives and experiences.
- Recognize the interdependence of societies that participate in or depend on world economies, political systems, and the planet's finite and fragile resources.
- Act with sensitivity, respect and integrity in interactions with individuals and peoples of diverse perspectives, beliefs, and values.
- Develop an awareness of the importance of civic and community participation.

INFORMATION AND TECHNOLOGY LITERACY

Information Literacy
Define what information is needed to solve a real-life issue and locate, access, evaluate, and manage the information.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Determine the nature and extent of information needed.

- Locate, access, manage, and evaluate information from multiple sources.
- Use information ethically and legally.

Technology Literacy

Proficiency in a technology and the ability to choose the appropriate tools.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Use technology and the ability to choose the appropriate tools.
- Select and use a technology appropriate for the task.
- Understand the implications of the technology in society.

QUANTITATIVE LITERACY

Use mathematical concepts and models to analyze and solve real life issues or problems.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Perform calculations accurately.
- Interpret mathematical models such as formulas, graphs, and tables.
- Apply mathematical concepts to solve problems. Create and analyze mathematical models of real-world situations.
- Creating and analyzing mathematical models to solve application problems.

SCIENTIFIC LITERACY

Use scientific knowledge and methodologies to assess potential solutions to real-life changes.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Demonstrate a science-based understanding of the natural world.
- Apply scientific concepts and models to solve complex problems within the natural world.
- Describe and demonstrate the use of the scientific method.
- Demonstrating science-based knowledge in real-world situations.

PERSONAL RESPONSIBILITY AND DEVELOPMENT

Take the initiative and responsibility to assess your own actions with regard to physical wellness, learning opportunities, career planning, creative contribution to the community and ethical integrity in the home, workplace, and community.

Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:

- Demonstrate an understanding of ethical issues and the ability to make ethical decisions in complex situations.
- Acquire knowledge and exercise choices that enhance wellness.
- Develop responsibility for one's own actions and participate actively in pluralistic society.
- Produce and/or respond to artistic or creative expressions.
- Participate effectively in teams, provide leadership, make decisions and seek consensus when appropriate.
- Value and apply lifelong learning skills for personal and professional growth.
- Value one's personal role in sustaining the ecosystem.
- Develop career goals and plans to accomplish them.

Allan Hancock College Foundation

The Allan Hancock College Foundation (AHC Foundation), an IRS 501(c)(3) nonprofit organization, has been providing philanthropic support to the college for more than 45 years.

Created in 1977 by a group of community and business leaders, the foundation provides more than $1 million annually to support student scholarships, academic and vocational programs, and campus clubs. In 2023 alone, the foundation awarded more than $500,000 in scholarship funds to more than 300 students. The foundation also

supports the Hancock Promise. After successfully completing a $10 million endowment campaign in 2024, the foundation ensures that every high school graduate can attend Hancock tuition-free for two years.

For more information, visit the foundation's website at www.ahcfoundation.org or call 805-925-2004.

Viticulture and Enology Foundation

The Allan Hancock College Viticulture and Enology Foundation is a 501(c)(3) corporation organized to support the college's educational and cultural programs in the areas of agribusiness, viticulture, and enology. The foundation provides opportunities for students to learn all aspects of the wine industry, including farming and maintaining the vineyards, harvesting and producing wines, and bottling and selling the final product.

These activities are funded with donations and revenues from wine sales. Federal Tax ID#46-4946687.

Auxiliary Programs Corporation

The Allan Hancock College Auxiliary Programs Corporation is a nonprofit, tax-exempt, 501(c)(3) corporation organized to further the educational purposes of the college. Through an agreement with the college district, corporation activities include the Pacific Conservatory for the Performing Arts and the Associated Student Body, which encompasses the Associated Student Body Government and athletic co-curricular programs.

Admission and Registration

Admission Procedure

(Allan Hancock College Board Policy 5010)

Students will be admitted to Allan Hancock College if they have graduated from an accredited high school or have passed the High School Proficiency Examination or the GED. Students who have not graduated from high school may be admitted to the college if they have attained the age of 18 and are able to benefit from instructional programs.

Hancock has adopted the use of high school course work, in the subjects of English and math, and/or coursework completed at other accredited colleges and universities to determine the student ability to benefit from the various curricula Hancock offers. In addition, the student may meet with a Hancock counselor to utilize other measures to determine placement.

All prospective students must submit a completed and signed admissions application. The application is available online through the college website (https://www.hancockcollege.edu/apply/index.php). Returning students with a lapse of two consecutive primary terms (Fall and Spring semesters) must submit a new application.

1. Each person is expected to complete and sign their own application, and to provide true and accurate information. Deliberate falsification of information may result in disciplinary action.
2. Each person will be classified as a resident or non-resident for admission and tuition purposes based on the admissions application. (See BP 5020 for non-resident tuition & BP 5015 for residency determination.)
3. Persons who possess or are applying for an F1 or M1 student visa may only be admitted upon submission of a completed International Student Application packet. Holders of F1 or M1 student visas must be classified as non-residents for tuition purposes.
4. Specific admission requirements and limitations apply to minors who are concurrently enrolled in a K-12 school, and those who are no longer attending a K-12 school. See AP 5011 for more information on admission of minors to the college.

Applications generally open on or about October 1st for Winter and Spring terms, December 1st for Summer and Fall terms. Consult the college website for exact dates. Once an application is processed, students will receive an email providing their Hancock ID number and instructions for activating their myHancock account and college email. This is a critical step for all students to complete as information regarding their financial aid, academic standing, waitlisted classes, registration issues and more are communicated only through myHancock and AHC email.

First-time students and first-time transfer students are encouraged to complete the Student Success activities of online orientation, check their placement results or complete an assessment if needed, and New Student group counseling in order to receive an early registration appointment. First-time students include recent high school graduates (even if they have taken classes at any college while in high school) and others who are age 18 or older and have never attended any other colleges or universities. First-time transfer students include those who have attended another college or university after high school but prior to attending Allan Hancock College.

Returning students are former Allan Hancock College students who have not attended for one year or more. These students are required to reapply for admission and will receive an email verifying their reapplication, along with instructions to reactivate their myHancock account and college email.

Additionally, returning students may need to complete one or more of the three Student Success activities if they were not previously completed or if their assessment test results have expired. For further guidance, students are encouraged to review their student portal or contact the appropriate campus department.

All males seeking admission to Hancock: Assembly Bill 397 (Kuykendall): Selective Service Registration (Chapter 575/1997), effective Jan. 1, 1998, requires that admissions offices at public postsecondary institutions make "every reasonable effort" to inform all male applicants for admission to the college of their obligation to register for the Selective Service. For details on how to register with the Selective Service, contact the nearest United States Post Office. The enactment of AB 397 prohibits anyone who fails to register with the Selective Service from receiving financial aid from any programs administered by the Student Aid Commission. Selective Service information is posted on the Admissions webpage and at www.sss.gov.

Residence Requirements

(Allan Hancock College Board Policy 5015)

California state law requires that each student enrolled in or applying for admission to a California community college provide information and evidence as deemed necessary by the Board of Trustees of the Allan Hancock Joint Community College District to determine his/her/their residence classification.

For students residing outside California, classification as a non-resident for tuition purposes may apply until compliance with prevailing residency criteria specific to California is achieved. This policy extends to non-citizen visa holders eligible for residency establishment. It is essential to note that not all visa classifications warrant residency status for tuition purposes, thus consulting with the Admissions & Records department for comprehensive guidance is recommended. Non-resident tuition fees are mandatory for all individuals falling within this classification. Further details regarding residency determination can be accessed through our dedicated Residency Determination webpage.

Rules of Residency: Adults Over 19 Years of Age

Note: No one factor is controlling. The responsibility for establishing residency lies with the student.

A student over 19 years of age may establish California residency by meeting the three requirements listed below. Each requirement must be as close to one year as possible.

Requirement One:

Verify physical presence in California one year prior to the day before the start of the semester. Residency is determined by union of act and intent. The one-year period begins when the student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

Requirement Two:

Clearly verify an intent to make California a permanent place of residency by:

Primary Determinants

- Filing California state tax as a resident;
- Maintaining California as your legal state of residence on Leave and Earnings Statement (LES) and W-2 form while in the armed forces for one year prior to the start of the semester of enrollment;
- Possessing California motor vehicle license plates and registration;
- Possessing a valid California driver's license or a Department of Motor Vehicles ID card;
- Registering to vote and voting in California.

Supplemental Determinants

- Showing California as a home address on federal tax forms;
- Being a petitioner for divorce in California;
- Obtaining a license from California for professional practice;
- Establishing and maintaining active California bank accounts;
- Owning residential property;
- Holding active membership in service or social clubs;
- Having a spouse, children, or other close relatives reside in California.

Actions Inconsistent with Becoming a California Resident:

Not be involved in conduct inconsistent with a claim of California. Some examples of inconsistent conduct that nullify intent are:

- Maintaining voter registration in another state;
- Being a petitioner for divorce in another state;
- Attending an out-of-state institution as a resident of that state;
- Declaring no residency for state income tax purposes;
- Retaining a driver's license and/or keeping a vehicle registered in another state during the time period for which California residence is claimed; and/or
- Paying as a resident state income tax in another state, or being claimed as a dependent in a tax return filed in another.

Questions? Contact Admissions and Records (bldg. A) at the Santa Maria campus, or 805-922-6966 ext.3248, or bldg. 1 at the Lompoc Valley Center or 805-735-3366.

California Nonresident Tuition Exemptions

(Allan Hancock College Board Policy 5015)

Assembly Bill 540 (Stats. 2001, ch. 814), which was enacted into law on Oct. 12, 2001, added a new section 68130.5 to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent. The law became effective on Jan. 1, 2002.

This law does not affect current Title 5 regulations concerning residency. Those regulations remain in effect; changes are not anticipated. The law does not grant or amend current residency rules but rather provides for an exemption from nonresident tuition for certain nonresident students.

Students must meet all requirements in section 68130.5 and must currently reside in the state of California to be eligible for the exemption.

SECTION 1.

Section 68130.5 of the Education Code, as amended by Section 1 of Chapter 675 of the Statutes of 2014, was amended in October 2017 to read:

68130.5.

Notwithstanding any other law:

(a) A student, other than a non-immigrant within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges if the student meets all of the following requirements:

(1) Satisfaction of the requirements of either subparagraph (A) or subparagraph (B):

(A) A total attendance of, or attainment of credits earned while in California equivalent to, three or more years of full-time attendance or attainment of credits at any of the following:

(i) California high schools.

(ii) California high schools established by the State Board of Education.

(iii) California adult schools established by any of the following entities:

(I) A county office of education.

(II) A unified school district or high school district.

(III) The Department of Corrections and Rehabilitation.

(iv) Campuses of the California Community Colleges.

(v) A combination of those schools set forth in clauses (i) to (iv), inclusive.

(B) Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

(C)

(i) Full-time attendance at a campus of the California Community Colleges counted towards the requirements of this paragraph shall comprise either a minimum of 12 units of credit per semester or quarter equivalent per year or a minimum of 420 class hours per year or semester or quarter equivalent per year in noncredit courses authorized pursuant to Section 84757. Attendance in credit courses at a campus of the California Community Colleges counted towards the requirements of this paragraph shall not exceed a total attendance of two years of full-time attendance.

(ii) Full-time attendance at a California adult school counted towards the requirements of this paragraph shall be a minimum of 420 class hours of attendance for each school year in classes or courses authorized pursuant to Section 41976 or Sections 2053 to 2054.2, inclusive, of the Penal Code.

(2) Satisfaction of any of the following:

(A) Graduation from a California high school or attainment of the equivalent thereof.

(B) Attainment of an associate degree from a campus of the California Community Colleges.

(C) Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she/they is eligible to do so.

(b) A student who is exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Student information obtained in the implementation of this section is confidential.

SEC. 1.5.

Section 68130.5 of the Education Code, as amended by Section 1 of Chapter 675 of the Statutes of 2014, is amended to read:

68130.5.

Notwithstanding any other law:

(a) A student, other than a nonimmigrant within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges if the student meets all of the following requirements:

(1) Satisfaction of the requirements of either subparagraph (A) or subparagraph (B):

(A) A total attendance of, or attainment of credits earned while in California equivalent to, three or more years of full-time attendance or attainment of credits at any of the following:

(i) California high schools.

(ii) California high schools established by the State Board of Education.

(iii) California adult schools established by any of the following entities:

(I) A county office of education.

(II) A unified school district or high school district.

(III) The Department of Corrections and Rehabilitation.

(iv) Campuses of the California Community Colleges.

(v) A combination of those schools set forth in clauses (i) to (iv), inclusive

(B) Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

(C)

(i) Full-time attendance at a campus of the California Community Colleges counted towards the requirements of this paragraph shall comprise either a minimum of 12 units of credit per semester or quarter equivalent per year or a minimum of 420 class hours per year or semester or quarter equivalent per year in noncredit courses authorized pursuant to Section 84757. Attendance in credit courses at a campus of the California Community Colleges counted towards the requirements of this paragraph shall not exceed a total attendance of two years of full-time attendance.

(ii) Full-time attendance at a California adult school counted towards the requirements of this paragraph shall be a minimum of 420 class hours of attendance for each school year in classes or courses authorized pursuant to Section 41976 or Sections 2053 to 2054.2, inclusive, of the Penal Code.

(2) Satisfaction of any of the following:

(A) Graduation from a California high school or attainment of the equivalent thereof.

(B) Attainment of an associate degree from a campus of the California Community Colleges.

(C) Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

(b) A student who is exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Notwithstanding Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code, information obtained in the implementation of this section is confidential, shall be used only to administer tuition payments pursuant to this section, shall not be open to the public for inspection, and shall not be disclosed without the written consent of the student, except as necessary to administer this section, or as otherwise required by California law or a state or federal court order. This subdivision does not prohibit the disclosure of aggregate data if it is disclosed in a manner that would prevent it from being used to determine the identities of the persons upon whom the data is based.

Seasonal Agricultural Exemption

A student may be classified as a resident if they live with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, the parent lives within the district which maintains the community college attended by the student, and parent claims the student as a dependent on his or her California state or federal personal income tax returns if he has sufficient income to have personal income tax liability. or evidence showing the student earns a livelihood primarily by performing agricultural labor for hire in California and other states and that such labor has been performed in California for at least two months in each of the preceding two years.

These exemptions are not available for persons who are absent from California, but who are taking distance learning education classes from California community colleges.

The student must file an exemption request with the college, including a signed affidavit, which indicates that the student has met all applicable conditions described above. Affidavits are available at the Admissions and Records office. Non-resident 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" and therefore, are not eligible for the California College Promise Grant (CCPG).

Reference: ECS 68100, T5 54048;

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery G.I. Bill®-Active Duty (MGIB-AD) and Post-9/11 G.I. Bill® education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

1. A veteran who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or;
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 G.I. Bill® benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days, or;
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as they remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.

Eligibility Determination

As it relates to verifying student eligibility for "covered individual" status and qualification for Montgomery G.I. Bill®-Active Duty or Post-9/11 G.I. Bill® education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code), districts will need to rely on actual evidence and not a self-certification that the student meets the above criteria. Students eligible for VA education benefits are provided a "Certificate of Eligibility" (COE) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214," may also be of assistance in confirming "covered individual" status at it will show the effective date of the veteran's discharge from active service.

Students are required to submit the Certificate of Eligibility and DD 214 to the Admissions and Records office for verification and reclassification of residency status. Students who obtain VACA residency classification are not eligible for the California College Promise Grant.

Students Associated with the Armed Forces

Students who are members of the armed forces of the United States and their dependents stationed in this state on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition. There is no requirement for the military person to establish residence; however, the student must be on active duty on the residence determination date. If a nonresident student who is a member of the military becomes separated from the military, they would be required to provide evidence of intent to establish California residence for a minimum of one year prior to the residence determination date. Effective Jan. 1, 1996, Assembly Bill 723 was added to the California Education Code to allow a member of the armed forces who was stationed in California on active duty for more than one year prior to being discharged from the service, to claim resident classification for up to one year if they live in California after being discharged.

After the one-year exception, the student would have to prove California residence had been established.

International/Foreign Students

Allan Hancock College is authorized under federal law to enroll nonimmigrant students. Such students, regardless of age, have nonresident status and will be assessed appropriate tuition. The U.S. Department of Homeland Security/Citizenship and Immigration Services precludes foreign students from establishing residency. Admission to Allan Hancock College requires completion of an International Student Application and acceptance to the college. International student applications are available at the Admissions and Records office, by phone and by email. A TOEFL score of 475 on the paper test, 153 on the computerized test or 53 on the internet based test is required for admission. Once accepted, international students must maintain full-time status (12 semester units) for each semester in which they are enrolled.

A student classified as an international student will be required to pay tuition as a condition of and at the same time of enrollment in an amount set forth by the Board of Trustees of the Allan Hancock Joint Community College District. (Allan Hancock College Board Policy 5012)

Nonresident Students

A student classified as a nonresident will be required to pay tuition as a condition of enrollment in an amount set forth by the Board of Trustees of the Allan Hancock Joint Community College District. Information regarding tuition fees and refunds is found in the fees section of this catalog.

Incorrect Classification

A student incorrectly classified as a California resident is subject to reclassification as a nonresident and payment of nonresident tuition. If incorrect classification results from false or misleading statements, a student may be excluded from class or classes upon notification.

Reclassification

Reclassification to resident status must be requested by the student before the first day of the semester in which they are registering. Students may not request a change in classification after the semester has officially begun. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Students who were previously classified as nonresidents must contact the Admissions and Records office to provide documentation for consideration to be classified as a resident before registering for classes and before the official start date of the term in which reclassification is requested.

Information regarding requirements for reclassification is available in the Admissions and Records office. Tuition fees may not be refunded to a student classified as a nonresident due to lack of documentation if at a later date documentation is presented for that previous semester.

Limitation of Residency Rules

The student is cautioned that this summary of rules regarding residency determination is by no means a complete explanation of their meaning or content. The student should also note that changes may have been made in the statutes and regulations between the time this statement is published and the beginning of the semester.

Further information regarding residency is available in the Admissions and Records office.

Veteran and Service Members

Credit From Military Service

To receive college credit for basic military training and active duty, all veterans and active duty military personnel must request a military transcript. Request forms are available in Financial Aid and Counseling offices. Credit for basic training will be awarded according to the ACE Guide recommendation. Transcripts may also be requested online at https://jst.doded.mil/

In addition, a veteran may receive credit for special courses taken while in the service if those courses have been approved by the American Council on Education's publication, "Guide to the Evaluation of Experiences in the Armed Services," and if official notices of completion of such courses are submitted for evaluation, or if the courses are posted on the discharge paper.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person's duration of the course proportionately and notify the VA and student accordingly. Individual course evaluation by the appropriate department chair is required if the previous service school training is to be applied toward satisfying part of the general education graduation requirements or part of the student's major.

The Allan Hancock College Veteran Success Center is located in bldg. G101 on the Santa Maria campus. 805-922-6966 ext. 3925.

Enrollment Procedures

All Students

Individuals who wish to enroll in Allan Hancock College for any credit class must provide complete and accurate information as requested by the Admissions and Records office. Some curricula have special admissions procedures and deadlines (see the Announcement of Courses section). Admission applications are to be completed and submitted online through the AHC website at www.hancockcollege.edu.

Once submitted, the admission application and any supporting documents become the permanent property of the college and will not be returned to the applicant. Applicants who fail to provide accurate information will not be considered for admission nor allowed to remain in attendance if discrepancies are discovered after enrollment.

To prevent delays in processing their registration, all new, continuing, transfer and returning students are encouraged to have their official transcripts submitted to Allan Hancock College before enrolling for their first semester. Once external transcripts are submitted, they become the property of the college and copies are not provided. Programs with special requirements such as nursing, fire academy, police academy, and athletics require a student to file all high school and college transcripts to verify eligibility. Official transcripts are required for validation or proof that course prerequisites have been met before a student may be allowed to register for a particular course. Students should consult the online class search or the college catalog for course prerequisites. Official transcripts should be directed to:

Allan Hancock College Admissions and Records Office
Attn: Transcript Evaluator
800 S. College Dr.
Santa Maria, CA 93454-6399

External transcripts may also be sent electronically from the issuing institution to transcripts@hancockcollege.edu.

The Admissions and Records office scans incoming high school, college, and university transcripts and maintains them digitally. Once the external transcripts are submitted, they become the property of Allan Hancock College and copies will not be provided to students. Before registering for classes, most students will need to complete activities to achieve priority status. These priority status activities are composed of three parts:

1. Placement in English and math (via high school and/or external college transcripts);
2. Orientation to the college (available online via the student portal); and
3. Create a 1st semester plan (Abbreviated SEP) with a counselor to be eligible for priority registration. An abbreviated student education plan (SEP) is created using DegreeWorks when students meet with a counselor. The counseling team will help students get off to a good start. Be sure to bring a current copy of your high school transcript.

To create a plan with a counselor, schedule a counseling appointment. You can also call the Counseling office at 805-922-6966 ext. 3293, or visit Counseling in bldg. A on the Santa Maria campus or bldg. 1 at the Lompoc Valley Center.

English and Math Placement

For many years, community colleges have required students to prove, through standardized placement assessments, they have what it takes to perform at transfer-level English and math courses. Now, students have the right to choose their own path using evidence that better reflects their experiences and strengths. Pursuant to Education Code section 78213, students have the right to access transfer-level coursework in English, mathematics (or quantitative reasoning), and credit English as a Second Language.

Students should meet with a counselor to ensure they are enrolled in the classes that will help them complete their goals faster and save them time and money. Hancock provides multiple levels of support to help students succeed, such as advising, tutoring, and co-requisite concurrent supporting courses. A counselor can direct you to these support services.

Student Success and Support Program (3SP)

(Allan Hancock College Board Policy 5050)

The Student Success and Support Program, currently referenced as the Student Equity and Achievement (SEAP) Program, is a comprehensive set of student support services focused on preparing the student for the expectations of post-secondary enrollment and educational goal completion. The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The Student Success Support Program will provide the community college student access and success by offering effective core matriculation services including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations. The District shall adopt a Student Success and Support Program plan which includes a budget describing the services provided for its students.

Each student, in entering into an educational plan, will do all of the following:

- complete orientation;
- be assessed to determine appropriate course placement;
- identify a course of study;
- identify education and career goal;
- complete an abbreviated student education plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- complete a comprehensive student education plan no later than the third term;
- diligently attend class;
- complete assigned coursework;
- complete course(s);

- maintain progress toward an educational goal;
- participate in the development of the student education plan.

Student Success and Support Program services include, but are not limited to, all the following:

1) orientation services designed to provide to students information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;

2) assessment and counseling upon enrollment, which shall include, but not be limited to, all the following:

a) Administration of AB705 to determine student placement recommendations in English, English as a Second Language, and mathematics coursework;

b) assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses;

c) evaluation of student study and learning skills;

d) referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and; learning assistance program;

e) advisement concerning course selection;

f) follow-up services required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation/dismissal;

g) the provision of information, guided by sound counseling principles and practices, using a broad array of delivery mechanisms, including technology-based strategies to serve a continuum of student needs and abilities, that will enable students to make informed choices.

h) Faculty and staff training

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges. The District shall do all the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and Allan Hancock College Catalog 2024-2025 29 30 Allan Hancock College
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

New students who complete orientation, advisement, math and English placement process, and an abbreviated student educational plan receive priority enrollment. Administrative Procedure 5055, Enrollment Priorities, provides information on priority enrollment.

Student Success: Appeals Procedure

If a student feels that placement, orientation, counseling, course prerequisites, or any other student success procedure or service is being applied in a discriminatory manner, an appeal may be filed with the dean, Student Services. Within 10 working days of the receipt of the appeal, the student will be notified of the college's proposed response to the complaint and any additional steps which will be taken.

If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean, Student Services.

All pre and/or corequisites that are stated in this catalog have been established according to policy approved by the Allan Hancock College Board of Trustees.

International/Foreign Students

Allan Hancock College Board Policy 5012

Allan Hancock College has been approved by the United States Department of Homeland Security/Citizenship and Immigration Services to accept qualified applicants from foreign countries who are interested in attending Hancock on a valid F-1 visa. An international student is a person who is a citizen and resident of another country, and is in the United States on an F-1 "student visa" or other allowable visa. Students who are in the United States on an F-1 student visa may not establish residency. The Immigration and Nationality Act, 8 U.S.C., 1101 (a) (15), as amended by Immigration Act of 1990, Public Law 101-649, precludes international students holding F-1 visas from establishing domicile in the United States and also states that they shall not be classified as a resident of this state.

All inquiries for admission should be addressed to the office of Admissions and Records, Attn: International Students, 800 S. College Dr., Santa Maria, CA 93454-6399.

Due to the district's limited financial resources and space, and due to the special educational needs of international students, the Allan Hancock Joint Community College District reserves the right to limit the number of F-1 international students admitted each year.

Admission requirements for International Students on an F-1 Student Visa:

International student application materials must be received in the Admissions and Records office by May 1 for fall admission and November 1 for spring admission. Students on an F-1 visa are required to be full-time students and must maintain a minimum of 12 semester units each semester. Only one class per semester may be a distance learning course. According to immigration policy, international students may work 20 hours a week, on campus only.

1. Submit a completed application for admission and declare an educational goal.
2. Provide evidence in the use of the English language to ensure proper progression in an academic program. To provide this evidence, Hancock requires one of the following:
    a. Satisfactorily passing the Test of English as a Foreign Language (TOEFL), periodically administered in the student's home country by the Educational Testing A score of 475 on the paper test, 153 on the computerized test or 53 on the internet-based test is required for admission. For more information on the TOEFL, visit their website, at www.TOEFL.com. To report the TOEFL score to Hancock, please use code 4002. The TOEFL requirement may be waived for those students where English is the official language of the country of citizenship.
    b. Satisfactorily passing a course in oral and written English in an institution in the United States.
3. Submit a confidential statement of finance that verifies financial capability for the costs of attending Hancock, or affidavits guaranteeing financial support from responsible resident citizens of the United States. The college does not provide financial assistance for international students.
4. Submit all official transcripts from previously attended and recognized international institutions along with a transcript evaluation translation report. For more information about Hancock's approved transcript evaluation agencies, please contact the Office of Admissions and Records at 805-922-6966 ext. 3329 or 3288.
5. Provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Submit proof of measles immunization and tuberculosis (TB) test.
7. Approved first-time international students may not enroll until they arrive in Santa Maria and meet with an admissions representative.
8. Once admitted, international students must enroll as full time students, maintain a 2.00 grade point average and remain in good standing. Students who do not maintain these standards may not be permitted to remain enrolled.

Out-of-State Students

Students applying to Allan Hancock College who have not resided in California for the minimum time required to establish residency (see Residency) will be determined to be nonresidents for tuition purposes. Out-of-state

students planning to apply for federal or state loans will need to obtain such loans prior to applying to Allan Hancock College. All student fees, including nonresident tuition, must be paid at the time of registration. Nonresident students interested in a payment plan must contact the district cashiers prior to enrolling. For additional questions regarding fees and payment, visit the college website at www.hancockcollege.edu/fees.

Registration

Priority Registration

(Allan Hancock College Board Policy and Administrative Procedure 5055) All courses of Allan Hancock College shall be open to enrollment, subject to a priority system that may be established. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See BP and AP 4260 titled Prerequisites and Co-requisites). Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Hancock will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students who have completed orientation and placement and complete a student education plan and are not on academic or progress probation for two consecutive terms as defined in these policies and procedures are eligible for priority registration.

Students who have earned 100 or more degree-applicable semester or quarter equivalent units at Hancock lose priority registration; however, they are allowed to submit an appeal to regain priority registration.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined in BP and AP 4230 Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Chief Instructional Officer.

Hancock shall notify students who are placed on academic or progress probation of the potential for loss of enrollment priority. Hancock shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. Hancock shall notify students who have earned 75 percent or more of the unit limit that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner.

Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may also appeal the loss of priority registration. The dean, Student Services or designee will determine the appeal in his/her/their sole discretion.

Hancock will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Group 1 Eligible students participating in the following programs:

- Foster Youth
- Homeless Youth

- EOPS
- LAP
- Student Parent
- CalWORKs
- Tribal TANF Recipients
- Active Duty & Eligible Veterans
- Rising Scholars

Fees and Expenses

(Allan Hancock College Board Policy 5030) Fees are payable at the time of registration. For additional questions regarding fees, contact the Cashier Services office at cashiering@hancockcollege.edu or call 805-922-6966 ext. 3270.

Enrollment and Nonresident Tuition Fees

- **$46** Enrollment Fee - per unit

Nonresident tuition for non-California residents

- **$370** per unit - plus **$46** per unit enrollment fee.
- Payment plans available for non-resident tuition fees.
    - Review and complete the Non Resident Tuition Payment Plan
    - Down payment is required.
    - If you are anticipating Financial Aid, complete the FAFSA prior to enrolling in your classes.

Health Supervision and Services Fee

- **$27** - Fall and Spring semester
- **$22** - Summer semester and Winter intersession

Health fees are charged to all students. All health fees collected are used exclusively to provide health services. The health fee covers the following benefits:

- student accident insurance
- free health consultation by the college nurse
- mental health counseling
- substance abuse prevention.

(Fees above may increase each year due to state legislation and Board action.)

HEALTH FEE EXEMPTIONS

(Education Code Section 76355)

- Students who depend exclusively upon prayer for healing in accordance with a religious sect, denomination, or organization, provided that you present documentary evidence of such affiliation.
- AHC students under an approved Apprenticeship Program. (Board Policy 6300)
- Solely enrolled in a concurrent enrollment course held at the high school campus
- Currently incarcerated in a Federal Corrections facility program

Materials Fee

A materials fee may be required for certain courses listed in the class schedule. See individual course listings in the current class schedule for this information.

Student ID Card

- **Free** Photo ID card

Photo ID cards may be obtained at the time of registration, or any time during the semester from the Admissions and Records office or Community Education office on the Santa Maria campus, or the Lompoc Valley Center Administrative office during regular office hours.

The Hancock ID card is required to access the following areas:

- Computer Resources Centers
- Language Lab
- Library Services
- Math Center
- Open Access Computer Labs
- Physical Fitness Lab
- Writing Center

In addition to the privileges listed above, students may use the photo ID card to purchase tickets at a discount for performances of the Pacific Conservatory Theatre (PCPA) and receive free admission to all Hancock home athletic events.

Student Body Center Building and Operating Fee

- **$1 per unit,** up to a maximum of **$10** per academic year for classes held at the Santa Maria campus. Summer session through spring semester.

Each student enrolled in one or more classes at the Santa Maria and South campuses is required to pay a Student Center fee.

The fee was established by students to help fund the remodel and operation of the Student Center. Students are not required to pay a fee for classes taken at the Lompoc Valley Center, Vandenberg SFB or Santa Ynez Valley centers, or for classes at other off-campus locations. For adds/drops, lateral changes, or academic skill level changes, for the same number of units at the same campus location, students will not incur an additional Student Center fee.

Students are also exempt from paying the Student Center fee if they are a recipient of benefits under the Aid to Families with Dependent Children program, Supplemental Security Income/State Supplemental Program, General Assistance Program, or a recipient of the California College Promise Grant.

Eligibility for these exemptions must be verified through the Financial Aid office.

Student Representation Fee

- **$2** per semester (Optional)

The Student Representation Fee of $2 provides support for student representatives to lobby for legislation such as bills to keep enrollment fees at the lowest possible level and to be expended to establish and support the operations of the statewide community college student organization. Assembly Bill 1504 was recently passed in the state legislature mandating this fee. However, this fee may be waived by selecting the "opt out" box online during the registration process.

Intercollegiate Athletics Equipment Fees

Students who are in physical education courses or athletic programs will be assessed fees for not returning any issued equipment or uniforms. Holds will be place on student accounts.

Parking Fees

Four-wheel and two-wheel motor vehicles.

- **$20** - Fall & Spring semesters
- **$10** - Summer sessions

Virtual Permits are needed for campus parking 8 a.m. to 10 p.m. Monday - Thursday and 8 a.m. to 4 p.m. Friday.

(Santa Maria campus and the Lompoc Valley Center only).
For more information, visit https://www.hancockcollege.edu/police/parking.php.

One-day permit $2

Daily parking permits are valid for one calendar day and may be purchased from one of the vending machines located near the parking lots at the Santa Maria campus and Lompoc Valley Center. Cash, coin, and credit/debit cards are accepted. For cash, exact change is required. No change or refunds are given.

There is no parking fee on the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Space Force Base (VSFB) and Santa Ynez Valley centers. A special no-charge permit is required by VSFB for entry onto the base. For classes held at the Vandenberg SFB Center, students must go to the Visitor Center at the main gate prior to entering. You must bring your class schedule, current drivers license, and proof of your vehicle insurance.

Parking fees are collected for the maintenance and improvement of the parking lots and for the control of traffic. Such fees apply to all student and staff vehicles parked on the Santa Maria campus and at the Lompoc Valley Center. Parking permits may be purchased three weeks prior to the first day of instruction through the myHancock portal.

For further information about traffic and parking regulations, students should refer to the Hancock District Police Department webpage https://www.hancockcollege.edu/police/index.php or contact the police department at the Santa Maria campus at 805-922-6966 ext. 3652, or the Lompoc Valley Center at 805-922-6966 ext. 5652.

Waivers/Exemptions

Waivers/exemptions to the above listed fees may be granted under unusual circumstances. Information concerning exceptions to fees or tuition is available at the Cashiering Services and Financial Aid offices.

Textbooks

All students provide their own textbooks. The cost varies according to the degrees/certificates. Please go to the Financial Aid Cost of Attendance website for more information. Supplementary materials for some courses are sold through the bookstore.

Laboratory Breakage

All students enrolled in lab shop courses are required to replace items broken or lost.

Fines

Fines are assessed for lost library materials and for loss or damage to college or associated student body equipment.

Minimum Expenses

In addition to the above, minimum expenses per semester include transportation, medical expenses, clothing, incidentals, meals, and accommodations. There are no college dormitories. Please refer to the Financial Aid Cost of Attendance website for Campus Based Budget information.

Obligation for Payment

Tuition of all students, including those whose tuition payments have been deferred, becomes an obligation to the college. Failure to make payments of tuition, fees or other amounts owed the college when they fall due is considered sufficient cause to place a hold on the student account, which would prevent students from future registration activities.

Refund of Fees

The refund deadlines for courses are listed online in Class Search within the CRN link. Students may also view course refund deadlines on their schedule bill by logging on to the myHancock portal and selecting Fees and Balances link and then the View fees and deadlines link, within the Tools section. For one-week classes, students must drop no later than the day before class begins. Students may apply for a refund online by selecting the Request refund link within the Tools section. Routine refunds are processed within 30 days.

The health fee and parking permit fee are refundable if the student drops all classes prior to the first day of the semester.

The enrollment fee, nonresident tuition fee, student representation fee, Mechanics Bank Student Center fee, physical education facilities fee, and materials fees are refundable. Classes must be dropped within 10 percent of the scheduled class time.

Canceled Classes

In the event that the college cancels a class for any reason and the student chooses not to re-enroll in another course, the student may obtain a refund of those fees. The process of obtaining the refund is the same as for voluntary withdrawals, except for the refund deadline. Refunds for classes which are canceled by the college are exempted from the posted refund deadlines.

Parking Fees

Parking fee refunds, except for Daily Permits, will be given up to the first day of the semester to those students who withdraw from all classes. To receive a refund, the student must submit to the District Police Chief, proof of withdrawal from all classes, a completed refund request form and the parking fee receipt.

Exceptions to Refund Policy

Enrollment Fees:

1. An exception may be requested if, due to extenuating circumstances (i.e., family emergencies, illness, employment), a student was not able to drop classes by the published deadline.
2. The extenuating circumstances must have occurred prior to the drop deadline.
3. All situations require written verification from an official source and must have occurred prior to the refund deadline.
4. A letter of appeal with the appropriate verification documentation and the Extenuating Circumstances Refund Request Form must be submitted to the Associate Superintendent/Vice President, Student Services. Additional information is found online at Cashier Services Refund of Fees.

Parking Permit Fee:

All situations require written verification from an official source and must have occurred prior to the refund deadline. A letter of appeal with appropriate documentation and the Refund Request Form should be submitted to:

Chief of Police
Allan Hancock College Police Department
800 South College Drive
Santa Maria CA 93454-6399

Student Services

AIM to Dream Center

The goal of the Advance, Innovate, and Maintain (AIM) to Dream Center is to help students overcome the unique challenges that get in the way of achieving academic, personal, and professional excellence. The center is committed in advocating for undocumented students that are in pursuit of the dream of higher education. This is done building rapport and collaborating with different academic and student services departments in order to provide the best services for students.

The AIM to Dream Center was established to assist disadvantaged students at Allan Hancock College to feel connected, directed, nurtured, focused, valued, and engaged. The overarching theme includes advancement, both in terms of student progress and success and in resource development to support students; innovation in pedagogy and technology; and maintaining successful strategies in approaches to student persistence and success. The center conducts academic, AB540, California DREAM Act, scholarship, and Know Your Rights presentations and more.

The center provides a safe space, a sense of belonging, and a study space for all students as well as providing calculators, books, and hot spots through its lending programs. Scholarships are awarded through the Dream Club, the Monarch fund, or the AIM Scholarship. To apply to the AIM scholarship, students must be transitioning from noncredit to credit courses and must not be eligible for in state or federal funds for tuition. In addition, the Dream Center provides free legal immigration services, tutoring, and other learning resources. Visit the AIM to Dream Center located in bldg. G, Room 101 on the Santa Maria campus, and in bldg. 2, Room 111 at the Lompoc Valley Center, or visit www.hancockcollege.edu/aimtodream.

For more information, call the AIM to Dream Center at 805-922-6966 ext. 3177.

Basic Needs Initiative

The Allan Hancock College's Basic Needs Program is used to help students who face a basic necessity insecurity. The efforts are in support of the CSU Chancellor's office Basic Needs Initiative model. The main purpose of the program is to serve students who may be experiencing food insecurity, housing insecurity, and other emergency or crisis situations. All of these areas play a crucial role on the students mental and physical well being, assisting them with these necessities will help the students to best focus their attention on their academic success. For more information visit www.hancockcollege.edu/basicneeds or contact basicneeds@hancockcollege.edu.

The Hancock Promise

The Hancock Promise provides local high school graduates with **two years of free tuition** at Allan Hancock College! The Promise is open to all students who enroll at Hancock immediately after graduating from a high school located in the Allan Hancock Joint Community College District. Students who are home-schooled or completed their GED through a local adult education program within the district (GED and HiSET graduates) are also eligible.

Benefits for students include:

- More than $1200 in tuition and fees paid for each year of Hancock Promise eligibility
- Early registration for classes
- Personalized counseling for academic success
- Free tutoring and other academic support services

For more information about the Hancock Promise, call 805-922-6966 ext. 3264, send an email to promise@hancockcollege.edu or visit www.hancockcollege.edu/promise.

Counseling

Allan Hancock College Board Policy 5050

The Counseling department at Allan Hancock College is committed to helping each student develop his/her/their full educational, career and/or social potential.

Counseling services are an essential part of the total educational process of the college. The purpose of counseling services is to assist students in achieving their educational goals, including academic, career, and personal development.

The college's comprehensive Counseling program is designed to:

1. Assess the academic skill level of students and assist them in the selection of educational goals and the development of an individual Student Educational Plan (SEP) to achieve those goals.
2. Assist students to assess their own aptitudes, abilities, and interests; obtain current and future employment trend information; and develop career and vocational decision-making skills.
3. Assist students who are experiencing personal problems that are interfering with their adjustment to college and provide information on other appropriate services in the school and community.
4. Assist students to identify barriers to academic success and to develop strategies to overcome those barriers.
5. Assist students who have been placed on academic and/or progress probation to develop individual plans for improvement in their academic journey.

6. Assist students to prepare for transfer to four-year colleges/universities and develop procedures to facilitate their transfer.
7. Outreach to potential students in high schools and the community and organize visits to the college.
8. Coordinate and complement the counseling functions of other student support services including services to students with special needs, skill testing, financial aid assistance, job placement, job referrals, and referral to resources in the community.

Counseling services are available to all Hancock students on an appointment or walk-in basis at the Santa Maria campus and at the Lompoc Valley, Santa Ynez Valley and Vandenberg SFB centers. For more information, call 805-922-6966 ext 3293.

Educational Planning

Hancock counseling faculty provide a variety of services to assist new and continuing students with their educational planning. These include visiting high schools in the district and facilitating the New Student Orientation. Counselors also conduct placement and preregistration counseling before each semester to assist students in selecting appropriate courses by their stated educational and vocational objectives. (Allan Hancock College Board Policy 5050)

In addition, counselors assist students planning to transfer to a four-year college or university by helping them select appropriate courses for their chosen majors and by counseling them in making the transition from Hancock to the four-year school. Students, however, must accept full responsibility for their educational objectives and transfer choice. Each student, in entering into an education plan, will do all of the following:

- Complete orientation;
- Determine appropriate course placement;
- Identify a course of study and career goal;
- Complete an abbreviated student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- Complete a comprehensive student educational plan no later than the second term;
- Diligently attend class and complete assigned coursework;
- Complete courses and maintain progress toward an educational goal.

For more ways, contact the Counseling department at 805-922-6966 ext 3293.

Personal Development Courses

The personal development courses offered by the Counseling department are designed to assist new and returning students alike to develop themselves in an environment that is both engaging and supportive. The courses enable the student to learn applicable skills not only in the educational setting but for life in general. The program intends to encourage and enable students to integrate their academic goals, personal values, interests, skills, and personality to meet their personal, academic, and career goals.

Leadership Courses

Hancock's Leadership 111 & 112 courses prepare students for leadership roles at the college, in the classroom, at the workplace, and beyond. Students discover their personality types using the Meyers-Briggs Type Indicator (MBTI). Using this knowledge, students are exposed to a variety of leadership styles, finding the style that best suits them. Students are exposed to best practices in event planning, shared governance at the college, and other aspects of the Associated Student Body Government (ASBG) while enrolled in the course.

Puente

The Puente Project is a national program that helps increase the number of educationally underserved students who enroll in fouryear colleges and universities, earn degrees, and return to the community as leaders and mentors for succeeding generations. The Puente Project is open to all students. Puente eligibility: eligible for English C1000 (ENG 101) with English 112; plan to transfer to a university; make a one-year commitment to all Puente Project components; minimum 2.00 GPA. For more information, please contact Cynthia Diaz, counselor, at cdiaz@hancockcollege.edu or 805-922-6966 ext 3293.

Early Alert Program

Hancock's Early Alert Program is designed to help all students succeed academically. Instructional faculty refer students to support services across campus to increase their knowledge of campus services. Referred students are contacted by trained professionals and counselors, who hope to offer intrusive counseling to assist students in any way possible. For more information, contact Early Alert Counselor Ben Britten in bldg.
A, benjamin.britten@hancockcollege.edu, or call 805-922-6966 ext 3293.

Men's Support Group

The group is facilitated by AHC Male Faculty Counselors who are trained to assist in exploring men's issues such as:

- College Success Skills
- Careers and Job Relocation
- Parenting & Relationships
- Self-Motivation
- Culture & Identity
- Stress Management

Goals

The group aims to help our Male Students increase their completion rate at Allan Hancock College. We know it's not easy to do this alone. So, sign up and receive support during this semester. Participants will benefit from the following:

- book vouchers
- field trips
- school supplies
- gas cards
- community & camaraderie
- mentoring

For more information, please visit: https://www.hancockcollege.edu/men/

Student Athlete Retention Program

In keeping with Hancock's conviction that academics come first, the college operates a Student Athlete Retention Program designed to enhance athlete success in the classroom. The program offers a designated academic counselor and a dedicated computer lab for student-athletes.

Student-athletes are required to participate in the student-athlete success program. The academic counselor works closely with the coaches and athletic director in order to monitor academic progress through grade checks and ensure academic eligibility standards are met. One-on-one meetings with student success instructors and/or study hall is required of all student-athletes.

Additional services include tutoring, assistance with financial aid and a dedicated counselor to assist with personal, academic and career needs. For more information, contact Athletics Counselor Ricardo Navarrette in bldg. N, or ricardo.navarrette@hancockcollege.edu or call 805-922-6966 ext 3634.

Veteran Success Center

The Veteran Success Center serves as a gathering place for student veterans to connect, socialize, and to receive information about veteran benefits, financial aid, and admissions and registration. The center provides information for on-campus services and referrals to off-campus veteran services. The center also provides counseling services to discuss educational and vocational goals and to develop student educational plans to achieve those goals. The Veteran Success Center is located on the Santa Maria campus in the Room A-404. For more information, call 805-922-6966 ext 3925.

Noncredit Student Success and Support Program (NC3SP)

The mission of the Noncredit Counseling department is to help students enrolled in adult basic education, noncredit English as a second language, citizenship, and short-term vocational skills classes navigate the educational system of the college from admission until students reach their educational goals. Our program provides the following services:

- Orientation
- Placement
- Counseling and advising (academic, career, and personal)
- Student Educational Planning (SEP)
- Follow-up services
- Registration assistance
- FAFSA/CA Dream Act assistance
- Workshops
- Campus tours

Students can obtain the following Community Education certificates:

- Advanced English Language Development
- Alterations Specialist Certificate
- Apparel Construction Certificate 1
- Apparel Construction Certificate 2
- Basic English Language Development
- Basic Skills (Reading, Writing, Math)
- Beginning Computer Skills
- Career Preparation
- Clothing Alterations Management
- Clothing Construction
- Commercial Truck Driving
- Family Childcare License Preparation
- Floral Design
- Formal Wear Specialist
- Green Landscaping and Gardening
- Income Tax Preparation
- Intermediate English Language Development
- Introduction to Early Childhood Studies
- Microsoft Office Basics
- Pathways to U.S. Citizenship
- Spanish Literacy
- Secondary Education/High School Equivalency Exam Preparation
- Vocational ESL Family Childcare License Preparation
- Vocational ESL Introduction to Early Childhood Studies

Other classes offered by Community Education include:

- College for Kids (fee-based)
- GED (classes are available in Spanish)
- Career training classes
- Courses for adults with disabilities
- Parent education
- Courses for older adults

University Transfer Center

The University Transfer Center (UTC) at Allan Hancock College guides students transferring to four-year institutions after their lower division coursework. UTC counselors offer support to achieve this goal.

The UTC's mission is to reach and encourage students from all backgrounds to make informed choices throughout the university transfer journey and beyond.

The UTC provides workshops and personalized help with applications, financial aid, and major/career questions. They also organize university field trips each semester.

The UTC is located at the Santa Maria campus in bldg. A, Room 205.

Transfer Admissions Guarantee (TAG)

Six Univeristy of California (UC) campuses offer guaranteed admission to California Community College students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students are guaranteed a spot at the UC campus of their choice (if they meet specific requirements). Students should meet with a transfer counselor early to ensure they have a Student Education Plan (SEP) for their intended goal..

The following UCs are included within the TAG program:

- University of California, Santa Barbara
- University of California, Riverside
- University of California, Davis
- University of California, Santa Cruz
- University of California, Irvine
- University of California, Merced

Transfer Success Pathway

The Transfer Success Pathway offers guaranteed CSU admission within your first Hancock semester. By completing a Transfer Planner with the CSU, you secure admission to your chosen program and campus (if requirements are met within three years). Start early and see a counselor for details.

Hancock also has a number of guarantees to Historically Black Colleges and Universities.

To contact the UTC, call 805-922-6966 ext 3363. Website: www.hancockcollege.edu/utc

Health Services

Allan Hancock College Board Policy 5200

The objective of Student Health Services is to promote and preserve the physical and mental health of students. Clinical care services include: nursing assessment of current health problems; interventions; health counseling; treatment of minor injuries; referrals to other health providers when appropriate; first aid and basic emergency care; and investigation and control of communicable disease. Students access services on a walk-in basis or by appointment. To maintain a high level of wellness, Student Health Services provides health education, health screenings, health and nutrition counseling, and a variety of campus-wide programs. Services are available at the Santa Maria campus and the Lompoc Valley Center. Services are supported by the student health fee and there is no charge for most services.

More information is available at the following link: www.hancockcollege.edu/studenthealth.

Mental Health Services

Students who are experiencing personal challenges which may be interfering with their college experience may obtain help from college mental health professionals who are available for individual counseling and, when indicated, can act as referral agents and advocates to community agencies.

Confidential services are available in the Student Health Services office. Students may be seen by appointment or on an emergency drop-in basis. There is no charge for these counseling services.

More information is available at the following link www.hancockcollege.edu/studenthealth/counseling

Student Insurance

Allan Hancock College Board Policy 5205

Allan Hancock College provides a limited accident insurance policy for students during their hours on campus or while they are participating in a college-sponsored activity or sport. Student Health Services provides information about health insurance policies that students may purchase at www.hancockcollege.edu/ studenthealth.

Contact Information

Santa Maria campus
Bldg. W-12, 805-922-6966, ext. 3212

Lompoc Valley Center
Bldg. 1-109, 805-735-3366, ext. 5207

Financial Assistance Programs

Allan Hancock College Board Policy 5130

Allan Hancock College offers many financial aid options to assist students with their educational costs. The money that is available comes from several sources: the federal government, state government, Hancock, and the community. Financial assistance comes in the form of grants, loans, scholarships, and/or work study assignments. Grants and scholarships are free student aid that does not need to be paid back. Loans are federal funds that must be repaid by the student when a student is enrolled in less than six units, withdraws from college or graduates. Work study funds are funds earned by the student through part-time work for the college.

To be considered for student financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Act application. A general description of each program follows. The Financial Aid office will provide additional information to anyone interested. The Financial Aid office is located in Student Services, bldg. A, Room 101 on the Santa Maria campus; and bldg. 1, at the Lompoc Valley Center. Information is also available at www.hancockcollege.edu/finaid.

Informacion de la ayuda financiera y aplicaciones son disponible en Español.

Grant Programs

California College Promise Grant

California community colleges provide the California College Promise Grant for students who need assistance paying enrollment fees. Enrollment fees will be paid for the academic year (summer, fall, winter, and spring semesters), whether taking one class or a full-time load. California residents or AB 540 students may be eligible for a California College Promise Grant if any one of the following criteria is met:

1. Complete a Free Application for Federal Student Aid (FAFSA) or Dream Act application for financial aid;
2. Student or family is receiving CalWORKs, SSI (Supplemental Security Income) or General Assistance/ General Relief; or
3. Meet prescribed low-income guidelines published annually by the California Community Colleges Chancellor's Office.

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

Federal Pell Grants

The Federal Pell Grant Program is the largest federal student grant program. Pell Grants range in amounts from $740 to $7,395 (assuming full-time enrollment). Although $7,395 is the maximum Pell Grant scheduled award, a student may be eligible to receive Pell Grant funds for up to 150 percent of the student's Pell scheduled award. The student must meet certain conditions under the YearRound Pell regulations to qualify for the 150 percent award. You may contact the Financial Aid office for further information. A student must complete the FAFSA to qualify for a Pell Grant. The student must be in an eligible academic program and enrolled in course required for that academic program in order to receive this grant. Eligibility for a Pell Grant is determined by the federal government according to a Student Aid Index (SAI) formula developed by the U.S. Department of Education and approved annually by Congress.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant Program is designed to supplement other sources of financial aid for students who qualify for additional assistance. These grants range from $100 to $4,000 a year depending on your financial need and funds available. All students who apply for financial aid are automatically

considered for the Federal Supplemental Educational Opportunity Grant as long as funds are available. A student must complete the FAFSA to be considered for this grant. The student must be in an eligible academic program and taking course required for that program in order to receive this grant.

Cal Grants A, B, C (State Grants)

These are three state grant programs available through the California Student Aid Commission. To qualify for a Cal Grant A, B, or C, a student must complete a FAFSA or Dream Act application to have their eligibility determined by the California Student Aid Commission. A student may accept only one Cal Grant. A full-time student may receive a Cal Grant for a maximum of four years. In order to complete an associate degree in two years, a student needs to take 15 units per semester or 30 units per year.

To know more about the Cal Grant eligibility requirements, steps to apply and deadlines, and Cal Grant resources, visit our Cal Grant website at https://www.hancockcollege.edu/finaid/cal%20grants.php

Cal Grant A

Cal Grant A helps low and middle income students with tuition/fee costs. Grant recipients are selected on the basis of financial need and grade point average. The grant will be held in reserve for students who attend a public community college until transfer to a fouryear college. The grant amount will vary depending on the tuition and fees charged by the four-year college. To be eligible for a new (first-time) Cal Grant A, a student may not have completed more than six semesters, or nine quarters of college study, and must enroll at least half time.

Cal Grant B

Cal Grant B provides a living allowance for students with low income. A minimum grade point average of 2.00 is required for assistance. The maximum award for a full-time student is $1,648. There are a limited number of special Cal Grant B awards authorized for community college students transferring to four-year colleges. To be eligible for this special award, an applicant may not have completed more than six semesters or nine quarters of college study.

Cal Grant C

Cal Grant C helps vocational school students with tuition and training costs. The maximum amount of the grant for a full-time student is $1,094. Training related costs include special clothing, tools, equipment, books, supplies, and transportation. Recipients must be enrolled in a vocational program at a community college, independent college, or vocational school, in a program of study from four months to two years at full-time equivalent in length.

Student Success Completion Grant (SSCG)

The SSCG pays full-time Cal Grant recipients $1,298 annually for 12 to 14.99 units per term and $4,000 annually for 15 units or more units per term. Only full-time students receiving Cal Grant B or Cal Grant C can receive this grant.

The California Dream Act Service Incentive Grant (DSIG)

DSIG Program encourages California Dream Act Applicant (CADAA) students with a Cal Grant A award that met Cal Grant B eligibility or a Cal Grant B award to perform community or volunteer service. The California Student Aid Commission (CSAC) will award up to $4,500 per academic year (up to $2,250 per semester or up to $1,500 per quarter) to 1,667 eligible students. The grant will be available to the student for up to 8 semesters or up to 12 quarters while they have an active Cal Grant A or B award. Students must also meet Satisfactory Academic Progress and complete any necessary verification for their Cal Grant award.

Learning-Aligned Employment Program (LAEP)

LAEP allows a participating student placement in an educationally beneficial position that relates to the student's area of study, career objective, or the exploration of career objectives. The program includes and emphasizes positions for students with employers that are capable of providing them with full-time employment opportunities after graduation, or opportunities to connect with other employers that are capable of providing them with full-time employment opportunities after graduation, within their areas of study.

The California Chafee Grant for Foster Youth (Chafee Grant)

Chafee Grant awards up to $5,000 a year to eligible foster youth. The Chafee Grant may be used at any eligible California college or university, or career or technical school. Students attending schools in other states may also qualify. A student's receipt of a Chafee Grant award shall not exceed five years (whether or not consecutive).

Payment on an eligible California Chafee Grant Award is not guaranteed. Funding is limited. Payments are made on a first-come first-served basis.

Students with Dependent Children (SWD)

Students attending a UC, CSU, or California Community College (CCC) who have dependent children under the age of 18 by July 1, 2020 for whom they provide more than half of their support during the academic year may be eligible for an increase to their Cal Grant. Awards may be up to $6,000 for qualifying Cal Grant A and B recipients and up to $4,000 for eligible Cal Grant C recipients.

Financial Aid Disbursement

Students who are eligible for federal and state student financial aid such as federal Pell Grant, FSEOG, Direct Student Loans, and Cal Grant will only be eligible for aid based on the number of units the student is enrolled in as of the freeze date for each semester. The freeze date is determined by the Financial Aid office which is on the third week of each semester. Retroactive disbursements, for semesters that have already ended, will be made to eligible students based on the number of units completed for that semester.

Retaking Coursework in Term Programs

Students may receive federal and state aid for only one course repetition after a course has been satisfactorily passed ("D" grade or higher). Students may continue to be paid for repeatedly failed courses. However, Satisfactory Academic Policy (SAP) will apply to those courses. If a student withdraws before completing the course that they are being paid federal and state funds for retaking, then that is not counted as one allowed retake for that class. However, if a student passed a class once, then is repaid for retaking the class and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. If you are retaking a course, you may wish to contact the Financial Aid office regarding payment eligibility for that course.

Programs and Courses not Eligible for Financial Aid

Students within certain academic programs or taking courses within those programs are not eligible to receive federal aid or Cal Grants. For the 2020/21 academic year, Cosmetology, Certified Nursing Assistant (CNA), and Registered Veterinary Technician/Veterinary Technology programs are not eligible. All 400 level course are not eligible for federal and state aid.

Extended Opportunity Programs and Services (EOPS) Grant

Allan Hancock College Board Policy 5150

This state-funded program offers academically and educationally disadvantaged students “over and above” services in academic counseling, extra tutoring, peer advising and other ongoing support services to assist students in attaining their educational goals. Financial assistance for books and child care is also available for those who qualify.

Law Enforcement Personnel Dependent Scholarships

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (highway patrol, county sheriffs, and correctional officers) who have been killed or totally disabled in the line of duty. The death or disablement must have been the result of an accident or injury caused by external violence or physical force, incurred in the performance of duty. Grants range from $100 to $1,500 per year with a maximum of $6,000 in a six-year period. Write directly to the California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA, 95814, for application materials. Students may also call 1-888-CA-GRANT (888-224-7268).

Aid for American Indians

The Bureau of Indian Affairs provides federal grants to assist in meeting the costs of attending college. In order to qualify, the student must be at least one-fourth Native American, Eskimo or Aleut, must enroll full time, and must show financial need. Native American students must apply through their tribe, home agency or area office of Indian Education.

Satisfactory Academic Progress Standards

Federal financial aid regulations require that a school establish satisfactory academic progress standards for students applying for, or receiving, financial aid. These regulations require that the financial aid office review all periods of a student's enrollment history, regardless of whether financial aid was received, to determine if they are making academic progress towards an educational goal. A student's academic progress will be evaluated at the end of the summer, fall, and spring semesters by the standards listed below. Students who do not meet SAP standards for two consecutive terms, or one academic year, are canceled from receiving state and federal financial aid.

Note: All periods of enrollment, including periods of enrollment at other colleges for which transfer units are accepted at AHC, will be evaluated regardless of whether financial aid was received. Although some grades may be excluded by academic renewal, federal regulations require that coursework identified as academic renewal must be counted for federal satisfactory academic progress standards. A student's satisfactory academic progress will be calculated using coursework that appears on their academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

Qualitative

Cumulative Grade Point Average (GPA) Standard

All students receiving financial aid must maintain a 2.0 cumulative GPA. Transfer units from another institution are not included in the cumulative GPA calculation. A minimum 2.00 cumulative GPA must be maintained at the end of every semester. Courses completed with grades of A, B, C, D, CR, or P will be considered acceptable for satisfactory academic progress. Courses completed with an F are not acceptable for satisfactory academic progress. Even though a D is considered a passing grade, the total cumulative GPA must not fall below 2.00. CR, NC, P, NP, W, MW, or EW grades will not be included in the GPA calculations. Students who receive all CR, P, W, MW or EW notations will be considered to have a satisfactory GPA for that semester; however, their cumulative GPA must remain above 2.00. Incomplete courses notated with an I will be treated as an F unless changed to an alternate letter grade. The student must notify the financial aid office once a grade is changed to have their SAP status adjusted.

Students enrolled at AHC for more than two years must have a minimum cumulative GPA of 2.00 at the end of the second year to continue eligibility for financial aid. Two years is defined as attempting 60 units or more including units that were transferred from other institutions.

Repeat Coursework for a Higher Grade

A student who repeats a course for a higher grade, and successfully earns a higher grade, will have the prior course(s) stricken from their academic record. The prior units will no longer count toward their unit completion rate and cumulative GPA.

Warning for Not Meeting the GPA Standard

If a student does not maintain the GPA standard, they will be placed on GPA warning for one semester. A student's academic progress status is displayed on the myHancock portal within the financial aid area. Financial aid funding will continue during the semester of GPA warning. A student may remove a GPA warning status by bringing their cumulative GPA up to 2.00 upon completion of the semester. If a student does not meet the GPA standard while on GPA warning, their financial aid will be canceled.

Reinstatement

Students canceled due to not meeting the cumulative GPA minimum standard will be eligible for reinstatement when they have achieved, without financial aid, a cumulative GPA of 2.00 or better. Students who meet the GPA standard at the end of an enrollment period will be automatically reinstated during the SAP review process.

Quantitative

Cumulative Unit Completion Standard

All students are required to complete at least 67% of the cumulative units they attempt. Unit completion is calculated by dividing the cumulative number of units completed by the cumulative number of units attempted. Only transfer units that count toward a student's program of study are considered within this calculation as units

attempted and units earned. Courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted in both the attempted and completed unit totals. A student's unit completion will be calculated using all attempted units which appear on their academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid. Unit completion is reviewed at the end of every enrollment period.

Warning for Not Meeting the Unit Completion Standard

If a student does not meet the unit completion standard, they will be placed on unit completion warning for one semester. A student's academic progress status is displayed on the myHancock portal within the financial aid area. Financial aid funding will be continued during the warning semester. If a student does not meet the unit completion standard while on unit completion warning, their financial aid will be canceled. Prior to summer 2022, students were granted only one semester of warning for not meeting the progress standard. Starting with summer 2022 and forward, students may receive more than one semester of warning for not meeting the unit completion standard.

Reinstatement

Students canceled due to not meeting the cumulative unit completion standard will be eligible for reinstatement when they have achieved, without financial aid, a cumulative unit completion rate of 67%. Students who meet the unit completion standard at the end of an enrollment period will be automatically reinstated during the SAP review process.

Maximum Time Length to Achieve Educational Goal

A student is allowed to attempt a maximum number of units towards their program of study as indicated below under "Maximum Time for AHC Programs". The maximum time length is equivalent to 150% of the publish length of the student's program of study. All AHC courses, as well as all transfer courses that the Admissions and Records office has evaluated as equivalent to AHC courses that count towards a student's current program of study, will be counted towards a student's maximum units attempted regardless of whether financial aid was received.

Attempted and Completed Units

Attempted units are units that a student enrolls in long enough to be included on their academic record. Any credit level courses in which a student receives a letter grade or CR, NC, P, NP, I, W, MW, or EW are considered attempted units. Units for which a student receives a grade of F, NP, W, I, or EW are not considered successfully completed. Maximum time is calculated using all attempted units that appear on a student's academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic.

Transfer Coursework

Units accepted for transfer credit that are part of a student's current program of study will be counted as part of the student's unit completion rate and maximum time calculation.

ESL and Remedial Coursework

All ESL and up to 30 credits of remedial coursework will be excluded from the maximum time calculation.

Changes of Program of Study (Major)

The financial aid office accepts a change of program of study as a special or extenuating circumstance in the SAP appeal process.

Maximum Time for AHC Programs

Associate degree: The Associate Degree requires completion of a minimum of 60 units at AHC. Students must complete their goal by the time they have attempted 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted in units towards the degree.

Certificate: AHC offers certificate programs, each requiring a specific number of units for completion. Students enrolled in certificate programs must complete their goals by the time they have attempted 150% of the number of units required for their program. A student must be in a federally recognized certificate program that is at least 16 units to be eligible for financial aid funding. For example, a student in a 30-unit certificate program must complete that goal by the time the student has attempted 45 units. The maximum units attempted for a certificate

goal requiring over 60 units may not exceed 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted in units towards the certificate.

Transfer 4-year degree programs: A student planning to transfer to a four-year college may be enrolled in a transfer program which requires a minimum of 60 units of college level work to transfer to that college. The AHC articulation agreements with CSU, UC and a very limited number of private colleges may be used to determine if the student is in an eligible transfer program. Transfer programs require completion of a minimum of 60 transferable units at AHC. Students must complete their transfer goal by the time they have attempted 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted towards the degree.

Reestablishing Financial Aid Eligibility

A student who does not meet SAP is strongly encouraged to submit an SAP appeal. Students whose appeals are approved are placed on financial aid probation status and may have their financial aid eligibility reinstated pursuant to the terms and conditions contained within their approval notification. A student may also reestablish eligibility by achieving the required academic standards through successful course completion.

Appeal Policy Overview

Federal regulations allow a student to appeal their financial aid ineligibility if they have special circumstances that prevented them from meeting SAP. Special circumstances include but are not limited to:

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- Pregnancy or birth of a child
- Homelessness
- Loss of childcare
- Loss or change in employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the
- crime was not reported or did not result in criminal prosecution or civil liability
- Natural disaster
- Change of major

The Financial Aid Appeals Committee will review the appeal. Written notification will be emailed once a decision is reached. Appeals can only be approved for the current or future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended.

Submitting an Appeal

The appeal form is found on the college website within the financial aid webpage. Paper copies are available at the financial aid office. Instructions for completing the form are linked within the financial aid area of myHancock for all students who are deemed ineligible for financial aid due to not meeting SAP. Appeals may be submitted in any term after a student does not meet SAP; however, a student may only submit an appeal once per term (not including a second review for appeals that are denied). Appeals can be submitted by email or in person at the financial aid office.

Documentation

Supporting documentation for special circumstances is required. This may include, but is not limited to, letters from medical providers, degree or academic planning materials from a college advisor, or supporting statements from other on-campus support services such as the Learning Assistance Program (LAP). Allan Hancock College recognizes that, in some instances, it can be unreasonable or potentially re-traumatizing to produce supporting documentation. If third-party documentation cannot be obtained, a student may self-attest to the circumstances which prevented them from maintaining SAP.

Appeal Time Frame

Students are encouraged to submit an appeal as soon as they receive notification from the financial aid office. Appeals must be submitted no later than three weeks before the end of the academic term in which in student wants their financial aid eligibility restored. SAP appeals are typically reviewed within three to four weeks from the time a completed appeal is submitted. After an appeal has been reviewed, the student will be notified by email of the final decision. Appeals cannot be approved retroactively to apply to terms prior to the term in which the appeal was submitted

Appeal Deadlines

Fall Term: November 21
Spring Term: May 1
Summer Term: July 10

Appeal Decisions

If an appeal is approved, a student will be placed on financial aid probation. If a student's SAP appeal is denied, they have the option to request a second review by a reviewer who did not participate in the initial review. To request a second review for a previously denied appeal, please contact the Dean of Student Services.

Student Employment

Federal Work Study Program

Federal Work Study (FWS) provides part-time jobs for students with financial need, allowing them to earn money to help pay educational expenses and to gain valuable work experience. The program encourages work related to the student's program of study. Employment opportunities are posted through the Career Center, for a list of open positions visit: https:// hancockcollege.jobspeaker.com/#/jobboard/jobs.

Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the FWS program. There are limited FWS funds available at the college. Students interested in FWS should visit the work study page (www.hancockcollege.edu/ finaid/workstudy.php) or contact the Financial Aid office at 805 922-6966 ext. 3200 or email finaid@hancockcollege.edu or visit www.hancockcollege.edu/finaid/workstudy.php.

The Career Center will assist eligible students in locating a job either on or off-campus.

Scholarships

General Scholarship Program

The Allan Hancock College Foundation offers an array of student scholarships, made possible via the generosity of individuals, service clubs, and businesses. Scholarships are awarded each May for the following academic year. Awards can range from $500 to $10,000 and vary by academic area and scholarship criteria. Scholarships are available to current Hancock students continuing their education at Allan Hancock College, as well as to those transferring to a four-year college or university. Additional information about the application process can be found on the foundation website at www.hancockcollege.edu/foundation.

Outside Scholarships

Many community organizations provide scholarships to students Allan Hancock College. The scholarship funding is mailed to the college after the student has verified with the organization that they have met the funding requirements of that particular scholarship. When the funds are received by the Allan Hancock College Financial Aid office and enrollment is confirmed, the scholarship dollars are placed on the student's account.

The Financial Aid office receives scholarship announcements from outside agencies. These announcements seeking applicants are listed on the Scholarship tab located on the Financial Aid webpage www.hancockcollege.edu/finaid/scholarships.php.

This information is updated as scholarship notifications are received from outside agencies.

Student Loans

Federal Direct Student Loan Program

The Federal Direct Loan Program enables students to borrow funds from the federal government to help meet college costs. Loans are processed by the college and approved by the federal government. A student must first apply for federal grants before eligibility for a direct loan can be determined. After eligibility for all other aid has been completed by the Financial Aid office, the student may contact the Financial Aid office regarding the Federal Direct Student Loan Application process.

The direct loan repayment date is based on the anticipated completion/graduation date. Borrowers are usually entitled to a six-month grace period before repayment begins. The grace period starts on the student's anticipated completion/graduation date or when the student leaves school or drops below half-time status.

To contact the Financial Aid office, please call 805-922-6966 ext. 3200 or email finaid@hancockcollege.edu or www.hancockcollege.edu/finaid.

Extended Opportunity Programs and Services (EOPS)

Allan Hancock College Board Policy 5150

Extended Opportunity Programs and Services (EOPS) is a state-funded program which offers "over and above" support services and financial assistance to educationally and economically disadvantaged students to help them succeed in college. Students receive assistance with academic counseling, advising, tutoring, and help navigating the financial aid process. An eligible student may receive a cash grant, book voucher, food card, priority registration, and/or graduation regalia. EOPS students are invited to attend workshops and annual social and cultural activities.

Eligibility Requirements

To be eligible for EOPS, a student must meet EOPS income and educational criteria as determined by Title 5 guidelines:

- be a California resident or be exempt from paying non-resident tuition pursuant to section 68130.5 of the Education Code;
- be enrolled as a full-time student (typically a minimum of 12 units, or four units in any summer session). The EOPS director may authorize up to 10 percent of the EOPS students accepted to be enrolled for 9 units, or have Learning Assistance Program (LAP) certification for a reduced unit load as a student with a verified disability, or be determined full-time equivalent (typically a minimum of 9 units) as a CARE or NextUp participant;
- have not completed more than 70 units of degree-applicable credit coursework in any combination of postsecondary higher education institutions;
- qualify to receive the California College Promise Grant (A, B, or C with estimated family contribution of $0); and
- be educationally disadvantaged as determined by the EOPS director or designee. In making that determination, one or more of the following factors shall be considered:
    - not qualified for enrollment into the minimum level English or mathematics course that is applicable to the associate degree
    - not have graduated from high school or obtained the General Education Diploma (GED)
    - graduated from high school with a grade point average below 2.50 on a 4.00 scale
    - have been previously enrolled in remedial education
    - other factors set forth in Hancock's EOPS Plan submitted to the Chancellor's Office pursuant to Title 5 Section 56270.

To remain eligible to receive programs and services, students are required to:

- Apply for state and federal aid (FAFSA or CADAA) pursuant to the file completion procedures established at Hancock.
- Maintain academic progress towards a certificate, associate degree, or transfer goal per the academic standards established by Hancock.

- Sign a Mutual Responsibility Contract.
- Complete a comprehensive student educational plan.
- Provide financial documentation within 60 days of acceptance into the EOPS program as required by the Hancock's financial aid policies and procedures.
- Participate in a minimum of three contact sessions per semester with their EOPS counselor of which one of the three session can also be with paraprofessional staff:
    - First: Prepare, review, or update student educational plan and Mutual Responsibility Contract.
    - Second: In-Term contact session to assess academic progress and needs.
    - Third: Exit session to assess success of student in reaching objectives of term and make future plans.

Student Eligibility for EOPS Financial Aid Awards:

To receive EOPS financial aid assistance students must be EOPS eligible at the time of acceptance and demonstrate financial need as determined by Financial Aid office.

Applications may be obtained from the EOPS website at www.hancockcollege.edu/eops. Bilingual services are provided upon request.

The EOPS office is located on the Santa Maria campus in bldg. A201 and the Lompoc Valley Center in bldg. 1, Room 103.

Santa Maria: 805-922-6966 ext. 3214
Lompoc Valley Center: 805-735-3366 ext. 5206

Foster Youth Educational Services

Allan Hancock College is committed to supporting students who have previously experienced the foster care system at any point under the age of 18. Supportive services may include assistance with accessing financial aid, scholarships, student services, and connecting to on and off-campus resources to promote achieving educational success, health, and well-being while attending community college. Additionally, they will assist students with setting goals to complete programs, transfer, and attain certificates and degrees.

Anyone seeking to learn if they are eligible please call the EOPS+ Center at (805) 922-6966 ext. 3214 or visit bldg. A, Room 201/203

NextUp

The purpose of NextUp (formerly CAFYES) is to support eligible students who experienced the foster care system in achieving higher education success, health, and well-being at the community college level. Supportive services include assistance with transportation, food vouchers, book vouchers, educational grants, and school supplies. To qualify, a student must be EOPS eligible and have been a ward of the court at the time of their 16th birthday, or thereafter, and no older than age 25.

NextUp students have access to a computer lab, study space, tutoring assistance, and center to meet with their fellow peers and the NextUp specialist. An academic counselor is on-site several days a week for student convenience. For more information, call 805-922-6966 ext. 3623, or visit the CARE/NextUp Center in bldg. A, Room 203.

Cooperative Agencies Resources for Education (CARE)

This program is designed to assist parents who are single heads of households (single parents, etc.) receiving public assistance (CalWORKs/TANF) with supportive services and limited financial assistance to help offset educational costs, including transportation. To qualify, a student must be EOPS eligible.

The CARE Center provides CARE students with a space to study and complete homework assignments, talk with other CARE students, and meet with the CARE specialist. A computer lab is available for student use. Also, an academic counselor is on site several days a week for student convenience.

The CARE Center is a child-friendly site; therefore CARE parents are encouraged to bring their children with them when they visit the CARE Center. For more information, call the EOPS+ Center at (805) 922-6966 ext. 3214 or visit bldg. A, Room 201/203.

CalWORKs Services

The Allan Hancock College CalWORKs Program offers supportive services to students currently receiving cash assistance through their county's CalWORKs program. These supportive services are designed to assist students in obtaining the educational training and skills they need to transition off of cash assistance and ultimately achieve self-sufficiency.

Available services include: new student orientation; intake and service coordination; career assessment and education planning; classes and programs (including GED and degree programs) to develop or enhance job/ educational skills; referrals for on-campus childcare and work-study opportunities; study labs and tutoring; school supplies; transportation, food vouchers and educational grants (when available).

For more information, call the EOPS+ Center at (805) 922-6966 ext. 3214 or visit bldg. A, Room 201/203.

Justice Involved Programs

Allan Hancock College offers a student support program for Justice Involved Students called "Phoenix Rising Scholars". This program supports currently and formerly incarcerated individuals to matriculate to higher education and reduce recidivism. This program may be able to provide community, mentor support, workshops & professional development opportunities, field trip experiences, book vouchers, educational excellence grants, and more.

Anyone seeking to learn if they are eligible for Phoenix Rising Scholars can call the EOPS+ Center at (805) 922-6966 ext. 3214 or visit bldg. A, Room 201/203

Workforce Resource Center

The Workforce Resource Center offers a variety of Allan Hancock College credit and non-credit classes which are designed to increase job skills. The center houses multiple community agencies that provide assessment of client needs, career and job search information, and links to employment and training opportunities, all at one location.

In addition to training, Allan Hancock College provides services in financial aid, registration and work search assistance. Students who need assistance in determining career goals, résumé development and work search assistance can visit the on-site Career Lab, which is an open access lab staffed by trained professionals. The lab provides access to computers, software, Internet resources, periodicals, videos and equipment for distance learning. V

isit the Workforce Resource Center at 1410 South Broadway in Santa Maria, or call 805-614-1543.

Career Center

The Allan Hancock College Career Center, located in the Student Services building (A207) on the Santa Maria campus, believes in "Changing the Odds" through lifelong career development. Staff are dedicated to supporting current and future students, as well as alumni.

The center offers a variety of resources, including a Career Café computer lab and a virtual reality room. They provide essential services such as career exploration, advising, job search assistance, and mentoring. Key programs include the College Corps Fellowship program, Career Readiness and Customer Service Academy, SkillsUSA, and Work Experience Education. The center also sponsors the annual Career Exploration Day.

Visit www.hancockcollege.edu/careers for the center's hours of operation, which may vary based on student needs. To schedule an appointment with a career counselor or specialist, please call 805-922-6966 ext. 3374.

District Police Department

The Allan Hancock College Police Department's mission is to protect the educational environment by serving the campus community, safeguarding lives and property, and ensuring a safe learning atmosphere. We provide comprehensive public safety services for students, staff, faculty, and the community, including community outreach, crime prevention, emergency management, investigations, lost and found, parking control, building security, and safety escorts.

Staffed by certified police officers, support personnel, security officers, and volunteers, our officers have full peace officer authority in California and patrol Santa Maria and Lompoc Valley campuses, enforcing laws and college regulations.

Contact
Santa Maria: 805-347-7557 (non-emergency) or 911 (emergency)
Lompoc: 805-347-7557 (non-emergency) or 911 (emergency)
Emergency call boxes (Blue Light Phones) are located in parking lots.

Report all criminal or suspicious activity immediately. We use the RAVE mobile safety system for emergency alerts; subscribe via myHancock (www.hancockcollege.edu).

We have agreements with Santa Maria and Lompoc Police Departments for after-hours coverage and support for investigations and large incidents.

Per Penal Code 290.01, serious/high-risk sex offenders must register with our department (805-347-7557). See https://www.meganslaw.ca.gov for more information.

Traffic Regulations

The speed limit on the Santa Maria campus and Lompoc Valley Center perimeter is 25 miles per hour. The speed limit in all District parking lots is 15 miles per hour.

Staff may park in yellow and white-lined stalls. Students may park in white-lined stalls only.

Transfer of Credit

Transfer of Credit and Course Waiver

Allan Hancock College Board Policy 4900

The District shall permit the waiver or substitution of courses required for completion of an Associate in Arts and Associate in Science, or a program certificate, provided the District does not offer the required course on a regular basis and not have a comparable course; or the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College. The District shall not allow course waivers for Associate in Arts for Transfer and Associate in Science for Transfer (Associate Degrees for Transfer or ADT) degrees.

The District shall permit the substitution of courses required for the completion of Associate in Arts for Transfer and Associate in Science for Transfer degrees provided that the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College or that such course meets the intent of the Transfer Model Curriculum. Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution. A student who believes that he/she has a legitimate request for a course waiver or substitution for a degree or certificate shall follow the process as set forth in the administrative procedure.

Allan Hancock College Administrative Procedure 4900

The District intends for all of its graduates to have mastered the competencies required by Title 5 and to have completed the courses required for an Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer or a program certificate. The District recognizes that required courses for various programs of study cannot always be offered on a schedule appropriate to all students. The District also recognizes that many courses taken at institutions other than Allan Hancock College may be the equivalent to Allan Hancock College courses. If a student believes that another course can substitute for a required course in a program of study or that a course taken at another college is the equivalent of a course at Allan Hancock College, the student

may request a waiver or substitution for that course using the following procedure. Students are responsible for submitting any supporting information and verification such as course outline, transcripts and course descriptions.
Step 1 For a waiver or substitution of a requirement within a major in an Associate of Art or an Associate of Science, the student, in consultation with an academic counselor, shall submit a completed Course Waiver or Substitution for Degree or Certificate form to the appropriate department chair. Transfer students requesting a course substitution in an Associate in Arts for transfer or an Associate in Science for Transfer must submit the form to the Articulation Officer. Transfer students requesting a course waiver or substitution for general education requirements must submit the form to the Counseling Department Chair.
Step 2 Within ten (10) regular session days of receiving the credit petition, the appropriate chairperson or, if the petition is for a noncredit program of study, the Dean, Community Education, shall review the petition in consultation with faculty within the discipline, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student and the student's academic counselor, in writing, of the decision.
Step 3 If the student is not satisfied with the decision of the department chair and wishes to pursue the matter further, the student shall submit the credit petition to the appropriate dean within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the appropriate dean shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the department chair in writing of the decision. In the case of noncredit programs of study, if the student is not satisfied with the decision of the Dean, Community Education, the student may submit the petition to the Vice President, Academic Affairs within ten (10) regular session days. Within ten (10) regular session days of receiving the petition, the vice president shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, and the dean in writing of the decision.
Step 4 If the student is not satisfied with the decision at Step 3 wishes to pursue the matter further, the student shall submit the credit petition to the Vice President, Academic Affairs within ten (10) regular session days. The Vice President, Academic Affairs shall review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition and notify the student, the student's academic counselor, the department chair, and the dean in writing of the decision. If the student with a noncredit petition is not satisfied with the decision at Step 3 and wishes to pursue the matter further, the student may move to Step 5.
Step 5 If the student is not satisfied with the decision of the Vice President, Academic Affairs and wishes to pursue the matter further, the student shall submit the petition to the Superintendent/President within ten (10) regular session days. Within fifteen (15) regular session days of receiving the petition, the Superintendent/President will review the petition, consult with appropriate faculty and/or staff, determine if a course waiver or substitution of program requirement(s) is/are appropriate, approve or disapprove the petition, and notify the student, the student's academic counselor, the department chair if appropriate, the dean, and the vice president in writing of the decision. The decision of the Superintendent/President is final.
References: Title 5 Sections 55060 et seq.

Parking Regulations

Parking permits are required during class sessions for all vehicles (including those with disabled placards) parked on the Santa Maria campus, South Campus, and Lompoc Valley Center: Monday-Thursday, 8 a.m. - 10 p.m.; Friday, 8 a.m. - 4 p.m. Students must park in white-lined stalls only.

Permits are available for purchase online via the myHancock portal starting the first day of online registration. Refer to www.hancockcollege.edu for registration periods, cashier hours, and locations (subject to change).

One-day permits ($2 exact change, no refunds) are available at parking kiosks on the Santa Maria campus and Lompoc Valley Center. Students must park in white-lined stalls only.

For parking regulation information, contact the Allan Hancock College Police Department at 805-347-7557 or visit their website at Parking Regulations.

Campus Children's Center

Quality care for infants, toddlers, and preschoolers between three months and five years of age is available on the Santa Maria campus and eighteen months to five years at the Lompoc Valley Center. The centers serve as the lab school for early childhood studies students who assist the credentialed staff in providing an enriched learning environment designed to foster social, emotional, physical and cognitive growth for young children.

The philosophy of the program is to provide each child with the tools and the opportunity to be actively involved in the learning process, to experience a variety of developmentally-appropriate activities and materials, and to pursue their own interests.

As an integral part of the early childhood studies program, the center provides a multicultural, anti-bias inclusion approach where children have the opportunity to experience differences in gender, race/ethnicity, abilities, learning styles, and individual needs.

The Children's Center is available to student parents enrolled in summer, fall, and spring semesters. The center follows the academic calendar and is open Monday–Friday, 7:45 a.m. to 4:45 p.m. The Santa Maria campus offers a preschool-aged twilight program that operates Monday–Thursday, 6:15 p.m. to 9:45 p.m. Hours and days of operation may vary at each location throughout the year.

For further information, contact the center office at 805-922-6966 ext. 3567 or stop by bldg. I. Please do not contact the center classrooms directly.

Library/Academic Resource Center

Building L on the Santa Maria campus houses the library (L-North) and the Academic Resource Center (ARC) (L-South). The first floor of the ARC houses the Ann Foxworthy Gallery, Tutorial Center, Writing Center, and Open Access Computer Lab (OACL). On the second floor are faculty offices, classroom L-203, and the Teacher Learning Center (TLC).

Building 1 on the Lompoc Valley Center houses the Jacoby Library. Tutorial Services and Open Access Computer Lab (OACL).

Library

The Santa Maria campus library and the Lompoc Valley Center (LVC) Jacoby Library include collections of more than 200,000 books, as well as media, journals, newspapers, and magazines. Online resources (available 24/7) include the library catalog and electronic versions of books, journals, magazines, streaming videos, resource guides, and reference works. The libraries also have wireless and internet access for research and an interlibrary loan service. Students may request materials to be delivered free from either Hancock library. For more information, call 805-922-6966, ext. 3224 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center.)

The Open Access Computer Lab (OACL)

The Open Access Computer Lab (OACL) provides computer access to registered AHC students with an ID card. Students can use the lab to access MS Office programs, print documents, or access the internet for research. For more information, call 805-922-6966, ext. 3260 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center).

Tutorial Center

The Tutorial Centers provide free peer tutoring in most academic subjects on an appointment and drop-in basis. The mission of the Tutorial Center is to assist students in successfully completing their courses. Vandenberg Space Force Base students can receive tutoring assistance at the Lompoc Valley Center. Employment opportunities are available for qualified students who wish to serve as peer tutors. For more information, call 805-922-6966, ext. 3260 (Santa Maria campus) or ext. 5224 (Lompoc Valley Center).

Writing Center

The Writing Center provides help with reading and writing assignments from any discipline. Writing Center faculty and staff offer oneon-one assistance in writing and reading in any discipline. Writing Center students also have access to computers for researching and writing. For more information, call 805-922-6966 ext. 3501.

Distance Education

Canvas is the official course management system supported by Allan Hancock College. To enroll in an online course, students must use the internet and their Hancock email account. Online courses may be offered completely online or partially onsite.

These courses may include an onsite orientation and/or a "To Be Announced (TBA)" component that requires a minimum number of hours of work each day or week not including study or homework time. For complete information and requirements, visit www.hancockcollege.edu. Use the Class Search link to find the course section and then select the blue Course Reference Number (CRN) for details.

Students must complete their own work and not work with or through other parties, except in the case of students with disabilities. Students are welcome to use the Open Access Computer Lab (OACL) at either the Santa Maria campus or the Lompoc Valley Center for online course access, provided they have a current student Hancock ID card.

Hancock complies with the TEACH Act, a federal copyright law. Some materials used by college faculty in distance learning courses are subject to copyright restrictions. Students may not download and retain or redistribute these materials. For additional information, please contact the course instructor(s).

Personal security is as important for online students as it is for students who take classes on campus. Hancock does not restrict enrollment, and by law must admit all qualified students. Students should not share personal information, including phone numbers or addresses, with other online students they do not know. Additional advice about maintaining personal security in an online class will be provided by the instructor of the class.

For more information on distance learning at Hancock, please call 805-922-6966 ext. 3928

Learning Assistance Program (LAP)

Allan Hancock College Board Policy 5140

Allan Hancock College is committed to equal access and welcomes students with disabilities. The Learning Assistance Program (LAP) provides individualized support services for students with learning, physical, and mental health, and all other disabilities. These services are designed to assist students with permanent or temporary disabilities achieve their educational goals. The college supports including students with disabilities in all educational opportunities regardless of location or mode of instruction.

Learning Assistance Program Eligibility and Application Process

Any student enrolled in the college who has a disability that limits one or more life activities is encouraged to apply for LAP services. Students should provide verification of a prior diagnosis from the appropriate professional. Students who have no prior diagnosis, but believe they may have an undiagnosed disability, should meet with LAP to learn about resources for obtaining a diagnosis.

The application for services is available at the LAP offices on the Santa Maria campus and Lompoc Valley Center or online. After completing the application and providing verification of disability, an intake appointment will be scheduled for the interactive process to discuss the impact of the disability and determine accommodations to provide access.

Accommodations And Academic Adjustments

The fundamental principles of nondiscrimination and accommodation in academic programs are outlined in Section 504 of the Rehabilitation Act of 1973 the Americans With Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). Accommodations and academic adjustments are those services that allow an individual with a disability to have equal access to college courses, facilities, and services. The goal of LAP is to ensure equal access while supporting student independence, integration, and self-advocacy.

Based on the nature and severity of the student's disability, accommodations may include, but are not limited to:

- Extended time for written tests in a low-distraction environment
- Peer note-taker services
- Textbooks and course materials in alternative formats (e.g. Braille, electronic text)
- Use of digital voice recorder for lectures
- Priority registration
- Peer tutoring

- Specialized counseling
- Adaptive technology (e.g. screen readers, voice recognition)
- Access to computers equipped with special input devices
- Sign language interpreters or real-time captioning
- Braille or electronic-formatted lecture notes, handouts, and texts
- Instruction in the use of adaptive technology and effective learning strategies.

Accommodations are determined on a case-by-case basis and authorized by the appropriate program specialist.

College Expectations

Students are expected to have the ability to manage their personal needs or provide a personal service attendant. The college does not provide personal attendants. Students with disabilities using service animals on campus are expected to comply with Allan Hancock College Board Policy 3440. All students, regardless of disability, are required to comply with Hancock's Student Code of Conduct (Board Policy 5500).

Course Substitution Or Waiver

Allan Hancock College requires all students to master the competencies required for the courses, programs, or degrees they pursue. Most challenges which potentially preclude a student with disability from completing a course can be overcome by a combination of appropriate accommodations and other college services. However, the college recognizes that, for some students, such accommodations will not be sufficient to enable them to complete a specific course of study in the same manner expected of nondisabled students. The college also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that, despite the use of accommodations and support services, they are unable to complete the course as a result of their disability, or if the student can show that his/her/their disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver. LAP students should schedule an appointment with their program specialist for assistance with this process.

Hancock cannot grant a substitution that is inconsistent with Title 5 regulations or AP/BP 5140, nor can it ensure that a substitution granted by the college will be accepted by another institution.

Student Grievance Rights

Students with disabilities have a right to file a formal complaint if they believe they have experienced discrimination based on disability. Such complaints are addressed through the existing college procedures as detailed in the college catalog under Discrimination Complaints.

Information about Disability Discrimination and Grievances can be found on the LAP website.

To contact LAP, visit or call the program office in Santa Maria: bldg. A, Room A304, 805-922-6966 ext. 3274; Lompoc Valley Center: bldg. 2, Room 103, 805-735-3366 ext. 5274; Video Phone: 805-266-7874 or 866-327-6218.

Students may also visit the LAP website for detailed information on program resources, procedures, and learning outcomes as well as access to program forms.

Veterans Affairs

The Financial Aid/Veterans office acts as liaison to the Veterans Administration and assists veterans and their dependents in reaching their educational goals. Below are the current programs available to eligible veterans, service persons and dependents seeking assistance for education. Active duty personnel are reimbursed only for actual tuition and fees.

Post-9/11 G.I. Bill® (Chapter 33)

To be eligible, a student must have served at least 90 aggregate days on active duty after Sept. 10, 2001, and still be on active duty, honorably discharged, retired, or released from active duty for further service in a reserve component. A student may also be eligible if they were honorably discharged from active duty for a service-

connected disability and served 30 continuous days after Sept. 10, 2001. www.va.gov/education/about-gi-bill-benefits/post-9-11/

Veteran Readiness and Employment (VR& E Chapter 31)

For service members and veterans with service-connected disabilities www.va.gov/careers-employment/vocational-rehabilitation/

Information for students using Post 9/11 G.I. Bill® benefits (Chapter 33) or Veteran Readiness and Employment (Chapter 31)

A student using Post 9/11 G.I. Bill® benefits or Veteran Readiness and Employment and Employment benefits may enroll and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While waiting for receipt of funds from the VA, Allan Hancock College will not charge or otherwise penalize Post 9/11 G.I. Bill® and Veteran Readiness and Employment students.

For eligibility consideration, a Post 9/11 G.I. Bill® student must submit a VA Certificate of Eligibility (COE) or Post -911 GI Bill® Enrollment/Entitlement Status: www.ebenefits.va.gov/ebenefits/about/feature?feature=post-911-gi-bill-enrollment-status.
The veteran's VR&E counselor will electronically provide a VAF 28-1905 to the School Certifying Official.

Additional information requested by the School Certifying Official to certify enrollment to the VA:

- DD-214 (Veteran student only, member 4 copy)
- Official prior college and military transcripts
- Student Education Plan (SEP) prepared by an academic counselor For more information regarding this policy, contact the School Certifying Official.

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). Additional information regarding education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Montgomery GI Bill (Chapter 30)

The Montgomery GI Bill Active Duty (MGIB-AD) can help students pay for education and training programs. Students who served at least two years on active duty, can find out if they qualify for the MGIB-AD program. www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/

Montgomery GI Bill Selected Reserve (MGIB-SR/Formerly Chapter 1606)

The Montgomery GI Bill Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits. Students who are a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, may be eligible for this benefit. www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/

Reserve Educational Assistance Program (REAP/Formerly Chapter 1607)

Reserve Educational Assistance Program (REAP) ended on November 25, 2015, but under the National Defense Authorization Act of 2016, some REAP benefits will remain in place for 3 more years. Learn more about what this change means www.va.gov/education/ other-va-education-benefits/reap/

Veterans' Educational Assistance Program (VEAP)

Students may be able to continue their education by using part of their military pay to help cover the cost of school. www.va.gov/ education/other-va-education-benefits/veap/

VA Education Benefits for Survivors and Dependents Survivors' and Dependents' Educational Assistance (DEA/Chapter 35)

Students who are a dependent, spouse, or child—or the surviving spouse or child—of a veteran, you may qualify for Chapter 35 benefits or job training through a GI Bill program. Additional information requested by the School Certifying Official to certify enrollment to the VA:

- DD-214 (Veteran student only, member 4 copy)
- Official prior college and military transcripts
- Student Education Plan (SEP) prepared by an academic counselor

www.va.gov/education/survivor-dependent-benefits/

Fry Scholarship

The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship), a scholarship for children and dependents of veterans. If student's parent or spouse was an active-duty service member who died in the line of duty on or after September 11, 2001, they may qualify for this benefit. www.va.gov/education/survivor-dependent-benefits/fry-scholarship/

Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship

The Rogers STEM Scholarship will provide up to nine months of additional Post-9/11 GI Bill benefits (to a maximum of $30,000) to qualifying veterans and Fry Scholars seeking an undergraduate STEM degree or who have earned a STEM degree and are seeking a teaching certification. www.benefits.va.gov/gibill/fgib/stem.asp

Cal Vet College Fee Waiver

The College Fee Waiver for Veteran Dependents benefit waives mandatory system-wide tuition and fees at any State of California Community College, California State University, or University of California campus. This program does not cover the expense of books, parking, or room and board.

Students must meet the California residency requirements as determined by the college: www.calvet.ca.gov/VetServices/Pages/ College-Fee-Waiver.aspx

Academic Requirements

All VA recipients are required to maintain satisfactory progress toward their educational objective and a minimum grade point average of 2.00 (C) for each period of enrollment. A separate Veterans' Bulletin outlining standards of progress and attendance is available to all veterans. It is essential that all recipients are thoroughly familiar with these federally mandated standards. Evaluation is required to allow credit for prior training, including college, military, and correspondence school. Military evaluations may be obtained free for those who have entered service since Oct. 1, 1981.

All students must have an approved Student Education Plan (SEP) prepared by a counselor no later than the end of the first period of enrollment. Entering students who have earned 24 or more units will not be certified for VA assistance until the course requirement list is prepared. All transcripts and military evaluations must be on file prior to this counseling. VA policy prohibits payment for any course not required for graduation in the student's stated objective.

Further information for benefits may be obtained from the Financial Aid/Veterans office 805-922-6966 ext. 3200, Student Services, bldg. A, Santa Maria campus; the Lompoc Valley Center, and Vandenberg SFB center; or at the Santa Barbara County Veterans Service Offices: www.cacvso.org/santa-barbara-county-office/ or the San Luis Obispo County Veterans Service Office: www.cacvso.org/sanluis-obispo-county-office/.

Student Government and Activities

Allan Hancock College Board Policy 5400

Student government at Allan Hancock College is a vital instrument of the student body, providing a means by which a responsible student body may manage its own affairs, and affords an avenue of communication for student opinions and recommendations.

Participation offers the student an opportunity to enrich their college experience by participating actively in campus activities and to develop qualities of leadership and cooperation while working with students, faculty and administration in a variety of situations.

The Associated Student Body Government of Hancock will strive to:

- Represent the needs, interests, and perspectives of Hancock students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;
- Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;
- Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity, and college pride in order to enhance the general welfare and academic success of

Hancock.

The concerns of the student government are many and encompass a wide variety of services which touch every student. There are student representatives on a number of campus-wide governance and policy making committees, including college hiring committees.

The Student Government is the executive arm of the Associated Student Body. Members of the Associated Student Body Government (ASBG) strive to increase communication between the administration, faculty, and students. The Student Government provides an organized channel for support of major campus events.

ASBG elections are held in the spring, but petitions may be submitted in the fall for unfilled offices and committee appointments. Student Government meetings are scheduled each Monday at 12:30 p.m. in the Mechanics Bank Student Center (Room G106A) and are open to the public.

Clubs and organizations are an integral part of campus life at Hancock. Active clubs on campus can be viewed on the ASBG website at www.hancockcollege.edu/asbg/clubs.php. Information on starting a new club is also on the website.

Other programs within Student Activities include: the Leadership Program, Student Ambassadors, the Mentorship Program, and Food Share Because We Care.

Leadership Program

Leadership 111 is an introduction to leadership and skills associated with effective leadership including parliamentary procedures, group dynamics, planning and conducting activities. Self-awareness, cultural differences, ethics, communications skills, motivation, delegations, and time management as related to organizational structure.

Leadership 112 provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building and activity/event planning are emphasized.

Student Ambassadors

The Student Ambassador Program recruits qualified students to represent Hancock in a number of initiatives serving as role models and mentors to all students. This group of trained student representatives provides the campus with an additional resource of student leaders to assist new and current students in the admissions/ registration process, represent the college in outreach efforts, assist in campus wide events, and promote the image of Hancock, including appearing in college promotional materials.

Student Ambassadors represent a group of positive, enthusiastic, and well-informed representatives of the student body of Hancock, who are interested in working with faculty, staff, and students to promote the college's programs and services.

Mentorship

The Hancock Mentorship Program pairs successful community leaders with Hancock students looking for educational advice, career guidance, and life lessons. Mentoring is a true fulfillment of Hancock's motto: "Start here. Go anywhere." Each mentor is paired with a student (the mentee) who has been chosen because he/she/they are bright, willing to learn, and eager for educational, personal, and professional advancement.

Food Share Because We Care

Hancock students can pick up free non-perishable food and produce every Thursday during the spring and fall semesters while classes are in session. Food can be picked up at the Mechanics Bank Student Center patio, located on the south side of bldg. G, starting at 11:30 a.m. and at the Lompoc Valley Center starting at 2:30 p.m. On the first and third Thursday of each month food will also be distributed outside the Joe White Memorial Gymnasium (bldg. N). Food is provided by the Santa Barbara County Foodbank and is available to all Hancock students. Dates and times subject to change.

Basic Needs

The Hancock Basic Needs Program helps students who face a basic necessity insecurity. The main purpose of the program is to serve students who may be experiencing food insecurity, housing insecurity, transportation issues, and other emergency or crisis situations. Some of the resources include the Orfalea Children's Center Lab School, housed in the Family and Consumer Education Center (bldg. I), which provides quality care for infants and

preschoolers between three months and five years of age. Food Share Because We Care provides food to students in need. Student Health Services offers a wide range of services, including medical services, health counseling, crisis and personal counseling. Additionally, the California Homeless Youth Project (CHYD) has complied a list of basic needs resources in order to make resources more accesible to students. The Basic Needs office can be reached at 805-922-6966 ext. 3011.

For additional information on these programs/services, contact the Student Activities & Outreach department at 805-922-6966 ext. 3229.

Athletics

Allan Hancock College is a member of the Western State Conference and competes in the California Community Colleges System in athletics under the direction of the California Community College Athletic Association. Hancock football competes within the Southern California Football Association, the National North Division.

Hancock provides a wide range of intercollegiate sports for both men and women. Men's sports include baseball, basketball, football, golf, soccer, swimming, and track and field. Women's sports include basketball, golf, soccer, softball, swimming, cross-country, track and field, and volleyball.

To be eligible for intercollegiate sports, athletes must be enrolled in and attending 12 units of class work. At least nine of the 12 units shall be attempted in courses counting toward the associate degree, remediation, transfer and/or certification, as defined by the college catalog, and are consistent with the student-athlete's educational plan.

To remain eligible in subsequent semesters, students must satisfactorily complete 24 units with a 2.00 grade point average between seasons of competition and complete a minimum of 6 units during the previous full-time term, prior to the second season of sport. Of the 24 semester units, 18 units shall be consistent with the criteria listed above. Questions on athletic eligibility should be referred to the athletic eligibility technician in the Admissions and Records office, or to the associate dean/athletic director, Kinesiology, Recreation, & Athletics.

Equity in Athletics Disclosure Act

Under the Equity in Athletics Disclosure Act of 1994, Section 360B of Pub.L.103-382, Hancock must provide specific information about its athletic programs for inspection by students, prospective students, and the public by October 30 of each year for the previous reporting year. Such information is available online at www.ope.ed.gov/athletics/.

In compliance with State and Federal Title IX laws pertaining to equitable opportunities for men and women, respective community colleges, governed under the California Community College Athletic Association, must complete and report the three-part test as indicated on the Form R-4. The three part test includes: participation proportionate to full-time undergraduate enrollment, continued program expansion, or fully and effectively accommodating the underrepresented gender.

Mathematics, Engineering, Science Achievement Program (MESA)

The MESA program provides a wide range of academic support services and activities aimed at fostering student achievement and increasing the success and participation students experience while pursuing a degree in mathematics, engineering, computer science, biology, architecture, kinesiology, or other science-based programs. MESA enables students to prepare for and graduate from a four-year university with a math-based degree. It also seeks to increase the diverse pool of transfer-ready community college students who are prepared to excel as math, engineering, and science majors.

Through the program, students develop academic and leadership skills, increase educational performance, and gain confidence in their abilities to compete academically and professionally. MESA services include: STEM tutoring; organized study groups and peer-lead supplemental instruction; a student study center and STEM learning lab; industry and university field trips and networking; scholarship and internship assistance; career and leadership development activities and transfer counseling. The STEM learning lab serves as the hub for STEM student learning on campus and provides students with a collaborative space which encourages student-to-student interaction. Students can utilize free drop-in tutoring, study spaces, and other learning resources.

For information or to apply, visit the MESA/STEM Academic Success Center, Building M500. on the Santa Maria campus, call MESA at 805-922-6966 ext. 3446 or visit www.hancockcollege.edu/mesa.

Cal-SOAP

The Central Coast California Student Opportunity and Access Program (Cal-SOAP), administered by the California Student Aid Commission (CSAC), is designed to increase post-secondary educational access to low-income and first-generation secondary school students. Services provided by the project include academic advising and peer mentoring, admissions requirements, financial aid information, FAFSA, and Dream Act completion.

The Central Coast Cal-SOAP Consortium is composed of two community colleges and three university partners and provides services in five K-12 school districts and two community-based organizations. To contact CAL-SOAP, please call 805-922-6966 ext. 3710.

College Achievement Now (CAN)/TRIO-SSS Program

The CAN–TRIO program serves students who are first-generation, low income, and/or have a documented disability and are part of the Learning Assistance Program (LAP). The program is federally funded by the TRIO-Student Support Services program from the U.S. Department of Education (P042A200930).

CAN-TRIO is designed to:

1. increase college retention and persistence;
2. provide student support to ensure good academic standing, and;
3. increase graduation and transfer rates for underrepresented students to four-year colleges and universities.

Participation in CAN-TRIO provides students with: academic advising; transfer assistance; career guidance; tutorial assistance; financial and economic literacy; cultural and university trips; assistance with financial aid, scholarships, job seeking opportunities; laptop, calculator, and book lending library; priority registration; and access to on-campus computers and free printing.

For more information or the application, visit the CAN-TRIO center on the Santa Maria campus located in bldg. A, Room 211 or the CAN-TRIO website at www.hancockcollege.edu/can.

To contact CAN-TRIO, please call 805-922-6966 ext. 3434 or email canprogram@hancockcollege.edu.

Learning Outcomes to Support Student Services

The Student Services division at Allan Hancock College has identified learning outcomes to support student programs and services. The assessment of those outcomes enables the college to understand its effectiveness and improve student services and support functions.

The individual service area outcomes can be found online at www.hancockcollege.edu/ie/student_services.php.

Policies and Procedures

Allan Hancock College Board Policies

Board Policy information can be accessed at www.hancockcollege.edu/board/policies.

Nondiscrimination Statement

Allan Hancock College Board Policy 3410

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity while providing positive images for all students. The board commits the district to actively promoting campus diversity, including recruitment and selection of qualified employees from various backgrounds and equal

employment opportunities in all aspects of employment, including assignments, promotions, and transfers. In addition, the Board of Trustees recognizes that to be effective, an equal employment opportunity plan must be developed, reviewed, and adopted in compliance with Education Code and Title 5 requirements.

Discrimination based on race, color, national origin, sex, and disability, including all forms of sexual harassment, is strictly forbidden by Title VII of the Civil Rights Act, Title IX, and the college policy on sexual harassment. All student discrimination complaints should be addressed to the Title IX Coordinator, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, 805-922-6966 ext. 3659. All employee discrimination complaints should be addressed to the director, Human Resources, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, 805-922-6966 ext. 3338. The district is also committed to equal access and reasonable accommodations for students with disabilities.

The coordinator for Americans with Disabilities Act (ADA) for students is the director, Learning Assistance Program, Weston Guerra, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, 805-922-6966 ext. 3274. All other ADA discrimination complaints should be addressed to the director, Human Resources, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399.

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

En Español

La Junta Directiva del Allan Hancock Joint Community College District reconoce que la diversidad en el ambiente académico fomenta la consciencia cultural, el entendimiento y respeto mutuo, la armonía y la creatividad, lo que a su vez aporta imágenes positivas para todos los estudiantes. El distrito se compromete a promover activamente en este colegio la diversidad cultural, incluyendo el reclutamiento y el emplear a personas calificadas pertenecientes a los grupos menos representados y protegidos, y se compromete también a cumplir con los reglamentos para ofrecer un lugar apropiado para laborar y de aprendizaje que contribuya a una discusión abierta, sin ninguna clase de intimidación, acoso o discriminación.

La Junta Directiva compromete al distrito a contar con diversidad étnica en su personal y a ofrecer las mismas oportunidades de empleo para personas calificadas en todos los aspectos de su programa laboral, incluyendo la selección, asignación, promoción y el traslado, tomando en cuenta todas las clasificaciones necesarias. La Junta Directiva también se compromete a asegurarse que todos sus empleados y solicitantes de empleo, cuenten con las mismas oportunidades de empleo sin importar su raza, color, descendencia, religión, origen, género, estado civil, edad, discapacidades físicas o mentales, condición médica, o por ser veterano de la guerra de Vietnam, estado civil, u orientación sexual.

La discriminación por motivos de género, incluyendo todo tipo de hostigamiento sexual está estrictamente prohibida por la Ley VII del Acta de Derechos Civiles, capítulo IX, y por las reglas del colegio sobre el hostigamiento sexual. Todas las quejas de discriminación emitidas por los estudiantes deberán ser enviadas al vicepresidente de servicios estudiantiles, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, teléfono 805-922-6966 ext. 3659. Todas las quejas de discriminación por parte del personal del colegio deberán ser enviadas al director de recursos humanos, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, teléfono 805-922-6966 ext. 3338. El distrito también se compromete a brindar acceso equitativo, así como facilidades razonables a todos aquellos estudiantes discapacitados.

El coordinador estudiantil del Acta de Americanos con Discapacidades (ADA por sus siglas en inglés) es el director de programa de asistencia para el aprendizaje, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399, teléfono 805-922-6966 ext. 3380. Todas las quejas de discriminación en contra del ADA deben ser enviadas al director de recursos humanos, Allan Hancock College, 800 S College Dr, Santa Maria CA, 93454-6399.

Discrimination Complaint Procedure

A person who feels they have been or is being subjected to discriminatory treatment, including sexual harassment, or who has learned of such unlawful discrimination in their official capacity, should immediately report it to the office of the vice president, Student Services by submitted an incident report.

If the complainant is not satisfied with the final decision, they may file a complaint with the Office of the State Chancellor for Community Colleges within 30 days of the determination of the board.

Student Rights and Grievances

Allan Hancock College Board Policy 5530

The district's Equal Employment Opportunity (EEO) Policy includes complaint procedures for students who experience discrimination on the basis of race, color, religion, gender, marital status, national origin, ethnic identification, age, disability, pregnancy, or status as a Vietnam-era veteran.

In addition, the district's Sexual Harassment Policy forbids intimidation or harassment of a sexual nature and provides a complaint procedure for students who experience sexual harassment.

Most complaints, grievances, or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). Students are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process if the complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing the web form below if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- If the complaint involves unlawful discrimination, go to the Chancellor's Office website at www.cccco.edu/About-Us/ChancellorsOffice/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals

Student Grievance Procedure

Allan Hancock College Board Policy 5530

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/her/their status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- Academic Complaints.

This procedure does not apply to:

- Student disciplinary actions, which are covered under Board Policies 5500 and Administrative Procedure;
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic;
- Harassment and discrimination, which are covered under Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure.

Procedures are published and available to students in the catalog and on the District's website.

DEFINITIONS:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Superintendent/President – The Superintendent/President or a designated representative of the Superintendent/President.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution – Each student who has a grievance shall make a reasonable effort to resolve the matter prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Body Government's (ASBG) Director of Student Advocacy in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Informal Resolution Procedure

The following steps must be taken in the sequence presented within 60 days of the alleged incident:

Step 1: Meet with the person(s) involved in the complaint to seek a solution. The Associated Student Body Government's (ASBG) Director of Student Advocacy may accompany the student and may assist both parties to achieve a mutually acceptable resolution of the complaint.

Step 2: Confer with the chairperson of the appropriate department in cases involving faculty or staff. The ASBG Director of Student Advocacy may attend.

Step 3: Confer with the Chief Student Services Officer or designee. He/she will call an informal conference with the parties involved in the complaint. In the case of a complaint against the vice president, student development and services, confer with the district affirmative action officer. In either case, the ASBG Director of Student Advocacy may attend.

The ASBG Director of Student Advocacy may record the dates and outcome of such conferences, and may present in writing such information to the Chief Student Services Officer or designee. If in any of the steps in the informal procedure college staff cannot make or keep an appointment with the student within five days of the student's attempt to make the appointment, that step may be omitted and the next step initiated. Unavailability of the student is not cause to move to the next step. The ASBG commissioner of student rights and development may also record any deviation from normal procedure.

Section A: Formal Process for Academic and Non-Academic Grievances (Excluding Grade Grievances)

Note: See Section B for Grade Grievances

Step 1. Formal Resolution Procedure

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within 60 days of the incident on which the grievance is based, or 60 days after the student learns of the basis for the grievance, whichever is later. If the student wishes that the grievance becomes official, the Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution.

Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

Step 2. Review of Grievance

The Chief Student Services Officer will review the Statement of Grievance and will meet with the person(s) involved prior to making an administrative determination. This may include faculty, staff, administrators, or students. The determination of whether the Statement of Grievance presents sufficient grounds shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If at the end of 14 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Step 3. Request for Grievance Hearing

Grievance Hearing Committee

The Superintendent/President shall at the beginning of each semester, including any summer session, establish a standing panel of four members of the college community, including two students, two faculty members and one administrator, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit two names to the Superintendent/President for inclusion on the panel.

A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include two students, two faculty members, and one college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President who shall determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing Form within 30 days after filing the Statement of Grievance as described above.

Within 14 days following receipt of the request for grievance hearing, the Superintendent/President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within seven days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five day notice of the date, time and place of the hearing.

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

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

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than seven days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than seven days prior to the date of the hearing.

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

The hearing shall be recorded by the Grievance Officer either by recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within 14 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/ President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision

Within 14 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/ President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee.

The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/ President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/ President shall be final.

Section B: Formal Process for Grade Grievances

The State of California Education Code states (Section 76224) that the "...determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

If a student feels she or he has been unfairly assigned a grade based upon mistake, fraud, bad faith, or incompetence, not more than 120 days after the last day of the semester or term for which the grade was awarded, the student could initiate "Step 1" of the grade review procedure (certain exceptions can apply if extenuating circumstances are documented and approved by the Grade Review Committee (GRC).

Step 1: Meet with the instructor to explain the situation and see if the problem can be resolved.

Step 2: If Step 1 does not resolve the issue and the student wishes to pursue it further then the student shall complete the Grade Review Form and arrange a meeting with the department chair of the faculty person who assigned the grade.

Step 3: If Step 2 does not resolve the issue and the student wishes to pursue it further then the student shall arrange a meeting with the dean of the faculty person who assigned the grade.

Step 4: If Step 3 does not resolve the issue then the student may request a formal hearing by the GRC. The GRC shall be composed of the Chief Student Services Officer (who shall chair the committee), two faculty members (the president and vice president of the Academic Senate or their designees), and the ASB president or his/her designee.

The GRC shall hold a hearing within four weeks of receiving a valid request for such from the student, unless the student and/or the faculty member is unavailable due to vacation or other extenuating circumstances.

All parties involved will have the right to present oral or written testimony, to have counsel, to have and question witnesses, and to hear all testimony. If the principal parties, either the student and/or the faculty member, do not wish to attend all formal hearings, they may waive this right by letter.

The findings of the GRC shall be stated in writing to all participants no later than two weeks from the date of the hearing. A copy of such findings will be forwarded to the Superintendent/President.

Within two weeks the Superintendent/President will issue a written decision to the GRC, the dean, chair, faculty member, and the student. If the faculty member or the student wishes to appeal the decision, the board of trustees will arrange an appeal review hearing within two months of the filing of the appeal. The board of trustees can review the matter based upon the record through Step 4, or grant a hearing de nova (full hearing).

Step 5: Within two weeks after the board hearing, the board will issue its finding. The decision of the board is final.

Standards of Student Conduct

Allan Hancock College Board Policy 5500

A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education within a safe and secure environment. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in a sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, nonviolent manner.

Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state and nation in the same manner and to the same extent as any other person. Student conduct at Allan Hancock College must also conform to district and college rules and regulations. The same standards of student conduct apply whether a student is physically present in a campus facility, is engaged in a distance learning course, or is using electronic (e.g. web-based) services of the district.

Any behavior that interferes with the instructional, administrative or service functions of the district will be considered to be disruptive and will be subject to disciplinary action. Refer to the "Allan Hancock Joint Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness," located in the office of the vice president, student services, for the procedural and substantive due process utilized in the adjudication of student disciplinary cases.

Students found in violation of the Standards of Student Conduct, including but not limited to the following, will be subject to disciplinary action. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off college premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.
11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by college officials acting in the performance of their duties.

14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contact with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.
20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or
- Copying material from another student's quiz or
- Permitting another student to copy from a quiz or
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator,) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or
- Unauthorized use of another person's data in completing a computer or lab

- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource

Plagiarism - the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Alcohol/Drug Free Workplace

Allan Hancock College Board Policy 3550

Allan Hancock College is committed to providing its employees and students with a drug-free workplace and campus environment. The Allan Hancock College Substance Abuse Program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lecturers and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on Hancock property; during any college-sponsored field trip, activity or workshop; athletic contest, home or away, and in any facility or vehicle operated by the college. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Smoking Policy

Allan Hancock College Board Policy 3570

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the district, except as may be required in theatrical rehearsals and performances. Smoking is not permitted within 25 feet of any district building or leased facility and is permitted only in designated areas. The Facilities Council will be responsible for recommending the location of the designated smoking areas

Open Class Policy

It is the policy of the Allan Hancock Joint Community College District that, unless specifically exempt by statute, every course, course section or class, the full-time equivalent student (FTES) of which is to be 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 meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations.

Limited English language skills will not be a barrier to admission to the college and to participation in its academic and vocational programs.

La limitacion en la idioma inglés no será una barrera para ser admitidos en el colegio y participar en los programas educacionales y vocacionales.

Personal Security for Distance Learning Students

Allan Hancock College does not restrict enrollment in distance learning classes any more than it does in on-site classes.

The law requires that all qualified students be admitted. Students are encouraged to exercise the same kind of caution in a distance learning class as they would when taking an on-site class. Do not share personal information, including phone number or address, with a relative stranger or new acquaintance. Additional advice about maintaining personal security while enrolled in a online class will be provided by the instructor of the class.

Canceled Courses

The college reserves the right to cancel courses due to low enrollment or other circumstances.

In the event that the college cancels a course for any reason and the student chooses not to re-enroll in any other course, the student may obtain a refund of fees paid for the course. The process of obtaining the refund is the

same as for voluntary withdrawals, except for the refund deadline. Refunds for courses canceled by the college are exempted from the posted refund deadlines.

Work Load for Normal Program

A full-time unit load consists of 12 to 20.5 units per semester. For every unit in which a student enrolls, the student should set aside two hours of study time per week to support a quality learning experience. For example, if a student is enrolled in 12 units, it is strongly recommended to study 24 hours per week outside of class time.

Many students need to work while they are attending college.

Because of the preparation time noted above, it is generally not possible for a student to take a full course load while being employed full-time. It is recommended that a student talk to a counselor regarding unit load for each semester.

With approval from a counselor, students who have received a grade point average of a 3.0 or better may enroll in more than 20.5 units in a regular semester or more than 12 units in a summer session.

Participation in Distance Learning and TBA Programs

Some classes via distance learning and onsite may have "To Be Arranged" (TBA) components, which require participation in addition to the designated days and times in the schedule of classes. Regular participation in distance learning and TBA components require a minimum number of hours each day or week. For complete information about participation requirements, visit www.hancockcollege.edu and select the class schedule to search. After finding the course section of interest, select on the blue CRN for details.

Apprenticeship Training

Apprenticeship courses are designed for indentured apprentices whereby students supplement on-the-job training with related classroom instruction during each year of apprenticeship. Joint Apprenticeship Committees administering each program are composed of representation from labor, management, California State Division of Apprenticeship Standards, and Allan Hancock College. These committees adopt state approved standards for operation, including eligibility and selection of apprentices, and assure equal opportunity for applicants.

A variety of apprenticeship courses listed in this catalog meet the primary objectives for indentured apprenticeship programs.

These courses are limited to state-registered apprentices or those awaiting indenture. They may not be taken on a pass/no pass basis, nor may credit be obtained by examination. For specific information, students should contact the industrial technology department at 805-922-6966 ext. 3335.

Attendance

Students must attend the first class meeting and/or orientation of each new class whether it's a lecture or a laboratory. If a student cannot be there, they must notify the instructor in writing; via email or by phone no later than 24 hours prior to the first class session. Without prior notification, a student may be dropped from the class and wait list students could be admitted in the student's place. For instructor's email address and telephone extensions, visit the Hancock website and select Directories.

Regular attendance at all class sessions is a primary obligation of the student. Regular participation in distance learning and TBA components is part of attendance, with minimum time required each day or week depending on the course section. Both the successful completion of college work and the financial support of the college are dependent on regular attendance.

Students are required to remain for the entire period. Each instructor will explain the absence policy for his/her/their class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student's being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by Health Services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.

Authority of Instructors

Dropping Students

For the guidance of instructors, each department will develop its own standard concerning dropping students with excessive absences. Individual instructors will include in the course syllabus, which is distributed to students, a statement, consistent with the departmental standard, concerning student absences. Copies of course syllabi will be on file with the appropriate academic dean. Students who have absences exceeding the number permitted under these standards may be dropped by the instructor.

Suspending Students

Any student who violates the Guidelines for Student Conduct adopted by the Board of Trustees may be suspended from a class by the instructor for two consecutive class sessions, to include the day of removal.

Academic Honesty

Allan Hancock College Board Policy 5500

Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.

Below are examples of academically dishonest behaviors:

- Copying from another student's work without instructor approval;
- Giving answers to another student without instructor approval;
- Using notes, books, or other unauthorized materials during an exam;
- Taking a test for someone else;
- Submitting someone else's work as one's own;
- Completing an assignment for another student;
- Using other people's ideas, words, images, or artistic works – from any medium, including the Internet – without acknowledging them with proper documentation.

If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her/their discretion may issue a failing grade on the assignment, or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the associate superintendent/vice president, Student Services.

An appeals process is available to the student through the office of the associate superintendent/vice president, Student Services

Adds and Drops

Allan Hancock College Administrative Procedure 5075

Adding Courses

Before semester or term classes begin, students may add/register for open classes via myHancock online registration during the established registration period, as identified in the online schedule of classes. Students are required to pay fees due by the established payment deadlines. Failure to pay fees incurred may result in an administrative drop.

Wait List

During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may choose to place themselves on the waitlist, unless the waitlist is also filled. As enrolled students drop or are dropped for non-payment, waitlisted students are notified via email of an available seat in the class. Students have 24 hours to register themselves into the class via myHancock or will be removed from the waitlist. Once the semester or term class begins, students remaining on the waitlist must attend the class on the first day to be considered for enrollment into the class. The waitlist does not guarantee that a student will be given an additional authorization code.

Adding Courses On/or After the First Day of Instruction

To add a class on or after the first day of instruction (the first day the actual course meets) and up to the census roster due date, a student may add a class via myHancock online registration after obtaining an add authorization code from the class instructor. In order to add the course with an add authorization code, a student must be eligible to enroll and meet the necessary prerequisite(s) of the course, if applicable. The add authorization code given by the course instructor may only be used by the student to whom the code was issued. Instructors are encouraged to add students depending on the number of open spaces in the class, consideration of the waitlist, class size limits, and the amount of instruction/course content missed by the student. The decision then to provide an additional authorization code to a student after the first class meeting (for an on-campus course) or the first day of class (for an online course) is the instructor's alone.

Late Adding of Classes

After the registration period concludes, classes may only be added by formal request from the student and the instructor of record if extenuating circumstances apply to the director, Admissions and Records. The late add period ends the last business day of the week in which the census day occurs.

Lateral Transfer

Through week 12 of semester-length courses, or week 6 of eight-week courses, or week 4 of a six-week course, students, upon petition, may transfer laterally from one section of a course to another section of the same course without paying additional enrollment or tuition fees. Students must be actively enrolled in the course in which they are requesting transfer out of, to another section. If they have been dropped, they are not eligible for lateral transfer. Lateral transfers must be within the same part of term and require the receiving instructor's approval and explanation, and the approval of the director, Admissions and Records.

Skill Level Transfer

Students may transfer from one academic skill level in a course sequence to another academic skill level through the sixth week of the semester-length course or three weeks through summer session or a term-length course as long as they meet the stated prerequisite for the course in which they are transferring. Academic skill level transfers will be considered only with the approval and explanation of the instructor who is recommending the skill level change and the instructor who is willing to add the student to a higher level. The student must also obtain the approval of the director, Admissions and Records. After obtaining ALL signatures, the student must submit the form by email to: admissions_help@hancockcollege.edu or bring the completed Request for Level Transfer form to the Admissions and Records office located in building A on the Santa Maria campus, or the A&R office locations at the Lompoc Valley and Santa Ynez Valley Center offices. The student must be actively enrolled in the course in which they are requesting transfer out of, to another level; if they have been dropped, they are not eligible for an Academic Skill Level Transfer.

Withdrawals/Drops

Students who withdraw or drop classes during the first 20 percent of the term will receive no notation on their academic record, ensuring that those students who drop or are dropped as of the census date will have no annotation on their record.

Withdrawals or drops are allowed through 75 percent of the term.

Excused Withdrawal (EW)

The EW symbol serves as an indicator of withdrawal from course(s) under circumstances beyond the student's control, subject to approval by relevant staff and, if necessary, contingent upon verifiable documentation. Such reasons include, but are not limited to, the following:

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

- Verifiable accidents; or
- Natural disasters that directly affect the student.

Verifiable documentation may include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

An EW symbol may be requested by the student at any time during the semester and no later than 120 days after the end date of the semester in which the request is made. Unless the student received the California College Promise Grant or a waiver of fees from AB 19 funds, the student granted the EW symbol is eligible to apply for a refund of enrollment fees and/or tuition.

Instructor Drops

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. Instructors may submit drop forms to the Admissions and Records office or drop inactive students via the online census roster.

"Inactive students" include:

- Students identified as no-shows;
- Students who officially withdraw;
- Students who are not attending an on-campus course or participating in an online course.

Withdrawal Limit

The college must establish the number of times that a student may withdraw from a class and receive a "W." Students will not be permitted to withdraw and receive a "W" in a class more than three times. In the case of multiple withdrawals, Hancock offers an intervention program.

A student's request to attempt a course more than three times will be evaluated by the dean, Student Services, or designee, based upon the student's need for the course. Under these circumstances, effective summer 2010, upon successful completion, the first two nonpassing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student's permanent record, ensuring a true and complete academic history.

Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students receive a grade or a non-evaluative symbol other than a "W" upon completion of the course.

Statement of Nondiscrimination

Hancock recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity while providing positive images for all students. Hancock is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. Hancock assures that no person shall be discriminated against because of race, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

References: Title 5 Sections 55024 and 58004

Final Examinations

Final examinations are required, as determined by the instructor, at the close of each semester's work. Students failing to take these examinations may forfeit the right to receive any credit for the course. Absence due to illness will be excused only when verified by a physician's excuse in writing. Requests for special examination to meet the student's own personal needs (at a time other than that regularly scheduled) must be approved in advance by the instructor.

Withdrawal from College

Prior to the end of the 12th week of instruction for semester-length classes, or 75 percent of the length of shorter term classes, a student may officially withdraw from classes online at www.hancockcollege.edu. Deadline dates are posted within the online class search feature.

Each student is responsible for dropping classes or withdrawing from College if they are unable to complete the course(s). Failure to do so may lead to a lower or failing grade in a course and an outstanding financial obligation. Students may drop classes or withdraw from College in accordance with the Dropping Classes/Withdrawing from College procedures outlined on the current AHC website. In addition, students may request reinstatement into a dropped class through the Reinstatement Procedures as outlined in the current College Catalog.

A student is responsible for dropping classes or withdrawing from College if they are unable to complete the course(s). Failure to officially drop a course or withdraw from the College may result in the student receiving an "F" in the course. Instructors will continue to be required to drop a student for "non-attendance" prior to Census class day, but after the Census day, students must drop classes/ withdraw from College themselves.

If you are receiving any financial aid other than the California College Promise Grant, dropping classes could result in the student repaying federal funds already received or could reduce future financial aid funding. It is recommended that you contact the financial aid office before dropping classes.

If you withdraw from all classes and are no longer enrolled for the semester, you may be required to repay funds to the federal government. You are not eligible to be paid for a class never attended including canceled classes or classes dropped before they began. You will only be paid for completed classes if payment is made after a semester has ended. For more information on disbursements, overpayments and or Return of Title IV, please visit our Financial Aid Announcements page.

Academic Credit

Unit of Credit

The unit of credit represents one hour of lecture per week for one semester and presupposes two hours of outside study for each lecture hour, or a minimum of 48-54 hours of lecture, study, or lab work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or lab work in half unit increments.

Advanced Placement Program (AP)

Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the AP. Students who complete AP Examinations with scores of 3, 4, or 5 will receive credit according to the Hancock's AP, CLEP, & IB Equivalency List.

Credit awarded through AP may be used to satisfy graduation requirements. The units earned from AP credit cannot be used to satisfy the 12-unit residency requirement or be applied toward financial aid.

Transfer students should check with their receiving institution or the University Transfer Center about policies for using AP examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student's AP scores should be sent to the Admissions and Records office.

Units earned from AP credit will be posted to the student's academic record at the time the student petitions to graduate

College Level Examination Program (CLEP)

Allan Hancock College will grant a maximum of 30 units of credit for any combination of CLEP General and Subject Examinations that have been completed with an appropriate score. CLEP credit may be used to meet Hancock graduation requirements, but will not be counted toward the 12- unit residency requirement.

Students intending to transfer should be aware that CLEP credits may or may not be accepted by other colleges and universities. Students are advised to meet with a counselor regarding the use of CLEP in the student's educational plan.

International Baccalaureate Program (IB)

Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the International Baccalaureate Program.

Credit awarded through IB may be used to satisfy graduation requirements. The units earned from IB credit cannot be used to satisfy the 12-unit residency requirement or be applied toward financial aid.

Transfer students should check with their receiving institution or the University Transfer Center about policies for using IB examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student's IB scores should be sent to the Admissions and Records office.

Units earned from IB credit will be posted to the student's academic record at the time the student petitions to graduate.

Transfer Of Credit And Course Waiver

Allan Hancock College will waive certain course requirements or allow students to substitute required Hancock courses, providing that Hancock does not offer the course on a regular basis, the college offers a comparable course or if the student has completed a comparable course at another accredited college.

Hancock cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can the college ensure that another college or university will accept a waiver or substitution granted by Hancock.

Students wishing to petition for a waiver or substitution of a course(s) for an associate in arts degree, an associate in arts for transfer, an associate in science degree, an associate in science for transfer or a certificate should contact the Counseling department.

The college will grant lower-division credit for degree-applicable coursework from regionally accredited colleges and universities listed in the American Council on Education (ACE) book. Contact Admissions and Records or Counseling for details.

Students from foreign institutions must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Completed coursework will be considered for lower- division unit credit only if the foreign institution is listed in the American Council on Education (ACE) book.

Courses must be completed with a C grade or better. Students with international transcripts should verify if the transcripts will be accepted before having those transcripts evaluated

Articulation Of High School Courses

A partnership between Allan Hancock College and participating high schools facilitates the articulation of high school courses with freshman-level offerings at the college. Students may receive a "Waiver" or may receive "college course credit."

Hancock's instructional departments are responsible for identifying high school courses that are deemed equivalent to specific Hancock courses. Once a student has successfully completed a more advanced course in the discipline at the college, the student will receive college credit. The articulated course will appear on the student's transcript as a high school articulated course.

Students who have received an articulation certificate from an area high school or ROP instructor should explore receiving college credit. For criteria and eligibility information, students should contact a Hancock counselor.

Military Service and Training Schools

See Credit from Military Service.

Course Attempts

Students may repeat any course in which they have received a grade of W, D, F, NC, and/or NP. If a student is enrolled in a course in which they believe they will receive a substandard grade, registration to repeat the course will be available after a final grade is issued. Upon satisfactory completion of the course, the student's grade point average will be recalculated and annotated on the student's' permanent record.

A student may not attempt such courses more than three times except with the approval of the dean, Student Services. A student's request to attempt a course more than three times will be evaluated by the dean, Student Services or designee, based upon the student's need for the course. Under these circumstances, effective summer 2010, upon successful completion the first two nonpassing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student's permanent record, ensuring a true and complete academic history.

If a student has previously received more than one substandard grade in a course that is deemed repeatable by the institution and subsequently repeats the course, receiving a passing grade (C or better), all grades will be used in calculating the student's grade point average. All grades received in the course will remain on the student's permanent record, ensuring a true and complete academic history.

Reciprocity

A course for which substandard academic performance was recorded at Allan Hancock College may be repeated at another accredited college or university if, after the student submits a copy of the course outline, syllabus, and/or catalog description, the course is determined to be equivalent. Official transcripts from the other post-secondary institution must be submitted to Hancock's Admissions and Records office to verify the course was completed with a grade of C or better, and for equivalency consideration a Course Repetition Reciprocity Petition must be filed with the Admissions and Records office. Should a student have more than one non-passing grade in a specific course, and repeats the course at another post-secondary institution, only the first two non-passing graded units and grade points will be alleviated from the Hancock transcript. Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

Repetition of a Course Previously Successfully Completed

Students attempting to repeat a course are prevented from registering by a computer block. Repetition of courses for which substandard work has not been recorded (A, B, C, P, or CR) shall be permitted only upon petition of the student and with written permission of the appropriate dean. If a course does not have allowable repetition, authority is granted to the deans to approve repetition of a course under special circumstances, which may include:

1. A minimum of 36 months has elapsed since the student last earned a grade in the course; and
2. The subject matter of the course has changed because of changing technology or principles;
3. The course was taken for credit and the student now needs a letter grade because the course is in his/her/their major;
4. Other valid situations as evaluated by the instructor and the appropriate dean.

Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

Allowable Repetition of a Course

Course repetition is permitted without petition when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times.

Hancock shall permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination by the Learning Assistance Program that such repetition is required as disability-related accommodation for that particular student for one of the reasons specified below:

1. When continuing success of the student in other general and/or specific classes is dependent on additional repetitions of a specific special class; or
2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other classes; or
3. When the student has a student educational plan which involves a goal other than completion of the special class in question and repetition of the course will further achievement of the goal.

Students must submit a petition to the Admissions and Records office for approval. All grades and units received shall be counted in calculating the student grade point average.

Special circumstances course repetitions will be indicated as repeated on the permanent academic record of the student. Grades awarded for special circumstances course repetitions will not be counted in calculating a student's grade point average. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges and universities.

Multiple And Overlapping Enrollments

Allan Hancock College Board Policy 4226

With the exception of noncredit ESL (ELDN) courses, students may not enroll in two or more sections of the same credit course during the same semester unless the length of the course provides that the student is not enrolled in more than one section of that course at a given time. (Example: students cannot enroll in two sections of PEIA 100 simultaneously throughout the semester, such as a MW section and also a TTH section; however, enrollments in two eight-week sections that do not overlap are permitted, if the course has allowable repetition).

Academic Renewal

Allan Hancock College Board Policy 4240

Courses where substandard grades have been received may be disregarded in the computation of a student's grade point average if the work was not reflective of the student's present scholastic level of performance. A student may request academic renewal for not more than three periods of enrollment of coursework completed at Hancock under the following conditions:

1. A period of at least one year has elapsed since the work to be alleviated was completed;
2. A student must have completed either a minimum of 18 semester units with at least a 2.4 GPA or 24 semester units with at least a 2.00 GPA at Hancock and/or another accredited college or university since the work to be alleviated was completed;
3. The student may choose to have either 1) all coursework taken in a substandard semester (or term) disregarded in the computation of GPA; or 2) individual substandard (D or F) coursework taken in a semester (or term) disregarded in the computation of GPA. The semesters need not be consecutive;
4. When work is alleviated, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The semester(s) involved will not be deleted, but the units and grade points will be removed to calculate the grade point average.

Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

A petition may be obtained in the Counseling department. If the petition is granted, the above process of academic renewal will be followed.

AP/CLEP/IB Equivalency Lists

AP Examination	AP Score	AHC Degree Subject Credit	AHC Unit Credit	AHC GE	CalGETC
Art History	3, 4, 5	ART 103 ART 103+104	3 6	Area 3	3 sem units toward Area 3A or 3B
Biology	3, 4, 5	BIOL 100	4	Area 5	4 sem units toward Area 5B & 5C
Calculus AB	3, 4, 5	MATH 181	4	Area 2	3 sem units toward Area 2A
Calculus BC	3, 4, 5	MATH 181+182	8	Area 2	3 sem units toward Area 2A
Calculus BC/AB Subscore	3, 4, 5	MATH 181+182	8	Area 2	3 sem units toward Area 2A
Chemistry	3	CHEM 120 CHEM 150	4 5	Area 5	4 sem units toward Area 5A & 5C

Chinese Language and Culture	3, 4, 5	No Equivalent Course	3	Area 3	3 sem units each toward Area 3B and 6A
Comparative Government & Politics	3, 4, 5	POLS 105	3	Area 4A	3 sem units toward Area 4
Computer Science A	3 4, 5	N/A CS 111	3 (Elective) 4	N/A	N/A
Computer Science Principles	3 4, 5	N/A CS 111+112	3 (Elective) 8	N/A	N/A
English Language and Composition	3, 4, 5	ENGL C1000	4	Area 1A	3 sem units toward Area 1A
English Literature and Composition	3, 4, 5	ENGL C1000	3	Area 1A	3 sem units toward Area 1A or 3B
English Language and Composition and English Literature and Composition	3, 4, 5 & 3, 4, 5	ENGL C1000 and ENGL 102	7	Area 1A	6 sem units toward Area A2 & C2
Environmental Science	3, 4, 5	BIOL 120	3	Area 5	3 sem units toward Area 5A and 5C
European History	3, 4, 5	No Equivalent Course	3	Area 3	3 sem units toward Area 3B or
French Language and Culture	3, 4, 5	FRCH 102	5	Area 3	3 sem units toward Area 3B and 6A
German Language and Culture	3, 4, 5	No Equivalent Course	3	Area 3	3 sem units toward Area 3B and 6A
Human Geography	3, 4, 5	GEOG 102	3	Area 4A	3 sem units toward Area 4
Italian Language and Culture	3, 4, 5	ITAL 103	5	Area 3	3 sem units each toward Area 3B and 6A
Japanese Language and Culture	3, 4, 5	No Equivalent Course	3	Area 3	3 sem units each toward Area 3B and 6A
Latin	3, 4, 5	No Equivalent Course	3	Area 3	3 sem units each toward Area 3B and 6A
Macroeconomics	3, 4, 5	ECON 101	3	Category 2A	3 sem units toward Area 4
Microeconomics	3, 4, 5	ECON 102	3	Area 4A	3 sem units toward Area 4
Music Theory	3, 4, 5	MUS 111	4	Area 3	N/A
Physics 1	3, 4, 5	N/A	4 (Elective)	Area 5	4 sem units toward Area 5A & 5C
Physics 2	3, 4, 5	N/A	4 (Elective)	Area 5	4 sem units toward Area 5A & 5C
Physics C: Electricity and Magnetism	3, 4, 5	PHYS 141	4	Area 5	3 sem units toward Area 5A & 5C
Physics C: Mechanics	3, 4, 5	PHYS 141	4	Area 5	3 sem units toward Area 5A & 5C
Precalculus	3, 4, 5	N/A	N/A	N/A	N/A
Psychology	3, 4, 5	PSYC C1000	3	Area 4A	3 sem units toward Area 4
Spanish Language and Culture	3, 4, 5	SPAN 103	5	Area 3	3 sem units each toward Area 3B and 6A
Spanish Literature and Culture	3, 4, 5	N/A	3 (Elective)	Area 3	3 sem units each toward Area 3B and 6A
Statistics	3, 4, 5	STAT C1000	4	Area 2	3 sem units toward Area 2A
Studio Art: 2D Design	3, 4, 5	N/A	3 (Elective)	N/A	N/A

Studio Art: 3D	3, 4, 5	N/A	3 (Elective)	N/A	N/A
Studio Art: Drawing	3, 4, 5	N/A	3 (Elective)	N/A	N/A
U.S. Government & Politics	3, 4, 5	N/A	3	Area 4B	3 sem units toward Area 4 and US2
U.S. History	3, 4, 5	HIST 118 HIST 107+108	3 6	Area 4B	3 sem units toward Area 3B or 4 and US1
World History	3, 4, 5	HIST 101 HIST 101+102	3 6	Area 3	3 sem units toward Area 3B or 4
World History Modern	3, 4, 5	No Equivalent Course	3	Area 3A or 4A	3 sem units towards Area 3B or 4

CLEP Examination	CLEP Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CalGETC
American Government	50		3	Area 4B	N/A
American Literature	50		3	Area 3	N/A
Analyzing and Interpreting Literature	50		3	Area 3	N/A
Biology	50		3	Area 5	N/A
Calculus	50		3	Area 2	N/A
Chemistry	50		3	Area 5	N/A
College Algebra	50		3	Area 2	N/A
College Algebra - Trigonometry	50		3	Area 2	N/A
English Literature	50		3	Area 3	N/A
French Level II	59		3	Area 3	N/A
German Level II	60		3	Area 3	N/A
History, United States I	50		3	Area 4B	N/A
History, United States II	50		3	Area 4B	N/A
Human Growth and Development			3	Area 7	N/A
Humanities	50		3	Area 3	N/A
Introductory Psychology	50		3	Area 4A	N/A
Introductory Sociology	50		3	Area 4A	N/A
Natural Sciences	50		3	Area 5	N/A
Pre-Calculus	50		3	Area 2	N/A
Principles of Macroeconomics	50		3	Area 4A	N/A
Principles of Microeconomics	50		3	Area 4A	N/A
Spanish Level II	50		3	Area 3	N/A
Trigonometry	63		3	Area 2	N/A
Western Civilization I	50		3	Area 3 or 4A	N/A
Or D6	N/A				
Western Civilization II	50		3	Area 4A	N/A

IB Examination	IB Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CalGETC
Biology HL	5, 6, or 7		3	Area 5	3 sem units towards 5B
Chemistry HI	5, 6, or 7		3	Area 5	3 sem units towards 5A

Economics HL	5, 6, or 7		3	Category 2A	3 sem units towards 4
Geography HL	5, 6, or 7		3	Category 2A	3 sem units towards 4
History HL (any region)	5, 6, or 7		3	Category 2A	3 sem units towards 3B or 4
Language A: Literature (any language, except English) HL	5, 6, or 7		3	Category 3	3 sem units towards 3B
Language A: Language and Literature (any language, except English) HL	5, 6, or 7		3	Category 3	3 sem units towards 3B
Language A: Literature (any language, except English) HL	5, 6, or 7		3	Area 3	3 sem units towards 3B
Language A: Language and Literature (any language, except English) HL	5, 6, or 7		3	Area 3	3 sem units towards 3B
Mathematics: Analysis and Approaches HL	5, 6, or 7		3	Area 2	3 sem units towards 2
Mathematics: Applications and Interpretations HL	5, 6, or 7		3	Area 2	3 sem units towards 2 (may not be at all UC)
Physics HL	5, 6, or 7		3	Area 5	3 sem units towards 5A (without lab)
Psychology HL	5, 6, or 7		3	Area 4A	3 sem units towards 4
Theatre HL	5, 6, or 7		3	Area 3	3 sem units towards 3A

Credit by Examination

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course.

To apply for credit by examination, a student must be enrolled in the current semester, be in good standing, and have completed a minimum of 12 units at Hancock.

Students must apply within the first week of instruction for summer session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student's official program and will not be used for reports to Financial Aid, Veterans Administration, or similar agencies. There may be fees assessed for credit by examination. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student's official transcript and academic history clearly indicating that credit was earned by examination.

A maximum of 12 units of credit may be allowed by special examination. Petitions for Credit by Examination are available in the Admissions and Records office. All petitions must be approved by the director, Admissions and Records; the instructor administering the exam; the department chair; and the dean, Academic Affairs. Students petitioning for credit by examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution.

Below is the list of courses that are available for credit by examination. Students may contact the Admissions and Records office to determine if additional courses are added after the catalog goes to print.

ASL 120 - American Sign Language 1
ASL 121 - American Sign Language 2
AJ 101 - Intro to Criminal Justice
AJ 102 - Criminal Procedures
AJ 103 - Concepts of Criminal Law
AJ 104 - Legal Aspects of Evidence

AJ 105 - Community Relations
AJ 120 - Juvenile Law and Procedures
AJ 130 - Intro to Corrections
AT 100 - Automotive Fundamentals
CEL 104 - Introduction to Robotics & Mechatronics
CEL 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design
CEL 133 - Mechatronic Systems 1
EL 104 - Introduction to Robotics & Mechatronics
EL 106 - Network Essentials 1
EL 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design
EL 133 - Mechatronic Systems 1
EMS 321 - Advanced Cardiac Life Support
EMS 322 - Pediatric Advanced Life Support
EMS 333 - Paramedic Theory
EMS 350 - Essentials of Search & Rescue
ENVT 156 - First Response Operational
ET 104 - Introduction to Robotics & Mechatronics
ET 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design
ET 133 - Mechatronic Systems
FRCH 101 - Elementary French I
FRCH 102- Elementary French II
FT 101 - Fire Protection Organization
FT 102 - Fire Prevention Technology
FT 103 - Fire Protection Equipment & Systems
FT 104 - Building Construction/Fire Protection
FT 105 - Fire Behavior & Combustion
FT 379 - Experimental Courses in Fire Technology
MUS 110 - Music Fundamentals
MUS 111 - Music Theory 1
SPAN 101 - Elementary Spanish
WLDT 106 - Beginning Welding
WLDT 107 - Advanced Welding WLDT 307 - G.M.A.W. Welding
WLDT 308 - T.I.G. Welding
WLDT 330 - Welding Certification
WFT 101 - Wildland Fire Behavior
WFT 102 - Wildland Firefighter Safety and Survival
WFT 104 - Wildland Public Information Officer
WFT 105 - Planning, Logistics, and Finance

Academic Recognition

Administration Honors

Students who complete all units with a grade point average of 3.50 or higher will graduate with honors. Students whose grade point average is 4.00 will graduate with high honors. All grades and units earned at other colleges, including Allan Hancock College, are used in computing the student's GPA for graduation.

Dean's List

Upon grade finalization for every semester, students who complete 12 units or more in letter-graded course with a grade point average of 3.50 or higher will be placed on the Dean's List and will receive notification from the office of the Superintendent/President via the student's myHancock email account.

Alpha Gamma Sigma

This designation is a California state honor organization, dedicated to promoting and acknowledging scholarship at the community college level, is situated at Allan Hancock College. Designated Faculty Advisors oversee the dissemination of membership requirements to eligible students. Allan Hancock College is recognized as the Aquarius Chapter.

Dean's Honors, Administration Honors and Alpha Gamma Sigma are recorded on the student's transcript.

Auditing

Auditing of classes is not permitted. All students who attend class must be officially enrolled.

Grades & Grading System

Final grades will be made available to students as soon as possible after the end of each semester. Final grades are not mailed to students. Subject to Education Code 76224, the grades awarded by an instructor in the absence of mistake, fraud, bad faith or incompetency are final and cannot be changed without instructor consent. All grades will be final unless the instructor reports an error in grading to the Admissions and Records office no later than three months after the end of the semester or term in which the grade was earned.

How to Check Grades:

- Grades are accessible online by clicking the myHancock link.
- Search **Unofficial Transcripts** or locate the **Unofficial Transcripts** tool on the left navigation under **Transcripts.**
- Select the transcript level **Credit** or Community Ed (noncredit)
- Select Transcript type **Web**
- If the grades have been posted for the term, you can scroll to find them on the unofficial transcript.

Grading System

Student achievement is evaluated in relation to the attainment of the specific objectives of a course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades will be determined.

Grade definitions are as follows:

A: Excellent attainment of course objectives
B: Good attainment of course objectives
C: Satisfactory attainment of course objectives
D: Passing, less than satisfactory attainment of course objectives
EW: Excused Withdrawal due to Extraordinary Circumstances
F: Failing
I: Incomplete. Satisfactory but incomplete work for unforeseeable, emergency and justifiable reasons
IP: In Progress. Assigned only by the director, Admissions and Records upon extraordinary circumstances.
MW: Military Withdrawal. Assigned only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses.
W: Withdrawal. This grade may be assigned upon student petition or may be assigned by the instructor.
P: Pass, at least satisfactory (C or better)
NP: No-pass, less than satisfactory or failing
RD: Report Delayed. Assigned only by the director, Admissions and Records

Grade Point and Grade Point Average

Allan Hancock College uses the same system of grade points which the four-year colleges and universities use to give an overall appraisal of a student's level of achievement.

A - 4 grade points per unit earned
B - 3 grade points per unit earned
C - 2 grade points per unit earned
D - 1 grade point per unit earned
F - 0 grade points per unit earned
EW, IP, P, NP, RD, W, MW, and I - not included in computing GPA

The Grade Point Average (GPA) is determined by multiplying the grade points for each unit times the number of units and then dividing the total units attempted into the total grade points received. (P, I, W, MW, NP are not included in the GPA computation). See example:

4 units of B x 3 points	=	12 grade points
2 units of A x 4 points	=	8 grade points
2 units of C x 2 points	=	4 grade points
3 units of D x 1 point	=	3 grade points
1 unit of F x 0 points	=	0 grade points
12 units	=	27 grade points

Now divide the total grade points (27) by the total attempted units (12). 27 divided by 12 = 2.25 GPA.

Hancock annotates two grade point averages on a student's academic transcript. The Hancock cumulative GPA is based on all units attempted and units earned in all Hancock credit courses. The degree applicable total is based on the total number of units attempted and units earned in Hancock degree applicable credit courses.

Students are expected to monitor their own grade point averages to ensure that their scholarship meets individual program, financial aid, or transfer requirements. Veterans should refer to the Veterans' Bulletin.

Pass/No-Pass Grading Policy

Students may elect whether the basis of evaluation is to be pass/no-pass or a letter grade until the last day of instruction. Pass/no-pass courses are so designated in the Announcement of Courses section of this catalog.

A student may elect the pass/no-pass option during online registration or by selecting the pass/no-pass option via myHancock by the deadline listed on the academic calendar, which is published in the catalog, the schedule of classes, and online. A student who has selected the pass/no pass option may not later rescind that choice.

It is the student's responsibility to check the college catalog or with a counselor to verify that the course is offered with the pass/nopass option. The grades assigned to students electing the option will be P (pass) for those who have attained course objectives to the satisfaction of the instructor, NP (no-pass) for those who have not attained the course objectives, or I (incomplete). The mechanics of pass/no-pass grading are as follows:

1. Students who perform at a level equivalent to A, B, or C will receive the grade of P. Students will be awarded units for the course but their grade point averages will not be affected.
2. Students who perform at a level equivalent to D or F will receive the grade of NP. No units will be granted and no grade points will be awarded.
3. For classes starting after the beginning of the semester or term, the option must be declared at the time of enrollment.

Limitations on Pass/No-Pass Grades

Students transferring to four-year schools should not elect more than one class per semester for pass/no-pass. No more than 16 units of P graded courses may be applied toward an AA/AS degree.

Incomplete (I)

The grade of I may be given for satisfactory but incomplete work for unforeseeable, emergency, and justifiable reasons at the end of the semester or term. The instructor will indicate the condition of the removal of the I and the grade assigned in lieu of its removal, will give one copy to the student and will file a copy with the Admissions and Records office. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than the date outlined in the schedule below (the academic calendar lists the last day of instruction for each term).

Deadline for completion of the Incomplete Grade:

For summer session, the deadline is the last day of instruction of the following fall semester.

For fall semester, the deadline is the last day of instruction of the following spring semester.

For the winter intersession, the deadline is the last day of instruction of the following spring semester.

For the spring semester, the deadline is the last day of instruction of the following fall semester.

The instructor may choose a deadline date shorter than the dates outlined above, but may not extend the Incomplete beyond the deadline.

An I grade does not constitute successful completion for prerequisite purposes. In addition, students may not reenroll in a course in which they have a grade of I.

Withdrawal (W)

This grade is assigned when the student withdraws or is withdrawn by the instructor by the deadline to drop a specific course. Students may drop online via the myHancock student portal any time prior to the last day of the 12th week of a semester class or 75 percent of shorter term classes. An instructor may drop a student for nonattendance and assign a W within the same time limits. A grade of W may not be given after the times indicated above. Once a student enrolls in a course, it is the student's responsibility to withdraw should they stop attending.

A student who officially withdraws from a class during the first 10 percent of the term or before will receive no grade of record.

Military Withdrawal (MW)

A student who is an active or reserve member of the U.S. military may be assigned a withdrawal symbol at any time after the period established by the governing board for withdrawal from class. The W symbol may be assigned upon verification of military orders. The student must submit a written request to withdraw and attach military orders. Contact the Admissions and Records office for further information.

Remedial Course Limit

Hancock offers courses which are defined as remedial. Remedial courses are those credit courses in reading, writing, math, English, learning skills, study skills, and English as a Second Language which have been designated as non-degree applicable courses designed to assist the underprepared student to develop the academic skills necessary for college-level work.

No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this 30-unit limit are students enrolled in one or more courses of English as a Second Language and students identified by the college as having a verified learning disability. Students who reach the 30-unit limit and do not elect to advance to the college level program will be referred to the college's noncredit basic education program. Students wishing to continue in the credit remedial program may petition for a waiver of the limitations of this policy.

Petition forms are available in the Counseling department. Petition forms should be completed and filed with the Remedial Appeals Committee.

Petitions will be evaluated on the basis of the student's measurable progress toward the development of skills appropriate to enrollment in college level classes.

Documentation of measurable progress may be reflected in instructor/counselor evaluations, pre- and post-tests or progress as stated in the individual's Student Educational Plan (SEP). If a waiver is granted, it should not exceed one academic year.

Good Standing, Probation and Dismissal

General

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good scholastic standing. This performance is based on the provision of Title 5 of the California Code of Regulations and the Governing Board of Allan Hancock College. If a student cannot meet minimum academic standards after attempting 12 semester units, they will be placed on a probationary status. Hancock identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty and staff in the Counseling department or within the special

programs to regain good standing and ensure academic goal completion. Academic standing is evaluated at the end of each primary semester, fall and spring.

Good Standing

Good standing is achieved when a student meets or exceeds a 2.00 cumulative grade point average (GPA) and completes at least 50 percent of their cumulative attempted units with a letter grade (A, B, C, D, or F) or P (pass).

First Academic Probation

A student is placed on first academic probation when their cumulative GPA is below a 2.00. Students are encouraged to meet with a counselor to analyze past academic performance and determine best practices to regain good standing.

Second Academic Probation

A student is placed on second academic probation when their cumulative GPA is below 2.00 for two consecutive semesters. At this level, the student is restricted to 9 semester units and has lost priority registration privileges and the California College Promise Grant (CCPG) fee waiver. Students are encouraged to meet with a counselor to analyze past academic performance and determine best practices to regain good standing.

First Progress Probation

A student is placed on first progress probation when they have not completed at least 50 percent of their cumulative attempted units with a letter grade (A, B, C, D, or F) and P (pass). Students are encouraged to meet with a counselor to analyze past academic performance and determine best practices to regain good standing.

Second Progress Probation

A student is placed on second progress probation when they have not completed at least 50 percent of their cumulative attempted units for two consecutive semesters. At this level, the student is restricted to 9 semester units and has lost priority registration privileges and the California College Promise Grant (CCPG) fee waiver. Students are encouraged to meet with a counselor to analyze past academic performance and determine best practices to regain good standing.

Dismissal

A student who does not meet the college's minimum standards after two consecutive semesters on either academic or progress probation, they will be dismissed from the college and required to sit out for the subsequent primary semester. A dismissed student wishing to re-enroll is required to go through the reinstatement process.

Reinstatement

A dismissed student wishing to re-enroll after sitting out for one primary semester must meet with a counselor to complete a reinstatement contract. The student will need to provide reasonable assurance they are prepared to succeed. The deadline to complete a reinstatement contract for a specific semester is available online under "Academic Calendar".

Reinstatement Appeal

The Dean of Student Services acts on appeals in the event a student is denied reinstatement and is requesting additional consideration.

Notification of Academic Standing

All students are notified via myHancock email of their academic standing once grades are finalized at the end of each primary semester. Students can also view their academic standing in DegreeWorks, Hancock portal, and their unofficial Hancock transcript.

Transcripts

Allan Hancock has partnered with Parchment to accept transcript orders via the Internet on a secured site. You may order official academic transcripts anytime (day or night) online via the Parchment website at www.parchment.com.

This service allows you to check the status of your transcript order and will communicate with you via email about your order. Please print or save your Document ID number as this is required for verifying the status of your request.

Transcript Fees

- The first two are free only if you choose the mailing option. (This does not include the rush request, those have additional fees.)
- $7 mail copy (regular service allow 7 business days for processing and mailing).
- $7.60 electronic (some schools may default to electronic delivery)
- $30 mail copy for rush delivery via FedEx (allow 3 business days for processing and mailing)

Allan Hancock College will not send transcripts, either to the student or to another institution, that excludes any part of the student's academic record under any circumstances.

Allan Hancock College will only provide transcripts of record for coursework completed at Allan Hancock College.

Student Records - Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights & Privacy Act, also called FERPA (*Section 438, Public Law 93380*), requires educational institutions to provide student access to official education records directly related to the student. The act also says you have the right to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Your written consent is required before the college will release personal information from your records to other than a specified list of persons and agencies. These rights extend to present and former Foothill students.

- Education records generally include documents related to admissions, enrollment in classes, grades and related academic information. These records are filed in the Admissions & Records Office.
- The Director of Admissions and Records is the college's designated records officer.
- Personal education records will be made available for inspection and review during normal business hours to currently and formerly enrolled students, within 45 days following completion and filing of a written request with the records officer.
- The college may release certain types of directory information unless you notify the records officer that certain or all information cannot be released without personal consent. Directory information may include:

    1. Student name and city of residence,
    2. Date and place of birth,
    3. Participation in recognized activities and sports,
    4. Dates of attendance,
    5. Degrees and awards received,
    6. The most recent previous educational agency or institution attended, and
    7. Height and weight of members of athletic teams, which may be released only by the appropriate athletic staff member or athletic director.

Objection to the release of this information must be made in writing to the Admissions & Records Office prior to the first day of instruction of any quarter or summer session.

The Solomon Act

Under federal law, the Solomon Amendment supersedes most elements of Family Educational Rights and Privacy Act (FERPA) and permits for the disclosure of student information if the request conforms to the parameters and requirements set forth in the law.

Legal Authority under the Solomon Amendment

The Solomon Amendment (10 U.S.C. §503) allows military organizations access to education records and information ordinarily restricted under FERPA for the purposes of military recruiting. The Solomon Amendment supersedes most elements of FERPA and requires colleges to release certain information pertaining to their students. Colleges that fail to comply with the Solomon Amendment risk losing funds from several federal agencies, including: the Departments of Education, Labor, Health and Human Services, and Defense (10 U.S.C. §983).

Scope of the Request

The Solomon Amendment allows the Department of Defense entities, such as the U.S. Army, to obtain certain information about currently enrolled full-time students, ages 17 and over, once per term. This information is limited to:

1. Student names
2. Addresses
3. Email address
4. Phone numbers
5. Age
6. Level of education
7. Degree program currently enrolled in
8. Degrees received for recent graduates
9. Educational institutional last enrolled in

The request letter should be sent on the Department of Defense entity's standard letterhead and must cite the relevant legal authority under the Solomon Amendment. In addition, the scope of the request must specifically ask for the aforementioned information. Specifically, a request for information pertaining to a particular group of students between certain ages is permitted and encouraged to clearly define the scope of the request (e.g. "full-time undergraduate students between the ages of 17 and 35).

Exceptions and Exemptions to Request

The Solomon Amendment requires educational institutions to disclose student information in its possession, but does not actively require institutions to collect student information. As such, institutions are exempt from responding if they do not currently collect or have any responsive information.

In addition, the Solomon Amendment does recognize student and parental rights under FERPA to withhold disclosure of private information. Students and/or parents of students can request that a local educational agency withhold student information unless prior written consent is obtained from the students and/or parents (10 U.S.C. §503(c)(B)).

What Colleges Need to Do

Upon receiving a request under the Solomon Amendment, colleges should confirm if the request meets the requirements set forth in the law.

If the requirements are met, colleges should then determine if the defense entity has made any recent requests within the school term since each entity is only allowed one request per term. Though not legally required, the colleges should also reach out to the recruiting specialist to confirm the specialist's identity and validate the request. This practice would not only ensure that the request is coming from someone who is legally authorized to make such a request, but would also allow the colleges to clarify the scope of the request over the phone if needed. If a change to the scope is made, a confirming letter detailing the phone call and any changes should be sent to the requestor immediately.

Once the request has been validated, the college should then check to see if it collects the student data that is requested and if any students and/or parents exercised their FERPA rights to withhold student information before authorizing disclosure by written consent. Colleges that do not collect student data should notify the requestor in writing within a reasonable time that the college does not have any responsive information to the request.

Lastly, the colleges that have responsive information should provide the requested data within a reasonable time period or run the risk of losing federal funding under Title 10, U.S.C.

Section 983. A best practice would be to send a confirming letter to the requestor within a reasonable time to inform the requestor that the college does have responsive student information.

More importantly, the letter should advise the requestor that the college is in the process of obtaining the responsive information and such information will be provided within a reasonable time period.

For more information regarding the Solomon Act and requests for information please contact the director, Admissions and Records at 1-805-922-6966 ext 3323.

Photo and Video Policy

Allan Hancock College takes photos and video of students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Hancock reserves the right to use these photographs and/or videos as a part of its publicity and marketing efforts. Students who enroll at Hancock do so with the understanding that these photographs and/or videos might include them and/or their family members and might be used in college publications, both printed and electronic, and for publicity.

Copyright Regulations

Allan Hancock College complies with all federal regulations including the TEACH Act. Students and staff are prohibited from using the Hancock network to illegally download or share music, videos, or other copyrighted materials. In accordance with the Higher Education Opportunity Act (HEOA) and Digital Millennium Copyright Act, college administrators may be obligated to provide to copyright holders and law enforcement officials information about Hancock network users who have violated the law. There may be both civil and criminal penalties and fines for copyright violations. For questions pertaining to copyright issues, please contact the dean, Learning Resources, at 805-922-6966 ext. 3475.

USA PATRIOT Act

Allan Hancock College complies with the requirements of the USA PATRIOT Act. This law provides federal officials with the authority to conduct searches of business records and data. Examples of records and data that might be retrieved include, but are not limited to:

- Email records on computers and servers
- Internet search history on computers and servers
- Library user records
- Telephone call logs
- Student records and files

Explanation of College Terms

A.A. – Associate in Arts Degree: General degree granted by California community colleges. See Graduation Requirements.

A.A.-T – Associate in Arts for Transfer Degree: Transfer degree granted by California community colleges for transfer to the California State University. See Graduation Requirements.

A.S. – Associate in Science Degree: General degree granted by California community colleges, having more emphasis on two-year vocational training than the A.A. degree. See Graduation Requirements.

A.S.-T – Associate in Science for Transfer Degree: General degree granted by California community colleges for transfer to the California State University. See Graduation Requirements. Advanced Standing: Classification of student who has had previous college work.

Bachelor's Degree: Degree granted by four-year colleges, usually the bachelor of arts (B.A.) or the bachelor of science (B.S.).

CCN - Common Course Numbering: The Common Course Numbering (CCN) System is a statewide numbering system ensuring uniformity in course numbering and content across all California Community Colleges.

C-ID - Course Identification Numbering System: The 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.

Class Schedule: The listing of courses to be offered each semester or term, including hours, instructors, and room assignments.

Counselor: Trained faculty member assigned to assist students with personal, career, vocational, and educational planning and development.

Course Attempts: A course attempt occurs when a student earns an A, B, C, D, F, I, P, NP, W, CR, or NC grade in a class.

Course Repetition: When a student repeats a course in which he/she/they received a passing grade (A, B, C, or P). See Repetition of Courses. Credit Course (graded): Course for which units are granted.

Electives: Courses elected by the student which do not fulfill any specific requirement but may provide units toward the degree. Units may be used toward the degree if the course is at least 300-level. A 400-level unit course may not fulfill specific requirements or be used toward degrees.

Fast Track: Courses held throughout the semester. Fast Track classes meet eight weeks or less, many are only one or two days, some are on weekends. Space permitting, students can register for classes up to the first day of class.

General Education: Certain groups of courses required of all degree candidates regardless of their major. The A.A. and A.S. degrees require fulfillment of the Hancock General Education and Graduation requirements or the California General Education Transfer Curriculum (Cal-GETC) whereas the A.A.-T and A.S.-T degrees require fulfillment of the Cal-GETC. See Transfer Information and Graduation Requirements.

Lower Division: The first two years of college work, i.e., freshman and sophomore years and/or courses. By law, only lower division work can be offered at Hancock.

Major: The major field of study a student plans to pursue; e.g., biology, nursing, etc. Noncredit Course (ungraded): Course for which no units are given. Some noncredit courses can be graded using an "SP" grade.

Pass/No-Pass Grading: A grading system allowing a course to be taken for a grade of P (Pass) or NP (No-Pass) rather than for a letter grade. Pass/No-Pass grading is not counted in GPA but is counted in units completed.

Semester Unit: A semester unit represents one hour of lecture per week for one semester and presupposes two hours of outside study for each lecture hour, or a minimum of 48-54 hours of lecture, study, or lab work. Graduation requires 60 semester units. One semester unit is equivalent to one and a half quarter units.

Student Study Load Requirements: Programs of 12 units or more are considered “full-time” for enrollment verification purposes for summer, fall, winter, and spring sessions/semesters.

Term: Classes that are accelerated into an eight-week term. There are two eight-week terms within each semester.

Term classes have uniform beginning and ending dates and established registration deadlines. Final grades for Term 1 are not available until the end of the fall semester. Term 3 grades are not available until the end of the spring semester.

Upper Division: The last two years of college work, i.e., junior and senior years and/or courses. Upper division work is not offered at Hancock.

Transfer Information

Students aiming to transfer should check the specific websites of their target universities for varying admission, major, and general education requirements. Students are responsible for choosing courses that align with their educational goals.

Allan Hancock College offers a wide array of general education and major preparatory courses. Counseling staff can help students plan their studies to ensure junior-level transfer to four-year institutions for bachelor's degree completion.

The University Transfer Center (UTC) website offers extensive resources on California public, out-of-state, and private universities. The UTC assists with UC and CSU applications and provides other services like counseling, internet access, transfer workshops, direct university contact, campus tours, and course articulation guidance. Transfer students should utilize the UTC's resources.

Transfer Admission Guarantee (TAG)

Transfer can be a complicated process. Counselors at Allan Hancock College help simplify the process and ensure students a smooth transition to four-year colleges and universities. While some universities offer transfer guarantees, at other colleges it is ultimately the student's responsibility to successfully complete the correct classes and earn a competitive GPA. Students planning to transfer must work closely with a counselor in order to complete the specific guidelines for the Transfer Admission Guarantee (TAG). The following colleges and universities are included:

- Arizona State University
- Northern Arizona University
- University of California, Davis
- University of California, Irvine
- University of California, Merced
- University of California, Riverside
- University of California, Santa Barbara
- University of California, Santa Cruz
- UMass Global
- University of La Verne, VSFB campus

As each participating college or university has specific requirements, students who wish to take advantage of the TAG must work with the University Transfer Center to develop and complete an approved course of study. Hancock has a number of guarantees to Historically Black Colleges and universities. Visit the University Transfer Center for more details.

Requirements for the AA-T or AS-T

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a variation of the associate degrees traditionally offered at California community colleges. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.00.

Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To view the most current list of Allan Hancock College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to www.adegreewithaguarantee.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.

Requirements

The following are required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.

2. Minimum grade point average (GPA) of at least 2.00 in all CSU-transferable coursework. While a minimum of 2.00 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Degrees & Certificates section of this catalog. A minimum of 25 percent of the units required in the major must be completed at Allan Hancock College. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass/no-pass" basis (Title 5 § 55063).
4. Certified completion of the California General Education Transfer Curriculum (Cal-GETC) pattern (see the Transfer Information section of this catalog for more information).

Cal-GETC NOTE: No course may be counted in more than one area. All courses in the Cal-GETC must be completed with a grade of C or better in each course (C- is not acceptable).

Common Course Numbering System (CCN)

In compliance with Assembly Bill (AB) 1111, which mandates the adoption of Common Course Numbering (CCN) across all California community colleges, several Allan Hancock College courses have been updated with revised CCN course numbers and titles. Below are the CCN courses effective Summer 2025:

- COMM C1000, Introduction to Public Speaking (formerly COMM 101, Public Speaking)
- ENGL C1000, Academic Reading and Writing (formerly ENGL 101, Freshman Composition: Exposition)
- ENGL C1001, Critical Thinking and Writing (formerly ENGL 103, Critical Thinking and Composition)
- POLS C1000, American Government and Politics (formerly POLS 103, American Government)
- PSYC C1000, Introduction to Psychology (formerly PSY 101, General Psychology)
- STAT C1000, Introduction to Statistics (formerly MATH 123, Elementary Statistics)

For the latest information about Common Course Numbering, including an updated list of courses and answers to frequently asked questions, please visit the Common Course Numbering website.

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 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 for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Transfer Recognition Award

Allan Hancock College recognizes students who have completed a minimum of 24 units in residence and who have been accepted by an accredited four-year college or university, or to an accredited professional school requiring a minimum of three years of postsecondary education. Qualified students are eligible to receive the Transfer Recognition Award and to have their name annotated on the commencement program whether or not the student petitions to graduate. Information concerning specific requirements for this award may be obtained from the University Transfer Center.

Transfer to the University of California

Berkeley - Davis - Irvine - Los Angeles - Merced - Riverside - San Diego - San Francisco - Santa Barbara - Santa Cruz

Uniform Entrance Requirements

Nine of the 10 University of California campuses have uniform entrance requirements and certain features in common. Each campus is also distinctive, and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which will best satisfy their educational needs. Students may find it helpful to discuss with a counselor the particular advantages each campus has to offer.

Admission from Community Colleges

It is expected that students transferring from community colleges will have completed the entrance requirements described in the University of California publications and catalogs.

Students who were eligible for admission to the University of California based upon high school grade point average, SAT, or ACT scores and subject pattern completion may be eligible to transfer with less than 60 college semester units (lower division transfer). However, the student must maintain a C average while attending Allan Hancock College. Most campuses of the UC system will not accept lower-division transfer students.

Check with a University Transfer Center (UTC) counselor to determine available options. Students who met the grade point average requirements, but were ineligible for admission to the university from high school because of subject matter deficiencies, must complete a minimum of 12 acceptable units with a GPA of 2.00 or better and have completed or made up missing college preparatory subject A grade of C or better (C- is not acceptable) is required in each course used to make up a deficiency. Students who were ineligible for admission to the university from high school based upon both grade point average and subject deficiencies must have 60 UC transferable semester units including two approved courses in English composition; one approved UC transferable math course; and four approved UC transferable courses from at least two areas in arts and humanities, social and behavioral sciences, and biological and physical sciences. The UC list of eligible courses is available in the UTC. A minimum 2.4 grade point average is required in all transferable coursework. Students who meet these minimum standards, while eligible for admission to a UC campus, may not be accepted to a specific major or department. In the case of impacted majors and/or campuses, other selection criteria are also used. Students who have questions regarding their eligibility should check with the Counseling department and/or the UTC.

A maximum of 70 community college semester units will be accepted for transfer by the university. Units earned at four-year colleges will be evaluated separately by UC for acceptance. In the Announcement of Courses section of this catalog, courses that are transferable to the University of California are identified. In addition, a list of Hancock courses acceptable at all university campuses is available in the UTC.

California General Education Transfer Curriculum (Cal-GETC Certification) Requirements

The Intersegmental Committee of the Academic Senates approved the California General Education Transfer Curriculum (Cal-GETC), which is implemented beginning fall 2025. The Cal-GETC will permit students to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy the university's general education requirements.

To facilitate the transfer of Hancock students who plan to attend a campus of the University of California or the California State University system, certification of Cal-GETC requirements may include previously completed courses from other institutions as well as courses completed in residence.

Courses completed at other campuses of the California community colleges must be certified following the pattern of the source institution. The student's responsible for providing: a) an official copy of their external transcript(s); and b) a dated general education certification pattern from the source institution which coincides with the term or terms in which such courses were completed.

Courses that have been completed at a regionally-accredited institution other than a California community college will be included only under the following circumstances:

1. The student provides an official transcript, catalog description(s) and, if required, dated course outline(s);

2. The course is determined to be equivalent to a course in Hancock's Cal-GETC pattern through the pass-along process, and the student completed the course with a C grade or better.

Unit and subject matter credit for Advanced Placement (AP) and International Baccalaureate (IB) exams will be included in the Cal-GETC certification under the Intersegmental Committee of the Academic Senate's Standards, Policies, and Procedures for Cal-GETC document. Students wishing to use units awarded for AP or IB should check with the Counseling department or UTC.

Generally, the evaluation and certification of general education requirements are done only once. In those cases where, for some reason, a revision is needed, the student may be required to pay a fee of $10 for the service.

Completion of the Cal-GETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Some students, particularly those students majoring in engineering, computer science, or other high-unit majors, may find it advantageous to take courses fulfilling the native GE pattern of the CSU or UC campus that they are transferring to.

California General Education Transfer Curriculum (Cal-GETC)

Courses can only be used in one area and must be completed with a grade of C or better.

Area 1: English Communication (9 semester units)

Area 1A: English Composition (3 semester units)

- English: **ENGL** C1000

Area 1B: Critical Thinking and Composition (3 semester units)

- English: **ENGL** C1001
- Philosophy: **PHIL** 114

Area 1C: Oral Communication (3 semester units)

- Communication Studies: **COMM** 100, C1000

Area 2: Mathematical Concepts and Quantitative Reasoning (3 semester units)

- Mathematics: **MATH** 131, 135, 141, 181, 182, 183, 184; **STAT** C1000

Area 3: Arts and Humanities (6 semester units; 1 course from Area 3A and 1 course from Area 3B)

Area 3A: Arts (3 semester units)

- Art: **ART** 101, 103, 104, 105, 106
- Dance: **DANC** 101
- Drama: **DRMA** 103, 110, 111
- Film: **FILM** 101, 102, 107
- Music: **MUS** 100, 101, 102, 104, 106
- Photography: **PHTO** 101

Area 3B: Humanities (3 semester units)

- American Sign Language: **ASL** 121, 138
- English: **ENGL** 102, 117, 119, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148, 150, 151, 152, 153
- Ethnic Studies: **ES** 122, 135, 139, 150, 151, 152, 153
- Film: **FILM** 103, 104, 109, 119, 122
- French: **FRCH** 102
- History: **HIST** 101, 102, 104, 105, 138
- Humanities: **HUM** 101, 102, 104, 105
- Philosophy: **PHIL** 101, 102, 105, 121, 122
- Spanish: **SPAN** 102, 103, 104, 112

Area 4: Social and Behavioral Sciences (6 semester units - from two seperate Academic Disciplines)

- Administration of Justice: **AJ** 101, 115
- Anthropology: **ANTH** 102, 103, 107
- Business: **BUS** 141
- Communication Studies: **COMM** 110
- Economics: **ECON** 101, 102, 141
- Early Childhood Studies: **ECS** 100, 101
- Ethnic Studies: **ES** 101, 107, 120, 121
- Global Studies: **GBST** 101, 141
- Geography: **GEOG** 102, 103
- History: **HIST** 101, 102, 103, 107, 108, 118, 119, 120, 121
- Humanities: **HUM** 101, 102, 103
- Lesbian, Gay, Bi-sexual, Transgender, and Queer: **LGBT** 101, 102
- Political Science: **POLS** 101, 104, 105, 110, C1000
- Psychology: **PSY** 105, 112, 113, 117, 118, 119, 121; **PSYC** C1000
- Sociology: **SOC** 101, 102, 104, 110, 120, 155, 160

Area 5: Physical and Biological Sciences (7 semester units - One course must be a lab. Underlined courses in Area 5A or 5B also count for Area 5C)

Area 5A: Physical Science (3 semester units)

- Astronomy: **ASTR** 100
- Chemistry: **CHEM** 120, 150, 151, 180, 181
- Geography: **GEOG** 101, 110
- Geology: **GEOL** 100, 111, 114, 131, 141
- Physical Science: **PHSC** 111, 112
- Physics: **PHYS** 100, 110, 141, 142, 161, 162, 163

Area 5B: Biological Science (3 semester units)

- Agriculture: **AG** 152, 161
- Anthropology: **ANTH** 101
- Biology: **BIOL** 100, 120, 124, 125, 128, 132, 150, 154, 155

Area 5C: Laboratory (1 semester unit)

- Anthropology: **ANTH** 110
- Astronomy: **ASTR** 121
- Geography: **GEOG** 115
- Geology: **GEOL 115**
- Or one course underlined above

Area 6: Ethnic Studies (3 semester units)

- Ethnic Studies: **ES** 101, 120, 121
- History: **HIST** 120, 121
- Sociology: **SOC** 120

Not Required for Cal-GETC
(CSU and UC Graduation Requirements)

US History and American Institutions Requirement

All CSU and US campuses require completion of the US history and American Institutions requirement. CSU campuses require completion of a course in US-1 and US-2 (see course options below). UC campuses, except UCSB, accept completion of a C- or better grade in high school of a one-year course in US History or a half-year course in US History and a half-year course in American Government. UCLA requires the completion of a B or better in the high school courses. UCSB requires students to complete a 3-unit college course. Consult a counselor for a list of approved courses.

US-1: US History (3 semester units)	US-2: Political Science (3 semester units)
Ethnic Studies: **ES** 121 History: **HIST** 107, 108, 118, 121	Political Science: **POLS** 101, C1000

Language Other Than English Requirement

Some CSU and UC campuses require students to demonstrate competence in at least one language other than English. Consult with a counselor to determine if your specific campus and major requires completion of a Language Other Than English.

NOTE: Students who began taking classes at Allan Hancock College before fall 2021 and maintain catalog rights may complete previous catalog CSUGE requirements, and students who began taking classes at Allan Hancock College before fall 2023 and maintain catalog rights may complete previous catalog IGETC requirements; **see a counselor for further information.**

Transfer to the California State University

Bakersfield - California Maritime Academy - Channel Islands- Chico - Dominguez Hills - East Bay - Fresno - Fullerton- Humboldt - Long Beach - Los Angeles - Monterey Bay - Northridge - Pomona - Sacramento - San Bernardino - San Diego - San Marcos - San Jose San Luis Obispo - San Francisco - Sonoma - Stanislaus

Admission from Community Colleges

Students who were eligible for admission to the California State University based upon their high school grade point average and SAT or ACT scores may be eligible to transfer with less than 60 college semester units (lower division transfer). However, the student must have maintained at least a C average in all college work and must be in good academic standing. Most campuses of the CSU system will not accept lower-division transfer students. Check with a counselor to determine available options.

Students who were not eligible for admission from high school must complete 60 transferable college semester units with a 2.00 average. Students who meet these minimum standards, while eligible for admission to a CSU campus, may not be accepted into a specific major or department. In the case of impacted majors and/or campuses, other selection criteria are also used.

Allan Hancock College courses that are numbered from 100 to 199 are accepted by the California State University system as transferable, and students may transfer up to 70 community college semester units. In the Announcement of Courses section of this catalog, courses that are transferable to the California State University system are identified. Units that a student completed at a four-year college will be evaluated separately by the CSU campus.

California General Education Transfer Curriculum (Cal-GETC)

Courses can only be used in one area and must be completed with a grade of C or better.

Area 1: English Communication (9 semester units)

Area 1A: English Composition (3 semester units)

- English: **ENGL** C1000

Area 1B: Critical Thinking and Composition (3 semester units)

- English: **ENGL** C1001
- Philosophy: **PHIL** 114

Area 1C: Oral Communication (3 semester units)

- Communication Studies: **COMM** 100, C1000

Area 2: Mathematical Concepts and Quantitative Reasoning (3 semester units)

- Mathematics: **MATH** 131, 135, 141, 181, 182, 183, 184; **STAT** C1000

Area 3: Arts and Humanities (6 semester units; 1 course from Area 3A and 1 course from Area 3B)

Area 3A: Arts (3 semester units)

- Art: **ART** 101, 103, 104, 105, 106
- Dance: **DANC** 101
- Drama: **DRMA** 103, 110, 111
- Film: **FILM** 101, 102, 107
- Music: **MUS** 100, 101, 102, 104, 106
- Photography: **PHTO** 101

Area 3B: Humanities (3 semester units)

- American Sign Language: **ASL** 121, 138
- English: **ENGL** 102, 117, 119, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148, 150, 151, 152, 153
- Ethnic Studies: **ES** 122, 135, 139, 150, 151, 152, 153
- Film: **FILM** 103, 104, 109, 119, 122
- French: **FRCH** 102
- History: **HIST** 101, 102, 104, 105, 138
- Humanities: **HUM** 101, 102, 104, 105
- Philosophy: **PHIL** 101, 102, 105, 121, 122
- Spanish: **SPAN** 102, 103, 104, 112

Area 4: Social and Behavioral Sciences (6 semester units - from two seperate Academic Disciplines)

- Administration of Justice: **AJ** 101, 115
- Anthropology: **ANTH** 102, 103, 107
- Business: **BUS** 141
- Communication Studies: **COMM** 110
- Economics: **ECON** 101, 102, 141
- Early Childhood Studies: **ECS** 100, 101
- Ethnic Studies: **ES** 101, 107, 120, 121
- Global Studies: **GBST** 101, 141
- Geography: **GEOG** 102, 103
- History: **HIST** 101, 102, 103, 107, 108, 118, 119, 120, 121
- Humanities: **HUM** 101, 102, 103
- Lesbian, Gay, Bi-sexual, Transgender, and Queer: **LGBT** 101, 102
- Political Science: **POLS** 101, 104, 105, 110, C1000
- Psychology: **PSY** 105, 112, 113, 117, 118, 119, 121; **PSYC** C1000
- Sociology: **SOC** 101, 102, 104, 110, 120, 155, 160

Area 5: Physical and Biological Sciences (7 semester units - One course must be a lab. Underlined courses in Area 5A or 5B also count for Area 5C)

Area 5A: Physical Science (3 semester units)

- Astronomy: **ASTR** 100
- Chemistry: **CHEM** 120, 150, 151, 180, 181
- Geography: **GEOG** 101, 110
- Geology: **GEOL** 100, 111, 114, 131, 141
- Physical Science: **PHSC** 111, 112
- Physics: **PHYS** 100, 110, 141, 142, 161, 162, 163

Area 5B: Biological Science (3 semester units)

- Agriculture: **AG** 152, 161
- Anthropology: **ANTH** 101
- Biology: **BIOL** 100, 120, 124, 125, 128, 132, 150, 154, 155

Area 5C: Laboratory (1 semester unit)

- Anthropology: **ANTH** 110
- Astronomy: **ASTR** 121
- Geography: **GEOG** 115
- Geology: **GEOL 115**
- Or one course underlined above

Area 6: Ethnic Studies (3 semester units)

- Ethnic Studies: **ES** 101, 120, 121
- History: **HIST** 120, 121
- Sociology: **SOC** 120

Not Required for Cal-GETC
(CSU and UC Graduation Requirements)

US History and American Institutions Requirement

All CSU and US campuses require completion of the US history and American Institutions requirement. CSU campuses require completion of a course in US-1 and US-2 (see course options below). UC campuses, except UCSB, accept completion of a C- or better grade in high school of a one-year course in US History or a half-year course in US History and a half-year course in American Government. UCLA requires the completion of a B or better in the high school courses. UCSB requires students to complete a 3-unit college course. Consult a counselor for a list of approved courses.

US-1: US History (3 semester units)	US-2: Political Science (3 semester units)
Ethnic Studies: **ES** 121 History: **HIST** 107, 108, 118, 121	Political Science: **POLS** 101, C1000

NOTE: Some CSUs will not allow the units earned by fulfilling this requirement to be used in Cal-GETC Area 4; other CSUs will count the units in both areas. Check the CSU college catalog for a specific campus or with the University Transfer Center. Political science courses used to meet this requirement must have been completed in a California institution.

Language Other Than English Requirement

Some CSU and UC campuses require students to demonstrate competence in at least one language other than English. Consult with a counselor to determine if your specific campus and major requires completion of a Language Other Than English.

NOTE: Students who began taking classes at Allan Hancock College before fall 2021 and maintain catalog rights may complete previous catalog CSUGE requirements, and students who began taking classes at Allan Hancock College before fall 2023 and maintain catalog rights may complete previous catalog IGETC requirements; **see a counselor for further information.**

Graduation Requirements

Graduation Requirements for an Associate Degree

Allan Hancock College offers four types of associate degrees:

1. Associate in Arts (AA)
2. Associate in Science (AS) degrees
3. Associate in Arts for transfer (AA-T)*
4. Associate in Science for transfer (AS-T) degrees*

** See the section for Graduation Requirements for the Associate Degree for Transfer for specific requirements*

AA and AS Degrees

The associate in arts (AA) degree is designed for the student desiring a lower-division preparation experience to transfer to a four-year public or private university or college. The associate in science (AS) degree is designed for the occupationally-oriented student and provides training within specific occupational areas. In some areas of study, the associate in science (AS) degree may also provide lower-division preparation experience for transfer to a four-year university or college.

The associate in arts (AA) and associate in science (AS) degrees require the completion of all Hancock graduation requirements and specified major degree requirements. Students planning to transfer to a four-year institution and desire an associate degree (AA or AS), but who are not completing an associate degree for transfer (AA-T or AS-T) will also have to complete all the Hancock graduation requirements and specific major degree requirements **or** the California General Education Transfer Curriculum (Cal-GETC). Transfer students should refer to the "Transfer Information" section in this catalog.

All students who desire the associate in arts (AA) or associate in science (AS) degree and have satisfied the graduation requirements listed below must apply for the appropriate associate degree even though they may be planning to transfer to a four-year institution.

NOTE: The deadline to apply for an associate degree is published on Hancock's website in the "At a Glance Class Schedule."

Requirements:

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily.
    - A maximum of 12 units of workshop and no more than 16 units of "P" (pass/no pass) graded courses can be applied toward an AA/AS degree.
    - Only 100 and 300 level courses will apply to the AA or AS.
2. **A GRADE POINT AVERAGE OF 2.00** or better has been earned for all college work attempted.
3. **AN APPLICATION** has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55063).
5. **COMPLETION OF REQUIRED COURSEWORK**
    - **GENERAL EDUCATION**
        - AHC Graduation Requirements (6.5 units)
            - AND
        - AHC General Education Requirements (27 units)
        - OR
        - California General Education Transfer Curriculum (Cal-GETC) (34 units)
    - **MAJOR REQUIREMENTS**
        - Major Requirements (minimum 18 units)

AHC Graduation Requirements

Health and Wellness (3.5 units)

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/ importance of the lifelong-process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

Two courses required. Select one course from each of the following areas:

PHYSICAL ACTIVITY:

- Dance: **DANC** (any activity course)
- Physical Education: **PE** (any activity course)

Exemption is allowed for the physical activity area for a disability. *Students must file a "Request for Course Substitution or Waiver" form.*

HEALTH EDUCATION or FIRST AID SAFETY:

- Early Childhood Studies: **ECS** 102
- Emergency Medical Services: **EMS** 102
- Environmental Technology: **ENVT** 101
- Food, Science and Nutrition: **FSN** 109
- Health Education: **HED** 100
- Human Services: **HUSV** 126
- Personal Development: **PD** 101

OR, complete one of the following courses:

- Law Enforcement: **LE** 320
- Emergency Medical Services: **EMS** 301
- Fire Technology: **FT** 307
- Nursing: **NURS** 103, 108, 318, 328, 338

Multicultural & Gender Studies (3 Units)

The purpose of the Multicultural/Gender Studies graduation requirement is to promote students' awareness, understanding, and appreciation of, and respect for underrepresented groups and ethnic minorities. Courses that are designated as fulfilling this requirement are designed to help students link their personal experiences and their education to broader cultural perspectives, to expand their awareness of their own cultural heritage, and to encourage in them the skills of cultural competence which can foster the meaningful communication and connection needed in global heterogeneous societies. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) programs).

Courses that meet all or part the Multicultural/Gender Studies Requirement:

- Administration of Justice: **AJ** 105
- Anthropology: **ANTH** 102, 103, 105, 107
- Art: **ART** 101, 105, 106, 109, 170
- Business: **BUS** 107, 141
- Communication Studies: **COMM** 110
- Dance: **DANC** 101, 147
- Drama: **DRMA** 103
- Early Childhood Studies: **ECS** 102, 116, 117, 123
- Economics: **ECON** 141
- English: **ENGL** 105, 130, 131, 135, 139, 140, 148, 150, 151, 152, 153
- Ethnic Studies: **ES** 101, 105, 107, 120, 121, 122, 135, 139, 150,151, 152, 153
- Family and Consumer Sciences: **FCS** 131
- Fashion: **FASH** 104, 105
- Film: **FILM** 101, 102, 103, 107, 122
- Food Science and Nutrition: **FSN** 134
- Geography: **GEOG** 102, 103
- Global Studies: **GBST** 101, 141
- History: **HIST** 101, 102, 103, 120, 121
- Human Services: **HUSV** 107, 113
- Humanities: **HUM** 101, 102, 103
- LGBT: **LGBT** 101, 102
- Music: **MUS** 104, 106
- Philosophy: **PHIL** 121
- Political Science: **POLS** 104, 105
- Sociology: **SOC** 101, 102, 110, 120, 122
- Spanish: **SPAN** 102, 103, 104, 105, 112

Major Requirements

A MINIMUM of 18 UNITS must be completed in an AA or AS degree major. Consult the Degree & Programs page for specific degree requirements. A grade of "C" or better or "P" grade if taken on a pass/no pass basis, is necessary in each course used to complete the major.

General Education Requirements

A MINIMUM OF 27 SEMESTER UNITS OF GENERAL EDUCATION have been completed, three units in each of the areas listed (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees.).

General education is a pattern of courses designed to develop in students a breadth of knowledge and allow students to gain command of subject areas and methods of inquiry that characterize the liberally educated person. Through general education, students expand their understanding of the physical world and the complex interrelationships of individuals and groups within their social environments; understand the modes of inquiry of the major disciplines; deepen appreciation of their artistic and cultural heritage, and become aware of other cultures and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them. Students are permitted to use the same course to satisfy general education, major, and/or graduation requirements. Students are not permitted to use the same course to fulfill more than one GE category.

NOTE: Students with a bachelor's degree meet AHC graduation and general education requirements.

Area 1A English Composition (3 units)

Students completing courses in this area will:

1. communicate effectively in many different situations involving diverse people and viewpoints.
2. listen actively and analyze the substance of others' comments.
3. read effectively and analytically.
4. find and evaluate information by selecting and using appropriate research methods and tools.

A grade of C or higher is required in one of the following courses:

- English: **ENGL** 100, C1000

Area 1B Oral Communication and Critical Thinking (3 units)

Students completing courses in this area will:

1. think logically and critically in solving problems; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
2. communicate in an understandable and organized fashion to explain their ideas, express their feelings, or support conclusions.

Courses that meet this requirement:

- Communication Studies: **COMM** 100, 102, 106, C1000
- English: **ENGL** 104, C1001
- Philosophy: **PHIL** 112, 114

Area 2 Mathematical Concepts and Quantitative Reasoning (3 units)

Students completing courses in this area will:

1. identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.

A grade of C or higher is required in one of the following courses:

- Mathematics: **MATH** 100, 105, 121, 131, 135, 141, 181, 182, 183, 184, **STAT** C1000

Area 3 Arts and Humanities (3 units)

Students completing courses in this area will:

1. communicate effectively in many different situations involving diverse people and viewpoints.
2. understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
3. apply their knowledge and skills to new and varied situations.
4. find and evaluate information by selecting and using appropriate research methods and tools.
5. produce or respond to artistic and creative expression.

Courses that meet this requirement:

- American Sign Language: **ASL** 138
- Art: **ART** 101, 103, 104, 105, 109, 170
- Communication Studies: **COMM** 108
- Dance: **DANC** 101, 110, 120, 130, 147
- Drama: **DRMA** 103, 110, 111
- Early Childhood Studies: **ECS** 116, 123
- English: **ENGL** 102, 106, 117, 118, 119, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148, 150, 151, 152, 153, 180
- Ethnic Studies: **ES** 105, 120, 122, 135, 139, 150, 151, 152, 153
- Fashion: **FASH** 104, 105
- Film: **FILM** 101, 102, 103, 104, 108, 109, 110, 122
- French: **FRCH** 101, 102
- Graphics: **GRPH** 127
- History: **HIST** 101, 102, 103, 104, 105, 120, 138
- Humanities: **HUM** 101, 102, 103, 104, 105
- Library: **LBRY** 180
- Multimedia Arts and Communication: **MMAC** 101
- Music: **MUS** 100, 101, 102, 104, 106
- Philosophy: **PHIL** 101, 102, 105, 121, 122
- Photo: **PHTO** 110
- Spanish: **SPAN** 101, 102, 103, 104, 105, 112

Area 4A Social and Behavioral Sciences (3 units)

Students completing courses in this area will:

1. understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
2. identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
3. find and evaluate information by selection and using appropriate research methods and tools.
4. develop individual responsibility, personal integrity, and respect for diverse people and culture. 5. understand ethical issues that will enhance their capacity for making sound judgments and decisions.

Courses that meet this requirement:

- Administration of Justice: **AJ** 101, 103, 115
- Anthropology: **ANTH** 102, 103, 105, 107

- Business: **BUS** 121, 141
- Communications Studies: **COMM** 100, 110
- Early Childhood Studies: **ECS** 100, 101
- Economics: **ECON** 101, 102, 121, 141
- English: **ENGL** 105
- Ethnic Studies: **ES** 101, 107
- Geography: **GEOG** 102, 103, 105
- Global Studies: **GBST** 141
- Graphics: **GRPH** 127
- Kinesiology: **KIN** 128
- Lesbian, Gay, Bi-sexual, Transgender, and Queer: **LGBT** 101, 102
- Personal Development: **PD** 103, 105
- Physical Education: **PE** 128
- Political Science: **POLS** 101, 104, 105, 110
- Psychology: **PSY** 112, 113, 117, 118, 119, 121, **PSYC** C1000
- Sociology: **SOC** 101, 102, 104, 120, 122, 155, 160

Area 4B United States History and Government (3 units)

Students completing courses in this area will also:

1. take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world.

Courses that meet this requirement:

- Ethnic Studies: **ES** 121
- History: **HIST** 107, 108, 118, 119, 121
- Political Science: **POLS** 101, C1000

Area 5 Natural Sciences (3 units)

Students completing courses in this area will:

1. understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
2. identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypothesis using the scientific method where appropriate.
3. formulate ideas and concepts in addition to using those of others.
4. use college-level mathematical concepts and methods, where appropriate, to understand, analyze, and explain issues in quantitative forms.
5. apply their knowledge and skills to new and varied situations.

Courses that meet this requirement:

- Anthropology: **ANTH** 101, 110 (when taken in conjunction with 101)
- Astronomy: **ASTR** 100
- Biology: **BIOL** 100, 120, 124, 132
- Chemistry: **CHEM** 110, 120
- Environmental Technology: **ENVT** 101
- Food Science and Nutrition: **FSN** 110
- Geography: **GEOG** 101, 115
- Geology: **GEOL** 100, 111, 114, 115, 131, 141
- Physical Science: **PHSC** 111, 112
- Physics: **PHYS** 100
- Viticulture and Enology: **VEN** 102

Area 6 Ethnic Studies (3 units)

Students completing courses in this area will:

1. be able to analyze, distinguish and explain the culturally centered worldviews, philosophies, intellectual traditions, and lived experiences in the United States of people of color from one or more of the following groups: African Americans, Asian Americans, Indigenous Native Americans and/or Latina/o/x.

Courses that meet this requirement:

- Anthropology: **ANTH** 107
- English: **ENGL** 135, 139, 150, 151, 152, 153
- Ethnic Studies: **ES** *101, 105, 107, *120, *121, 122, 135, 139, 150, 151, 152, 153
- Fashion: **FASH** 105
- Film: **FILM** 122
- History: **HIST** *120, *121
- Sociology: **SOC** *120

***Also fulfills Cal-GETC Area 6**

Area 7 Living Skills (3 units)

Students completing courses in this area will:

1. exhibit habits of intellectual exploration, personal responsibility, and well-being.
2. work with diverse people including those with different cultural and linguistic backgrounds and different physical abilities.
3. interact with individuals and within groups with integrity and awareness of others' opinions, feelings, and values.
4. participate effectively in teams to make decisions and seek consensus.

Courses that meet this requirement:

- Administration of Justice: **AJ** 105
- Business: **BUS** 130
- Communications Studies: **COMM** 103
- Culinary Arts: **CA** 120
- Early Childhood Studies: **ECS** 102, 114
- Economics: **ECON** 130
- Emergency Medical Services: **EMS** 102
- Family and Consumer Sciences: **FCS** 120, 130, 131
- Food Science and Nutrition: **FSN** 109, 112
- Health Education: **HED** 100
- Human Services: **HUSV** 106, 110
- Leadership: **LDER** 111
- Personal Development: **PD** 100, 101, 102, 103
- Psychology: **PSY** 106, 112, 113, 118
- Sociology: **SOC** 106, 110

Graduation Requirements for the Associate Degree for Transfer

The associate in arts for transfer (AA-T) and associate in science for transfer (AS-T), are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T or AS-T degrees are guaranteed admission to the CSU system, but not to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete an associate degree for transfer and/or for more information on university admission requirements.

AA-T and AS-T Degrees

The associate degree for transfer requires the completion of the California General Education Transfer Curriculum (Cal-GETC) pattern as well as the specific AA-T or AS-T major requirements.

Students interested in pursuing an associate degree for transfer should work with a counselor to identify major degree coursework that can be utilized to fulfill the Cal-GETC transfer general education pattern and the specific associate degree for transfer major requirements.

Students who are planning to complete an associate degree for transfer to the California State University system must apply for the appropriate associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree in order to be eligible for the CSU admissions priority status associated with the transfer degrees on the following pages.

The associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree will be awarded when the following graduation requirements have been met:

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA-T/AS-T degree. Only CSU transferable courses will apply to the degree.
2. **A GRADE POINT AVERAGE OF 2.00** or better has been earned for all college work attempted.
3. **AN APPLICATION** for an associate degree for transfer has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55063).
5. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA-T or AS-T degree major. See the AA-T/AS-T degree sheets in counseling or consult the appropriate page in this catalog for specific degree requirements. A grade of C or better or "P" grade if taken on a pass/no pass basis, is necessary in each course used to complete the major.
6. **GENERAL EDUCATION TRANSFER PATTERN:** Completion of the California General Education Curriculum (Cal-GETC) pattern (see Transfer Information section).

California General Education Transfer Curriculum (Cal-GETC)

Courses can only be used in one area and must be completed with a grade of C or better.

Area 1: English Communication (9 semester units)

Area 1A: English Composition (3 semester units)

- English: **ENGL** C1000

Area 1B: Critical Thinking and Composition (3 semester units)

- English: **ENGL** C1001
- Philosophy: **PHIL** 114

Area 1C: Oral Communication (3 semester units)

- Communication Studies: **COMM** 100, C1000

Area 2: Mathematical Concepts and Quantitative Reasoning (3 semester units)

- Mathematics: **MATH** 131, 135, 141, 181, 182, 183, 184; **STAT** C1000

Area 3: Arts and Humanities (6 semester units; 1 course from Area 3A and 1 course from Area 3B)

Area 3A: Arts (3 semester units)

- Art: **ART** 101, 103, 104, 105, 106
- Dance: **DANC** 101
- Drama: **DRMA** 103, 110, 111
- Film: **FILM** 101, 102, 107

- Music: **MUS** 100, 101, 102, 104, 106
- Photography: **PHTO** 101

Area 3B: Humanities (3 semester units)

- American Sign Language: **ASL** 121, 138
- English: **ENGL** 102, 117, 119, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148, 150, 151, 152, 153
- Ethnic Studies: **ES** 122, 135, 139, 150, 151, 152, 153
- Film: **FILM** 103, 104, 109, 119, 122
- French: **FRCH** 102
- History: **HIST** 101, 102, 104, 105, 138
- Humanities: **HUM** 101, 102, 104, 105
- Philosophy: **PHIL** 101, 102, 105, 121, 122
- Spanish: **SPAN** 102, 103, 104, 112

Area 4: Social and Behavioral Sciences (6 semester units - from two seperate Academic Disciplines)

- Administration of Justice: **AJ** 101, 115
- Anthropology: **ANTH** 102, 103, 107
- Business: **BUS** 141
- Communication Studies: **COMM** 110
- Economics: **ECON** 101, 102, 141
- Early Childhood Studies: **ECS** 100, 101
- Ethnic Studies: **ES** 101, 107, 120, 121
- Global Studies: **GBST** 101, 141
- Geography: **GEOG** 102, 103
- History: **HIST** 101, 102, 103, 107, 108, 118, 119, 120, 121
- Humanities: **HUM** 101, 102, 103
- Lesbian, Gay, Bi-sexual, Transgender, and Queer: **LGBT** 101, 102
- Political Science: **POLS** 101, 104, 105, 110, C1000
- Psychology: **PSY** 105, 112, 113, 117, 118, 119, 121; **PSYC** C1000
- Sociology: **SOC** 101, 102, 104, 110, 120, 155, 160

Area 5: Physical and Biological Sciences (7 semester units - One course must be a lab. Underlined courses in Area 5A or 5B also count for Area 5C)

Area 5A: Physical Science (3 semester units)

- Astronomy: **ASTR** 100
- Chemistry: **CHEM** 120, 150, 151, 180, 181
- Geography: **GEOG** 101, 110
- Geology: **GEOL** 100, 111, 114, 131, 141
- Physical Science: **PHSC** 111, 112
- Physics: **PHYS** 100, 110, 141, 142, 161, 162, 163

Area 5B: Biological Science (3 semester units)

- Agriculture: **AG** 152, 161
- Anthropology: **ANTH** 101
- Biology: **BIOL** 100, 120, 124, 125, 128, 132, 150, 154, 155

Area 5C: Laboratory (1 semester unit)

- Anthropology: **ANTH** 110
- Astronomy: **ASTR** 121
- Geography: **GEOG** 115
- Geology: **GEOL 115**
- Or one course underlined above

Area 6: Ethnic Studies (3 semester units)

- Ethnic Studies: **ES** 101, 120, 121
- History: **HIST** 120, 121
- Sociology: **SOC** 120

Not Required for Cal-GETC
(CSU and UC Graduation Requirements)

US History and American Institutions Requirement

All CSU and US campuses require completion of the US history and American Institutions requirement. CSU campuses require completion of a course in US-1 and US-2 (see course options below). UC campuses, except UCSB, accept completion of a C- or better grade in high school of a one-year course in US History or a half-year course in US History and a half-year course in American Government. UCLA requires the completion of a B or better in the high school courses. UCSB requires students to complete a 3-unit college course. Consult a counselor for a list of approved courses.

US-1: US History (3 semester units)	US-2: Political Science (3 semester units)
Ethnic Studies: **ES** 121 History: **HIST** 107, 108, 118, 121	Political Science: **POLS** 101, C1000

Language Other Than English Requirement

Some CSU and UC campuses require students to demonstrate competence in at least one language other than English. Consult with a counselor to determine if your specific campus and major requires completion of a Language Other Than English.

Application Procedures for the Associate Degree

Allan Hancock College (AHC) has developed a program that auto-awards degrees and CSUGE/IGETC/Cal-GETC certifications.

Students who have completed or are up to 98% close to completing their associate degree(s) and/or CSUGE/IGETC/Cal-GETC certification will be auto-awarded; no application is needed. Students can be auto-awarded if they have external credits from a designated feeder school; those with external credits from other institutions must submit a degree application. Students who are eligible will receive an email each summer, fall, or spring semester confirming auto-awarding. The email will list all eligible degrees and certifications. and have the option to opt out of receiving the award. Students may check with an AHC counselor to determine if they are on the auto-award list. Additional auto-awarding information can be found here.

To be eligible for auto-awarding, you must:

- be currently taking classes at Hancock
- be eligible for degree(s) and/or CSUGE/IGETC/CalGETC certification requirements using the current catalog year

Students who do not meet the auto-awarding criteria must apply for a degree and/or CSUGE/IGETC/Cal-GETC certification. The application period begins on the first day of classes for the semester in which the student will graduate. The deadline to apply for a degree is listed on the academic calendar, available on the college website.

Applying for an Associate Degree

- Submit official transcripts from all previously attended colleges to the Admissions and Records Office for a course-to-course evaluation. Courses, grades, and units used to meet associate degree requirements must be from an accredited college or university.
- Official transcripts from all previously attended institutions must be on file with AHC before submitting a degree application.
- Wait for an email verification from the Admissions and Records Office confirming that your transcript has been received and evaluated.

- Schedule a counseling appointment for a thorough degree and Cal-GETC certification evaluation. A counselor will complete the application and submit it online to the Admissions and Records Office to be processed for final evaluation.
- All course requirements must be completed on or before the final day of classes for the semester in which the student applies for a degree.
- Students who do not satisfy the requirements for their requested degree must submit a new application during a future filing period.
- The Admissions and Records Office will notify students in writing of their graduation status only if there is a deficiency.

Graduation grade point average (GPA)

- The cumulative graduation GPA incorporates all college coursework, including AHC credit courses and transfer credits from other institutions. However, only the GPA from AHC courses is reflected on the transcript. Students who have only attended AHC, the GPA is calculated solely based on AHC coursework.
- Students with a cumulative GPA between 3.50 and 3.99, including all college units, will receive an honors annotation on their transcript and diploma. Those who achieve a 4.00 cumulative GPA will receive a high honors annotation on their transcript and diploma.

Mailing of Diplomas

- Diplomas are mailed within three months after the end of the semester in which the degree was earned.
- Students will receive an email from Parchment, a third-party company, informing them when their digital and paper diplomas will be available.

Students who have not received their diploma, as outlined, may contact the Admissions and Records Office at 805-922-6966 ext. 3248 or by email at diplomas@hancockcollege.edu.

Students with questions regarding degree requirements may contact the Counseling Department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Certificate Programs

Allan Hancock College offers three types of certificate programs: Certificate of Achievement, Certificate of Accomplishment, and Certificate of Completion (noncredit). A Certificate of Achievement has been approved by the state and will be posted on the student's transcript. A Certificate of Accomplishment will be posted on to the student's permanent record, but not on the student's transcript. Certificate programs include only those courses that have a direct bearing upon specialized occupational competencies. For this reason there is no general education requirement in a certificate program.

Application Procedures

Hancock may automatically issue certificates of achievement and certificates of accomplishment to students who fulfill requirements. Until such time, please adhere to the following instructions:

1. Students must file an application in order to receive a Certificate of Accomplishment or Certificate of Completion (noncredit). Applications are obtained on the Admissions and Records public website. Students may check with a Hancock counselor to determine if they are on the auto-award list for a Certificate of Achievement or Accomplishment.
2. Students who have only attended Hancock may submit the application to the Admissions and Records office.
3. Students who have attended another college or university must meet with a counselor to complete the certificate application.
4. All required courses must have been completed by the end of the semester in which the student applies for a certificate.
5. A grade of C or better is necessary in all required courses.
6. Official copies of all transcripts from other colleges attended must be on file in the Hancock Admissions and Records office before an application for a certificate may be submitted.

7. Certificates are mailed within three months of the end date of the semester in which the certificate was earned.

Students who do not satisfy the requirements for the certificate for which they have applied must submit a new application during a later filing period.

Students who have questions regarding certificate requirements may contact the Counseling department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Students who have not received their certificate, as outline in step nine above, may contact the Admissions and Records office at 805-922-6966 ext. 3278 or 3513 or by email at certificates@hancockcollege.edu.

Proficiency Verification

A verification of proficiency may be issued to a student to validate the performance of a specific skill at a prescribed level. Students should contact the department chair for further information as to what verifications are available and the specific requirements in each area.

Catalog Rights

Graduation requirements for an associate degree or vocational certificate are determined according to the catalog year in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment during each successive academic year. To maintain continuous enrollment, a student must attend at least one credit class in an academic year. For purposes of catalog rights, the academic year begins each summer and ends the subsequent spring session.

It is important to note that:

1. Students who maintain continuous enrollment at Allan Hancock College (AHC), or students who are continuing at another accredited institution within the United States are eligible to graduate from AHC under the catalog year in effect at the time they first enrolled at AHC.
2. Students who stop attending AHC for a year or longer are eligible to graduate from AHC under the catalog in effect the semester the student re-enters AHC again. One year is defined as one academic year. The student must maintain continuous enrollment thereafter.
3. If a student attends another college after they have not attended AHC for a year or longer, and does not re-enroll at AHC, they are eligible to graduate from AHC under the catalog in effect the semester they petition to graduate. One year is defined as one academic year.

Exceptions to the above policy may be made by the director, Admissions and Records, for medical reasons or for military service.

Student Right to Know (SRTK)

Each year, Allan Hancock College assists thousands of students to reach a wide variety of educational goals, including completion of associate degrees, completion of certificate programs, and successful transfer to four-year institutions.

Each semester, Hancock enrolls approximately 3,400 full-time students and another 7,000 part-time students.

Approximately 1,800 graduate annually with associate of arts degrees, associate of science degrees, or certificates. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2010, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Hancock, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 27 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2010 to spring 2013. The state average is 26 percent. Students who are

'transfer-prepared' are defined as those who have completed 60 transferable units with a GPA of 2.00 or better. The college's SRTK transfer rate was 8 percent. Students who received an Hancock degree before transferring or who took more than three years to transfer are not included in this percentage.

Keep in mind that SRTK rates, as stated above, are based upon about 8 percent of Hancock's student population, and while the cohort definition of tracking first-time, full-time, degree-seeking freshmen may be an appropriate measure for a four-year institution, it examines a much smaller portion of the Hancock student population.

The rates do not indicate the progress of part-time students; non-degree seeking students; students seeking career refresher courses and professional certifications, and many other student groups.

The college educates many more university transfer students, but not within the narrowly-defined timeline of this study. Others are not counted because they earned a degree before transferring or transferred to a private university not participating in the national program for data collection.

A more meaningful measure of transfer success is the acceptance rate Hancock students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number who apply. For example, Hancock students enjoyed one of the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo. Fifty percent of Hancock students who applied to transfer to Cal Poly in fall 2018 were accepted, more than triple the state average of 15.6 percent

Programs of Study

The programs offered, including Associate in Arts (AA), Associate in Science (AS), AA for Transfer (AA-T), and AS for Transfer (AS-T) degrees and certificates, are listed alphabetically. While these programs can lead to four-year universities, their transfer requirements may differ from specific institutions.

Associate Degrees and Transfer Planning

To earn an associate degree in a specific discipline, students must meet defined requirements. However, transfer requirements for majors and general education vary significantly among universities. Students planning to transfer should review the college catalog of their intended university and consult an Allan Hancock College counselor to create an educational plan.

Tech Prep

Tech Prep is a four-year program (two years of high school and two years of community college) designed to prepare students for technical careers. A Tech Prep education:

1. Leads to an associate degree or certificate.
2. Provides technical training.
3. Builds competence in math, science, and communications through a structured curriculum.
4. Leads to related employment or further training.

Tech Prep programs and courses are identified in degree descriptions and the Announcement of Courses.

Instructional Programs

Programs of Study

Programs of study leading to an associate in arts degree, associate in science degree, associate in arts for transfer, associate in science for transfer, or certificate are listed alphabetically on the pages that follow. Programs that lead to four-year universities and transfer do not necessarily reflect the transfer requirements of specific schools. If a student wishes to receive an associate degree in a specific discipline, the requirements as set forth must be met. However, if planning to complete a program for transfer, students should note that transfer requirements for both the major and general education vary widely. It is recommended that the students review the college catalog of the university to which they plan to transfer and consult with an Allan Hancock College counselor to complete an educational plan in planning transfer objectives.

Degrees & Certificates

Accounting - Associate in Science

Award Type: Associate in Science

All businesses need accounting information to measure their profitability, solvency, and liquidity. Accounting is known as the language of businesses and without it, businesses would not be able to communicate with leaders, stakeholders, and government authorities. The program focuses on traditional financial, managerial, and tax accounting principles and techniques. Coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing. The associate degree in accounting prepares students for entry-level positions and professional advancement in public, private, and government accounting. Entry-level opportunities consist of positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, tax examiner assistant, and junior cost accountant. This is a tech prep program.

The graduate of the Associate in Science in Accounting will:

1. Record common bookkeeping and accrual transactions in an accounting information system.
2. Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses
3. Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
4. Perform common managerial/cost accounting analyses to help managers make better decisions.
5. Be proficient in the use of computer applications such as QuickBooks, Excel, and Access.
6. Perform an effective analysis of financial statement information.
7. Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
8. Additional learning outcomes unique to the accounting or bookkeeping certificates: Explain, analyze and record payroll tax transactions.

SUBJECT #	TITLE	UNITS
A major of 33 units is required for the degree.		
Required core courses (24 units):		24.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
ACCT 160	Introduction Financial Statement Analysis	3.0
ACCT 170	Introduction to Tax Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
Plus a minimum of 9 units selected from the following:		9.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 130 (same as ECON 130, FCS 130)	Consumer & Family Finance	3.0
BUS 140	Survey of International Business	3.0
BUS 160	Business Communications	3.0

CBIS 142	Microsoft Access-Comprehensive	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 33.0

Accounting - Certificate of Achievement

Award Type: Certificate of Achievement
This program is designed for students preparing for, or advancing in careers in accounting and related finance careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounting supervisor, cost accountant, tax preparer, financial statement analyst, auditor, and commercial banker. Completion of this certificate will indicate to employers that these students have demonstrated proficiency in financial accounting, managerial accounting, tax accounting, and computer applications used in the accounting process such as QuickBooks (computer accounting software) and Excel (spreadsheet software).
The graduate of the Certificate of Achievement in Accounting will:

1. Record common bookkeeping and accrual transactions in an accounting information system.
2. Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
3. Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
4. Perform common managerial/cost accounting analyses to help managers make better decisions.
5. Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
6. Be proficient in the use of computer applications such as QuickBooks and Excel.
7. Perform an effective analysis of financial statement information.

SUBJECT #	TITLE	UNITS

A total of 21 units is required for the certificate.

Required core courses (21 units):		21.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
ACCT 160	Introduction Financial Statement Analysis	3.0
ACCT 170	Introduction to Tax Accounting	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0

Total: 21.0

Accounting: Bookkeeping - Certificate of Achievement

Award Type: Certificate of Achievement
This program is designed for students preparing for, or advancing in careers in accounting and related business careers. The program is designed to prepare students a variety of beyond entry level positions such as office manager, accounts payable and accounts receivable supervisor, and accounting supervisor. Completion of this certificate will indicate to employers that these students have demonstrated proficiency in bookkeeping, payroll tax, and computer applications used in the accounting process such as QuickBooks (computer accounting software), Excel (spreadsheet software).
The graduate of the Certificate of Achievement in Accounting: Bookkeeping will:

1. Record common bookkeeping and accrual transactions in an accounting information system.
2. Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
3. Prepare and read a set of financial statements consisting of an income statement, statement of owner's equity, and balance sheet
4. Be proficient in the use of computer applications such as QuickBooks and Excel.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (18 units):		18.0
ACCT 105	Introduction to Accounting	3.0
ACCT 317	Bookkeeping 1	3.0
ACCT 318	Bookkeeping 2	3.0
ACCT 327	Payroll Accounting	3.0
ACCT 150	Introduction to Accounting Information Systems	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
		Total: 18.0

Administration of Justice - Associate in Science

Award Type: Associate in Science

This degree provides an educational foundation for persons aspiring to careers in law enforcement, probation, parole, court administration, corporate security or custodial corrections. Students intending to transfer to a four-year institution should discuss their programs with a counselor.

The graduate of the Associate in Science in Administration of Justice will:

1. Have a fundamental knowledge of the criminal justice system and its primary components.

SUBJECT #	TITLE	UNITS
A major of 27 units is required for the degree.		
Required core courses (15 units):		15.0
AJ 101	Introduction to Criminal Justice	3.0
AJ 102	Criminal Procedures	3.0
AJ 103	Concepts of Criminal Law	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 105	Community Relations	3.0

Plus a minimum of 12 units selected from the following. Students are encouraged to discuss additional course choices with a member of the department and to focus their work upon their area of interest.		12.0
AJ 106	Police Patrol Procedures	3.0
AJ 120	Juvenile Law and Procedures	3.0
AJ 111	Criminal Investigation	3.0
AJ 115	Introduction to Criminology	3.0
AJ 130	Introduction to Corrections	3.0
AJ 149	Work Experience Education	1.0
AJ 150	Introduction to Forensics	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 27.0

Administration of Justice - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Administration of Justice provides an educational foundation for persons aspiring to careers in law enforcement, probation, parole, court administration, corporate security or custodial corrections. The Associate in Science for Transfer in Administration of Justice will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Administration of Justice or Criminology.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Administration of Justice will:

1. Understand the interdisciplinary nature of criminal justice issues in law enforcement, courts, and corrections.
2. Effectively communicate key terms, concepts, and theories in criminal justice.
3. Reflect critically on criminal justice policy and its relationship in society.

SUBJECT #	TITLE	UNITS

A major of 18 units is required for the degree.

Required core courses (6 units):		6.0
AJ 101	Introduction to Criminal Justice	3.0
AJ 103	Concepts of Criminal Law	3.0
Select four courses from the following (12 units):		12.0
AJ 102	Criminal Procedures	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 105	Community Relations	3.0
AJ 111	Criminal Investigation	3.0
AJ 120	Juvenile Law and Procedures	3.0
AJ 130	Introduction to Corrections	3.0
AJ 150	Introduction to Forensics	3.0
Electives		11.0

Elective units required for the Administrtion of Justice AS-T: 11

General Education	31.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 3 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 11 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Advanced English Language Development - Cert of Competency

Award Type: Cert of Competency

The Advanced English Language Development (ELD) Certificate of Competency is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the advanced level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Classes and lab are tuition-free.

The graduate of the Cert of Competency in Advanced English Language Development will:

1. Demonstrate reading comprehension across genres at the Advanced English Language Development Certificate of Competency level.
2. Demonstrate writing proficiency for a variety of academic purposes at the Advanced English Language Development Certificate of Competency level.
3. Demonstrate language proficiency skills in grammatical contexts at the Advanced English Language Development Certificate of Competency level.
4. Demonstrate conversational and pronunciation proficiency skills at the Advanced English Language Development Certificate of Competency level.

SUBJECT #	TITLE	Hours
SP (Satisfactory Progress) Grade Requirements: Students must earn a grade of 70% or higher for the course to earn a grade of SP. Students are assessed on a sample of the following: homework, class work, Language Lab assignments, skill-based tests, writing assignments, etc. A grade of SP is required in order for this course to be eligible for the certificate of competency it belongs to. If students don't earn an SP grade, they will be given no grade and will need to repeat the course.		
Required core courses:		224.0-252.0
ELDN 7503 (same as ELD 503)	Advanced Grammar	64.0-72.0
ELDN 7512 (same as ELD 512)	Low Advanced Conversation	48.0-54.0
ELDN 7523 (same as ELD 523, ENGL 312, READ 310)	Advanced Reading	64.0-72.0
ELDN 7533	Advanced Writing	48.0-54.0
Recommended electives (optional):		0.0-160.0
ELDN 7532 (same as ELD 532)	Low Advanced Writing	80.0-90.0
ELDN 7531 (same as ELD 531)	High Intermediate Writing	80.0-90.0
ELDN 7522 (same as ELD 522)	Low Advanced Reading	80.0-90.0
ELDN 7521 (same as ELD 521)	High Intermediate Reading	80.0-90.0
ELDN 7513 (same as ELD 513)	Pronunciation	48.0-54.0
ELDN 7511 (same as ELD 511)	High Intermediate Conversation	48.0-54.0
ELDN 7502 (same as ELD 502)	Low Advanced Grammar	64.0-72.0
ELDN 7501 (same as ELD 501)	Intermediate Grammar	64.0-72.0
		Total: 224.0-412.0

Advanced English Language Development - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

The credit English Language Development (ELD) program provides nonnative speakers with the linguistic foundation necessary for further personal, vocational, and academic endeavors as well as helps them assimilate to life in the United States. The Advanced ELD Certificate of |Accomplishment includes reading, writing, grammar, and conversational skills. These courses will enable students to read advanced passages and respond in writing, write well-organized, cohesive paragraphs with minimal errors, use advanced grammatical structures appropriately in a variety of contexts, and participate in conversations in a variety of settings (social, academic, medical, etc.) in preparation for transfer-level college coursework.

The graduate of the Certificate of Accomplishment in Advanced English Language Development will:

1. PLO 1: Demonstrate reading comprehension across genres.
2. PLO 2: Demonstrate writing proficiency for a variety of academic purposes.
3. PLO 3: Improve conversational and classroom presentation skills.
4. PLO 4: Demonstrate use of appropriate grammatical structures in a variety of contexts.

SUBJECT #	TITLE	UNITS
A total of 12 units is required for the certificate.		
Required core courses (9 units):		9.0
ELD 503 (same as ELDN 7503)	Advanced Grammar	3.0
ELD 523 (same as ELDN 7523, ENGL 312, READ 310)	Advanced Reading	3.0
ELD 533	Advanced Writing	3.0
Plus a minimum of 3 units selected from the following:		3.0
ELD 512 (same as ELDN 7512)	Low Advanced Conversation	3.0
ELD 513 (same as ELDN 7513)	Pronunciation	3.0
		Total: 12.0

Agribusiness: Enology/Viticulture - Associate in Arts

Award Type: Associate in Arts
The associate degree program is designed to prepare students for upper division course work leading to a baccalaureate degree in enology or viticulture. The curriculum prepares students for entry level and advanced positions in the wine industry including wine production, quality assurance and control, cellar supervision, vineyard management, research, and grape production.
The graduate of the Associate in Arts in Agribusiness: Enology/Viticulture will:

1. Demonstrate an understanding of the yearly cycle in the vineyard.
2. Describe and demonstrate proficiency in pruning, irrigation, canopy management, pest and disease control, fruit quality assessment and determining time of optimal harvest.
3. Demonstrate the ability to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.
4. Make appropriate additions to maintain wine stability and to determine the optimum time to bottle and release the wine.
5. Make sound enological decisions during the course of the entire year (or years to bottling) to ensure wine quality and a clean, safe winery workplace.

SUBJECT #	TITLE	UNITS
A major of 22 units is required for the degree.		
Required core courses (14 units):		14.0
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0
VEN 310	Winemaking Operations I	2.0
VEN 311	Winemaking Operations II	2.0
CHEM 120	Introductory Chemistry	4.0
Plus a minimum of 8 units selected from the following:		8.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 114	Wine Business	3.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
VEN 135	Grapevine Physiology	1.0
AG 126 (same as VEN 126)	Fertilizers & Plant Nutrition	4.0
BIOL 128	Microbiology	4.5
BIOL 154	General Botany	5.0
BUS 121 (same as ECON 121)	Business Economics	3.0
ECON 121 (same as BUS 121)	Business Economics	3.0
CHEM 140	Introduction to Organic and Biochemistry	4.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 135	Calculus with Applications	4.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 22.0

Agribusiness: Pairing Wine and Food - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Designed to train students to evaluate the sensory components of different styles of wines from several grape-growing regions and to plan and prepare specific dishes that complement each wine.
The graduate of the Certificate of Accomplishment in Agribusiness: Pairing Wine and Food will:

1. Analyze and suggest appropriate and innovative food parings to most common wines.
2. Be able to prepare these foods and comment about the pairings possibilities.
3. Identify characteristics of wine from different cultivars and regions.
4. Evaluate the sensory components of different wines.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 304	Dessert Wine and Food Pairing	0.5
VEN 305	Pairing the Wines and Foods of Provence	0.5
VEN 306	Pairing the Wines and Foods of Tuscany	0.5
		Total: 3.0

Agribusiness: Viticulture - Associate in Science

Award Type: Associate in Science
Designed for students preparing for or advancing in careers such as vineyard management, pest management, fertilizer sales or irrigation management.
The graduate of the Associate in Science in Agribusiness: Viticulture will:

1. Use basic ideas and concepts in viticulture including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
2. Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced, including yearly activities and grape vine phenology describing alternatives to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.
3. Identify common vineyard problems and suggest solutions.
4. Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
5. Analyze costs and sustainable alternatives in viticulture.

SUBJECT #	TITLE	UNITS
A major of 26 units is required for the degree.		
Required core courses (17 units):		17.0
VEN 102	Introduction to Viticulture	3.0
VEN 120	Viticulture Operations 1	3.0
VEN 121	Viticulture Operations 2	3.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 130 (same as VEN 130)	Integrated Pest Management	4.0
Plus a minimum of 9 units selected from the following:		9.0
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 103	Sensory Evaluation of Wine	3.0

VEN 114	Wine Business	3.0
VEN 122	Viticulture Operations 3	1.0
VEN 135	Grapevine Physiology	1.0
VEN 140	Viticulture Operations 4	3.0
VEN 141	Viticulture Operations 5	3.0
VEN 142	Viticulture Operations 6	1.0
AG 149	Work Experience Education	1.0
VEN 307	Vineyard Irrigation	3.0
VEN 308	Wine Analysis	3.0
VEN 310	Winemaking Operations I	2.0
VEN 311	Winemaking Operations II	2.0
VEN 312	Advanced Viticulture	3.0
VEN 314	Organic/Biodynamic Winegrowing	3.0
AG 126 (same as VEN 126)	Fertilizers & Plant Nutrition	4.0
BIOL 154	General Botany	5.0
CHEM 120	Introductory Chemistry	4.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 26.0

Agribusiness: Wine Business - Associate in Science

Award Type: Associate in Science
Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants, and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations, and promotion will find this program suited to their needs.
The graduate of the Associate in Science in Agribusiness: Wine Business will:

1. Identify and suggest business strategies in the wine and grape industry considering financial management principles of vineyard and winery operations and strategic planning.
2. Analyze promotion, selling, marketing and distribution possibilities.
3. Evaluate benchmarking and brand name recognition alternatives.
4. Analyze consumer and market conditions.
5. Consider accounting, logistics, compliance, legal, labor and tax issues in the wine industry.

SUBJECT #	TITLE	UNITS

A major of 25 units is required for the degree.

Required core courses (12 units):		12.0
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0

VEN 105	Wine Marketing and Sales	3.0
VEN 114	Wine Business	3.0
Plus a minimum of 13 units selected from the following:		13.0
ACCT 105	Introduction to Accounting	3.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 104	Advanced Sensory Evaluation of Wine	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
AG 149	Work Experience Education	1.0
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 320	Wine Tasting Room Sales	1.5
BUS 101	Introduction to Business	3.0
BUS 103	Advertising	3.0
BUS 104	Business Organization and Management	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 25.0

Agribusiness: Wine Business - Certificate of Achievement

Award Type: Certificate of Achievement
Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants, and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations, and promotion will find this program suited to their needs.
The graduate of the Certificate of Achievement in Agribusiness: Wine Business will:

1. Identify and suggest business strategies in the wine and grape industry considering financial management principles of vineyard and winery operations and strategic planning.
2. Analyze promotion, selling, marketing and distribution possibilities.
3. Evaluate benchmarking and brand name recognition alternatives.
4. Analyze consumer and market conditions.
5. Consider accounting, logistics, compliance, legal, labor and tax issues in the wine industry.

SUBJECT #	TITLE	UNITS

A total of 25 units is required for the certificate.

Required core courses (12 units):		12.0
VEN 101	Introduction to Winemaking/Enology	3.0

VEN 102	Introduction to Viticulture	3.0
VEN 105	Wine Marketing and Sales	3.0
VEN 114	Wine Business	3.0
Plus a minimum of 13 units selected from the following:		13.0
ACCT 105	Introduction to Accounting	3.0
VEN 103	Sensory Evaluation of Wine	3.0
VEN 104	Advanced Sensory Evaluation of Wine	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
AG 149	Work Experience Education	1.0
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
VEN 303	European Wine and Food	0.5
VEN 320	Wine Tasting Room Sales	1.5
BUS 101	Introduction to Business	3.0
BUS 103	Advertising	3.0
BUS 104	Business Organization and Management	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0

Total: 25.0

Agricultural Business - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Agricultural Business provides an educational foundation for persons aspiring to careers in agribusiness. The Associate in Science for Transfer in Agricultural Business will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Agriculture Business, Agriculture Studies, AgriBusiness, Ag Business and Food Industry Management.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
3. Obtainment of a minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Agricultural Business will:

1. Explain how economic principles relate to commodity marketing and sales in agriculture. Analyze agricultural production, food processing and retailing; and their influence on food marketing, considering factors that influence consumer choice.
2. Recognize and describe agricultural business organizational structures, functions of management and how they relate to the agribusiness organization. Identify the role of the agricultural manager and recognize various styles of leadership.
3. Develop an awareness of the basic laws, regulations, and regulatory agencies that interact with the agriculture community. Explain the process and rationality for government regulations impacting businesses and the effect of regulations on market decisions.
4. Understand theoretical concepts and principles of economics applied to agricultural sciences, including how markets work, characteristics of divergent market structures, and the major determinants of supply and

demand interaction. Demonstrate the ability to apply the appropriate monetary and fiscal policies to different phases of the business cycle.

5. Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.

SUBJECT #	TITLE	UNITS
A major of 26-28 units is required for the degree.		
Required core courses (17 units):		17.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 150	Introduction to Agribusiness	3.0
AG 158	Agricultural Economics	3.0
STAT C1000	Introduction to Statistics	4.0
ECON 101	Principles of Macro-Economics	3.0
List A - Select two courses from the following (6-7 units):		6.0-7.0
AG 152	Introduction to Animal Science	3.0
AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 161	Introduction to Plant Science	4.0
List B - Select any course not selected from List A or one course from the following (3-4 units):		3.0-4.0
BUS 110	Business Law	3.0
MATH 135	Calculus with Applications	4.0
Electives		7.0-9.0
Elective units required for Agriculture Business AS-T: 7-9		
General Education		25.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 9 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 7-9 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 58.0-62.0

Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection - Certificate of Achievement

Award Type: Certificate of Achievement

The Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection certificate of achievement program is designed for students preparing for or advancing in careers in crop protection and pest control. It prepares students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This first of two stackable certificates provides students with the foundational courses which, when built upon by completion of the second certificate in Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems, will meet the requirements to qualify to take the Pest Control Adviser licensing exam. The program emphasis is on local career opportunities such as pest management and control, agronomy, farm management, greenhouse and nursery operations, agricultural inspection, and crop advising. This program will adequately prepare students for advanced studies in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Certificate of Achievement in Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection will:

1. identify plant pathogens, insects and weed species and assess the economic impact of pest infestations to determine the proper course of action for treatment and control.
2. utilize integrated pest management strategies and techniques to sustainably prevent and control pathogen, insect and weed populations.
3. demonstrate working knowledge of plant physiological processes that affect crop production.
4. demonstrate knowledge of pesticide modes of action and the biology of host-pest interactions in order to make effective and sustainable pest management decisions.

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses 24 units:		24.0
AG 130 (same as VEN 130)	Integrated Pest Management	4.0
AG 161	Introduction to Plant Science	4.0
AG 162	Agricultural Plant Pathology	4.0
AG 163	Economic Entomology	4.0
AG 164	Weed Science	4.0
BIOL 100	Introductory Biology	4.0
		Total: 24.0

Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems - Certificate of Achievement

Award Type: Certificate of Achievement

Allan Hancock College's Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems Program is designed for students preparing for, or advancing in careers in crop protection and pest control. The Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems program will prepare students for a wide variety of entry-level positions related to pest identification, prevention, control methods and applications of crop protection materials. This second of two stackable certificates provides students with comprehensive courses which, when preceded by completion of the first certificate in Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection, will meet the requirements to qualify to take the Pest Control Adviser licensing exam. The program emphasis is on local career opportunities such as pest management and control, pest control advising, agronomy, and agricultural inspection. This program will adequately prepare students for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Certificate of Achievement in Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems will:

1. use standard scientific procedures to answer questions related to the chemical and biological properties of agricultural products and materials.
2. utilize agronomic principles to identify issues in and solutions for agricultural production systems.
3. apply sustainable agricultural techniques to solve pest and nutrient issues in the agricultural system.
4. employ safety standards, calibration techniques, and laws and regulations to effectively prepare and apply crop protection materials for pest control.

SUBJECT #	TITLE	UNITS
A total of 19 units is required for the certificate.		
Required core courses (13 units):		13.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 153	Introduction to Sustainable Agriculture	3.0
AG 165	Qualified Applicator Training	2.0
CHEM 120	Introductory Chemistry	4.0
Plus a minimum of 6 units selected from the following:		6.0
VEN 102	Introduction to Viticulture	3.0
AG 154	Introduction to Fruit Science	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 160	Plant Propagation and Production	3.0
		Total: 19.0

Agricultural Plant Science - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Agricultural Plant Science provides an educational foundation for persons aspiring to careers in agriculture. The Associate in Science for Transfer in Agricultural Plant Science will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Agriculture, Agricultural and Environmental Plant Sciences, Agricultural Science, Plant Science, Agriculture Education, and Agriculture Studies.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (CalGETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Agricultural Plant Science will:

1. Understand the importance, value, characteristics and physiology of higher plants.
2. Assess and differentiate effects of agricultural activities in plant cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.

3. Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.
4. Apply current agricultural industry standards in the agricultural sciences or related fields.
5. Employ effective business, sales, marketing, and communication skills when presented with an agribusiness or farm management situation.
6. Analyze current market trends, costs, and inputs, to provide sustainable solutions in farming systems.

SUBJECT #	TITLE	UNITS
A major of 22 units is required for the degree.		
Required core courses (22 units):		22.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 158	Agricultural Economics	3.0
AG 160	Plant Propagation and Production	3.0
AG 161	Introduction to Plant Science	4.0
CHEM 120	Introductory Chemistry	4.0
STAT C1000	Introduction to Statistics	4.0
Electives		14.0
Elective units required for Agriculture Plant Science AS-T: 14		14.0
General Education		24.0
Complete the following: California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable) **Double Counting:** Total units that may be doubled counted for the major and general education requirements: 10 units. **Complete additional CSU transferable courses** as needed to achieve 60 units required for the degree: 14 units. Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.		24.0
		Total: 60.0

Agricultural Science - Associate in Science

Award Type: Associate in Science

The Agricultural Science Program is designed for students preparing for, or advancing in careers in agricultural sciences. The program will prepare students to meet the selection criteria for transfer to university agricultural science programs. It will provide students with diverse academic preparation for career opportunities such as pest management, agronomy, plant science, animal science, environmental horticulture, soil science, orchard/vineyard management, agriculture sales and marketing, farm management, greenhouse and nursery operations, agricultural inspection, crop advising, agriculture education, and agriculture communication. Students will gain practical skills in effective communication, problem-solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural operations. This program will adequately prepare students to

transfer for further study in many agricultural science fields including: Agricultural Science, Agricultural Education, Agricultural Communication, Soil Science, Fruit Science, Vegetable Science, Animal Science,or Sustainable Agriculture. See a counselor for specific university program requirements.

The graduate of the Associate in Science in Agricultural Science will:

1. apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
2. demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
3. identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
4. employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
5. assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
6. demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
7. demonstrate basic worker safety practices.

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the degree.		
Required core courses (21 units):		21.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 152	Introduction to Animal Science	3.0
AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 158	Agricultural Economics	3.0
AG 161	Introduction to Plant Science	4.0
CHEM 120	Introductory Chemistry	4.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 21.0

Agriculture - Associate in Science

Award Type: Associate in Science

Allan Hancock College's Agriculture Program is designed for students preparing for, or advancing in careers in agriculture. The agriculture program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomy, environmental horticulture, soil science, orchard/vineyard management, sales and marketing, agriculture technology, farm management, greenhouse and nursery operations, agricultural inspection, plant and animal nutrition, and crop advising. Students will gain practical skills in effective communication,

problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural operations. This program will also prepare students for transfer into certain university Agricultural Science programs. See a counselor for specific university requirements.

The graduate of the Associate in Science in Agriculture will:

1. apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
2. demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
3. identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
4. employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
5. assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
6. demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
7. demonstrate basic worker safety practices.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (15 units):		15.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 130 (same as VEN 130)	Integrated Pest Management	4.0
AG 150	Introduction to Agribusiness	3.0
AG 161	Introduction to Plant Science	4.0
Plus a minimum of 9 units selected from the following:		9.0
AG 149	Work Experience Education	1.0
AG 152	Introduction to Animal Science	3.0
AG 153	Introduction to Sustainable Agriculture	3.0
AG 154	Introduction to Fruit Science	3.0
AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 155	Introduction to Mechanized Agriculture	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 160	Plant Propagation and Production	3.0
AG 162	Agricultural Plant Pathology	4.0
AG 163	Economic Entomology	4.0
AG 164	Weed Science	4.0
AG 165	Qualified Applicator Training	2.0
AG 126 (same as VEN 126)	Fertilizers & Plant Nutrition	4.0
VT 102	Introduction to Animal Feeding and Nutrition	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university must use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 24.0

Agriculture - Certificate of Achievement

Award Type: Certificate of Achievement

Allan Hancock College's Agriculture Program is designed for students preparing for, or advancing in careers in agriculture. The agriculture program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomy, environmental horticulture, soil science, orchard/vineyard management, sales and marketing, agriculture technology, farm management, greenhouse and nursery operations, agricultural inspection, plant and animal nutrition, and crop advising. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural operations.

The graduate of the Certificate of Achievement in Agriculture will:

1. apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
2. demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
3. Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
4. employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
5. assess and differentiate effects of agricultural activities in plant systems while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
6. Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
7. demonstrate basic worker safety practices.

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses (15 units):		15.0
AG 125 (same as VEN 125)	Introduction to Soil Science	4.0
AG 130 (same as VEN 130)	Integrated Pest Management	4.0
AG 150	Introduction to Agribusiness	3.0
AG 161	Introduction to Plant Science	4.0
Plus a minimum of 9 units selected from the following:		9.0

AG 126 (same as VEN 126)	Fertilizers & Plant Nutrition	4.0
AG 149	Work Experience Education	1.0
AG 152	Introduction to Animal Science	3.0
AG 153	Introduction to Sustainable Agriculture	3.0
AG 154	Introduction to Fruit Science	3.0
AG 155	Introduction to Mechanized Agriculture	3.0
AG 156	Intro to Environmental Horticulture	3.0
AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 160	Plant Propagation and Production	3.0
AG 162	Agricultural Plant Pathology	4.0
AG 163	Economic Entomology	4.0
AG 164	Weed Science	4.0
AG 165	Qualified Applicator Training	2.0
VT 102	Introduction to Animal Feeding and Nutrition	3.0

Total: 24.0

Alterations Specialist Certificate - Cert of Completion

Award Type: Cert of Completion
The graduate of the Cert of Completion in Alterations Specialist Certificate will:

1. Analyze and solve fit problems related to ready-made and sewn garments.
2. Apply sewing skills in the alteration of ready-made and sewn garments to fit the body.
3. Recognize and apply industry standard sewing techniques and specifications for apparel alterations.
4. Identify, operate and maintain industrial apparel equipment.

SUBJECT #	TITLE	Hours
The student must complete course requirements for Satisfactory Progress to obtain the certificate of completion. A total of 144 - 162 hours is required for the certificate.		
Required core courses:		144.0-162.0
FASN 7006	Fitting and Pattern Alterations	48.0-54.0
FASN 7007	Ready-Made-Clothing Alterations	48.0-54.0
FASN 7008	Industrial and Occupational Sewing	48.0-54.0

Total: 144.0-162.0

Animation & Game Art - Certificate of Achievement

Award Type: Certificate of Achievement

The Animation & Game Art program provides a comprehensive foundation in the traditional artistic skills and digital tool sets that are at the center of the animation, visual effects, and game development industries. Our program allows students to build their own emphasis in either traditional animation or interactive game art through their choice of electives. This Certificate of Achievement in Animation & Game Art prepares students to seek entry-level employment in digital media and the creative industries.

The graduate of the Certificate of Achievement in Animation & Game Art will:

1. Generate multiple character designs and stories in response to a specific concept.
2. Design and animate characters and environments for narrative and interactive projects.
3. Plan and storyboard animated sequences for traditional and digital formats.

4. Use animation techniques and principles expressively in creating short animated films.

SUBJECT #	TITLE	UNITS
A total of 33 units is required for the certificate.		
Required core courses (24 units).		24.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
ART 120	Drawing 1	3.0
MMAC 114	Game and App Design	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 131	3D Character Creation	3.0
Plus a minimum of 9 units selected from the following:		9.0-10.0
Courses with an Emphasis in Animation, Games, and Visual Development:		3.0-4.0
ART 107	Introduction to Digital Art	3.0
ART 122	Life Drawing 1	3.0
CS 111	Fundamentals of Programming 1	4.0
MMAC 116 (same as FILM 116)	Intermediate Animation	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
Courses with an Emphasis in Motion Graphics:		3.0
MMAC 101	Introduction to Multimedia	3.0
GRPH 112	Digital Imagery	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
		Total: 33.0-34.0

Animation Foundation - Certificate of Achievement

Award Type: Certificate of Achievement

The Animation Foundation Certificate of Achievement will provide students with a foundation in animation and visual storytelling. Upon completion of this certificate students will demonstrate a solid foundation in

the traditional and digital skills and knowledge necessary for creative industries: design foundations, character ideation, 2D and 3D animation, motion graphics, and production. Students will gain a fundamental understanding of industry-standard software. The Animation Foundation Certificate of Achievement provides students with opportunities to develop work to include in professional portfolios, university-required portfolios, and develop skills for entry-level employment in the creative industries.

The graduate of the Certificate of Achievement in Animation Foundation will:

1. Generate multiple character designs and stories in response to a specific concept.
2. Design and animate characters and environments for narrative and interactive projects.
3. Plan and storyboard animated sequences for traditional or digital formats.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (12 units):		12.0
ART 120	Drawing 1	3.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
Plus a minimum of 6 units selected from the following:		6.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
ART 122	Life Drawing 1	3.0
GRPH 112	Digital Imagery	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 114	Game and App Design	3.0
MMAC 116 (same as FILM 116)	Intermediate Animation	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
		Total: 18.0

Anthropology - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

Anthropology is the study of humans, past and present. To understand the full sweep and complexity of cultures across all of human history, anthropology draws and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. A central concern of anthropologists is the application of knowledge to the solution of human problems (AAA, 2012). The anthropology program at AHC provides courses that enable students to complete lower division prerequisites and general education requirements for transfer to institutions of higher learning and/or receive an associate degree. The goal of AHC's anthropology program is to prepare students to use anthropology's holistic perspective, research methods, and general knowledge to gain a greater understanding of people in general and the world as a whole. The Associate in Arts for Transfer in Anthropology will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Anthropology.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Anthropology will:

1. Explain the importance of human biological and/or cultural variation.
2. Ability to think critically and demonstrate an understanding of discipline related issues, problems, and research.
3. Ability to communicate effectively about topics in and related anthropology.
4. Demonstrate proficiency in anthropological concepts and terminology.

SUBJECT #	TITLE	UNITS
A major of 19-20 units is required for the degree.		
Required core courses (13 units):		13.0
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 110	Biological Anthropology Lab	1.0
ANTH 102	Introduction to Cultural Anthropology	3.0
ANTH 103	Introduction to Archaeology	3.0
ANTH 105 (same as ENGL 105)	Language And Culture	3.0
Select two courses from the following (6-7 units):		6.0-7.0
GEOG 102	Human Geography	3.0
STAT C1000	Introduction to Statistics	4.0
SOC 104 (same as PSY 104)	Social Science Research Methods	3.0
Electives		16.0-17.0
Elective units required for Anthropology AA-T: 16-17		

General Education	24.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 10 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 16-17 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 59.0-61.0

Apparel Construction Certificate 1 - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Apparel Construction Certificate I will:

1. Use appropriate pattern, fabric, tools, equipment and techniques to construct and easy woven garments.
2. Operate a domestic sewing machine safely and effectively.
3. Recognize and use basic apparel construction terms.

SUBJECT #	TITLE	Hours

The student must complete course requirements for Satisfactory Progress to obtain the certificate of completion. A total of 192 - 216 hours is required for the certificate.

Required core courses:		192.0-216.0
FASN 7000	Introduction to Basic Sewing	48.0-54.0
FASN 7001	Clothing Construction 1	48.0-54.0
FASN 7002	Clothing Construction 2	96.0-108.0

Total: 192.0-216.0

Apparel Construction Certificate 2 - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Apparel Construction Certificate 2 will:

1. Choose the appropriate pattern, fabric, tools, equipment, and techniques to construct a garment of average difficulty with woven fabric.
2. Choose the appropriate pattern, fabric, tools, equipment, and techniques to construct a garment of average difficulty from knit fabric
3. Operate a domestic and industrial serger effectively.
4. Operate a domestic and industrial straight stitch machine effectively.

SUBJECT #	TITLE	Hours

The student must complete course requirements for Satisfactory Progress to obtain the certificate of completion. A total of 144 – 162 hours is required for the certificate.

Required core courses:		144.0-162.0
FASN 7003	Clothing Construction 3	48.0-54.0
FASN 7004	Tailoring	48.0-54.0
FASN 7005	Sewing with Knits	48.0-54.0

Total: 144.0-162.0

Applied Professional Studies - Associate in Science

Award Type: Associate in Science

The associate of science degree program in Applied Professional Studies prepares students for entry-level leadership positions in a variety of industries.Whether a recent high school graduate seeking a strong start to a professional journey or a working professional looking to enhance skills and broaden career prospects, the Associate in Science (A.S.) Degree in Applied Professional Studies is designed to empower students with the tools and knowledge needed to succeed in the ever-evolving world of work. Courses also provide a foundation for the upper division courses in baccalaureate degree programs. This program is tailored to meet the demands of today's dynamic job market, where adaptability, critical thinking, and practical expertise are highly valued. Students will recall and apply significant business and industry principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Science in Applied Professional Studies will:

1. Effective Communication Skills:Demonstrate the ability to communicate effectively in written, verbal, and digital formats.
2. Problem-Solving and Critical Thinking:Apply critical thinking skills to identify, analyze, and solve complex problems in professional settings.
3. Collaboration and Teamwork:Exhibit the capacity to work collaboratively in diverse teams.
4. Ethical and Professional Behavior:Recognize and apply ethical principles and professional standards.
5. Adaptability and Innovation:Adapt to changing circumstances, emerging technologies, and evolving industry trends.
6. Practical Application of Knowledge:Apply theoretical concepts and practical skills acquired during the program to real-world scenarios.

SUBJECT #	TITLE	UNITS

A major of 24 units is required for the degree.

Required core courses (18 units):		18.0
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 104	Business Organization and Management	3.0
BUS 160	Business Communications	3.0
BUS 110	Business Law	3.0
CBIS 101	Computer Concepts & Applications	3.0
Select two courses (6 units) from the following:		6.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
AG 150	Introduction to Agribusiness	3.0

AG 157	Agricultural Sales, Communication & Leadership	3.0
AG 158	Agricultural Economics	3.0
BUS 106	Small Business Management	3.0
BUS 110	Business Law	3.0
BUS 121 (same as ECON 121)	Business Economics	3.0
BUS 141 (same as ECON 141, GBST 141)	Global Economics	3.0
HOSP 130	Introduction to Food and Beverage Management	3.0
HOSP 120	Hospitality Cost Control	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3.0
HUSV 102	Case Management Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
PLGL 112	Corporations, Partnership, LLC	3.0
REC 101	Intro to Recreation Management	3.0
REC 103	Leadership in Recreation Services	3.0
REC 105	Program Planning for Recreation	3.0
VEN 105	Wine Marketing and Sales	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
VEN 114	Wine Business	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 24.0

Architectural Technology - Associate in Science

Award Type: Associate in Science

The Associate in Science in Architectural Technology provides students with the knowledge and skills they need for entry-level positions in the building industry, including architectural interns, architectural drafters/CAD technicians, and technical/production support staff within architecture or construction firms. Furthermore, the AS degree prepares students to transfer into a professional program at a university which offers a baccalaureate degree.

The graduate of the Associate in Science in Architectural Technology will:

1. Communicate graphically using both manual and computer aided methods.
2. Produce a set of architectural plans that may be submitted for plan check approval.
3. Develop knowledge of and ability to apply building codes.
4. Produce a comphrensive architectural project that demonstrates the capacity to make design decisions across scales.

SUBJECT #	TITLE	UNITS
A major of 38 units is required for the degree.		
Required core courses (32 units):		32.0
ARCH 101	Principles of Environmental Design	3.0
ARCH 107	Sustainable Design Methods & Technology	3.0
ARCH 111	Architectural Graphics & Design I	3.0
ARCH 112	Architectural Graphics & Design II	3.0
ARCH 121	Architectural Practice 1	4.0
ARCH 131	Building Construction Materials and Methods	3.0
ARCH 151	Architectural Design Studio I	5.0
ARCH 152	Architectural Design Studio II	5.0
ARCH 160 (same as ET 160)	Digital Tools In Architecture	3.0
Plus 6 units from the following:		6.0
ARCH 100 (same as ET 100)	Computer Aided Drafting and Design	3.0
ET 100	Computer Aided Drafting and Design	3.0
ARCH 122	Architectural Drawing 2	4.0
ARCH 321	California Building Code	3.0
ENGR 152	Statics	3.0
ENGR 156	Strength of Materials	4.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 38.0

Architectural Technology - Certificate of Achievement

Award Type: Certificate of Achievement

A certificate of achievement in architectural technology prepares students for positions in the building industry as architectural interns, architectural drafters/CAD technicians, and technical/production support within architecture or construction firms. In addition, a certificate helps students articulate into a professional program at a four-year institution, which offers a baccalaureate degree.

The graduate of the Certificate of Achievement in Architectural Technology will:

1. Communicate graphically using both manual and computer aided methods.

2. Produce a set of architectural plans that may be submitted for plan check approval.
3. Develop knowledge of and ability to apply building codes.
4. Produce a comprehensive architectural project that demonstrates capacity to make design decisions across scales.

SUBJECT #	TITLE	UNITS
A total of 23 units is required for the certificate.		
Required core courses (23 units):		23.0
ARCH 100 (same as ET 100)	Computer Aided Drafting and Design	3.0
ARCH 101	Principles of Environmental Design	3.0
ARCH 121	Architectural Practice 1	4.0
ARCH 122	Architectural Drawing 2	4.0
ARCH 131	Building Construction Materials and Methods	3.0
ARCH 160 (same as ET 160)	Digital Tools In Architecture	3.0
ARCH 321	California Building Code	3.0
		Total: 23.0

Art - Associate in Arts

Award Type: Associate in Arts
Art and design have permeated human experience for thousands of years. The fine artist and the designer both require knowledge of the same visual principles. An art major is trained in visual perception, design principles, and manual skills necessary for personal expression or a commercial career in various art media.
The graduate of the Associate in Arts in Art will:

1. Demonstrate understanding of concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, knowledge of terminology, and successful execution of projects and assignments.
2. Participate in a variety of visual arts, demonstrating accomplishment of skills, techniques, and processes involved in their creation, through a portfolio of work.

SUBJECT #	TITLE	UNITS
A major of 30 units is required for the degree.		
Required core courses (27 units):		27.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 106	Art of the 20th Century	3.0
ART 107	Introduction to Digital Art	3.0
ART 112	Design Color Theory	3.0
ART 120	Drawing 1	3.0
Select one from the following:		3.0
ART 113	Three Dimensional Design	3.0

ART 160	Ceramics 1	3.0
ART 164	Sculpture 1	3.0
Select one from the following:		3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
Select one from the following:		3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
ART 110	Design 1	3.0
Plus a minimum of 3 units selected from the following:		3.0
ART 105	Art History of Mexico	3.0
ART 109	Art History: American Art	3.0
ART 115 (same as FILM 115, MMAC 115)	Introduction to Animation	3.0
ART 123	Life Drawing 2	3.0
ART 124 (same as OLDR 7215)	Mixed Media 1	3.0
ART 125	Painting In Acrylics 1	3.0
ART 126	Painting in Acrylics 2	3.0
ART 129	Painting in Oils 1	3.0
ART 130	Painting in Oils 2	3.0
ART 131	Portraits	1.5
ART 137	Life Drawing 3	3.0
ART 144	Mixed Media 2	3.0
ART 146	Painting in Acrylics 3	3.0
ART 150	Painting in Oils 3	3.0
ART 133	Composition Studies: Figure 1	0.5
ART 134	Composition Studies: Figure 2	0.5
ART 154	Composition Studies: Figure 3	0.5
ART 160	Ceramics 1	3.0
ART 164	Sculpture 1	3.0
ART 199	Topics in Art	0.5
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 116	Web Portfolio & Social Media	3.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
PHTO 110	Basic Photography	3.0
PHTO 120	Materials and Processes	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and

guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 30.0

Art: Studio Arts - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

Art and design have permeated human experience for thousands of years. The fine artist and the designer both require knowledge of the same visual principles. An art major is trained in visual perception, design principles and manual skills necessary for personal expression or a commercial career in various art media. The Associate in Arts for Transfer in Studio Arts will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Art, Ceramics, Commercial Art, Digital Media, Fine Arts, Painting, Photography and Sculpture.

Associate Degree for Transfer Program Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (CalGETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Art: Studio Arts will:

1. demonstrate and apply understanding of a variety of theories, ideas and processes involved in creative research.
2. demonstrate and apply understanding of a variety of materials, techniques, and methods of analysis toward development of a body of work.
3. broaden knowledge of and develop an appreciation for the diverse practices and ways of thinking in art across cultures and time periods.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (15 units):		15.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 110	Design 1	3.0
ART 113	Three Dimensional Design	3.0
ART 120	Drawing 1	3.0
Select three courses from three different areas (9 units):		9.0
Drawing		
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0

Color		
ART 112	Design Color Theory	3.0
Painting		
ART 151	Painting 1	3.0
Ceramics		
ART 160	Ceramics 1	3.0
Sculpture		
ART 164	Sculpture 1	3.0
Digital		
ART 107	Introduction to Digital Art	3.0
Photography		
PHTO 110	Basic Photography	3.0
Electives		
Elective units required for Art: Studio Arts AA-T: 5		
General Education		31.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 3 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 5 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 55.0

Auto Body Metal - Certificate of Achievement

Award Type: Certificate of Achievement
The auto body curriculum is designed to prepare students for entry level career opportunities in the auto collision industry involving auto body metal repair, frame measurement and alignment, welding, automotive electrical and refinishing techniques found in the collision industry. Emphasis is also given to safety, ethics and work habits needed to succeed in the auto collision trade.
The graduate of the Certificate of Achievement in Auto Body Metal will:

1. Develop, practice and apply good work and safety habits while in the auto body workplace.
2. Identify commonly used auto collision repair tools and equipment.
3. Analyze types of sheet metal damage and the direction of impact to perform needed repair procedures involving frame and structural damage.
4. Recognize and properly use paint equipment and materials in the automotive painting industry.
5. Develop occupational skills including; team work, work habits, ethics, and communication skills.

SUBJECT #	TITLE	UNITS

A major of 19 units is required for the certificate.

Required core courses (19 units):		19.0
AB 351	Auto Body - Metal	3.0
AB 353	Auto Body Repair	3.0
AB 356	Automotive Painting Techniques	3.0
AB 360	Collision Repair	5.0
AT 303	Automotive Electricity	5.0

Total: 19.0

Auto Body Refinishing - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The auto body curriculum is designed to prepare students for entry level career opportunities in the auto collision industry involving auto body metal repair, frame measurement and alignment, welding, automotive electrical and refinishing techniques found in the collision industry. Emphasis is also given to safety, ethics and work habits needed to succeed in the auto collision trade.
The graduate of the Certificate of Accomplishment in Auto Body Refinishing will:

1. Develop, practice, and apply good work and safety habits while in the auto body workplace.
2. Determine processes and materials needed to refinish vehicle surfaces in accordance with collision industry standards.
3. Demonstrate commercially acceptable skills and speed in refinishing vehicles.
4. Understand the basic theory of auto body metal repair, and plastic filler application.
5. Develop occupational skills including; team work, work habits, ethics, and communication skills.
6. Identify estimating processes used in the collision industry.

SUBJECT #	TITLE	UNITS

A major of 15 units is required for the certificate.

Required core courses (15 units):		15.0
AB 351	Auto Body - Metal	3.0
AB 354	Selected Auto Body Paint Projects	1.0
AB 356	Automotive Painting Techniques	3.0
AB 358	Automotive Refinishing	3.0
AB 360	Collision Repair	5.0

Total: 15.0

Auto Body Technology - Associate in Science

Award Type: Associate in Science
The auto body curriculum is designed to prepare students for entry level career opportunities in the auto collision industry involving auto body metal repair, frame measurement and alignment, welding, automotive electrical, and refinishing techniques found in the collision industry. Emphasis is also given to safety, ethics, and work habits needed to succeed in the auto collision trade.
The graduate of the Associate in Science in Auto Body Technology will:

1. Develop, practice and apply good work and safety habits while in the auto body workplace.

2. Develop work skills, involving plastic filler application, metal finishing, frame alignment, MIG welding and structural repair.
3. Apply vehicle service information skills to evaluate major damage and implement repair procedures.
4. Develop the ability to refinish vehicles using modern urethane paints and primers.
5. Develop occupational skills including; team work, work habits, ethics, and communication skills.
6. Identify estimating processes used in the collision industry

SUBJECT #	TITLE	UNITS
A major of 23 units is required for the degree.		
Required core courses (17 units):		17.0
AB 351	Auto Body - Metal	3.0
AB 353	Auto Body Repair	3.0
AB 356	Automotive Painting Techniques	3.0
AB 358	Automotive Refinishing	3.0
AB 360	Collision Repair	5.0
Plus a minimum of 6 units from the following		6.0
AB 300	Shop Math and Measurement	3.0
AT 303	Automotive Electricity	5.0
AB 370 (same as ARCH 370, AT 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
WLDT 106	Beginning Welding	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 23.0

Automotive Technology: Auto Engine Rebuilding - Associate in Science

Award Type: Associate in Science
Designed to prepare the student to enter the automotive service profession as a specialist in engine rebuilding and machining.
The graduate of the Associate in Science in Automotive Technology: Auto Engine Rebuilding will:

1. Demonstrate an understanding of the science of the automotive engine.
2. Demonstrate the ability to work with a high degree of precision and accuracy using all of the machine tools involved in rebuilding of the automotive engine.
3. Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.

4. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
5. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
6. Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
7. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
8. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
9. Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A major of 33 units is required for the degree.		
Required core courses (21 units):		21.0
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 334	Automotive Machining 1	4.0
AT 336	Automotive Machining 2	4.0
MT 109	Survey of Machining and Manufacturing	4.0
Plus a minimum of 12 units selected from the following:		12.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 300 (same as AB 300, AB 381, MT 300, MT 381, WLDT 300)	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 341	Fuel Injection/Turbocharging	5.0
AT 344	Emission Control/BAR CAC	5.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0
AT 399A	Special Topics in Automotive Technology	2.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the		

DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 33.0

Automotive Technology: Auto Service Management - Associate in Science

Award Type: Associate in Science
Designed to prepare the student to enter the automotive service profession in a position such as a service manager, service writer or parts manager.
The graduate of the Associate in Science in Automotive Technology: Auto Service Management will:

1. Demonstrate an understanding of the importance of customer satisfaction and the role it plays in the success of a business in the automotive service industry.
2. Demonstrate an understanding of the various business models in the automotive service industry.
3. Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
4. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
5. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
6. Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
7. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
8. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
9. Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A major of 30 units is required for the degree.		
Required core courses (18 units):		18.0
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 314	Suspension and Alignment	4.0
Plus a minimum of 12 units selected from the following:		12.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 300 (same as AB 300, AB 381, MT 300, MT 381, WLDT 300)	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 313	Automotive Brakes	4.0

AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/Turbocharging	5.0
AT 343	Engine Performance/Diagnosis	5.0
AT 344	Emission Control/BAR CAC	5.0
AT 389	Independent Projects in Automotive Technology	1.0
AT 399A	Special Topics in Automotive Technology	2.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 30.0

Automotive Technology: Auto Tune Up and Diagnostic Procedures - Associate in Science

Award Type: Associate in Science
Designed to prepare the student to enter the automotive service profession as a tune-up and diagnostics specialist.
The graduate of the Associate in Science in Automotive Technology: Auto Tune Up and Diagnostic Procedures will:

1. Demonstrate an understanding of the evolving technology in the automotive control systems and the impact the automobile has on our environment.
2. Demonstrate the ability to quickly master new techniques and skills as required in the automotive tune-up and diagnostic specialty.
3. Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
4. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
5. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
6. Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
7. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
8. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.

9. Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A major of 30 units is required for the degree.		
Required core courses (19 units):		19.0
AT 100	Automotive Fundamentals	4.0
AT 303	Automotive Electricity	5.0
AT 341	Fuel Injection/Turbocharging	5.0
AT 343	Engine Performance/Diagnosis	5.0
Plus a minimum of 11 units selected from the following:		11.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 133	Automotive Engine Rebuilding	5.0
AT 300 (same as AB 300, AB 381, MT 300, MT 381, WLDT 300)	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 344	Emission Control/BAR CAC	5.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0
AT 399A	Special Topics in Automotive Technology	2.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 30.0

Automotive Technology: Automotive Chassis - Associate in Science

Award Type: Associate in Science

Designed to prepare the student to enter the automotive service profession as a specialist in brake and front end work.

The graduate of the Associate in Science in Automotive Technology: Automotive Chassis will:

1. Demonstrate an understanding of the science of the automotive drive train systems.
2. Demonstrate the ability to use the latest techniques and tools used in servicing the automotive drive train.
3. Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
4. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
5. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
6. Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
7. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
8. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
9. Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A major of 30 units is required for the degree.		
Required core courses (22 units):		22.0
AT 100	Automotive Fundamentals	4.0
AT 303	Automotive Electricity	5.0
AT 313	Automotive Brakes	4.0
AT 314	Suspension and Alignment	4.0
AT 323	Power Trains	5.0
Plus a minimum of 8 units selected from the following:		8.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 133	Automotive Engine Rebuilding	5.0
AT 300 (same as AB 300, AB 381, MT 300, MT 381, WLDT 300)	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/Turbocharging	5.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
AT 389	Independent Projects in Automotive Technology	1.0
AT 399A	Special Topics in Automotive Technology	2.0

General Education	
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.	

Total: 30.0

Automotive Technology: General Technician Engine, Power Trains Specialist - Certificate of Achievement

Award Type: Certificate of Achievement
Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on engine and drive train repair.
The graduate of the Certificate of Achievement in Automotive Technology: General Technician Engine, Power Trains Specialist will:

1. Demonstrate an understanding of the automotive drive train systems.
2. Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
3. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
4. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
5. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
6. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
7. Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A total of 30 units is required for the certificate.		
Required core courses (24 units):		24.0
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
Plus a minimum of 6 units selected from the following:		6.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 300 (same as AB 300, AB	Shop Math and Measurement	3.0

381, MT 300, MT 381, WLDT 300)		
AT 306	Auto Air Conditioning Systems	4.0
AT 313	Automotive Brakes	4.0
AT 314	Suspension and Alignment	4.0
AT 334	Automotive Machining 1	4.0
AT 341	Fuel Injection/Turbocharging	5.0
AT 343	Engine Performance/Diagnosis	5.0
AT 344	Emission Control/BAR CAC	5.0
AT 389	Independent Projects in Automotive Technology	1.0
AT 399A	Special Topics in Automotive Technology	2.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0

Total: 30.0

Automotive Technology:General Technician Tune Up Emission Control Specialist - Certificate of Achievement

Award Type: Certificate of Achievement
Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on tune-up and emissions repair.
The graduate of the Certificate of Achievement in Automotive Technology:General Technician Tune Up Emission Control Specialist will:

1. Demonstrate an understanding of the evolving technology in the automotive control systems.
2. Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
3. Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
4. Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
5. Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
6. Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
7. Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

SUBJECT #	TITLE	UNITS
A total of 30 units is required for the certificate.		
Required core courses (24 units):		24.0
AT 100	Automotive Fundamentals	4.0
AT 133	Automotive Engine Rebuilding	5.0
AT 303	Automotive Electricity	5.0
AT 341	Fuel Injection/Turbocharging	5.0

AT 343	Engine Performance/Diagnosis	5.0
Plus a minimum of 6 units selected from the following:		6.0
AT 117 (same as AB 117, ET 117, MT 117)	Print Reading and Interpretation	3.0
AT 300 (same as AB 300, AB 381, MT 300, MT 381, WLDT 300)	Shop Math and Measurement	3.0
AT 306	Auto Air Conditioning Systems	4.0
AT 323	Power Trains	5.0
AT 324	Automatic Transmissions	5.0
AT 334	Automotive Machining 1	4.0
AT 370 (same as AB 370, ARCH 370, CNET 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0

Total: 30.0

Ballet Folklórico - Certificate of Achievement

Award Type: Certificate of Achievement
The Ballet Folklórico certificate of achievement provides the student with an opportunity to develop a basic foundation in Mexican Folkórico dance, Latin dance, ballet and history. The curriculum is designed to offer student training in Folklórico dance technique, choreography, history, wardrobe significance and performances, as well as the practice of multi-regional dance steps in Mexico.
The graduate of the Certificate of Achievement in Ballet Folklórico will:

1. Demonstrate proficiency in Mexican folk-dance history.
2. Exhibit accomplished Folklorico dance technique from various regions in Mexico, and develop an informed viewpoint of Ballet Folklorico as an art form and its origins.
3. Demonstrate increased movement skill, concentration and physical control in performing Folklorico dance movement for artistic expression, through public dance concerts.

SUBJECT #	TITLE	UNITS
A total of 16 units is required to earn the Ballet Folklórico Certificate.		
Required core courses (16 units):		16.0
DANC 102	Auditioning for Dancers	2.0
DANC 120	Ballet Dance I	2.0
DANC 140	Ballet Folklórico I	2.0
DANC 142	Ballet Folklórico II	2.0
DANC 145	Folklórico Zapateados	1.0
DANC 147	Folklórico Dance History	3.0
DANC 148	Folklórico Concert Production	3.0
DANC 156	Techniques for Stretch & Wellness	1.0

Total: 16.0

Basic English Language Development - Cert of Competency

Award Type: Cert of Competency

The Basic English Language Development Certificate of Competency is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-beginning level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Classes and lab are tuition-free.

The graduate of the Cert of Competency in Basic English Language Development will:

1. Demonstrate language proficiency skills in reading, writing, listening to, and speaking English at the Basic English Language Development Certificate of Competency level.
2. Demonstrate conversational and pronunciation proficiency skills at the Basic English Language Development Certificate of Competency level.

SUBJECT #	TITLE	Hours
	Students place into the required courses based on self-assessment and/or progress through the course sequence based on earning an SP (Satisfactory Progress) grade. SP Grade Requirements: Students are assessed according to the course Student Learning Outcomes (SLOs) in order to earn an SP grade. A grade of SP is required in order for this course to be eligible for the certificate of competency it belongs to. If students don't earn an SP grade, they will be given no grade and will need to repeat the course. Students must earn a grade of 70% or higher for every course SLO to earn a grade of SP.	
Required core courses:		112.0-150.0
ELDN 7440	High Beginning	84.0-102.0
ELDN 7450	Beginning Conversation	28.0-48.0
Recommended electives (select one from the following):		8.0-240.0
ELDN 7420	Newcomer	84.0-102.0
ELDN 7425	ELD Lab	8.0-240.0
ELDN 7430	Low Beginning	84.0-102.0

Total: 120.0-390.0

Basic Law Enforcement Academy - Certificate of Achievement

Award Type: Certificate of Achievement

The Law Enforcement certificate program is designed to prepare those interested in a career in the law enforcement field, either public or private. Students may enter the program as an independent recruit or sponsored by law enforcement agency. Completion of the program does not guarantee employment. Students will be tested mentally, physically and emotionally. The course of instruction includes academic, driving instruction, defensive tactics, firearms training and physical fitness training. Prior to enrollment, students will complete a background packet, complete a medical exam, obtain a clearance from the Department of Justice (DOJ) and be free of any felony conviction. Students who complete the program and obtain employment by a law enforcement agency are then allowed to enter the Field Training Program.

The graduate of the Certificate of Achievement in Basic Law Enforcement Academy will:

1. meet POST academic requirements.
2. meet POST physical fitness requirements.
3. meet military discipline/drill requirements and the POST skills requirements.
4. enter a Field Training Program of a law enforcement agency.

SUBJECT #	TITLE	UNITS
A total of 20-21 units is required for the certificate.		
Pre-Requisite for Self-Sponsored Students Only		1.0
LE 310	Introduction to Law Enforcement Academy (Pre-Academy)	1.0
Required core courses (20 units)		20.0
LE 321	Basic Law Enforcement Academy 1A	10.0
LE 322	Basic Law Enforcement Academy 1B	10.0
		Total: 21.0

Basic Skills - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Basic Skills will:

1. Apply reading and writing skills to purposefully and creatively express thoughts and ideas.
2. Read and understand a wide range of literature and non-fictional texts.
3. Use standard grammar, spelling, punctuation, and editing rules.
4. Add, subtract, multiply, and divide rational numbers.
5. Solve multiple-step problems involving whole numbers, fractions, decimals, and percent.

SUBJECT #	TITLE	Hours
A total of two courses is required for the certificate.		
Required core courses:		64.0-110.0
BASK 7011	Basic Math	32.0-55.0
BASK 7012	Basic Reading and Writing	32.0-55.0
		Total: 64.0-110.0

Beginning Computer Skills - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Beginning Computer Skills will:

1. Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.
2. Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
3. Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
4. Identify what to look for when buying a computer.

SUBJECT #	TITLE	Hours
A total of 124 - 148 hours is required for the certificate.		

Required core courses:		78.0-192.0
VOCE 7100	Computers and You: Level 1	28.0-36.0
VOCE 7101	Computers and You: Level 2	28.0-36.0
VOCE 7109	Microsoft Windows	14.0-18.0
VOCE 7108	Computer Skills Lab	8.0-102.0
Recommended electives:		14.0-18.0
VOCE 7103	Introduction to the Internet	14.0-18.0
VOCE 7110	Social Media	14.0-18.0
VOCE 7111	Email	14.0-18.0

Total: 92.0-210.0

Biology - Associate in Arts

Award Type: Associate in Arts
The associate degree in biology prepares students to move into a curriculum in a four-year institution leading to a baccalaureate degree in such areas as botany, zoology, conservation, and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy, and veterinary medicine.
The graduate of the Associate in Arts in Biology will:

1. Demonstrate proficient research skills in data gathering and analysis.
2. Demonstrate effective communication using the language, concepts and models of biology.
3. Demonstrate effective content knowledge of biodiversity.

SUBJECT #	TITLE	UNITS
A major of 23 units is required for the degree.		
Required core courses (15 units):		15.0
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0
Select an emphasis: Chemistry or Physics. Complete both courses in that emphasis.		8.0-10.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
Recommended electives:		
BIOL 132	Marine Biology	4.0
BIOL 179	Experimental Courses in Biology	0.5
BIOL 189	Independent Projects in Biology	1.0
BIOL 199	Special Topics in Biology	1.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general		

education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 23.0-25.0

Biology - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Biology will prepare students to move into the California State University (CSU) system, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Biology will:

1. Demonstrate proficient research skills in data gathering and analysis.
2. Demonstrate effective communication using the language, concepts and models of biology.
3. Demonstrate effective content knowledge of biodiversity.

SUBJECT #	TITLE	UNITS
A major of 37 units is required for the degree.		
Required core courses (29 units):		29.0
BIOL 150	Cellular Biology	5.0
BIOL 154	General Botany	5.0
BIOL 155	General Zoology	5.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
Select an emphasis: General Physics or Engineering Physics. Complete both courses in that emphasis.		8.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
PHYS 161	Engineering Physics 1	4.0

PHYS 163	Engineering Physics 3	4.0
Elective		
Elective units required for Biology AS-T: 0		
General Education		24.0
		24.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 10 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 0 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 61.0

Business - Certificate of Achievement

Award Type: Certificate of Achievement
The business certificate prepares students for immediate employment in entry-level management positions. The coursework can be applied to the associate of science degree program in business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Achievement in Business will:

1. Recall significant business issues, theories, and applications relevant to entry-level management positions.
2. Complete core business courses which may be combined with general education and accounting courses to meet requirements for an A.S. Degree in Business.
3. Apply business principles to produce work-based learning projects related to entry-level management positions.
4. Demonstrate the ability to follow instructions on assignments and in class activities.

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses (24 units):		24.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
BUS 302	Essentials of Management	3.0

CBIS 101	Computer Concepts & Applications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 131	Introduction to Word Processing	3.0

Total: 24.0

Business Administration - Associate in Arts

Award Type: Associate in Arts
The associate degree program in business administration prepares students to begin upper-division work leading to a baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Associate in Arts in Business Administration will:

1. Recall significant business administration issues, theories, and applications relevant to subsequent upper-division coursework.
2. Apply business administration principles to produce work-based learning projects related to upper-division coursework.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 28 units is required for the degree.		
Required core courses (28 units):		28.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 110	Business Law	3.0
CBIS 101	Computer Concepts & Applications	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
STAT C1000	Introduction to Statistics	4.0
Recommended electives::		
MATH 135	Calculus with Applications	4.0
BUS 141 (same as ECON 141, GBST 141)	Global Economics	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 28.0

Business Administration 2.0 - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Business Administration 2.0 will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Business or Business Administration. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

Associate Degree for Transfer Program Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (CalGETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Business Administration 2.0 will:

1. Recall significant business administration issues, theories and applications relevant to subsequent upper-division coursework.
2. Apply business administration principles to produce workbased learning projects related to upper-division coursework.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 29 units is required for the degree.		
Required courses (29 units):		29.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
ACCT 140	Managerial Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 110	Business Law	3.0
ECON 101	Principles of Macro-Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
STAT C1000	Introduction to Statistics	4.0
MATH 135	Calculus with Applications	4.0
Electives		3.0
Elective units required for Business Administration 2.0 AS-T: 6		
General Education		28.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable).		

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 6 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 3 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Business Law - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in business law will prepare students to apply legal concepts to day-to-day business situations and to interact with legal counsel. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Accomplishment in Business Law will:

1. Recall significant legal issues, theories, and applications.
2. Apply legal principles to produce work-based learning projects .
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
Required core courses (2 units):		2.0
BUS 369	Employment Law	0.5
BUS 370	Ethics and Integrity	0.5
BUS 371	Sexual Harassment Prevention	0.5
BUS 373	Forming a Small Business	0.5
Plus a minimum of 1 unit selected from the following:		1.0
BUS 372	Workplace Diversity	0.5
BUS 374	Business Incorporation	0.5
BUS 375	Patents and Copyrights	0.5
BUS 396	Performance Measurement	0.5
Or the following 3 unit course:		3.0
BUS 390	Business Entrepreneurship Law	3.0

Total: 3.0

Business: Customer Service - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in customer service provides techniques for creating positive customer relationships. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Certificate of Accomplishment in Business: Customer Service will:

1. Recall significant customer service issues, theories, and applications.
2. Apply customer service principles to produce work-based learning projects .
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
Complete all 6 of the following courses:		3.0
BUS 357	Management: Listening	0.5
BUS 362	Management: People Skills	0.5
BUS 363	Management: Conflict	0.5
BUS 370	Ethics and Integrity	0.5
BUS 377	Managing Service Quality	0.5
BUS 394	Managing Verbal Communication	0.5
Or the following 3 unit course:		3.0
BUS 389	Customer Service: Series	3.0

Total: 3.0

Business: Executive Leadership - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in executive leadership builds competencies in planning and organizing tasks, empowering people, and maintaining a productive organizational culture. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Accomplishment in Business: Executive Leadership will:

1. Recall significant executive leadership issues, theories, and applications.
2. Apply executive leadership principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
Complete all 6 of the following courses:		3.0
BUS 356	Managing Organizations	0.5
BUS 361	Your Leadership Style	0.5
BUS 362	Management: People Skills	0.5
BUS 367	Managing Change	0.5
BUS 376	Strategic Planning	0.5
BUS 397	Executive Leadership	0.5
Or the following 3 unit course:		3.0
BUS 387	Executive Leadership: Series	3.0

Total: 3.0

Business: Human Resource Management - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in human resource management prepares students to develop and sustain a world-class workforce. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Accomplishment in Business: Human Resource Management will:

1. Recall significant human resource management issues, theories, and applications.
2. Apply human resource management principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
Complete all 6 of the following courses:		3.0
BUS 363	Management: Conflict	0.5
BUS 369	Employment Law	0.5
BUS 370	Ethics and Integrity	0.5
BUS 371	Sexual Harassment Prevention	0.5
BUS 372	Workplace Diversity	0.5
BUS 396	Performance Measurement	0.5
Or the following 3 unit course:		3.0
BUS 391	Human Resources Mgt: Series	3.0

Total: 3.0

Business: Management - Associate in Science

Award Type: Associate in Science
The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Associate in Science in Business: Management will:

1. Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
2. Apply business principles to produce work-based learning projects related to entry-level management positions.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 36 units is required for the degree.		
Required core courses (27 units):		27.0

ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
Select 1 of the following courses:		3.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 131	Introduction to Word Processing	3.0
Plus a minimum of 9 units selected from the following:		9.0
BUS 106	Small Business Management	3.0
BUS 111	Internet Marketing	3.0
BUS 140	Survey of International Business	3.0
WEE 149	Work Experience Education: Occupational	1.0
ENTR 101	Intro to Entrepreneurship	3.0
ENTR 102	Entrepreneurship Projects	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 36.0

Business: Marketing - Associate in Science

Award Type: Associate in Science
The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Associate in Science in Business: Marketing will:

1. Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
2. Apply business principles to produce work-based learning projects related to entry-level management positions.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS

A major of 36 units is required for the degree.

Required core courses (30 units):		30.0
ACCT 131	Financial Accounting 1	3.0
ACCT 132	Financial Accounting 2	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
BUS 302	Essentials of Management	3.0
Select one of the following:		3.0
CBIS 101	Computer Concepts & Applications	3.0
CBOT 333	Business Desktop Publishing	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
Plus a minimum of 6 units selected from the following:		6.0
BUS 103	Advertising	3.0
BUS 106	Small Business Management	3.0
BUS 111	Internet Marketing	3.0
BUS 140	Survey of International Business	3.0
BUS 303	Sales And Marketing	3.0
BUS 149	Work Experience Education	0.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 36.0

Business: Sales and Marketing - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in sales and marketing prepares students to sell and market a product or service. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Accomplishment in Business: Sales and Marketing will:

1. Recall significant sales and marketing issues, theories, and applications.
2. Apply sales and marketing principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS

A total of 3 units is required for the certificate.

Required core courses (3 units) :		3.0
Complete all 6 of the following courses:		3.0
BUS 357	Management: Listening	0.5
BUS 366	Promoting Small Business	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
BUS 381	Entering Global Markets	0.5
BUS 382	Advertising & Public Relations Strategies	0.5
Or the following 3 unit course:		3.0
BUS 303	Sales And Marketing	3.0

Total: 3.0

Business: Supervisory Management - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate of accomplishment in supervisory management will prepare students to plan, organize, influence, and control the day-to-day operations of a business enterprise. The course will focus on techniques to work with and through people to meet organizational goals. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.
The graduate of the Certificate of Accomplishment in Business: Supervisory Management will:

1. Recall significant business issues, theories, and applications.
2. Apply business principles to produce work-based learning projects .
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
Complete all 6 of the following courses:		3.0
BUS 360	Introduction to Supervision	0.5
BUS 362	Management: People Skills	0.5
BUS 363	Management: Conflict	0.5
BUS 365	Managing Teams	0.5
BUS 367	Managing Change	0.5
BUS 377	Managing Service Quality	0.5
Or the following 3 unit course:		3.0
BUS 302	Essentials of Management	3.0

Total: 3.0

Cal-GETC - Certificate of Achievement

Award Type: Certificate of Achievement

Completion of the California General Education Transfer Curriculum (34 units) will permit transfer to any CSU or UC campus without the need, after transfer, to take additional lower-division general education courses. Students will understand the basic principles of natural sciences, social and behavioral sciences, humanities and fine arts, and ethnic studies. Students completing this degree will understand the basic principles of these academic

disciplines, their methods of inquiry, their history, and impact on society, and their relationships to each other. Students will also be able to think critically, to reason using quantitative models, and develop basic speaking, listening, reading and writing skills.

The graduate of the Certificate of Achievement in Cal-GETC will:

1. Develop basic speaking, listening, reading and writing skills in a foreign language.
2. Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.
3. Understand the acts and principles which form the foundations of living and non-living systems.
4. Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
5. Evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
6. Critically explain how people act and have acted in response to their societies.
7. Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
8. Demonstrate an understanding of how societies and social subgroups operate.

SUBJECT #	TITLE	UNITS
	California General Education Transfer Curriculum:	34.0
	Cal-GETC Area 1A - one course (minimum 3 units)	
	Cal-GETC Area 1B - one course (minimum 3 units)	
	Cal-GETC Area 1C - one course (minimum 3 units)	
	Cal-GETC Area 2 - one course (minimum 3 units)	
	Cal-GETC Area 3A - one course (minimum 3 units)	
	Cal-GETC Area 3B - one course (minimum 3 units)	
	Cal-GETC Area 4 - two courses from different disciplines (minimum 6 units)	
	Cal-GETC Area 5A - one course (minimum 3 units)	
	Cal-GETC Area 5B - one course (minimum 3 units)	
	Cal-GETC Area 5C - one course (minimum 1 units)	
	Cal-GETC Area 6 - one course (minimum 3 units)	
		Total: 34.0

Program Requirement GE General Education E Elective

SUBJECT #	TITLE	UNITS

Career Preparation - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Career Preparation will:

1. identify marketable employment skills
2. develop job -related goals

SUBJECT #	TITLE	Hours

A total of 6-24 hours is required for the certificate.

Required core courses:		6.0-24.0
WKPR 7000	Planning Your Next Job/Career	2.0-8.0
WKPR 7001	Planning a Job Search	2.0-8.0
WKPR 7002	Impression Management	2.0-8.0

Total: 6.0-24.0

Ceramics - Certificate of Achievement

Award Type: Certificate of Achievement
The Ceramics Certificate of Achievement program provides an introduction to a wide range of contemporary thought and technical ceramics experimentation. The courses help students understand glazes, wheel-throwing, hand-building, slip-casting, decorative techniques, and basic digital fabrication. Students also understand their work in the context of broader contemporary art, as well as historical traditions from around the world. Ceramics courses encourage critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.
The graduate of the Certificate of Achievement in Ceramics will:

1. Demonstrate a wide range of contemporary thought and technical ceramics experimentation.
2. Understand their own creations in the context of broader contemporary art and historical traditions from around the world.
3. Engage in critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

SUBJECT #	TITLE	UNITS

A total of 17 units is required for the certificate.

Required core courses (17 units):		17.0
ART 110	Design 1	3.0
ART 113	Three Dimensional Design	3.0
ART 160	Ceramics 1	3.0
ART 161	Ceramics 2	3.0
ART 164	Sculpture 1	3.0
ART 366	Working the Potter's Wheel	2.0

Total: 17.0

Certified Registered Central Service Technician - Cert of Completion

Award Type: Cert of Completion
The graduate of the Cert of Completion in Certified Registered Central Service Technician will:

1. Apply understanding of microbiology and infection control to central processing and decontamination procedures.
2. Apply a series of critical steps in sterilizing instrumentation and equipment.
3. Demonstrate decontaminating, inspecting, assembling, disassembling, packaging, and sterilizing reusable surgical instruments.
4. Implement infection control practices and ensure infection prevention.
5. Provide access to instrumentation and equipment to healthcare professionals.

SUBJECT #	TITLE	Hours
A total of 90 - 500 hours is required for the certificate.		
Required core courses:		490.0-500.0
CST 7200	CR Central Service Technician Concepts	90.0-100.0
CST 7201	CR Central Service Technician Applications	400.0
		Total: 490.0-500.0

Chemistry - Associate in Arts

Award Type: Associate in Arts
The associate degree program in chemistry prepares students to begin upper-division work leading to a baccalaureate degree in chemistry or chemical engineering. It also provides some of the support courses required for the baccalaureate degree.
The graduate of the Associate in Arts in Chemistry will:

1. Demonstrate mastery of the approach and rationale of the scientific method and be able to apply these principles to solve problems
2. Demonstrate mastery of stoichiometric calculations.
3. Demonstrate mastery of laboratory technique.

SUBJECT #	TITLE	UNITS
A major of 34 units is required for the degree.		
Required core courses (34 units):		34.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0
Recommended electives:		
CHEM 140	Introduction to Organic and Biochemistry	4.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 34.0

Chemistry - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Chemistry will prepare students to move into the California State University (CSU) system. The University of California typically requires the addition of multivariable calculus and differential equations for chemistry transfers.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Chemistry will:

1. Demonstrate mastery of the approach and rationale of the scientific method and be able to apply these principles to solve problems.
2. Demonstrate mastery of stoichiometric calculations.
3. Demonstrate mastery of laboratory techniques.

SUBJECT #	TITLE	UNITS
A major of 36 units is required for the degree		
Required core courses (36 units):		36.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
CHEM 180	Organic Chemistry 1	5.0
CHEM 181	Organic Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 163	Engineering Physics 3	4.0
General Education		27.0
		27.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 7 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 0 units.

Visit myHancock and select the DegreeWorks icon to view Cal-GETC general education and transferable courses.

Total: 63.0

Clothing Alterations Management - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Clothing Alterations Management will:

1. Identify the components of a custom tailored garments.
2. Analyze the techniques of traditional tailoring and select time saving modern methods that achieve comparable results.
3. Select appropriate fabric, interfacings, and notions for a quality, tailored garment.
4. Alter a pattern of a tailored garment for a custom fit.
5. Define factors that contribute to high quality sewing.
6. Research and use sewing methods appropriate for luxury fabrics such as wool, silk, and lace.
7. Analyze a garment's need for internal support, shaping, and structure.

SUBJECT #	TITLE	Hours
A total of 544 hours is required for the certificate.		
Required core courses:		420.0-479.0
HOEC 7100A	Beg Clothing Construction	15.0-20.0
HOEC 7101A	Clothing Construction 2	60.0-68.0
HOEC 7103A	Clothing Alterations	60.0-68.0
HOEC 7105A	Sewing With Special Fabrics	60.0-68.0
HOEC 7108A	Serger Sewing	45.0-51.0
HOEC 7115A	Fitting & Pattern Alterations	60.0-68.0
HOEC 7106	Modern Tailoring Techniques	60.0-68.0
HOEC 7112A	Clothing Construction 3	60.0-68.0
Plus one course selected from the following:		45.0-51.0
HOEC 7110A	Embroidery Machine Basics	45.0-51.0
HOEC 7111A	Creative Sewing	45.0-51.0
HOEC 7167A	Sewing for the Home	45.0-51.0

Total: 465.0-530.0

Clothing Construction - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Clothing Construction will:

1. Identify and utilize basic sewing notions (tape measure, pins, seam gauge, shears, chalk, tracing paper and wheel, beeswax, seam ripper, needles, and needle threader.
2. Perform basic sewing machine functions including threading the needle; winding the bobbin; adjusting tension, pressure and stitch length/width; and changing presser feet and needles.
3. Decipher pattern-making symbols and use appropriate method of accurately making them on the fabric.
4. Construct a garment (style dependent on skill level of student) that is durable, aesthetically pleasing, and fits the intended wearer.
5. Alter a fitted blouse or jacket pattern to adjust for shoulder width, full bust, sway back, and rounded back.

6. Use grain line, structure line, and wrinkle evaluation techniques to recognize and suggest solutions for poor fit

SUBJECT #	TITLE	Hours
A total of 368 hours is required for the certificate.		
Required core courses:		345.0-391.0
HOEC 7100A	Beg Clothing Construction	60.0-68.0
HOEC 7101A	Clothing Construction 2	60.0-68.0
HOEC 7103A	Clothing Alterations	60.0-68.0
HOEC 7105A	Sewing With Special Fabrics	60.0-68.0
HOEC 7108A	Serger Sewing	45.0-51.0
HOEC 7115A	Fitting & Pattern Alterations	60.0-68.0

Total: 345.0-391.0

Commercial Dance - Certificate of Achievement

Award Type: Certificate of Achievement

The Commercial Dance Certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will be able transfer to a four-year institution or further their education. They will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing community.

The graduate of the Certificate of Achievement in Commercial Dance will:

1. Demonstrate sophisticated and expressive presentation skills in stage and on-camera performance.
2. Demonstrate clear understanding of the dynamics associated with the audition and performance process.
3. Demonstrate appropriate skills and techniques needed for the competitive auditioning process.

SUBJECT #	TITLE	UNITS
A total of 17 units is required to earn the Commercial Dance Certificate.		
Required core courses (17 units):		17.0
DANC 102	Auditioning for Dancers	2.0
DANC 104	Dancing for the Camera	2.0
DANC 107	Intercollegiate Conditioning-Dance	3.0
DANC 109	Intercollegiate Dance Team	3.0
DANC 121	Ballet Dance II	2.0
DANC 131	Jazz Dance II	2.0
DANC 139	Hip Hop Dance III	3.0

Total: 17.0

Commercial Truck Driving - Cert of Completion

Award Type: Cert of Completion
The graduate of the Cert of Completion in Commercial Truck Driving will:

1. Interpret U.S. Department of Transportation rules and regulations, safety, logs, and other legal issues that apply to trucking and transportation.

2. Demonstrate knowledge of commercial vehicle systems and operations.
3. Demonstrate how to safely operate equipment and to conduct routine preventive maintenance.

SUBJECT #	TITLE	Hours
A total of 48-130 hours is required for the certificate.		
Required core courses:		48.0-90.0
TRCK 7800	Truck Driving Theory	12.0-30.0
TRCK 7801	Yard Skills	16.0-30.0
TRCK 7802	Public Road Truck Driving	20.0-30.0
Recommended elective (optional):		1.0-40.0
TRCK 7803	Commercial Vehicle Simulator Lab	1.0-40.0

Total: 49.0-130.0

Communication Skills for Public Service Professionals - Certificate of Achievement

Award Type: Certificate of Achievement

This program is designed for individuals currently working in the public service or civic engagement sectors as well as students planning to enter those sectors by providing foundational concepts to enhance one's overall communication abilities. Students in this program will learn how to establish relationships, mitigate conflict, articulate their ideas effectively, and gain confidence and skill in a variety of communication situations. Course work will also prepare students majoring in Communication Studies for transfer.

The graduate of the Certificate of Achievement in Communication Skills for Public Service Professionals will:

1. Demonstrate knowledge of communication theories.
2. Demonstrate competent communication behaviors to be used in the field of public safety and health.

SUBJECT #	TITLE	UNITS
A total of 9 units is required for the certificate.		
Required courses (9 units):		9.0
COMM C1000	Introduction to Public Speaking	3.0
COMM 103	Interpersonal Communication	3.0
COMM 110	Intercultural Communication	3.0

Total: 9.0

Communication Skills for the Business Professional - Certificate of Achievement

Award Type: Certificate of Achievement

This program is designed for current or future business professionals. This certificate will provide students the foundational concepts to enhance one's overall communication abilities. Students in this program will learn how to establish relationships, mitigate conflict, articulate their ideas effectively, work effectively in groups, and gain confidence and skill in a variety of communication situations. Course work will also prepare students majoring in Communication Studies for transfer.

The graduate of the Certificate of Achievement in Communication Skills for the Business Professional will:

1. Demonstrate knowledge of communication theories.
2. Demonstrate competent communication behaviors to be used in the field of business.

SUBJECT #	TITLE	UNITS
A total of 9 units is required for the certificate.		
Required courses (9 units):		9.0
COMM 102	Small Group Communication	3.0
COMM 103	Interpersonal Communication	3.0
COMM 110	Intercultural Communication	3.0

Total: 9.0

Communication Skills for the Professional Speaker - Certificate of Achievement

Award Type: Certificate of Achievement

The goal of the Communication Skills for the Professional Speaker I certificate is to provide essential job skills for current or future professionals who rely on effective use of public speaking. The certificate may also be stacked with other Communication Studies certificates toward an AA-T.

The graduate of the Certificate of Achievement in Communication Skills for the Professional Speaker will:

1. Demonstrate knowledge of communication theories.
2. Demonstrate competent communication behaviors to be used as a professional speaker.

SUBJECT #	TITLE	UNITS
A total of 9 units is required for the certificate.		
Required courses (9 units):		9.0
COMM C1000	Introduction to Public Speaking	3.0
COMM 106	Argumentation and Debate	3.0
COMM 108	Oral Interpretation	3.0

Total: 9.0

Communication Studies 2.0 - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Communication Studies 2.0 provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The Associate in Arts for Transfer in Communication Studies 2.0 will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Communication Studies.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).

2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Communication Studies 2.0 will:

1. Demonstrate knowledge of communication theories.
2. Improved skill in a variety of communication situations.
3. Critically analyze and construct messages.
4. Develop an awareness of one's personal communication effectiveness

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required courses (15 units):		15.0
COMM C1000	Introduction to Public Speaking	3.0
COMM 103	Interpersonal Communication	3.0
COMM 106	Argumentation and Debate	3.0
COMM 108	Oral Interpretation	3.0
COMM 110	Intercultural Communication	3.0
Select one course from the following (3 units):		3.0
COMM 100	Survey of Communication Studies	3.0
COMM 102	Small Group Communication	3.0
Electives		14.0
Elective units required for Communication Studies 2.0 AA-T: 14		
General Education		28.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 6 units.		
Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 14 units.		
Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.		
		Total: 60.0

Computer Business Information Systems - Associate in Science

Award Type: Associate in Science

The A.S. degree in Computer Business Information Systems (CBIS) program is designed to provide students with education, training, and technical skills to support information systems within a company. It teaches skills needed to advance to different professions where information systems are used. Several of the classes prepare students to obtain different Microsoft certifications. Upon completion of the program, the student will have foundational skills in various areas of computer information systems like software applications, networking/help-desk, information systems security, and database management and can be employed as Office and Admin Support, Information and Record Clerk, Office Support Supervisor, Computer Support Specialist, Executive Secretary, Customer Service Representative, Office Worker, Hotel Resource Clerk, and Small Business Webmaster.

The graduate of the Associate in Science in Computer Business Information Systems will:

1. Understand the fundamentals of business, and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the degree.		
Required core courses (21 units):		21.0
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 21.0

Computer Business Information Systems - Certificate of Achievement

Award Type: Certificate of Achievement

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive certificate where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. This is a Tech Prep program (see "Programs of Study" for information about Tech Prep).

The graduate of the Certificate of Achievement in Computer Business Information Systems will:

1. Understand the fundamentals of business, and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.

4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS

A major of 21 units is required for the certificate.

Required core courses (21 units):		21.0
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Total: 21.0

Computer Business Information Systems: Information Architecture - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

This certificate provides comprehensive training for students who will plan, develop and manage business websites. Some careers corresponding to the skills in the certificate are: Web Design Specialist, Web Developer, Web Designer.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Information Architecture will:

1. Understand the fundamentals of business and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS

A total of 15 units is required for the certificate.

Required core courses (15 units):		15.0
CBIS 321	Internet Business Applications	3.0
CBIS 327	Building Business Web Sites	3.0
CS 102	Introduction to Computing with HTML	3.0
GRPH 118	User Interface Design	3.0
MMAC 112	Responsive Web Design	3.0

Total: 15.0

Computer Business Information Systems: Information Technology Fundamentals - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student need. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Information Technology Fundamentals will:

1. Understand the fundamentals of business and how they relate to information systems' needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
CBIS 101	Computer Concepts & Applications	3.0
		Total: 3.0

Computer Business Information Systems: Office Software Support - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

This certificate covers office applications and web fundamentals. Students completing this certificate will be able to provide support in the office applications and basic Web maintenance.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Office Software Support will:

1. Understand the fundamentals of business and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS
A major of 15 units is required for the certificate.		
Required core courses (15 units):		15.0
Select one from the following:		3.0
CBIS 101	Computer Concepts & Applications	3.0
CBOT 132	Advanced Word Processing	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
CBIS 321	Internet Business Applications	3.0
CBIS 337 (same as CBOT 337)	Presentation Design - PowerPoint	3.0
		Total: 15.0

Computer Business Information Systems: Small Business Web Master - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

This certificate provides basic training for students who will plan, develop and manage business websites considering the needs of small business. Some careers corresponding to the skills in the certificate are: Web Design Specialist, Web Developer, Web Designer.

The graduate of the Certificate of Accomplishment in Computer Business Information Systems: Small Business Web Master will:

1. Understand the fundamentals of business and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS
A major of 14 units is required for the certificate.		
Required core courses (14 units):		14.0
CBIS 321	Internet Business Applications	3.0
CBIS 327	Building Business Web Sites	3.0
CS 102	Introduction to Computing with HTML	3.0
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
CBIS 372	Intro to Access	1.0
GRPH 118	User Interface Design	3.0
	Total: 14.0	

Computer Business Office Software - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students' productivity.

The graduate of the Certificate of Accomplishment in Computer Business Office Software will:

1. Understand the fundamentals of business and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS
A major of 7 units is required for the certificate.		
Required core courses (7 units):		7.0

CBIS 301	Computer Fundamentals 1	3.0
CBIS 371	Intro to Excel	1.0
CBIS 372	Intro to Access	1.0
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0

Total: 7.0

Computer Business Office Technology: Administrative Office Skills - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Administrative Office Skills Certificate is designed to provide training to develop entry-level office skills to prepare you for a position as an administrative assistant or secretary. Computer skills such as word processing, presentation software, and desktop publishing are emphasized in addition to administrative operations and office procedures.
The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Administrative Office Skills will:

1. Apply proper administrative operations and procedures for business.
2. Communicate clearly and professionally.
3. Analyze and solve problems related to administrative operations.
4. Demonstrate the use of software applications to accomplish appropriate tasks.

SUBJECT #	TITLE	UNITS
A total of 15 units is required for the certificate.		
Required core courses (15 units):		15.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0

Total: 15.0

Computer Business Office Technology: Computer Applications and Office Management - Associate in Science

Award Type: Associate in Science
The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.
The graduate of the Associate in Science in Computer Business Office Technology: Computer Applications and Office Management will:

1. Demonstrate the use of appropriate software applications to analyze and solve problems related to office administration.
2. Apply business principles to produce work-based learning projects.
3. Demonstrate proper administrative operations and procedures for business.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A major of 29 units is required for the degree.		
Required core courses (29 units):		29.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
BUS 160	Business Communications	3.0
CBOT 132	Advanced Word Processing	3.0
BUS 302	Essentials of Management	3.0
CBOT 302	Records Management	2.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0
BUS 107	Human Relations in Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 334	Administrative Office Procedures	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 29.0

Computer Business Office Technology: Computer Applications and Office Management - Certificate of Achievement

Award Type: Certificate of Achievement
The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.
The graduate of the Certificate of Achievement in Computer Business Office Technology: Computer Applications and Office Management will:

1. Demonstrate the appropriate use of software applications to analyze and solve problems related to office administration.
2. Apply business principles to produce work-based learning projects.
3. Demonstrate proper administrative operations and procedures for business.

4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A major of 29 units is required for the certificate.		
Required core courses (29 units):		29.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
BUS 160	Business Communications	3.0
CBOT 132	Advanced Word Processing	3.0
BUS 302	Essentials of Management	3.0
CBOT 302	Records Management	2.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0
BUS 107	Human Relations in Business	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBOT 334	Administrative Office Procedures	3.0
		Total: 29.0

Computer Business Office Technology: Legal Secretarial - Associate in Science

Award Type: Associate in Science
Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.
The graduate of the Associate in Science in Computer Business Office Technology: Legal Secretarial will:

1. Apply proper administrative operations and procedures for business.
2. Demonstrate the use of software applications to accomplish appropriate tasks.
3. Analyze and solve problems related to legal office procedures and administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A major of 27 units is required for the degree.		
Required core courses (27 units):		27.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 305	Legal Office Procedures	3.0
CBOT 334	Administrative Office Procedures	3.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 105	Legal Analysis & Writing	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 27.0

Computer Business Office Technology: Legal Secretarial - Certificate of Achievement

Award Type: Certificate of Achievement
Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.
The graduate of the Certificate of Achievement in Computer Business Office Technology: Legal Secretarial will:

1. Demonstrate the use of software applications to accomplish appropriate tasks.
2. Apply proper administrative operations and procedures for business.
3. Analyze and solve problems related to legal office procedures and administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A total of 27 units is required for the certificate.		
Required core courses (27 units):		27.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 305	Legal Office Procedures	3.0
CBOT 334	Administrative Office Procedures	3.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 105	Legal Analysis & Writing	3.0

Total: 27.0

Computer Business Office Technology: Office Skills - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Computer Business Office Skills is designed to provide the basic clerical and customer service skills needed to work in an office. Computer skills such as word processing and presentation software are emphasized along with customer service skills. This certificate contains six courses and is intended to allow students to move quickly into an office position.
The graduate of the Certificate of Accomplishment in Computer Business Office Technology: Office Skills will:

1. Apply proper administrative operations and procedures for business.

2. Demonstrate the use of software applications to accomplish appropriate tasks.
3. Analyze and solve problems related to administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A total of 4 units is required for the certificate.		
Required core courses (4 units):		4.0
BUS 362	Management: People Skills	0.5
BUS 377	Managing Service Quality	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBIS 371	Intro to Excel	1.0
	Total:	**4.0**

Computer Business Office Technology: Word/Information Processing - Associate in Science

Award Type: Associate in Science
Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.
The graduate of the Associate in Science in Computer Business Office Technology: Word/Information Processing will:

1. Apply proper administrative operations and procedures for business.
2. Demonstrate the use of software applications to accomplish tasks.
3. Analyze and solve problems related to administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (15 units):		18.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0
CBIS 337 (same as CBOT 337)	Presentation Design - PowerPoint	3.0
Plus a minimum of 9 units selected from the following:		9.0
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0

BUS 160	Business Communications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
WEE 149	Work Experience Education: Occupational	1.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 27.0

Computer Business Office Technology: Word/Information Processing - Certificate of Achievement

Award Type: Certificate of Achievement
Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.
The graduate of the Certificate of Achievement in Computer Business Office Technology: Word/ Information Processing will:

1. Apply proper administrative operations and procedures for business.
2. Demonstrate the use of software applications to accomplish tasks.
3. Analyze and solve problems related to administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS

A major of 24 units is required for the certificate.

Required core courses (15 units):		15.0
CBOT 131	Introduction to Word Processing	3.0
CBOT 132	Advanced Word Processing	3.0
CBOT 333	Business Desktop Publishing	3.0
CBOT 334	Administrative Office Procedures	3.0
Select one from the following:		3.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0
CBIS 337 (same as CBOT 337)	Presentation Design - PowerPoint	3.0

Plus a minimum of 9 units selected from the following:		9.0
ACCT 105	Introduction to Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 160	Business Communications	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
WEE 149	Work Experience Education: Occupational	1.0

Total: 24.0

Computer Business Presentations and Publishing - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Computer Business Presentations and Publishing is designed to provide training to develop presentation and publishing skills required in many business areas for training, sales and customer service jobs. Computer skills such as word processing, presentation software and desktop publishing are emphasized. Students will also receive training in advertising and public relations strategies.
The graduate of the Certificate of Accomplishment in Computer Business Presentations and Publishing will:

1. Apply proper administrative operations and procedures for business.
2. Demonstrate the use of software applications to accomplish appropriate tasks.
3. Analyze and solve problems related to legal office procedures and administrative operations.
4. Communicate clearly and professionally.

SUBJECT #	TITLE	UNITS
A total of 5.5 units is required for the certificate.		
Required core courses (5.5 units):		6.0
BUS 382	Advertising & Public Relations Strategies	0.5
BUS 394	Managing Verbal Communication	0.5
CBOT 360	Word - Basics	1.0
CBOT 361	Intro to PowerPoint	1.0
CBOT 333	Business Desktop Publishing	3.0

Total: 6.0

Computer Networking and Electronics Technology: Digital Systems Technician - Certificate of Achievement

Award Type: Certificate of Achievement
The electronics technology program provides the basic knowledge and skills required for a wide variety of career occupations in the field of electronics. Emphasis in Digital Systems provides the additional knowledge and skills for careers options requiring a focus on digital technologies including computer maintenance.
The graduate of the Certificate of Achievement in Computer Networking and Electronics Technology: Digital Systems Technician will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.

2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment

SUBJECT #	TITLE	UNITS

A total of 22 units is required for the certificate.

Required core courses (22 units):		22.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0

Total: 22.0

Computer Networking and Electronics Technology: Electronic Engineering Technology - Associate in Science

Award Type: Associate in Science
The associate in science degree curriculum in electronic engineering technology provides the lower division course requirements leading to a baccalaureate degree in engineering technology.
The graduate of the Associate in Science in Computer Networking and Electronics Technology: Electronic Engineering Technology will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital, and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.

SUBJECT #	TITLE	UNITS

A major of 41 units is required for the degree.

Required core courses (41 units)		41.0
CHEM 120	Introductory Chemistry	4.0

CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
CS 102	Introduction to Computing with HTML	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 41.0

Computer Networking and Electronics Technology: Electronic Training - Certificate of Achievement

Award Type: Certificate of Achievement

The electronic training certificate provides the basic knowledge and skills required for entry-level employment in a narrowed range of career occupations, such as preventive maintenance, troubleshooting, diagnosing, and repairing electrical equipment in a wide array of capacities, from musical instruments and communication equipment to submarines and aircraft.

The graduate of the Certificate of Achievement in Computer Networking and Electronics Technology: Electronic Training will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Build and analyze a modern computer system using subsystems.

SUBJECT #	TITLE	UNITS

A total of 18 units is required for the certificate.

Required core courses (18 units):		18.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0

Total: 18.0

Computer Networking and Electronics Technology: Electronics Technology - Associate in Science

Award Type: Associate in Science

The associate degree in electronics technology provides the basic knowledge and skills required for a wide variety of occupations in the field of electronics, such as electronics technician, equipment assembler, electronics manufacturing technician, and commercial electronics repairer. This degree will also allow the student to transfer into an engineering technology baccalaureate program.

The graduate of the Associate in Science in Computer Networking and Electronics Technology: Electronics Technology will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.

SUBJECT #	TITLE	UNITS

A major of 22 units is required for the degree.

Required core courses (22 units):		22.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 22.0

Computer Networking and Electronics Technology: Mechatronics - Associate in Science

Award Type: Associate in Science
The associate in science degree or certificate option offer students a comprehensive program of study in the software, electronics and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.
The graduate of the Associate in Science in Computer Networking and Electronics Technology: Mechatronics will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
7. Apply current knowledge and adapt to emerging applications of automation and control.

SUBJECT #	TITLE	UNITS
A major of 49 units is required for the degree.		
Required core courses (34 units):		34.0
CNET 104 (same as CEL 104, ET 104)	Introduction to Robotics and Mechatronics	3.0
CS 111	Fundamentals of Programming 1	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0

Select one of the following:		3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
Plus a minimum of 15 units selected from the following:		15.0
Select one of the following:		2.5-3.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 320 (same as CS 320)	A+ Certification	2.5
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 128 (same as CEL 128, ET 128)	Introduction to Renewable Energy	3.0
CNET 131 (same as CEL 131, ET 131)	Programmable Logic Controllers and Control Design	3.0
CNET 133 (same as CEL 133, ET 133)	Mechatronic Systems 1	3.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 139 (same as CEL 139, ET 139)	Electrical Power, Motors, and Controls	3.0
CNET 162 (same as CEL 162, ET 162)	Fluid Power And Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
Select one of the following:		3.0-4.0
PHYS 100	Concepts In Physics	3.0
PHYS 110	Introductory Physics	3.0
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
Select one of the following		3.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year

university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 49.0

Computer Networking and Electronics Technology: Mechatronics - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate offers students a comprehensive program of study in the software, electronics and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.
The graduate of the Certificate of Achievement in Computer Networking and Electronics Technology: Mechatronics will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
7. Apply current knowledge and adapt to emerging applications of automation and control.

SUBJECT #	TITLE	UNITS
A total of 49 units is required for the certificate.		
Required core courses (34 units):		34.0
CNET 104 (same as CEL 104, ET 104)	Introduction to Robotics and Mechatronics	3.0
CS 111	Fundamentals of Programming 1	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0
Select one from the following:		3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0

WLDT 306	Layout and Fabrication Interpretation	3.0
Plus a minimum of 15 units selected from the following:		15.0
Select one from the following:		2.5-3.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 320 (same as CS 320)	A+ Certification	2.5
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 128 (same as CEL 128, ET 128)	Introduction to Renewable Energy	3.0
CNET 131 (same as CEL 131, ET 131)	Programmable Logic Controllers and Control Design	3.0
CNET 133 (same as CEL 133, ET 133)	Mechatronic Systems 1	3.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 139 (same as CEL 139, ET 139)	Electrical Power, Motors, and Controls	3.0
CNET 162 (same as CEL 162, ET 162)	Fluid Power And Control	2.0
ET 100	Computer Aided Drafting and Design	3.0
Select one from the following:		3.0-4.0
PHYS 100	Concepts In Physics	3.0
PHYS 110	Introductory Physics	3.0
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
Select one from the following:		3.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Total: 49.0

Computer Networking and Electronics Technology: Network Maintenance and Digital Technologies - Associate in Science

Award Type: Associate in Science

The associate in science degree or certificate option offer students a comprehensive program in networking essentials, basic electronics and computer applications.

The graduate of the Associate in Science in Computer Networking and Electronics Technology: Network Maintenance and Digital Technologies will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate understanding of how computers communicate with each other and the methods employed to ensure that the communications is reliable.
7. Modify operating parameters of infrastructure network devices to meet network requirements.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (18 units):		18.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 108 (same as CS 108)	Networking Essentials 3	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
Plus a minimum of 3 units selected from the following:		3.0-5.0
BUS 101	Introduction to Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
CS 102	Introduction to Computing with HTML	3.0
Select both from the following:		5.0
CNET 125	Digital Devices and Circuits	3.0
AND		
CNET 126	Digital Devices and Circuits Lab	2.0
Plus a minimum of 3 units selected from the following:		3.0-4.0
CS 111	Fundamentals of Programming 1	4.0
CNET 370 (same as AB 370, ARCH 370, AT 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 24.0-27.0

Computer Networking and Electronics Technology: Network Maintenance and Digital Technologies - Certificate of Achievement

Award Type: Certificate of Achievement
The associate in science degree or certificate option offer students a comprehensive program in networking essentials, basic electronics and computer applications.
The graduate of the Certificate of Achievement in Computer Networking and Electronics Technology: Network Maintenance and Digital Technologies will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate understanding of how computers communicate with each other and the methods employed to ensure that the communications is reliable.
7. Modify operating parameters of infrastructure network devices to meet network requirements.

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses (18 units):		18.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 108 (same as CS 108)	Networking Essentials 3	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
Plus a minimum of 3 units selected from the following:		3.0
BUS 101	Introduction to Business	3.0

CBIS 101	Computer Concepts & Applications	3.0
CS 102	Introduction to Computing with HTML	3.0
Select one from the following:		2.0-3.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
Plus a minimum of 3 units selected from the following:		3.0
CS 111	Fundamentals of Programming 1	4.0
CNET 370 (same as AB 370, ARCH 370, AT 370, ET 370, MT 370, WLDT 370)	SkillsUSA	3.0

Total: 24.0

Computer Science - Associate in Arts

Award Type: Associate in Arts
The associate degree program in computer science is designed for students who desire to transfer to a four-year school. Computer Science is the study of the theoretical foundations of information and computation and their implementation and application in computer systems. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages.
The graduate of the Associate in Arts in Computer Science will:

1. Recall significant computer science concepts, vocabulary, and theories.
2. Produce elementary programming projects in a variety of languages.
3. Demonstrate the ability to follow instructions.
4. Find and correct programming errors.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required core courses (12 units):		12.0
CS 111	Fundamentals of Programming 1	4.0
CS 112	Fundamentals of Programming 2	4.0
MATH 181	Calculus 1	4.0
Plus a minimum of 6 units selected from the following:		6.0
CS 102	Introduction to Computing with HTML	3.0
CS 131	Computer Organization	3.0
CS 161	Discrete Structures	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and		

guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 18.0

Computer Science - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

Computer science is the study of the theory and methods of processing information in digital computers, the design of computer software and hardware, and the applications of computers. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages. The Associate in Science for Transfer in Computer Science will prepare students to move into the California State University (CSU) system.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Computer Science will:

1. Recall significant computer science concepts, vocabulary, and theories.
2. Produce programming projects using a contemporary programming language.
3. Find and correct programming errors.

SUBJECT #	TITLE	UNITS
A major of 30 units is required for the degree.		
Required core courses (30 units):		30.0
CS 111	Fundamentals of Programming 1	4.0
CS 112	Fundamentals of Programming 2	4.0
CS 131	Computer Organization	3.0
CS 161	Discrete Structures	3.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 163	Engineering Physics 3	4.0
Electives		3.0
Elective units required for Computer Science AS-T: 3		
General Education		27.0

		27.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 7 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 3 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Core Custody Academy - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such.Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the statewide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged and faced with solving complex problems in a stressful, disciplined and structured environment. Recruits receive basic training in many phases of custody of prisoners. Students will understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting, family, demonstrate problem solving strategies for addressing criminal behavior in a custody setting.
The graduate of the Certificate of Accomplishment in Core Custody Academy will:

1. Understand the roles and functions of the adult criminal justice system and its processes and demonstrate problem solving strategies for addressing criminal behavior in a custody setting.

SUBJECT #	TITLE	UNITS
A total of 14 units is required for the certificate.		
Required core course (14 units):		14.0
LE 330	Core Custody Academy	14.0

Total: 14.0

Culinary Arts and Management - Associate in Science

Award Type: Associate in Science
The Culinary Arts and Management Program at Allan Hancock College will prepare students to obtain employment in the restaurant or hotel industry as unit managers, multi-unit managers, operation managers, staff trainers, catering and event managers, or baking and pastry managers. Career opportunities for successful graduates include all aspects of the hospitality, recreation and tourism industry.
The graduate of the Associate in Science in Culinary Arts and Management will:

1. Denote the variety of services and business structures existing in the food and beverage sector of the hospitality Industry.
2. Demonstrate competency in safe, sanitary and efficient production and service operations.
3. Analyze and respond to differing business climates based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.
5. Supervise and train a diverse employee pool in best industry practices.
6. Follow all the governmental laws and regulations pertaining to food and beverage operations.
7. Demonstrate basic baking and cooking skills using current industry tools and equipment.

SUBJECT #	TITLE	UNITS
A major of 27 units is required for the degree.		
Required core courses (18 units):		18.0
CA 119	Introduction to the Hospitality Industry	2.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
HOSP 110	Sanitation and Safety	3.0
HOSP 130	Introduction to Food and Beverage Management	3.0
HOSP 120	Hospitality Cost Control	3.0
Plus a minimum of 9 units selected from the following:		9.0
BUS 101	Introduction to Business	3.0
HOSP 118	Beverage Management	1.0
CA 122	Advanced Baking and Pastry	3.0
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
HOSP 129	Catering and Events Management	3.0
CA 325	Specialty Cakes - Baking and Decorating	2.0
CBIS 101	Computer Concepts & Applications	3.0
FSN 109 (same as FCS 109)	Basic Nutrition for Health	3.0
FSN 110	Nutrition Science	3.0
FSN 132	Introduction To Culinology Professions	1.0
FSN 133	Introduction To Food Science	3.0
FSN 134 (same as FCS 134)	Food, Nutrition Customs and Culture	4.0
SPAN 101	Elementary Spanish I	5.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 27.0

Culinary Arts and Management: Baking - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

The Allan Hancock College Certificate of Accomplishment in Baking aims to provide students with a strong foundation in baking skills, business acumen, and professionalism, enabling them to succeed in the dynamic and competitive commercial baking industry.

The graduate of the Certificate of Accomplishment in Culinary Arts and Management: Baking will:

1. Denote the variety of services and business variations existing in the baking and events management sector of the hospitality industry.
2. Demonstrate competency in safe, sanitary, and efficient production and service operations.
3. Analyze and respond to differing business climates based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.
5. Supervise and train a diverse employee pool in best industry practices.
6. Follow all the governmental laws and regulations pertaining to food and beverage production.

SUBJECT #	TITLE	UNITS
A total of 15 units is required for the certificate.		
Required courses (15 units):		15.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 122	Advanced Baking and Pastry	3.0
HOSP 110	Sanitation and Safety	3.0
CA 325	Specialty Cakes - Baking and Decorating	2.0
Recommended electives (optional):		
WEE 149	Work Experience Education: Occupational	1.0
Select one from the following:		
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5

Total: 15.0

Culinary Arts and Management: Catering and Events Management - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Culinary Arts and Management: Catering and Events Management will:

1. Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
2. Demonstrate competency in safe, sanitary and efficient production and service operations.
3. Analyze and respond to differing business climates based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.
5. Supervise and train a diverse employee pool in best industry practices.
6. Follow all the governmental laws and regulations pertaining to food and beverage production.

SUBJECT #	TITLE	UNITS

A total of 15 units is required for the certificate.

Required courses (15 units):		14.0
HOSP 110	Sanitation and Safety	3.0
HOSP 118	Beverage Management	1.0
HOSP 129	Catering and Events Management	3.0
CA 119	Introduction to the Hospitality Industry	2.0
WEE 149	Work Experience Education: Occupational	1.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
Recommended electives (optional):		
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5
FCS 131	Life Management	3.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
FSN 109 (same as FCS 109)	Basic Nutrition for Health	3.0

Total: 14.0

Culinary Arts and Management: Food Production Supervision - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Culinary Arts and Management: Food Production Supervision will:

1. Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
2. Demonstrate competency in safe, sanitary and efficient production and service operations.
3. Analyze and respond to differing business climates based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.
5. Supervise and train a diverse employee pool in best industry practices.
6. Follow all the governmental laws and regulations pertaining to food and beverage operations.

SUBJECT #	TITLE	UNITS

A total of 10 units is required for the certificate.

Required courses (10 units):		9.0
CA 119	Introduction to the Hospitality Industry	2.0
HOSP 130	Introduction to Food and Beverage Management	3.0
HOSP 120	Hospitality Cost Control	3.0
WEE 149	Work Experience Education: Occupational	1.0

Total: 9.0

Culinary Arts and Management: Food Services Production - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Culinary Arts and Management: Food Services Production will:

1. Denote the variety of service and business structures existing in the food and beverage sector of the hospitality industry.
2. Demonstrate competency in safe, sanitary and efficient food production operations.
3. Analyze and respond to different business volumes based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.

SUBJECT #	TITLE	UNITS
A total of 13 units is required for the certificate.		
Required core courses (13 units):		12.0
CA 119	Introduction to the Hospitality Industry	2.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
HOSP 110	Sanitation and Safety	3.0
WEE 149	Work Experience Education: Occupational	1.0
		Total: 12.0

Culinary Arts and Management: Restaurant Management - Certificate of Achievement

Award Type: Certificate of Achievement
The graduate of the Certificate of Achievement in Culinary Arts and Management: Restaurant Management will:

1. Denote the variety of services and business structures existing in the food and beverage sector of the hospitality Industry.
2. Demonstrate competency in safe, sanitary and efficient production and service operations.
3. Analyze and respond to differing business climates based on best accounting and forecasting practices.
4. Demonstrate competency in oral, written and electronic communications.
5. Supervise and train a diverse employee pool in best industry practices.
6. Follow all the governmental laws and regulations pertaining to food and beverage operations.

SUBJECT #	TITLE	UNITS
A total of 32 units is required for the certificate.		
Required courses (32 units):		30.0
CA 121	Basic Baking and Pastry	3.0
FCS 131	Life Management	3.0
FSN 132	Introduction To Culinology Professions	1.0
HOSP 110	Sanitation and Safety	3.0
HOSP 118	Beverage Management	1.0
HOSP 120	Hospitality Cost Control	3.0

HOSP 129	Catering and Events Management	3.0
HOSP 130	Introduction to Food and Beverage Management	3.0
WEE 149	Work Experience Education: Occupational	1.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
Basic Nutrition for Health/Nutrition Science - select one from the following:		3.0
FSN 109 (same as FCS 109)	Basic Nutrition for Health	3.0
FSN 110	Nutrition Science	3.0
Recommended electives (optional):		
BUS 102	Marketing	3.0
CA 323	Specialty and Wedding Cakes	1.0
CA 324	Cake Decorating and Decorative Work	1.0
Introduction To Food Science/Food, Nutrition Customs and Culture - select one the following:		
FSN 133	Introduction To Food Science	3.0
FSN 134 (same as FCS 134)	Food, Nutrition Customs and Culture	4.0
VEN 301	Pairing Wine and Food	0.5
VEN 302	Progressive Wine and Food Pairing	0.5

Total: 30.0

Culinology - Associate in Arts

Award Type: Associate in Arts
The associate degree program in Culinology® prepares students to transfer to a four-year institution to pursue a baccalaureate degree in Culinology®. Students apply culinary techniques, food science technology and nutritional science principles to the production of quality food with high sensory appeal and marketability. Skills are transformed into careers such as corporate executive chefs, directors for food research and development, flavorists, food scientist/technologists, menu development professionals, product assurance/development managers, senior culinary research technologists, senior formulation chefs, techno-chefs, and more. The program is accredited by the Research Chef's Association and coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing. Graduates of the program also display skills necessary in pursuing baccalaureate degrees in food science, nutrition, and dietetics.
The graduate of the Associate in Arts in Culinology will:

1. Synthesize nutrition science information in order to embody and improve health and promote longevity.
2. Demonstrate proper culinary technique using various food products within a commercial facility.
3. Demonstrate proper baking techniques using various food products within a commercial facility.
4. Design and produce recipes and menus that demonstrate culinary proficiency within a commercial food service facility.
5. Compare and contrast the different responsibilities within the food service industry and various government agencies in applying regulations designed to prevent food borne illness.
6. Apply principles of food processing with regards to food technology, food quality, spoilage, packaging and label requirements.
7. Compare and contrast various Culinology® career options and create and present both a portfolio and Culinology® project tailored to a chosen career.

8. Evaluate and rank sensory indicators for foods, evaluate and test possible solutions, make alterations, formulate a food product and justify marketability.
9. Differentiate the concepts of acculturation, assimilation, and ethnocentrism in relation to food culture, translate nutritional value and needs into recipes and menus, and make a meal reflective of a specific culture.
10. Apply all Culinology program course principles within a work setting.

SUBJECT #	TITLE	UNITS
A major of 23 units is required for the degree.		
Required core courses (23 units):		23.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
HOSP 110	Sanitation and Safety	3.0
FSN 134 (same as FCS 134)	Food, Nutrition Customs and Culture	4.0
FSN 110	Nutrition Science	3.0
FSN 132	Introduction To Culinology Professions	1.0
FSN 133	Introduction To Food Science	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 23.0

Dance - Associate in Arts

Award Type: Associate in Arts
The dance program offers training courses for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance opportunities. Students will be able transfer to a four-year institution, and will acquire the core skills necessary for lower-division bachelors dance degree requirements.
The graduate of the Associate in Arts in Dance will:

1. Demonstrate proficiency in two of the following dance styles modern, ballet, and jazz.
2. Exhibit accomplished technique in tap and hip hop dance.
3. Demonstrate competency through public performances.
4. Develop an informed viewpoint of dance as an art form.
5. Demonstrate choreographic skills including supervisory and effective communicative abilities.

SUBJECT #	TITLE	UNITS

A major of 28 units is required for the degree. Demonstrated proficiency in two out of the three dance forms is required.

Required core courses (18 units):		18.0
DANC 101	Dance Appreciation	3.0
DANC 120	Ballet Dance I	2.0
DANC 110	Modern Dance I	2.0
DANC 130	Jazz Dance I	2.0
DANC 133	Hip Hop Dance I	2.0
DANC 152	Tap Dance I	2.0
DANC 156	Techniques for Stretch & Wellness	1.0
DANC 170	Music for Dancers	1.0
DANC 171	Dance Composition/Choreography I	3.0
Plus a minimum of 4 units selected from the following:		4.0
DANC 111	Modern Dance II	2.0
DANC 121	Ballet Dance II	2.0
DANC 131	Jazz Dance II	2.0
DANC 138	Hip Hop Dance II	2.0
Plus a minimum of 3 units selected from the following:		3.0
DANC 115	Modern Dance III	3.0
DANC 125	Ballet Dance III	3.0
DANC 135	Jazz Dance III	3.0
DANC 139	Hip Hop Dance III	3.0
Plus a minimum of 9 units selected from the following:		3.0
DANC 148	Folklórico Concert Production	3.0
DANC 180	Performance Laboratory	3.0
DANC 154	Clinic in Dance Partnering	1.0
DANC 182	Technical Production Lab	3.0
DANC 183	Dance Ensemble	3.0
DANC 186	Dance Production	3.0
DANC 188	Dance Composition/Choreography II	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 28.0

Dance - Certificate of Achievement

Award Type: Certificate of Achievement

The dance program offers training courses for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance

opportunities.Students will be able transfer to a four-year institution, and will acquire the core skills necessary for lower-division bachelors dance degree requirements.

The graduate of the Certificate of Achievement in Dance will:

1. Demonstrate proficiency in two of the following dance styles modern, ballet, and jazz.
2. Exhibit accomplished technique in tap and hip hop dance.
3. Demonstrate competency through public performances.
4. Develop an informed viewpoint of dance as an art form.
5. Demonstrate choreographic skills including supervisory and effective communicative abilities.

SUBJECT #	TITLE	UNITS
A total of 18-19 units is required for the certificate. Demonstrated proficiency in two out of the three dance forms (ballet, modern and jazz) is required for the certificate.		
Required core courses (16 units):		16.0
DANC 101	Dance Appreciation	3.0
DANC 110	Modern Dance I	2.0
DANC 120	Ballet Dance I	2.0
DANC 130	Jazz Dance I	2.0
DANC 133	Hip Hop Dance I	2.0
DANC 152	Tap Dance I	2.0
DANC 171	Dance Composition/Choreography I	3.0
Plus a minimum of course selected from the following:		2.0-3.0
DANC 180	Performance Laboratory	3.0
DANC 182	Technical Production Lab	3.0
DANC 183	Dance Ensemble	3.0
DANC 186	Dance Production	3.0
DANC 188	Dance Composition/Choreography II	3.0
DANC 148	Folklórico Concert Production	3.0
DANC 176	Choreography Field Work	2.0
		Total: 18.0-19.0

Dental Assisting - Associate in Science

Award Type: Associate in Science
Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chairside general and specialty procedures, office management and x-ray techniques. Admittance to the dental assisting program requires the student to obtain program application forms and follow outlined procedures for enrollment. Applications and specific information are available at the Health Science Office, located in Building M Science Complex.

The graduate of the Associate in Science in Dental Assisting will:

1. Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State Board Exam and the Law and Ethics examination and gain employment as a Registered Dental Assistant.
2. Practice assisting skills that demonstrate a working knowledge of infection control protocols.
3. Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
4. Complete requirements to obtain a certificate in pit and fissure sealants.
5. Complete requirements to obtain a dental x-ray certificate.

6. Complete requirements to obtain a coronal polishing certificate.
7. Explain the purpose of the state Dental Practice Act.
8. Model professional conduct and appearance and demonstrate behavior of the dental workplace.
9. Assist in diagnostic and operative procedures by demonstrating general chair side skills.

SUBJECT #	TITLE	UNITS
A major of 32.5 units is required for the degree.		
Required core courses (32.5 units):		32.5
DA 314	Introduction to Bio-Dental Science	3.0
DA 310	Exploring Career Opportunities	1.0
DA 317	Dental Assisting Theory	7.0
DA 318	Basic Dental Assisting Skills	3.0
DA 319	DA Administrative Skills	3.0
DA 320	DA Practicum in the Community	1.0
DA 325	Clinical Dental Procedures	3.0
DA 326	Dental Radiography	4.0
DA 327	Dental Screening	0.5
DA 328	Pit and Fissure Sealants	1.0
DA 329	Dental Assisting Practicum	4.0
DA 330	Coronal Polish	1.0
DA 332	RDA Law and Ethics	0.5
DA 348	RDA - Success Seminar	0.5
Recommended electives (for both 2nd and 3rd semesters):		
DA 380	Dental Assisting Skills Lab	0.5
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
Total: 32.5		

Dental Assisting - Certificate of Achievement

Award Type: Certificate of Achievement
Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chairside general and specialty procedures, office management and x-ray techniques. Admittance to the dental assisting program requires the student to obtain program application forms and follow outlined procedures for enrollment. Applications and specific information are available at the Health Science Office, located in Building M Science Complex. A grade of "C" or better in the designated dental assisting classes is required to progress in the program. Upon completion of the dental assisting certificate requirements, students are eligible to take the California Registered Dental Assistants Examination. Students are encouraged to complete the associate in science degree.
The graduate of the Certificate of Achievement in Dental Assisting will:

1. Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State Board Exam and the Law and Ethics examination and gain employment as a Registered Dental Assistant.
2. Practice assisting skills that demonstrate a working knowledge of infection control protocols.
3. Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
4. Complete requirements to obtain a certificate in pit and fissure sealants.
5. Complete requirements to obtain a dental x-ray certificate.
6. Complete requirements to obtain a coronal polishing certificate.
7. Apply knowledge of basic dental assisting sciences in a professional setting.
8. Explain the purpose of the state Dental Practice Act.
9. Model professional conduct and appearance and demonstrate behavior of the dental workplace.
10. Assist in diagnostic and operative procedures by demonstrating general chair side skills.

SUBJECT #	TITLE	UNITS
A total of 32.5 units is required for the certificate.		
Required courses (32.5 units):		32.5
DA 310	Exploring Career Opportunities	1.0
DA 314	Introduction to Bio-Dental Science	3.0
DA 317	Dental Assisting Theory	7.0
DA 318	Basic Dental Assisting Skills	3.0
DA 319	DA Administrative Skills	3.0
DA 320	DA Practicum in the Community	1.0
DA 325	Clinical Dental Procedures	3.0
DA 326	Dental Radiography	4.0
DA 327	Dental Screening	0.5
DA 328	Pit and Fissure Sealants	1.0
DA 329	Dental Assisting Practicum	4.0
DA 330	Coronal Polish	1.0
DA 332	RDA Law and Ethics	0.5
DA 348	RDA - Success Seminar	0.5
Recommended elective:		0.5
DA 380	Dental Assisting Skills Lab	0.5

Total: 33.0

Drama - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The Certificate of Achievement in Drama provides the student with an opportunity to develop a basic foundation in theatre. The curriculum is designed to offer students training in theory and analysis as well as the practice of theatrical art forms.
The graduate of the Certificate of Accomplishment in Drama will:

1. Analyze and articulate a critical response to theatrical events employing a basic understanding of world theatre history and Western theatre tradition.
2. Recognize and describe the key figures and the breadth of achievement in world theatre history.
3. Apply appropriate, positive techniques when asked to participate as a member of a performance ensemble.

SUBJECT #	TITLE	UNITS

A total of 15 units is required for the certificate.

Required core courses (9 units):		9.0
DRMA 103	Introduction to Theatre	3.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0
Plus a minimum of 6 units selected from the following:		6.0
DANC 101	Dance Appreciation	3.0
DANC 135	Jazz Dance III	3.0
DANC 152	Tap Dance I	2.0
DRMA 104	Acting I	3.0
DRMA 106	Acting II	3.0
DRMA 128	Stage Makeup	3.0

Total: 15.0

Early Childhood Education - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Early Childhood Education will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Early Childhood education or similar major. Completion of an Associate in Science for Transfer in Early Childhood Education would qualify students up to a Master Teacher level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and Federally funded programs. In addition, students will be prepared to enter the workforce as a teacher of young children, infancy through pre-school, a teacher of school-age children in child education care, and/or a director of children's programs or centers.

Associate Degree for Transfer Program Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (CalGETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Early Childhood Education will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation, and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children’s behavior and learning.
5. Develop self-reflective habits and grow as members of the Early Childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community
6. Develop an environment that honors the diversity of the learning community (children families, staff and community) through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS

A major of 24 units is required for the degree.

Required courses (24 units):		24.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
Electives		5.0

Elective units required for Early Childhood Education AS-T: 5

General Education		31.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 3 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 5 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Early Childhood Studies Associate Teacher - Certificate of Achievement

Award Type: Certificate of Achievement

The Early Childhood Studies Associate Teacher Certificate of Achievement will prepare students with the education and experience required to provide service in the care, development, and instruction of children in an early care and education setting while supervising aids. The certificate meets the education requirements associated with the State of California Commission for Associate Teacher Credentialing Child Development Permit Matrix Associate Teacher Permit. This certificate also meets Community Care Licensing requirements to teach preschool-aged children in a licensed childcare facility.

The graduate of the Certificate of Achievement in Early Childhood Studies Associate Teacher will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.

SUBJECT #	TITLE	UNITS

A total of 16 units is required for the certificate.

Required core courses (16 units):		16.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 103	Introduction to Early Childhood	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0

Total: 16.0

Program Requirement GE General Education E Elective

SUBJECT #	TITLE		UNITS
Summer Year 1			**3.0**
ECS 103	Introduction to Early Childhood		3.0
Fall Year 1			**6.0**
ECS 100	Child Growth and Development		3.0
ECS 104	Principles and Practices of Teaching Young Children		3.0
Spring Year 1			**7.0**
ECS 105	Observation and Assessment		3.0
ECS 101	Child, Family and Community		3.0
ECS 149	Cooperative Work Experience: Occupational		1.0

Total: 16.0

Early Childhood Studies: Elementary Education - Associate in Science

Award Type: Associate in Science
Completion of Elementary Education program would qualify students for a Teacher-level permit issued by the California Commission on Teacher Credentialing. The program also provides the students with experiences in working with children in the elementary school setting. This prepares the student to work in Transitional Kindergarten, Title 5, Title XXII and federally-funded programs.
The graduate of the Associate in Science in Early Childhood Studies: Elementary Education will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS

ECS 114	Parent/Child Relationships	3.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 117	Teaching Strategies for Dual Language Learners	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 122	Positive Child Guidance	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 310	Art for Young Children	0.5
ECS 105	Observation and Assessment	3.0
ECS 311	Creating Learning Materials	0.5
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 312	Music for Early Childhood Educators	0.5
ECS 116	Teaching in a Diverse Society	3.0
ECS 313	Science for Young Children	0.5
ECS 118	Practicum: Preschool	3.0
ECS 314	Engineering and Technology for Young Children	0.5
ECS 119 (same as ECS 118)	Practicum: Infant/Toddler	3.0
ECS 315	Math for Young Children	0.5
ECS 125	Curriculum for School-Age Children	3.0
EMS 102	First Aid & Safety	3.0
ECS 130 (same as EDUC 130)	Exploring Teaching	3.0
ENGL 137	Children's Literature	3.0
MUS 110	Music Fundamentals	2.0
EDUC 130 (same as ECS 130)	Exploring Teaching	3.0
SPAN 104	Intermediate Spanish II	5.0
ECS 132 (same as EDUC 132)	Child Identity and Learning	3.0
EDUC 132 (same as ECS 132)	Child Identity And Learning	3.0
ECS 103	Introduction to Early Childhood	3.0

Total: 70.0

Early Childhood Studies: Elementary Education - Certificate of Achievement

Award Type: Certificate of Achievement

Completion of Elementary Education would quality students up a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. The program also provides the students with experiences in working with children in the elementary school setting. This prepares the student to work in Transitional Kindergarten, Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Elementary Education will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.

5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A total of 45 units is required for the certificate.		
Required core courses (39 units):		39.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 103	Introduction to Early Childhood	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130 (same as EDUC 130)	Exploring Teaching	3.0
ECS 132 (same as EDUC 132)	Child Identity and Learning	3.0
Plus a minimum of 6 units selected from the following:		6.0
ECS 114	Parent/Child Relationships	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ECS 122	Positive Child Guidance	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ENGL 137	Children's Literature	3.0
EMS 102	First Aid & Safety	3.0
MUS 110	Music Fundamentals	2.0
SPAN 104	Intermediate Spanish II	5.0
		Total: 45.0

Early Childhood Studies: Elementary Education in Diversity Studies - Associate in Science

Award Type: Associate in Science

Completion of an AS Degree in Early Childhood Studies: Elementary Education in Diversity Studies is designed to lay the foundation for working in diverse educational settings. The certificate focuses on human experiences and how humans view the world and their communities. The program teaches students reflective strategies to assess inclusive early care and education workplace culture and address inequities. Completion of this degree would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Associate in Science in Early Childhood Studies: Elementary Education in Diversity Studies will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation, and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A major of 41-44 units is required for the degree. Demonstrated proficiency in Spanish and in English is required.		
Required core courses (39 units):		39.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom	3.0
ECS 125	Curriculum for School-Age Children	3.0
EDUC 130 (same as ECS 130)	Exploring Teaching	3.0
EDUC 132 (same as ECS 132)	Child Identity And Learning	3.0
Plus a minimum of 3-5 units selected from the following:		3.0-5.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 122	Positive Child Guidance	3.0
ECS 103	Introduction to Early Childhood	3.0
EMS 102	First Aid & Safety	3.0
ENGL 137	Children's Literature	3.0
SPAN 104	Intermediate Spanish II	5.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and		

guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 42.0-44.0

Early Childhood Studies: Elementary Education in Diversity Studies - Certificate of Achievement

Award Type: Certificate of Achievement

Completion of a certificate in Early Childhood Studies: Elementary Education in Diversity Studies is designed to lay the foundation for working in diverse educational settings. The certificate focuses on human experiences and how humans view the world and their communities. The program teaches students reflective strategies to assess inclusive early care and education workplace culture and address inequities. Completion of this certificate would prepare the student to work in Title 5, Title XXII, and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Elementary Education in Diversity Studies will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation, and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A total of 42-44 units is required for the degree. Demonstrated proficiency in Spanish and in English is required (see note).		
Required core courses (39 units):		39.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 130 (same as EDUC 130)	Exploring Teaching	3.0
ECS 132 (same as EDUC 132)	Child Identity and Learning	3.0
Plus a minimum of 3-5 units selected from the following:		3.0-5.0

ECS 102	Child Health, Safety & Nutrition	3.0
ECS 122	Positive Child Guidance	3.0
ECS 103	Introduction to Early Childhood	3.0
EMS 102	First Aid & Safety	3.0
ENGL 137	Children's Literature	3.0
SPAN 104	Intermediate Spanish II	5.0

Total: 42.0-44.0

Early Childhood Studies: Family Childcare License Preparation - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Early Childhood Studies: Family Childcare License Preparation will:

1. Successfully apply for an in-home daycare license.
2. Understand and implement regulatory conditions for an in-home daycare service.
3. Understand the developmental needs of the infants, toddlers, and children being served.
4. Provide a safe and enriching environment for the children being served.

SUBJECT #	TITLE	Hours
Five courses (69 - 115 hours) are required for the certificate. Demonstrated proficiency in English is required for the certificate.		
Required core courses:		69.0-115.0
ECSN 7300	Family Childcare Business	9.0-15.0
ECSN 7301	Child Health and Safety	18.0-30.0
ECSN 7302	Developmental Needs of a Child	15.0-25.0
ECSN 7303	Infant and Toddler Care	12.0-20.0
ECSN 7304	Ethics and Business Contracts	15.0-25.0

Total: 69.0-115.0

Early Childhood Studies: General - Associate in Science

Award Type: Associate in Science
Completion of Early Childhood Studies: General would quality students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.
The graduate of the Associate in Science in Early Childhood Studies: General will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS

A major of 43 units is required for the degree.

Required core courses (31 units)		31.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 12 units selected from the following:		12.0
ECS 114	Parent/Child Relationships	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ECS 320	Administration: Staff Leadership	1.0
ECS 321	Administration: Professional Ethics	1.0
ECS 322	Administration: Parents as Partners	1.0
EMS 102	First Aid & Safety	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 43.0

Early Childhood Studies: General - Certificate of Achievement

Award Type: Certificate of Achievement
Completion of Early Childhood Studies: General program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and federally-funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: General will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A total of 43 units is required for the certificate.		
Required core courses (31 units)		31.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 12 units selected from the following:		12.0
ECS 114	Parent/Child Relationships	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
ECS 310	Art for Young Children	0.5
ECS 311	Creating Learning Materials	0.5
ECS 312	Music for Early Childhood Educators	0.5
ECS 313	Science for Young Children	0.5
ECS 314	Engineering and Technology for Young Children	0.5
ECS 315	Math for Young Children	0.5
ECS 320	Administration: Staff Leadership	1.0
ECS 321	Administration: Professional Ethics	1.0
ECS 322	Administration: Parents as Partners	1.0
EMS 102	First Aid & Safety	3.0
		Total: 43.0

Early Childhood Studies: Introduction to Early Childhood Studies - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Early Childhood Studies: Introduction to Early Childhood Studies will:

1. Summarize important historical influences on the development of children.
2. Implement guidance and interaction strategies when working with children.
3. Implement curriculum and activities that support the value of play when working with children.
4. Apply observation strategies when working with children.
5. Identify and implement various assessment processes when working with children.
6. Enroll in Early Childhood Studies coursework upon completion of the certificate.

SUBJECT #	TITLE	Hours
Five courses (137 - 187 hours) are required to obtain the certificate.		
Required core courses:		137.0-187.0
ECSN 7310	History of Child Development	36.0-48.0
ECSN 7311	Guidance and Interaction	18.0-30.0
ECSN 7312	The Importance of Play	32.0-36.0
ECSN 7313	Observation Made Easy	36.0-48.0
ECSN 7314	Assessment and Delivery Systems	15.0-25.0
	Total: 137.0-187.0	

Early Childhood Studies: Program Director/Administration Emphasis - Associate in Science

Award Type: Associate in Science
Completion of the ECS: Program Director/Administration Emphasis associate in science program would qualify students for a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and federally-funded programs serving children in state licensed early care and education settings.
The graduate of the Associate in Science in Early Childhood Studies: Program Director/Administration Emphasis will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A major of 48 units is required for the degree.		
Required core courses (42 units):		42.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0

ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 3 units selected from the following:		3.0
ECS 112	Introduction to Young Children with Disabilities	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0
Plus a minimum of 3 units selected from the following:		3.0
ACCT 317	Bookkeeping 1	3.0
BUS 107	Human Relations in Business	3.0
CBIS 101	Computer Concepts & Applications	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 48.0

Early Childhood Studies: Program Director/Administration Emphasis - Certificate of Achievement

Award Type: Certificate of Achievement
Completion of the ECS: Program Director/Administration certificate of achievement program would qualify students for a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and federally-funded programs serving students in state-licensed early care and education settings.
The graduate of the Certificate of Achievement in Early Childhood Studies: Program Director/ Administration Emphasis will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.

4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A total of 48 units is required for the certificate.		
Required core courses (42 units):		42.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 115	Care and Education for Infants and Toddlers	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 3 units selected from the following:		3.0
ECS 112	Introduction to Young Children with Disabilities	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 125	Curriculum for School-Age Children	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0
Plus a minimum of 3 units selected from the following:		3.0
ACCT 317	Bookkeeping 1	3.0
BUS 107	Human Relations in Business	3.0
CBIS 101	Computer Concepts & Applications	3.0

Total: 48.0

Early Childhood Studies: Special Education - Associate in Science

Award Type: Associate in Science
Completion of ECS: Special Education associate in science program would quality students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs
The graduate of the Associate in Science in Early Childhood Studies: Special Education will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.

3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A major of 43 units is required for the degree.		
Required core courses (37 units):		37.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 112	Introduction to Young Children with Disabilities	3.0
ECS 113	Curriculum and Strategies for Children with Special Needs	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 6 units selected from the following:		6.0
ASL 120	American Sign Language 1	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 43.0

Early Childhood Studies: Special Education - Certificate of Achievement

Award Type: Certificate of Achievement
Completion of the ECS: Special Education certificate of achievement program would qualify students up to a Master Teacher-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII and federally funded programs.

The graduate of the Certificate of Achievement in Early Childhood Studies: Special Education will:

1. Understand and apply child development theories and principles.
2. Identify and implement observation, documentation and other assessment strategies.
3. Value and cultivate collaborative family and community relationships.
4. Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
5. Develop self-reflective habits and grow as members of the early childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
6. Develop an environment that honors the diversity of the learning community - through empowerment, equity, respect and dignity.

SUBJECT #	TITLE	UNITS
A total of 43 units is required for the certificate.		
Required core courses (37 units):		37.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
ECS 102	Child Health, Safety & Nutrition	3.0
ECS 104	Principles and Practices of Teaching Young Children	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 112	Introduction to Young Children with Disabilities	3.0
ECS 113	Curriculum and Strategies for Children with Special Needs	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
ECS 149	Cooperative Work Experience: Occupational	1.0
ECS 103	Introduction to Early Childhood	3.0
Plus a minimum of 6 units selected from the following:		6.0
ASL 120	American Sign Language 1	3.0
ECS 111	Administration I: Programs in Early Childhood Education	3.0
ECS 114	Parent/Child Relationships	3.0
ECS 122	Positive Child Guidance	3.0
ECS 151	Infant and Toddler Development	3.0
EMS 102	First Aid & Safety	3.0

Total: 43.0

Early Childhood Studies: Vocational ELD Introduction to Early Childhood Studies - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Early Childhood Studies: Vocational ELD Introduction to Early Childhood Studies will:

1. Successfully use their knowledge/acquisition of the English language to summarize important historical influences on the development of children.
2. Successfully use their knowledge/acquisition of the English language to implement guidance and interaction strategies when working with children.
3. Read, understand, and explain how to implement curriculum and activities that support the value of play when working with children.
4. Read, understand, and explain how to apply observation strategies when working with children.

5. Read, understand, and explain how to implement various assessment processes when working with children.
6. Successfully use their knowledge/acquisition of the English language to enroll in Early Childhood Studies coursework upon completion of the certificate.

SUBJECT #	TITLE	Hours
	It is recommended that English language learners at the noncredit ELD Low/High Intermediate levels enroll concurrently in ECSN and ELDV courses. Ten courses are required to obtain the Certificate of Competency.	
Required core courses:		213.0-345.0
Take concurrently:		54.0-84.0
ELDV 7310	History of Child Development	18.0-36.0
ECSN 7310	History of Child Development	36.0-48.0
Take concurrently:		24.0-45.0
ELDV 7314	Assessment & Delivery Systems	9.0-20.0
ECSN 7314	Assessment and Delivery Systems	15.0-25.0
Take concurrently:		54.0-84.0
ELDV 7313	Observation Made Easy	18.0-36.0
ECSN 7313	Observation Made Easy	36.0-48.0
Take concurrently:		48.0-72.0
ELDV 7312	The Importance of Play	16.0-36.0
ECSN 7312	The Importance of Play	32.0-36.0
Take concurrently:		33.0-60.0
ELDV 7311	Guidance and Interaction	15.0-30.0
ECSN 7311	Guidance and Interaction	18.0-30.0
		Total: 213.0-345.0

EDUN Instructional Aide NC - Cert of Completion

Award Type: Cert of Completion

With this certificate of completion in Instructional Aide, students will identify the roles and responsibilities of an instructional aide, including strategies for effective collaboration and communication with students, teachers, and parents. They will also develop strategies used by instructional aides to create a positive learning environment. Topics include supporting independent work, keeping the student engaged, supporting positive behavioral interventions, facilitating instruction, and collaborating and communicating with students, teachers, and parents. This program offers hands-on experience in an actual classroom setting.

The graduate of the Cert of Completion in EDUN Instructional Aide NC will:

1. Create a positive learning environment for students through effective practices and strategies.

SUBJECT #	TITLE	Hours
	SP Grade Requirements: Students are assessed according to the course Student Learning Outcomes (SLOs) in order to earn an SP grade. A grade of SP is required in order for this course to be eligible for the certificate of completion. If students don't earn an SP grade,	

they will be given no grade and will need to repeat the course. Students must earn a grade of 70% or higher for every course SLO to earn a grade of SP. Students must also earn the minimum number of hours required for each course. A total of 108 - 263 hours is required for the certificate.

Required core courses:		108.0-263.0
EDUN 7000	Instructional Aide I	8.0-16.0
EDUN 7149	Work Education Experience	60.0-150.0
EDUN 7001	Instructional Aide II	12.0-21.0
EDUN 7003	Bilingual Instructional Aide	8.0-16.0
EDUN 7004	Instructional Aide Lab	20.0-60.0

Total: 108.0-263.0

Program Requirement GE General Education E Elective

SUBJECT #	TITLE	Hours

Elementary Teacher Education - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Elementary Teacher Education will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in areas such as teacher preparation. The program develops competencies in critical thinking and communication, both spoken and written, and incorporates the elementary subject matter requirements established by the California Commission on Teaching Credentialing.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Elementary Teacher Education will:

1. Complete a prescribed pattern of general education courses: CSU (39 units) or IGETC (37 units)
2. Complete the major requirements (50 units).
3. Complete a total of 60 transfer applicable units.

SUBJECT #	TITLE	UNITS

A major of 50 units is required for the degree.

Required core courses (47 units):		47.0
ART 101	Art Appreciation	3.0

BIOL 100	Introductory Biology	4.0
ECS 100	Child Growth and Development	3.0
EDUC 130 (same as ECS 130)	Exploring Teaching	3.0
ENGL C1000	Academic Reading and Writing	4.0
ENGL 102	Freshman Composition Literature	3.0
GEOG 103	World Regional Geography	3.0
HIST 101 (same as HUM 101)	World Civilizations to 1600	3.0
HIST 107	U S History to 1877	3.0
MATH 105	Mathematics for Teachers	4.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
POLS C1000	American Government and Politics	3.0
COMM C1000	Introduction to Public Speaking	3.0
List A - select one course from the following (3 units):		3.0
ENGL C1001	Critical Thinking and Writing	3.0
PHIL 114	Critical Thinking	3.0
List B - select the course not selected in List A and additional courses from List B, or select all 10 units from List B:		7.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
CHEM 110	Chemistry and Society	4.0
EDUC 132 (same as ECS 132)	Child Identity And Learning	3.0
GEOL 100	Physical Geology	4.0
GEOL 114	Oceanography	3.0
HED 100	Social and Personal Health & Wellness	3.0
HIST 102 (same as HUM 102)	World Civilizations Since 1500	3.0
HIST 108	U S History from 1877 to Present	3.0
HIST 118	United States History	3.0
HIST 119	History of California	3.0
STAT C1000	Introduction to Statistics	4.0
PHIL 105	Ethics	3.0
PHIL 112	Logic	3.0
PSYC C1000	Introduction to Psychology	3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0
COMM 102	Small Group Communication	3.0
COMM 106	Argumentation and Debate	3.0
General Education		3.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 31 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 7 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Emergency Medical Services - Associate in Science

Award Type: Associate in Science
The associate in science degree in emergency medical services prepares students to be entry-level technician positions capable of providing emergency medical care and transportation as well as the ability to professionally interact with allied medical team members.
The graduate of the Associate in Science in Emergency Medical Services will:

1. Identify minimum qualifications and entry-level skills for an EMT-1 Basic.
2. Describe the following elements: application process; written exam process; physical agility testing; and oral interview.
3. Identify the history of EMS and the impact of culture and diversity within that history.
4. Demonstrate the role and responsibilities of EMTs as professionals in the health care system interacting with other allied health personnel.
5. Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for clients of various ages.
6. Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for patients of various ages in pre hospital settings.
7. Develop, demonstrate and evaluate treatment plans for patient's forms of trauma.
8. Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a) analyzing a multiple casualty incident (MCI) and directing resources approximately in a timely manner, and b) organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment and appropriate medical care of clients of various ages.
9. Differentiate the incidence, morbidity and mortality of soft tissue injuries in trauma patients.
10. Create a treatment plan based on the patient's presenting signs and symptoms.
11. Demonstrate the ability to revise the treatment plan based on the patient's needs and changes in physical and psychosocial baselines.
12. Collect and construct a concise and detailed patient report.
13. Demonstrate competency using aseptic technique when using emergency equipment.
14. Demonstrate the safe driving and operation of an ambulance and all related patient transfer equipment

SUBJECT #	TITLE	UNITS
A major of 32.5 units is required for the degree.		
Required core courses (14.5 units):		14.5
EMS 300	Introduction to Emergency Medical Services	1.0
EMS 301	Emergency Medical Services Academy- 1A	6.0
EMS 306	CPR for Healthcare Providers	0.5

EMS 319 (same as FT 319)	Emergency Response To Terrorism	3.0
ENVT 156	First Response Operational	1.0
PSY 127 (same as HUSV 127)	Emotional Intelligence	3.0
Plus a minimum of 18 units selected from the following:		18.0
EMS 102	First Aid & Safety	3.0
EMS 130	Principles of Emergency Management	3.0
EMS 134	Internship Seminar	1.0
EMS 149	Work Experience Education	1.0
EMS 302	EMS Academy 1B (Advanced)	7.0
EMS 307	Wilderness EMS - First Responder and Survival	2.5
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 310	Child Care First Aid & CPR	0.5
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0
EMS 325	Lifeguard Certification	2.0
EMSP 323	Paramedic Theory 1	6.0
EMS 338 (same as ENVT 338, FT 338)	Land Navigation	2.0
EMSP 343	Paramedic Clinical Practicum	5.0
EMSP 353	Paramedic Field Internship	
EMS 378	Wilderness/ EMS—EMT Wilderness Transition	2.5
FT 307	Firefighter I Academy IA	10.5
FT 310	Fire Service Physical Fitness	4.0
LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
WFT 301	Introduction to Incident Command System IS700 & IS800	0.5
WFT 302	Basic Incident Command System I-200	0.5
AJ 101	Introduction to Criminal Justice	3.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
PE 130	Self Defense	1.0
PE 146	Strength and Flexibility	1.0
PE 141	Physical Fitness Laboratory	0.5
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 32.5

Emergency Medical Services - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate of achievement in emergency medical services prepares students to be entry-level technicians capable of providing emergency medical care and transportation as well as the ability to professionally interact with allied medical team members.
The graduate of the Certificate of Achievement in Emergency Medical Services will:

1. Identify minimum qualifications and entry-level skills for an EMT-1 Basic.
2. Describe the following elements: application process; written exam process; physical agility testing; and oral interview.
3. Identify the history of EMS and the impact of culture and diversity within that history.
4. Demonstrate the role and responsibilities of EMTs as professionals in the health care system interacting with other allied health personnel.
5. Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for clients of various ages.
6. Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for patients of various ages in pre hospital settings.
7. Develop, demonstrate and evaluate treatment plans for patient's forms of trauma.
8. Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a) analyzing a multiple casualty incident (MCI) and directing resources approximately in a timely manner, and b) organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment and appropriate medical care of clients of various ages.
9. Differentiate the incidence, morbidity and mortality of soft tissue injuries in trauma patients.
10. Create a treatment plan based on the patient's presenting signs and symptoms.
11. Demonstrate the ability to revise the treatment plan based on the patient's needs and changes in physical and psychosocial baselines.
12. Collect and construct a concise and detailed patient report.
13. Demonstrate competency using aseptic technique when using emergency equipment.
14. Demonstrate the safe driving and operation of an ambulance and all related patient transfer equipment.

SUBJECT #	TITLE	UNITS
A total of 32.5 units is required for the certificate.		
Required core courses (14.5 units):		14.5
EMS 300	Introduction to Emergency Medical Services	1.0
EMS 301	Emergency Medical Services Academy- 1A	6.0
EMS 306	CPR for Healthcare Providers	0.5
EMS 319 (same as FT 319)	Emergency Response To Terrorism	3.0
FT 319 (same as EMS 319)	Emergency Response to Terrorism	3.0
ENVT 156	First Response Operational	1.0
PSY 127 (same as HUSV 127)	Emotional Intelligence	3.0
Plus a minimum of 18 units selected from the following:		18.0
EMS 102	First Aid & Safety	3.0
EMS 130	Principles of Emergency Management	3.0
EMS 134	Internship Seminar	1.0
EMS 149	Work Experience Education	1.0
EMS 302	EMS Academy 1B (Advanced)	7.0
EMS 303	Paramedic Prep	2.5
EMS 304	EMT Clinical Experience	1.5

EMS 307	Wilderness EMS - First Responder and Survival	2.5
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 310	Child Care First Aid & CPR	0.5
EMS 313	Intermediate Incident Command System for Expanding Incidents for Operational First Responders ICS-30	1.5
EMS 314	Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS for Opera	1.0
EMS 315	Ambulance Strike Team Provider	1.0
EMS 316	Ambulance Strike Team Leader	1.0
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0
EMS 325	Lifeguard Certification	2.0
EMSP 323	Paramedic Theory 1	6.0
EMS 338 (same as ENVT 338, FT 338)	Land Navigation	2.0
EMSP 343	Paramedic Clinical Practicum	5.0
EMSP 353	Paramedic Field Internship	
EMS 378	Wilderness/ EMS—EMT Wilderness Transition	2.5
FT 307	Firefighter I Academy IA	10.5
FT 310	Fire Service Physical Fitness	4.0
LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
WFT 301	Introduction to Incident Command System IS700 & IS800	0.5
WFT 302	Basic Incident Command System I-200	0.5
AJ 101	Introduction to Criminal Justice	3.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
PE 130	Self Defense	1.0
PE 146	Strength and Flexibility	1.0
PE 141	Physical Fitness Laboratory	0.5

Total: 32.5

Emergency Medical Services Academy - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The emergency medical services academy certificate provides students the necessary skills needed for entry-level employment, or to maintain continued employment in the EMS field.
The graduate of the Certificate of Accomplishment in Emergency Medical Services Academy will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
	A total of 7.5 units is required for the certificate.	
Required core courses (7.5 units):		7.5

LE 341	Emergency Vehicle Operations/Non-Law Enforcement	0.5
EMS 302	EMS Academy 1B (Advanced)	7.0

Total: 7.5

Emergency Medical Services: Advanced Cardiac Life Support - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Emergency Medical Services: Advanced Cardiac Life Support will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
A total of 3 units is required for the certificate.		
Required core courses (3 units):		3.0
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	1.0
EMS 321	Advanced Cardiac Life Support	1.0
EMS 322	Pediatric Advanced Life Support	1.0

Total: 3.0

Emergency Medical Services: Emergency Medical Technician 1 Basic - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The first phase of training in the emergency medical career structure, covering all techniques of pre-hospital emergency medical care presently considered within the responsibilities of Emergency Medical Technician 1 (Basic), as well as all operational aspects of the job which technicians are expected to perform. Special content of the course is based on the guidelines and authority of Title 22, Division 9, of the California Code of Regulations, as well as the U.S. Department of Transportation Emergency Medical Technician-Basic Standard National Curriculum. Students desiring state certification as an Emergency Medical Technician 1 (Basic) must complete 16 hours of emergency room and ambulance clinical observation time beyond the course requirements. Ambulance attendants are required to possess a certificate issued by an educational agency approved by the County Department of Health Safety. The certificate is obtained upon completion of this approved program.
The graduate of the Certificate of Accomplishment in Emergency Medical Services: Emergency Medical Technician 1 Basic will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS

A total of 6.5 units is required for the certificate.

Required core courses (6.5 units):		6.5
EMS 301	Emergency Medical Services Academy- 1A	6.0
EMS 306	CPR for Healthcare Providers	0.5

Total: 6.5

Emergency Medical Services: Emergency Medical Technician 1 Basic Refresher - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Emergency Medical Services: Emergency Medical Technician 1 Basic Refresher will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS

A total of 1.5-2 units is required for the certificate.

Required core courses (1.5-2 units):		1.5-2.0
Complete all 4 of the following courses:		2.0
EMS 410	EMT 1 (Basic) Skills Refresher Module A	0.5
EMS 411	EMT 1 (Basic) Skills Refresher Module B	0.5
EMS 412	EMT-1 (Basic) Skills Refresher Module C	0.5
EMS 413	EMT-1 (Basic) Skills Refresher Module D	0.5
Or the following 1.5 unit course:		1.5
EMS 401	Emergency Medical Technician 1 (Basic) Refresher	1.5

Total: 1.5-2.0

Emergency Medical Services: First Responder Update - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Emergency Medical Services: First Responder Update will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS

A total of 0.5 units is required for the certificate.

Required core course (0.5 units):		0.5
EMS 461	Medical First Responder Update	0.5

Total: 0.5

Emergency Medical Services: Paramedicine - Certificate of Achievement

Award Type: Certificate of Achievement

The Allan Hancock College Paramedicine Program is an intensive 11-month academy spanning multiple consecutive terms. This program is specifically designed to prepare students for success on the National Registry of EMT's (NREMT) Paramedic Certification Examination, a critical step toward earning certification as a Nationally Registered Paramedic (NRP) in California. This rigorous program of study combines classroom instruction, hands-on laboratory training, clinical hospital internships, and field internships, ensuring students acquire the knowledge, skills, and professional competencies essential for a career in prehospital emergency medicine.

Those completing the paramedicine program of study are well-prepared for employment as entry-level paramedics in a variety of settings, including municipal and private ambulance services providing advanced life support (ALS) 9-1-1 emergency response, fire departments, hospital-based roles, and interfacility transport services specializing in advanced levels of patient care. Additionally, paramedics may find opportunities in industrial emergency response teams, aeromedical transport, event and entertainment medical services, and other specialized EMS environments requiring advanced prehospital care.

As a special admissions academy program, applicants must complete all prerequisite requirements before applying and successfully pass the Paramedic Entrance/Selection Process. Admitted students must also meet clinical/field internship agency requirements, including:

- Successful completion of a criminal background check and drug screening
- Submission of immunization records verifying required vaccinations and/or titers

This program ensures that those completing the program of study are fully prepared as competent entry-level paramedics, achieving proficiency in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning domains. The curriculum adheres to national standards for safe and effective emergency patient care, equipping students with the critical thinking, clinical judgment, and technical expertise necessary to excel in the field of Emergency Medical Services (EMS).

The graduate of the Certificate of Achievement in Emergency Medical Services: Paramedicine will:

1. Demonstrate integration of pathophysiologic principles of trauma and medical illnesses and analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
2. Examine and analyze the nature and seriousness of the patient's condition or extent of injuries. Determine the need for emergency medical care, perform appropriate medical care based on assessment findings.
3. Demonstrate the roles and responsibilities of a paramedic within an EMS system.
4. Apply the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.
5. Properly and accurately administer medications.
6. Demonstrate effective communication with patients, peers, and healthcare professionals.
7. Demonstrate effective airway management and maintenance.
8. Integrate pathophysiology of trauma and medical illnesses. Analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.

SUBJECT #	TITLE	UNITS

A total of 32 units is required for the certificate.

Required core courses (32 units):		32.0
EMSP 323	Paramedicine Theory 1	5.5
EMSP 324	Paramedicine Laboratory 1	2.0
EMS 321	Advanced Cardiac Life Support	0.5
EMSP 326	Advanced Medical Life Support (AMLS)	0.5
EMSP 333	Paramedicine Theory 2	5.5
EMSP 334	Paramedicine Laboratory 2	2.0
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	0.5
EMS 322	Pediatric Advanced Life Support (PALS)	0.5
EMSP 343	Paramedicine Clinical Internship Practicum	4.0
EMSP 353	Paramedicine Field Internship Practicum	10.5
EMSP 327	Immersive Total Patient Management Experience (ITPME)	0.5

Total: 32.0

Engineering - Associate in Arts

Award Type: Associate in Arts

The associate degree in engineering provides lower-division coursework that can serve as the basis for a bachelor's degree offered by a four-year college or university. Students who intend to transfer should check the lower-division requirements in the catalog of the college or university to which they intend to transfer, create a comprehensive Student Educational Plan with an academic counselor, visit www.assist.org, and consult the engineering faculty. The engineering program provides a general background suitable for a variety of engineering fields including mechanical, civil, aerospace, electrical, computer and biomedical engineering.

The graduate of the Associate in Arts in Engineering will:

1. Apply fundamental concepts of mathematics (through calculus), science and engineering.
2. Identify, formulate, and solve basic engineering problems.
3. Conduct experiments and analyze and interpret data.
4. Make basic design decisions concerning appropriate-level engineering problems.
5. Communicate effectively both orally and in writing, using symbols, graphics and numbers.
6. Recognize the need for, and an ability to engage in, lifelong learning.
7. Function professionally and ethically as an individual and within diverse teams.
8. Use techniques, skills and modern engineering tools necessary in engineering education and practice.

SUBJECT #	TITLE	UNITS

A major of 36 units is required for the degree.

Required core courses (21 units):		21.0
CHEM 150	General Chemistry 1	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
Select one course from the following:		4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

Categories A and/or B (15 total units, at least 6 of which must be from Category A):		15.0
Category A - Engineering Courses:		6.0-15.0
ENGR 100	Introduction to Engineering	1.0
ENGR 124	Excel for Science and Engineering	1.0
ENGR 126	MATLAB for Science and Engineering	1.0
ENGR 152	Statics	3.0
ENGR 154	Dynamics	3.0
ENGR 156	Strength of Materials	4.0
If the following course is taken, the lab must also be taken:		4.0
ENGR 161	Materials Science	3.0
ENGR 162	Materials Science Lab	1.0
If the following course is taken, the lab must also be taken:		4.0
ENGR 170	Electric Circuit Analysis	3.0
ENGR 171	Electric Circuit Lab	1.0
Category B - Engineering Support Courses:		0.0-9.0
CHEM 151	General Chemistry 2	5.0
CS 111	Fundamentals of Programming 1	4.0
CS 112	Fundamentals of Programming 2	4.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/Differential Equations	5.0
Select one from the following (the physics course not already used to satisfy the Required Core Courses):		8.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

For degree purposes, the natural science general education requirement will have been met by the major.

Total: 36.0

Engineering Drafting - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The certificate in engineering drafting is intended to prepare students for employment (or to transfer to a university) with a strong background in the mechanical areas of drawing, while also becoming a skilled operator of a CADD system.
The graduate of the Certificate of Accomplishment in Engineering Drafting will:

1. Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
2. Be able to use computer-aided drafting and design CADD software to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings.
3. Develop familiarity with principles and application of engineering drawing, including, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners.
4. Develop the ability to use engineering handbooks, ordinances, codes and incorporate such regulations with engineering design and production decisions.
5. Develop the ability to read engineering drawings and specifications.
6. Develop the ability to understand the intent of the engineers by interpreting the relationship of the two-dimensional drawings with respect to the actual objects or projects.

SUBJECT #	TITLE	UNITS
A total of 15 units is required for the certificate.		
Required core courses (12 units):		12.0
ET 100	Computer Aided Drafting and Design	3.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
ET 117 (same as AB 117, AT 117, MT 117)	Print Reading and Interpretation	3.0
Plus a minimum of 3 units selected from the following:		3.0
ARCH 111	Architectural Graphics & Design I	3.0
ARCH 121	Architectural Practice 1	4.0
ARCH 122	Architectural Drawing 2	4.0
ET 189	Independent Projects in Engineering Technology	1.0
ET 370 (same as AB 370, ARCH 370, AT 370, CNET 370, MT 370, WLDT 370)	SkillsUSA	3.0
		Total: 15.0

Engineering Technology - Associate in Science

Award Type: Associate in Science
The associate degree in engineering technology provides a background for employment as a technician or engineering assistant in support of and under the direction of a professional engineer. The major industries of mining, construction, petroleum, manufacturing, transportation, communications, and public utilities require engineering technologists.
The graduate of the Associate in Science in Engineering Technology will:

1. Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
2. Be able to use computer-aided drafting and design CADD software to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings.
3. Develop familiarity with the principles and application of engineering drawing, including, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners.

4. Develop the ability to use advanced technical drawing techniques on a CAD system to solve design component problems requiring details and assemblies.

SUBJECT #	TITLE	UNITS

A major of 24 units is required for the degree.

Required core courses (24 units):		24.0
CS 111	Fundamentals of Programming 1	4.0
ET 100	Computer Aided Drafting and Design	3.0
ET 117 (same as AB 117, AT 117, MT 117)	Print Reading and Interpretation	3.0
ET 140	Engineering Drawing	3.0
ET 145	Advanced Engineering Drawing	3.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 24.0

Engineering Technology w/Emphasis in Mechatronics - Associate in Science

Award Type: Associate in Science
The associate in science degree offers students a comprehensive program of study in the software, electronics, and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.
The graduate of the Associate in Science in Engineering Technology w/Emphasis in Mechatronics will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
7. Apply current knowledge and adapt to emerging applications of automation and control.

SUBJECT #	TITLE	UNITS

A major of 49 units is required for the degree.

Required core courses (34 units):		34.0
CS 111	Fundamentals of Programming 1	4.0
ET 104 (same as CEL 104, CNET 104)	Introduction to Robotics and Mechatronics	3.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0
Select one of the following:		3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
Plus a minimum of 15 units selected from the following:		15.0
Select one of the following:		2.5-3.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 320 (same as CS 320)	A+ Certification	2.5
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 128 (same as CEL 128, ET 128)	Introduction to Renewable Energy	3.0
CNET 131 (same as CEL 131, ET 131)	Programmable Logic Controllers and Control Design	3.0
CNET 133 (same as CEL 133, ET 133)	Mechatronic Systems 1	3.0
CNET 139 (same as CEL 139, ET 139)	Electrical Power, Motors, and Controls	3.0
CNET 162 (same as CEL 162, ET 162)	Fluid Power And Control	2.0
ET 100	Computer Aided Drafting and Design	3.0

Select one of the following:		3.0-4.0
PHYS 100	Concepts In Physics	3.0
PHYS 110	Introductory Physics	3.0
PHSC 111	Matter, Energy and Molecules	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
Select one of the following:		3.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 49.0

Engineering Technology w/Emphasis in Mechatronics - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate offers students a comprehensive program of study in the software, electronics, and mechanics of technologies used in automation (process control), robotics and machine design and maintenance.
The graduate of the Certificate of Achievement in Engineering Technology w/Emphasis in Mechatronics will:

1. Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital and analog circuits.
2. Use computer simulation and design software to conduct, analyze and interpret electrical, digital and analog circuits.
3. Make calculations involving various electrical laws, formulas and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
4. Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
5. Write technical laboratory reports with conclusions.
6. Demonstrate learned skills with a capstone project requiring you to design, build and evaluate a piece of electronic equipment.
7. Apply current knowledge and adapt to emerging applications of automation and control.

SUBJECT #	TITLE	UNITS

A total of 49 units is required for the certificate.

Required core courses (34 units):		34.0
CNET 104 (same as CEL 104, ET 104)	Introduction to Robotics and Mechatronics	3.0

CS 111	Fundamentals of Programming 1	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
CNET 122	Electronic Devices and Circuits	3.0
CNET 123	Electronic Devices and Circuits Laboratory	2.0
CNET 125	Digital Devices and Circuits	3.0
CNET 126	Digital Devices and Circuits Lab	2.0
CNET 146	Electronic Product Design, Fabrication and Documentation	2.0
ET 140	Engineering Drawing	3.0
MT 109	Survey of Machining and Manufacturing	4.0
Select one from the following:		3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
Plus a minimum of 15 units selected from the following:		15.0
Select one from the following:		2.5-3.0
CNET 105 (same as CS 105)	PC Preventive Maintenance and Upgrading	3.0
CNET 320 (same as CS 320)	A+ Certification	2.5
CNET 106	Networking Essentials 1	3.0
CNET 107 (same as CS 107)	Networking Essentials 2	3.0
CNET 128 (same as CEL 128, ET 128)	Introduction to Renewable Energy	3.0
CNET 131 (same as CEL 131, ET 131)	Programmable Logic Controllers and Control Design	3.0
CNET 133 (same as CEL 133, ET 133)	Mechatronic Systems 1	3.0
CNET 135	Electronic Measurement and Instrumentation	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory	2.0
CNET 139 (same as CEL 139, ET 139)	Electrical Power, Motors, and Controls	3.0
CNET 162 (same as CEL 162, ET 162)	Fluid Power And Control	2.0
Select one from the following:		3.0-4.0
PHYS 100	Concepts In Physics	3.0
PHSC 111	Matter, Energy and Molecules	4.0
ET 100	Computer Aided Drafting and Design	3.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0

Select one from the following:		3.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 315	Metal Fabrication	4.0

Total: 49.0

Engineering Technology: Civil Engineering - Associate in Science

Award Type: Associate in Science
The associate degree in civil engineering technology provides a background for employment in a civil engineering office or for field work in support of and under the direction of a professional engineer. Typical employment is in surveying, field crews recording data to prepare subdivision maps, street and highway proposals and grading maps.
The graduate of the Associate in Science in Engineering Technology: Civil Engineering will:

1. Develop familiarity with the components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements.
2. Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
3. Become familiar with the origin, nature and application of the fundamental concepts and principles of physics and its application to the field of civil engineering technology.
4. Become familiar with the principles of physical geology including the identification of rocks and minerals.
5. Be able to interpret topographical and geological maps.
6. Become familiar with land forms and structures.
7. Become familiar with force systems and equilibrium condition and develop the ability to use these principles to solve engineering problems.

SUBJECT #	TITLE	UNITS
A major of 22 units is required for the degree.		
Required core courses (22 units):		22.0
ARCH 131	Building Construction Materials and Methods	3.0
ENGR 152	Statics	3.0
GEOL 100	Physical Geology	4.0
MATH 181	Calculus 1	4.0
PHYS 141	General Physics 1	4.0
PHYS 142	General Physics 2	4.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 22.0

English - Associate in Arts

Award Type: Associate in Arts

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in these vital areas of literacy -- serving the individual student, the academic community and society at large. The program includes courses in literature and critical thinking, reading and writing to enhance communication skills, to deepen understanding of our cultural traditions, to provide a breadth of knowledge appropriate for many degree and vocational programs and to prepare students for transfer to four-year institutions. English majors often enter fields such as law, education, public relations, human services, journalism and corporate communications. To ensure that their transfer objectives are being met, English majors should consult with a counselor.

The graduate of the Associate in Arts in English will:

1. Be able to engage, with college level fluency, a variety of texts towards a variety of ends.

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the degree.		
Required core course (3 units):		3.0
ENGL 102	Freshman Composition Literature	3.0
Plus a minimum of 9 units selected from the following:		9.0
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0
Plus a minimum of 9 units selected from the following:		9.0
ENGL 104	Technical Writing	3.0
OR		
ENGL 110	Grammar for College and Career	3.0
ENGL 107	Literary Arts Journal 1	3.0
OR		
ENGL 108	Literary Arts Journal 2	3.0
ENGL 105 (same as ANTH 105)	Language and Culture	3.0
ENGL 106	Creative Writing	3.0
ENGL 132	Literature and Film	3.0
ENGL 133	Modern Fiction	3.0
ENGL 135 (same as ES 135)	Introduction to Poetry: Ethnic Studies, Social Movements, and Activism	3.0
ENGL 138	Introduction to Shakespeare	3.0
ENGL 139 (same as ES 139)	Ideas of Difference: Ethnic Studies Literature and Advocacy Composition	3.0
ENGL 144	Literature: The Ancient and Classical World	3.0

ENGL 148 (same as ES 148)	Hispanic Literature in Translation	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
	Total: 21.0	

English - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in the vital areas of literature, critical thinking, media study, and writing. The program deepens understanding of our cultural traditions, provides a breadth of knowledge and skills appropriate for many degree and vocational programs, and prepares students for transfer to four-year institutions. English majors possess analytical, creative, and observant minds, and enter varied professional fields such as publishing, advertising, law, teaching, public relations, corporate communications, and journalism. To ensure that their transfer objectives are met, English majors should consult with a counselor. The Associate in Arts for Transfer in English will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in English.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in English will:

1. Be able to engage, with college level fluency, a variety of texts towards a variety of ends

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the degree.		
Required core courses (6 units):		6.0
ENGL 102	Freshman Composition Literature	3.0
ENGL C1001	Critical Thinking and Writing	3.0

List A - select two courses from the following (6 units):		6.0
ENGL 130	American Literature to 1865	3.0
ENGL 131	American Literature 1865 to Present	3.0
ENGL 145	British Literature to 1800	3.0
ENGL 146	British Literature 1800 to Present	3.0
List B - select one course from the following (3 units):		3.0
ENGL 106	Creative Writing	3.0
ENGL 132	Literature and Film	3.0
ENGL 133	Modern Fiction	3.0
ENGL 105 (same as ANTH 105)	Language and Culture	3.0
ENGL 135 (same as ES 135)	Introduction to Poetry: Ethnic Studies, Social Movements, and Activism	3.0
ENGL 138	Introduction to Shakespeare	3.0
ENGL 144	Literature: The Ancient and Classical World	3.0
List C - select two courses from the following (6 units):		6.0
ENGL 104	Technical Writing	3.0
ENGL 107	Literary Arts Journal 1	3.0
ENGL 108	Literary Arts Journal 2	3.0
ENGL 110	Grammar for College and Career	3.0
ENGL 117	Detective Fiction	3.0
ENGL 118	Women in Literature	3.0
ENGL 119	California Literature	3.0
ENGL 140	Graphic Novel as Literature	3.0
ENGL 180	Harry Potter and Realms of the Fantastic	3.0
ENGL 139 (same as ES 139)	Ideas of Difference: Ethnic Studies Literature and Advocacy Composition	3.0
ENGL 148 (same as ES 148)	Hispanic Literature in Translation	3.0
ENGL 150 (same as ES 150)	Introduction to Asian Pacific American Studies Through Literature	3.0
ENGL 151 (same as ES 151)	Introduction to African American Studies Through Literature	3.0
ENGL 152 (same as ES 152)	Introduction to Latina/o Studies Through Literature	3.0
ENGL 153 (same as ES 153)	Introduction to Native American and Indigenous Studies Through Literature	3.0
Electives		11.0
Elective units required for English AA-T: 11		
General Education		28.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 6 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 11 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Entrepreneurship - Associate in Science

Award Type: Associate in Science
The objective of the A.S. Degree in Entrepreneurship is to help students obtain the comprehensive knowledge and skills necessary to become a successful entrepreneur. Both theoretical concepts and application of theory will be provided. The program will prepare students to start and operate a business by helping them to develop innovative ideas, evaluate business opportunities, write a business plan for a business startup, and promote an existing business. Students will develop an understanding of the complex tasks faced by individuals starting and sustaining a small business.
The graduate of the Associate in Science in Entrepreneurship will:

1. Recall significant entrepreneurship issues, theories and applications.
2. Apply entrepreneurship principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 36 units is required for the degree.		
Required core courses (36 units):		36.0
ACCT 105	Introduction to Accounting	3.0
BUS 102	Marketing	3.0
BUS 103	Advertising	3.0
BUS 106	Small Business Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 111	Internet Marketing	3.0
BUS 390	Business Entrepreneurship Law	3.0
CBOT 337 (same as CBIS 337)	Presentation Design - PowerPoint	3.0
ENTR 101	Intro to Entrepreneurship	3.0
CBOT 333	Business Desktop Publishing	3.0
ENTR 102	Entrepreneurship Projects	3.0

General Education	

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 36.0

Entrepreneurship and Small Business Management - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate of accomplishment in entrepreneurship and small business management is designed to help students gain the basic knowledge and skill necessary to become a successful entrepreneur. It provides foundation courses to prepare students to start and operate a small business.
The graduate of the Certificate of Achievement in Entrepreneurship and Small Business Management will:

1. Recall significant entrepreneurship issues, theories and applications.
2. Apply entrepreneurship principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 17.5 units is required for the certificate.		
Required core courses (17.5 units):		17.5
BUS 302	Essentials of Management	3.0
BUS 303	Sales And Marketing	3.0
BUS 364	Winning Business Plans	0.5
BUS 366	Promoting Small Business	0.5
BUS 377	Managing Service Quality	0.5
BUS 378	Effective Sales Methods	0.5
BUS 382	Advertising & Public Relations Strategies	0.5
BUS 390	Business Entrepreneurship Law	3.0
ENTR 101	Intro to Entrepreneurship	3.0
ENTR 102	Entrepreneurship Projects	3.0

Total: 17.5

Family and Consumer Science General - Associate in Science

Award Type: Associate in Science
The associate degree program in Family and Consumer Sciences (FCS), general option, prepares students to transfer to teacher education or career pathway programs at four-year schools and for productive family living and wise consumer decisions. Employment opportunities are as high school family and consumer sciences teachers or to work in businesses and agencies serving families. Students synthesize scientific and artistic information with regards to sociological and cultural perspective to make lifestyle changes that improve their quality of life.
The graduate of the Associate in Science in Family and Consumer Science General will:

1. Synthesize and apply nutrition science information and culinary techniques and make lifestyle changes that improve health and promote longevity.
2. Will analyze and direct their financial affairs with regards to short and long term plans.
3. Will design and implement life management strategies and goals to improve their quality of life.
4. Will integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and portfolios tailored to their chosen career.
5. Will compare and contrast family and relationships dynamics from a sociological and cultural perspective.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (18 units):		24.0
BUS 130 (same as ECON 130, FCS 130)	Consumer & Family Finance	3.0
ECON 130 (same as BUS 130, FCS 130)	Consumer and Family Finance	3.0
FCS 130 (same as BUS 130, ECON 130)	Consumer and Family Finance	3.0
CA 120 (same as FCS 120)	Principles of Foods 1	4.0
CA 123 (same as FCS 123)	Principles of Foods 2	2.0
FASH 103	Textiles	3.0
FASH 110	Apparel Construction 1	3.0
FSN 110	Nutrition Science	3.0
3 units selected from the following based on the university you are transferring to:		3.0
PSY 118	Human Development - Lifespan	3.0
FASH 102	Fashion Design Analysis	3.0
3 units selected from the following based on the university you are transferring to:		3.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 30.0

Family and Consumer Science: Interior Design Merchandising - Associate in Science

Award Type: Associate in Science

The associate degree program in interior design merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives, or owners and managers of their own businesses. Students integrate design principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, interiors consultant, interiors promotion and sales representatives.

The graduate of the Associate in Science in Family and Consumer Science: Interior Design Merchandising will:

1. Integrate fashion principles with respect to industry changes and marketing strategies and present project.
2. Analyze textile characteristics for sensory appeal and present project.
3. Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.
4. Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics, and lighting fixtures. See business department for Business SLO's (BUS 102 & 103).

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (18 units):		18.0
BUS 102	Marketing	3.0
BUS 103	Advertising	3.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 103	Textiles	3.0
INTD 170	Interior Design	3.0
INTD 171	Interior Design Materials	3.0
Plus a minimum of 6 units selected from the following:		6.0
ART 110	Design 1	3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
ART 112	Design Color Theory	3.0
ART 113	Three Dimensional Design	3.0
ARCH 121	Architectural Practice 1	4.0
BUS 106	Small Business Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
FCS 131	Life Management	3.0
FCS 149	Cooperative Work Experience: Occupational	1.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 24.0

Family and Consumer Science: Interior Design Merchandising - Certificate of Achievement

Award Type: Certificate of Achievement
The associate degree and certificate program in interior design merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives, or owners and managers of their own businesses. Students integrate design principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, interiors consultant, interiors promotion and sales representatives.
The graduate of the Certificate of Achievement in Family and Consumer Science: Interior Design Merchandising will:

1. Integrate fashion principles with respect to industry changes and marketing strategies and present project.
2. Analyze textile characteristics for sensory appeal and present project.
3. Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.
4. Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics and lighting fixtures. See business department for Business SLO's (BUS 102 & 103).

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses (18 units):		18.0
BUS 102	Marketing	3.0
BUS 103	Advertising	3.0
FASH 103	Textiles	3.0
FASH 101	Fashion Industry and Marketing	3.0
INTD 170	Interior Design	3.0
INTD 171	Interior Design Materials	3.0
Plus a minimum of 6 units selected from the following:		6.0
ART 110	Design 1	3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
ART 112	Design Color Theory	3.0
ART 113	Three Dimensional Design	3.0
ARCH 121	Architectural Practice 1	4.0
BUS 106	Small Business Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
FCS 131	Life Management	3.0
FCS 149	Cooperative Work Experience: Occupational	1.0
FCS 199	Special Topics in Family & Consumer Sciences	0.5
		Total: 24.0

Fashion Merchandising - Certificate of Achievement

Award Type: Certificate of Achievement

The certificate program in fashion merchandising prepares students for immediate employment and to transfer to universities and technical schools of fashion and costume design. Students integrate fashion principles, textile

characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Career paths include retail buyer, visual merchandiser, fashion marketers, store manager.

The graduate of the Certificate of Achievement in Fashion Merchandising will:

1. Integrate fashion principles with respect to industry changes and marketing strategies and present project.
2. Apply design principles to fashion industry conditions to achieve personal style and present in class portfolio.
3. Analyze textile characteristics for sensory appeal and present project.
4. Differentiate historic fashion concepts with current design trends and display in portfolio.
5. Apply all fashion merchandising principles in a work setting.

SUBJECT #	TITLE	UNITS
A total of 19 units is required for the certificate.		
Required core courses (19 units):		19.0
BUS 103	Advertising	3.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/Costume	3.0
FASH 106	Digital Illustration for Fashion	3.0
Work Experience - select one from the following:		1.0
FASH 149	Work Experience Education	1.0
FCS 149	Cooperative Work Experience: Occupational	1.0
Recommended electives (optional):		
BUS 102	Marketing	3.0
BUS 377	Managing Service Quality	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
CBIS 101	Computer Concepts & Applications	3.0
FASH 105	Race and Ethnicity in Fashion	3.0
FCS 131	Life Management	3.0
		Total: 19.0

Fashion Studies - Associate in Science

Award Type: Associate in Science
The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.
The graduate of the Associate in Science in Fashion Studies will:

1. Integrate fashion principles with respect to industry changes and marketing strategies and present project.
2. Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
3. Analyze textile characteristics for sensory appeal and present project.
4. Apply clothing design principles to construct and present a fashion design.
5. Differentiate historic fashion concepts with current design trends and present portfolio.

SUBJECT #	TITLE	UNITS

A major of 18 units is required for the degree.

Required core courses (15 units):		15.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 110	Apparel Construction 1	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/Costume	3.0
Plus a minimum of 3 units selected from the following:		3.0
ART 110	Design 1	3.0
ART 120	Drawing 1	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 18.0

Fashion Studies - Certificate of Achievement

Award Type: Certificate of Achievement
The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.
The graduate of the Certificate of Achievement in Fashion Studies will:

1. Integrate fashion principles with respect to industry changes and marketing strategies and present project.
2. Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
3. Analyze textile characteristics for sensory appeal and present project.
4. Apply clothing design principles to construct and present a fashion design.
5. Differentiate historic fashion concepts with current design trends and present portfolio.

SUBJECT #	TITLE	UNITS

A total of 18 units is required for the certificate.

Required core courses (15 units):		15.0
FASH 101	Fashion Industry and Marketing	3.0
FASH 102	Fashion Design Analysis	3.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/Costume	3.0

FASH 110	Apparel Construction 1	3.0
Plus a minimum of 3 units selected from the following:		3.0
ART 110	Design 1	3.0
ART 120	Drawing 1	3.0
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0

Total: 18.0

Film and Video Production - Associate in Science

Award Type: Associate in Science

The Film and Video program prepares students for a wide variety of positions in the motion picture broadcast industries. Students write, produce and edit narrative and documentary projects in a series of courses designed to bring students from beginning through intermediate production and post-production technique. All courses provide students access to the latest in digital production and post-production technology. In addition, students learn to critically interpret motion pictures through a series of courses in film history and aesthetics.

The graduate of the Associate in Science in Film and Video Production will:

1. Utilize camera, sound, editing and lighting equipment in a professional capacity.
2. Write compelling narrative stories in proper screenplay format and structure.
3. Apply analysis and critical evaluation to cinematic works through discourse and writing.

SUBJECT #	TITLE	UNITS
A major of 39 units is required for the degree.		
Required core courses (26 units):		26.0
FILM 101	Film as Art and Communication	3.0
FILM 105	Film and Television Writing 1	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
FILM 125 (same as MMAC 125)	Computer Video Editing	3.0
FILM 126 (same as MMAC 126)	Introduction to Motion Graphics	3.0
PHTO 110	Basic Photography	3.0
Select one from the following:		3.0
FILM 104	Documentary Studies	3.0
FILM 107	History of World Cinema	3.0
Plus a minimum of 13 units selected from the following:		13.0
FILM 115 (same as ART 115, MMAC 115)	Introduction To Animation	3.0
ART 115 (same as FILM 115, MMAC 115)	Introduction to Animation	3.0

MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 103	Contemporary Latin American Film	3.0
FILM 106	Film and Television Writing II	3.0
FILM 109	Contemporary Asian Cinema	3.0
FILM 120 (same as MUS 115)	Introduction to Sound Recording and Mixing	3.0
FILM 121 (same as MUS 116)	Sound Production Techniques	3.0
FILM 122 (same as ES 122)	Race and Representation in American Cinema	3.0
ES 122 (same as FILM 122)	Race and Representation in American Cinema	3.0
FILM 123	Directing for the Camera	2.0
FILM 127 (same as FILM 127, MMAC 127)	Digital Video Post-Production	3.0
FILM 189	Independent Projects in Film	1.0
FILM 199	Special Topics in Film	3.0
FILM 386	Film Festival Production Lab	2.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 102	Introduction to Multimedia Lab	1.0
FILM 119	Great Directors of the Cinema	3.0
FILM 129	Documentary Production	2.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 39.0

Film and Video Production - Certificate of Achievement

Award Type: Certificate of Achievement

The Film and Video program prepares students for a wide variety of positions in the motion picture broadcast industries. Students write, produce and edit narrative and documentary projects in a series of courses designed to bring students from beginning through intermediate production and post-production technique. All courses provide students access to the latest in digital production and post-production technology. In addition, students learn to critically interpret motion pictures through a series of courses in film history and aesthetics.

The graduate of the Certificate of Achievement in Film and Video Production will:

1. Utilize camera, sound, editing and lighting equipment in a professional capacity.
2. Write compelling narrative stories in proper screenplay format and structure.
3. Apply analysis and critical evaluation to cinematic works through discourse and writing.

SUBJECT #	TITLE	UNITS
A total of 36 units is required for the certificate.		
Required core courses (23 units):		23.0
Select one from the following:		3.0
FILM 101	Film as Art and Communication	3.0
FILM 107	History of World Cinema	3.0
FILM 105	Film and Television Writing 1	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
FILM 125 (same as MMAC 125)	Computer Video Editing	3.0
FILM 126 (same as MMAC 126)	Introduction to Motion Graphics	3.0
PHTO 110	Basic Photography	3.0
Plus a minimum of 13 units selected from the following:		13.0
FILM 115 (same as ART 115, MMAC 115)	Introduction To Animation	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 103	Contemporary Latin American Film	3.0
FILM 106	Film and Television Writing II	3.0
FILM 120 (same as MUS 115)	Introduction to Sound Recording and Mixing	3.0
FILM 121 (same as MUS 116)	Sound Production Techniques	3.0
FILM 123	Directing for the Camera	2.0
FILM 127 (same as FILM 127, MMAC 127)	Digital Video Post-Production	3.0
FILM 189	Independent Projects in Film	1.0
FILM 386	Film Festival Production Lab	2.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 102	Introduction to Multimedia Lab	1.0
		Total: 36.0

Fire Technology - Associate in Science

Award Type: Associate in Science
The fire technology certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.
The graduate of the Associate in Science in Fire Technology will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
A major of 33 units is required for the degree.		
Required core courses (18 units):		18.0
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104 (same as BIOT 102)	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
Plus a minimum of 15 units selected from the following:		15.0
EMS 301	Emergency Medical Services Academy- 1A	6.0
FT 307	Firefighter I Academy IA	10.5
FT 308	Firefighter 1 Academy IB	10.5
FT 341	Fire Hydraulics	3.0
FT 149	Work Experience Education	1.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 33.0

Fire Technology - Certificate of Achievement

Award Type: Certificate of Achievement
The fire technology certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.
The graduate of the Certificate of Achievement in Fire Technology will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
A total of 33 units is required for the certificate.		
Required core courses (18 units):		18.0
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104 (same as BIOT 102)	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
Plus a minimum of 15 units selected from the following:		15.0
EMS 301	Emergency Medical Services Academy- 1A	6.0
FT 307	Firefighter I Academy IA	10.5
FT 308	Firefighter 1 Academy IB	10.5
FT 341	Fire Hydraulics	3.0
FT 149	Work Experience Education	1.0
		Total: 33.0

Firefighter Academy - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The graduate of the Certificate of Accomplishment in Firefighter Academy will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and /or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the certificate.		
Required core courses (21 units):		21.0
FT 307	Firefighter I Academy IA	10.5
FT 308	Firefighter 1 Academy IB	10.5
		Total: 21.0

Floral Design - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Floral Design will:

1. In-depth, comprehensive training to prepare for entry-level employment in the retail floral industry.

2. Create an arrangement Illustrating the elements and principles of color theory and floral design.
3. Prepares you for employment opportunities including working with wholesale florists, flower shops, and floral designers.

SUBJECT #	TITLE	Hours

A total of 96 hours is required for the certificate.

Required core courses:		90.0-120.0
VOCE 7400B	Beginning Floral Design	18.0-24.0
VOCE 7401B	Floral Design: Beyond the Basics	18.0-24.0
VOCE 7402B	Floral Design:Beyond Basics II	18.0-24.0
VOCE 7404B	Floral Design: Special Events	18.0-24.0
VOCE 7405B	Floral Seasonal Celebrations	18.0-24.0

Total: 90.0-120.0

Formal-wear Specialist - Cert of Completion

Award Type: Cert of Completion
The graduate of the Cert of Completion in Formal-wear Specialist will:

1. Justify equipment and construction techniques suitable for formalwear.
2. Evaluate fit, style, and construction in regard to formalwear.
3. Apply fitting techniques and specialty fabric knowledge to create a well-fitted advanced-level formalwear garment.

SUBJECT #	TITLE	Hours

The student must complete course requirements for Satisfactory Progress to obtain the certificate of completion. A total of 96-108 hours is required for the certificate.

Required core courses:		96.0-108.0
FASN 7009	Specialty Apparel Construction	48.0-54.0
FASN 7010	Corset Construction	48.0-54.0

Total: 96.0-108.0

Game Art & Design Foundation - Certificate of Achievement

Award Type: Certificate of Achievement

The Game Art & Design Foundation Certificate of Achievement will provide students with a foundation in the artistic and technical skills essential to the 3D animation, visual effects, and game development industries. Upon completion of this certificate students will demonstrate a solid foundation of 3D modeling, 3D sculpting, 3D animation, character ideation, and level design for games. Students will gain a fundamental understanding of industry-standard software. This certificate provides students with opportunities to develop work to include in professional portfolios, university-required portfolios, and develop skills for entry-level employment in the creative industries.

The graduate of the Certificate of Achievement in Game Art & Design Foundation will:

1. Generate multiple character designs and stories in response to a specific concept.
2. Design and animate characters and environments for narrative and interactive projects.

3. Use animation techniques and principles expressively in creating short animated films.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (12 units).		12.0
MMAC 114	Game and App Design	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 131	3D Character Creation	3.0
Plus a minimum of 6 units selected from the following:		6.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
MMAC 116 (same as FILM 116)	Intermediate Animation	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
GRPH 112	Digital Imagery	3.0
MMAC 112	Responsive Web Design	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
		Total: 18.0

Geography - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

Geography is both a holistic and varied discipline. Physical geography and human geography help us to better understand both the physical and cultural aspects of our planet. The Associate in Arts for Transfer in Geography degree program at Allan Hancock College is designed to prepare students for multiple employment and career opportunities (some of which are listed below). Many geography courses also satisfy General Education requirements, making the discipline appealing to students within and outside the program. The Associate in Arts for Transfer in Geography will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Geography. Please check with your counselor for exact details regarding transfer. The career opportunities available to someone earning a degree in Geography are diverse. Some employment and career opportunities include: Natural Resource Management; Environmental Conservation; International Development; Urban and Regional Planning; Education; Tourism; Cartography; Climate Science; Park Management; Transportation Planning and Logistics; Real Estate; International Business; Marketing; Land Surveying; Research

Science; Remote Sensing; Demography. Coursework in geography, which includes Geographic Information Systems (GIS), prepares students for a wide range of jobs that employ computers to gather, manipulate, analyze and report spatial data. There is rapid growth in the use of GIS in many applications, including: natural resource management, urban planning, marketing, real estate, criminology, emergency services, public health, scientific research and many other areas.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Geography will:

1. Understand and effectively communicate the demographic, cultural, and economic differences, similarities, and connections on our planet.
2. Understand and effectively communicate the Earth-Sun relationship, the Earth's physical processes, and the human influence upon the physical environment.
3. Understand and effectively communicate regional physical and cultural differences, similarities, and connections on our planet.
4. Understand and effectively use the methods and technologies used in geographic analysis, such as remote sensing, GIS, GPS, and cartography.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required core courses (18 units):		18.0
GEOG 101	Physical Geography	3.0
GEOG 102	Human Geography	3.0
GEOG 103	World Regional Geography	3.0
GEOG 115	Physical Geography Laboratory	1.0
GEOG 105	Geography of California	3.0
GEOG 110	Introduction To Weather and Climate	3.0
GEOG 155	Introduction to GIS with Lab	2.0
Electives		15.0
Elective units required for Geography AA-T: 15		
General Education		27.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		

Total units that may be doubled counted for the major and general education requirements: 7 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 15 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Geology - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Geology will provide the foundational knowledge of geology to students who want to earn a baccalaureate degree in Geology. Geology is an interdisciplinary science that seeks to study and understand the physical processes of the Earth and other planets, including plate tectonics, rocks, minerals, earthquakes, volcanoes, the fossil record and Earth's history and past climate, and natural geological resources. The Associate in Science for Transfer in Geology will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Earth Science, Geology, or Geophysics. Students who complete the Associate in Science for Transfer in Geology receive priority admission to the California State University system, though admission to a specific campus is not guaranteed.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Geology will:

1. Recognize and explain the role of fundamental geologic principles, such as plate tectonic theory and deep time, in the interpretation of observed geologic phenomena.
2. Research, evaluate, and cite scientific information in order to formulate coherent summaries of earth processes.
3. Interpret geologic processes using underlying chemical properties and physical laws.
4. Evaluate ideas about the natural universe using testable methodology, differentiate between scientific and non-scientific information, and demonstrate understanding of the scientific method by designing a valid scientific inquiry.
5. Apply knowledge of current geologic processes to the understanding of Earth's past geologic history.
6. Evaluate and analyze contemporary geologic problems including the implications of human activities on geologic resources.

SUBJECT #	TITLE	UNITS

A major of 26 units is required for the degree.

Required core courses (26 units):		26.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
GEOL 100	Physical Geology	4.0
GEOL 111	Historical Geology	4.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
Electives		7.0
Elective units required for Geology AS-T: 7		
General Education		27.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 7 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 7 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Global Studies - Associate in Arts

Award Type: Associate in Arts
Global Studies is an interdisciplinary and cross-cultural approach to studying the trends of modern global society and events. Increasing connections and interdependencies among nations, institutions and peoples around the world direct our attention to globalization as a central phenomenon of the contemporary era. The goal of the Global Studies program is to provide students with a strong base of knowledge, methods and practical skills for the comparative analysis of social, political, economic, environmental and cultural dimensions of globalization processes. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in international/global studies.
The graduate of the Associate in Arts in Global Studies will:

1. Analyze important globalizing trends and their impact on the world's cultures and the environment.
2. Explain transnational economic processes affecting global decisions and events.
3. Understand how globalization is affecting multiculturalism and the processes causing contemporary cultures to change.
4. Explore the changing nature of political organizations and non-governmental organizations in the modern world system.
5. Analyze the interdependence among people, groups, societies, governments and nations in finding solutions to current global problems and conflicts.
6. Describe core civic values which generate socially responsible behavior at both local and global levels.

SUBJECT #	TITLE	UNITS

A major of 34 units is required for the degree.

Required core courses (18 units)		18.0
GBST 141 (same as BUS 121, ECON 141)	Global Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
GEOG 103	World Regional Geography	3.0
GBST 101	Introduction to Global Studies	3.0
POLS 104	Introduction to International Relations	3.0
Select one course from the following:		3.0
HUM 102 (same as HIST 102)	World Civilizations Since 1500	3.0
HUM 105 (same as HIST 105)	Western Civilization Since 1650	3.0
Plus a min 6 units selected from the following:		6.0
ANTH 102	Introduction to Cultural Anthropology	3.0
BUS 140	Survey of International Business	3.0
ECON 101	Principles of Macro-Economics	3.0
PHIL 121	Religions of the Modern World	3.0
POLS 101	Introduction to Political Science	3.0
Plus a minimum of 10 units of French or Spanish selected from the following:		10.0
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0

Recommended elective: a second year of foreign language.

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 34.0

Green Landscaping and Gardening - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Green Landscaping and Gardening will:

1. Demonstrate how routine maintenance practices can prevent or cause resource waste and pollution.

2. Demonstrate the basic landscape skills focused on resource conservation and pollution prevention.
3. Demonstrate how to communicate the importance and benefits of resource conservation and pollution prevention practices in the landscape to clients and the public.
4. Demonstrate how the diverse elements of landscape design and maintenance learned from previous courses and work experience connect together to conserve resources and prevent pollution.
5. Demonstrate the advanced landscape skills focused on resource conservation and pollution prevention.

SUBJECT #	TITLE	Hours
The following courses are required for the certificate.		
Required core courses:		50.0
VOCE 7622	Green Gardening: Beginning	25.0
VOCE 7623	Green Gardening: Advanced	25.0
		Total: 50.0

History - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

History is the study of continuity and change in human societies over time. The Associate in Arts for Transfer in History fosters an understanding of ourselves and our world through the study of the past-both remote and recent. It is by nature an extremely broad discipline that includes an analysis of individuals and groups, events and phenomena, long-term and short-term trends, institutions, societies, and cultures. The Associate in Arts for Transfer in History will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degre.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in History will:

1. Identify connections between specific people, groups, events and ideas and larger historical themes, developments and topics.
2. Describe how the social, political, intellectual, and economic systems of a particular society change over time.
3. Critically analyze primary and secondary sources in college-level essays, written assignments, and research papers.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		

Required core courses (18 units):		18.0
HIST 101 (same as HUM 101)	World Civilizations to 1600	3.0
HIST 102 (same as HUM 102)	World Civilizations Since 1500	3.0
HIST 104 (same as HUM 104)	Western Civilizations to 1650	3.0
HIST 105 (same as HUM 105)	Western Civilization Since 1650	3.0
HIST 107	U S History to 1877	3.0
HIST 108	U S History from 1877 to Present	3.0
Electives		14.0
Elective units required for History AA-T: 14		
General Education		28.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 6 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 14 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Human Services: Addiction Studies - Associate in Science

Award Type: Associate in Science
This associate degree is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention and education. The certificate program is accredited by the California Association of Alcohol and Drug Educators (CAADE) and provides the educational components necessary to become a Certified Addiction Treatment Specialist through CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).
The graduate of the Associate in Science in Human Services: Addiction Studies will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs as addiction counselors or other positions in the addiction treatment and recovery field. The knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.
2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients who have substance use problems, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate

the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will be skillful in both individual and group counseling contexts.

3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
5. Professional Certification Preparation: Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

SUBJECT #	TITLE	UNITS

A major of 42 units is required for the degree.

Required core course (39 units):		39.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 142 (same as PSY 142)	Co-Occurring Disorders: Engagement	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132 (same as PSY 132)	Drugs, the Brain and the Body	3.0
Plus a minimum of 3 units selected from the following:		3.0
FSN 112 (same as FCS 112)	Behavioral Nutrition	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 113	Women and Addiction	3.0
Recommended electives:		
HUSV 122 (same as	States Of Consciousness	3.0

	ANTH 122, PSY 122)

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 42.0

Program Requirement GE General Education E Elective

SUBJECT #	TITLE	UNITS
A major of 42 units is required for the degree.		
Required core courses (39 units)		**39.0**
		39.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132 (same as PSY 132)	Drugs, the Brain and the Body	3.0
HUSV 142 (same as PSY 142)	Co-Occurring Disorders: Engagement	3.0
Plus a minimum of 3 units selected from the following:		**3.0**
FSN 112 (same as FCS 112)	Behavioral Nutrition	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 113	Women and Addiction	3.0

Recommended electives:		0.0
HUSV 122 (same as ANTH 122, PSY 122)	States Of Consciousness	3.0

Total: 42.0

Human Services: Advanced Helping Skills 1 - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Recipients of the Advanced Helping Skills 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Professional Ethics; (2) Meditation and Mindfulness; and (3) Motivational Interviewing.
The graduate of the Certificate of Accomplishment in Human Services: Advanced Helping Skills 1 will:

1. Explain the ethical duties of a helping professional regarding confidentiality.
2. Explain how helping professionals may create resistance and describe one form of non-confrontational communication.
3. Describe how to meditate.

SUBJECT #	TITLE	UNITS
HUSV 112	Motivational Interviewing and Nonconfrontational Approaches	
HUSV 126	Meditation, Mindfulness, and Stress Reduction	
HUSV 135	Ethics for Human Services Professionals	

Total: 0

Human Services: Advanced Helping Skills 2 - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Recipients of the Advanced Helping Skills 2 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain include (1) Happiness, Thriving, and Ability to Cope, and (2) Consciousness and Alteration of Conscious States. (3) Emotional Intelligence--the ability to recognize and cope with one's own emotions and the emotions of others.
The graduate of the Certificate of Accomplishment in Human Services: Advanced Helping Skills 2 will:

1. Explain how the brain can be hijacked by a negative emotion.
2. Describe one practice aimed at improving one's happiness and fulfillment.
3. Describe two ways to alter one's state of consciousness.

SUBJECT #	TITLE	UNITS
HUSV 122 (same as ANTH 122, PSY 122)	States Of Consciousness	
HUSV 127 (same as PSY 127)	Emotional Intelligence	

HUSV 128 (same as PSY 128)	Positive Psychology

Total: 0

Human Services: Co-Occurring Disorders - Certificate of Achievement

Award Type: Certificate of Achievement

This certificate program is designed for students preparing for or advancing their careers in social services, mental health or addiction treatment where it is beneficial to possess knowledge of the special needs of persons with both mental illness and substance use disorders. Persons with co-occurring disorders, also called dual diagnosis or dual disorders, have long been overlooked or underserved by the traditionally separated mental health and addiction treatment fields, but a movement is underway in many agencies, including Santa Barbara County's drug, alcohol and mental health services, resulting in sweeping changes in how all clients and their needs are conceptualized and how services are coordinated and integrated. A certificate in this field will put graduates in the forefront of this movement and may significantly enhance opportunities for employment or promotion.

The graduate of the Certificate of Achievement in Human Services: Co-Occurring Disorders will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in specialized settings with clients who have complex and multiple needs as the result of having one or more substance use disorders and one or more mental disorders, occurring together. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients who have co-occurring disorders, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.
3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS
A total of 49 units is required for the certificate.		
Required core courses (46 units):		46.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0

HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132 (same as PSY 132)	Drugs, the Brain and the Body	3.0
HUSV 141	Co-Occurring Disorders Practicum Seminar	2.0
HUSV 142 (same as PSY 142)	Co-Occurring Disorders: Engagement	3.0
HUSV 143 (same as PSY 143)	Co-Occurring Disorders: Integrated Interventions	3.0
Select one from the following:		2.0
HUSV 140	Co-Occurring Disorders Practicum	2.0
HUSV 170	Concurrent Human Services Practicum	2.0
Plus a minimum of 3 units selected from the following:		3.0
FSN 112 (same as FCS 112)	Behavioral Nutrition	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 113	Women and Addiction	3.0
Recommended elective (optional):		
HUSV 122 (same as ANTH 122, PSY 122)	States Of Consciousness	3.0

Total: 49.0

Human Services: Family Services Worker 1 - Certificate of Accomplishment

SUBJECT #	TITLE	UNITS

A total of 15 units is required for the certificate.

Required core courses (15 units):		15.0
ECS 100	Child Growth and Development	3.0
ECS 101	Child, Family and Community	3.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0

Total: 15.0

Human Services: Family Services Worker 2 - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
These three certificates provide the knowledge and skills necessary for entry level employment and career advancement in the Community Action Commission (CAC) of Santa Barbara County's Family Services Aide position. In addition, the courses can be applied to other degrees or certificates in Human Services and early Childhood Studies. The certificates include Family Services Worker 1, Family Services Worker 2 and Family Services Worker 3.
The graduate of the Certificate of Accomplishment in Human Services: Family Services Worker 2 will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS
A total of 15 units is required for the certificate.		
Required core courses (15 units):		9.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 160	Family Service Worker 2 Practicum	2.0
HUSV 161	Family Service Worker 2 Practicum Seminar	2.0
HUSV 170	Concurrent Human Services Practicum	2.0
Select one from the following:		
		Total: 9.0

Human Services: Family Services Worker 3 - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
These three certificates provide the knowledge and skills necessary for entry level employment and career advancement in the Community Action Commission (CAC) of Santa Barbara County's Family Services Aide position. In addition, the courses can be applied to other degrees or certificates in Human Services and early Childhood Studies. The certificates include Family Services Worker 1, Family Services Worker 2 and Family Services Worker 3.
The graduate of the Certificate of Accomplishment in Human Services: Family Services Worker 3 will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service

agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS

A total of 9 units is required for the certificate.

Required core courses (9 units):		24.0
ECS 105	Observation and Assessment	3.0
ECS 112	Introduction to Young Children with Disabilities	3.0
FSN 109 (same as FCS 109)	Basic Nutrition for Health	3.0
FCS 130 (same as BUS 130, ECON 130)	Consumer and Family Finance	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 108	Crisis Intervention Skills	3.0
PSY 118	Human Development - Lifespan	3.0

Total: 24.0

Human Services: Family Studies - Certificate of Achievement

Award Type: Certificate of Achievement
This certificate program is designed for individuals who work with or are concerned about families and/or children in contemporary society. Students will receive both a solid grounding in family related issues and practical guidelines and skills necessary for effective interventions. This program of study is especially useful for individuals interested in becoming parenting educators.
The graduate of the Certificate of Achievement in Human Services: Family Studies will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients and their families, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness

and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.

3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS
A total of 28 units is required for the certificate.		
Required core courses (22 units):		22.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 113	Women and Addiction	3.0
HUSV 151	Family Studies Practicum Seminar	2.0
Select one from the following:		2.0
HUSV 150	Family Studies Practicum	2.0
HUSV 170	Concurrent Human Services Practicum	2.0
Plus a minimum of 6 units selected from the following:		6.0
ATH 104	Care and Prevention of Athletic Injuries	3.0
BUS 102	Marketing	3.0
EMS 102	First Aid & Safety	3.0
REC 109	Outdoor & Adventure Recreation	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
COMM 102	Small Group Communication	3.0
HED 100	Social and Personal Health & Wellness	3.0
ECS 101	Child, Family and Community	3.0
ECON 101	Principles of Macro-Economics	3.0
		Total: 28.0

Human Services: General - Associate in Science

Award Type: Associate in Science
The associate degree program is for students preparing for or advancing their careers in social services. Students may go to work in a social services agency upon completing the associate degree, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).
The graduate of the Associate in Science in Human Services: General will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will

possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS
A major of 28 units is required for the degree.		
Required core courses (22 units):		22.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 121	Human Services (General) Practicum Seminar	2.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
Select one course from the following:		2.0
HUSV 120	Human Services (General) Practicum	2.0
HUSV 170	Concurrent Human Services Practicum	2.0
Plus a minimum of 6 units selected from the following:		6.0
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
SOC 106 (same as HUSV 110, PSY 106)	Alcohol, Other Drugs, and Addiction	3.0
PSY 106 (same as HUSV 110, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
PSY 112	Human Sexuality	3.0
PSY 118	Human Development - Lifespan	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC		

pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 28.0

Human Services: General - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).
The graduate of the Certificate of Achievement in Human Services: General will:

1. Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
2. Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
3. Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
4. Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

SUBJECT #	TITLE	UNITS
A total of 28 units is required for the certificate.		
Required core courses (22 units):		22.0
FCS 131	Life Management	3.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 120	Human Services (General) Practicum	2.0
HUSV 170	Concurrent Human Services Practicum	2.0
HUSV 121	Human Services (General) Practicum Seminar	2.0

Plus a minimum of 6 units selected from the following:		6.0
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
PSY 112	Human Sexuality	3.0
PSY 118	Human Development - Lifespan	3.0

Total: 28.0

Income Tax Preparation - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Income Tax Preparation will:

1. Prepare basic federal and state income tax returns using applicable tax principles and tax law.
2. Utilize TaxSlayer software to accurately prepare federal and state income tax returns

SUBJECT #	TITLE	Hours

A total of 67 hours is required for the certificate.

Required core courses:		67.0
VOCE 7502	Intro to Tax Preparation	19.0
VOCE 7503	Intro to Tax Prep Software	8.0
VOCE 7504	Income Tax Prep Internship	40.0

Total: 67.0

Information Security for Business - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
This certificate is designed for business professionals whose responsibilities include oversight of IT technology for their business function. Graduates of this certificate will gain a broad understanding of the key issues and challenges of managing information technology systems in a business setting and be able to apply key frameworks, models, and management methodologies to facilitate IT strategies, system implementations, and on-going system operations.
The graduate of the Certificate of Accomplishment in Information Security for Business will:

1. Understand the fundamentals of information security, and how they relate to information systems needs of a business.
2. Use effective written and oral communication to create and update a business information security plan.
3. Develop technical skills to analyze and solve information security problems and selecting the appropriate strategy to address them.
4. design/develop/deploy/maintain and manage business information systems security plan.

SUBJECT #	TITLE	UNITS

A total of 12 units is required for the certificate.

Required core courses (12 units):		12.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 108	Networking and Administration	3.0
CBIS 310	Information Security Awareness for Business Professionals	3.0
CBIS 311	Information Security Planning for Business Managers	3.0

Total: 12.0

Intermediate English Language Development - Cert of Competency

Award Type: Cert of Competency

The Intermediate English Language Development Certificate of Competency is designed for non-native English-speaking students who want to read, write, listen, and speak in English at the high-intermediate level. These skills provide academic, vocational, career, and life-skills pathways towards college credit classes to obtain a credit certificate or degree, and/or jobs that require higher-level English communication skills. Classes and lab are tuition-free.

The graduate of the Cert of Competency in Intermediate English Language Development will:

1. Demonstrate writing proficiency at the Intermediate English Language Development Certificate of Competency level.
2. Demonstrate reading comprehension at the Intermediate English Language Development Certificate of Competency level.
3. Demonstrate language proficiency skills in reading, writing, listening to, and speaking English at the Intermediate English Language Development Certificate of Competency level.
4. Demonstrate language proficiency skills in grammatical contexts at the Intermediate English Language Development Certificate of Competency level.
5. Demonstrate conversational and pronunciation proficiency skills at the Intermediate English Language Development Certificate of Competency level.

SUBJECT #	TITLE	Hours
	Students place into the required courses based on self-assessment and/or progress through the course sequence based on earning an SP (Satisfactory Progress) grade. SP Grade Requirements: Students are assessed according to the course Student Learning Outcomes (SLOs) in order to earn an SP grade. A grade of SP is required in order for this course to be eligible for the certificate of competency it belongs to. If students don't earn an SP grade, they will be given no grade and will need to repeat the course. Students must earn a grade of 70% or higher for every course SLO to earn a grade of SP. A total of 120 - 390 hours is required for the certificate.	
Required core courses:		112.0-150.0
ELDN 7470	High Intermediate	84.0-102.0
ELDN 7480	Intermediate Conversation	28.0-48.0
Recommended electives (select one from the following):		8.0-240.0
ELDN 7425	ELD Lab	8.0-240.0
ELDN 7460	Low Intermediate	84.0-108.0
ELDN 7501 (same as ELD 501)	Intermediate Grammar	64.0-72.0

ELDN 7511 (same as ELD 511)	High Intermediate Conversation	48.0-54.0
ELDN 7513 (same as ELD 513)	Pronunciation	48.0-54.0
ELDN 7521 (same as ELD 521)	High Intermediate Reading	80.0-90.0
ELDN 7531 (same as ELD 531)	High Intermediate Writing	80.0-90.0

Total: 120.0-390.0

Kinesiology - Associate in Arts

Award Type: Associate in Arts
The associate degree in kinesiology prepares students to move into a curriculum in a four-year institution to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching. The physical educator with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as adapted physical education, coaching, exercise physiology, physical therapy, and education.
The graduate of the Associate in Arts in Kinesiology will:

1. Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of the adult related diseases such as diabetes, obesity, and cardiovascular disease.
2. Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
3. Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

SUBJECT #	TITLE	UNITS
A major of 21 units is required for the degree.		
Required core courses (15 units):		15.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
HED 100	Social and Personal Health & Wellness	3.0
KIN 100	Introduction to Kinesiology	3.0
Plus a minimum of 1 unit selected from the PE (physical education) or PEIA (Physical Education Intercollegiate Athletics) discipline.		1.0
Plus a minimum of 6 units selected from the following:		6.0
ATH 104	Care and Prevention of Athletic Injuries	3.0
ATH 106	Orthopedic Injury Assess/Rehab	4.0
FSN 110	Nutrition Science	3.0
PE 106	Sports Officiating	3.0
PE 128	Sport Psychology	3.0
PE 129	First Aid-CPR: Educator/Coach	1.0
REC 101	Intro to Recreation Management	3.0
REC 105	Program Planning for Recreation	3.0

REC 107	Recreational Sports Programming	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 21.0

Kinesiology - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Kinesiology will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C, or P grade, for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Kinesiology will:

1. Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of adult-related diseases such as diabetes, obesity and cardiovascular disease.
2. Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
3. Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

SUBJECT #	TITLE	UNITS

A major of 21-23 units is required for the degree.

Required core courses (14 units):		12.0-17.5
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
KIN 100	Introduction to Kinesiology	3.0
Select one course from any three of the following areas:		1.0-6.5

Aquatics		3.5
PE 120	Beginning & Intermediate Swimming	1.0
PE 121	Swim Fitness Lab	1.0
PE 122	Swim Fitness Lab	0.5
PE 123	Aerobic Swim	1.0
Combatives		3.0
PE 130	Self Defense	1.0
PE 132	Cardio Kickboxing	1.0
PE 134	Martial Arts Techniques	1.0
Fitness		6.5
PE 133	Beginning Yoga Fitness	1.0
PE 140	Physical Fitness Laboratory	1.0
PE 141	Physical Fitness Laboratory	0.5
PE 142	Low Impact Conditioning Exercises	1.0
PE 143	Step Aerobics	1.0
PE 146	Strength and Flexibility	1.0
PE 154	Jogging/Walking	1.0
Individual Sports		1.0
PE 160	Tennis	1.0
Team Sports		4.0
PE 164	Soccer	1.0
PE 167	Basketball	1.0
PE 170	Softball	1.0
PE 172	Volleyball	1.0
Select two courses from the following (7-9 units):		7.0-9.0
EMS 102	First Aid & Safety	3.0
STAT C1000	Introduction to Statistics	4.0
CHEM 150	General Chemistry 1	5.0
PHYS 141	General Physics 1	4.0
Or		
PHYS 161	Engineering Physics 1	4.0
Electives		6.0-8.0

Elective units required for Kinesiology AA-T: 6-8

General Education		30.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 4 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 7-9 units.

Visit myHancock and select the DegreeWorks icon to view Cal-GETC general education and transferable courses.

Total: 55.0-64.5

Latino/a Studies - Associate in Arts

Award Type: Associate in Arts

The Latino/a Studies program provides general structured study in the heritage of Latinos/as, and fosters a fundamental understanding of their history, culture, and aesthetics. The particular courses in this program require students to develop competence in, and an understanding of, the history, culture, and aesthetics of Latinos/as, as well as issues and realities in the Latino/a community. Completion of the Latino/a Studies program enhances students' qualifications for service or professional employment in education, politics and government, municipal and urban planning, social work, community arts and development, union organizing and labor relations, and public or business policy.

The graduate of the Associate in Arts in Latino/a Studies will:

1. Demonstrate knowledge of the history and reality of Latinos/as in the United States and the Americas.
2. Demonstrate knowledge of Latino/a culture, as well as an understanding of the cultural expressions of Latinos/as including language, literature, art, dance, and cinema.
3. Distinguish variations within the Latino/a community with respect to history, geography, class, culture, gender, and ethnicity.

SUBJECT #	TITLE	UNITS
A major of 24-25 units is required for the degree.		
Required core courses (19 units):		19.0
HIST 119	History of California	3.0
HIST 120 (same as ES 120)	Chicano History	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
Plus a minimum of 2 courses from the following:		5.0-6.0
ANTH 102	Introduction to Cultural Anthropology	3.0
ART 105	Art History of Mexico	3.0
DANC 140	Ballet Folklórico I	2.0
ENGL 148 (same as ES 148)	Hispanic Literature in Translation	3.0
FILM 103	Contemporary Latin American Film	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC		

pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 24.0-25.0

Liberal Arts: Arts and Humanities - Associate in Arts

Award Type: Associate in Arts

Courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves 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.

The graduate of the Associate in Arts in Liberal Arts: Arts and Humanities will:

1. Develop an appreciation of the beauty and values that have shaped and enriched our culture.
2. Understand the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.
3. Develop an appreciation for the importance of art in society, and to recognize the ways art can affect and/or reflect cultural, political and humanistic issues.
4. Understand the interrelationship between the creative arts, the humanities and the self.
5. Develop an ability to identify artwork from various periods and styles.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree with a minimum of one course in the arts and one course in the humanities.		18.0
Arts		
ART 101	Art Appreciation	0.0
ART 103	Art History Ancient to Medieval	0.0
ART 104	Art History Renaissance to Modern	0.0
ART 105	Art History of Mexico	0.0
ART 106	Art of the 20th Century	0.0
ART 110	Design 1	0.0
ART 115 (same as FILM 115, MMAC 115)	Introduction to Animation	0.0
ART 120	Drawing 1	0.0
ART 121	Drawing 2	0.0
ART 122	Life Drawing 1	0.0
ART 123	Life Drawing 2	0.0
ART 160	Ceramics 1	0.0
ART 161	Ceramics 2	0.0
ART 163	Ceramics Workshop	0.0
ART 164	Sculpture 1	0.0
ART 165	Sculpture 2	0.0

ART 170	Survey of Asian Art	0.0
DANC 101	Dance Appreciation	0.0
DRMA 103	Introduction to Theatre	0.0
DRMA 104	Acting I	0.0
DRMA 110	History of World Theatre 1	0.0
DRMA 111	History of World Theatre 2	0.0
FASH 104	Historic Fashion/Costume	0.0
FILM 101	Film as Art and Communication	0.0
FILM 102	Hollywood and the American Film	0.0
FILM 103	Contemporary Latin American Film	0.0
FILM 107	History of World Cinema	0.0
FILM 110	Introduction to Motion Picture and Video Production	0.0
FILM 115 (same as ART 115, MMAC 115)	Introduction To Animation	0.0
GRPH 110	Introduction to Graphic Design	0.0
GRPH 127	History of Graphic Design	0.0
GRPH 129 (same as MMAC 129)	Digital Tools for Visual Media	0.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	0.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	0.0
MUS 100	Music Appreciation	0.0
MUS 101	Music History Ancient-Baroque	0.0
MUS 102	Music History Classical-Modern	0.0
MUS 104	Roots of Pop, Rock, Jazz	0.0
MUS 106	World Music Appreciation	0.0
MUS 110	Music Fundamentals	0.0
PHTO 101	History of Photography	0.0
PHTO 110	Basic Photography	0.0
Humanities		
ASL 121	American Sign Language 2	0.0
ASL 138 (same as ASL 138, HIST 138)	Deaf History	0.0
COMM 108	Oral Interpretation	0.0
ENGL 102	Freshman Composition Literature	0.0
ENGL 106	Creative Writing	0.0
ENGL 117	Detective Fiction	0.0
ENGL 118	Women in Literature	0.0
ENGL 119	California Literature	0.0
ENGL 130	American Literature to 1865	0.0
ENGL 131	American Literature 1865 to Present	0.0
ENGL 132	Literature and Film	0.0
ENGL 133	Modern Fiction	0.0
ENGL 135	Introduction to Poetry	0.0

ENGL 137	Children's Literature	0.0
ENGL 138	Introduction to Shakespeare	0.0
ENGL 139	Ideas of Difference in Contemporary American Literature	0.0
ENGL 140	Graphic Novel as Literature	0.0
ENGL 144	Literature: The Ancient and Classical World	0.0
ENGL 145	British Literature to 1800	0.0
ENGL 146	British Literature 1800 to Present	0.0
ENGL 148 (same as ES 148)	Hispanic Literature in Translation	0.0
ENGL 150 (same as ES 150)	Introduction to Asian Pacific American Studies Through Literature	0.0
ENGL 151 (same as ES 151)	Introduction to African American Studies Through Literature	0.0
ENGL 152 (same as ES 152)	Introduction to Latina/o Studies Through Literature	0.0
ENGL 153 (same as ES 153)	Introduction to Native American and Indigenous Studies Through Literature	0.0
ES 150 (same as ENGL 150)	Introduction to Asian Pacific American Studies Through Literature	0.0
ES 151 (same as ENGL 151)	Introduction to African American Studies Through Literature	0.0
ES 152 (same as ENGL 152)	Introduction to Latina/o Studies Through Literature	0.0
ES 153 (same as ENGL 153)	Introduction to Native American and Indigenous Studies Through Literature	0.0
FILM 103	Contemporary Latin American Film	0.0
FILM 104	Documentary Studies	0.0
FILM 109	Contemporary Asian Cinema	0.0
FILM 119	Great Directors of the Cinema	0.0
FRCH 101	Elementary French I	0.0
FRCH 102	Elementary French II	0.0
HIST 101 (same as HUM 101)	World Civilizations to 1600	0.0
HIST 102 (same as HUM 102)	World Civilizations Since 1500	0.0
HIST 104 (same as HUM 104)	Western Civilizations to 1650	0.0
HIST 105 (same as HUM 105)	Western Civilization Since 1650	0.0
HIST 138 (same as ASL 138, ASL 140)	Deaf History	0.0

HUM 101 (same as HIST 101)	World Civilizations to 1600	0.0
HUM 102 (same as HIST 102)	World Civilizations Since 1500	0.0
HUM 104 (same as HIST 104)	Western Civilizations to 1650	0.0
HUM 105 (same as HIST 105)	Western Civilization Since 1650	0.0
PHIL 101	Survey of Philosophy	0.0
PHIL 102	Existence and Reality	0.0
PHIL 105	Ethics	0.0
PHIL 121	Religions of the Modern World	0.0
PHIL 122	Exploring Religious Issues	0.0
SPAN 101	Elementary Spanish I	0.0
SPAN 102	Elementary Spanish II	0.0
SPAN 103	Intermediate Spanish I	0.0
SPAN 104	Intermediate Spanish II	0.0
SPAN 112	Advanced Spanish Conversation	0.0

Total: 18.0

Liberal Arts: Mathematics & Science - Associate in Arts

Award Type: Associate in Arts
Courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics 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. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.
The graduate of the Associate in Arts in Liberal Arts: Mathematics & Science will:

1. Develop mathematical and quantitative reasoning skills beyond the level of intermediate algebra.
2. Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking matters of others.
3. Understand the facts and principles that form the foundations of living and non-living systems.
4. Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world's civilizations.

SUBJECT #	TITLE	UNITS
	A major of 18 units is required for the degree with a minimum of one course in biological science, one course in physical science and one course in mathematics.	18.0
Biological Sciences		
ANTH 101	Introduction to Biological Anthropology	0.0
ANTH 110	Biological Anthropology Lab	0.0
BIOL 100	Introductory Biology	0.0

BIOL 120	Humans and the Environment	0.0
BIOL 124	Human Anatomy	0.0
BIOL 125	Human Physiology	0.0
BIOL 128	Microbiology	0.0
BIOL 132	Marine Biology	0.0
BIOL 150	Cellular Biology	0.0
BIOL 154	General Botany	0.0
BIOL 155	General Zoology	0.0
Mathematics		
MATH 100	Nature of Modern Mathematics	0.0
MATH 105	Mathematics for Teachers	0.0
MATH 121	Trigonometry	0.0
MATH 123	Elementary Statistics	0.0
MATH 131	College Algebra	0.0
MATH 135	Calculus with Applications	0.0
MATH 141	Precalculus	0.0
MATH 181	Calculus 1	0.0
MATH 182	Calculus 2	0.0
MATH 183	Multivariable Calculus	0.0
MATH 184	Linear Algebra/Differential Equations	0.0
Physical Sciences		
ASTR 100	Elementary Astronomy	0.0
CHEM 110	Chemistry and Society	0.0
CHEM 120	Introductory Chemistry	0.0
CHEM 150	General Chemistry 1	0.0
CHEM 151	General Chemistry 2	0.0
GEOG 101	Physical Geography	0.0
GEOL 100	Physical Geology	0.0
GEOL 114	Oceanography	0.0
GEOL 131	Geology Of California	0.0
GEOL 141	Environmental Geology	0.0
PHSC 111	Matter, Energy and Molecules	0.0
PHSC 112	Earth and the Universe	0.0
PHYS 100	Concepts In Physics	0.0
PHYS 110	Introductory Physics	0.0
PHYS 141	General Physics 1	0.0
PHYS 142	General Physics 2	0.0
PHYS 161	Engineering Physics 1	0.0
PHYS 162	Engineering Physics 2	0.0
PHYS 163	Engineering Physics 3	0.0

Total: 18.0

Liberal Arts: Social and Behavioral Sciences - Associate in Arts

Award Type: Associate in Arts

Courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

The graduate of the Associate in Arts in Liberal Arts: Social and Behavioral Sciences will:

1. Develop an appreciation of the beauty and values that have shaped and enriched our culture
2. Understand ways people have acted in response to their societies.
3. Identify and evaluate how societies and social subgroups operate
4. Understand human behavior in relation to human social, political and economic institutions.
5. Develop individual responsibility, personal integrity and respect for diverse people and culture.
6. Understand the past in order to understand and analyze present and future, issues, problems and projects.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree with a minimum of one course in three different areas.		18.0
Administration of Justice		
AJ 101	Introduction to Criminal Justice	0.0
AJ 103	Concepts of Criminal Law	0.0
AJ 115	Introduction to Criminology	0.0
Anthropology		
ANTH 102	Introduction to Cultural Anthropology	0.0
ANTH 103	Introduction to Archaeology	0.0
ANTH 107 (same as ES 107)	Indigenous People of California	0.0
Business		
BUS 121 (same as ECON 121)	Business Economics	0.0
BUS 141 (same as ECON 141, GBST 141)	Global Economics	0.0
Communication Studies		
COMM 100	Survey of Communication Studies	0.0
COMM 103	Interpersonal Communication	0.0
COMM 110	Intercultural Communication	0.0
Early Childhood Studies		
ECS 100	Child Growth and Development	0.0
ECS 101	Child, Family and Community	0.0
Economics		
ECON 101	Principles of Macro-Economics	0.0
ECON 102	Principles of Micro-Economics	0.0
ECON 121 (same as BUS 121)	Business Economics	0.0
ECON 141 (same as BUS 141, GBST 141)	Global Economics	0.0

Ethnic Studies		
ES 101 (same as SOC 120)	Introduction to Racial and Ethnic Groups	0.0
ES 105 (same as FASH 105)	Race and Ethnicity in Fashion	0.0
ES 107 (same as ANTH 107)	Indigenous People of California	0.0
ES 120 (same as HIST 120)	Chicano History	0.0
ES 121	African American History	0.0
Fashion		
FASH 105	Race and Ethnicity in Fashion	0.0
Geography		
GEOG 102	Human Geography	0.0
GEOG 103	World Regional Geography	0.0
Global Studies		
GBST 101	Introduction to Global Studies	0.0
GBST 141 (same as BUS 121, ECON 141)	Global Economics	0.0
History		
HIST 101 (same as HUM 101)	World Civilizations to 1600	0.0
HIST 102 (same as HUM 102)	World Civilizations Since 1500	0.0
HIST 103 (same as HUM 103)	East Asian Civilization	0.0
HIST 107	U S History to 1877	0.0
HIST 108	U S History from 1877 to Present	0.0
HIST 118	United States History	0.0
HIST 119	History of California	0.0
HIST 120 (same as ES 120)	Chicano History	0.0
HIST 121	African American History	0.0
Humanities		
HUM 101 (same as HIST 101)	World Civilizations to 1600	0.0
HUM 102 (same as HIST 102)	World Civilizations Since 1500	0.0

HUM 103 (same as HIST 103)	East Asian Civilization	0.0
LGBTQ Studies		
LGBT 101	Introduction To LGBTQ Studies In The Family, Education, and Community	0.0
LGBT 102	LGBTQ Communities, Family and Education in the 21st Century	0.0
Political Sciences		
POLS 101	Introduction to Political Science	0.0
POLS C1000	American Government and Politics	0.0
POLS 104	Introduction to International Relations	0.0
POLS 105	Comparative Politics	0.0
POLS 110	Political Theory	0.0
Psychology		
PSYC C1000	Introduction to Psychology	0.0
PSY 105	Research Methods in Psychology	0.0
PSY 112	Human Sexuality	0.0
PSY 113	Theories Of Personality	0.0
PSY 117	Child Psychology	0.0
PSY 118	Human Development - Lifespan	0.0
PSY 119	Abnormal Psychology	0.0
PSY 121	Social Psychology	0.0
Sociology		
SOC 101	Introduction to Sociology	0.0
SOC 102	Social Problems	0.0
SOC 104 (same as PSY 104)	Social Science Research Methods	0.0
SOC 110	Introduction to Marriage & Family	0.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	0.0
SOC 155	Media and Society	0.0
SOC 160	Cities and Urban Life	0.0

Total: 18.0

Liberal Studies: Elementary Teacher Preparation - Associate in Arts

Award Type: Associate in Arts
The Associate of Arts Degree in Liberal Studies - Elementary Teacher Preparation is designed to provide students who intend to enroll in a baccalaureate teacher preparation program with a pattern of coursework necessary to transition into upper division course requirements. The program develops competencies in critical thinking and communication, both spoken and written, and incorporates the elementary subject matter requirements established by the California Commission on Teaching Credentialing.
The graduate of the Associate in Arts in Liberal Studies: Elementary Teacher Preparation will:

1. Complete the major core requirements (29 units).
2. Complete the prescribed pattern of general education courses (23 units).
3. Complete a total of 60 associate degree applicable units.

SUBJECT #	TITLE	UNITS
A major of 29 units is required for the degree.		
Required core courses (29 units):		29.0-32.0
Select one of the following:		3.0
ART 101	Art Appreciation	3.0
DANC 101	Dance Appreciation	3.0
DRMA 103	Introduction to Theatre	3.0
MUS 100	Music Appreciation	3.0
Select one of the following:		3.0-6.0
MATH 105	Mathematics for Teachers	4.0
MATH 131	College Algebra	3.0
MATH 135	Calculus with Applications	4.0
MATH 141	Precalculus	6.0
MATH 181	Calculus 1	4.0
ECS 100	Child Growth and Development	3.0
EDUC 130 (same as ECS 130)	Exploring Teaching	3.0
COMM 101	Public Speaking	3.0
POLS 103	American Government	3.0
ENGL 102	Freshman Composition Literature	3.0
PHSC 111	Matter, Energy and Molecules	4.0
PHSC 112	Earth and the Universe	4.0
Recommended electives (please see a counselor for specific CSU campus requirements)		
Select one of the following:		
PHIL 102	Existence and Reality	3.0
PHIL 105	Ethics	3.0
CBIS 101	Computer Concepts & Applications	3.0
HIST 119	History of California	3.0
MATH 123	Elementary Statistics	4.0
PSY 117	Child Psychology	3.0
General Education requirements (23 units):		23.0
Category 1 Natural Sciences		4.0
BIOL 100	Introductory Biology	4.0
Category 2A Human Institutions: Social Science		3.0
GEOG 103	World Regional Geography	3.0
Category 2B Human Institutions: American History or Government		3.0
HIST 107	U S History to 1877	3.0
Category 3: Humanities		3.0
Select one of the following:		3.0
HIST 103 (same as HUM 103)	East Asian Civilization	3.0

HUM 103 (same as HIST 103)	East Asian Civilization	3.0
Category 4A Language and Rationality: Written Composition		4.0
ENGL C1000	Academic Reading and Writing	4.0
Category 4B Language and Rationality: Communication and Analytical Thinking		3.0
Select one of the following:		3.0
ENGL 103	Critical Thinking and Composition	3.0
PHIL 112	Logic	3.0
PHIL 114	Critical Thinking	3.0
COMM 106	Argumentation and Debate	3.0
Category 5: Living Skills		3.0
HED 100	Social and Personal Health & Wellness	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 52.0-55.0

Machining & Manufacturing Technology - Associate in Science

Award Type: Associate in Science
Machining and Manufacturing Technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, computer aided drafting and manufacturing (CAD/CAM) designer, manufacturing generalist or programmer. Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Learned skills may include the ability to operate conventional and computer numerical controlled (CNC) machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints. A degree in Machining and Manufacturing Technology is structured to encourage transfer to a comparable program at a four-year college or university.
The graduate of the Associate in Science in Machining & Manufacturing Technology will:

1. Understand the importance of attendance and punctuality.
2. Have experience working in collaboration with others.
3. Possess essential academic skills in reading, writing, math, using and locating information and basic computer competency.
4. Communicate effectively and interpret key instructions.
5. Understand the basics of safely, quality assurance and continuous improvement or lean manufacturing.
6. Function effectively in a manufacturing environment containing a variety of production, welding, machining and metal-forming or CNC equipment.
7. Possess a variety of basic and high-tech skills consistent with modern manufacturing processes.

SUBJECT #	TITLE	UNITS

A major of 30 units is required for the degree.

Required core courses (18 units):		18.0
MT 109	Survey of Machining and Manufacturing	4.0
MT 110	CNC G Code	4.0
MT 111	CNC CAD/CAM	4.0
MT 115	Lean Manufacturing	3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0
Plus 12 units in the following area of specialization:		12.0
MT 112	CNC Multi-Axis	4.0
MT 113	SolidWorks 1	3.0
MT 114	SolidWorks 2	3.0
MT 116	Mastercam 1 (CAD/CAM)	3.0
MT 118	Understanding and Measuring GD&T	3.0
MT 300 (same as AB 300, AT 300, ET 300, WLDT 300)	Shop Math and Measurement	3.0
MT 301	Introduction to Safety	2.0
MT 302	Quality & Process Improvement	2.0
MT 303	Manufacturing Processes and Production	2.0
MT 304	Maintenance Awareness	2.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 30.0

Machining & Manufacturing Technology - Certificate of Achievement

Award Type: Certificate of Achievement
Machining and Manufacturing Technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, computer aided drafting and manufacturing (CAD/CAM) designer, manufacturing generalist or programmer. Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Learned skills may include the ability to operate conventional and computer numerical controlled (CNC) machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints. A certificate in Machining and Manufacturing Technology is structured to encourage transfer to a comparable program at a four-year college or university.
The graduate of the Certificate of Achievement in Machining & Manufacturing Technology will:

1. Understand the importance of attendance and punctuality.
2. Have experience working in collaboration with others.

3. Possess essential academic skills in reading, writing, math, using and locating information and basic computer competency.
4. Communicate effectively and interpret key instructions.
5. Understand the basics of safety, quality assurance and continuous improvement, or lean manufacturing.
6. Function effectively in a manufacturing environment containing a variety of production, welding, machining and metal-forming or CNC equipment.
7. Possess a variety of basic and high-tech skills consistent with modern manufacturing processes.

SUBJECT #	TITLE	UNITS
A total of 30 units is required for the certificate.		
Required core courses (18 units):		18.0
MT 109	Survey of Machining and Manufacturing	4.0
MT 110	CNC G Code	4.0
MT 111	CNC CAD/CAM	4.0
MT 115	Lean Manufacturing	3.0
MT 117 (same as AB 117, AT 117, ET 117)	Print Reading and Interpretation	3.0
Plus 12 units in the following area of specialization:		12.0
MT 112	CNC Multi-Axis	4.0
MT 113	SolidWorks 1	3.0
MT 114	SolidWorks 2	3.0
MT 116	Mastercam 1 (CAD/CAM)	3.0
MT 118	Understanding and Measuring GD&T	3.0
MT 300 (same as AB 300, AT 300, ET 300, WLDT 300)	Shop Math and Measurement	3.0
MT 301	Introduction to Safety	2.0
MT 302	Quality & Process Improvement	2.0
MT 303	Manufacturing Processes and Production	2.0
MT 304	Maintenance Awareness	2.0
		Total: 30.0

Mathematics - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Mathematics will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Mathematics.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Mathematics will:

1. Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
2. Represent mathematical information symbolically, graphically, numerically, and in writing;
3. Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
4. Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
5. Check mathematical results for reasonableness.
6. Use appropriate technologies to analyze and solve mathematical problems.

SUBJECT #	TITLE	UNITS
A major of 20-21 units is required for the degree.		
Required core courses (17 units):		17.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/Differential Equations	5.0
Select one course from the following (3-4 units):		3.0-4.0
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
STAT C1000	Introduction to Statistics	4.0
PHYS 161	Engineering Physics 1	4.0
Electives		8.0-9.0
Elective units required for Mathematics AS-T: 8-9		
General Education		31.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 3 units.		
Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 8-9 units.		
Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.		
		Total: 59.0-61.0

Mathematics with Computer Science Emphasis - Associate in Arts

Award Type: Associate in Arts

The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the Associate in Arts in Mathematics with Computer Science Emphasis will:

1. Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
2. Represent mathematical information symbolically, graphically, numerically, and in writing;
3. Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
4. Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
5. Check mathematical results for reasonableness.
6. Use appropriate technologies to analyze and solve mathematical problems.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (24 units):		24.0
CS 111	Fundamentals of Programming 1	4.0
CS 161	Discrete Structures	3.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/Differential Equations	5.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 24.0

Mathematics with Physics Emphasis - Associate in Arts

Award Type: Associate in Arts

The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the Associate in Arts in Mathematics with Physics Emphasis will:

1. Utilize a variety of problem-solving techniques and strategies to identify, analyze and solve problems;
2. Represent mathematical information symbolically, graphically, numerically, and in writing;
3. Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
4. Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
5. Check mathematical results for reasonableness;
6. Use appropriate technologies to analyze and solve mathematical problems.

SUBJECT #	TITLE	UNITS

A major of 26 units is required for the degree.

Required core courses (22 units):		22.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/Differential Equations	5.0
PHYS 161	Engineering Physics 1	5.0
Plus 4 units selected from the following:		4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 26.0

Media Arts: Animation and Game Art - Associate in Science

Award Type: Associate in Science

The Animation and Game Art program provides a comprehensive foundation in the traditional artistic skills and digital tool sets that are at the center of the animation, visual effects, and game development industries. Our program allows students to build their own emphasis in either traditional animation or interactive game art through their choice of electives. The A.S. degree in Animation and Game Art prepares students for entry-level employment in the creative industries. Students seeking to transfer to four-year institutions should meet with an Allan Hancock College counselor to check for required courses.

The graduate of the Associate in Science in Media Arts: Animation and Game Art will:

1. Generate multiple character designs and stories in response to a specific concept.
2. Design and animate characters and environments for narrative and interactive projects.
3. Plan and storyboard animated sequences for traditional and digital formats.
4. Use animation techniques and principles expressively in creating short animated films.

SUBJECT #	TITLE	UNITS

A major of 36 units is required for the degree.

Required core courses (27 units):		27.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0

MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
GRPH 112	Digital Imagery	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 114	Game and App Design	3.0
GRPH 130	3D Modeling For Production	3.0
Plus 9 units from any of the areas of concentration below (either A or B):		9.0
Option A: Emphasis in Animation		15.0
ART 107	Introduction to Digital Art	3.0
MMAC 116 (same as FILM 116)	Intermediate Animation	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
Option B: Emphasis in Games		6.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university must use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 36.0

Media Arts: Commercial Photography - Certificate of Achievement

Award Type: Certificate of Achievement
The Commercial Photography Certificate of Achievement provides the training necessary to move successfully into the photographic workplace. The instruction provides the basic skills for a career in one or more of the following:

portrait, advertising, documentary, news/photojournalism, wedding/event, architectural, corporate, industrial, aerial, scientific, fine arts, photographic restoration, real estate etc.

The graduate of the Certificate of Achievement in Media Arts: Commercial Photography will:

1. Demonstrate an understanding of vision, craft and mechanics as it applies to commercial photography.
2. Demonstrate excellence in image-making techniques across analog and digital platforms.
3. Apply a variety of technologies to achieve specific image-making outcomes.
4. Have an understanding of different genres of photography and the variety of venues that use photographic imagery.
5. Demonstrate the communication and problem-solving skills necessary for success in the field of commercial photography.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (13 units):		13.0
PHTO 101	History of Photography	3.0
PHTO 110	Basic Photography	3.0
PHTO 150	Introduction to Commercial Photography	2.0
PHTO 151	Portrait Photography	2.0
PHTO 170	Digital Photography	3.0
Plus a minimum of 5 units selected from the following:		5.0
GRPH 116	Web Portfolio & Social Media	3.0
PHTO 120	Materials and Processes	3.0
PHTO 130	Advanced Black and White Photography	3.0
PHTO 140	Introduction to Color Photography	3.0
PHTO 179A	Intro to View Camera	2.0
PHTO 179B	Photojournalism	2.0
PHTO 189	Independent Projects in Photography	1.0
PHTO 380	Black And White Photo Lab 1	0.5
PHTO 381	Black And White Photo Lab 2	1.0
PHTO 382	Color Photo Lab 1	0.5
PHTO 383	Color Photo Lab 2	1.0
PHTO 384	Digital Photo Lab 1	0.5
PHTO 385	Digital Photo Lab 2	1.0
		Total: 18.0

Media Arts: Graphic Design - Associate in Science

Award Type: Associate in Science

The Media Arts:Graphic Design program prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, visual literacy skills and become proficient in the technical skills required of a visual designer. Coursework leads to degree completion, transfer and/or entry-level employment. Electives provide for emphasis in specific areas of interest including illustration, graphic design, digital publishing, web design and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Associate in Science in Media Arts: Graphic Design will:

1. Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
2. Research, conceptualize and create innovative responses to design projects using knowledge of visual literacy for meaningful communication.

3. Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
4. Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
5. Develop a portfolio for transfer, employment, or freelancing in the design and visual communication industry.

SUBJECT #	TITLE	UNITS
A major of 36 units is required for the degree.		
Required core courses (27 units):		27.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 115	Digital Design and Publishing	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 117	Typography	3.0
MMAC 101	Introduction to Multimedia	3.0
PHTO 170	Digital Photography	3.0
Select one course from the following:		3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
ART 110	Design 1	3.0
Plus a minimum of 9 units selected from any of the areas of concentration listed below:		9.0
Option A - General Concentration		37.0
ART 106	Art of the 20th Century	3.0
ART 112	Design Color Theory	3.0
ART 120	Drawing 1	3.0
ART 122	Life Drawing 1	3.0
FILM 101	Film as Art and Communication	3.0
GRPH 118	User Interface Design	3.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 127	History of Graphic Design	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
GRPH 189	Independent Projects in Graphics	1.0
MMAC 114	Game and App Design	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
Option B - Illustration Concentration		15.0
ART 107	Introduction to Digital Art	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0

MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
Option C - Design for Publishing		8.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 127	History of Graphic Design	3.0
GRPH 189	Independent Projects in Graphics	1.0
WEE 149	Work Experience Education: Occupational	1.0
Option D - Media Design Concentration		12.0
GRPH 118	User Interface Design	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 36.0

Media Arts: Graphic Design - Certificate of Achievement

Award Type: Certificate of Achievement

The Media Arts: Graphic Design Certificate of Achievement prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, develop visual literacy skills, and become proficient in the technical skills required of a visual designer. Coursework leads to entry-level employment in the region. Electives provide for emphasis in specific areas of interest, including illustration, graphic design, digital publishing, web design, and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Certificate of Achievement in Media Arts: Graphic Design will:

1. Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
2. Research, conceptualize and create innovative responses to design projects using knowledge of visual literacy for meaningful communication.
3. Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
4. Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
5. Develop a portfolio for transfer, employment, or freelancing in the design and visual communication industry.

A total of 36 units is required for the certificate.

Required core courses (27 units):		27.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 115	Digital Design and Publishing	3.0
GRPH 116	Web Portfolio & Social Media	3.0
Select one from the following:		3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
ART 110	Design 1	3.0
GRPH 117	Typography	3.0
MMAC 101	Introduction to Multimedia	3.0
PHTO 170	Digital Photography	3.0
Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:		9.0
Option A - General Concentration		34.0
ART 106	Art of the 20th Century	3.0
ART 112	Design Color Theory	3.0
ART 120	Drawing 1	3.0
FILM 101	Film as Art and Communication	3.0
GRPH 118	User Interface Design	3.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 127	History of Graphic Design	3.0
GRPH 130	3D Modeling For Production	3.0
GRPH 189	Independent Projects in Graphics	1.0
MMAC 114	Game and App Design	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
Option B - Illustration Concentration		15.0
ART 107	Introduction to Digital Art	3.0
ART 120	Drawing 1	3.0
ART 121	Drawing 2	3.0
ART 122	Life Drawing 1	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
Option C - Design for Publishing		8.0
GRPH 120	Advanced Design for Publishing	3.0
GRPH 127	History of Graphic Design	3.0
GRPH 189	Independent Projects in Graphics	1.0

WEE 149	Work Experience Education: Occupational	1.0
Option D - Media Concentration		12.0
GRPH 118	User Interface Design	3.0
GRPH 130	3D Modeling For Production	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0

Total: 36.0

Media Arts: Graphic Design (CSU Option) - Associate in Science

Award Type: Associate in Science

The Media Arts: Graphic Design (CSU Option) program provides a clear pathway for transfer students interested in further studies toward a California State University (CSU) baccalaureate degree in Art and Fine Arts with an emphasis in Graphic Design. The curriculum includes lower-division foundational art courses, lower-division graphic design specific courses. It is designed to develop visual literacy skills, technical skills, plus opportunities for creative thinking and portfolio development for transfer.

Transfer requirements include completion of 60-semester units that are eligible for transfer to California State Universities, including the following: A) The completion of the California General Education Transfer Curriculum (Cal-GETC). B) Allan Hancock College's graduation requirements. C) Obtainment of an overall minimum grade point average of 2.0. D) Minimum grade of C (or P) for each course in the major. This is not an Associate Degree for Transfer (ADT), ask your counselor for more information.

The graduate of the Associate in Science in Media Arts: Graphic Design (CSU Option) will:

1. Demonstrate understanding of design principles through creative processes and design thinking.
2. Develop core skills in design technology for the creation and development of artwork for digital and print media.
3. Articulate and integrate cross-disciplinary knowledge to discuss and construct effective design solutions.

SUBJECT #	TITLE	UNITS
A major of 24 units is required for the degree.		
Required core courses (15 units):		15.0
ART 103	Art History Ancient to Medieval	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 120	Drawing 1	3.0
GRPH 110	Introduction to Graphic Design	3.0
Select one from the following:		3.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
ART 110	Design 1	3.0
Select two from the following:		6.0

MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
ART 113	Three Dimensional Design	3.0
GRPH 117	Typography	3.0
Select a minimum of 3 units from the following:		3.0
ART 112	Design Color Theory	3.0
ART 122	Life Drawing 1	3.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 115	Digital Design and Publishing	3.0
GRPH 118	User Interface Design	3.0
GRPH 127	History of Graphic Design	3.0
Electives		2.0

Elective units required for Graphic Design (CSU Option) AS: 2

General Education

California General Education Curriculum: 34 units (0 units double counted)

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 26.0

Media Arts: Multimedia - Associate in Science

Award Type: Associate in Science

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can build their own emphasis in web design, video post-production or animation through their choice of electives. The A.S. degree in Multimedia prepares students for entry-level employment in the creative industries and supports students who are interested in transferring to four-year programs in digital media,

The graduate of the Associate in Science in Media Arts: Multimedia will:

1. Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
2. Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
3. Design, build, test and present animations, motion graphics sequences, interactive applications and website designs.
4. Plan and prepare a project proposal for presentation to a client.
5. Produce work for a reel or digital portfolio that showcases individual multimedia competencies.

SUBJECT #	TITLE	UNITS

A major of 37 units is required for the degree.

Required core courses (28 units):		28.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 112	Digital Imagery	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 112	Responsive Web Design	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
PHTO 170	Digital Photography	3.0
Select one course from the following:		3.0
ART 101	Art Appreciation	3.0
ART 106	Art of the 20th Century	3.0
FILM 101	Film as Art and Communication	3.0
Plus a minimum of 9 units selected from any one of the areas of concentration below:		9.0
List A: Emphasis in Digital Media		9.0
MMAC 125 (same as FILM 125)	Computer Video Editing	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
List B - Emphasis in Interactive Media		9.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
GRPH 118	User Interface Design	3.0
MMAC 114	Game and App Design	3.0
List C - Emphasis on Animation		40.0
ART 107	Introduction to Digital Art	3.0
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
FILM 111	Intermediate Motion Picture and Video Production	4.0

MMAC 125 (same as FILM 125)	Computer Video Editing	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
MMAC 114	Game and App Design	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 118	User Interface Design	3.0
MUS 116 (same as FILM 121)	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 37.0

Media Arts: Photography - Associate in Science

Award Type: Associate in Science
The light- and lens-formed image has supplanted the written word as the dominant medium of communication in the 21st century. An AS degree in photography is the doorway to a career in commercial, editorial or artistic photography.
The graduate of the Associate in Science in Media Arts: Photography will:

1. Demonstrate proficiency in camera handling to produce images that show knowledge of photography's visual and expressive elements (composition, light and color), using standard professional equipment and production processes.
2. Analyze and understand how images reflect and shape our culture and assess the contributions made in the field by people from diverse cultures and backgrounds.
3. Identify and explain terminology, materials, principles, and practices within the discipline of photography and apply them to the production of work for vocational and personal needs.
4. Evaluate and analyze personal work and the work of others during critique that will allow one to process criticism, absorb ideas, and apply new found insights to future work.

SUBJECT #	TITLE	UNITS

A major of 34 units is required for the degree.

Required core courses (20 units):	20.0

FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 110	Introduction to Graphic Design	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 102	Introduction to Multimedia Lab	1.0
PHTO 110	Basic Photography	3.0
PHTO 170	Digital Photography	3.0
Select one course from the following:		3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
ART 110	Design 1	3.0
Plus a minimum of 9 units selected from the following:		9.0
PHTO 101	History of Photography	3.0
PHTO 120	Materials and Processes	3.0
PHTO 130	Advanced Black and White Photography	3.0
PHTO 140	Introduction to Color Photography	3.0
PHTO 150	Introduction to Commercial Photography	2.0
PHTO 151	Portrait Photography	2.0
PHTO 179A	Intro to View Camera	2.0
PHTO 189	Independent Projects in Photography	1.0
Plus a minimum of 6 units selected from the following:		6.0
ART 101	Art Appreciation	3.0
ART 104	Art History Renaissance to Modern	3.0
ART 106	Art of the 20th Century	3.0
ART 107	Introduction to Digital Art	3.0
ART 110	Design 1	3.0
FILM 101	Film as Art and Communication	3.0
FILM 102	Hollywood and the American Film	3.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
GRPH 111	Digital Imagery Lab	1.0
GRPH 112	Digital Imagery	3.0
PHTO 380	Black And White Photo Lab 1	0.5
PHTO 381	Black And White Photo Lab 2	1.0
PHTO 382	Color Photo Lab 1	0.5
PHTO 384	Digital Photo Lab 1	0.5
PHTO 385	Digital Photo Lab 2	1.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 35.0

Media Arts: Visual Design - Certificate of Achievement

Award Type: Certificate of Achievement

The Certificate of Achievement in Visual Design prepares students to work in a specialized field of graphic design as production artists, graphic designers, and digital imaging professionals. This one-year, fast-track program emphasizes design and production principles and helps students develop the knowledge and skills required to solve graphic design and layout problems encountered in various print media. The program is designed for both those seeking to enter a career in graphic art and those already working in the field who wish to advance and update their knowledge and skills.

The graduate of the Certificate of Achievement in Media Arts: Visual Design will:

1. Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
2. Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
3. Produce work for a digital portfolio that showcases graphic design competencies.

SUBJECT #	TITLE	UNITS
A major of 15 units is required for the certificate.		
Required courses (15 units):		15.0
GRPH 110	Introduction to Graphic Design	3.0
GRPH 112	Digital Imagery	3.0
GRPH 113	Digital Illustration	3.0
GRPH 117	Typography	3.0
GRPH 129 (same as MMAC 129)	Digital Tools for Visual Media	3.0

Total: 15.0

Media Arts: Web Design - Certificate of Achievement

Award Type: Certificate of Achievement

The Certificate of Achievement in Media Arts: Web Design provides a specific coursework enabling the creation of visually rich websites with dynamic interfaces for a wide range of purposes. The certificate is ideal for students wishing to bring additional competencies to their workplace; to enhance their employability; or to seek entrepreneurial opportunities.

The graduate of the Certificate of Achievement in Media Arts: Web Design will:

1. Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
2. Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for website design.
3. Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
4. Design, build, test and publish websites that work on a variety of devices.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		

Required core courses (15 units):		15.0
CS 102	Introduction to Computing with HTML	3.0
GRPH 118	User Interface Design	3.0
GRPH 112	Digital Imagery	3.0
MMAC 112	Responsive Web Design	3.0
MMAC 114	Game and App Design	3.0
Plus a minimum of 3 units selected from the following:		3.0
ART 107	Introduction to Digital Art	3.0
ART 108 (same as GRPH 108)	Design 1 on the Computer	3.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
GRPH 129 (same as MMAC 129)	Digital Tools for Visual Media	3.0
PHTO 170	Digital Photography	3.0
GRPH 189	Independent Projects in Graphics	1.0
MMAC 125 (same as FILM 125)	Computer Video Editing	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0

Total: 18.0

Medical Assisting - Certificate of Achievement

Award Type: Certificate of Achievement

The medical assisting program provides requisite knowledge and skills for the medical assistant in physician clinic and similar settings. The student must complete program application. Program eligibility depends on completion of program prerequisites, ENGL 101 (Freshman Comp: Exposition) and MATH 531 (Pre-Algebra), with a "C" or better. Upon program completion, the student is eligible to take the certifying examination by the California Certifying Board for Medical Assistants. The graduate and certified medical assistant can work as a medical assistant in physician clinics, urgent care, and similar settings.

The graduate of the Certificate of Achievement in Medical Assisting will:

1. Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
2. Utilize critical thinking and decision-making skills when providing clinical and administrative service in health settings.
3. Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

SUBJECT #	TITLE	UNITS
A major of 26.5 units is required for the certificate.		
Required core courses (26.5 units):		26.5

MA 305 (same as MB 305)	Body Systems and Disease	5.0
MA 350	MA Fundamentals	2.0
MA 351	MA Clinical Procedures 1	3.0
MA 352 (same as MB 352)	MA Administrative Procedures	4.0
MA 353	MA Clinical Procedures 2	5.0
MA 355	MA Pharmacology	4.0
MA 356	MA Job Success Externship	3.5

Total: 26.5

Medical Billing and Coding - Certificate of Achievement

Award Type: Certificate of Achievement
The Medical Billing and Coding certificate courses may be taken as an option by the Medical Assisting Program students, thereby obtaining both a Medical Assisting Certificate and a Billing and Coding Certificate. Courses may be taken separately to obtain Medical Billing and Coding certificate only. A grade of "C" or better is required in all classes to progress in the program. To be admitted to the Medical Billing and Coding Certificate program, the student must complete an application and the required prerequisites, ENG 514 and MATH 531.
The graduate of the Certificate of Achievement in Medical Billing and Coding will:

1. Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
2. Utilize critical thinking and decision-making skills while providing competent clinical and administrative service in healthcare settings.
3. Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.

SUBJECT #	TITLE	UNITS
A total of 16 units is required for the certificate.		
Required core courses (16 units):		16.0
MA 305 (same as MB 305)	Body Systems and Disease	5.0
MA 352 (same as MB 352)	MA Administrative Procedures	4.0
MA 360	Medical Billing & Insurance	4.0
MA 361	Coding for Medical Insurance	3.0

Total: 16.0

Microsoft Office Basics - Certificate of Completion

Award Type: Certificate of Completion
The graduate of the Certificate of Completion in Microsoft Office Basics will:

1. Use Word to create professional quality letters, certificates, flyers, labels and more.
2. Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
3. Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
4. Create slides, and add pictures, animation, and music to presentations.
5. Learn the basics of Publisher to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.

SUBJECT #	TITLE	Hours
A total of 124-148 hours is required for the certificate.		
Advisory: Recommend completion of Computers and You Levels 1 and 2 prior to taking the required courses.		0.0
VOCE 7100	Computers and You: Level 1	28.0-36.0
VOCE 7101	Computers and You: Level 2	28.0-36.0
Required core courses:		124.0-148.0
VOCE 7105	Intro to Microsoft Word	28.0-36.0
VOCE 7107	Intro to Microsoft Excel	28.0-36.0
VOCE 7108	Computer Skills Lab	40.0
VOCE 7112	Intro to Microsoft PowerPoint	14.0-18.0
VOCE 7113	Intro to Microsoft Publisher	14.0-18.0
		Total: 124.0-148.0

Multimedia - Certificate of Achievement

Award Type: Certificate of Achievement

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can focus on creating media for the web, video post-production, motion graphics, or animation through their choice of electives. The Certificate of Achievement in Multimedia prepares students to seek entry-level employment in digital media and the creative industries.

The graduate of the Certificate of Achievement in Multimedia will:

1. Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
2. Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
3. Design, build, test and present animations, motion graphics sequences, interactive applications and website designs.
4. Plan and prepare a project proposal for presentation to a client.
5. Produce work for a reel or digital portfolio that showcases individual multimedia competencies.

SUBJECT #	TITLE	UNITS
A total of 34 units is required for the certificate.		
Required core courses (28 units).		28.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 101	Introduction to Multimedia	3.0

FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 112	Digital Imagery	3.0
MMAC 112	Responsive Web Design	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
PHTO 170	Digital Photography	3.0
Plus a minimum of 6 units selected from the following:		6.0
Courses with an Emphasis in Animation		
MMAC 115 (same as ART 115, FILM 115)	Introduction to Animation	3.0
MMAC 116 (same as FILM 116)	Intermediate Animation	3.0
MMAC 117 (same as FILM 117)	3D Computer Animation 1	3.0
MMAC 118 (same as FILM 118)	3D Computer Animation 2	3.0
MMAC 131	3D Character Creation	3.0
Courses with an Emphasis in Interactive Media :		
MMAC 114	Game and App Design	3.0
GRPH 116	Web Portfolio & Social Media	3.0
GRPH 118	User Interface Design	3.0
Courses with an Emphasis in Digital Media		
MMAC 125 (same as FILM 125)	Computer Video Editing	3.0
MMAC 128 (same as FILM 128)	Intermediate Motion Graphics	3.0
ART 107	Introduction to Digital Art	3.0
FILM 111	Intermediate Motion Picture and Video Production	4.0
MUS 116 (same as FILM 121)	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
Art Appreciation, Art History, or Film as Art - select one from the following:		
ART 101	Art Appreciation	3.0
ART 106	Art of the 20th Century	3.0
FILM 101	Film as Art and Communication	3.0

Total: 34.0

Multimedia Foundation - Certificate of Achievement

Award Type: Certificate of Achievement

The Multimedia Foundation Certificate of Achievement provides a foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in

digital media including imaging, video, audio, animation, and interactive interface design. Multimedia Foundation students can focus on creating media for the web, video post-production, motion graphics, or animation through their choice of electives. The Certificate of Achievement in Multimedia Foundation prepares students to seek entry-level employment in digital media and the creative industries.

The graduate of the Certificate of Achievement in Multimedia Foundation will:

1. Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
2. Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
3. Design, build, test and present animations, motion graphics sequences, interactive applications and website designs.
4. Plan and prepare a project proposal for presentation to a client.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (12 units)		12.0
GRPH 108 (same as ART 108)	Design 1 on the Computer	3.0
MMAC 101	Introduction to Multimedia	3.0
MMAC 126 (same as FILM 126)	Introduction to Motion Graphics	3.0
MMAC 129 (same as GRPH 129)	Digital Tools for Visual Media	3.0
Plus a minimum of 6 units selected from the following:		6.0
MMAC 131	3D Character Creation	3.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
GRPH 112	Digital Imagery	3.0
MMAC 112	Responsive Web Design	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
PHTO 170	Digital Photography	3.0
		Total: 18.0

Music - Associate in Arts

Award Type: Associate in Arts

The music major fulfills lower-division requirements for students planning to transfer to a four-year college or university culminating in employment in the areas of music teaching, music performance and many other related fields of the music industry. In addition, the associate in arts degree will benefit those students seeking employment in the commercial music industry (e.g. merchandising, club-date performance, recording, church music positions, public recreation departments, private teaching). All music majors are required to take one performance class each semester.

The graduate of the Associate in Arts in Music will:

1. Analyze and notate music using traditional Western music notation, theory and harmony.
2. Perform as a member of an instrumental or vocal ensemble.
3. Recognize and describe the key figures and the breadth of achievement in Western music history.

SUBJECT #	TITLE	UNITS
A major of 32 units is required for the degree.		
Required core courses (24 units):		24.0
MUS 101	Music History Ancient-Baroque	3.0
MUS 102	Music History Classical-Modern	3.0
MUS 111	Music Theory 1	4.0
MUS 112	Music Theory 2	4.0
MUS 113	Music Theory 3	4.0
MUS 114	Music Theory 4	4.0
MUS 120	Piano 2	1.0
MUS 121	Piano 3	1.0
Plus a minimum of 4 units selected from the following performance ensembles (students may repeat those courses designated as repeatable for degree credit):		4.0
MUS 130	Mixed Ensemble	1.0
MUS 132	Masterworks Chorale	1.0
MUS 133	Chamber Voices	1.0
MUS 137	Concert Chorale	1.0
MUS 140	Symphonic Band	1.0
MUS 143	Jazz Band	1.0
MUS 144	Jazz Improvisation	1.0
MUS 145	Big Band Jazz	1.0
MUS 146	Jazz Ensemble	1.0
MUS 151	Concert Band	1.0
Plus a minimum of 4 units selected from the following:		4.0
MUS 100	Music Appreciation	3.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 106	World Music Appreciation	3.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
MUS 116 (same as FILM 121)	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
MUS 118	Intro to Electronic Music	3.0
MUS 119	Electronic Music Studio Technique	1.0
MUS 122	Piano 4	1.0
MUS 123	Voice 2	2.0
MUS 124	Voice 3	2.0
MUS 125	Beginning Guitar	1.0
MUS 126	Intermediate Guitar	1.0
MUS 127	Voice 4	2.0
MUS 160	Music Business	2.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC

pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 32.0

Music - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Music will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Music. Students develop musical proficiency in theory, musicianship and performance on their primary instrument or voice.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Music will:

1. Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.
2. Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
3. Perform in an ensemble with a diverse group of people, including those of a variety of performance abilities and backgrounds.
4. Demonstrate an understanding of the fundamental aspects and principles of music, including but not limited to: music theory, notation, chord structures, form, instrumental/vocal technique, performances practices.
5. Demonstrate proficiency in the dictation and sight singing of tonal music.
6. Demonstrate proficiency in the analysis and composition of tonal music.
7. Demonstrate proficiency in the rehearsal, collaboration, and performance of music across a wide range of compositional styles and in a variety of venues.

SUBJECT #	TITLE	UNITS
A major of 22 units is required for the degree.		
Required core courses (18 units):		16.5
MUS 111	Music Theory 1	4.0
MUS 112	Music Theory 2	4.0
MUS 113	Music Theory 3	4.0
MUS 114	Music Theory 4	4.0

MUS 170	Applied Music	0.5

Note: A total of 2 units of MUS 170 is required. Repeat this course 4 times for credit.

Select four courses from the following (4 units):		3.0-4.0
MUS 130	Mixed Ensemble	1.0
MUS 132	Masterworks Chorale	1.0
MUS 133	Chamber Voices	1.0
MUS 137	Concert Chorale	1.0
MUS 140	Symphonic Band	1.0
MUS 151	Concert Band	1.0

Note: Voice students should pick from the 130 series and instrumental students should pick from MUS 140 or MUS 151.

Electives	4.0

Elective units required for Music AA-T: 4

General Education	34.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 0 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 4 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 57.5-58.5

Nursing: 30 Unit Option - Certificate of Achievement

Award Type: Certificate of Achievement
The LVN "30-unit" option (Certificate of Achievement) is another alternative to becoming eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and pursue a career as a "non-graduate" registered nurse in the state of California. The student choosing this option is NOT considered a graduate of the nursing program or the college. Most other states do not recognize California's LVN "30-unit" option and will not issue RN licenses to these LVNs. Applicants to the "30-unit" option must meet with the LVN-to-RN program director for advisement. The "30-unit" option requires current licensed vocational nurse (LVN) licensure. For recent vocational nursing graduates waiting to take the National Council Examination for Practical Nurses (NCLEX-PN), continuation in the program is contingent upon passing the licensure examination. Upon completion of the 30-unit option, the student is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
The graduate of the Certificate of Achievement in Nursing: 30 Unit Option will:

1. Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.

2. Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
3. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
4. Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
5. Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
6. Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
7. Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
8. Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
9. Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

SUBJECT #	TITLE	UNITS
A total of 30 units is required for the certificate.		
Required core courses (30 units):		30.0
BIOL 125	Human Physiology	4.0
BIOL 128	Microbiology	4.5
NURS 103	RN Practicum 1	5.0
NURS 104	Med Surg Nursing 2	3.0
NURS 106	Leadership & Management	1.5
NURS 111	RN Skills 1	1.0
NURS 108	RN Practicum 2	5.0
NURS 109	Med Surg Nursing 3	3.0
NURS 110	Mental Health Nursing	3.0
		Total: 30.0

Nursing: Certified Home Health Aide - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
Successful completion of this course results in the CNA being awarded Home Health Aide Certification, allowing them to work in home health care.
The graduate of the Certificate of Accomplishment in Nursing: Certified Home Health Aide will:

1. Differentiate home care activities from long-term care activities.
2. Define the home health aide role within the care management team.
3. Perform personal care services as defined in class and clinical experience on home-bound clients.
4. Interpret normal vs. abnormal pertinent medical and social needs of the patient and to whom to report findings.
5. Use required information systems, e.g., charts, forms, schedules appropriate to the home health aide level of practice.

SUBJECT #	TITLE	UNITS

A total of 2 units is required for the certificate.

Required core courses (2 units):		2.0
NURS 416	Certified Home Health Aide	2.0

Total: 2.0

Nursing: Certified Nursing Assistant (CNA) - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The nursing assistant program prepares the student to enter the field of health care as a geriatric or acute care nursing assistant. All students who successfully complete the program must pass a written and skills test given by the State of California in order to become a Certified Nurse Assistant. Fees are involved. Additional certifications in home health aid, restorative aide and EKG/Monitor Observer are offered for those with CNA certification.
The graduate of the Certificate of Accomplishment in Nursing: Certified Nursing Assistant (CNA) will:

1. Demonstrate clinical skills in varied environments in long term and acute care hospitals.
2. Demonstrate theoretical concepts as they apply to patient care.
3. Identify and demonstrate an understanding of the Standards of Professionalism for the health care provider.

SUBJECT #	TITLE	UNITS

A total of 12 units is required for the certificate.

Required core courses (12 units):		12.0
NURS 300	CNA/Acute Care Aide	12.0

Total: 12.0

Nursing: EKG/Monitor Observer - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
This certificate course prepares the CNA to function in the role of monitor observer for those patients requiring continuous EKG monitoring.
The graduate of the Certificate of Accomplishment in Nursing: EKG/Monitor Observer will:

1. Identify the role and responsibilities of the monitor observer as a member of the health care team.
2. Recognize normal electrical patterns of the heart.
3. Recognize life-threatening abnormal rhythms of the heart.
4. Apply monitor leads correctly.
5. Explain the use of the cardiac monitor as a diagnostic and monitoring tool.

SUBJECT #	TITLE	UNITS

A total of 1.5 units is required for the certificate.

Required core courses (1.5 units):		1.5
NURS 422	EKG/Monitor Observer	1.5

Total: 1.5

Nursing: Licensed Vocational Nursing - Associate in Science

Award Type: Associate in Science
The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing. Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310. The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree. The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.
The graduate of the Associate in Science in Nursing: Licensed Vocational Nursing will:

1. Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
2. Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
3. Use best practice resources and current evidence as a basis for nursing practice.
4. Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
5. Provide a safe environment for patients, self, and others.
6. Use information technology in the provision of patient care.
7. Practice nursing in a professional, ethical, and legal manner.

SUBJECT #	TITLE	UNITS
A major of 47 units is required for the degree.		
Required core courses (47 units):		47.0
NURS 310	Pharmacology	3.0
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8.0
NURS 323	Respiratory Conditions	2.0
NURS 329	Endocrine and Reproductive Conditions	2.5
NURS 320	Care of Older Adults	2.0
NURS 327	GI and Urinary Conditions	2.5
NURS 328	Clinical Lab 2	3.0
NURS 335	Skin and Musculoskeletal Conditions	2.5
NURS 322	Maternal and Infant Health	2.0
NURS 330	Care of Infants and Children	1.5
NURS 331	Cardiovascular Conditions	2.0
NURS 332	Neurosensory Conditions	2.0
NURS 337	Professional Relationships	1.0
NURS 338	Clinical Lab 3	8.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general		

education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 47.0

Nursing: Licensed Vocational Nursing - Certificate of Achievement

Award Type: Certificate of Achievement
The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing. Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310 (Pharmacology). The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree. The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.
The graduate of the Certificate of Achievement in Nursing: Licensed Vocational Nursing will:

1. Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
2. Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
3. Use best practice resources and current evidence as a basis for nursing practice.
4. Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
5. Provide a safe environment for patients, self, and others.
6. Use information technology in the provision of patient care.
7. Practice nursing in a professional, ethical, and legal manner.

SUBJECT #	TITLE	UNITS
A total of 47 units is required for the certificate.		
Required core courses (47 units):		47.0
NURS 310	Pharmacology	3.0
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8.0
NURS 320	Care of Older Adults	2.0
NURS 322	Maternal and Infant Health	2.0
NURS 323	Respiratory Conditions	2.0
NURS 327	GI and Urinary Conditions	2.5
NURS 328	Clinical Lab 2	3.0
NURS 329	Endocrine and Reproductive Conditions	2.5
NURS 330	Care of Infants and Children	1.5
NURS 331	Cardiovascular Conditions	2.0
NURS 332	Neurosensory Conditions	2.0

NURS 335	Skin and Musculoskeletal Conditions	2.5
NURS 337	Professional Relationships	1.0
NURS 338	Clinical Lab 3	8.0

Total: 47.0

Nursing: Registered Nursing (LVN to RN) - Associate in Science

Award Type: Associate in Science

The LVN to RN program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester.

The LVN to RN program is specifically designed to provide the licensed vocational nurse (LVN) with an opportunity for career advancement and prepare the LVN for the additional responsibilities required of the registered nurse.

Eligibility requirements to apply for the LVN to RN program include completion of program prerequisites, having a current California LVN license OR recent completion of an accredited vocational nursing program and eligibility to take the National Council Examination for Practical Nurses (NCLEX-PN), and entrance criteria.

Students who recently completed an accredited vocational nursing program must have a California LVN license by the end of the spring (first semester) to be able to complete the LVN-to-RN program. Continuation in the program is contingent upon passing the NCLEX-PN. Students who have LVN license must maintain current licensure throughout the LVN-to-RN program.

The LVN-to-RN program entrance criteria include grade point average (GPA), a maximum of four (4) science repeats, and an acceptable score on a readiness examination.

The LVN-to-RN program prerequisites must be completed with a grade of "C" or better. These courses are BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 331, and ENGL 101. In addition, the student must complete the college's graduation requirements for an associate degree.

The graduate of the LVN-to-RN program is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The graduate of the Associate in Science in Nursing: Registered Nursing (LVN to RN) will:

1. Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
2. Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
3. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
4. Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
5. Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
6. Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
7. Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
8. Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
9. Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

SUBJECT #	TITLE	UNITS

A major of 26.5 units is required for the degree.

Required core courses (26.5 units):		26.5
NURS 101	Transitions to Professional Practice	1.5
NURS 102	Med Surg Nursing 1	3.0
NURS 103	RN Practicum 1	5.0
NURS 104	Med Surg Nursing 2	3.0
NURS 106	Leadership & Management	1.5
NURS 108	RN Practicum 2	5.0
NURS 109	Med Surg Nursing 3	3.0
NURS 110	Mental Health Nursing	3.0
NURS 111	RN Skills 1	1.0
NURS 112	RN Skills 2	0.5
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 26.5

Nursing: Restorative Aide - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The CNA will be awarded a Restorative Aide Certificate upon successful completion of this course. The CNA is then allowed to work in physical therapy or rehabilitation environment providing care.
The graduate of the Certificate of Accomplishment in Nursing: Restorative Aide will:

1. Contrast the responsibilities of nursing, physical therapy and the restorative aide in producing the maximum rehabilitation possible for the resident and the importance of a team approach for optimum results.
2. Identify regulations that apply to rehabilitative/restorative nursing.
3. Identify disabilities that could benefit from restorative care.
4. Accurately document restorative care.
5. Demonstrate competence in performing restorative techniques.

SUBJECT #	TITLE	UNITS

A total of 1.5 units is required for the certificate.

Required core courses (1.5 units):		1.5
NURS 420	Restorative Aide	1.5

Total: 1.5

Nutrition and Dietetics - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Nutrition and Dietetics provides education in nutrition science and the relationship of the human diet to health and lifestyle-related diseases. The Associate in Science for Transfer in Nutrition and Dietetics will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Nutrition and Dietetics. This major provides the opportunity for students to begin their career path in the field of nutrition and dietetics, with a wide variety of career possibilities in nutrition, public health, and clinical settings. Students may pursue further education and training to become registered dietitians (RD) or registered dietitian nutritionists (RDN). To earn certification as an RD or RDN, specific education and training requirements must be met, as established by the Accreditation Council for Education in Nutrition and Dietetics. Requirements include successful completion of a bachelor's degree, an accredited nutrition curriculum, an extensive supervised program of practice at a healthcare facility or food service organization or community agency, and passing a rigorous registration exam. RD and RDMs have opportunities to work in hospitals, healthcare agencies, food service companies, and many other areas involving nutrition education, counseling, and management.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Nutrition and Dietetics will:

1. identify essential nutrients and describe their chemical structures, food sources, digestion, absorption, transport, metabolism, functions in the body, and requirements for optimal health.
2. apply dietary guidelines to develop meal plans and lifestyle patterns that meet individual needs, promote health, and reduce disease risk.
3. critically evaluate scientific research and nutrition information, and develop evidence-based responses to questions about diet and health.
4. communicate nutrition concepts clearly, accurately, and effectively.

SUBJECT #	TITLE	UNITS
A major of 27.5-29.5 units is required for the degree.		
Required core courses (20.5 units):		20.5
BIOL 128	Microbiology	4.5
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
FSN 110	Nutrition Science	3.0
PSYC C1000	Introduction to Psychology	3.0
List A - select one course from the following (4-5 units) :		4.0-5.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
CHEM 180	Organic Chemistry 1	5.0
STAT C1000	Introduction to Statistics	4.0
List B - Select one course from the following (3-4 units):		3.0-4.0

CA 120 (same as FCS 120)	Principles of Foods 1	4.0
FSN 133	Introduction To Food Science	3.0
FSN 134 (same as FCS 134)	Food, Nutrition Customs and Culture	4.0
Electives		6.5-8.5

Elective units required for Nutrition and Dietetics AS-T: 6.5-8.5

General Education		24.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 10 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 6.5-8.5 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 58.0-62.0

Office Systems Analysis - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
This certificate specializes in office applications. Students learn to manage projects from the design phase through implementation. The coursework also includes fundamentals of program management and computer programming.
The graduate of the Certificate of Accomplishment in Office Systems Analysis will:

1. Understand the fundamentals of business and how they relate to information systems needs of a business.
2. Use effective written and oral communication to support business information systems needs.
3. Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
4. Analyze/design/develop/deploy/maintain and manage business applications.

SUBJECT #	TITLE	UNITS

A total of 12 units is required for the certificate.

Required core courses (12 units):		12.0
CBIS 101	Computer Concepts & Applications	3.0
CBIS 112	Intro to Visual Basic Program	3.0
CBIS 141	Microsoft Excel-Comprehensive	3.0
CBIS 142	Microsoft Access-Comprehensive	3.0

Total: 12.0

Paralegal Studies - Associate in Science

Award Type: Associate in Science
The A.S. Degree in Paralegal Studies is designed to provide students with education, training, and experience that will enable them to become successful paralegals and to advance in the profession. The program is also designed to help students prepare for NALA (National Association of Legal Assistants) certification.
The graduate of the Associate in Science in Paralegal Studies will:

1. Recall significant paralegal issues, theories, and applications.
2. Apply paralegal principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A major of 36 units is required for the degree.		
Required core courses (26 units):		26.0
BUS 110	Business Law	3.0
CBOT 305	Legal Office Procedures	3.0
WEE 149	Work Experience Education: Occupational	1.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 102	Criminal Law & Procedure	3.0
PLGL 103	Civil Litigation	3.0
PLGL 104	Legal Research & Writing	3.0
PLGL 105	Legal Analysis & Writing	3.0
PLGL 106	Case Management	3.0
PLGL 107	Ethics for Paralegals	1.0
Plus a minimum of 9 units selected from the following:		9.0
PLGL 108	Wills and Trusts	3.0
PLGL 109	Family Law	3.0
PLGL 110	Intellectual Property Law	3.0
PLGL 111	Tort Law for Paralegals	3.0
PLGL 112	Corporations, Partnership, LLC	3.0
RE 302	Legal Aspects Of Real Estate	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 35.0

Paralegal Studies - Certificate of Achievement

Award Type: Certificate of Achievement
The Certificate of Achievement in Paralegal Studies is designed to help students gain the basic knowledge and skills necessary for an entry-level paralegal position. All courses in the Certificate of Achievement Program are also

required courses in the Associate Degree program in Paralegal Studies so students have a seamless pathway to paralegal certification and career advancement.

The graduate of the Certificate of Achievement in Paralegal Studies will:

1. Recall significant paralegal issues, theories and applications.
2. Apply paralegal principles to produce work-based learning projects.
3. Demonstrate the ability to follow instructions on assignments and class activities.

SUBJECT #	TITLE	UNITS
A total of 24 units is required for the certificate.		
Required core courses (24 units):		23.0
BUS 110	Business Law	3.0
WEE 149	Work Experience Education: Occupational	1.0
PLGL 101	Intro to Paralegal Studies	3.0
PLGL 102	Criminal Law & Procedure	3.0
PLGL 103	Civil Litigation	3.0
PLGL 104	Legal Research & Writing	3.0
PLGL 105	Legal Analysis & Writing	3.0
PLGL 106	Case Management	3.0
PLGL 107	Ethics for Paralegals	1.0
		Total: 23.0

Pathways to U.S. Citizenship - Cert of Completion

Award Type: Cert of Completion

The graduate of the Cert of Completion in Pathways to U.S. Citizenship will:

1. Explain and discuss regulations associated with the application for U.S. citizenship.
2. Confidently answer questions related to the oral interview.
3. Explain and discuss the civic questions related to the civic questions needed to pass the citizenship evaluation.
4. Apply English writing and reading skills as they relate to the U.S. citizenship application process.

SUBJECT #	TITLE	Hours
A total of 33-114 hours is required for the certificate.		
Required core courses:		33.0-114.0
CITZ 7000	Preparation for Citizenship	15.0-90.0
CITZ 7001	U.S. Citizenship Interview Preparation	18.0-24.0
		Total: 33.0-114.0

Personal Care Attendant - Certificate of Completion

Award Type: Certificate of Completion

The graduate of the Certificate of Completion in Personal Care Attendant will:

1. Utilize correct techniques for non-medical personal care, including effective communication, measuring vital signs, and bathing.

2. Demonstrate use of effective strategies for assisting and communicating with individuals with dementia or those facing end-of-life.

SUBJECT #	TITLE	Hours
A total of 48-54 hours is required for the certificate.		
Required core courses:		490.0-500.0
CST 7200	CR Central Service Technician Concepts	90.0-100.0
CST 7201	CR Central Service Technician Applications	400.0
		Total: 490.0-500.0

Philosophy - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

Philosophy is thinking critically and rationally about human problems of knowledge, existence, conduct, art, and religion. Students explore the great ideas of Western and Eastern heritage and encounter the fundamentals of almost all other disciplines. These include, but are not limited to, questions such as: What is reality? What is the nature of the self? Does God exist? What is good and just? What ought I to do? In addition, philosophy courses help students to develop good logical and critical reasoning skills, expose hidden preconceptions, encourage open debate and independent thought, and provide the opportunity to apply valuable insights gained to contemporary life. The Associate in Arts for Transfer in Philosophy will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Philosophy will:

1. Critically analyze and evaluate arguments regarding issues of metaphysics and epistemology.
2. Critically analyze and evaluate arguments regarding issues of ethics and political philosophy.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required core courses (15 units):		15.0
PHIL 101	Survey of Philosophy	3.0
PHIL 105	Ethics	3.0
PHIL 112	Logic	3.0

HUM 104 (same as HIST 104)	Western Civilizations to 1650	3.0
HUM 105 (same as HIST 105)	Western Civilization Since 1650	3.0
Select one course from the following (3 units):		3.0
PHIL 114	Critical Thinking	3.0
PHIL 121	Religions of the Modern World	3.0
PHIL 122	Exploring Religious Issues	3.0
Electives		11.0

Elective units required for Philosophy AA-T: 11

General Education	31.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 3 units.

Complete additional CSU transferrable courses as needed to achieve 60 units required for the degree: 11 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Physics - Associate in Arts

Award Type: Associate in Arts
The associate degree program in physics prepares students to begin upper-division work leading to a baccalaureate degree in physics or engineering physics. It also provides some of the support courses required for the baccalaureate degree.
The graduate of the Associate in Arts in Physics will:

1. Demonstrate knowledge of the fundamental laws of Physics and physical terminology.
2. Apply physical principles to solve a variety of simple problems.
3. Demonstrate the proper use of physical apparatus for testing and observing physical theories.
4. Write Scientific reports on a given experiment indicating the significance of the experiment and the degree to which the results verify a principle or law.
5. Analyze complex problems to identify single principle components, and synthesize solutions from multiple concepts.

SUBJECT #	TITLE	UNITS

A major of 30 units is required for the degree.

Required core courses (30 units):		30.0
CHEM 150	General Chemistry 1	5.0
CHEM 151	General Chemistry 2	5.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0
Recommended electives:		
MATH 183	Multivariable Calculus	4.0
MATH 184	Linear Algebra/Differential Equations	5.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 30.0

Physics - Associate in Science for Transfer

Award Type: Associate in Science for Transfer

The Associate in Arts for Transfer in Physics will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Physics or Engineering Physics.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Science for Transfer in Physics will:

1. Demonstrate knowledge of the fundamental laws of physics and physical terminology.
2. Apply physical principles to solve a variety of simple problems.
3. Demonstrate the proper use of physical apparatus for testing and observing physical theories.
4. Write scientific reports on a given experiment indicating the significance of the experiment and the degree to which the results verify a principle or law.
5. Analyze complex problems to identify single principle components and synthesize from multiple concepts.

SUBJECT #	TITLE	UNITS

A major of 24 units is required for the degree.

Required core courses (24 units):		24.0
MATH 181	Calculus 1	4.0
MATH 182	Calculus 2	4.0
MATH 183	Multivariable Calculus	4.0
PHYS 161	Engineering Physics 1	4.0
PHYS 162	Engineering Physics 2	4.0
PHYS 163	Engineering Physics 3	4.0
Electives		9.0

Elective units required for Physics AA-T: 9

General Education 27.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 7 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 9 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Political Science - A.A.-Transfer

Award Type: A.A.-Transfer

The Associate in Arts for Transfer in Political Science provides quality general education opportunities, which enhance student learning by developing critical thinking skills and increasing student understanding of the institutions and policies of American Government, the importance of ethics in political systems, as well as the role of citizenship in the democratic process. The Associate in Arts for Transfer in Political Science will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Political Science.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the A.A.-Transfer in Political Science will:

1. Explain the key concepts, terms and processes involved in the study of political science
2. Analyze and evaluate competing theories within the field of political science
3. Compare the different cultural and political values that influence political decisions
4. Evaluate the role of individuals and groups in the political process

SUBJECT #	TITLE	UNITS
A major of 19 units is required for the degree.		
Required core courses (19 units):		19.0
POLS C1000	American Government and Politics	3.0
POLS 101	Introduction to Political Science	3.0
POLS 104	Introduction to International Relations	3.0
POLS 105	Comparative Politics	3.0
POLS 110	Political Theory	3.0
STAT C1000	Introduction to Statistics	4.0
Electives		13.0
Elective units required for Poiltical Science AA-T: 13		
General Education		28.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 6 units.		
Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 13 units.		
Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.		
		Total: 60.0

Pre-radiography Certificate - Certificate of Achievement

Award Type: Certificate of Achievement

The Pre-radiography Certificate of Achievement program prepares the student to develop the foundational knowledge in radiography and transfer to Santa Barbara City College (SBCC) Associate in Science degree in Radiography and the California State University Northridge baccalaureate degree.

The program is a partnership with the SBCC radiography program to provide this career and technical education access to the students of the northern Santa Barbara and San Luis Obispo counties.

The program includes courses that meet the general education (GE) requirements for the SBCC associate degree and the lower division GE requirements of CSU Northridge baccalaureate program.

Upon program completion, the graduate meets the requirements for the SBCC associate degree in radiography program.

The Pre-radiography Certificate will eventually lead to career opportunities as a radiologic technologist in hospitals, imaging centers, and clinics. With further education and training in specific radiographical technologies, there are career options in ultrasound, magnetic resonance imaging (MRI), computed tomography (CT) scans, and in areas of quality control, research, and management.

The graduate of the Certificate of Achievement in Pre-radiography Certificate will:

1. Knowledge Application: Recognize the structural and functional characteristics of organ systems.
2. Career Exploration: Describe the benefits and challenges of various career options in radiography.
3. Patient Care and Education: Identify and explain the theory and clinical requirements of the radiography programs as described in the policy and procedure documents.

SUBJECT #	TITLE	UNITS
A total of 17-19 units is required for the certificate.		
Required core courses (14 units):		14.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
RT 100	Radiography and Health Care	3.0
RT 101	Introduction to Radiography	3.0
Select one Medical Terminology course from the following:		3.0-5.0
HIT 135	Basic Medical Terminology	3.0
MA 305 (same as MB 305)	Body Systems and Disease	5.0
		Total: 17.0-19.0

Psychology - Associate in Arts

SUBJECT #	TITLE	UNITS
A major of 25 units is required for the degree.		
Required core courses (13 units):		13.0
STAT C1000	Introduction to Statistics	4.0
PSYC C1000	Introduction to Psychology	3.0
PSY 113	Theories Of Personality	3.0
Select one of the following:		3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0
Plus a minimum of 12 units selected from the following:		12.0
ANTH 101	Introduction to Biological Anthropology	3.0
ANTH 102	Introduction to Cultural Anthropology	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
PSY 112	Human Sexuality	3.0
PSY 119	Abnormal Psychology	3.0

PSY 121	Social Psychology	3.0
SOC 101	Introduction to Sociology	3.0
SOC 110	Introduction to Marriage & Family	3.0
Recommended electives:		
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
MATH 135	Calculus with Applications	4.0
PSY 128 (same as HUSV 128)	Positive Psychology	3.0
HUSV 128 (same as PSY 128)	Positive Psychology	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		

Total: 25.0

Psychology - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Psychology will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Psychology.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Psychology will:

1. Describe the major contemporary personality theories and will be able to apply the concepts to psychological health, principles of adjustment, and growth.
2. Define, describe and evaluate the developmental process from conception through death from the perspectives of various psychological theories including psychodynamic, behavioral, cognitive, epigenetic, and sociocultural theoretical perspectives.
3. Define, describe and evaluate the psychosocial human lifespan/ development starting from conception through death; including major concepts related to behavior, sexuality, nutrition, health, stress, environmental relationships, and implication of death and dying.

4. Describe and compare the basic knowledge about statistical analysis of data, including descriptive and inferential statistics and will be able to apply the knowledge gained in statistics to psychological research designs.
5. Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
6. Understand the cultural influences on human behavior and mental processes.
7. Describe major research findings regarding human behavior and mental processes.

SUBJECT #	TITLE	UNITS
A major of 20 units is required for the degree.		
Required core courses (14 units):		14.0
BIOL 100	Introductory Biology	4.0
STAT C1000	Introduction to Statistics	4.0
PSYC C1000	Introduction to Psychology	3.0
PSY 105	Research Methods in Psychology	3.0
List A - select one course from the following (3 units):		3.0
PSY 117	Child Psychology	3.0
PSY 118	Human Development - Lifespan	3.0
PSY 121	Social Psychology	3.0
List B - select one course from any not selected above or from the following (3 units):		3.0
PHIL 114	Critical Thinking	3.0
PSY 112	Human Sexuality	3.0
PSY 113	Theories Of Personality	3.0
PSY 119	Abnormal Psychology	3.0
SOC 101	Introduction to Sociology	3.0
Electives		16.0
Elective units required for Psychology AA-T: 16		
General Education		24.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 10 units.		
Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 16 units.		
Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.		
		Total: 60.0

Recreation Management - Certificate of Achievement

Award Type: Certificate of Achievement
The Certificate of Achievement in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

The graduate of the Certificate of Achievement in Recreation Management will:

1. Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
2. Demonstrate and apply learned leadership skills in a team building classroom environment.
3. Apply and practice the skills of event planning for organizing community events.
4. Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.

SUBJECT #	TITLE	UNITS
A total of 21 units is required for the certificate.		
Required core courses (15 units):		13.0
REC 101	Intro to Recreation Management	3.0
REC 103	Leadership in Recreation Services	3.0
REC 105	Program Planning for Recreation	3.0
REC 107	Recreational Sports Programming	3.0
WEE 149	Work Experience Education: Occupational	1.0
Plus a minimum of 6 units selected from the following:		6.0
ATH 104	Care and Prevention of Athletic Injuries	3.0
BUS 102	Marketing	3.0
EMS 102	First Aid & Safety	3.0
REC 109	Outdoor & Adventure Recreation	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
COMM 102	Small Group Communication	3.0
		Total: 19.0

Recreation, Event, and Sports Management - Associate in Science

Award Type: Associate in Science

The Associate Science degree in Recreation, Event, and Sports Management prepares students to either obtain middle level positions in the recreation, event planning/hospitality, and sports management fields or advance from entry level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Event, and Sports Management.

The graduate of the Associate in Science in Recreation, Event, and Sports Management will:

1. Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
2. Demonstrate and apply learned leadership skills in a team building classroom environment.
3. Apply and practice the skills of event planning for organizing community events.
4. Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.

SUBJECT #	TITLE	UNITS

A major of 21 units is required for the degree.

Required core courses (15 units):		13.0
REC 101	Intro to Recreation Management	3.0
REC 103	Leadership in Recreation Services	3.0
REC 105	Program Planning for Recreation	3.0
REC 107	Recreational Sports Programming	3.0
WEE 149	Work Experience Education: Occupational	1.0
Plus a minimum of 6 units selected from the following:		6.0
ATH 104	Care and Prevention of Athletic Injuries	3.0
BUS 102	Marketing	3.0
EMS 102	First Aid & Safety	3.0
REC 109	Outdoor & Adventure Recreation	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
COMM 102	Small Group Communication	3.0
HED 100	Social and Personal Health & Wellness	3.0
ECS 101	Child, Family and Community	3.0
ECON 101	Principles of Macro-Economics	3.0
General Education		

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 19.0

Secondary Education/High School Equivalency Exam Preparation - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Secondary Education/High School Equivalency Exam Preparation will:

1. Apply the skills and knowledge necessary to pass any or all of the four content areas of the high school equivalency exam tests: Language Arts, Math, Science, and Social Science.
2. Apply Effective Test Taking Strategies and Methods.
3. Think critically about issues and distinguish between supported and unsupported arguments in a variety of texts.
4. Apply mathematics to solve real life problems using mathematical modeling and problem-solving techniques.
5. Utilize the computer skills needed to respond to all question types on the exams, word process, keyboard, and learn to navigate online websites and resources.

SUBJECT #	TITLE	Hours

A total of 112-142 hours is required for the certificate.

Required core courses:		112.0-142.0
BASK 7005	H.S. Equivalency Exam Preparation	96.0-108.0
BASK 7013	Computer Skills H.S. Equivalency Test Preparation	16.0-34.0

Total: 112.0-142.0

Social Justice Studies: LGBTQ Studies - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Social Justice Studies: LGBT Studies offers students a multidisciplinary approach to the study of Lesbian, Gay, Bisexual, Transgender and Queer identities, culture, art, literature, politics, history and society in the United States and across cultures. Students will incorporate queer theory, theories of race and ethnicity, and feminist theory, to examine, analyze and compare social and political movements, and consider the ways that we currently understand and have historically understood various constructions of sexuality, gender identity and behavior depending upon historic time and global location. The Associate in Arts for Transfer in Social Justice Studies: LGBT Studies will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree related to LGBT Studies such as Gender Studies and Queer Studies.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Social Justice Studies: LGBTQ Studies will:

1. Research how theoretical perspectives and critical theories on social justice inform the social, political, economic, historical and cultural circumstances surrounding justice as they relate to gender, sexuality and race as well as other intersectional aspects of life in society.
2. Define and analyze power and oppression to better understand how they operate at the individual, cultural and institutional levels
3. Explain how intersectional formations of social identity reflecting various levels of power and privilege impact social justice at the individual, cultural and institutional levels.

SUBJECT #	TITLE	UNITS

A major of 19 units is required for the degree.

Required core courses (16 units):		16.0
LGBT 101	Introduction to LGBTQ Studies	3.0
LGBT 102	LGBTQ Communities, Family and Education in the 21st Century	3.0
STAT C1000	Introduction to Statistics	4.0

SOC 110	Introduction to Marriage & Family	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
Select one course from the following (3 units):		3.0
PSY 112	Human Sexuality	3.0
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0
Electives		13.0

Elective units required for Social Justice Studies: LGBTQ Studies AA-T: 13

General Education	28.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 6 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 13 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Social Science - Associate in Arts

Award Type: Associate in Arts
The social sciences are concerned with the study of human behavior and the human condition. The various disciplines within social science are united in their quest to understand the "whys," "causes," and "consequences" of human experience and action. The social science major is designed to provide the student with an integrated liberal arts background that focuses on social science and fulfills the lower-division requirements for specific upper-division majors. Occupational choices for social scientists are numerous and varied in both the private and public sectors. Depending on the individual's specialization, career opportunities may be found most frequently in the areas of human services, education, law and criminal justice, government, and business administration.
The graduate of the Associate in Arts in Social Science will:

1. Synthesize and apply social science concepts.
2. Use information/data from multiple sources and demonstrate knowledge of research methodologies and multiple theoretical perspectives.
3. Have the ability to use social science methods to identify, formulate, and study social problems.
4. Understand the interdisciplinary nature of knowledge and view issues from a holistic perspective.
5. Have college-level knowledge and skills in critical thinking, analysis, and written communication.
6. Understand the global society and processes of globalization from non-Western, Western, and indigenous perspectives.
7. Make informed, reasoned, and ethical personal and public choices.

SUBJECT #	TITLE	UNITS

A major of 18 units is required for the degree.

Required core courses (18 units):		18.0
ANTH 102	Introduction to Cultural Anthropology	3.0
GEOG 102	Human Geography	3.0
HIST 105 (same as HUM 105)	Western Civilization Since 1650	3.0
PSYC C1000	Introduction to Psychology	3.0
SOC 101	Introduction to Sociology	3.0
Select one course from the following:		3.0
POLS 101	Introduction to Political Science	3.0
POLS 104	Introduction to International Relations	3.0
Recommended electives:		
GBST 141 (same as BUS 121, ECON 141)	Global Economics	3.0
ECON 102	Principles of Micro-Economics	3.0
SOC 122	Sociology of the Hispanic Culture	3.0

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 18.0

Sociology - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Sociology Program provides quality general education opportunities, which enhance student learning by developing critical thinking skills and by increasing student awareness and understanding of our world's rich and diverse cultures and human social organization. Sociology is the study of human social behavior, groups, culture and how environments and relationships influence behavior. Sociologists are concerned with social phenomena, such as social stratification, deviant behavior, the effects of mass media, urban organization, educational systems, and how societies develop and change. The Associate in Arts for Transfer in Sociology will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in Sociology.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.

3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Sociology will:

1. Develop an awareness of the diversity of cultures around the world.
2. Understand social phenomena from a sociological perspective.
3. Demonstrate a proficiency in sociological concepts and terminology.
4. Develop skills in using digital technologies to inquire and communicate sociological data, concepts and theories.

SUBJECT #	TITLE	UNITS
A major of 22 units is required for the degree.		
Required core courses (16 units):		16.0
SOC 101	Introduction to Sociology	3.0
SOC 102	Social Problems	3.0
SOC 110	Introduction to Marriage & Family	3.0
SOC 120 (same as ES 101)	Introduction to Racial and Ethnic Groups	3.0
STAT C1000	Introduction to Statistics	4.0
Select two courses from the following (6 units):		6.0
ANTH 102	Introduction to Cultural Anthropology	3.0
ECON 141 (same as BUS 141, GBST 141)	Global Economics	3.0
GBST 101	Introduction to Global Studies	3.0
GEOG 102	Human Geography	3.0
SOC 104 (same as PSY 104)	Social Science Research Methods	3.0
SOC 155	Media and Society	3.0
SOC 160	Cities and Urban Life	3.0
Electives		10.0
Elective units required for Sociology AA-T: 10		
General Education		28.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 6 units.		

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 10 units.

Visit myHancock and select the DegreeWorks icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Sound Technology - Certificate of Achievement

Award Type: Certificate of Achievement
The sound technology certificate is intended to prepare students for careers in sound recording and sound reinforcement in live and studio performance situations, as well as in the film industry, television, radio and other areas where sound recording and electronic music play an increasingly vital role. The certificate program can also be a valuable preparation for enrolling in an advanced commercial music school.
The graduate of the Certificate of Achievement in Sound Technology will:

1. recognize and define the basic terminology associated with acoustics.
2. recognize and define the basic terminology associated with sound recording and electronic music.
3. participate in sound recording and mix-down sessions.
4. produce and record works of electronic music.

SUBJECT #	TITLE	UNITS
A total of 19 units is required for the certificate.		
Required core courses (12 units):		12.0
MUS 115 (same as FILM 120)	Introduction to Sound Recording & Mixing	3.0
MUS 116 (same as FILM 121)	Sound Production Techniques	3.0
MUS 117	Electronic Music MIDI Recording	3.0
MUS 118	Intro to Electronic Music	3.0
Plus a minimum of 7 units selected from the following:		7.0
CNET 118	Fundamentals of DC and AC Circuits Analysis	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory	2.0
FILM 110	Introduction to Motion Picture and Video Production	4.0
MUS 104	Roots of Pop, Rock, Jazz	3.0
MUS 111	Music Theory 1	4.0
MUS 112	Music Theory 2	4.0
MUS 119	Electronic Music Studio Technique	1.0
MUS 143	Jazz Band	1.0

Total: 19.0

Spanish - Associate in Arts

Award Type: Associate in Arts
As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public

takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world.

The graduate of the Associate in Arts in Spanish will:

1. Be independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness to achieve their personal, vocational and academic goals.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required core courses (10 units):		10.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
Plus a minimum of 8 units selected from the following:		8.0
ENGL 102	Freshman Composition Literature	3.0
FRCH 101	Elementary French I	5.0
FRCH 102	Elementary French II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 112	Advanced Spanish Conversation	3.0
Recommended electives:		
ART 105	Art History of Mexico	3.0
ASL 120	American Sign Language 1	3.0
ASL 121	American Sign Language 2	3.0
BUS 140	Survey of International Business	3.0
BUS 141 (same as ECON 141, GBST 141)	Global Economics	3.0
DANC 140	Ballet Folklórico I	2.0
DANC 142	Ballet Folklórico II	2.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 117	Teaching Strategies for Multilingual Learners	3.0
ENGL 130	American Literature to 1865	3.0
ENGL 133	Modern Fiction	3.0
FILM 103	Contemporary Latin American Film	3.0
HIST 120 (same as ES 120)	Chicano History	3.0
POLS 104	Introduction to International Relations	3.0
COMM C1000	Introduction to Public Speaking	3.0
SOC 122	Sociology of the Hispanic Culture	3.0
ENGL 148 (same as ES 148)	Hispanic Literature in Translation	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year		

university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 18.0

Spanish - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world. The Associate in Arts for Transfer in Spanish will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Spanish will:

1. Be independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness, to achieve their personal, vocational and academic goals.

SUBJECT #	TITLE	UNITS
A major of 20-25 unit is required for the degree. Select one of the options below.		
Required core courses - options:		20.0-25.0
Option 1: Required core courses (25 units):		25.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
Option 2: Required core courses (22 units):		22.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0

SPAN 111	Intermediate Spanish Conversation	2.0
Option 3: Required core courses (20 units):		20.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 112	Advanced Spanish Conversation	3.0
Electives		4.0-9.0

Elective units required for Spanish AA-T: 4-9

General Education		31.0

Complete the following:

California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)

Double Counting:

Total units that may be doubled counted for the major and general education requirements: 3 units.

Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 4-9 units.

Visit **myHancock** and select the **DegreeWorks** icon to view Cal-GETC general education and transferable courses.

Total: 55.0-65.0

Spanish Language Skills: Advanced Level - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of Spanish at the advanced level would allow users to successfully handle most communicative tasks, including unfamiliar situations, as well as routine and social interactions. Advanced Spanish speakers can purchase and describe familiar equipment, negotiate an agreement or terms of employment, establish professional contacts, deal with official procedures, and/or give advice or give suggestions concerning health and safety. Advanced Spanish linguistic skills is an appropriate target for those whose work involves extensive contact with Spanish speaking colleagues and/or customers, and in activities such as handling customer inquiries or participating more fully in business meetings and discussions typical of technical or research personnel and senior administrators.
The graduate of the Certificate of Accomplishment in Spanish Language Skills: Advanced Level will:

1. Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the advanced level.
2. Use and understand up to 2,000 words in sentence structures requiring different verbal tenses.
3. Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

SUBJECT #	TITLE	UNITS

A total of 9-11 units is required for the certificate.

Required core courses (9-11 units):		9.0-11.0
SPAN 105	Advanced Composition and Grammar	5.0
SPAN 112	Advanced Spanish Conversation	3.0
SPAN 189	Independent Projects in Spanish	1.0-3.0

Total: 9.0-11.0

Spanish Language Skills: Elementary Level - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of elementary level Spanish assists people who would be using it for business, or in routine work, such as developing contacts, exchanging information, confirming meeting arrangements, and other administrative tasks typical of line supervisors, receptionists, clerical and/or administrative staff in direct contact with the public.
The graduate of the Certificate of Accomplishment in Spanish Language Skills: Elementary Level will:

1. Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the elementary level.
2. Use and understand up to 1,000 of the most frequently encountered words and phrases.
3. Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

SUBJECT #	TITLE	UNITS

A total of 13-15 units is required for the certificate.

Required core courses (13-15 units):		13.0-15.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 189	Independent Projects in Spanish	1.0-3.0

Total: 13.0-15.0

Spanish Language Skills: Intermediate Level - Certificate of Accomplishment

Award Type: Certificate of Accomplishment
The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of intermediate level would allow users to successfully handle most uncomplicated communicative tasks, as well as routine and social interactions, such as providing instructions or guidelines, exchanging information, and other administrative tasks typical of line supervisors, administrators and/or administrative staff.
The graduate of the Certificate of Accomplishment in Spanish Language Skills: Intermediate Level will:

1. Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the intermediate level.
2. Use and understand up to 1,500 in basic sentence structures.
3. Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

SUBJECT #	TITLE	UNITS

A total of 13-15 units is required for the certificate.

Required core courses (13-15 units):		13.0-15.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II	5.0
SPAN 111	Intermediate Spanish Conversation	2.0
SPAN 189	Independent Projects in Spanish	1.0-3.0

Total: 13.0-15.0

Spanish Literacy - Cert of Competency

Award Type: Cert of Competency

The Spanish Literacy Certificate of Competency is designed for pre-literate to emergent-literate Spanish speakers. This program empowers students with foundational literacy skills in Spanish, fostering a supportive learning environment that promotes confidence and lifelong learning. This program is designed for adults who need literacy in their first language while utilizing culturally appropriate curriculum. Reading comprehension and emerging writing skills are also addressed. Classes are tuition-free.

The graduate of the Cert of Competency in Spanish Literacy will:

1. The graduate of the Spanish Literacy Certificate of Competency will demonstrate Spanish literacy reading and writing skills.

SUBJECT #	TITLE	Hours

SP (Satisfactory Progress) Grade Requirements: Students are assessed according to the Student Learning Outcomes (SLOs) in order to earn an SP grade. A grade of SP is required in order for this course to be eligible for the certificate of competency it belongs to. If students don't earn an SP grade, they will be given no grade and will need to repeat the course. Students must earn a grade of 70% or higher for every course SLO to earn a grade of SP.

Required core courses:		168.0-204.0
ELDN 7400	Spanish Literacy 1	84.0-102.0
ELDN 7410	Spanish Literacy 2	84.0-102.0

Total: 168.0-204.0

Sports Medicine - Associate in Science

Award Type: Associate in Science

Allan Hancock College's (AHC) Sports Medicine Program is designed to provide students with the skills and knowledge necessary to transfer and pursue a career in athletic training, exercise science, physical therapy, and other sports medicine related fields. Identification, prevention, evaluation, treatment, and rehabilitation of sport and activity related injuries are emphasized. The program stresses the importance of transfer to four-year institutions offering Commission on Accreditation of Athletic Training Education (CAATE) accredited baccalaureate degrees. The program also prepares students to obtain internships or entry-level positions in a Physical Therapy/ Sports Medicine workplace. General education requirements are met by following the CSU or IGETC pattern.

The graduate of the Associate in Science in Sports Medicine will:

1. demonstrate techniques associated with the recognition, evaluation, and immediate treatment of sport and physical activity related injury.
2. understand and apply techniques related to sport and physical activity injury prevention and risk management.
3. demonstrate skills and techniques related to rehabilitation and repairing of sport and physical activity related injury.
4. understand and relate anatomical, physiological, and biomechanical systems to sport and physical activity.
5. demonstrate effective communication, professionalism, legal and ethical understanding, and general organization and administration within a sports medicine setting.
6. understand the educational preparation required for specifically attaining status as a certified, and licensed sports medicine professional.

SUBJECT #	TITLE	UNITS
A major of 34-38 units is required for the associate in science degree.		
Required core courses (34-38 units)		34.0-38.0
ATH 104	Care and Prevention of Athletic Injuries	3.0
ATH 106	Orthopedic Injury Assess/Rehab	4.0
BIOL 100	Introductory Biology	4.0
BIOL 124	Human Anatomy	4.0
BIOL 125	Human Physiology	4.0
FSN 110	Nutrition Science	3.0
KIN 100	Introduction to Kinesiology	3.0
PE 129	First Aid-CPR: Educator/Coach	1.0
STAT C1000	Introduction to Statistics	4.0
Work Experience - Select one option (4 units required):		4.0
PE 149	Cooperative Work Experience: Occupational	1.0-8.0
WEE 149	Work Experience Education: Occupational	1.0-8.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 34.0-38.0

State Hospital Academy - Certificate of Achievement

Award Type: Certificate of Achievement

This certificate is designed to prepare those interested in a career with the Office of Protective Services (OPS). The State Hospital Academy is a program unique to training stuents for the career field of maintaining peace, order and security within the five state-run secure hospital facilities in California. Prior to enrollment, students will complete a background packet, complete a medical exam, obtain a clearance from the Department of Justice (DOJ) and be free of any felony convictions. Students will be tested mentally, physically and emotionally. The program of instruction includes academic, driving instruction, defensive tactics, firearms training and physical fitness training.

The graduate of the Certificate of Achievement in State Hospital Academy will:

1. Meet Office of Protective Services (OPS) academic requirements
2. Meet OPS physical fitness requirements.
3. Meet military discipline/drill requirements and the OPS skills requirements.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (18 units):		18.0
LE 310	Introduction to Law Enforcement Academy (Pre-Academy)	1.0
LE 329	State Hospital Peace Officer	17.0
		Total: 18.0

Substance Abuse and Treatment Studies - Associate in Science

Award Type: Associate in Science

The Associate in Science Degree in Substance Abuse and Treatment Studies is a comprehensive program designed to provide students with a strong foundation in understanding and addressing addiction-related issues. This program is specifically tailored to individuals interested in pursuing a career in the field of addiction counseling or related professions.

Throughout the program, students will gain a deep understanding of the causes, effects, and treatment of addiction. They will explore various theoretical approaches, evidence-based practices, and intervention strategies used in addiction counseling. The curriculum covers a wide range of topics, including psychology, sociology, pharmacology, counseling techniques, and ethical considerations.

Students will also develop practical skills through hands-on experiences and supervised field placements. These placements offer opportunities to work directly with individuals struggling with addiction and to apply the knowledge gained in the classroom to real-world situations. This practical component allows students to develop the necessary skills and competencies required to effectively support and guide individuals on their path to recovery.

Upon completion of the program, graduates will be equipped with the knowledge and skills necessary to work as addiction counselors, substance abuse educators, case managers, or prevention specialists. They will possess a strong foundation in counseling techniques, assessment and treatment planning, relapse prevention, and group facilitation.

Furthermore, this program serves as a stepping stone for those interested in pursuing higher education in addiction studies or related fields. Graduates may choose to transfer their credits towards a bachelor's degree program to further enhance their career prospects and professional development.

The graduate of the Associate in Science in Substance Abuse and Treatment Studies will:

1. Demonstrate an advanced understanding of the theoretical foundations and practical applications of addiction studies, including the biological, psychological, and sociocultural factors that contribute to addiction.
2. Apply critical thinking skills to analyze and evaluate various treatment modalities and intervention strategies used in addiction studies, considering their effectiveness, ethical implications, and cultural relevance.
3. Develop effective communication and interpersonal skills to establish rapport with individuals struggling with addiction, their families, and other professionals to provide appropriate support, guidance, and referral services.
4. Utilize research methods and evidence-based practices to assess the effectiveness of addiction treatment programs, identify emerging trends and issues in the field, and contribute to the ongoing improvement of addiction studies through data-driven decision-making.

SUBJECT #	TITLE	UNITS
A major of 39 units is required for the degree.		
Required core courses (39 units):		39.0
HUSV 101	Introduction to Human Services: Becoming a Helping Professional	3.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 104	Group Dynamics	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
HUSV 132 (same as PSY 132)	Drugs, the Brain and the Body	3.0
HUSV 135	Ethics for Human Services Professionals	3.0
HUSV 142 (same as PSY 142)	Co-Occurring Disorders: Engagement	3.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.		
		Total: 39.0

Substance Abuse and Treatment Studies - Certificate of Achievement

Award Type: Certificate of Achievement

The Human Services: Substance Abuse and Treatment Studies – Certificate of Achievement program is designed to equip individuals with the necessary knowledge and skills to effectively address addiction issues and provide support to those struggling with substance abuse. This comprehensive program focuses on evidence-based practices and the latest research in addiction treatment.

Throughout the program, participants will gain a deep understanding of the various factors contributing to addiction and learn how to develop personalized treatment plans for individuals. They will explore different therapeutic approaches, including cognitive-behavioral therapy, motivational interviewing, and family systems therapy, among others.

The curriculum covers a wide range of topics related to addiction treatment, such as the neurobiology of addiction, pharmacological interventions, relapse prevention strategies, and ethical considerations in the field. Participants will also learn about the importance of cultural competence and how to provide inclusive and respectful care to individuals from diverse backgrounds.

Hands-on training is a vital component of this program. Participants will have the opportunity to engage in practical exercises, case studies, and role-playing scenarios to enhance their skills in assessment, intervention, and counseling techniques. They will also learn how to collaborate with other healthcare professionals and community resources to provide comprehensive care.

Upon completion of the program, participants will be equipped to work in various settings, such as outpatient clinics, residential treatment centers, community organizations, and hospitals. They will possess the necessary skills to conduct assessments, develop treatment plans, facilitate group therapy sessions, and provide ongoing support to individuals on their path to recovery.

The graduate of the Certificate of Achievement in Substance Abuse and Treatment Studies will:

1. Advanced Understanding of Addiction Dynamics: Students will be able to demonstrate an advanced understanding of the complex dynamics of addiction, including the biological, psychological, and social factors that contribute to its development and progression.
2. Evidence-Based Treatment Approaches: Students will develop the skills to effectively apply evidence-based treatment approaches in addiction treatment.
3. Cultural Competence in Addiction Treatment: Students will develop cultural competence in working with diverse populations affected by addiction.
4. Ethical and Legal Considerations in Addiction Treatment: Students will gain a comprehensive understanding of the ethical and legal issues that arise in addiction treatment.

SUBJECT #	TITLE	UNITS
A total of 21 units is required for the certificate.		
Required core courses (21 units):		21.0
HUSV 102	Case Management Skills	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 110 (same as PSY 106, SOC 106)	Alcohol, Other Drugs, and Addiction	3.0
HUSV 111	Addiction Treatment and Recovery	3.0
HUSV 135	Ethics for Human Services Professionals	3.0
HUSV 130	Addiction Studies Practicum	4.0
HUSV 131	Addiction Studies Practicum Seminar	2.0
		Total: 21.0

Theatre Arts - Associate in Arts for Transfer

Award Type: Associate in Arts for Transfer

The Associate in Arts for Transfer in Theatre Arts will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree. This degree provides students with an understanding and an appreciation for the art of theatre and includes courses in acting, technical theatre, rehearsal and performance as well as an introduction to the theatre and play analysis. Completion of this curriculum will provide preparation for future theatre studies.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to a California State University, including the following:

1. Completion of the California General Education Transfer Curriculum (Cal-GETC).
2. A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.
3. Obtainment of an overall minimum grade point average of 2.0.
4. Minimum grade of C (or P grade if taken on a pass/no pass basis) for each course in the major.

The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in Theatre Arts will:

1. exhibit the ability to analyze and articulate a critical response to theatrical events employing a basic understanding of world theatre history and Western theatre tradition.
2. be able to recognize and describe the key figures as well as the breadth of achievement in world theatre history.
3. be able to apply appropriate, positive techniques when asked to participate as a member of a performance ensemble.

SUBJECT #	TITLE	UNITS
A major of 18 units is required for the degree.		
Required core courses (18 units):		15.0
DRMA 104	Acting I	3.0
DRMA 106	Acting II	3.0
DRMA 124	Stagecraft	3.0
DRMA 128	Stage Makeup	3.0
DANC 182	Technical Production Lab	3.0
Select one course from the following (3 units:		3.0
DRMA 103	Introduction to Theatre	3.0
DRMA 110	History of World Theatre 1	3.0
Electives		11.0
Elective units required for Theatre Arts AA-T: 11		
General Education		31.0
Complete the following:		
California - General Education Transfer Curriculum (Cal-GETC): 34 units (All courses must be UC transferable)		
Double Counting:		
Total units that may be doubled counted for the major and general education requirements: 3 units.		
Complete additional CSU transferable courses as needed to achieve 60 units required for the degree: 11 units.		

Visit myHancock and select the DegreeWorks icon to view Cal-GETC general education and transferable courses.

Total: 60.0

Theatre: Design/Technical Theatre - Certificate of Achievement

Award Type: Certificate of Achievement

A two-year vocational training program designed to develop the skills in technical theatre necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory Theatre. Admittance to program is by audition/interview.

The graduate of the Certificate of Achievement in Theatre: Design/Technical Theatre will:

1. Demonstrate safe, effective techniques and exhibit professional behavior in the support of the production and performance of a professional theatrical production.
2. Exhibit a process inclusive of abstract thinking, decision-making and divergent problem solving.
3. Communicate through creative expression employing standard theatrical vocabulary and presentational techniques.
4. Display a competency in critical reading as it relates to theatrical texts.

SUBJECT #	TITLE	UNITS
A total of 64.5 - 74 units is required for the certificate.		
Required core courses (64 units):		64.0
THEA 110	Beginning Production Laboratory	3.0
THEA 111	Intermediate Production Laboratory	3.0
THEA 112	Advanced Intermediate Production Laboratory	3.0
THEA 114	Beginning Performance Laboratory	3.0
THEA 305	Materials, Tools, and Techniques 1	10.0
THEA 113	Advanced Production Laboratory	3.0
THEA 116	Advanced Intermediate Performance Laboratory	3.0
THEA 117	Advanced Performance Laboratory	3.0
THEA 115	Intermediate Performance Laboratory	3.0
THEA 306	Materials, Tools, and Techniques 2	10.0
THEA 307	Planning, Production, and Management 1	10.0
THEA 308	Planning, Production, and Management 2	10.0
Plus a minimum of 0.5 units selected from the following:		0.5-10.0
DRMA 189	Independent Projects in Drama	1.0
DRMA 199	Special Topics in Drama	0.5-6.0
THEA 198	Topics in Theatrical Performance	0.5-3.0
THEA 199	Topics in Theatre Stagecraft	0.5-3.0
THEA 301	Beginning Preparation for Repertory Production	1.0
THEA 302	Intermediate Preparation for Repertory Production	1.0
THEA 303	Advanced Intermediate Preparation for Repertory Production	1.0
THEA 304	Advanced Preparation for Repertory Production	1.0
THEA 310	Beginning Summer Touring Repertory Production	10.0
THEA 311	Intermediate Summer Touring Repertory Production	10.0
THEA 312	Advanced Intermediate Summer Repertory Production	10.0
THEA 313	Advanced Summer Touring Repertory Production	10.0

Total: 64.5-74.0

Theatre: Professional Acting - Certificate of Achievement

Award Type: Certificate of Achievement
A two-year vocational training program designed to develop the skills in acting necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory Theatre. Admittance to program is by audition/interview.
The graduate of the Certificate of Achievement in Theatre: Professional Acting will:

1. Develop the ability to collaborate with professionals in a rehearsal and performance process, demonstrating professional ethics, working discipline and performance skills to function at the highest standards of the theatrical profession.
2. Develop a process for acting and text analysis which recognizes the activation of text as the central component of the rehearsal and performance process.
3. Develop and improve vocal and physical techniques in support of character development in a rehearsal and performance process.
4. Apply the principles and techniques of ensemble playing to any rehearsal process.

SUBJECT #	TITLE	UNITS
A total of 72 units is required for the certificate.		
Required core courses (72 units):		72.0
THEA 101	Applied Professional Acting I	10.0
THEA 102	Applied Professional Acting 2	10.0
THEA 112	Advanced Intermediate Production Laboratory	3.0
THEA 113	Advanced Production Laboratory	3.0
THEA 116	Advanced Intermediate Performance Laboratory	3.0
THEA 117	Advanced Performance Laboratory	3.0
THEA 104	Intermediate Professional Theatre Dance Styles	2.0
THEA 103	Beginning Professional Theatre Dance Styles	2.0
THEA 120	Advanced Professional Acting 1	10.0
THEA 121	Adv. Professional Acting II	10.0
THEA 111	Intermediate Production Laboratory	3.0
THEA 110	Beginning Production Laboratory	3.0
THEA 115	Intermediate Performance Laboratory	3.0
THEA 122	Advanced Intermediate Professional Theatre Dance Styles	2.0
THEA 123	Advanced Professional Theatre Dance Styles	2.0
THEA 114	Beginning Performance Laboratory	3.0
Recommended electives (optional):		
DANC 120	Ballet Dance I	2.0
DANC 130	Jazz Dance I	2.0
DRMA 110	History of World Theatre 1	3.0
DRMA 111	History of World Theatre 2	3.0
DRMA 189	Independent Projects in Drama	1.0
THEA 310	Beginning Summer Touring Repertory Production	10.0
THEA 311	Intermediate Summer Touring Repertory Production	10.0
THEA 312	Advanced Intermediate Summer Repertory Production	10.0
THEA 313	Advanced Summer Touring Repertory Production	10.0
		Total: 72.0

Two Dimensional Studio Art - Certificate of Achievement

Award Type: Certificate of Achievement
The Two-Dimensional Studio Art Certificate serves the goal of providing a certificate of achievement for competitive placement in entry-level work in areas such as museums, galleries, graphic design, set design, newspapers, etc.
The graduate of the Certificate of Achievement in Two Dimensional Studio Art will:

1. Utilize the concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, gaining knowledge of terminology, and successful completion of projects and assignments.
2. Participate in a variety of visual arts, demonstrating accomplishment of skills, techniques, and processes involved in their creation, through a portfolio of work.

SUBJECT #	TITLE	UNITS
A total of 18 units is required for the certificate.		
Required core courses (18 units):		18.0
ART 107	Introduction to Digital Art	3.0
ART 122	Life Drawing 1	3.0
ART 110	Design 1	3.0
ART 124 (same as OLDR 7215)	Mixed Media 1	3.0
ART 120	Drawing 1	3.0
ART 151	Painting 1	3.0
		Total: 18.0

Veterinary Technology - Certificate of Achievement

Award Type: Certificate of Achievement
The Veterinary Technology Program introduces technical skills and veterinary medical concepts necessary to pursue a career as a veterinary assistant and meets the educational requirements of the California Veterinary Medical Board (VMB) for veterinary assistants to become Registered Veterinary Technicians (RVT)*. *In addition to completing the educational requirements, 4,416 hours of practical work experience with a California-licensed veterinarian are required in order to be eligible to take the veterinary technician licensing exams. The VMB eligibility requirements are subject to change at any time and without notice to educational providers or their students. Veterinary Assistants and Registered Veterinary Technicians are integral to the animal health care team that works under the supervision of veterinarians to perform various types of tasks including veterinary laboratory procedures, surgical and anesthesia assisting, digital imaging (including x-ray technology), dental procedures, medical nursing, emergency care, and veterinary office procedures. The Veterinary Technology Certificate of Achievement program requires the completion of 23 units. The courses are designed to meet the educational requirements of the California Veterinary Medical Board (VMB) Alternate Route eligibility category for veterinary assistants to become Registered Veterinary Technicians (RVT). The application requirements for the Alternate Route include specific content coverage in the following areas: 1) Dental prophylaxis and extractions; 2) Anesthetic instrumentation, induction and monitoring; 3) Surgical nursing, assisting and instrumentation, suturing techniques, and application of casts and splints; 4) Radiology and radiation safety (including diagnostic imaging); 5) Diseases and animal nursing including zoonotic diseases and emergency veterinary care; 6) IV Catheter placement. The students must have successfully completed BIOL 100 and CHEM 120 (or equivalent) to be admitted into the program.
The graduate of the Certificate of Achievement in Veterinary Technology will:

1. Demonstrate the knowledge necessary to perform animal medical nursing care.

2. Demonstrate the knowledge necessary to perform animal surgical nursing and dental care.
3. Demonstrate the knowledge necessary to safely perform veterinary radiology.
4. Understand the proper techniques for performing veterinary laboratory procedures used in clinical settings.
5. Demonstrate effective communication skills in the performance of veterinary office procedures.

SUBJECT #	TITLE	UNITS
A total of 23 units is required for the certificate.		
Required core courses (20 units):		20.0
VT 301	Veterinary Anatomy, Physiology and Terminology	3.0
VT 302	Veterinary Office Procedures	2.0
VT 305	Medical Nursing & Animal Care	4.0
VT 307	Veterinary Radiology and Radiation Safety	2.0
VT 303	Veterinary Pharmacology	2.0
VT 304	Clinical Pathology & Microbiology	3.0
VT 306	Surgical Nursing & Dentistry	4.0
Plus a minimum of 3 units selected from the following:		3.0
VT 102	Introduction to Animal Feeding and Nutrition	3.0
VT 308	Introductory Clinical Laboratory Techniques	3.0
WEE 149	Work Experience Education: Occupational	1.0
		Total: 23.0

Vineyard and Winery Administration - Certificate of Accomplishment

Award Type: Certificate of Accomplishment

The Vineyard and Winery Administration Certificate of Accomplishment is designed for students preparing for management in the wine-growing industry. Some level 1 positions might be titled vineyard assistant supervisor or winery assistant supervisor.

The graduate of the Certificate of Accomplishment in Vineyard and Winery Administration will:

1. Assess and relate an appropriate mastery of the knowledge, techniques, skills and modern tools of the viticulture and winemaking industry.
2. Compare various marketing and selling techniques in the wine industry.
3. Describe logistics and compliance related to wine growing implementation.

SUBJECT #	TITLE	UNITS
A total of 15 units is required for the certificate.		
Required core courses (15 units):		15.0
BUS 102	Marketing	3.0
VEN 101	Introduction to Winemaking/Enology	3.0
VEN 102	Introduction to Viticulture	3.0
VEN 106	Winery and Vineyard Financial Management	3.0
VEN 114	Wine Business	3.0
		Total: 15.0

Viticulture Level 1 - Certificate of Achievement

Award Type: Certificate of Achievement

The Viticulture Level 1 Certificate of Achievement is designed for students preparing for careers such as vineyard plant management, vineyard pest management, vineyard irrigation, or fertilizer sales. Some level 1 positions might be titled vineyard technician, crew/equipment supervisor, or assistant vineyard supervisor.

The graduate of the Certificate of Achievement in Viticulture Level 1 will:

1. Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
2. Assess and differentiate the effects of viticultural activities and processes in final grapes and wines produced phenology using sustainable and ecological processes.

SUBJECT #	TITLE	UNITS
A total of 23 units is required for the Level 1 certificate.		
Required core courses (17 units):		17.0
VEN 102	Introduction to Viticulture	3.0
VEN 120	Viticulture Operations 1	3.0
VEN 121	Viticulture Operations 2	3.0
VEN 125 (same as AG 125)	Introduction to Soil Science	4.0
VEN 130 (same as AG 130)	Integrated Pest Management	4.0
Plus a minimum of 6 units selected from the following:		6.0
VEN 122	Viticulture Operations 3	1.0
VEN 135	Grapevine Physiology	1.0
AG 149	Work Experience Education	1.0
VEN 307	Vineyard Irrigation	3.0
VEN 324	Small Acreage Grapegrowing	1.0
VEN 330	Harvest Boot Camp	0.5
VEN 331	Practical Wine Appreciation	0.5
		Total: 23.0

Viticulture Level 2 - Certificate of Achievement

Award Type: Certificate of Achievement

The Viticulture Level 2 Certificate of Achievement is designed for students who have completed Viticulture Level 1 Certificate of Achievement in preparation for intermediate careers in vineyard management, vineyard pest management, vineyard irrigation, fertilizer sales, and management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard supervisor, vineyard foreperson, or assistant vineyard manager.

The graduate of the Certificate of Achievement in Viticulture Level 2 will:

1. Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
2. Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.

3. Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
4. Understand possibilities for assessing and applying sustainable ecological vineyard practices.

SUBJECT #	TITLE	UNITS
A total of 34 units is required for the Level 2 certificate.		
Viticulture Level 1 Certificate of Achievement: 23 units		23.0
Required core courses for Viticulture Level 2 (8 units):		8.0
VEN 314	Organic/Biodynamic Winegrowing	3.0
VEN 126 (same as AG 126)	Fertilizers & Plant Nutrition	4.0
VEN 325	Vineyard Equipment Practices	1.0
Plus a minimum of 3 units selected from the following:		3.0
VEN 140	Viticulture Operations 4	3.0
VEN 141	Viticulture Operations 5	3.0
VEN 142	Viticulture Operations 6	1.0
AG 149	Work Experience Education	1.0
		Total: 34.0

Viticulture Level 3 - Certificate of Achievement

Award Type: Certificate of Achievement

This viticulture level 3 certificate of achievement is designed for students who completed viticulture levels 1 and 2 certificates of achievement in preparation for advancing careers in vineyard management, vineyard pest management, fertilizer sales, vineyard irrigation, and mid-level management roles in vineyards and related facilities including sustainable, organic, and biodynamic practices. Some positions might be titled vineyard manager, research viticulturist, or production supervisor.

The graduate of the Certificate of Achievement in Viticulture Level 3 will:

1. Use basic ideas and concepts in viticulture, including biology and ecophysiology of vines and grape cultivars to work in the viticulture industry.
2. Assess and differentiate effects of viticultural activities and processes in final grapes and wines produced using sustainable and ecological processes.
3. Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement.
4. Assess and apply sustainable ecological vineyard practices and modern technologies.
5. Apply and follow checks and controls (audits) to whole vineyard operations.
6. Explain and describe federal, state, and county regulations related to vineyard management including development, pesticide use, worker safety and the environment.

SUBJECT #	TITLE	UNITS
A total of 45 units is required for the Level 3 certificate.		
Viticulture Level 2 Certificate of Achievement: 34 units		34.0
Required core courses (9 units):		9.0

VEN 101	Introduction to Winemaking/Enology	3.0
VEN 312	Advanced Viticulture	3.0
VEN 323	Vineyard and Winery Evaluation	3.0
Plus a minimum of 2 units selected from the following:		2.0
VEN 140	Viticulture Operations 4	3.0
VEN 141	Viticulture Operations 5	3.0
VEN 142	Viticulture Operations 6	1.0
AG 149	Work Experience Education	1.0

Total: 45.0

Vocational ELD Family Childcare License Preparation - Certificate of Competency

Award Type: Certificate of Competency
The graduate of the Certificate of Competency in Vocational ELD Family Childcare License Preparation will:

1. Successfully use their knowledge/acquisition of the English language to apply for an in-home daycare license.
2. Read, understand, and explain the regulatory conditions for an in-home daycare service.
3. Read, understand, and explain text that covers the developmental needs of the infants, toddlers, and children being served.
4. Successfully communicate with parents and guardians in writing or orally in order to provide a safe and enriching environment for the children being served.

SUBJECT #	TITLE	Hours
It is recommended that English language learners at the noncredit ELD Low/High Intermediate levels enroll concurrently in ECSN and ELDV courses. Ten courses are required to obtain the Certificate of Competency.		
Required core courses:		112.0-210.0
Take concurrently:		16.0-30.0
ELDV 7300	Family Childcare Business	7.0-15.0
ECSN 7300	Family Childcare Business	9.0-15.0
Take concurrently:		24.0-45.0
ELDV 7304	Ethics and Business Contracts	9.0-20.0
ECSN 7304	Ethics and Business Contracts	15.0-25.0
Take concurrently:		21.0-40.0
ELDV 7303	Infant and Toddler Care	9.0-20.0
ECSN 7303	Infant and Toddler Care	12.0-20.0
Take concurrently:		24.0-45.0
ELDV 7302	Developmental Needs of Children	9.0-20.0
ECSN 7302	Developmental Needs of a Child	15.0-25.0
Take concurrently:		27.0-50.0
ELDV 7301	Child Health and Safety	9.0-20.0
ECSN 7301	Child Health and Safety	18.0-30.0

Total: 112.0-210.0

Welding Technology - Associate in Science

Award Type: Associate in Science
The associate of science degree in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc, gas metal arc (G.M.A.W. and T.I.G.) welding processes. Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder, and welding inspectors.

The graduate of the Associate in Science in Welding Technology will:

1. Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
2. Pass the GMAW and SMAW processes to the American Welding Societies D1.1 Structural Welding Code.
3. Have competency in blueprint reading.
4. Have a working knowledge of metallurgy.
5. Be able to do basic layout, fitting and cutting operation.
6. Have the ability to operate basic welding equipment in a safe manner.

SUBJECT #	TITLE	UNITS
A major of 31 units is required for the degree.		
Required core courses (16 units):		16.0
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 300 (same as AB 300, AT 300, ET 300, MT 300)	Shop Math and Measurement	3.0
Plus a minimum of 15 units selected from the following:		15.0
MT 110	CNC G Code	4.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 312	Pipe Fitting & Welding	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 330	Welding Certification	3.0
WLDT 331	Advanced Welding Certification Lab	2.0
WLDT 370 (same as AB 350, ARCH 350, AT 350, CNET 370, ET 350, MT 350)	SkillsUSA	3.0
Recommended electives:		
WLDT 199	Special Topics in Welding Technology	0.5
WLDT 305	Welded Sculptural Projects	1.0
General Education		
In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC		

pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 31.0

Welding Technology - Certificate of Achievement

Award Type: Certificate of Achievement
The certificate in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc, gas metal arc (G.M.A.W. and T.I.G.) welding processes. Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder, and welding inspectors.
The graduate of the Certificate of Achievement in Welding Technology will:

1. Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
2. Pass the GMAW and SMAW processes to the American Welding Societies D1.1 Structural Welding Code.
3. Have competency in blueprint reading.
4. Have a working knowledge of metallurgy.
5. Be able to do basic layout, fitting and cutting operation.
6. Have the ability to operate basic welding equipment in a safe manner.

SUBJECT #	TITLE	UNITS
A total of 31 units is required for the certificate.		
Required core courses (16 units):		16.0
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 300 (same as AB 300, AT 300, ET 300, MT 300)	Shop Math and Measurement	3.0
Plus a minimum of 15 units selected from the following:		15.0
MT 110	CNC G Code	4.0
WLDT 307	G.M.A.W. Welding	3.0
WLDT 308	T.I.G. Welding	3.0
WLDT 312	Pipe Fitting & Welding	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 330	Welding Certification	3.0
WLDT 331	Advanced Welding Certification Lab	2.0
WLDT 370 (same as AB 350, ARCH	SkillsUSA	3.0

350, AT 350, CNET 370, ET 350, MT 350)		
Recommended electives (optional):		
WLDT 199	Special Topics in Welding Technology	0.5
WLDT 305	Welded Sculptural Projects	1.0

Total: 31.0

Welding: Metal Fabrication - Certificate of Achievement

Award Type: Certificate of Achievement
The graduate of the Certificate of Achievement in Welding: Metal Fabrication will:

1. Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
2. Have competency in blueprint reading.
3. Have a working knowledge of metallurgy.
4. Do basic layout, fitting and cutting operation.
5. Operate basic welding equipment in a safe manner.
6. Weld, cut, and fit ferris and non-ferris materials to industry standard.

SUBJECT #	TITLE	UNITS
A total of 20 units is required for the certificate.		
Required core courses (20 units):		20.0
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 315	Metal Fabrication	4.0
WLDT 300 (same as AB 300, AT 300, ET 300, MT 300)	Shop Math and Measurement	3.0

Total: 20.0

Welding: Pipe Welding Technology - Certificate of Achievement

Award Type: Certificate of Achievement
The graduate of the Certificate of Achievement in Welding: Pipe Welding Technology will:

1. Pass at least one welder qualification test (3G-verticle or 4G-overhead) using at least one basic process.
2. Have competency in blueprint reading.
3. Have a working knowledge of metallurgy.
4. Do basic layout, fitting and cutting operation.
5. Operate basic welding equipment in a safe manner.
6. Weld, cut, and fit ferrous and non ferrous materials to industry standard.

SUBJECT #	TITLE	UNITS

A total of 19 units is required for the certificate.

Required core courses (19 units):		19.0
MT 109	Survey of Machining and Manufacturing	4.0
WLDT 106	Beginning Welding	3.0
WLDT 107	Advanced Welding	3.0
WLDT 300 (same as AB 300, AT 300, ET 300, MT 300)	Shop Math and Measurement	3.0
WLDT 306	Layout and Fabrication Interpretation	3.0
WLDT 312	Pipe Fitting & Welding	3.0

Total: 19.0

Wildland Fire Technology - Associate in Science

Award Type: Associate in Science

The Wildland Fire Technology Associates Degree program will provide the foundational knowledge required to allow students to gain employment with the Fire Service. The program is also designed to upgrade the skills of in-service fire personnel in their present position or to prepare in-service personnel for promotional opportunities. The following are some of the career opportunities that would be available to students with a degree in Wildland Fire Technology, Full-Time Municipal Professional Firefighter, Full-Time Career Wildland Firefighter, Seasonal Firefighter, United States Forrest Service (USFS), California Department of Forestry (Cal Fire) and Wildland Fire Hand Crews.

The graduate of the Associate in Science in Wildland Fire Technology will:

1. Demonstrate the skill sets necessary for a successful career in the Wildland Fire Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to wildland fire environments as well as the management and the prevention of such fires.

SUBJECT #	TITLE	UNITS

A major of 30 units is required for the degree.

Required core courses (15 units):		15.0
WFT 101	Wildland Fire Behavior	3.0
WFT 102	Wildland Firefighter Safety and Survival	3.0
WFT 103	Wildland Fire Operations	3.0
WFT 104	Wildland Public Information Officer, Prevention, and Investigation	3.0
WFT 105	Wildland Fire Planning, Logistics, and Finance	3.0
Plus a minimum of 15 units selected from the following:		15.0
EMS 301	Emergency Medical Services Academy- 1A	6.0
FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0

FT 104 (same as BIOT 102)	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
FT 149	Work Experience Education	1.0
FT 307	Firefighter I Academy IA	10.5
FT 308	Firefighter 1 Academy IB	10.5

General Education

In addition to completing the program requirements, students are also required to complete general education courses. Students may follow the AHC GE or the Cal-GETC pathways to meet these requirements. Students intending to transfer to a four-year university should use the Cal-GETC GE pathway. To see what major courses and general education requirements you need to fulfill, visit your myHancock account and select the DegreeWorks button in the Academic Profile widget. For more information and guidance, and to receive a detailed education plan, make an appointment with an academic counselor.

Total: 30.0

Wildland Fire Technology - Certificate of Achievement

Award Type: Certificate of Achievement

The Wildland Fire Technology program will provide the foundational knowledge required to allow students to gain employment with the Fire Service. The program is also designed to upgrade the skills of in-service fire personnel in their present position or to prepare in-service personnel for promotional opportunities. The following are some of the career opportunities that would be available to students with a degree in Wildland Fire Technology, Full-Time Municipal Professional Firefighter, Full-Time Career Wildland Firefighter, Seasonal Firefighter, United States Forrest Service (USFS), California Department of Forestry (Cal Fire) and Wildland Fire Hand Crews.

The graduate of the Certificate of Achievement in Wildland Fire Technology will:

1. Demonstrate the skill set necessary for a successful career in Fire Service, Environmental Technology, and/or Emergency Medical Services.
2. Show knowledge of federal and state laws, regulations and codes pertaining to safety and efficiency in all risk emergencies and scenarios pertaining to fire, safety, and/or medical services.

SUBJECT #	TITLE	UNITS
A total of 30 units is required for the certificate.		
Required core courses (15 units):		15.0
WFT 101	Wildland Fire Behavior	3.0
WFT 102	Wildland Firefighter Safety and Survival	3.0
WFT 103	Wildland Fire Operations	3.0
WFT 104	Wildland Public Information Officer, Prevention, and Investigation	3.0
WFT 105	Wildland Fire Planning, Logistics, and Finance	3.0
Plus a minimum of 15 units selected from the following:		15.0
EMS 301	Emergency Medical Services Academy- 1A	6.0

FT 101	Fire Protection Organization	3.0
FT 102	Fire Prevention Technology	3.0
FT 103	Fire Protection Equipment and Systems	3.0
FT 104 (same as BIOT 102)	Building Construction for Fire Protection	3.0
FT 105	Fire Behavior and Combustion	3.0
FT 106	Principles of Fire & Emergency Safety & Survival	3.0
FT 149	Work Experience Education	1.0
FT 307	Firefighter I Academy IA	10.5
FT 308	Firefighter 1 Academy IB	10.5

Total: 30.0

Course Information

Course Descriptions and Numbering

Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a prefix and number. A descriptive title and the unit value follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

Course Numbering System: Courses numbered 100-199 are baccalaureate- level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

Common Course Numbering in compliance with Assembly Bill (AB) 1111, which mandates the adoption of Common Course Numbering (CCN) across all California community colleges, several Allan Hancock College courses have been updated with revised CCN course numbers and titles. Below are the CCN courses effective Summer 2025:

- COMM C1000, Introduction to Public Speaking (formerly COMM 101, Public Speaking)
- ENGL C1000, Academic Reading and Writing (formerly ENGL 101, Freshman Composition: Exposition)
- ENGL C1001, Critical Thinking and Writing (formerly ENGL 103, Critical Thinking and Composition)
- POLS C1000, American Government and Politics (formerly POLS 103, American Government)
- PSYC C1000, Introduction to Psychology (formerly PSY 101, General Psychology)
- STAT C1000, Introduction to Statistics (formerly MATH 123, Elementary Statistics)

Courses numbered 300-399 are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

Courses numbered 400-499 are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 500-599 are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 7000-7999 are noncredit courses in the areas of elementary and secondary reading, mathematics, and language arts; courses in English as a second language (ESL), including vocational ESL; short term vocational courses, workforce preparation courses; courses in citizenship for immigrants; and parenting, Noncredit courses do not provide units of credit and are not applicable to the associate degree and do not transfer to four-year institutions.

Cooperative Work Experience: Occupational (149) courses provide on-the-job learning related to a student's educational or occupational goals, and are offered by numerous disciplines. See "Cooperative Work Experience" for a more complete description. Occupational cooperative work experience course offerings, when available, are

listed in the schedule of classes under the specific discipline and are identified by a specific course number e.g. BUS 149, EMS 149, etc.

Cooperative Work Experience: General (302) provide on-the-job learning. See "Cooperative Work Experience" for a more complete description. General cooperative work experience course offerings, when available, are listed in the schedule of classes and are identified as CWE 302.

Experimental Courses (179, 379, 479, and 579) are courses designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See "Experimental Courses" for a more complete description of the concept.

Independent Projects (189/389): These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See "Independent Projects" for a more complete description of the concept and in the schedule of classes for discipline specific course offerings (e.g. BIOL 189, AB 389, etc.)

Special Topics Courses (199/399/499/599): Formerly known as "Institutes" or "Topics In," these courses are designed to meet specific and unique curriculum need within the college's service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

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 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 for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Acceptable for Credit: This designation identifies the credit status of a course and unit transferability to the CSU and UC systems.

C Credit not degree-applicable - units of credit not applicable to associate degree or transfer to four-year universities.

D Credit degree-applicable - units of credit applicable to degree programs.

Transfer to CSU - accepted towards graduation at all California State University campuses.

Transfer to CSU-CL (Credit Limitation) – limited number of units accepted towards graduation at all California State University campuses.

Transfer to UC - accepted towards graduation at all University of California campuses.

Transfer to UC – CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC–DAT (Determined after Transfer) acceptance towards graduation at the UC campus is determined after the student has transferred. Course units may not be applied for the UC 60-unit admission requirement.

Course Requirements: Course descriptions include skill requirements or recommended levels of preparation as follows:

Prerequisite: A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of "C" or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling.

NOTE: Approval of equivalent course or prior experience used to satisfy enrollment eligibility in advanced public safety courses, such as fire technology, law enforcement, and others, is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

Corequisite: A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course.

Advisory: An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student's learning in the advanced course.

Limitation on Enrollment: Enrollment is subject to limitations based on reasons of:

1. health and safety; or
2. in cases of intercollegiate competition or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available;
3. or one or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

To Be Arranged (TBA) Courses: Some courses have "to be arranged" (TBA) components and/or may be offered via distance learning (DL).

TBA components require participation in a minimum number of hours each week (for semester length courses), or minimum number of hours each day (for shorter terms), in addition to the scheduled days and times designated in the schedule of classes. Regular participation is required of all students in courses with TBA components and/or classes offered via distance learning. For detailed information about participation requirements, visit www.hancockcollege.edu and select the class schedule to search. After finding the course section of interest, select the blue class CRN for complete details.

Field Trips: Certain courses have field trips scheduled as a regular part of the course. Some of these trips are scheduled for the evening, and some for Saturdays or other days when the college is not usually in session. These trips are scheduled far enough in advance to give the student ample time for planning. Unless specifically advised otherwise, students are responsible for arranging their own transportation to and from the class site. The district assumes no liability or responsibility neither for the transportation nor for any person driving a personal vehicle who is not an agent of the district.

Grading Options:

P/NP- pass/no pass
GR/P/NP- letter grade or pass/no pass
GR- letter grade only

Travel Courses: The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and testing is comparable to that on campus. The college assumes no responsibility for travel expenses living costs or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

Semester in which a course is usually offered:

F = fall only
S = spring only

U = summer only
F1 = fall, odd years
F2 = fall, even years
S1 = spring, odd years
S2 = spring, even years
A = as needed

Course Repeatability

Changes That May Impact You

Due to changes in the regulations that govern community colleges, many community college courses are no longer designated as repeatable. These changes may impact your ability to register for some courses.

Non-Repeatable Courses

A student may be permitted to repeat a non-repeatable course under certain circumstances. For information see "Course Attempts" under Policies and Procedures in the Allan Hancock College Catalog (see page 43 of the 2013-14 catalog).

Limited Enrollment Courses

ACTIVE PARTICIPATORY COURSES: Courses that focus on the development of physical or artistic skill sets (Art, Dance, Drama, Music, and PE).

Effective 2013, most active participatory courses in Art, Dance, Drama, Music, and PE are no longer repeatable. In addition, active participatory courses that are related in content are limited to four enrollments/experiences. See Table 1 below. If you are majoring in any of these disciplines, please see your counselor to discuss your options.

What does this mean?

If you enroll in a painting course, ART 125, and earn a satisfactory grade, you may not enroll in that course again. However, you can enroll in ART 126 or any other related painting course for a total of four enrollments/ experiences in painting.

What if I receive a substandard grade or W in ART 125, may I repeat it?

Yes. You may repeat it, but all attempts count toward the four enrollments/experiences limitation.
Ex: ART 125 - on your first attempt, you get a W. On your second attempt, you get an A. You have now completed two of your four enrollments in painting.

If I previously enrolled in an "active participatory course" may I start the four enrollments/experiences beginning 2013 semester?

No. The four enrollments/experiences for courses that are related in content include courses you have previously taken.

Table 1: AHC Fine Arts Courses Related in Content

DISCIPLINE	GROUP NAME	COURSES RELATED IN CONTENT	LIMITATIONS
Art	Design	ART 110, 112, 113	Enrollment is limited to four (4) courses per group. Courses are not repeatable unless a substandard grade or W is received. The enrollment will then be counted as the second of the four enrollments allowed in active participatory courses. All grades received will be counted in GPA.
	Life Drawing	ART 122, 123, 137	
	Mixed Media	ART 124, 144	
	Painting	ART 125, 126, 146, 127, 128, 129, 130, 150	
	Composition Studies	ART 133, 134, 154, 131, 132	

DISCIPLINE	GROUP NAME	COURSES RELATED IN CONTENT	LIMITATIONS
	Ceramics	ART 160, 161, 162, 163	
	Sculpture	ART 164, 165	
	Potter's Wheel	ART 365, 366, 367	
	Culture of Ceramics	ART 199G, 199H, 199J, 199K, 199L, 199M, 199N, 199P	
Dance	Hip Hop	DANC 133, 165	
	Folklorico	DANC 140, 142, 145, 148	
	Social Dance	DANC 172, 174, 175, 178	
	Choreography	DANC 171, 176	
	Concert Production	DANC 180, 183, 186	
	Applied Ballet Techniques	DANC 126, 154, 160, 161	
	Applied Jazz Techniques	DANC 162, 163	
	Stage Craft Production	DANC 182, 185	
	Body Conditioning	DANC 155, 156, 168	
Drama	Acting	DRMA 104, 106	
	Academic Theatre	DRMA 103, 110, 111	
Music	Vocal Instruction	MUS 123, 124, 127	
	Piano Instruction	MUS 120, 121, 122	
	Guitar Instruction	MUS 125, 126	

Repeatable Courses

The regulations stipulate that only certain courses can be designated as repeatable. These are identified in the college catalog and in the online Class Search:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- Courses in intercollegiate athletics - Students may enroll in and repeat a combination of intercollegiate athletic courses related to their sport, if they are CCCAA (California Community College Athletic Association) eligible. However, each student may not exceed 350 contact hours for his or her sport, per fiscal year. Of the 350 contact hours, up to 175 contacts hours can come from courses dedicated to the sport, and 175 contact hours can come from courses that focus on conditioning or skill development for the sport.
- Courses in intercollegiate academics (non-athletic) or vocational competitions.

Students receive all grades earned each time the course is attempted. You may not alleviate a substandard grade received in a repeatable course

Cooperative Work Experience

Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working in a paid or unpaid job; (2) students must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.

CWE Units Unpaid Placement:

1 unit 60 hours
2 units 120 hours

3 units 180 hours
4 units 240 hours
5 units 300 hours
6 units 360 hours
7 units 420 hours
8 units 480 hours

CWE Units Paid Placement:

1 unit 75 hours
2 units 150 hours
3 units 225 hours
4 units 300 hours
5 units 375 hours
6 units 450 hours
7 units 525 hours
8 units 600 hours

CWE 149 Cooperative Work Experience: Occupational - 1 to 8 units

Acceptable for credit: CSU - CL

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.

Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience will be included in the 16 unit maximum. (F, S, U) (GR/P/NP)

Cooperative Work Experience: Occupational is available in the following majors:

Agribusiness (AG 149)
Early Childhood Studies (ECS 149)
Emergency Medical Services (EMS 149)
Human Services (HUSV 120, 130, 140, 150, 160, 170)
Physical Education (PE 149)

CWE 302 Cooperative Work Experience: General - 1 to 6 units

Acceptable for credit: Credit degree-applicable

Supervised employment, extending classroom-based learning to an on-the-job learning environment not directly related to the student's career and/or educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.

Students enrolled in CWE 302 may earn up to 6 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience will be included in the 16 unit maximum. F, S) (GR/P/NP)

Independent Project Courses

189, 389 Independent Projects 1 to 3 units

189 - Acceptable for credit: CSU, UC-DAT

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. (GR/P/NP)

Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed.

All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:

1 unit - 48 hours per semester
2 units - 96 hours per semester
3 units - 144 hours per semester

Courses

A • B • C • D • E • F • G • H • I • K • L • M • N • O • P • R • S • T • V • W

A

AB - Auto Body

AB 300 Shop Math and Measurement
3.0 units

An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who have received credit for AT/ET/MT or WLDT 381 or AT/ET/MT/WLDT 300.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AB 351 Auto Body - Metal
3.0 units

This course is designed to give students a basic knowledge of auto body metal repair, which includes metal finishing and plastic filler application.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AB 353 Auto Body Repair
3.0 units

This course is designed to increase student's skill and knowledge in the areas of frame; measurement, straightening, and alignment. Course work also includes panel service, and structural panel replacement.
Prerequisite: AB 351
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AB 354 Selected Auto Body Paint Projects
1.0 units

Projects selected by the student and developed under the direct supervision and of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project.
Prerequisite: AB 356
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AB 355 Selected Auto Body Metal Projects
1.0 units

Projects selected by the student and developed under the direct supervision of instructional staff in the auto collision disciplines. Work is completed under the supervision of the responsible instructor in the auto body lab. The student must have the basic knowledge of painting techniques to complete the project.
Prerequisite: AB 351
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AB 356 Automotive Painting Techniques
3.0 units

This course is designed to increase student's skill and knowledge in the areas of automotive painting techniques. Course work includes preparation of vehicle, types of equipment, characteristics of paints, and techniques of paint application.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AB 358 Automotive Refinishing
3.0 units

This course is designed to increase student's skill and knowledge in the application of preparing, masking, painting, and detailing techniques. Course work also includes restoring corrosion protection, plastic bumper repair, and custom air brush graphics.
Prerequisite: AB 356
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AB 360 Collision Repair
5.0 units

This course is designed to increase student's skill and knowledge in the areas of major collision repair, including vehicle construction, estimating, MIG welding, door, roof, glass, chassis, and electrical service. Students will also develop their abilities to achieve commercially acceptable speed and quality levels in auto collision repair.
Prerequisite: AB 353
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AB 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for ARCH 370, AT 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ACCT - Accounting

ACCT 105 Introduction to Accounting
3.0 units
A study of the major areas of accounting to provide an overview of financial, managerial and tax accounting.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ACCT 131 Financial Accounting 1
3.0 units
An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, classification and presentation of business events; and analyzing and recording asset transactions; and performance evaluation. This is the first semester of a two semester course. This course is not open to students who have received credit for ACCT130.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: ACCT 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ACCT 132 Financial Accounting 2
3.0 units
An introduction to the role of financial accounting in business and the accounting process. Topics include recognition, measurement, and classification of business events; analyzing and recording financial investment, liability and equity transactions; and performance evaluation. This is the second semester of a two semester course. This course is not open to students who have received credit for ACCT130.
Prerequisite: ACCT 131
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: ACCT 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ACCT 140 Managerial Accounting
3.0 units
Introduces the analysis and techniques for aiding management in planning and controlling decisions, and the use of accounting data for budgeting, cost control, pricing, evaluation of performance and general decision making. This course is not open to students who have received credit for ACCT 123 and/or ACCT 124.
Prerequisite: ACCT 130 or ACCT 131 and ACCT 132
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: ACCT 120
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ACCT 150 Introduction to Accounting Information Systems
3.0 units
An introduction to the development and analysis of accounting information systems including the use of a commercially-used small business accounting management system (QuickBooks). This course is not open to students who have received credit for Accounting 110.
Prerequisite: ACCT 130, or ACCT 131 and ACCT 132, or ACCT 317 and ACCT 318
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ACCT 160 Introduction Financial Statement Analysis
3.0 units

An introduction to the analysis, interpretation, and research of financial statement information.
Prerequisite: ACCT 130, or ACCT 131 and ACCT 132, or ACCT 317 and ACCT 318
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ACCT 170 Introduction to Tax Accounting
3.0 units

A survey of the laws, procedures, returns, and subsidiary schedules involved in the preparation of federal and state personal tax returns. This course meets the continuing education requirements of the California Tax Preparer Program. This course is not open to students who have completed ACCT 305.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

ACCT 317 Bookkeeping 1
3.0 units

A study of basic bookkeeping practices using accrual accounting concepts for sole proprietorships, with emphasis on manual techniques of data entry and financial statement preparation.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ACCT 318 Bookkeeping 2
3.0 units

A continuation of the study of basic bookkeeping practices using accrual accounting concepts for partnerships and merchandising businesses, with emphasis on manual techniques of data entry and financial statement preparation.
Prerequisite: ACCT 317
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ACCT 327 Payroll Accounting
3.0 units

A study of payroll computations, payroll record keeping, and the filing of quarterly and annual payroll tax reports. Topics include state disability insurance, unemployment insurance, and income taxes. Introduces, at the federal level, Social Security, unemployment insurance, and income tax and how these taxes affect the employee/employer.
Prerequisite: ACCT 317
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AG - Agriculture

AG 100 Introduction to Agricultural Studies and Careers
1.0 units

This course provides guidance for the educational pathways leading to degrees and certificates in the agricultural sciences. Emphasis also provided in the exploration of agriculture careers and employment opportunities. Assists students in setting both educational and career goals. Students develop an educational plan based on the curriculum requirements of agriculture majors. Students will learn the skills necessary for success in obtaining, maintaining and advancing in agriculture careers. Current issues that affect agriculture will be discussed.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 116 Introduction to Precision Agriculture
3.0 units

An introduction to the application of precision agricultural technologies with an emphasis on the collection and interpretation of field data to make appropriate management decisions. Topics will include remote sensing applications, variable rate technologies, automated equipment and software, and navigation using GIS/GPS in the field.
Advisory: GEOG 155
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

AG 125 Introduction to Soil Science
4.0 units

A study of the physical, chemical, and biological properties of soils, including plant nutrition and factors affecting the availability of nutrients. Composition, value, use and application of fertilizer materials and soil amendments will be covered. The course is not open to students who are enrolled in or have received credit for VEN 125.
Advisory: CHEM 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-PS 128 128 L
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AG 126 Fertilizers & Plant Nutrition
4.0 units

This course will provide an introduction to fertilizers and plant nutrition. Essential nutrients for plant development will be studied as well as deficiency symptoms and methods of correcting for these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application methods for these products. This course is not open to students who have completed or are enrolled in VEN 126.
Advisory: AG 125
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AG 130 Integrated Pest Management
4.0 units

A study of the various pests and diseases found in California vineyard, fruit, vegetable, nut and grain crops - emphasizing pest and disease identification, sampling and monitoring techniques, and control methods. Integrated pest management approaches will be emphasized, including the latest bio-control strategies, biotechnological advances, and disease modeling for risk management. Students will visit local vineyards and farms providing "hands-on" learning opportunities. Two separate lab sections will be offered in order to provide students the appropriate option for their agricultural field of interest. Section I will be for the Viticulture focus, Section II will be for the Agriculture focus.
Prerequisite: VEN 102, or AG 161
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 134 Internship Seminar
1.0 units

Provides students with a seminar format to discuss, analyze, and critically evaluate their work-based learning experiences. This forum emphasizes job market Information, attitudes, and abilities that facilitate job success; skills necessary for maintaining employment; and techniques for enhancing job advancement opportunities.
Corequisite: Concurrent enrollment in AG 149, CWE 149 or CWE 302
Acceptable for credit: *Transfers to CSU, limited to UC/crd detrmd aftr trnsfr
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

AG 149 Work Experience Education
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

AG 150 Introduction to Agribusiness
3.0 units

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AB 104
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 152 Introduction to Animal Science
3.0 units

A scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. Emphasis on the origin, characteristics, adaptations and contributions of livestock to the modern agriculture industry. Field trips may be required.
Advisory: BIOL 100
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-AS 104
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 153 Introduction to Sustainable Agriculture
3.0 units

Introduction to the history, definitions, concepts, principles and practices of sustainable agricultural systems. Includes an examination of case studies to connect sustainable agriculture principles to actual farming practices.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 154 Introduction to Fruit Science
3.0 units

The botany, taxonomy, and development of major fruit, vine, and nut crops in California including variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 155 Introduction to Mechanized Agriculture
3.0 units

Basic mechanical skills in woodworking, cold metal, electricity, plumbing, concrete, and project construction skills as related to farm maintenance and repair. Development of hand and power tool skills as well as emphasis on safety practices for all mechanical areas. Shop safety.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 156 Intro to Environmental Horticulture
3.0 units

General course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, and floral industries including: 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.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 157 Agricultural Sales, Communication & Leadership
3.0 units

The study of 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, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis.
Acceptable for credit: Transfer CSU
C-ID Course Number: C-ID AG-AB 112
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 158 Agricultural Economics
3.0 units

The place of agriculture and farming in the economic system; basic economic concepts and problems of agriculture; pricing and marketing problems, factors of production; and state and federal farm programs affecting the farmer's economic position.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-AB 124
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AG 160 Plant Propagation and Production
3.0 units

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. Laboratory required.
Prerequisite: AG 161, or BIOL 154
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-EH 116L
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AG 161 Introduction to Plant Science
4.0 units

Introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants.
Advisory: BIOL 100
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-PS 106 106 L
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 162 Agricultural Plant Pathology
4.0 units

A study of the nature and causes of disease in plants, with particular emphasis on agricultural commodities. This course will cover disease cycles, symptoms, host-parasite interactions, disease development in relation to the environment, methods of prevention, and methods of control such as cultural, chemical and biological. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge.
Corequisite: AG 161, or BIOL 100
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: n/a
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AG 163 Economic Entomology
4.0 units

Introduction to insects and mites of economic importance to agriculture. Covers the morphology, taxonomy, identification, life cycles, hosts, habitat relationships and control methods for insects of economic importance. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge.
Corequisite: BIOL 100
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AG 164 Weed Science
4.0 units

Introduction to the classification, identification and life cycles of common and poisonous weeds in California which are detrimental to cultivated crops, grasslands, animals and humans. Management practices to prevent and control weed population establishment will be covered. Industry-based field trips and/or guest speakers will be used to exemplify classroom knowledge.
Corequisite: AG 161, or BIOL 100
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AG 165 Qualified Applicator Training
2.0 units

This course will prepare students to take the Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) exam as given by the California Department of Pesticide Regulation. Students will study pest management, pesticide labels and applications, safety, equipment, laws and regulations. Additional emphasis will be placed on exam categories based on student need.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

AG 189 Independent Projects in Agriculture
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

AG 190 Agriculture Production Enterprise, Fall-Winter
2.0 units

This course provides an opportunity to examine and improve the Allan Hancock College On-Campus Student Farm. Students will gain the ability to design and implement basic farming techniques that can be used on either a small or medium-size farm during Fall-Winter crop seasons. Students will develop fundamental management, business, cultivation, and harvesting techniques throughout this course. At the end of the course, students can apply the necessary skills learned to start their own small-scale farm or apply them in the local agriculture industry. Produce safety will also be addressed. Outdoor labor is required.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AG 191 Agriculture Production Enterprise, Spring
2.0 units

This course provides an opportunity to examine and improve the Allan Hancock College On-Campus Student Farm. Students will gain the ability to design and implement basic farming techniques that can be used on either a small or medium-size farm during the spring crop season. Students will develop fundamental management, business, cultivation, and harvesting techniques throughout this course. At the end of the course, students can apply the necessary skills learned to start their own small-scale farm or apply them in the local agriculture industry. Produce safety will also be addressed. Outdoor labor is required.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AG 192 Agriculture Production Enterprise, Summer
2.0 units

This course provides an opportunity to examine and improve the Allan Hancock College On-Campus Student Farm. Students will gain the ability to design and implement basic farming techniques that can be used on either a small or medium-size farm during Summer crop season. Students will develop fundamental management, business, cultivation, and harvesting techniques throughout this course. At the end of the course, students can apply the necessary skills learned to start their own small-scale farm or apply them in the local agriculture industry. Produce safety will also be addressed. Outdoor labor is required.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

AJ - Administration of Justice

AJ 101 Introduction to Criminal Justice
3.0 units

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. law enforcement, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AJ 110
Grading Method: Letter Grade or Pass/No Pass

AJ 102 Criminal Procedures
3.0 units

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 122
Grading Method: Letter Grade or Pass/No Pass

AJ 103 Concepts of Criminal Law
3.0 units

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 120
Grading Method: Letter Grade or Pass/No Pass

AJ 104 Legal Aspects of Evidence
3.0 units

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest; search and seizure, kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 124
Grading Method: Letter Grade or Pass/No Pass

AJ 105 Community Relations
3.0 units

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics covered may include crime prevention, restorative justice, conflict resolution, and ethics.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AJ 160
Grading Method: Letter Grade or Pass/No Pass

AJ 106 Police Patrol Procedures
3.0 units

A study of policing in our society and the corresponding relationship to the Administration of Justice system. Topics include: policing, homeland security, community policing, patrol preparations, field observations/ interviews, police ethics and professionalism, and public service responsibilities.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 111 Criminal Investigation
3.0 units

This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.
Advisory: eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 140
Grading Method: Letter Grade or Pass/No Pass

AJ 115 Introduction to Criminology
3.0 units

Theories of the causes of criminal behavior, focusing on the person and the group; criminal behavior systems; the police behavioral response to criminal activity and its nature and causes.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: No
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 120 Juvenile Law and Procedures
3.0 units

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 220
Grading Method: Letter Grade or Pass/No Pass

AJ 130 Introduction to Corrections
3.0 units

This course provides a critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System. A Critical examination of the types of Correctional institutions and the clients housed in each institution.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 200
Grading Method: Letter Grade or Pass/No Pass

AJ 149 Work Experience Education
1-8.0 units

Supervised employment extends classroom-based learning through an on-the-job related learning environment toward the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 150 Introduction to Forensics
3.0 units

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances.
Advisory: ENGL 514, or eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: AJ 150
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 160 Introduction to Cybercrime
3.0 units

This introductory course provides students with the fundamental knowledge in Information Technology and Cybersecurity. Topics address cybercrime and cybersecurity, including the internet and communication technologies, addressing how they present new challenges to collective safety, social order and stability, economic prosperity and political liberty. Cybersecurity essentials, OS installation and hardening, Windows and Linux administration, networking fundamentals and basics of cloud computing.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 162 Ethical Hacking
3.0 units

This course provides students with basic offensive operations, penetration testing, risk assessment and management, incident response, security controls, and enterprise network security concepts. Hands on, technical skills will be emphasized. Defense in depth topics such as network and computer attacks, digital fingerprinting, port scanning, enumeration, forensics, cryptography and operating systems vulnerabilities and hardening are covered.

This course also prepares students for the CompTIA Pentest+ certificate.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

AJ 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: *Transfers to CSU, limited to UC/crd detrmd aftr trnsfr
Grading Method: Letter Grade or Pass/No Pass

AJN - Administration of Justice Noncredit

AJN 7149 Work Experience Education
60-75.0 hours

Supervised employment extending career and technical education program-based learning in Administration of Justice to an on-the-job learning environment related to the student's career and educational goals. These work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes and behaviors.
Limitation on Enrollment: To participate in this course, (1) the student must be working at a job within their major; (2) the student must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with Allan Hancock College in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and course responsibilities. Students enrolled in AJN 7149 may earn up to 120 (unpaid placement). These hours will count towards a maximum of 480 (unpaid).
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ANTH - Anthropology

ANTH 101 Introduction to Biological Anthropology
3.0 units

An introductory course on the study of human evolution that explores the history of evolutionary thought, the biological basis of life, genetics, population biology, modern human variation, paleontology, primatology and hominid evolution. Important scientific and social issues that relate to biological anthropology will also be presented. Students are encouraged to concurrently enroll in Anthropology 110.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 110
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

ANTH 102 Introduction to Cultural Anthropology
3.0 units

An introductory course on contemporary human sociocultural adaptations from around the world. This course is a cross-cultural survey of important avenues of anthropological research and attempts to understand and explain the similarities and differences in human behavior, social institutions, and total ways of life. By studying all human societies, anthropologists attempt to understand the variability of culture to gain a holistic view of the human condition.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 120
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

ANTH 103 Introduction to Archaeology
3.0 units

An introduction to the study of archaeological concepts, methods, and theory as well as human prehistory. The course will cover many of the fundamental principles of archaeological research and provide an overview of human prehistory from the earliest evidence of culture up to the development of literate civilizations. We will also explore the types of questions archaeologists ask about the human past and the scientific methods used to address these questions.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 150
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ANTH 105 Language And Culture
3.0 units

An introduction to the study of language and communication in relation to culture. Focus is on the structure, function, and history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies, and theoretical assumptions will be explored. This course is not open to students who are enrolled in or have received credit for ENGL 105.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 130
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ANTH 107 Indigenous People of California
3.0 units

Origins, social organization, geographic and political histories of Native Americans in California, and the effects of colonialism and settler colonialism. Exploration of the evolving relationship of Indigenous peoples and nations with settler colonial societies. Course surveys California Indigenous peoples,. selected tribal community histories, federal and state Indian policies, and California Indigenous history. This course is not open to students who are enrolled in or have received credit for ANTH 107.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ANTH 110 Biological Anthropology Lab
1.0 units

A hands-on laboratory class designed to complement the Anthropology 101 lecture class. This lab class explores the biological basis of human life from an evolutionary perspective through the study of genetics, human variation, human osteology, non-human primates, and hominin fossil remains.
Corequisite: ANTH 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 115L
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ANTH 122 States of Consciousness
3.0 units

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociative disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for PSY 122 or HUSV 122.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

APRN - Apprenticeship Training

APRN 481 Electricity
3.0 units

The apprenticeship program provides classroom theory directly related to the skills performed at the work site, including tools and equipment, electrical principles and applications to basic AC-DC circuitry, motors, generators, alternative energy, controls, transformers, electrical codes and ordinances, related mathematics, blueprints, and safety practices.
Prerequisite: Applicants must meet minimum qualifications and pass an aptitude test in order to interview with the JATC. The applicant is placed on an ongoing ranked eligibility list based on the interview score. Apprenticeships are offered, in order, from the top of the list based on the industry need in Santa Barbara County.
Limitation on Enrollment: Limited to state registered apprentice's selected by the Santa Barbara County Electrical JATC.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

APRN 484 Plumbers (Pipe Fitters)
3.0 units

The apprenticeship program provides classroom theory directly related to skills performed at the work site, including tools and equipment, materials, fixtures, layout, installation practices, blueprint reading, related mathematics, laws and regulations, safety practices, and employer-employee relations.
Prerequisite: Enrollment is through the Plumbers (Pipe Fitter) Apprenticeship & Training Facility in Buellton, CA. Applicants can apply throughout the year. They are selected once a year for Fall and enrollment is based on state employment in the plumbing and pipe trade industry.
Limitation on Enrollment: Limited to indentured apprentices or those awaiting indenture.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

APRN 486 Operating Engineers
3.0 units

The apprenticeship program provides classroom theory directly related to the skills performed at the work-site, including the repair and operation of heavy-duty equipment, related mathematics and science, particularly as they pertain to the electrical and hydraulic systems and first aid and safety practices. The total program is designed for specialization in heavy-duty mechanics.
Prerequisite: Enrollment is through the Operating Engineers Training Facility (Camp San Luis Reserve Base, San Luis Obispo, CA). Applicants can apply throughout the year. They are selected once a year for Fall and enrollment is based on state employment in the union electrical industry.
Limitation on Enrollment: Limited to Indentured apprentices or those awaiting indenture.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

ARCH - Architecture

ARCH 100 Computer Aided Drafting and Design
3.0 units

An introduction to computer-aided drafting and design (CADD) which covers operation of a computer graphics terminal (specifically AutoCAD) to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings. This course is not open to students who are enrolled in or have received credit for ET 100.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 101 Principles of Environmental Design
3.0 units

This course offers an introduction to the complex interplay between individuals, society, and the designed and built environment, with a focus on its implications for natural resource consumption, identity, behavior, community development, and human health, safety, and general well-being. The course also explores the role of design from various perspectives, including those of architects, engineers, governing bodies, and individual users. Focus on sustainability and social equity, promoting active participation in community planning and design from a social and environmental standpoint.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 107 Sustainable Design Methods & Technology
3.0 units

Exploration of sustainable strategies to achieve thermal comfort and to reduce the energy consumed to heat, cool, and light buildings. Schematic design integration of program, envelope, structure, form, and space will be explored in connection with climate, site, and technology utilizing small-scale, envelope-load dominated buildings.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ARCH 111 Architectural Graphics & Design I
3.0 units

Introduces the graphic tools, techniques, and conventions used to communicate architectural ideas. Tools, techniques, and conventions include freehand drawing, architectural drawing systems, paraline drawing, multi view drawing, perspective drawing, rendering of tonal values, model making, and architectural presentations. Covers the fundamental principles and application of two- and three-dimensional architectural design.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 112 Architectural Graphics & Design II
3.0 units

Continuation of ARCH 111 plus the issues, concepts, processes and skills pertaining to research methods, building form analysis, color theory, and the design and visual communication of architectural space. Projects of increasing complexity are assigned and developed using various presentation techniques and media.
Prerequisite: ARCH 111
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ARCH 121 Architectural Practice 1
4.0 units

A continuation of construction materials and methods with an emphasis on the selection of appropriate structural systems and the application of relevant codes and regulations including life-safety and accessibility standards. Covered also is the production of technically clear drawings utilizing Building Information Modeling (BIM) software; Revit Architecture, and drafting software;AutoCAD.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

ARCH 122 Architectural Drawing 2
4.0 units

The second course in a two-semester sequence that prepares the student to enter the construction field as a drafter. Emphasizes the planning and development of a set of residential plans that may be submitted for plan check approval. The second semester covers structural details, energy, and mechanical requirements, and a study of fire resistive materials and finishes.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 131 Building Construction Materials and Methods
3.0 units

An introduction to building construction materials and systems plus the basic principles utilized in the appropriate selection of materials, products, components, and assemblies, based on their inherent characteristics and performance, including their environmental impact and reuse.
Advisory: ARCH 121
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 151 Architectural Design Studio I
5.0 units

A continued and refined study of design principles and processes plus the exploration of integrated solutions responding to site, context, function, materials, and daylighting.
Prerequisite: ARCH 111
Advisory: ARCH 112
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ARCH 152 Architectural Design Studio II
5.0 units

A continuation of the study of design principles and processes. Projects of an advanced level are assigned in which students have the opportunity to design complex, multi-use, multi-story buildings. Case studies are performed of specific building types before the design process begins.
Prerequisite: ARCH 151
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

ARCH 160 Digital Tools In Architecture
3.0 units

Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for ET 160.
Advisory: ARCH 111
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ARCH 321 California Building Code
3.0 units

Introduces the student to the purpose and use of the California Building Code (CBC), and prepares the student to make design and job site judgments based on the Code.
Acceptable for credit: Non-Transferable
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ARCH 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, AT 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART - Art

ART 101 Art Appreciation
3.0 units

A study of the visual arts as an expression of thought and culture.
Advisory: READ 110, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 100
Grading Method: Letter Grade or Pass/No Pass

ART 103 Art History Ancient to Medieval
3.0 units

A survey of painting, sculpture, and architecture in the western world from the Paleolithic through the Gothic period.
Advisory: READ 110, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 110
Grading Method: Letter Grade or Pass/No Pass

ART 104 Art History Renaissance to Modern
3.0 units

A survey of painting, sculpture, and architecture in the western world from Renaissance to modern times.
Advisory: READ 110, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTH 120
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ART 105 Art History of Mexico
3.0 units

A survey of the art of Mesoamerica, tracing the cultural development of the Valley of Mexico and the Yucatan Peninsula from the earliest archaeological findings to the present time.
Advisory: READ 110, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 106 Art of the 20th Century
3.0 units

A survey of art of the 20th century including its roots in the 19th century. Topics include the investigation of appropriation from a global perspective, alternative art markets, and the impact of multiculturalism on content, subject matter, and the studio process. A variety of media are covered such as architecture, painting, sculpture, film, photography, and the digital arts.
Advisory: ART 103 and ART 104READ 110, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 107 Introduction to Digital Art
3.0 units

An introduction to the fundamental concepts, practices and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.
Acceptable for credit: Transfer CSU
C-ID Course Number: A 250
Grading Method: Letter Grade or Pass/No Pass

ART 108 Design 1 on the Computer
3.0 units

This course is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of basic design principles and elements. Students will develop a visual vocabulary for creative expression through lectures, studio projects, problem-solving, and writing assignments. This course covers the same content as Art 110, but projects are executed digitally using the computer. This course is not open to students who are enrolled in or have received credit for GRPH 108.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 100
Grading Method: Letter Grade or Pass/No Pass

ART 109 Art History: American Art
3.0 units

A comprehensive survey of the rich cultural diversity of American art from Colonial times to the present. Major artists and styles will be studied in the context of American culture.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 110 Design 1
3.0 units
An introduction to the visual elements and principles of design. This is a lecture/lab experience requiring specific materials.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 100
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 112 Design Color Theory
3.0 units

A study of color, what it is, how we see it and strategies for its application in the visual arts. Major historical and contemporary color theory principles will be applied through design strategies.
Advisory: ART 110, or GRPH 108, or ART 108
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 270
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ART 113 Three Dimensional Design
3.0 units

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. Students will investigate a series of spatial design problems as they might apply to professional fields, including architecture, interior design, display, and sculpture.
Prerequisite: ART 110, ART 108, GRPH 108
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 101
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ART 115 Introduction to Animation
3.0 units
An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for MMAC 115 or FILM 115.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 120 Drawing 1
3.0 units
An introduction to the elements, principles, materials and techniques of drawing. Emphasis is placed on the practical skills of observation and their expansion, along with drawing as a form of visual communication.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 121 Drawing 2
3.0 units

Students in Art 121 will build on the fundamental technical drawing skills of Art 120 : Drawing 1, to develop more personalized approaches to drawing materials, strategies and subject matter. In addition to traditional drawing media, color media and techniques will be introduced and explored. Students will develop and visually communicate ideas using a variety of materials, formats, techniques and methodologies, through still life, figurative, landscape, narrative, abstract, expressive and imagined subjects. Projects will cover multiple historical and contemporary approaches to drawing. Creative expression, individual growth, development of personal style and content are emphasized.
Prerequisite: ART 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 205
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ART 122 Life Drawing 1
3.0 units

This course serves as an introduction to drawing the human figure from observation. Studio assignments investigate the human body, its mass, and its movements through the modeling of form, planar analysis, cross-contour, and gesture drawing techniques. Human anatomy and proportional accuracy are emphasized, while expressive and interpretive approaches are explored by means of compositional design, a variety of drawing media, and surveying historical and contemporary roles of figure drawing in the visual arts.
Prerequisite: ART 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 200
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 123 Life Drawing 2
3.0 units

This course is a continued study in drawing the human form through direct observation. Students will further refine technical life drawing skills, as well as explore more detailed investigations into human anatomy, the human figure in space, and the human figure in motion. Students will expand their approaches, techniques and media to create a portfolio of figurative drawings that demonstrates increased technical skills, as well as explorations of color, style and content.
Prerequisite: ART 122
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 124 Mixed Media 1
3.0 units

An exploration of a variety of traditional and distinctly unique 2-dimensional art media as they relate to drawing and painting mediums.
Advisory: ART 110, ART 151
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ART 133 Composition Studies: Figure 1
0.5 units

A beginning exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolor, mixed media, or other appropriate media.
Advisory: ART 120 and ART 122
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 134 Composition Studies: Figure 2
0.5 units

An intermediate exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolor, mixed media, or other appropriate media.
Prerequisite: ART 133
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 137 Life Drawing 3
3.0 units

This course is an advanced study in drawing the human form through direct observation. Technical and expressive drawing skills and approaches learned in Life Drawing 1 and 2 will be further developed and refined toward the development of a cohesive body of work. Life Drawing 3 students will produce a portfolio of advanced skill level drawings showing the development of personal style and content using the human figure as a subject.
Prerequisite: ART 123
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 144 Mixed Media 2
3.0 units

An intermediate advanced level of mixed media focused on 2 and 3 dimensional art materials as they relate to composition and personal style.
Prerequisite: ART 124
Acceptable for credit: Transfer CSU
C-ID Course Number: none
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ART 151 Painting 1
3.0 units

An introduction to the principles, elements, and practices of painting, including the exploration of painting materials, basic techniques, paint mixing, and approaches to color and composition.
Advisory: ART 110, ART 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 210
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 152 Painting 2
3.0 units
An intermediate course in painting emphasizing further development of skills and exploration of styles.
Prerequisite: ART 151
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 153 Painting 3
3.0 units
An advanced course in painting emphasizing the continued growth of technical skills and the development of a personal style.
Prerequisite: ART 152
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 154 Composition Studies: Figure 3
0.5 units
An advanced exploration of color, composition and style in artworks of the human figure. Students may choose to work in charcoal, pastels, acrylics, oils, watercolor, mixed media, or other appropriate media.
Prerequisite: ART 134
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 160 Ceramics 1
3.0 units

Introduction to ceramics materials, concepts, and processes including basic design principles, creative development, various forming methods, glaze techniques, firing and ceramics terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 161 Ceramics 2
3.0 units

A continuation of Ceramics 1 materials, concepts and processes, including basic design principles, creative development, various forming methods, glaze techniques, firing and ceramics terminology. This course will explore low-fire clay and glaze processes, using the potter's wheel, extruder, making and using molds, graphic design with low-fire colored glazes. Student will further their own aesthetic and creative development of clay objects by examining historical, contemporary, and personal modes of expression across cultures. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time.

Advisory: ART 160
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 162 Ceramics 3
3.0 units

An introduction to low fire ceramic materials and techniques, including research into ceramic materials and experimental use of high fire glazes. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time.
Advisory: ART 161
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

ART 163 Ceramics Workshop
3.0 units

A continuation of ART 162 with individualized assignments. Because this is a lecture/lab course, students are expected to work 4 hours/week outside of class time.
Advisory: ART 162
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 164 Sculpture 1
3.0 units

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 165 Sculpture 2
3.0 units

This is a lecture/lab course involving 2 hours of lecture and 4 hours of lab each week. It is an expanded exploration in sculpture techniques and materials.
Advisory: ART 164
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ART 170 Survey of Asian Art
3.0 units

This course provides a select overview of art from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. Includes examination and analysis of ceramics, calligraphy/painting, printmaking, architecture and sculpture with reference to cross-cultural influences, religion, and philosophy in those countries.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 189 Independent Projects
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

ART 199 Topics in Art
1-3.0 units
Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two year period).
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

ART 199U Special Topics in Art
2.0 units
Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). Schedule Description: This class focuses on innovation, communication, cross-overs between arts and non-arts disciplines, and professional development opportunities.
Advisory: ART 113, ART 160
Acceptable for credit: Transfer CSU
Course Offered: As Needed

ART 366 Working the Potter's Wheel
2.0 units
A lecture/lab course introducing students to using the potter's wheel as a tool for shaping clay. This course provides all necessary information for students new to the use of the potter's wheel. Students will need to purchase clay and tools for their own use.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 367 Advanced Potter's Wheel
2.0 units

A lecture/lab course which expands upon the skills of Art 366, Working the Potter's Wheel. This course explores the vast array of contemporary ceramic practices based primarily on the use of the potter's wheel, while also further developing students' skills at forming clay on the wheel. Students will need to purchase clay and tools for their own use.
Advisory: ART 366
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 368 Modifying Forms from the Wheel
2.0 units

A lecture/lab course which expands upon the skills of Art 367, Advanced Potter's Wheel. This course focuses on the development of personal expression through use of the potter's wheel. Students will need to purchase clay and tools for their own use.
Advisory: ART 367
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ART 399 Special Topics in Art
1-4.0 units

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period).
Prerequisite: Prerequisites, co-requisites or advisories will be included for each course developed under this curriculum shell, as is appropriate for the discipline described in the course title.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ASL - American Sign Language

ASL 120 American Sign Language 1
3.0 units

An introductory course in American Sign Language (ASL) which presents basic sign vocabulary and grammar, the manual alphabet and topics related to signing and deafness.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ASL 121 American Sign Language 2
3.0 units

A continuation of American Sign Language (ASL) 120, emphasizing receptive and expressive skills, aspects of ASL grammar, vocabulary, literature, subcultures within the deaf community and the various education regimes for deaf children in the United States.
Prerequisite: ASL 120
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ASL 124 American Sign Language 3
3.0 units

Continuing development of skills learned in American Sign Language (ASL) 121 emphasizing ASL grammar, vocabulary and idiomatic constructions. Provides an opportunity for further development of conversational techniques, focusing on expressive and receptive skills. Deaf cultural issues, non-manual markers, advanced classifiers, and numbering systems will be explored.
Prerequisite: ASL 121
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

ASL 126 American Sign Language 4
3.0 units

This advanced course expands functions and syntax from ASL 124 and focuses on developing students' communicative competency in American Sign Language. Higher level vocabulary and grammatical patterns, including classifiers and the use of spatial location, are explored with a focus on productive skills. Deaf culture, behavior, and norms are also studied as they relate to advanced signing skills.
Prerequisite: ASL 124
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ASL 138 Deaf History
3.0 units

A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art, and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for History 138.
Advisory: ENGL 514, Eligibility for ENGL 101.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ASL 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

ASTR - Astronomy

ASTR 100 Elementary Astronomy
3.0 units

A survey course introducing the general principles and fundamental facts of astronomy. Online homework may be required.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ASTR 121 Elementary Astronomy Laboratory
1.0 units

A laboratory course emphasizing practice and interpretation of astronomical observations for students that are concurrently taking the ASTR 100 lecture course or those that have previously passed it with a grade of "C" or higher. When weather permits, students will observe objects in the sky with and without instruments such as telescopes. In-class simulations will be substituted when direct observation is not possible. The moon, stars, constellations, planets and other solar system bodies, and various deep-sky objects will be studied as well as the methods used to catalog, chart, and find them.
Corequisite: ASTR 100
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT - Automotive Technology

AT 100 Automotive Fundamentals
4.0 units

Designed to teach the student complete car care, emphasizing the operating principles and service operations on all types of automobiles and light trucks.Includes investigation of the impacts that the automobile has on modern life, the economy and the environment.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 117 Print Reading and Interpretation
3.0 units

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for AB 330, AT 330, ET 330, MT 330, or AB/ET/MT 117.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

AT 133 Automotive Engine Rebuilding
5.0 units

The intent of this course is to introduce the student to the diagnosis and repair of automotive engines. Laboratory experiences will include engine evaluation, removal, disassembly, precision measurement, inspection and evaluation of engine components, cylinder head reconditioning, engine reassembly and installation.
Prerequisite: AT 100
Limitation on Enrollment: Must take and pass the Lab Safety Test
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade Only

AT 300 Shop Math and Measurement
3.0 units

An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who are enrolled in, or have received credit for AT 381, AB 381, ET 381, MT 381, WLDT 381, or AB/ET/MT/WLDT 300.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 303 Automotive Electricity
5.0 units

Designed to give the student a strong background in basic automotive electricity and electronic concepts. Includes discussion and hands on practice with basic theories, operation, diagnosis, and service of the electrical, electronic, and computer control systems with an emphasis on preparing the student for professional certification testing.
Prerequisite: AT 100
Limitation on Enrollment: Must take and pass the Lab Safety Test
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

AT 306 Auto Air Conditioning Systems
4.0 units

In this course students study the theory, operation, diagnosis, and repair of automotive heating, air conditioning and engine cooling systems.
Prerequisite: AT 100
Advisory: AT 303
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

AT 313 Automotive Brakes
4.0 units

A comprehensive examination of automotive and light truck brakes. Emphasis on repair and troubleshooting of domestic and import systems, drum and disc mechanical systems, power brake systems, anti-skid systems, and computerized brake systems.
Prerequisite: AT 100
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AT 314 Suspension and Alignment
4.0 units

Designed to familiarize the student with the theory of suspension design, and the repair and alignment of automotive suspensions including long and short arm suspension, McPherson Struts, Solid Axle, and Twin I Beam types.
Prerequisite: AT 100
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AT 323 Power Trains
5.0 units

An introduction and comprehensive examination of automotive drive lines and differentials; manual transmissions; manual transaxles; automatic transmission fundamentals; flywheel and clutch and 4-wheel drive. Extreme emphasis is placed on principles of operation, troubleshooting and intensive repair.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

AT 324 Automatic Transmissions
5.0 units

Theory and operation, diagnosis, service and repair of automotive automatic transmissions and transaxles.
Prerequisite: AT 100
Advisory: AT 303
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AT 334 Automotive Machining 1
4.0 units

An intensified course in automotive machining, the course will emphasize student proficiency in machine operation. Designed to make the student proficient in all phases of automotive and industrial engine rebuilding, including crankshaft grinding, boring, honing, line boring, block and head resurfacing, crack repair, head reconditioning, precision measuring, balancing, and engine assembly.
Prerequisite: AT 133
Limitation on Enrollment: Must take and pass the Lab Safety Test.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

AT 336 Automotive Machining 2
4.0 units

An advanced course focused on precision and performance engine preparation. Topics to be covered include engine components selection, machining and measurement for maximum engine efficiency and output.
Prerequisite: AT 334
Limitation on Enrollment: Must take and pass the lab safety test.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 341 Fuel Injection/Turbocharging
5.0 units

This course provides theory and application of automotive fuel supply and fuel injection systems. The course includes basic engine, fuel supply, fuel injection, turbocharging, and computerized engine controls diagnosis and repair.
Advisory: AT 303, or concurrent enrollment in AT 303 or high school automotive electrical study
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 343 Engine Performance/Diagnosis
5.0 units

This course is designed to give students a basic knowledge of engine diagnostic tools, and a working ability to diagnose engine performance problems. The course includes fuel, ignition, computerized engine controls, and emission controls related systems.
Advisory: AT 341, or prior basic engine performance and fuel system training
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 344 Emission Control/BAR CAC
5.0 units

This course provides theory and diagnosis of automotive emission control systems. The course includes the BAR (Bureau of Automotive Repair) CAC (Clean Air Car) course preparation and certification.
Advisory: AT 341 and AT 343
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

AT 354 Selected Projects in Automotive Machining
1.0 units

A project based course with an emphasis on the practice and improvement of automotive machining skills. The approved student project is performed under the direct supervision of the responsible Automotive Technology faculty member.
Advisory: AT 336ENGL 514
Limitation on Enrollment: Must take and pass the Lab Safety Test
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

AT 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

AT 389 Independent Projects in Automotive Technology
1-3.0 units

AT 389 Independent Projects is for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search or development of skills and competencies under faculty advisement and supervision. Students wishing to enroll in AT 389 Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit-48 hours per semester 2 units-96 hours per semester 3 units-144 hours per semester
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

AT 399A Special Topics in Automotive Technology
2.0 units

Designed to prepare trained students/technicians to pass specific Automotive Service Excellence (A.S.E) certification tests and retests. Students will select a minimum of four areas of study from the following speciality areas: Engine repair, Automotive Transmission/Transaxle, Manuel Drive Train and Axles, Suspension and Steering, Brakes, Electrical Systems, Heating and Air Conditioning, Engine Performance, and Damage Repair, Structural Analysis and Damage Repair, Mechanical and Electrical Components, Light Vehicle Compressed Natural Gas, and Parts Specialist.
Prerequisite: AT 100 and one additional AT course is recommended for enrollment
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ATH - Athletic Training

ATH 104 Care and Prevention of Athletic Injuries
3.0 units

Designed for prospective coaches, athletic trainers, health and physical educators; to aid in the recognition, evaluation and care of athletic injuries. Emphasizes techniques in taping, care, prevention, and rehabilitation of injuries. This course includes one lab hour per week, which is led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ATH 106 Orthopedic Injury Assess/Rehab
4.0 units

Designed for prospective kinesiology health professionals, including but not limited to athletic trainers, physical therapy aides, physical therapy assistants, physical therapists, and health and physical educators. The course will focus on the three areas of orthopedic care: theory and implementation of therapeutic modalities to athletic injuries; advanced recognition and assessment of orthopedic injuries; and application of rehabilitation programs for athletic injuries. This course includes three lab hours per week, which are led by the instructor. The lab hour allows students to apply concepts and techniques presented during lecture.
Prerequisite: ATH 104
Advisory: BIOL 124, ENGL C1000
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

B

BASK - Basic Skills (NC)

BASK 7002A CBET: Community Based English Tutoring
90-102.0 hours

This multi-level English as a Second Language (ESL) course provides practical applications for parent involvement in children's learning and school environment. Topics include home tutoring techniques, creating a home environment conducive to learning, school content by grade level, and locating and utilizing educational resources through technology and community services.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

BASK 7003 Reading, Writing, and Math
36-102.0 hours

This class is designed to help students improve basic skills in math, reading, and writing for the purpose of preparing students for high school diploma equivalency classes, entry into credit classes, or to improve career opportunities.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7003B Interdisciplinary Basic Skills: Reading, Writing, and Math
6-36.0 hours

This class allows students to improve upon basic skills in math, reading, and writing. Material is presented through individual, small group, computer-assisted instruction, and tutoring. Accessible software programs include Rosetta Stone, Aztec, and PLATO.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

BASK 7004A Supervised Tutoring
45-51.0 hours

This course provides students with class-specific tutorial assistance, study strategies, self-confidence building strategies, and critical thinking skills necessary for success in the classroom. Students seeking a greater understanding of course material benefit from this small-group environment, which is conducive to skill building.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

BASK 7004B Supervised Tutoring
24-27.0 hours

This course provides students with class-specific tutorial assistance, study strategies, self-confidence building strategies, and critical thinking skills necessary for success in the classroom. Students seeking a greater understanding of course material benefit from this small-group environment, which is conducive to skill building.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Noncredit

BASK 7005 H.S. Equivalency Exam Preparation
96-108.0 hours

This course is designed to help students prepare for the High School Equivalency Exam such as the GED or HISET. Students learn the core knowledge and skills needed to pass each of the High School Equivalency Tests. The content areas covered will be Language Arts-Reading/Writing, Mathematics, Science, and Social Studies. Students will also receive instruction in developing test-taking skills. This course can be applied to obtain a secondary education/high school equivalency exam preparation certificate of competency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7005B Preparing for the GED Tests
36-48.0 hours
This course is designed to help students successfully pass the General Educational Development (GED) tests. Students receive instruction in reading, writing, social studies, science, mathematics, and test- taking skills. Students have the opportunity to practice test items.

BASK 7006 Math Reasoning
96-108.0 hours

This course is designed to prepare students for the Math portion of the High School Diploma Equivalency preparation course for GED or HiSET. Students learn math skills and concepts applied to Real-Life applications and problem-solving strategies.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7007 Language Arts H.S. Equivalency Exam Prep
16-34.0 hours

This course is designed to prepare students for the Reasoning Through Language Arts portion of the High School Equivalency preparation course for GED or HiSET. Students learn reading, writing skills, and critical thinking to effectively pass the test. The class is open entry; however, 8th grade reading level or above is recommended. Students will also learn test-taking strategies.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7008A Success in College Lab
45-51.0 hours

This open-entry, open-exit study lab provides high-risk students with general study skills applicable to specific courses. Students receive tutorial assistance, learn study strategies, and receive assistance to support credit class academic success. Although this lab is designed primarily for the student athlete, anyone 18 or over can attend.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Noncredit

BASK 7009 Social Studies H.S. Equivalency Exam Prep
16-34.0 hours

This course is designed to prepare students for the Social Studies portion of the high school diploma equivalency preparation course for GED or HiSET. Students learn about Civics and Government, U.S. History, Economics, and Geography sections on the test. Emphasis is placed on learning test- taking strategies and applying thinking skills to analyze tables, charts, diagrams and text.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7010 Family Literacy
16-18.0 hours

Family literacy recognizes adults as a powerful influence on children's academic success and emphasizes bringing reading and writing into the home and making it a family activity. This course presents students with the tools and resources needed to enhance literacy together.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

BASK 7011 Basic Math
32-55.0 hours

This basic math course is designed to help students increase their math skills. This course covers basic functions of arithmetic including whole numbers, multiplication, fractions, decimals, and percentages. Students will apply operations with numbers to real world problems and interpret the answers in a real-life context. This course can be applied to obtain a Basic Skills-Certificate of Competency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7012 Basic Reading and Writing
32-55.0 hours

This course is designed to help students learn the foundation of basic reading and writing so they may enroll in the language arts section for the High School Equivalency Exam Preparation course. The course is designed for students who read and write at grade levels below 8th grade. This course can be applied to obtain a Basic Skills in Certificate of Competency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7013 Computer Skills H.S. Equivalency Test Preparation
16-34.0 hours

This course is designed to help students become familiar with basic computer skills needed to answer the different types of questions, editing tools, monitoring and control tools on the online GED and HiSET tests. Additionally, the students will learn how to use the TI-XS Scientific calculator for the GED test and the four-function calculator for the HiSET test. This course can be applied to obtain a secondary education/high school equivalency exam preparation - certificate of competency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7014 Mathematics Lab
64-72.0 hours

In this open laboratory setting, students receive one-on-one instruction in specific requested areas and guided practice sessions on varied mathematical topics. This class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any Allan Hancock College mathematics class.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

BASK 7015 Reading and Writing Lab
64-128.0 hours
In this open laboratory setting, students receive one-on-one instruction in specific requested areas of reading and writing. The class is designed as a supplementary lab for students who need additional instructional assistance to successfully complete any reading or writing assignment for an Allan Hancock College class or for a college application.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Noncredit

BASK 7016 Science: High School Equivalency Exam Preparation
16-34.0 hours

This course is designed to prepare students for the Science portion of the High School Diploma Equivalency preparation course for GED or HiSET. Students learn skills needed in related texts of Life Science, Physical Science, and Earth and Space Science. Emphasis is placed on learning test-taking strategies and applying thinking skills to analyze tables, charts, diagrams, and text. This course can be applied to obtain a secondary education/high school equivalency exam preparation - certificate of competency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7017 Geometry: High School Diploma Equivalency Exam Preparation
16-34.0 hours
This course is designed to help students successfully complete the geometry section required to pass the High School Equivalency Exam for GED or HiSET.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

BASK 7200 Library Skills
4-6.0 hours

This noncredit lab course will teach students how to navigate the academic library, how to seek out research counsel from librarians and other library staff and how to evaluate the credibility of information sources. Students will also learn general library etiquette and library research skills. This course allows access to the open access digital resources of the library.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

BIOL - Biology

BIOL 100 Introductory Biology
4.0 units

An introduction to the concepts of biology. Designed for majors in fields other than biological science, the course investigates the nature of science, cells, genetics, evolution, ecology, and biodiversity. Lecture: 3 hours weekly. Lab: 3 hours weekly.
Advisory: Eligible for ENGL 101 or completion ofENGL 514
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

BIOL 120 Humans and the Environment
3.0 units

Explores contemporary problems generated by human scientific, social and ethical interaction with the environment. Lectures examine the scope of present environmental problems, possible future impacts, and potential solutions. Topics include human impact on the environment, ecological controversies, ecosystem operation, water and energy perspectives, and values of wilderness preservation. Emphasis is on both local and global dimensions of the above topics.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BIOL 124 Human Anatomy
4.0 units

An examination of the functional anatomy of the human organism. Lectures and laboratories investigate the microscopic and macroscopic structures of the major organ systems.
Advisory: BIOL 100
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BIOL 110B
Grading Method: Letter Grade or Pass/No Pass

BIOL 125 Human Physiology
4.0 units

A study of the functions and interactions of human cells, tissues, organs, and organ systems. Metabolic processes, negative feedback mechanisms, and homeostatic regulation are investigated in both lecture and laboratory sections. Emphasis is on the interaction of physiological processes responsible for the maintenance of normal body functions. Lecture: 3 hours weekly. Lab 3 hours weekly.
Prerequisite: ENGL C1000 and BIOL 124
Advisory: CHEM 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BIOL 120B
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BIOL 128 Microbiology
4.5 units

An introduction to microorganisms, including morphology, physiology, and growth of bacteria and other microorganisms such as viruses. The role of bacteria and viruses as part of the human microbiome and host defenses against pathogens are emphasized. Laboratory procedures include identification, growth and metabolism of bacteria. Lecture: 3 hours weekly. Lab: 5 hours weekly.
Prerequisite: BIOL 100, or BIOL 124, or BIOL 125, or BIOL 150 and CHEM 120, or CHEM 150
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

BIOL 132 Marine Biology
4.0 units

An introductory study of marine organisms and their interactions in marine ecosystems with an emphasis on the organisms and ecosystems of the Central California coast. Several field trips to the marine shore required.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BIOL 150 Cellular Biology
5.0 units

A study of the nature of life, emphasizing its molecular and cellular aspects of life, particularly cellular reactions as governs organismic metabolism, biological and chemical evolution, and Mendelian genetics. Lecture: 3 hours weekly. Lab: 6 hours weekly.
Prerequisite: CHEM 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BIOL 190
Grading Method: Letter Grade Only

BIOL 154 General Botany
5.0 units

A survey of the plant kingdom, including structure and functions, heredity, evolution and ecology, economic uses, taxonomic classification, the role of plants in the ecosystem, and important problems common to all plants. Lecture: 3 hours weekly. Lab 6 hours weekly.
Prerequisite: BIOL 100, or BIOL 150 and MATH 309, or MATH 331
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BIOL 155
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

BIOL 155 General Zoology
5.0 units

Intended for the biology major, an exploration and survey of the animal phyla and non-photosynthetic, single-celled, eukaryotic taxa. Comparative structure, function, and life cycles of animals, as well as principles of evolution, taxonomy, and systematics are covered. Topics include development, morphology and physiology, phylogeny, and behavior of animals, as well as principles of evolution, mechanisms of evolutionary change, and speciation. Lecture: 3 hours weekly. Lab 6 hours weekly.
Prerequisite: BIOL 150
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BIOL 150
Course Offered: Fall
Grading Method: Letter Grade Only

BIOL 175 Cadaver Lab I
1.0 units

A laboratory course providing supervised study and dissection of human cadavers. Intended for students interested in pursuing nursing, medicine, or other allied health professions who want to continue learning about the human body. Topics will include dissection techniques and human anatomy, as well presentation of cadavers to students currently taking Human Anatomy. Prerequisite and instructor permission are required to register.
Prerequisite: BIOL 124
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

BIOL 176 Cadaver Lab II
1.0 units

A laboratory course providing supervised study and dissection of human cadavers. Intended for students interested in pursuing nursing, medicine, or other allied health professions who want to continue learning about the human body. Topics will include dissection techniques and human anatomy, as well presentation of cadavers to students currently taking Human Anatomy. This is the 2nd semester in a 2 semester sequence. Prerequisite and instructor permission required to register.
Prerequisite: BIOL 175
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

BIOL 189 Independent Projects in Biology
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

BIOL 196 Self-directed Investigations
1-3.0 units

This course is designed to provide students the opportunity to further investigate a project from a previous semester at a more advanced level and/or pursue investigation of a new topic.
Prerequisite: BIOL 189
Limitation on Enrollment: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate a progression of knowledge or skills.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

BIOL 199 Special Topics in Biology
1-3.0 units

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Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

BIOL 199A Field Biology of the Sierra Nevadas
2.0 units

An exploration of the plant and animal communities of selected portions of the Sierra Nevadas. When in the field, campsites are set up and maintained by the class. This course is commonly run in conjunction with Geology 199C (Topics in Geology: Sierra NV). Six hours of lecture precede the field trip.
Advisory: ENGL 300 or Eligibility for READ 310
Acceptable for credit: Transfer CSU
Grading Method: Pass/No Pass

BUS - Business

BUS 101 Introduction to Business
3.0 units
A survey in business 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 with the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, organized labor practices, marketing, financial practices, the stock and securities market, and therefore affect a business' ability to achieve its organizational goals.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: C-ID BUS 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 102 Marketing
3.0 units
The study of marketing channels and institutions; market structure, organizations, behavior, retail, wholesale and industrial marketing; and governmental regulations.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 103 Advertising
3.0 units
A survey of advertising media; the psychology of advertising; motivational research; formulation of advertising budgets; mechanics of layout and copy; and evaluation and selection of media.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

BUS 104 Business Organization and Management
3.0 units
A study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm.
Advisory: BUS 302
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 106 Small Business Management
3.0 units
Intended primarily for students who plan to participate in an independently-owned business. Includes study of single proprietorships, partnerships, and corporations at all levels of the American economic system. Not designed as a substitute for Business 101 or Business 103, which serve as introductions to further study in business administration.
Advisory: BUS 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 107 Human Relations in Business
3.0 units

A study of human relations in business including multicultural and gender relationships in the workplace.
Advisory: Eligibility for ENGL 513
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 110 Business Law
3.0 units

Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: C-ID BUS 125
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 111 Internet Marketing
3.0 units

A study of methods to create, distribute, promote, and price goods and services to a target market over the Internet.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

BUS 121 Business Economics
3.0 units

An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level, and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets, and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for ECON 121. May be taken prior to or concurrently with ECON 101 or ECON 102.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

BUS 130 Consumer & Family Finance
3.0 units

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Economics 130 or Family and Consumer Sciences 130.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 140 Survey of International Business
3.0 units

An introduction to institutions and business practices in the international environment, emphasizing the major motivations compelling private firms to pursue international business.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 141 Global Economics
3.0 units

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Economics 141 or Global Studies 141. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121.
Advisory: ECON 101, or Completion of or concurrent enrollment in, ECON 102, or ECON 121, or BUS 121, or
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 149 Work Experience Education
0.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes. Cooperative Work Experience credit courses require 54 hours of work (paid or unpaid) per unit, rounded down in 0.5 unit increments.
Acceptable for credit: Limited transfer to CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 160 Business Communications
3.0 units

A study of the types of communications used in industry and government with emphasis on the content and practice of creating and writing various types of letters, memorandums, reports, Internet e-mail, multimedia presentations and other types of documents. Spelling, correct word usage, sentence structure, punctuation, appearance of copy and organization of ideas are emphasized.
Advisory: ENGL 514 and the ability to type 40 words per minute are strongly recommended.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 189 Independent Projects
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

BUS 302 Essentials of Management
3.0 units
A review of essential management skills including the role of the supervisor, supervisory challenges, and related human resources responsibilities. This course is not open to students who are enrolled in or have received credit for one or more of the Essentials of Management modules or BUS 359 (Essentials of Management).
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 303 Sales And Marketing
3.0 units
An overview of sales and marketing strategies including pricing, promotion and distribution of goods, services and concepts used to create relationships that satisfy individual and organizational objectives. This course is not open to students who are enrolled in or have received credit for one or more of the "Sales and Marketing: The Series" modules or Business 359 Sales and Marketing.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

BUS 355 Issues in Internet Law
0.5 units
Review of issues essential to understanding emerging Internet laws. Not open to students who have taken "Business Law: Series".
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 356 Managing Organizations
0.5 units
A look inside an organization to explore how organizational variables influence human behavior in the work place including: culture, power, job design and decision making. Not open to students who have taken BUS 387.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 357 Management: Listening
0.5 units
This class focuses on active listening techniques which can increase understanding of instructions, reduce errors/omissions, and build empathetic relationships. Not open to students who have taken BUS 389.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 358 Managing Individuals
0.5 units
Bring the best "you" to the job. Explore how your personality and attitudes, perceptions and attributions, problem solving styles, stress levels and more affect job behavior and performance.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 360 Introduction to Supervision
0.5 units
This class is designed to help managers develop supervisory skills needed to successfully manage a business enterprise.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 361 Your Leadership Style
0.5 units
Students will identify their personal leadership style by taking a variety of conflict, communication, and personality tests. Not open to students who have taken BUS 387.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 362 Management: People Skills
0.5 units
This class will examine personal and professional habits that enhance a leader's ability to create and sustain a healthy and productive organization. Not open to students who have taken BUS 387 or BUS 389.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 363 Management: Conflict
0.5 units
This class is designed to help organizational leaders learn how to resolve conflict and manage resistance in the workplace. Not open to students who have taken BUS 389 or BUS 391.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 364 Winning Business Plans
0.5 units
This course focuses on methods to develop a business plan.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 365 Managing Teams
0.5 units
An introduction to effective strategies for team building in the workplace.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 366 Promoting Small Business
0.5 units
A course designed to help small business owners promote their business using effective advertising, sales promotion, public relations, and budgeting techniques.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 367 Managing Change
0.5 units
Learn how organizations can adapt to their respective environments and modify the work behavior of organizational members. Not open to students who have taken BUS 387.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 368 Online Auctions
0.5 units
A study of the business methods and advantages of selling and buying using online auctions. Online secured financial transactions will also be covered.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 369 Employment Law
0.5 units
An overview of employment laws and their impact on organizational policies, procedures, and practices. Not open to students who have taken BUS 391.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 370 Ethics and Integrity
0.5 units
An examination of how organizations can shape ethical conduct. Both the managers' and individuals' role in promoting ethical behavior is examined. Not open to students who have taken BUS 389 or BUS 391.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 371 Sexual Harassment Prevention
0.5 units
A review of laws, techniques, tools, and skills needed for prevention of sexual harassment. Not open to students who have taken BUS 391.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 372 Workplace Diversity
0.5 units
An examination of the various components of diversity in the workplace, the impacts and benefits of diversity, and the means to avoid diversity-related conflicts in the workplace. Not open to students who have taken BUS 391.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 373 Forming a Small Business
0.5 units
A review of laws, forms, and procedures required to form a small business.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 374 Business Incorporation
0.5 units
A review of laws, forms, and procedures required to incorporate a business.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 375 Patents and Copyrights
0.5 units

A review of laws, forms, and procedures required for establishing and protecting patents and copyrights.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 376 Strategic Planning
0.5 units

An examination of techniques, tools, and skills needed for developing and leading the strategic planning process. Not open to students who have taken BUS 387.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 377 Managing Service Quality
0.5 units

An overview of the functions of quality customer service and their affect on the customer satisfaction process. Not open to students who have taken BUS 389.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 378 Effective Sales Methods
0.5 units

An overview of the selling process and successful persuasive marketing communication methods including sales presentations and closes.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 380 Marketing Strategies
0.5 units

Learn how to develop winning marketing plans including strategies for product, brand, channel, communications, and pricing.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 381 Entering Global Markets
0.5 units

Learn the essentials required to enter global markets including details on sales channels, financing, cultural, legal, and economic factors.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 382 Advertising & Public Relations Strategies
0.5 units

Introduces integrated marketing communications strategies for developing productive advertising and maintaining positive public relations.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 386 Business Resume Writing
1.0 units

This course will help students learn how to create and maintain a professional resume and cover letter. Students will apply resume writing techniques to develop an effective personal resume. The course will also assist job seekers in preparing to interview with prospective employers.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer
Grading Method: Pass/No Pass

BUS 387 Executive Leadership: Series
3.0 units

Review of skills/knowledge essential to business/non-profit executives. Not open to students who have taken any of the following business courses: BUS 397, BUS 361, BUS 376, BUS 356, BUS 367, BUS 362.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 389 Customer Service: Series
3.0 units

A review of skills/knowledge essential to those working in customer service. Not open to students who have taken any of the following Business courses: BUS 377, BUS 394, BUS 357, BUS 363, BUS 362, BUS 370.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 390 Business Entrepreneurship Law
3.0 units

A review of skills and knowledge essential to applying business law to entrepreneurship.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

BUS 391 Human Resources Mgt: Series
3.0 units

A review of skills/knowledge essential to Human Resource Managers. Not open to students who have taken any of the following business courses: BUS 369, BUS 371, BUS 372, BUS 396, BUS 370, BUS 363.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

BUS 392 Performance Evaluation
0.5 units

A review of techniques, tools, and skills needed for effective employee performance evaluation.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 393 Business Report Writing
0.5 units

A review of effective written business communication techniques, including proper report writing, employee evaluations, and memos. Includes a review of punctuation, grammar, style, and clarity.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 394 Managing Verbal Communication
0.5 units

This class is designed to help leaders improve their verbal communication skills. Students will learn how to improve the design and transmittal of their messages. Not open to students who have taken BUS 389.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 396 Performance Measurement
0.5 units

Learn to design and utilize recurring performance measurements tied to budgetary program cost centers. Not open to students who have taken BUS 391.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 397 Executive Leadership
0.5 units

The real worth of an organization's values come from what is practiced rather than merely professed. This highly interactive class prepares organizational leaders to turn their good intentions into action and build staff communication and team building. Not open to students who have taken BUS 387.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

BUS 398 Efficient Meetings
0.5 units

A review of techniques that lead to efficient and effective meetings. Ways to foster participation, decision making, and action are highlighted.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

C

CA - Culinary Arts

CA 118 Beverage Management
1.0 units

A study of managing bar and beverage service for profit. Types of beverages (including mixology), equipment, sanitary operations, staffing, promotions, purchasing, storage, inventory, and pricing strategies are discussed.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

CA 119 Introduction to the Hospitality Industry
2.0 units

An overview of the hospitality industry with an emphasis on career perspectives and wages. Topics include the restaurant business, operations and industry organization; issues in food service management; and lodging operations, the hotel business, and the role of service in all sectors.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CA 120 Principles of Foods 1
4.0 units

Provides knowledge and experience in food preparation terminology, equipment, and techniques to increase proficiency, coupled with investigation of the science principles involved. Emphasis is on ingredient functions and interactions; production and sensory evaluation standards; food safety and sanitation; nutrient composition; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. This course is not open to students who have received credit for FCS 120.
Advisory: CA 124
Acceptable for credit: Transfer CSU
C-ID Course Number: NUTR 120
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CA 121 Basic Baking and Pastry
3.0 units

The study of equipment, skills and procedures used in commercial bakeries. Includes practical application in the production of a wide variety of quick and yeast breads and cookies.
Advisory: CA 124
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CA 122 Advanced Baking and Pastry
3.0 units

Designed to increase the student's proficiency in baking and pastry techniques with a focus on artistry and practical skills. Explores classical and modern applications of pastries, meringues, tarts, syrups, creams, sauces, pies, fillings, fruit desserts, and plating.
Prerequisite: CA 121
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

CA 123 Principles of Foods 2
2.0 units

Provides knowledge and experience in food preparation terminology, equipment, and techniques. Emphasis is on scientific principles, ingredient functions and interactions, production and sensory evaluation standards, food safety and sanitation, nutrient values, food aesthetics, and presentation of vegetables, starches and grains, salads and dressing, sandwiches, hor d'oeuvres, Garde Manger, breakfast foods, bakeshop, and international cuisine. This course is not open to students who are enrolled in or have received credit for FCS 123.
Prerequisite: CA 120, or FCS 120
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

CA 124 Sanitation, Safety, and Equipment
3.0 units

An overview of basic concepts of personal and institutional sanitation and safety as applied to food service with special emphasis on the role of the food supervisor/manager in maintaining sound practices. The course also covers the concepts of sanitation and safety as related to the selection, layout, and use of equipment and examines current recommended practices including local, state, and federal regulations.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

CA 125 Supervision and Training Techniques
3.0 units

A study of food service operations, procedures, and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating, and promotion of employees.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

CA 126 Food Production Cost, Control and Management
3.0 units

A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing, and producing food products. Principles and procedures for the management of institutional, restaurant, and catering food service settings are examined.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

CA 129 Catering and Events Management
3.0 units

Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination, and evaluation of events. Major emphasis is on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, marketing, and client relations.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

CA 323 Specialty and Wedding Cakes
1.0 units

A study of cake making including mixing, baking, assembling, filling and frosting with American layer, European style, and wedding cake assembly. Client relations and business practices for wedding cake sales is covered.
Prerequisite: CA 124
Advisory: CA 120, or FCS 120
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

CA 324 Cake Decorating and Decorative Work
1.0 units

Instruction in cake decorating techniques including assembling and icing cakes and pastry bag work for borders, lace, string work, writing, and flowers. Cake design, colors, construction, evaluation, and decorations of marzipan, pastillage, and nougatine will be covered.
Prerequisite: CA 124
Advisory: CA 120, or FCS 120
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

CA 325 Specialty Cakes - Baking and Decorating
2.0 units

A study of cake making including mixing, baking, assembling, filling, frosting and decorating with American layer, European style, and wedding cake assembly. Client relations and business practices for wedding cake sales is covered.
Advisory: CA 124, CA 120
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

CBIS - Computer Business Information Systems

CBIS 101 Computer Concepts & Applications
3.0 units

The focus of this course is to provide the students with computer concepts and management information systems concepts as used with business computing. Additionally, the course covers changes in technology that affect how computers are used in business. The course includes hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases, and presentation software. Learn the fundamentals latest version of Microsoft Office: Word, Excel, Access and PowerPoint,
Advisory: CBOT 100CBIS 301
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ITIS 120
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 108 Networking and Administration
3.0 units

Prepares students to work as network administrators or server managers emphasizing installation and maintenance of a Windows networking environment. Also provides preparation for the Windows certification exam.
Advisory: CBIS 301
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 112 Intro to Visual Basic Program
3.0 units

An introduction to Visual Basic Net programming language for the Windows environment. Learn to create forms, add controls, and develop code for Windows, Mobile, Web, and database application programs.
Advisory: CBIS 301, or CBIS 101, or CS 102
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 141 Microsoft Excel-Comprehensive
3.0 units

Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code.
Advisory: CBIS 101, or CBIS 371, or CS 102
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 142 Microsoft Access-Comprehensive
3.0 units

Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros, and code modules. Learn Microsoft Access. Course teaches skills needed for the Microsoft Access certification.
Advisory: CBIS 101, or CBIS 372, or
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 301 Computer Fundamentals 1
3.0 units

A basic course for computer novices to learn how to operate a computer and use common software such as the Windows, operating system, Internet browser and Microsoft Office. Also covers using these skills for the workplace with the inclusion of soft skills in the business environment. Learn Windows operating system and update your computer skills. This is an excellent computer course for the computer beginner.
Advisory: CBOT 100
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 310 Information Security Awareness for Business Professionals
3.0 units

The focus of this course is to provide the students with the practical knowledge to protect their personal computers and networks from increasingly sophisticated attacks and apply these skills to business practice. This course addresses questions like: What type of attacks will antivirus software prevent? How do I set up a firewall? How can I test my computer to be sure that attackers cannot reach it through the Internet? How do I protect mobile devices? Students learn answers to these questions through a series of real-life user experiences and a straightforward presentation of information. The course includes hands on projects and case projects that give students the opportunity to apply what they have learned.
Advisory: CBIS 101
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 311 Information Security Planning for Business Managers
3.0 units

The focus of this course is to provide the students with the practical knowledge to determine areas of risks/ vulnerabilities in Business Information Systems and use this knowledge to create a plan to address data security risks in the workplace.
Advisory: CBIS 101
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 321 Internet Business Applications
3.0 units

Development of fundamental competency in Internet business applications. Explores a comprehensive range of skills from the basic uses of Internet browsers, search engines, and email to file transfer protocol, file compression, and bookmark management. Includes the use of editing software to create interactive business websites, searching for and registering domain names, and analyzing business websites.
Advisory: CBIS 301
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 327 Building Business Web Sites
3.0 units

An introductory to advanced course on business website development that consists of website design, accessibility, usability, and troubleshooting. Presents skills necessary to create professional-looking business Web pages using images, tables, tags, cascading style sheets, forms, libraries, behaviors and timelines. Includes uploading and maintaining pages on an Internet server site. Learn Adobe Dreamweaver's latest version.
Advisory: CBIS 301
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 337 Presentation Design - PowerPoint
3.0 units

An introduction to computer-based business presentations and their development using PowerPoint. This course is not open to students who are enrolled in or have received credit for CBOT 337.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBIS 371 Intro to Excel
1.0 units

Provides the students with an introduction to the use of Microsoft Excel. This course covers fundamentals of spreadsheet design; date entry, use of formulas and operators, charting information and printing worksheets and graphs.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

CBIS 372 Intro to Access
1.0 units

Provides the student with an introduction to the use of a database management program. Learn Microsoft Access.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

CBIS 379A An Introduction to Business Website Development
1.0 units

Course on fundamentals of business website planning: outline business website goals, competitor website analysis, target audience analysis, website content requirements and choosing appropriate tools to setup a site through templates.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

CBOT - Computer Business Office Technology

CBOT 100 Keyboarding
1.0 units

Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 131 Introduction to Word Processing
3.0 units

An introduction to word processing designed to develop skills in formatting and editing documents. Topics include setting tabs, creating headers and footers, inserting tables, creating newsletters, applying styles, using templates and printing envelopes and labels. Time saving tips and techniques will also be discussed.
Advisory: CBOT 100
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 132 Advanced Word Processing
3.0 units

An advanced word processing experience designed to develop industry proficiency in the skills required for processing information in today's electronic office. Includes inserting graphics and WordArt to create flyers and newsletters, creating online forms, inserting a table of contents and index for reports and books, creating hyperlinks, bookmarks, and cross-references, completing a mail merge, recording macros and saving documents using different file formats.
Advisory: CBOT 131
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 302 Records Management
2.0 units

A comprehensive course in the principles and practices of records management. The course covers the rules of indexing and alphabetizing and various records management systems including geographic, numeric, and subject plus the organization and operation of records management programs.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 305 Legal Office Procedures
3.0 units

Course focuses on law office procedures and terminology for the purpose of employment as a secretary and/or paralegal in a law office. The law office principles and management skills learned in this course may be applied to employment in any legal practice area (civil, criminal, family, probate, etc.) as well as other professional office settings.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 312 Keyboarding Speed and Development
1.0 units

Designed to follow the formal computerized keyboarding courses in order to bring up students' speed and accuracy by the touch method before they enter the job market.
Advisory: CBOT 100
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 333 Business Desktop Publishing
3.0 units

Basics of desktop publishing for business documents using Microsoft Publisher. Learn to create newsletters, brochures, advertising mailers, flyers, event invitations, business cards and other marketing materials for business. Topics include page layouts, formatting, inserting objects, and mail merge.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 334 Administrative Office Procedures
3.0 units

This course focuses on both the computerized and non-computerized administrative tasks performed by administrative assistants and office managers in today's electronic office. Topics include effective communication in the workplace, records management, customer service and teamwork.
Advisory: CBOT 131
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 337 Presentation Design - PowerPoint
3.0 units

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide masters. Time saving tips and techniques will also be discussed.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CBOT 360 Word - Basics
1.0 units

An introductory course in the basics of word processing. Learn to create letters, memos, reports, tables and flyers using word processing software.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Pass/No Pass

CBOT 361 Intro to PowerPoint
1.0 units
An introductory course in using presentation design software. Students will learn how to create dynamic presentations, with animation, transitions and graphics. Students will also learn how to use templates and modify design themes.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Pass/No Pass

CEL - Computer Electronics

CEL 104 Introduction to Robotics and Mechatronics
3.0 units
An introduction to robotic control applications. Basic electronics including digital, analog, and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for EL 104 or ET 104.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CEL 128 Introduction to Renewable Energy
3.0 units
A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for EL 128 or ET 128.
Prerequisite: CEL 104
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

CEL 131 Programmable Logic Controllers and Control Design
3.0 units
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for EL 131 or ET 131.
Prerequisite: CNET 125
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

CEL 133 Mechatronic Systems 1
3.0 units

This is a hands-on mechatronic systems course that focuses on the electromechanical concepts (mechanics, electronic, and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and upon how they are interfaced into control systems. Study topics include: transducers and sensors for light, heat, motion, pressure, and position control; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who have received credit for, or are enrolled in ET 133 or EL 133.
Prerequisite: CEL 104, or CNET 104, or ET 104
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

CEL 139 Electrical Power, Motors, and Controls
3.0 units

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for EL 139 or ET 139.
Prerequisite: CNET 122 and CNET 125
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

CEL 162 Fluid Power and Control
2.0 units

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filers, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for EL 162 or ET 162.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

CHEM - Chemistry

CHEM 110 Chemistry and Society
4.0 units

An introduction to the fundamentals of chemistry including the composition of matter, energy, and chemical reactions and their application to everyday living. Applications of chemistry in the areas of medicine, nuclear power, plastics, household products and society's effect on the environment will be emphasized. Intended for non-science majors. Not open to students who are enrolled in or have completed Chemistry 100, 105, or Chemistry 120.
Prerequisite: MATH 331
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CHEM 120 Introductory Chemistry
4.0 units

An introductory course emphasizing the principles and practices of chemistry for the student having no prior background in chemistry. Not open to students currently enrolled in or who have received credit for CHEM 100. Lecture 3 hours weekly. Lab : 3 hours weekly.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 101
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CHEM 140 Introduction to Organic and Biochemistry
4.0 units

This course is a continuation of introductory chemistry(CHEM120). An introductory study of the compounds of organic functional groups and reactions involved in the body (biochemistry) as applied to the health sciences. Laboratory work consists of analysis and reactions of representative compounds including carbohydrate, amino acids, and lipid exposure. Consideration is given to the simple aspects of organic analysis and an introduction to reaction mechanisms and metabolic pathways. Lecture: 3 hours weekly. Lab: 3 hours weekly.
Prerequisite: CHEM 120
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: CHEM 102
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

CHEM 150 General Chemistry 1
5.0 units

A study of the principles and theories of chemistry. Topics include the kinetic molecular theory of matter, atomic structure and the periodic table, chemical bonding, gases and stoichiometry. Experiments in standard qualitative and quantitative analysis emphasizing the collection and interpretation of data are covered in the lab. Lecture: 3 hours weekly. Lab: 6 hours weekly.
Prerequisite: CHEM 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 110, CHEM 120S
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CHEM 151 General Chemistry 2
5.0 units

A continuation of Chemistry 150, emphasizing the development of the principles and theories of chemical equilibria, chemical kinetics, thermodynamics and electro-chemistry, including an introduction to modern means of instrumental analysis. The laboratory consists of experiments in standard qualitative and quantitative analysis. Lecture: 3 hours weekly. Lab: 6 hours weekly.
Prerequisite: CHEM 150
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 120S
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CHEM 180 Organic Chemistry 1
5.0 units
CHEM 180 focuses on organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of organic compounds and their derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas-chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. Total 54 hours lecture, 108 hours laboratory.
Prerequisite: CHEM 151
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 150 and 160S
Course Offered: As Needed
Grading Method: Letter Grade Only

CHEM 181 Organic Chemistry 2
5.0 units
CHEM 181 continues to focus on derivatives of organic compounds and current methods used in the laboratory to synthesize, analyze, and purify. This course discusses physical properties, reactivity, structure, and synthesis of organic compounds and even more derivatives during lecture three hours a week. Each week, there are six hours of laboratory time in which gas chromatography (GC), infrared radiation (IR), and nuclear magnetic resonance (NMR) spectroscopic methods are used to analyze while crystallization, extraction, sublimation, and multiple methods of distillation will be used to purify the various compounds synthesized throughout the experiments. This course is designed for biochemistry, chemistry, chemical engineering, medical, pharmacy, and other majors that require a more intensive course than CHEM 140 when transferring to a four-year institution, or preparing for entrance examinations in the fields of dentistry, medicine, or pharmacy. Total 54 hours lecture, 108 hours laboratory.
Prerequisite: CHEM 180
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 160S
Course Offered: As Needed
Grading Method: Letter Grade Only

CHEM 189 Independent Projects
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CITZ - Citizenship (NC)

CITZ 7000 Preparation for Citizenship
15-90.0 hours

Students learn about the Constitution, government, history, and geography of the United States in preparation for the United States Citizenship and Immigration Services (USCIS) required oral interview and exam. The class also familiarizes students with requirements and exclusions for citizenship.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

CITZ 7000B Preparation for Citizenship
36-48.0 hours

Students learn about the Constitution, government, history, and geography of the United States in preparation for the United States Citizenship and Immigration Services (USCIS) required oral interview and exam. The class also familiarizes students with requirements and exclusions for citizenship.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Noncredit

CITZ 7001 U.S. Citizenship Interview Preparation
18-24.0 hours

This course is designed as an addition to the citizenship preparation course. Citizenship applicants must pass a face-to-face interview with an immigration officer in order to qualify for citizenship. In this course, topics will cover the N-400 application questions and how to answer them. Students will practice basic English conversational skills, as well as key definitions of the words used in the application.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

CNET - Computer Networking & Electronics Technology

CNET 104 Introduction to Robotics and Mechatronics
3.0 units

An introduction to robotic control applications. Basic electronics including digital, analog, and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for EL 104, CEL 104 or ET 104.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 105 PC Preventive Maintenance and Upgrading
3.0 units

Necessary skills and information needed to make an informed purchase, maintain, upgrade, and evaluate personal computer systems. The student will receive hands-on instruction for performing basic preventive maintenance and the installation of simple upgrades such as adding RAM, installing hard drives, sound cards, etc. Included is the study of soldering techniques, electronic part identification, and safety and system operation. Emphasis will be placed on the student's ability to keep personal computers running at their best performance levels. This course is not open to students who are enrolled in or have received credit for EL 105, CEL 105, or ET 105.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 106 Networking Essentials 1
3.0 units

First course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing, cabling, CompTIA Network+, and network standards; the theory behind the various kinds of network architectures and data transmission methods, and the use of decision-making and problem-solving techniques in applying science, mathematics, and communication concepts to solve networking problems. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. Emphasis will be placed on the Cisco System Certification. Not open to students who have received credit for EL 106 or CS 106.
Advisory: CNET 105, CNET 105 and CNET 125
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CNET 107 Networking Essentials 2
3.0 units

Second course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods including network troubleshooting. Emphasis will be placed on the Cisco System Certification. This course is not open to students who have received credit for EL 107 or CS 107.
Prerequisite: CNET 106, CNET 106
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CNET 108 Networking Essentials 3
4.0 units

Third course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for EL 108 or CS 108.
Prerequisite: CNET 107, CNET 106, CNET 106, or CNET 107
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CNET 118 Fundamentals of DC and AC Circuits Analysis
3.0 units

An introductory study of the nature of electricity; the processes employed in the analysis and documentation of DC and AC electric circuits, and the use of basic electronics testing instruments. Topics include: current voltage, resistance, power, reactance, admittance, resonance, Ohm's law, series parallel and bridge resistive and reactive circuits, Kirchhoff's voltage and current laws, loading effects of meters and supplies, capacitators, inductors, filters, RC and RL time constants, applications of Kirchhoff laws to multiple source series-parallel circuits, complex numbers, and network theorems. This course is not open to students who are enrolled or have received credit for EL 118.
Corequisite: CNET 119, CNET 119
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 119 Fundamentals of DC and AC Circuits Analysis Laboratory
2.0 units

Provides the student practical experience for the comprehension of DC and AC electrical concepts introduced in CNET/EL 118 (Fundamentals of Circuit Analysis) and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. The course is not open to students who are currently enrolled or received credit for EL 119.
Corequisite: CNET 118
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 122 Electronic Devices and Circuits
3.0 units

Introductory study of semiconductor devices and systems. A detailed analysis of diodes; bipolar junction translators and field-effect transistors; biasing techniques, active circuits, thyristors and optoelectronic components and linear integrated circuits.
Prerequisite: CNET 119, CNET 118, CNET 118 and CNET 119
Advisory: CNET 123, CNET 123
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 123 Electronic Devices and Circuits Laboratory
2.0 units

Provides the opportunity for the student to apply theoretical semiconductor concepts in a laboratory environment. Major areas of emphasis include diodes, bipolar junction transistors, field-effect transistors, thyristers, optoelectronic devices, and linear integrated circuits. The course is not open to students who are enrolled or have received credit for EL 123.
Prerequisite: CNET 119, CNET 118, CNET 118 and CNET 119
Advisory: CNET 122
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 125 Digital Devices and Circuits
3.0 units

Study of modern logic devices, circuits and design techniques emphasizing logic families, implementation of devices, combinational and sequential logic circuits, number systems and codes, A/D and D/A conversion, ALU's, digital computer math techniques, memories, system design and troubleshooting practices. The course is not open to students who are enrolled or have received credit for EL 125.
Prerequisite: CNET 119, CNET 118, CNET 118 and CNET 119
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 126 Digital Devices and Circuits Lab
2.0 units

Digital electronics laboratory designed to parallel Digital Devices and Circuits (EL/CNET 125). Emphasizes device operation in circuits and networks and the proper use of standard digital logic test instruments used in the process of troubleshooting and verifying proper circuit operations. The course is not open to students who are currently enrolled or have received credit for EL 126.
Prerequisite: CNET 119, CNET 118, CNET 118 and CNET 119
Advisory: CNET 125
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 128 Introduction to Renewable Energy
3.0 units

A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for CEL 128 or ET 128.
Prerequisite: CNET 104, CEL 104, or ET 104 or EL 104
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 131 Programmable Logic Controllers and Control Design
3.0 units

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for EL 131, CEL 131, or ET 131.
Prerequisite: CNET 125, CNET 125
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 133 Mechatronic Systems 1
3.0 units

This is a hands-on mechatronic systems course that focuses on the electromechanical concepts (mechanics, electronic, and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and upon how they are interfaced into control systems. Study topics include: transducers and sensors for light, heat, motion, pressure, and position control; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who have received credit for, or are enrolled in EL 133, ET 133, or CEL 133.
Prerequisite: CNET 104, CEL 104
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 135 Electronic Measurement and Instrumentation
3.0 units

Designed to familiarize students with operating principles and characteristics of basic electronic testing equipment as well as advanced specialized measuring instruments. Methods of operation and calibration of these devices are covered including an overview of Automated Test Equipment (ATE) systems. The course is not open to students who are enrolled in or have received credit for EL 135.
Prerequisite: CNET 126, CNET 125, CNET 123, CNET 122, CNET 122 and CNET 123 and CNET 125 and CNET 126
Advisory: CNET 136
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 136 Electronics Measurement and Instrumentation Laboratory
2.0 units

Provides hands-on laboratory experience for the study and construction of electronic testing instruments. The student is introduced to many different types of testing equipment currently used by the electronics industry. The course is not open to students who are enrolled in or have received credit for EL 136.
Prerequisite: CNET 126, CNET 125, CNET 123, CNET 122, CNET 122 and CNET 123 and CNET 125 and CNET 126
Corequisite: CNET 135, CNET 135
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 139 Electrical Power, Motors, and Controls
3.0 units

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for EL 139, CEL 139, or ET 139.
Prerequisite: CNET 125, CNET 122, CNET 122 and CNET 125
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 146 Electronic Product Design, Fabrication and Documentation
2.0 units

A study of product fabrication emphasizing mechatronic applications and designs. Topics include the design process; CADD drawings, schematics, diagrams, and support graphic requirements; printed circuit board layout and population techniques; technical writing; project documentation requirements; surface mount technologies; prototyping; printed circuit board testing, troubleshooting, and final documentation emphasizing hands-on experiences. The use of industry standard computer aided drafting and support software will be studied and utilized in all phases of documentation through camera ready artwork. The course is not open to students who are enrolled or have received credit for EL 146.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 162 Fluid Power And Control
2.0 units

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for EL 162, CEL 162, or ET 162.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 320 A+ Certification
2.5 units

Computer repair and maintenance with a focus on preparations required for achieving the industry standard CompTIA A+ Certification. The hands-on study includes the A+ Core Test Domains and the Windows/DOS Test Domains. This course is not open to students who have received credit for EL 320 or CS 320.
Advisory: CNET 105, CNET 105
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 332 Wireless Network Administrator
3.0 units

A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, WiFi infrastructure, link budget math, troubleshooting techniques, site survey skills, and security measures. Prepares students to take the CWNA Certification Exam at Prometric Testing Centers. This course is not open to students who have completed or who are currently enrolled in EL 332 or CS 332.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

CNET 333 Introduction to Network Security
2.0 units

A comprehensive overview of network security. General security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security will be covered. Prepares students to take the CompTIA Security+ Certification Exam at Prometric or Vue sites. The course is not open to students who are enrolled or have received credit for EL 333.
Prerequisite: CNET 106, CNET 106
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CNET 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, ET 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM - Communication Studies

COMM 100 Survey of Communication Studies
3.0 units

This course provides a foundational introduction to communication studies. Students will explore key communication theories, effective public speaking techniques—both informative and persuasive— and the principles of rhetoric. The course equips students to articulate ideas clearly across diverse contexts and audiences. Students will critically evaluate historical and contemporary speeches while practicing ethical communication to enhance awareness of diversity, equity, and inclusion. Per CalGETC standards, this course is taught in English.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 180
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 102 Small Group Communication
3.0 units

Provides an introduction to effective public speaking in a democratic society and an overview of group communication theory. Students will learn how to research, organize, outline, and effectively deliver faculty-supervised, faculty-evaluated oral presentations to a live audience. Through practice and research, students will explore concepts of group dynamics, leadership, decision-making, verbal/nonverbal communication, and conflict management. The course is not open to students who received credit for SPCH 102. As per CalGETC requirements, this course is taught in English.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 140
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 103 Interpersonal Communication
3.0 units

This course provides a comprehensive understanding of the social and behavioral sciences through the lens of interpersonal communication; encouraging students to explore the complexities of human interaction within culturally constructed frameworks. Students will engage with theory and research findings to understand how communication shapes and is shaped by diverse cultures, genders, and other identity dynamics. This course is not open to students who have received credit for SPCH 103.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 130
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 106 Argumentation and Debate
3.0 units

This course will address the topics of logic and reasoning, logical fallacies, research and ethical advocacy through the theory and practice of academic debate. Students will develop their critical thinking skills by conducting inquiry-driven research, reading and analyzing texts and speeches/debates,and preparing and participating in formal and informal debates. Students will develop, evaluate, and refine their argumentative writing through a sequence of essays and assignments with a minimum of 5,000 words/semester. The course is not open to students who received credit for SPCH 106.
Prerequisite: ENGL C1000
Advisory: COMM C1000, or COMM 100, or SPCH 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 120
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 108 Oral Interpretation
3.0 units

Through theory and practice, students will discover and communicate the intellectual, emotional, and aesthetic meaning of literature by choosing, analyzing, rehearsing, and orally presenting short selections of prose, poetry, and drama. The course is not open to students who received credit for SPCH 108.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 170
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 110 Intercultural Communication
3.0 units

This course provides a comprehensive exploration of intercultural communication within the context of the social and behavioral sciences. It focuses on how human behavior, societal structures, and communication are shaped by culture, perception, and identity. Through theoretical frameworks and empirical research, students will critically examine communication dynamics across diverse cultural groups, assess the socio-psychological impacts of culture on communication and analyze the historical and contemporary factors influencing intercultural relations. This course is not open to students who have received credit for SPCH 110.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 150
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

COMM 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester. The course is not open to students who received the maximum credit for SPCH 189.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

COMM C1000 Introduction to Public Speaking
3.0 units

In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches.

The course is not open to students who received credit for SPCH 101 or COMM 101. Per CalGETC requirements, this course is taught in English.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMM 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

CS - Computer Science

CS 102 Introduction to Computing with HTML
3.0 units

A general education course dealing with how computers work, how they are used and their effects on society. Includes an introduction to web-page design using HTML.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade Only

CS 111 Fundamentals of Programming 1
4.0 units

Basic principles of algorithmic problem solving and programming using methods of top-down design, stepwise refinement and procedural abstraction. Basic control structures, data types, and input/output. Introduction to the software development process: design, implementation, testing and documentation. The syntax and semantics of a modern programming language.
Corequisite: MATH 131, or MATH 141
Advisory: CS 102
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 122
Grading Method: Letter Grade Only

CS 112 Fundamentals of Programming 2
4.0 units

Design, implementation, and testing of object-oriented software. Introduction to classes, objects, encapsulation, interfaces, inheritance, polymorphism, algorithms (sort, search, recursion), abstract data types (list, stacks, queues, trees), data structures, pointers, dynamic allocation, traversal using iterators, file I/O, and exceptions. Students will develop applications using class hierarchies and abstract data types.
Prerequisite: CS 111
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 132
Course Offered: Fall
Grading Method: Letter Grade Only

CS 131 Computer Organization
3.0 units

Introduction to computer architecture and assembly language programming. Topics include data representation and conversion, assembly language programming, digital design, and basic processor architecture.
Prerequisite: CS 111
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 142
Grading Method: Letter Grade Only

CS 161 Discrete Structures
3.0 units

An introduction to the discrete structures of computing, including propositional and predicate logic, methods of proof, functions, computer arithmetic, algorithm complexity, recursion, graphs, trees, sets and relations, networks, induction, and combinatorics.
Prerequisite: CS 111
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: COMP 152
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

CS 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Prerequisite: TBA
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Pass/No Pass

D

DA - Dental Assisting

DA 310 Exploring Career Opportunities
1.0 units

An exploration of dental health career options. Provides a preview on dental practices and specialties, professional and legal responsibilities, and the roles of the dental assistant. Details program requirements and student success and support services including but not limited to financial aid, academic counseling, learning assistance, etc.
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

DA 314 Introduction to Bio-Dental Science
3.0 units

The course presents basic terminology related to human anatomy and physiology with emphasis on head and neck anatomy. It introduces the bio-dental sciences: dental nomenclature, embryology, histology, morphology, pathology, microbiology, pharmacology,nutrition and preventive dentistry.
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 317 Dental Assisting Theory
7.0 units

The course prepares the student to provide patient care with emphasis on diagnostic, restorative, and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures, and management of pain and anxiety. It focuses on the dental assisting theory.
Corequisite: DA 318
Limitation on Enrollment: Admittance to Dental Assisting Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 318 Basic Dental Assisting Skills
3.0 units

The course prepares the student to provide patient care with emphasis on diagnostic, restorative, and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures, and management of pain and anxiety. It focuses on dental assistant skills.
Corequisite: DA 317
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 319 DA Administrative Skills
3.0 units

The aim of this course is for the clinical dental assistant to learn the foundational administrative skills utilized in the dental office. Topics covered include the branches of dentistry and the role of each team member. Participants will learn the dental basics, which include numbering systems, charting, cavity classifications, and treatment planning. We will explore strategies for effective communication skills as they relate to patient management, scheduling, recall systems, and other related administrative duties. The ADA code of ethics is reviewed. Including compliance with HIPAA regulations, professional and other ethical issues facing the dental profession. Employment strategies are discussed. Dental software is utilized.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 320 DA Practicum in the Community
1.0 units

The course provides supervised learning experiences in the various applications of dental assisting skills in the community and public health settings. The student would participate in dental screenings, provide oral hygiene instruction, and apply fluoride varnish on children and migrant families in the community.
Limitation on Enrollment: Admittance to the Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 325 Clinical Dental Procedures
3.0 units

The course focuses on intra-oral procedures including temporary crowns, temporary restorations, as well as clinical procedures performed by Registered Dental Assistants. Emphasis is also given to the California State Board testing requirements.
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 326 Dental Radiography
4.0 units

This course covers the principles and procedures related to dental radiography and digital imaging.Topics include history,radiation physics and biological effects, protection procedures and safety guidelines. It includes film identification, processing, mounting, and evaluation. Laboratory exposures on manikin cover intra-oral techniques for periapical and bitewing films using various techniques and film-holding devices. Clinical exposures of patients are completed with authorization of a licensed dentist, evaluated by faculty, and utilized by the dentist for diagnostic purposes. A State Dental Board certificate will be issued upon successful completion of the course.
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 327 Dental Screening
0.5 units

This course provides clinical experiences in dental screening skills. Emphasis is on performing four-handed chair-side dental assisting, identifying, and recording patient clinical findings of intra-oral and extra-oral dental examinations. Eligible patients would be provided with the opportunity to schedule subsequent dental appointments in radiography, coronal polish, and pit and fissure sealant clinics.
Limitation on Enrollment: Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 328 Pit and Fissure Sealants
1.0 units

Thc course provides theory and clinical applications of resin materials, pit and fissure sealants, on developing teeth to prevent cavities.
Limitation on Enrollment: Admittance to the Dental Assisting Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 329 Dental Assisting Practicum
4.0 units

This course provides supervised learning experiences in the various applications of dental assisting skills.
Limitation on Enrollment: Admittance to the Dental Assisting Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 330 Coronal Polish
1.0 units

This course meets the requirements of the California Board of Dentistry. It includes techniques for removal of pellicle, plaque, and extrinsic stain from the clinical crown. Students will be evaluated on adherence to sterilization and infection control policies and procedures as well as actual provision of care on three dental patients.
Limitation on Enrollment: Admittance to the Dental Assisting Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 332 RDA Law and Ethics
0.5 units

The course prepares students to take the California Dental Board law and ethics examination. It covers the licensure requirements, scope of practice of the registered dental assistant, revocation of license, and ethical standards of practice.
Limitation on Enrollment: Admittance to the Dental Assisting Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 348 RDA - Success Seminar
0.5 units

The course is designed to prepare students for the written components of the State Board examination. The California State Practice Act will be reviewed.
Limitation on Enrollment: Successful completion of second semester dental assisting program courses.Admittance to Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DA 380 Dental Assisting Skills Lab
0.5 units

This is an open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program.
Limitation on Enrollment: Admittance to the Dental Assisting program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

DANC - Dance

DANC 101 Dance Appreciation
3.0 units

An overview of the development of dance as an art form from its historical roots to contemporary trends,examining diversity of people, cultures, and events.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 102 Auditioning for Dancers
2.0 units

Auditioning for Dancers is a practical course which helps the student investigate, select, and prepare dance audition material appropriate to the individual and the audition call. The course includes exercises in handling choreographed dance routines, on-camera slating, improvisation for audition calls, including; learning and understanding the many forms of dance auditioning techniques, taking live audition field trips (student not required to attend) and taking a look at auditions from the casting director's point of view.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

DANC 104 Dancing for the Camera
2.0 units

Students receive practical training and experience in auditioning, dancing, and performing methods and techniques for film, television, commercials and music videos. Students are introduced to vocabulary used in the film industry. Emphasis is placed on focused positioning, directional changes, and spatial constraints of the camera and specific shots (wide, medium, close-ups, etc.). Additionally, the course delves into the declaration of cross-cultural influences that have shaped film, television, and music videos techniques over the years. The course will include live taping, playback of selected scenes and choreographed routines.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 107 Intercollegiate Conditioning-Dance
3.0 units

Designed to permit students to utilize an individualized strength and body-building program using a combination of exercise and free weights in preparation for participation in an intercollegiate competition. Students will additionally engage in a variety of activities designed to enhance skill development and performance capabilities required for successful participation in future competitive intercollegiate sport circumstances and events. Students may repeat this course if they are UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals eligible.
Limitation on Enrollment: Instructor recommendation - students must be eligible to compete with the intercollegiate dance team, by first auditioning, and then registering for the UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 109 Intercollegiate Dance Team
3.0 units

Designed to give students extensive practice and instruction in dance choreography to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals eligible.
Limitation on Enrollment: Instructor recommendation - auditioning into team, and then registering for the UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 110 Modern Dance I
2.0 units
The study and execution of fundamental modern dance techniques including movement skills and the basic rhythmic structure of dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 111 Modern Dance II
2.0 units
The study and execution of modern dance techniques, including level 2 movement skills with a more advanced rhythmic structure. Students will study styles such as Martha Graham, Merce Cunningham and Jose Limon. The opportunity to create and perform their own movement combinations is part of the structure of the class.
Advisory: DANC 110
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 115 Modern Dance III
3.0 units
The study and execution of modern dance styles such as, Martha Graham, Merce Cunningham, and Jose Limon at an advanced level. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required.
Advisory: DANC 111
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade Only

DANC 120 Ballet Dance I
2.0 units
An introduction to the fundamentals of ballet movement and terminology. Barre work emphasizes the basic exercises of ballet that develop control, strength, and basic body placement. Center work concentrates on basic ballet combinations of adage, jumps, waltz, and turns. Students have the opportunity to create their own movement combinations.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 121 Ballet Dance II
2.0 units
A study at the intermediate level of movements appropriate to classical music, including intermediate level ballet barre, center adagio, turns, and allegro movement. Students have the opportunity to create their own movement combinations.
Advisory: DANC 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 125 Ballet Dance III
3.0 units
Emphasizes complex work in the Russian and Italian Ballet techniques, including turns, beats, and grand allegro. Students have the opportunity to develop ballet performing skills. Attendance of AHC dance concert is required.
Advisory: DANC 121
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

DANC 130 Jazz Dance I
2.0 units
An introduction to the basic movements appropriate to contemporary jazz music, emphasizing exercises that develop body strength and flexibility, and improve rhythmic abilities and movement coordination. Covers different jazz styles, including rock, modern jazz, and theatre dance. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required. This is a lecture/lab course.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 131 Jazz Dance II
2.0 units
A study at the intermediate level of movements appropriate to contemporary music, including turns, floor work, isolation combinations, and rhythm techniques. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required.
Advisory: DANC 130
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 133 Hip Hop Dance I
2.0 units

An introduction to hip hop dance including East and West Coast dance styles, and exploration of the use of space, energy, rhythm, improvisation and emphasizing body movement control. Observation and critique of a dance concert is required.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 135 Jazz Dance III
3.0 units
A study of jazz technique at the advanced level. Students have the opportunity to create their own movement combinations. Attendance of AHC dance concert is required.
Advisory: DANC 131
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: As Needed
Grading Method: Letter Grade Only

DANC 137 Funk Dance
2.0 units

A study of Funk Dance from the West Coast at the intermediate level. Observation and critique of a dance concert is required. This is a lecture/lab course.
Advisory: ENGL 514 and DANC 133
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 138 Hip Hop Dance II
2.0 units

A study of hip hop dance at the intermediate level. The focus of this course will be the study of break dancing floor work vocabulary, turns improvisation and choreography. Observation and critique of a dance concert is required.
Advisory: DANC 133
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

DANC 139 Hip Hop Dance III
3.0 units

Advanced commercial dance hip-hop builds upon skills learned in Intermediate hip-hop, with an emphasis on increasing vocabulary, styles, and length of dance combinations with more complex rhythms. Using commercial hip-hop dance as a vehicle, students will be able to explore their own movement expressions and choreography in both group and solo settings, and prepare them for entry-level work in the commercial dance industry.
Advisory: DANC 138
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 140 Ballet Folklórico I
2.0 units

An introduction to the fundamentals of movements appropriate for Mexican folklorico and dances of Spain, emphasizing exercises to improve rhythmic abilities and movement coordination.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 142 Ballet Folklórico II
2.0 units

An intermediate study of traditional dance from both Mexico and Spain.
Advisory: DANC 140DANC 140
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 145 Folklórico Zapateados
1.0 units

Perform beginning and low intermediate Folklórico footwork from various regions of Mexico.
Understanding the evolution of Folklórico and its influence on current dance forms such as banda and cumbia; along with the study of chacha, salsa, bolero and huapangos.
Advisory: DANC 140
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 147 Folklórico Dance History
3.0 units

History and performance of Mexican folk music and dance; Indian, African, Spanish, and European influences; contemporary relationships to Chicano culture.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 148 Folklórico Concert Production
3.0 units

Provides the opportunity for career-oriented performers to work with guest artists in the Ballet Folklórico performance experience. Those experiences will include on campus and community outreach performances throughout the semester including a mandatory participation in ANGF (Associacion Nacional de Grupos Folklóricos) dance convention and competition.
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

DANC 151 Clinic In Tap
0.5 units

An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer
Grading Method: Pass/No Pass

DANC 152 Tap Dance I
2.0 units

An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. Covers exercises to develop rhythmic abilities and movement coordination.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 153 Tap Dance II
2.0 units
A study of intermediate level movements of tap dancing and freestyle rhythmic forms, emphasizing styles of musical theater as related to tap.
Advisory: DANC 152
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

DANC 154 Clinic in Dance Partnering
1.0 units
Designed for the intermediate level student. Ballet, modern, and jazz will be taught for women; while men will work on masculine movement in the same styles. Techniques for partnering will also be explored.
Prerequisite: DANC 110, DANC 120, DANC 130
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Pass/No Pass

DANC 155 Clinic in Pilates
0.5 units
An introduction to Pilates-based exercise techniques.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: As Needed
Grading Method: Pass/No Pass

DANC 156 Techniques for Stretch & Wellness
1.0 units

Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. Alignment, injury prevention, physical and psychological wellness concepts are among the topics covered. While the class is particularly important for dancers and athletes, all students can benefit.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

DANC 160 Clinic in Ballet
0.5 units
A study of fundamental dance techniques, focusing on building basic stretch and strength for the student. Emphasis on style varies according to the needs of the student.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer
Grading Method: Pass/No Pass

DANC 161 Clinic In Intermediate Ballet
0.5 units
A study in intermediate ballet, focusing on the classical style.
Advisory: DANC 120, or DANC 160
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer, As Needed
Grading Method: Pass/No Pass

DANC 162 Clinic in Jazz
0.5 units

A study of fundamental dance techniques in contemporary forms, emphasizing building stretch and strength and learning rhythmic forms to contemporary music.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer, As Needed
Grading Method: Pass/No Pass

DANC 163 Clinic in Intermediate Jazz
0.5 units

A study of intermediate dance techniques in the contemporary styles. Emphasis on complex rhythmic movements.
Advisory: DANC 130, or DANC 162
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer, As Needed
Grading Method: Pass/No Pass

DANC 164 Clinic in Modern Dance
0.5 units

A study of basic modern dance techniques including warm-ups, locomotor moves, combinations, improvisation, and terminology. A live performance will conclude the session.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer, As Needed
Grading Method: Pass/No Pass

DANC 165 Clinic in Hip Hop
0.5 units

An introduction to hip hop dance.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer, As Needed
Grading Method: Pass/No Pass

DANC 168 Clinic in Stretch
0.5 units

Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. Students learn to maintain a position for a sustained period of time in order to allow the body to stretch and warm its muscles. While the class is particularly important to dancers and athletes, all students can benefit.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Pass/No Pass

DANC 170 Music for Dancers
1.0 units

The study of music and basic rhythms as they relate to dance, including quality, phrasing, and extensive practice in counting and moving to music.
Advisory: DANC 110, or DANC 120, or DANC 130
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

DANC 171 Dance Composition/Choreography I
3.0 units

An exploration of movement expression through improvisation and choreographic exercises for the intermediate dance student. Students will have an opportunity to work on choreographic exercises for the intermediate dance student. Students will have an opportunity to work on choreography as a complete concert piece.
Advisory: DANC 111, DANC 121, DANC 131
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

DANC 172 Beginning Ballroom Dance
0.5 units

Students will learn basic ballroom dances including the rhumba, cha-cha, fox trot, waltz, tango, swing and samba.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Pass/No Pass

DANC 175 Clinic in Salsa
0.5 units

An introduction to salsa as a social dance form.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Summer
Grading Method: Pass/No Pass

DANC 176 Choreography Field Work
2.0 units

Presents intermediate level projects in choreography that will lead to a performance.
Advisory: ENGL 514
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

DANC 178 Intermediate Social Dance
0.5 units

A study of complex Latin and jitterbug dance forms. Partner lifts will be explored.
Advisory: DANC 175
Acceptable for credit: Transfer to UC, CSU
Course Offered: As Needed
Grading Method: Pass/No Pass

DANC 180 Performance Laboratory
3.0 units

Provides an opportunity for students to utilize all the performance and choreographic skills used in dance performance, including performing on campus in informal concerts and in a major concert in the college theatre.
Advisory: ENGL 514
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

DANC 182 Technical Production Lab
3.0 units

Provides an opportunity for students to develop and apply technical expertise and skills utilized in performance including lighting, costuming, set-prop design, construction and publicity.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 192
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

DANC 183 Dance Ensemble
3.0 units

Provides the opportunity for career-oriented performers to work with staff and guest artists in the rehearsal and performing experience. Those experiences will include on campus and community outreach performances. As well as a mandatory dance convention or competition held within the semester.
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

DANC 185 Intro to Performance Skills
3.0 units

An introductory skills class in performance techniques. Provides opportunity for students to learn and perfect performing skills used in a dance performance.
Advisory: ENGL 514
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

DANC 186 Dance Production
3.0 units

Provides an opportunity for dance students to learn and use performance skills to mount a major concert.
Advisory: ENGL 514
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

DANC 188 Dance Composition/Choreography II
3.0 units

Provides the opportunity for career-oriented choreographers to mount a full length concert piece for on campus theatre, as well as for community outreach performances throughout the semester. This is a lab course.
Prerequisite: DANC 183
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

DANC 189 Independent Projects in Dance
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester, 2 units - 96 hours per semester, 3 units - 144 hours per semester.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

DANC 199 Special Topics in Dance Forms
1-3.0 units

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition. This is a lab course.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

DANC 199A Workshop in World Dance
3.0 units

Provides an opportunity to explore particular aspects of World Dance which are not Covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition. This is a lab course.
Limitation on Enrollment: Audition
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

DANC 379A Workshop in Contemporary Dance
3.0 units

Provides a specific opportunity to explore aspects of contemporary dance which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition. This is a lab course with offered units based on unit formula.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

DANC 379C Acting For Dancers
2.0 units

Acting for dancers focuses on developing acting skills through written script, and combining it with dance movement and performances. Guidance will be given to students to develop character acting skills, with face to face communication and body contact movement.
Limitation on Enrollment: Audition
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

DANC 379D Dance Repertoire
3.0 units

Designed to introduce students to the creative process and unique considerations for the development of a full - length dance for 2-5 dancers, including lifts and partnering, cause and effect relationships, studio rehearsals,critiques, performance skills and production responsibilities. This course provides an opportunity for a dancer to learn and perform, or choreograph and direct, choreography for duet, trio or small group.
Limitation on Enrollment: Audition
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade Only

DISA - Adults with Disabilities (NC)

DISA 7002A Vocational Skills Training
0-225.0 hours

Designed for adults with developmental disabilities, this course teaches proficiency in foundation skills, workplace competencies, appropriate social behavior, and work habits.
Grading Method: Noncredit

DRMA - Drama

DRMA 103 Introduction to Theatre
3.0 units

Explores theatre as an artistic medium for enhancing an understanding of the diversity of the human experience and as a reflection of the development of civilization. This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.
Advisory: eligibility for ENGL 101 or ENGL 100
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 111
Grading Method: Letter Grade or Pass/No Pass

DRMA 104 Acting I
3.0 units

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: doing rather than being, goal attainment (intention), memorization, stage movement vocal production, and interpretation of text. Attendance of a live performance for the purpose of evaluation is required.
Advisory: ENGL 514, or READ 110
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 151
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DRMA 106 Acting II
3.0 units
This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. Attendance of a live performance for the purpose of evaluation is required.
Prerequisite: DRMA 104
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 152
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

DRMA 110 History of World Theatre 1
3.0 units
The study of the history of world theatre from the Origins of Theatre through the 17th Century. The history and development of theatre and drama are studied in relationship to cultural political and social conditions of the time. Plays are read for an analysis of structure, plot, character and historical relevance. Students undertaking this course on-line will need to purchase access to a web site in addition to the text.
Advisory:
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 113
Course Offered: Spring, Fall, Fall
Grading Method: Letter Grade or Pass/No Pass

DRMA 111 History of World Theatre 2
3.0 units

The study of the history of world theatre from the Baroque through to 21st Century theater. The history and development of theater and drama are studied in relationship to cultural political and social conditions of the time. Plays are read for an analysis of structure, plot, character and historical relevance.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

DRMA 124 Stagecraft
3.0 units
An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. Topics include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.
Advisory: MATH 521
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: THTR 171
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

DRMA 128 Stage Makeup
3.0 units
Students will receive instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. Various conceptual and technical problems will be studied and solved. This is a lecture/lab course.
Acceptable for credit: Transfer CSU
C-ID Course Number: THTR 175
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

DRMA 189 Independent Projects in Drama
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, re-search, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (GR/P/NP)
Acceptable for credit: *Transfers to CSU, limited to UC/crd detrmd aftr trnsfr
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

DRMA 199S Repertory of Noises off and Forever
units
TBA

DRMA 389 Independent Projects
0.0 units
Acceptable for credit: CSU, UC-Determined after admission Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Grading Method: Letter Grade Only

E

ECON - Economics

ECON 101 Principles of Macro-Economics
3.0 units
An introduction to aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment, and inflation; national income accounts; macroeconomics equilibrium; money and financial institutions; monetary and fiscal policy; and international trade and finance. ECON 101 may be taken prior to or concurrently with ECON 102/ECON 121/BUS 121.
Prerequisite: MATH 311, or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ECON 202
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECON 102 Principles of Micro-Economics
3.0 units

An introduction to types of individual economic units. Topics include scarcity, opportunity costs, comparative advantage, supply, demand, elasticity, cost theory, price and output determination under various market structures and factor markets. Related topics such as international trade, public choice, income distribution, externalities and government regulation will also be included. ECON 102 may be taken prior to or concurrently with ECON 101/ECON 121/BUS 121.
Prerequisite: MATH 311or higher, or eligibility for Math 331 or higher based upon Allan Hancock College's placement policy.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ECON 201
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECON 121 Business Economics
3.0 units

An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level, and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets, and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for BUS 121. May be taken prior to or concurrently with ECON 101 or ECON 102.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ECON 130 Consumer and Family Finance
3.0 units

Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Business 130 or Family and Consumer Sciences 130.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECON 141 Global Economics
3.0 units

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international debt problems. This course is not open to students who are enrolled in or who have received credit for Business 141.
Advisory: Completion of or concurrent enrollment in, ECON 101, or ECON 102, or ECON 121, or BUS 121
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS - Early Childhood Studies

ECS 100 Child Growth and Development
3.0 units

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.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CDEV 100
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 101 Child, Family and Community
3.0 units

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.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CDEV 110
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

ECS 102 Child Health, Safety & Nutrition
3.0 units

This course examines 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.
Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 220
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

ECS 103 Introduction to Early Childhood
3.0 units

ECS 103 course is a comprehensive introduction to the early childhood studies academic program. This course explores the educational pathways for working with children and families from birth to 8 years of age. The course takes an in-depth look at careers and associated competencies; workforce requirements such as required courses, certifications, and professional development; and personal and professional characteristics required in the field of early childhood care and education.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

ECS 104 Principles and Practices of Teaching Young Children
3.0 units

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.
Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 120
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 105 Observation and Assessment
3.0 units

This course 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. All students enrolled in ECS 105 must show proof of their current tuberculosis (TB) clearance and may need immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must present valid health records the first day of class to remain enrolled in the course. For questions, please contact the instructor of record.
Prerequisite: ECS 100
Advisory: ECS 149
Limitation on Enrollment: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program in order to meet the provisions of SB792.
Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 200
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 106 Introduction to Early Childhood Curriculum
3.0 units

The course studies 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 classroom settings. Several assignments will require students to complete children in an approved licensed childcare facility. Students must have completed successfully ECS 105 with a grade of C or better. All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis, and measles to meet the provisions of SB 792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information, contact the department.
Prerequisite: ECS 105
Advisory: ECS 149
Limitation on Enrollment: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis, and measles to meet the provisions of SB 792.
Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 130
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 111 Administration I: Programs in Early Childhood Education
3.0 units
Introduction to the administration of early childhood education programs. Students will study the principles and practices in the supervision and administration of various kinds of early care and education programs, including program planning and philosophies, organizational structure, financial management, personnel administration, staff leadership, licensing requirements, accreditation standards, and advocacy for children and families.
Prerequisite: ECS 106
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 112 Introduction to Young Children with Disabilities
3.0 units
Introduces the variations in development of young children with special needs 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. (S2)
Advisory: ECS 100
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

ECS 113 Curriculum and Strategies for Children with Special Needs
3.0 units
Course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. (F2)
Advisory: ECS 100 and ECS 112
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

ECS 114 Parent/Child Relationships
3.0 units
Examines socio-cultural and psychological perspectives on parent/child relationships by investigating typical and a typical child-rearing patterns from infancy. Topics include analysis of developmental issues between parents and children, the nature of permanent relationships, and effective models of parental practices.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 115 Care and Education for Infants and Toddlers
3.0 units
Students will be able to apply current theory and research to the care and education of infants and toddlers in group settings. This course examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.
Prerequisite: ECS 151
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ECS 116 Teaching in a Diverse Society
3.0 units

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 serving children and families birth to 8 years of age. 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.
Advisory: ECS 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ECE 230
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 117 Teaching Strategies for Multilingual Learners
3.0 units

Examines demographic characteristics and home, school, and community contexts of young multilingual Learners and an overview of the role of early childhood professionals in the process of implementing developmentally appropriate education models.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ECS 118 Practicum: Preschool
3.0 units

This course requires students to demonstrate the application of developmentally appropriate early childhood program planning and teaching competencies under the supervision of instructional 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.This course requires 85 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children's Center lab school and coaching sessions with the instructor. The 85 lab hours per term, to be arranged, will average about 5 weekly hours for semester length classes, or 12 weekly hours for shorter terms. The accompanying lecture focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with preschool age children. No concurrent enrollment is allowed in ECS 118 and ECS 119. Effective August 22nd, 2016 all students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information contact the department at extension 3401 or 3436.
Prerequisite: ECS 105, ECS 106
Limitation on Enrollment: All students enrolled in ECS 105, 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program to meet the provisions of SB792
Acceptable for credit: Transfer CSU
C-ID Course Number: ECE 210
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 119 Practicum: Infant/Toddler
3.0 units

This course requires students to demonstrate the application of developmentally appropriate early childhood program planning and teaching competencies under the supervision of instructional 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.This course requires 85 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children's Center lab school and coaching sessions with the instructor. The 85 lab hours per term, to be arranged, will average about 5 weekly hours for semester length classes, or 12 weekly hours for shorter terms. The accompanying lecture focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with preschool age children. No concurrent enrollment is allowed in ECS 118 and ECS 119. Effective August 22nd, 2016 all students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. For more information contact the department at extension 3401 or 3436.
Prerequisite: ECS 105, ECS 106
Advisory: ECS 115ECS 151
Limitation on Enrollment: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 120 Adult Supervision and Mentoring In Early Childhood Education
2.0 units

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the role and development of early childhood professionals as mentors and leaders.
Prerequisite: ECS 106
Acceptable for credit: Transfer CSU
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

ECS 122 Positive Child Guidance
3.0 units

This course will explore developmentally appropriate guidance and discipline for children from birth through middle childhood. Strategies and techniques for developing and maintaining an encouraging classroom will be studied. The historical perspectives of guidance and discipline will be studied as well as new trends, classroom techniques, and teaching strategies. The roles of family, community, and school in the encouraging classroom and the development of a child's democratic life skills will be explored.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ECS 123 Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom
3.0 units

Examine policies, procedures and preferences for organizational and professional access and equity in the contexts of culture, ethnicity, race, sexual orientation, ability, and gender. Explore aspects of diversity, equity, and inclusion (DEI) as potential assets in creating rich and proactive productive professional environments. Students will then apply the knowledge they gain from these explorations in the classroom setting.
Prerequisite: ECS 116
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

ECS 125 Curriculum for School-Age Children
3.0 units

A study of the developmental needs, appropriate curriculum, and guidance techniques for children 6 to 12 years old in a child-care setting. This course meets Title 22 curriculum requirements for teachers and directors in extended childcare programs. (F2).
Advisory: ECS 100 and ECS 101
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 149 Cooperative Work Experience: Occupational
1-8.0 units

Supervised employment extending classroom-based learning on-the-job related learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 150 Administration II: Personnel and Leadership in Early Childhood Education
3.0 units

This course covers effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and developing strategies for establishing collaboration and communication for a diverse and inclusive early care and education program.
Prerequisite: ECS 106
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ECS 151 Infant and Toddler Development
3.0 units
A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Course emphasizes the role of family and relationships in development.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 310 Art for Young Children
0.5 units
Designed to familiarize students with the theories and techniques of creative art for young children.
Advisory: ENGL 513
Acceptable for credit: Transfer CSU
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

ECS 311 Creating Learning Materials
0.5 units
Designed to familiarize students with diverse pedagogical strategies used to create curriculum materials suitable for use with young children.
Advisory: ENGL 513
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ECS 312 Music for Early Childhood Educators
0.5 units
Designed to familiarize students with methods of integrating music activities, such as rhythms, songs, records, and simple musical instruments, into the education of young children.
Advisory: ENGL 513
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade Only

ECS 313 Science for Young Children
0.5 units
This course is designed to familiarize students with the theories and techniques of teaching Science to young children and provide exploration of principles, methods, and materials for teaching young children Science concepts through discovery and play.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 314 Engineering and Technology for Young Children
0.5 units
This course is designed to familiarize students with the theories and techniques of teaching engineering and technology to young children, and provide exploration of principles, methods, and materials for teaching young children engineering concepts through discovery and play.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 315 Math for Young Children
0.5 units
This course is designed to familiarize students with the theories and techniques of teaching Math to young children and provide exploration of principles, methods, and materials for teaching young children math concepts through discovery and play.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 320 Administration: Staff Leadership
1.0 units
Review of effective leadership styles in the administration of Early Childhood Programs that result in improved staff communication and job performances.
Prerequisite: ECS 105
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

ECS 321 Administration: Professional Ethics
1.0 units
Review of the administrator's ethical responsibilities of children, families, community and society based on the standards recommended by the national Association for the Education of Young Children (NAEYC).
Prerequisite: ECS 106
Advisory: ECS 100 and
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECS 322 Administration: Parents as Partners
1.0 units
An analysis of set guidelines and strategies for administrators which will focus on the formation of a supportive link between school and home.
Prerequisite: ECS 106
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ECSN - Early Childhood Studies Noncredit (NC)

ECSN 7149 Work Experience Education
60-150.0 hours

Supervised employment extending career and technical education program-based learning in ECS to an on-the-job learning environment related to the student's career and educational goals. These work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes and behaviors.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Satisfactory Progress

ECSN 7300 Family Childcare Business
9-15.0 hours

Interested in operating a family childcare business? Learn about California licensing procedures, marketing techniques, contracts and fees and other aspects of operating an independently-owned-business. This course is module 1 of 5 needed to complete a noncredit certificate in operating a childcare business.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Satisfactory Progress

ECSN 7301 Child Health and Safety
18-30.0 hours

Learn about a child's health, safety and nutrition regulations, policies and procedures with hands-on practice in this course designed for individuals interested in family childcare. Obtain the beginning knowledge and basic skills that could help in providing a safe and nurturing environment for children. This course is module 2 of 5 needed to complete a noncredit certificate in operating a childcare business.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Satisfactory Progress

ECSN 7302 Developmental Needs of a Child
15-25.0 hours

Understanding the development needs of children is important to establishing a child-friendly home daycare setting. Topics covered include children and discipline, culturally inclusive learning environments, inclusion of children with special needs, and age appropriate activities. This course is module three of five needed to complete a noncredit certificate in operating a childcare business.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Satisfactory Progress

ECSN 7303 Infant and Toddler Care
12-20.0 hours

Providing quality care for infants and toddlers begins with knowing how to setup appropriate features in the home environment and how to communicate effectively to meet the needs of the children. Learn strategies to build a relationship with the parents and child. This course is module 4 of five needed to complete a noncredit certificate in operating a childcare business.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: As Needed
Grading Method: Satisfactory Progress

ECSN 7304 Ethics and Business Contracts
15-25.0 hours
Module five - child care business course teaches students how they can best run their home day care using professional ethics as a guide to build professional relationships, select and maintain staff, interact with parents, maintain contract and other business practices.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ECSN 7310 History of Child Development
36-48.0 hours

This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy and professional history.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ECSN 7311 Guidance and Interaction
18-30.0 hours
This class will provide basic information regarding the importance of guidance and interactions with children. An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ECSN 7312 The Importance of Play
32-36.0 hours
This class will provide basic information regarding the importance of play, its function, and relevance to a child's physical, cognitive and psychosocial development. It will also cover topics such as conservation, rough and tumble/war play and developmentally appropriate practices.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ECSN 7313 Observation Made Easy
36-48.0 hours
The course applies observation and assessment skills in evaluating all areas of the child’s growth and development. It also includes documentation of child’s skills and behaviors. Knowledge of the child’s development and learning would provide the framework for curriculum and teaching strategies.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ECSN 7314 Assessment and Delivery Systems
15-25.0 hours
In this course, the student becomes aware of various types of educational programs and delivery systems available to children 0-8 years of age. The student will be exposed to licensing regulations and procedures, the roles and responsibilities of a teacher and the concept of a teaching philosophy and professional ethics in Early Childhood
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

EDTC - Educational Technologies

EDTC 300 Being A Successful Online Student
1.0 units
This course is designed to prepare students for Distance Learning (DL) courses by covering the differences between the traditional classroom and the DL classroom; teaching students how to anticipate, avoid, and/or solve common DL problems and challenges; presenting practical strategies and approaches to successful DL learning; and providing students with hands-on exercises and activities aimed at familiarizing students with all aspects of a college's learning management system (LMS).
Acceptable for credit: Transfers for CSU elective credit only
Grading Method: Letter Grade or Pass/No Pass

EDUC - Education

EDUC 130 Exploring Teaching
3.0 units
This course introduces concepts and issues related to teaching diverse learners in today's contemporary public schools. Topics include teaching as a profession and career, historical and philosophical foundations of the American Education system, contemporary educational issues, California's content and performance standards and framework, and requirements for earning the teaching credential. This course requires a 48 hour structural field experience (3 hours per week to be scheduled) that provides opportunities to observe and work in an educational setting. This course is not open to students who are enrolled in or have completed ECS 130.
Advisory: English 101ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: EDUC 200
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EDUC 132 Child Identity And Learning
3.0 units
Child development concepts applied to all aspects of the elementary school age child; special emphasis on literacy development and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course requires 3 hours weekly of supervised practicum teaching in the elementary school setting, which are to be scheduled. This course is not open to students who are enrolled in or have completed ECS 132. (S)
Advisory: ECS 100 and
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

EDUC 133 Technology For Educators
3.0 units

A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these experiences influence children's cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for Early Childhood Studies 133. (F,S)
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EDUC 149 Cooperative Work Experience: Occupational
1-8.0 units

Supervised employment extending classroom-based learning on-the-job related learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

EL - Electronics

EL 189 Independent Projects in Electronics
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of the enrollment. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ELD - English Language Development

ELD 501 Intermediate Grammar
3.0 units

This course is designed to help students use intermediate grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 550.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Pass/No Pass

ELD 502 Low Advanced Grammar
3.0 units

This course is designed to help students understand and use intermediate grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 551.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

ELD 503 Advanced Grammar
3.0 units

This course is designed to help students understand and use advanced grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 3 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 552.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Pass/No Pass

ELD 511 High Intermediate Conversation
3.0 units

This course prepares students to understand and speak English at the high intermediate level. In this course, students develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. The course is not open to students who received credit for ESL 543.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

ELD 512 Low Advanced Conversation
3.0 units

This course prepares students to understand and speak English at the low advanced level. In this course, students continue to develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. The course is not open to students who received credit for ESL 544.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Pass/No Pass

ELD 513 Pronunciation
3.0 units

A pronunciation skills course for all levels of language learners. This course introduces students to Standard American English consonant and vowel sounds, stress, and intonation. Students will practice listening discrimination and production skills at the segmental and suprasegmental levels. The course is not open to students who received credit for ESL 555.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Pass/No Pass

ELD 521 High Intermediate Reading
4.0 units

This course is designed to help high intermediate language students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 537.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ELD 522 Low Advanced Reading
4.0 units

This course is designed to help low advanced language students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 540.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ELD 523 Advanced Reading
3.0 units

ELD 523 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for ELDN, ENGL 312, READ 310, or ESL540.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ELD 531 High Intermediate Writing
4.0 units

This course is designed to help high intermediate language students develop academic writing skills at the paragraph and short-essay level. Instruction is provided in the following areas: the writing process, sentence structure, vocabulary development, formatting, and mechanics. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 538.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ELD 532 Low Advanced Writing
4.0 units

This course is designed to help low advanced ESL students develop academic writing skills at the short essay level. Instruction is provided in the following areas: the writing process, sentence structure, vocabulary development, formatting, and mechanics. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. The course is not open to students who received credit for ESL 541.
Acceptable for credit: Non-Transferable
Course Offered: Summer, Fall
Grading Method: Pass/No Pass

ELD 533 Advanced Writing
4.0 units

Designed to help students critically analyze texts to use in support of a well-organized, thesis-based essay. Improvement in grammar, mechanics, sentence structure, word choice, and usage of outside sources with MLA formatting is also emphasized.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ELDN - English Language Development Noncredit (NC)

ELDN 7400 Spanish Literacy 1
84-102.0 hours

This is a low-beginning literacy course that develops Spanish literacy skills. Students learn to recognize and produce letter sounds, and read and write common vocabulary words and basic sentences. English sight words are introduced. This class emphasizes culturally appropriate curriculum.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7410 Spanish Literacy 2
84-102.0 hours

This is a low-beginning literacy course that continues the development of Spanish literacy. Students build upon the reading and writing skills acquired in Spanish Literacy 1. English literacy skills are gradually introduced. This class emphasizes culturally appropriate curriculum.
Prerequisite:
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7415 Written Driving Test for ELL
12-18.0 hours

Students prepare to take the California written driving test in English by acquiring the essential vocabulary needed to understand the questions and answers. Students learn the procedures for taking the test at the Department of Motor Vehicles (DMV) as well as learn the rules they must obey when driving in California.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7420 Newcomer
84-102.0 hours

This course is intended for students with limited-to-no academic background. Students begin to develop listening, speaking, reading, and writing abilities for life, academic, and career skills.
Acceptable for credit: Transfers for CSU elective credit only
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7425 ELD Lab
8-240.0 hours

The course provides self-paced, instructor-guided support using Burlington English software. Students practice listening, speaking, reading, and writing skills.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7426 ELD Reading & Writing Lab
64-160.0 hours

In this open laboratory setting, English Language Learners receive one-on-one instruction in specific requested areas of reading and writing. The course is designed as a supplementary lab for English Language Learners who need additional instructional assistance to successfully complete reading or writing assignments for ELD, English, and other related courses.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7430 Low Beginning
84-102.0 hours

Students develop listening, speaking, reading, and writing abilities for life, academic, and career skills. This is the beginning ELD course for students who want to learn English.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7440 High Beginning
84-102.0 hours

Students develop listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is intended for students who have earned an SP grade in the Low Beginning course or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7450 Beginning Conversation
28-48.0 hours

Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This course focuses on communication, strategies to improve pronunciation, and grammar in context. This course is appropriate for Low Beginning (ELDN 7430) and High Beginning (ELDN 7440) students.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7460 Low Intermediate
84-102.0 hours

Students develop listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is intended for students who have earned an SP grade in the High Beginning course or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7470 High Intermediate
84-102.0 hours

Students develop high-intermediate listening, speaking, reading, and writing abilities for life, academic, and career skills. This course is intended for students who have earned an SP grade in the Low Intermediate course or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7480 Intermediate Conversation
28-48.0 hours

Build your confidence in speaking English! Practice the conversational skills needed in real-life situations and daily tasks. This course focuses on communication, strategies to improve pronunciation, and grammar in context. This course is appropriate for Low Intermediate (ELDN 7460) and High Intermediate (ELDN 7470) students.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

ELDN 7490 Bridge
84-102.0 hours

This course is designed for students who want to transition over to credit classes. Emphasis is placed on English fluency in reading, writing, listening, and speaking. This course is intended for students who have earned an SP grade in the High Intermediate course or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7501 Intermediate Grammar
64-72.0 hours

This course is designed to help students use basic grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Satisfactory Progress

ELDN 7502 Low Advanced Grammar
64-72.0 hours

This course is designed to help students understand and use intermediate grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

ELDN 7503 Advanced Grammar
64-72.0 hours

This course is designed to help students understand and use advanced grammatical forms in reading, writing, and oral/aural contexts. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

ELDN 7511 High Intermediate Conversation
48-54.0 hours

This course prepares students to understand and speak English at the high intermediate level. In this course, students develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

ELDN 7512 Low Advanced Conversation
48-54.0 hours

This course prepares students to understand and speak English at the low advanced level. In this course, students continue to develop communicative competence by engaging in a variety of listening and speaking activities. Students will participate in interviews, small group discussions, and presentations. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Satisfactory Progress

ELDN 7513 Pronunciation
48-54.0 hours

A pronunciation skills course for all levels of language learners. This course introduces students to Standard American English, consonant and vowel sounds, stress, and intonation. Students will practice listening discrimination and production skills at the segmental and suprasegmental levels.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Satisfactory Progress

ELDN 7521 High Intermediate Reading
80-90.0 hours

This course is designed to help high intermediate language students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7522 Low Advanced Reading
80-90.0 hours

This course is designed to help low advanced language students develop academic reading skills. Emphasis is on developing reading comprehension, vocabulary, and fluency. Students will read a variety of text types (e.g., short stories, newspaper articles, novels, and nonfiction pieces). This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7523 Advanced Reading
64-72.0 hours

ELDN 7523 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for ELD 523, ENGL 312 or READ 310. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7531 High Intermediate Writing
80-90.0 hours

This course is designed to help high intermediate language students develop academic writing skills at the paragraph and short-essay level. Instruction is provided in the following areas: the writing process, sentence structure, vocabulary development, formatting, and mechanics. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7532 Low Advanced Writing
80-90.0 hours

This course is designed to help low advanced ESL students develop academic writing skills at the short essay level. Instruction is provided in the following areas: the writing process, sentence structure, vocabulary, formatting, and mechanics. This course requires one lab hour per week. Student lab work includes, but is not limited to, the following: completion of computer-assisted activities as well as assigned grammar, vocabulary, reading, writing, and listening exercises. Lecture: 4 hours per week. Lab: 1 hour per week. This is a mirrored course; it is offered at the same time and place as a credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDN 7533 Advanced Writing
64-72.0 hours

Designed to help students critically analyze texts to use in support of a well-organized, thesis-based essay. Improvement in grammar, mechanics, sentence structure, word choice, and usage of outside sources with MLA formatting is also emphasized. This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

ELDV - English Language Development Vocational (NC)

ELDV 7300 Family Childcare Business
7-15.0 hours

This course is a non-credit class designed to prepare students for establishing a licensed business in Early Child Care and Education. It will combine learning English (including skills in reading, writing, speaking, and listening) while completing the non-credit "Family Child Care Business" course. Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7301 Child Health and Safety
9-20.0 hours

This course is a noncredit class designed to prepare students for establishing a licensed business in Early Care and Education. This course will cover English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course “Basic Health, Safety and Nutrition." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7302 Developmental Needs of Children
9-20.0 hours

This course is a non-credit class designed to prepare students for establishing a licensed business in the Early Child Care & Education field. This course will cover English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course “Developmental Needs of Children." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7303 Infant and Toddler Care
9-20.0 hours

This course is a noncredit class designed to prepare students for establishing a licensed business in Early Child Care. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the noncredit course "Caring for Infants and Toddlers." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7304 Ethics and Business Contracts
9-20.0 hours

This course is a non-credit class designed to prepare students for establishing a licensed business in Early Child Care and Education. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course “Ethics and Business Contracts." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7310 History of Child Development
18-36.0 hours

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "History of Child Development." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7311 Guidance and Interaction
15-30.0 hours

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Guidance and Interactions." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7312 The Importance of Play
16-36.0 hours

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course, "The Importance of Play." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

ELDV 7313 Engl. Dev. for Observation Made Easy
18-36.0 hours

This noncredit course offers English language support for ECSN 7313 by developing reading, writing, speaking, and listening skills within the Observation Made Easy course content. Students enrolled in ELDV 7313 must also be concurrently enrolled in ECSN 7313 Observation Made Easy NC. It is designed for students who have successfully completed ELDN 7460, ELDN 7470, or who have completed the Guided Self-Placement Tool at these levels or higher.
Corequisite: ECSN 7313
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Satisfactory Progress

ELDV 7314 Assessment & Delivery Systems
9-20.0 hours

This course is designed to prepare non-credit students for success in the credit level Early Child Care Studies Field. It will combine learning English and Basic Skills in reading, writing, speaking, and listening while completing the non-credit course "Assessments and Delivery Systems." Both courses are needed for the certificate. It is designed for students who have successfully completed ELDN 7460 or ELDN 7470 or who have taken the self-guided placement test.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

EMS - Emergency Medical Services

EMS 102 First Aid & Safety
3.0 units

This course provides American Heart Association (AHA) "Heartsaver" first aid/ cardiopulmonary resuscitation (CPR)/automated external defibrillator (AED) training as a citizen responder in addition to providing Federal Emergency Management Agency (FEMA) Community Emergency Response Team (CERT) training that will prepare the student to deliver basic emergency care during a disaster prior to the arrival of professional emergency responders. Upon successful completion of the course, the student will receive AHA "Heartsaver" first aid/CPR/AED card as well as a FEMA CERT certificate of completion. This course is not open to students who have received credit for Physical Education 102.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: KIN 101
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

EMS 130 Principles of Emergency Management
3.0 units

An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis, and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in Fire Technology 130.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

EMS 134 Internship Seminar
1.0 units

Provides students with a seminar format to discuss, analyze, and critically evaluate their work-based learning experiences. This forum emphasizes job market information, attitudes, and abilities that facilitate job success; skills necessary for maintaining employment and techniques for enhancing job advancement opportunities. (A)
Corequisite: EMS 149, or WEE 149
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall, As Needed
Grading Method: Pass/No Pass

EMS 149 Work Experience Education
1-8.0 units
Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit-60 hours, 2 units-120 hours, 3 units-180 hours, 4 units-240 hours, 5 units-300 hours, 6 units-360 hours, 7 units-420 hours, 8 units-480 hours. CWE Units Paid Placement: 1 unit-75 hours, 2 units-150 hours, 3 units-225 hours, 4 units-300 hours, 5 units-375 hours, 6 units-450 hours, 7 units-525 hours, 8 units-600 hours.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 199 Special Topics in Emergency Medical Services Training
1-2.5 units
This course satisfies the local, state, or federal requirements for updated and/or mandated training. Basic course or equivalent work experience as appropriate may be required for successful completion of this course. The variable format allows for flexibility of course content to meet the current training needs and provides students with basic and advanced knowledge and skills for continued education. The course is presented in an atmosphere of serious study, using adult learning techniques.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 300 Introduction to Emergency Medical Services
1.0 units
An exploration of the academic and interpersonal expectations required for successful completion of an entry-level EMS Academy training program as well as graduation requirements and eligibility for admittance to EMS 301. This course is a pre-requisite to EMS 301.
Advisory: ENGL 514
Limitation on Enrollment: Admittance to the program
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 301 Emergency Medical Services Academy- 1A
6.0 units

This beginning-level academy module meets and exceeds the US Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum for students desiring eligibility for certification as an EMT in the State of California. State certification as an EMT is mandated as the minimum level of emergency medical training required to work on any ambulance and for most fire departments. A uniform and other related material will be required. Enrollment is done through an application process. This course may be repeated as often as necessary for the purpose of recertification.
Prerequisite: EMS 300EMS 306
Advisory: ENGL 514
Limitation on Enrollment: Admittance to the program
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

EMS 302 EMS Academy 1B (Advanced)
7.0 units

This Advanced Academy module prepares the student to apply and expand upon the basic EMT skills introduced in the beginning academy module. Topics include:communication and leadership skills, emergency vehicle operations and driving, patient handling and packaging, assisting paramedic partners, street survival issues, automobile extrication, rope rescue, helicopter safety, hazardous materials, preparing to apply for jobs in related field, medical and trauma based scenarios, and physical fitness and agility training. An academy uniform, gym suit, and related materials will be required.
Prerequisite: EMS 301, or concurrent enrollment in EMS 301 or Emergency Medical Technician 1 Basic Certification.
Corequisite: ENVT 156
Advisory: Reading level at a minimum of 12th grade level.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

EMS 306 CPR for Healthcare Providers
0.5 units

Instruction for health-care professionals on cardiopulmonary resuscitation (CPR) and automated external defibrillation techniques according to the current American Heart Association standards. Students successfully completing this course are eligible to purchase an optional American Heart Association Healthcare CPR card. This course may be repeated as necessary to maintain certification.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

EMS 307 Wilderness EMS - First Responder and Survival
2.5 units

Prepares the student to recognize and treat medical emergencies unique to a wilderness or disaster environment. Emphasizes first aid skills and improvisation of emergency equipment. Recommended for emergency responders, outdoor enthusiasts, hikers, and hunters. An hour for hour awarding of CEUs are available for EMT and paramedic.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

EMS 309 Pre-hospital Trauma Life Support (PHTLS)
0.5 units

This course provides EMS professionals with advanced trauma assessment, critical decision-making, and prehospital trauma management skills following the National Association of EMTs (NAEMT) Prehospital Trauma Life Support (PHTLS) guidelines. The PHTLS Provider Course focuses on evidence-based trauma care, hemorrhage control, airway management, and rapid patient assessment techniques to optimize survival outcomes in blunt and penetrating trauma, burns, head injuries, thoracic injuries, and multi-system trauma. Students will engage in lecture-based learning, hands-on simulation scenarios, case-based discussions, and team-based exercises to refine advanced trauma management skills. This course follows the NAEMT Prehospital Trauma Life Support (PHTLS) curriculum and certification requirements.This is a 2-day Course.
Limitation on Enrollment: Current EMT, AEMT, Paramedic, or healthcare provider certification in good standing.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

EMS 310 Child Care First Aid & CPR
0.5 units

Presents American Red Cross skills necessary to respond to breathing and cardiac emergencies. Pediatric first aid and injury prevention are also covered. The course meets CCR Title-22/CA EMSA requirements for child care providers. Upon successful completion, students will receive an American Red Cross certification in Adult, Infant, Child CPR (valid for 1 year), and a CA Child Care First Aid certificate (valid for 2 years).
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Pass/No Pass

EMS 319 Emergency Response To Terrorism
3.0 units

Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Fire Technology 319.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 320 Emergency Medical Response to Hazardous Material Incidents
1.0 units

This course meets the requirements for the State of California CSTI hazardous materials First Responder - Awareness certification and the NFPA 473 standards for a Level-1 EMS responder to hazardous material incidents. Course can be used to meet CEU requirements.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 321 Advanced Cardiac Life Support
0.5 units

This course provides EMS professionals with advanced cardiac assessment, critical decision-making, and prehospital cardiac emergency management skills following the American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) guidelines. The ACLS Provider Course focuses on evidence-based resuscitation, cardiac arrest management, airway control, pharmacologic interventions, and rhythm interpretation for optimal prehospital cardiac care. Students will engage in lecture-based learning, hands-on simulation scenarios, case-based discussions, and team-based exercises to refine advanced cardiac management skills. This course follows the AHA ACLS curriculum and certification requirements. This is a 2-day course.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

EMS 322 Pediatric Advanced Life Support (PALS)
0.5 units

This course provides EMS professionals with advanced pediatric assessment, critical decision-making, and prehospital pediatric emergency management skills following the American Heart Association (AHA) Pediatric Advanced Life Support (PALS) guidelines. The PALS Provider Course focuses on evidence-based resuscitation, respiratory failure and shock management, airway control, pharmacologic interventions, and pediatric rhythm interpretation for optimal prehospital pediatric care. Students will engage in lecture-based learning, hands-on simulation scenarios, case-based discussions, and team-based exercises to refine pediatric emergency management skills. This course follows the AHA PALS curriculum and certification requirements.This is a 2 day course.
Limitation on Enrollment: Current EMT, AEMT, Paramedic, or healthcare provider certification in good standing.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

EMS 325 Lifeguard Certification
2.0 units

Instruction in the American Red Cross lifeguard training techniques, first aid and CPR skills required to become a poolside or water park lifeguard. Upon successful completion, a student will earn certifications in both American Red Cross Lifeguard Training and CPR for the Professional Rescuer. May be repeated as necessary to maintain certification.
Limitation on Enrollment: American Red Cross requirements for swimming proficiency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, As Needed
Grading Method: Pass/No Pass

EMS 328 Wilderness/ EMS Wilderness Travel
1.5 units

An introduction to safe and effective wilderness travel for recreational backpackers as well as emergency response personnel responding to rescue situations in remote/wilderness areas. CEUs available for EMT-1 and paramedics.
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

EMS 337 Wilderness EMS - Aircraft Search Technology and Techniques
2.0 units

This course provides basic understanding of the skills required to perform safe and effective aircraft search techniques during a search and rescue operation in a wilderness or remote location. 16 hours of CEU's for Emergency Medical Technician-1 and paramedic are available.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 338 Land Navigation
2.0 units

A study of mapping and GPS skills as applied to fire, Haz-Mat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Fire Technology 338 or Environmental Technology 338.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

EMS 350 Wilderness EMS - Essentials of Search and Rescue
3.5 units

Presents essential skills required for safe and effective search and rescue (SAR) operations conducted by SAR, emergency medical and law enforcement personnel responding in wilderness and remote areas. Includes scope and responsibility of SAR field personnel, responding safely to wilderness and remote environments, lost person behaviors, tracking and working with K-9 search teams. Includes sixteen hours of CEU's for emergency medical technicans-1 and paramedics.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 360 Wilderness EMS - Man Tracking 1
0.5 units

Develops basic tracking techniques and skills for search and rescue, law enforcement, and emergency medical personnel operating in wilderness and remote areas. Includes tracking and sign cutting techniques tracking equipment, team makeup, maps and GIPS use. POST certified and 8 hours of CEU's for emergency medical technicians-1 and paramedics are available.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 378 Wilderness/ EMS—EMT Wilderness Transition
2.5 units

Provides the certified EMT with an understanding of the skills needed to effectively manage an emergency medical response in a remote wilderness area. CEUs available for EMT-1 and paramedics.
Prerequisite: EMS 301 and EMS 306, or Current EMT-1 certification and professional rescuer or health care provider CPR certification.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 388 Wilderness EMS - Searching with Canine (K-9) Teams
2.5 units

Provides a basic understanding of the canine (K-9) search and rescue team. Basic history and training of search and rescue (SAR) K-9 teams, as well as necessary skills and techniques used to assist the K-9 handler in the wilderness and remote areas, will be covered.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 401 Emergency Medical Technician 1 (Basic) Refresher
1.5 units

This class satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Technician 1 (Basic) refresher training. This course may be repeated as often as necessary for the purpose of certification.
Prerequisite: EMS 301 and EMS 306, or Valid EMT-1 Basic certification within the past 4 years. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure for employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

EMS 407 Wilderness EMS – First Responder and Survival Refresher
0.5 units

Satisfies the requirements set forth by Title 22, Division 9 of the California Code of Regulations for Emergency Medical Services. May be repeated as often as necessary for the purposes of certification.
Prerequisite: EMS 307
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 409 Prehospital Trauma Life Support (PHTLS) Refresher
0.5 units

Review of prehospital trauma life support basic and advanced concepts and skills. Student receives PHTLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification.
Prerequisite: Current PHTLS Certification
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 410 EMT 1 (Basic) Skills Refresher Module A
0.5 units

A review of anatomy, physiology, and medical legal issues for EMT personnel. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S)
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EMS 411 EMT 1 (Basic) Skills Refresher Module B
0.5 units

A review of scene size-up, patient assessment, and medical emergencies. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (F,S)
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EMS 412 EMT-1 (Basic) Skills Refresher Module C
0.5 units

A review of environmental emergencies and trauma. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EMS 413 EMT-1 (Basic) Skills Refresher Module D
0.5 units

A review of didactic and manipulative skills required for EMT-1 Basic recertification. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S)
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

EMS 414 Advanced Cardiac Life Support (ACLS) Refresher
0.5 units

Review of cardiac life support care. Student receives American Heart Association ACLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification.
Prerequisite: EMS 321, or Current American Heart Association ACLS Certification
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 415 Pediatric Advanced Life Support Refresher
0.5 units

Review of pediatric advanced life support care. Student receives American Heart Association PALS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification.
Prerequisite: EMS 322, or Current American Heart Association PALS Certification
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMS 461 Medical First Responder Update
0.5 units

Refresher training for first responders to meet CCR, Title 22 mandated training requirements in basic patient care and stabilization at medical emergencies. This course may be repeated as necessary for the purposes of certification.
Prerequisite: WFT 302
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

EMSP - Emergency Medical Services Paramedic

EMSP 300 Anatomy & Physiology for Prehospital Personnel
3.0 units

This course includes basic human anatomy, physiology and medical terminology at the cellular and systemic level designed primarily for the paramedic. However it can be applicable for students in other associated fields that wish to explore the realm of human anatomy and physiology.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade Only

EMSP 301 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals
1.0 units

This course provides EMS professionals seeking further education in preparation for the formal paramedicine program with the essential foundational understanding of electrocardiogram (ECG) rhythm analysis and basic 12-lead ECG interpretation, focusing on cardiac anatomy, physiology, electrophysiology, and pathophysiology. Students will develop proficiency in identifying and interpreting common dysrhythmias, including sinus, atrial, junctional, ventricular rhythms, and heart blocks, as well as recognizing ischemia, injury, and infarct on a 12-lead ECG. Emphasis is placed on accurate ECG interpretation, recognition of life-threatening arrhythmias, clinical correlation to patient symptoms, and prehospital treatment strategies. This course aligns with DOT NHTSA National EMS Education Standards (2021), California EMSA guidelines, and Santa Barbara County LEMSA protocols.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

EMSP 302 Introduction to Pharmacology for EMS Professionals
2.0 units

Designed to provide an overview of the principles of pharmacology and pharmacologic agents utilized in patient management plans. Includes pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating drug dosages, and drug profiles.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Pass/No Pass

EMSP 304 Medical Mathematics for the Prehospital Professional
1.0 units

This course provides EMS professionals seeking further education in preparation for the formal paramedicine program with the essential mathematical principles and formulas necessary for accurate drug dosages, drug infusions, and fluid administration in prehospital emergency settings. Areas of focus include body weight-based drug dosages, total body surface area (TBSA) calculations for burn patients, and the correct dosing of medications in emergency situations. The course aligns with DOT NHTSA National EMS Education Standards (2021), California EMSA guidelines, and Santa Barbara County LEMSA protocols.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade Only

EMSP 323 Paramedicine Theory 1
5.5 units

This foundational paramedicine course provides an in-depth exploration of the theoretical principles underpinning prehospital emergency care. It emphasizes the application of evidence-based practices to assess and manage medical emergencies across diverse patient populations. Topics include EMS systems, health and wellness, medical-legal-ethical considerations, pharmacology, patient assessment, and the management of various medical emergencies. The curriculum is aligned with the DOT NHTSA National Emergency Medical Services Education Standards (2021) and California Code of Regulations, Title 22 and prepares students for advanced paramedic roles in diverse and high-pressure environments. This is a 12-week course.
Prerequisite: EMSP 300 and EMSP 301 and EMSP 302 and EMSP 304 and
Corequisite: EMSP 324
Limitation on Enrollment: Current EMT certification and 1000 hours verified experience as an EMT-Basic within the past 3 years.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

EMSP 324 Paramedicine Laboratory 1
2.0 units

This laboratory course supports EMSP 323: Paramedicine Theory 1 by providing students with hands-on psychomotor skill development in a controlled learning environment. Students will engage in small and large group activities, skill refinement exercises, and scenario-based learning to reinforce theoretical concepts from paramedic patient assessment, pharmacology, airway management, and medical emergencies. This course aligns with the DOT NHTSA National Emergency Medical Services Education Standards (2021), California EMSA Title 22 Regulations, and Santa Barbara County LEMSA protocols and prepares students for advanced paramedic roles in diverse and high-pressure environments. This is a 12-week course.
Prerequisite: EMSP 300 and EMSP 301 and EMSP 304 and EMSP 302 and
Corequisite: EMS 321 and EMS 322 and EMSP 323
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

EMSP 326 Advanced Medical Life Support (AMLS)
0.5 units

This course provides EMS professionals with advanced-level medical assessment, differential diagnosis, and prehospital treatment strategies for critical medical emergencies. The National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) Provider Course emphasizes systematic patient assessment, clinical decision-making, and critical thinking in respiratory, cardiac, neurologic, toxicologic, metabolic, and environmental emergencies. Students will engage in lecture-based learning, hands-on simulation scenarios, case-based discussions, and team-based exercises to refine advanced assessment and treatment skills. This course follows the NAEMT Advanced Medical Life Support (AMLS) curriculum and certification requirements. This is a 2 day course
Limitation on Enrollment: Current EMT, AEMT, Paramedic, or healthcare provider certification in good standing.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

EMSP 327 Immersive Total Patient Management Experience (ITPME)
0.5 units

The Immersive Total Patient Management Experience (ITPME) is designed to prepare paramedicine students for their field internship phase by placing them in live, high-fidelity immersive simulations. Students will experience real-time, scenario-driven emergency responses in fully simulated environments, assessing and managing critically ill or injured patients across pediatric, adult, and geriatric populations. Students will be assigned to simulated Advanced Life Support (ALS) response teams (engine/rescue companies), consisting of 4-6 students per team, and will respond to 8 immersive medical and trauma scenarios per day over two 8-10 hour class sessions. These scenarios serve as stress inoculation and capstone assessments, ensuring students demonstrate competency before transitioning to their field internship phase. The course aligns with DOT NHTSA National EMS Education Standards (2021), California EMSA guidelines, and Santa Barbara County LEMSA protocols. This is a 2 day course.
Prerequisite: EMS 322 and EMS 321 and EMS 309 and EMSP 334 and EMSP 324 and EMSP 333, EMSP 323
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Pass/No Pass

EMSP 333 Paramedicine Theory 2
5.5 units

This foundational paramedicine course provides an in-depth exploration of the theoretical principles underpinning prehospital emergency care. This course builds on the foundational knowledge and skills acquired in EMSP 323. It provides advanced instruction in the management of trauma, special populations, and operational aspects of paramedicine. Emphasis is placed on evidence-based practices and the application of theoretical concepts to real-world scenarios. Topics include trauma systems, obstetrics, pediatrics, geriatrics, patients with special challenges, and emergency response operations. The curriculum adheres to the DOT NHTSA National Emergency Medical Services Education Standards (2021) and California Code of Regulations, Title 22 and prepares students for advanced paramedic roles in diverse and high-pressure environments. This is a 12 week course.
Prerequisite: EMSP 323, EMSP 324
Corequisite: EMSP 334
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

EMSP 334 Paramedicine Laboratory 2
2.0 units

This course is designed to complement EMSP 334: Paramedicine Theory 2 by providing hands-on psychomotor training in the advanced skills necessary for the assessment and management of trauma and special populations in prehospital environments. Students will develop skills in small group sessions, large group exercises, and scenario-based simulations. Topics include trauma management, obstetric and pediatric emergencies, operational procedures, mass casualty incident response, vehicle extrication, and hazardous materials scenarios. This course aligns with DOT NHTSA National EMS Education Standards (2021), California EMSA guidelines, and Santa Barbara County LEMSA protocols. This is a 12 week course.
Prerequisite: EMSP 323 and EMSP 324 and
Corequisite: EMSP 333
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

EMSP 343 Paramedicine Clinical Internship Practicum
4-5.0 units

EMSP 343 Clinical Internship Practicum provides students with hands-on, supervised clinical experience in affiliated regional hospitals. Students will rotate through emergency departments, intensive care units, labor and delivery, operating rooms, cardiac catheterization labs and pediatric units, applying paramedic-level knowledge and psychomotor skills in real-world patient care settings. Clinical shifts are scheduled in 8 to 12-hour sessions, with a minimum of 200 clinical hours required. Additionally, students will meet biweekly for three-hour in-class sessions to present case reviews (Grand Rounds) and participate in structured debriefings. This course builds upon knowledge and psychomotor skills learned in EMSP 323, EMSP 324, EMSP 333, EMSP 334, EMS309, EMS310, EMS321 and EMS323. This course aligns with the DOT NHTSA National Emergency Medical Services Education Standards (2021), California Code of Regulations, Title 22, and Santa Barbara County LEMSA Protocols. This is an 8 week course.
Prerequisite: EMS 322 and EMS 321 and EMS 310 and EMS 309 and EMSP 334 and EMSP 333 and EMSP 323
Limitation on Enrollment: • Must pass the paramedicine selection process as stipulated by the program. • Current California EMT certification in good standing. • Must meet hospital affiliate clinical onboarding requirements, including immunizations, background checks, and drug screenings.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Fall
Grading Method: Pass/No Pass

EMSP 353 Paramedicine Field Internship Practicum
10.5 units

EMSP 353: Paramedicine Field Internship Practicum provides paramedic students with real-world, supervised field experience in public and private sector regional EMS and Fire Agency affiliates. Students will complete a minimum of 500 hours of direct patient care in field settings, applying advanced assessment, clinical reasoning, and prehospital interventions in dynamic environments. In addition to the 500-hour requirement, students must serve as a team leader for a minimum of 50 patient encounters in alignment with program guidelines, ensuring competency in leading patient care scenarios under the supervision of a preceptor. Definition of a Team Lead: "The team leader is the individual who organizes, directs, and manages all aspects of the patient's field care from initial contact through transfer of care. This includes leading patient assessment, determining and implementing treatment, delegating responsibilities, making transport decisions, and coordinating communication with medical direction and receiving facilities." Field shifts are scheduled in 24- to 48-hour increments to simulate real EMS operations. Additionally, students will meet biweekly for three-hour Grand Rounds sessions to present field case reviews, engage in structured debriefings, and refine their clinical decision-making. This course builds upon previous knowledge and skills learned in EMSP 323, EMSP 324, EMSP 333, EMSP 334, EMSP 343, EMS 309, EMS 310, EMS 321, EMS 322 and EMSPxxx preparing students for independent field practice and paramedic certification testing. This course aligns with the DOT NHTSA National Emergency Medical Services Education Standards (2021), California Code of Regulations, Title 22, and Santa Barbara County LEMSA Protocols. This is a 12 week course.
Prerequisite: EMS 322 and EMS 321 and EMS 310 and EMS 309 and EMSP 343 and EMSP 324 and EMSP 333 and EMSP 323
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Pass/No Pass

ENGL - English

ENGL 100 Writing in Career/Tech Fields
4.0 units

A writing course designed primarily to meet the needs of students pursuing career and technical programs. Meets the written composition graduation requirement for an AHC associate's degree. Students who plan to transfer to a four-year institution will need to take ENGL 101 instead of this course to meet the university's first-year composition requirement. Readings will be drawn from the disciplines involved so that students master comprehension and critical reading skills in real-world texts. Writing assignments and projects will similarly be based upon the types of critical thinking and analytical writing required in the students' fields of study. Research methods and skills will be emphasized.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ENGL 102 Freshman Composition Literature
3.0 units

Introduces the student to the three major types of creative literature: fiction, drama and poetry, with a view to developing greater critical awareness and polishing the writing skills acquired in ENGL 101.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 120
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ENGL 104 Technical Writing
3.0 units

Develops written communication skills for industrial, scientific, and technical fields. Emphasis is placed upon audience analysis; technical formats such as reports, summaries, and proposals; collaborative problem solving; research skills; clarity and conciseness of expression.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

ENGL 105 Language and Culture
3.0 units

An introduction to the study of language and communication in relation to culture. Focus is on the structure, function and history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies, and theoretical assumptions will also be explored. This course is not open to students who are enrolled in or have received credit for ANTH 105.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ANTH 130
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 106 Creative Writing
3.0 units

An introduction to the writing of fiction and verse, offered as a creative outlet for students who like to write and as a step toward greater writing proficiency.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 200
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 107 Literary Arts Journal 1
3.0 units

In this course, students will begin the process of creating a literary arts journal. This course will offer hands-on training in creating and editing written and visual texts. Students will work cooperatively and explore the role of social media in the literary arts. The course will offer opportunities for publishing students' original works and is appropriate for students who are interested in publishing their work or the work of others.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 108 Literary Arts Journal 2
3.0 units

In this course, students will publish a literary arts journal. They will create and edit written and visual texts while working cooperatively and will use social media to market and publish original creative works. The course is appropriate for students who are interested in publishing their own work or the work of others.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENGL 110 Grammar for College and Career
3.0 units

This course provides a comprehensive review of grammar and mechanics for students who want to increase their understanding of the fundamentals of English. Students will learn to recognize grammatical errors in their writing; to reduce the number of misspelled and misused words; and to write clear, correct, and effective sentences. Students may wish to take this course prior to or concurrently with an English composition course.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ENGL 112 Transfer English Composition Skills
2.0 units

English 112 is designed to provide additional support and practice in academic skills and strategies needed to analyze college-level texts and to write college-level essays. Students are required to enroll in the linked co-requisite English 101 course to take English 112. Students cannot drop English 112 and remain in the ENGL 101 course.
Corequisite: ENGL C1000
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 113 Introduction to Critical Reading
3.0 units

English 113 is designed to equip students with effective reading skills for success in college courses. The emphasis is on improving reading comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This course is not open to students who are enrolled in or have received credit for READ 110 or ESL 110.
Advisory: READ 310, or ENGL 513
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 117 Detective Fiction
3.0 units

This course provides a critical and historical study of the literary genre of detective fiction. Students will read representative works by such authors as Doyle, Poe, Hammett, Christie, Chandler, Himes, and McDonald. This course will encompass a variety of fiction selections covering an introduction to the popular literary genre and its origins and growth over the last two centuries. Topics may include the conventions of the form, the elements of fiction, critical thinking applied to solving crimes, and the ethical problems raised in the works under discussion.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 118 Women in Literature
3.0 units

This course provides a critical and historical study of literature written in English by culturally diverse women authors. The course focuses on novels, short stories, poems, plays, and/or essays written by and/or about women, and explores the particular cultural, historical, political and social issues which have influenced women and society.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 119 California Literature
3.0 units

This transfer-level literature course surveys the origins of California literature to the present and will encompass a broad spectrum of voices. Students will explore California's diversity; students will understand and will think critically about their own ideas, beliefs, and assumptions; and students will examine a variety of literary forms (including novels, short stories, letters, poems, plays, and narratives) as representative of California's history and literature. Topics may include literary movements, conventions of genres, and literary elements such as plot, characterization, theme, and setting. The course is designed to sharpen students' reading, writing, and critical thinking skills with special attention to close reading (analysis and criticism).
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 130 American Literature to 1865
3.0 units

Surveys American writers and literary movements through 1865. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and the University of California.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 130
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 131 American Literature 1865 to Present
3.0 units

Surveys American writers and literary movements from 1865 to present. Either one or both semesters of American Literature partially fulfill the humanities requirement of the GE for California State Universities and the University of California. ENGL 130 is not a prerequisite to this course.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 135
Course Offered: Spring, Summer
Grading Method: Letter Grade or Pass/No Pass

ENGL 132 Literature and Film
3.0 units

Techniques of literary and film criticism and application of those techniques to films and the literary works inspired them. Emphasis is given to the critical analysis of the transformations that occur when literary forms are adapted for the screen.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENGL 133 Modern Fiction
3.0 units

Designed to increase student understanding and enjoyment of modern fiction through a study of selected works by 20th century authors. Selections may vary from semester to semester. English 133 has no geographical boundaries, but includes works by American and English authors, as well as works in translation.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

ENGL 135 Introduction to Poetry: Ethnic Studies, Social Movements, and Activism
3.0 units

Ethnic studies movements have been led by the words of poets, who possess the tools to embolden the masses. This course analyzes the historical and contemporary protest poetry written by African and Black American, Asian and Pacific Island American, Native American Indigenous, Latino/a American poets and others, and is grounded in Ethnic Studies theory, such as institutional oppression, immigrant survivalism, racial, gender and sexual identity. Course material will focus on the close reading of activism poetry, provide an interdisciplinary framework to understand power struggles in the United States, and will conclude with a community engaged poetry event led by student readers. This course is not open to students who have enrolled in or who have received credit for ES 135.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 137 Children's Literature
3.0 units

A study of poetry, folk and fairy tales, fiction, non-fiction and realistic works for children. Emphasis is on exploring modes for bringing this literature to child audiences.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer
Grading Method: Letter Grade or Pass/No Pass

ENGL 138 Introduction to Shakespeare
3.0 units

Introduction to Shakespeare in which a number of major works are read, with close attention to language, structure, and historical content.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENGL 139 Ideas of Difference: Ethnic Studies Literature and Advocacy Composition
3.0 units

Ethnic studies embodies solidarity and collective liberation, but liberation cannot be achieved without analyzing differences. This course explores— through the analysis of contemporary literature, in texts, film and multimedia—concepts of racial-ethnic discrimination experienced by the four minoritized populations—African and Black American, Asian and Pacific Island American, Native American and Latino/a American. Through the study of these ideas of differences, this course will explore the tensions, unity and intersectionality between these communities. The students will end the semester completing a community project that utilizes their skills of advocacy writing to support a non-profit organization that has an impact on the minoritized group studied. They will engage in the question: Would you rather have an enemy or a conversation? This course is not open to students who have enrolled in or who have received credit for ES 139.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 140 Graphic Novel as Literature
3.0 units

This class will examine the emergence of the graphic novel, from the comics of the 1920s, the super hero novels of the 1950s, anime and manga to the current crop of diverse novels gone graphic. It will look at the multicultural nature of the novels, with new novels being produced in a variety of countries; and its subversive intentions.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 144 Literature: The Ancient and Classical World
3.0 units

An examination of the ancient epics and classical literature of Mesopotamia, Greece, and Rome. Representative readings will include the Epic of Gilgamesh, The Iliad, The Odyssey, Genesis, Antigone, The Aeneid, and Marcus Aurelius Meditations.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 145 British Literature to 1800
3.0 units

A study of the major British writers in the 14th century to the beginning of the Romantic Period around 1800. The course covers the major works of such writers as Chaucer, Shakespeare and Milton, with emphasis on their continuing capacity to talk to us today.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 160
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 146 British Literature 1800 to Present
3.0 units

A study of the major British writers since 1800. The course covers selected plays, novels, poems and essays from the outstanding writers of the Romantic and Victorian periods and of the 20th century, including Wordsworth, Shelley, Keats, Browning, Conrad, Yeats, Joyce and Eliot. ENGL 145 is not a prerequisite to this course.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 165
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENGL 148 Hispanic Literature in Translation
3.0 units

An introduction to contemporary Hispanic literature in translation. Readings from Latin America, as well as Hispanic writers in the United States, have been selected. Course will focus on the themes and symbols characteristic of such literature. Cultural differences will be explored. Students will read selected works both critically and analytically. Films and other media may be included.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 150 Introduction to Asian Pacific American Studies Through Literature
3.0 units

This course critically examines the history of Asian Pacific Island Desi Americans (APIDA) as it is embodied within literary texts, emphasizing the intersectionalities of race, gender, class, sexual identity, and interethnic relations. Through an Ethnic Studies lens, students will examine concepts of collective liberation, self-determination, sovereignty, and critical consciousness in celebrating APIDA narratives, ranging from China, Japan, Korea, India, Southeast Asia, and the Pacific islands. In engaging in Asian Pacific American studies and theory, students will gain an understanding of identity and recognition, which they will use towards activism and social transformation in their communities. This course is not open to students who have enrolled in or who have received credit for ES 150.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 151 Introduction to African American Studies Through Literature
3.0 units

This course critically examines the history of Black Americans as it is embodied within literary texts, emphasizing the intersectionalities of race, gender, class, sexual identity, and interethnic relations. Through an ethnic studies lens, students will examine concepts of collective liberation, self-determination, sovereignty, and critical consciousness as they are explored through African American intellectual traditions, lived experiences, and racial and social justice struggles, foregrounding the particular and collective roles of Black writers and thinkers in the shaping and development of culture and literature within U.S. society. This course is not open to students who are enrolled in or who have received credit for ES 151.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 152 Introduction to Latina/o Studies Through Literature
3.0 units

Informed by the intersectionality of race, socioeconomic class, and gender; institutional racism and historic oppression; and borderland identity politics, this course critically examines historical, cultural, sociopolitical, and aesthetic attributes of Latina/o and Chicana/o literature and cultural production. Students will analyze contemporary and classic texts including memoir, fiction, poetry, film, essays, and other visual-verbal expressions with an emphasis on recognizing and affirming plural identities and advocating social justice and equity. Through the celebration of Latina/o narratives, students will gain an understanding of identity and recognition, which they will use towards activism and social transformation within their communities. This course is not open to students who are enrolled in or have received credit for ES 152.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 153 Introduction to Native American and Indigenous Studies Through Literature
3.0 units

This course centers Ethnic Studies frameworks such as advocacy, self-reflection, and collective liberation, as well as concepts such as sovereignty, survivance, gender and sexuality, and intellectual trade. Using these frameworks and concepts, this course's analyses of literature and cultural expression will account for the Native American response to historical, political, and legal contexts, with emphasis on the specific religious, linguistic, historical, political and cultural context of Native American literary and cultural achievements. Focus is placed on the particular and collective roles of Native American writers and thinkers in the shaping and development of culture and literature within North America with emphasis on the intersectionalities of race, gender, class, sexual identity, and interethnic relations. This course is not open to students who have enrolled in or who have received credit for ES 153.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 179 Experimental Courses in English
1-3.0 units

This course is designed to test new curriculum before adopting it as part of an academic program. It meets specific needs in the college and community as they are identified. Each class will carry a specific title relating to the discipline concerned.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

ENGL 180 Harry Potter and Realms of the Fantastic
3.0 units

This course provides a critical and scholarly study of the Harry Potter series and its literary inspirations. It will explore the world of Potter-related literature as a genre (including the book series, scholarly articles, films, poetry, fan response texts, memes, art and more). The course will also explore the ways in which the series acts as a commentary on social and political issues and how the series holds up a mirror to historic events as well as navigates and reflects ongoing issues. This course will explore the ongoing issues of censorship and these novels. The course will encourage discussion on such issues as gender, race, class, technology, warfare, ethics, family, religion, myth, and heroism in the texts. This course will include critical thinking, literary analysis, and analysis of how this series of books has become a social cultural phenomenon. Students may also explore the influence of medieval legends and the hero's journey to analyze the series and to contextualize the series.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGL 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

ENGL 306 Writing Lab
0.5 units

Provides students with individualized writing practice with computer-assisted strategies. Not open to students enrolled in English 300, 501 or any other English course with a lab component.
Corequisite: Enrollment in any Allan Hancock College credit course. Not open to students enrolled in English 511, 512, 513, or 514.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

ENGL 307 Writing Across the Curriculum 1
0.5 units

This course provides students with instructor-guided individualized writing practice focused on structure and organization. Not open to students currently enrolled in English 511, 512, 513, 514.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ENGL 312 Reading Skills and Strategies
3.0 units

English 312 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for READ 310 or ESL 310.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ENGL 510 Improving Reading Comprehension
4.0 units

Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not open to students who are enrolled in or have received credit for READ 510 or ESL 510.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ENGL 595 Accelerated Reading and Writing Skills
4.5 units

This course is open to any student who places below English 101. It is a demanding course that uses college level material to teach critical reading, thinking and writing skills according to student need. Students who pass this course are eligible for English 101.
Prerequisite: Placement based on START process
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

ENGL C1000 Academic Reading and Writing
4.0 units

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.

Students will prepare and write a research paper. The course is not open to students who received credit for ENGL 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 100
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ENGL C1001 Critical Thinking and Writing
3.0 units

In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course.

Emphasizes skills application through writing a sequence of argumentative essays. Not open to students who have taken ENGL 103.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGL 105
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

ENGR - Engineering

ENGR 100 Introduction to Engineering
1.0 units

This course provides an overview of the engineering profession and educational path in order for students to evaluate engineering as a career choice. The course is also applicable for science, mathematics and architecture majors. The engineering branches are introduced, along with their relationships to science and other fields of study. The education process and strategies for engineering and science students to reach their full academic potential are explored. Course topics include professional duties, responsibilities, employment opportunities, the engineering design process and problem solving. Students will develop a study plan and research technical topics. Guest speakers include working engineers and university representatives.
Advisory: ENGL 514
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENGR 122 Programming and Problem-Solving in MATLAB
3.0 units

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.
Prerequisite: MATH 181
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer
Grading Method: Letter Grade or Pass/No Pass

ENGR 124 Excel for Science and Engineering
1.0 units

An introduction to Excel as used in science and engineering. Students use math operations, functions, statistics and graphs to analyze and display data and to differentiate and integrate. Basic application problems are solved.
Prerequisite: MATH 181
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Pass/No Pass

ENGR 126 MATLAB for Science and Engineering
1.0 units
An introduction to Matlab as used in science and engineering. Students create and manipulate matrices, program script, and m-files; generate 2-d and 3-d plots; and solve ODEs. Basic application problems are solved.
Prerequisite: MATH 181
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Pass/No Pass

ENGR 152 Statics
3.0 units
A first course in engineering mechanics: properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area and mass moments of inertia. Optional additional topics include fluid statics, cables, Mohr's circle and virtual work.
Prerequisite: MATH 182 and PHYS 161
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 130
Course Offered: Fall
Grading Method: Letter Grade Only

ENGR 154 Dynamics
3.0 units
Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; Introduction to mechanical vibrations (optional).
Prerequisite: ENGR 152 and MATH 182
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 230
Course Offered: Spring
Grading Method: Letter Grade Only

ENGR 156 Strength of Materials
4.0 units
This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied.
Prerequisite: ENGR 152
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 240
Course Offered: Spring
Grading Method: Letter Grade Only

ENGR 161 Materials Science
3.0 units

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.
Prerequisite: PHYS 161 and CHEM 150
Advisory: concurrent enrollment in ENGR 162
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 140B
Course Offered: Fall
Grading Method: Letter Grade Only

ENGR 162 Materials Science Lab
1.0 units

Laboratory to parallel ENGR 161. 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 161), to operate testing equipment, to analyze experimental data, and to prepare reports.
Prerequisite: PHYS 161 and CHEM 150
Corequisite: ENGR 161
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 140B
Course Offered: Fall
Grading Method: Letter Grade Only

ENGR 170 Electric Circuit Analysis
3.0 units

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. Most engineering majors are required to complete the associated course (ENGR 171); the laboratory course should be taken concurrently.
Prerequisite: PHYS 163 and
Corequisite: MATH 184
Advisory: concurrent enrollment in ENGR 171
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 260
Course Offered: Spring
Grading Method: Letter Grade Only

ENGR 171 Electric Circuit Lab
1.0 units

An introduction to the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Elementary circuit design. Practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments. Construction and measurement of basic operational amplifier circuits. The associated lecture course (ENGR 170) should be taken concurrently.
Prerequisite: PHYS 163 and
Corequisite: MATH 184, ENGR 170
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ENGR 260L
Course Offered: Spring
Grading Method: Letter Grade Only

ENTR - Entrepreneurship

ENTR 101 Intro to Entrepreneurship
3.0 units

Students will embark on one of the most exciting adventures ever known: launching a business. This course identifies the methods for developing a business idea, starting a business, acquiring resources, and writing a business plan.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENTR 102 Entrepreneurship Projects
3.0 units

Students will work with a local entrepreneur to identify business challenges and will develop strategies to solve a business problem(s). A written and oral presentation will be made to the entrepreneur.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT - Environmental Technology

ENVT 101 Introduction Environmental Health & Occupational Safety
3.0 units

An introduction to environmental and occupational laws, regulations, and methods, leading to the practical aspects of protecting the environment, maintaining the health and safety of individuals in the workplace while assuring sustainability. The course examines systematic approaches to preventing or reducing risks of harm through gathering information and drawing conclusions based on measurable evidence or data. Students are encouraged to concurrently enroll in ENVT 111.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

ENVT 111 Introduction to Environmental Health and Safety Laboratory
1.0 units

This course is designed to provide supplemental exercises to topics covered in the Introduction to Environmental Health and Safety (ENVT 101). Lab will include population growth and impacts to natural resources, air pollution modeling, eutropication, water quality, risk assessment and analysis.
Prerequisite: ENVT 101, or
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Fall
Grading Method: Letter Grade Only

ENVT 150 Hazardous Materials General Site Worker – 40 Hr.
2.0 units

Designed to facilitate employer compliance with mandated federal and/or state HAZWOPER General Site Worker training requirements.
Acceptable for credit: Transfer CSU
Course Offered: Spring, As Needed
Grading Method: Letter Grade Only

ENVT 151 Hazardous Materials-Site Supervisor
1.0 units

Specialized hazardous waste operations management training including employer's safety and health program, employee training programs, personal protective equipment program, spill containment program, and health hazard monitoring procedures and techniques (Title 8 CCR 5192). Advances the HAZWOPER-General Site Worker trained person to the Site Supervisor level.
Prerequisite: ENVT 150, or Hazardous Waste Operations and Emergency Response (29CCR1910.120/ 8CCR5194) - 40 Hour training or equivalent as determined by the Coordinator, Environmental Health and Safety program. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 152 Identification and Assessment of Hazardous Materials
3.0 units

A comprehensive introduction to the nature of hazardous materials, includes the principles and mechanics of toxicology as applied to the environment and/or chemical properties and characteristics pertaining to hazardous materials.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 153 Industrial Safety
1.0 units

Provides the skills necessary to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lock-out-tag-out, blood-borne pathogens, powered industrial trucks, and accidental "root cause" investigation. Overviews of OSHA "Injury and Illness Prevention Program" (IIPP), "Hazard Communication Program", and hazard assessment requirements are presented.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 154 Monitoring and Sampling
2.0 units

Hazardous substance monitoring and sampling training includes devices calibration requirements, data interpretation, and "chain of custody". Provides students with the practical knowledge to recognize and interpret chemical identification utilizing monitoring equipment and technical references.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 155 Respiratory Protection—Administration
0.5 units

Basic administrative principles and techniques for establishing and maintaining a respiratory protection program in accordance with 8 CCR 5144 and 29 CFR 1910.134. Students learn to critically analyze and determine appropriate respiratory protection and the associated sanitizing, inspection, and maintenance of respiratory protective equipment to develop and apply a respiratory protection program.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 156 First Response Operational
1.0 units

Designed to prepare the student to respond to a hazardous materials incident in a safe, defensive and competent manner within the existing resources and to prevent exposures to nearby persons, property and environments. Meets OSHA requirements under Title 8 CCR 5192 and 29 CFR 1910.120.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 157 First Aid for HAZMAT Workers
1.5 units

Prepares the student to recognize medical emergencies that could occur at work sites involving hazardous materials. Emphasizes basic first aid skills needed to medically support HAZMAT work activities and to treat injuries and illnesses until trained emergency response personnel arrive on the scene.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 158 Hazardous Waste Minimization and Emissions Reduction
1.0 units

Presents principles of waste reduction and cleaner production processes to reduce chemical and raw material losses, manufacturing costs, and waste generation. Provides students with practical techniques for initiating or expanding pollution prevention programs.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 159 Hazardous Materials and Hazardous Waste Permitting
1.0 units

Examination of laws, regulations and policies at federal, state, and local levels covering the proper management of hazardous substances from generation to disposal. Includes in-depth examination of state hazardous waste control law requirements on Certified Unified Program Agency (CUPA) regulations for facilities permitting and site management.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 160 Air and Water Pollution Permitting Compliance
2.0 units

Presents fundamental principles of air and water pollution prevention. Emphasizes the systematic assessment methods of identifying discharges to air and water and the permitting processes that are designed to minimize air and water pollution.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 199 Special Topics in ENVT
1-2.5 units

This course satisfies local, state or federal requirements for updated and/or mandated training. Basic course or equivalent work experience as appropriate may be required for successful completion of this course. The variable format allows for flexibility of course content to meet specialized training needs and provides students with knowledge and skills for employment or continued employment in environmental health and safety sectors. Topics will be offered as necessary to maintain currency with environmental health and safety training standards.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ENVT 450 HAZWOPER - Refresher 8hr.
0.5 units

Designed to facilitate employer compliance with regulation (29CFR1910.1209(e)(8), 8CCR5192(e)(8)) requirements, for annual Hazardous Waste Operations and Emergency Response (HAZWOPER) general site worker training.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 454 Respiratory Protection/QNFT
0.5 units

A review of the general requirements of respiratory protection regulations, respirator use, limitations and care of respirators, and respirator quantitative fit testing. Designed to facilitate employer compliance with state and federal respiratory protection regulations.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

ENVT 455 Respirator QNFT/Train the Trainer
1.0 units

Provides Occupational Safety Officers/Respiratory Protection Program Administrators with regulatory updates and skills necessary to conduct respirator quantitative fit testing (QNFT). Not open to students who are enrolled in or who have completed FT 359 Respirator QNFT/Train the Trainer.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

ENVT 456 FRO Refresher
0.5 units

Designed to facilitate employer compliance with mandated federal and/or state First Responder Operations (FRO) training requirements (29 CFR 1910.120 and 8CCR5192 subpart (q).)
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ENVT 457 FRO Decontamination
0.5 units

A course designed to advance the first responder's awareness to decontamination procedures.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ES - Ethnic Studies

ES 101 Introduction to Racial and Ethnic Groups
3.0 units

Using sociological and interdisciplinary approaches, this course introduces students to major concepts, theories, processes, and events in the study of racial and ethnic groups. It focuses on the historical and contemporary experiences of Native Americans, Latino/a/x and Chicano/a Americans, African Americans, and Asian Americans as a way of exploring ideas such as individual and systemic racisms, colonialism and decolonization, racial/ethnic stratification, marginalization, white privilege, and intersectionality. It also explores the ways in which these groups have resisted, adapted, and sometimes thrived in ways that have made significant and enduring contributions to our society. More broadly, the course also investigates the processes and circumstances that have led to the construction of race and racial categories in the modern world States. Finally, the course aims to provide a foundation for students to engage in practices that challenge racism and racial inequality. This course is not open to students who are enrolled in or have received credit for SOC 120.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 105 Race and Ethnicity in Fashion
3.0 units

Fashion and race in the context of social, cultural, and environmental influences in the US. A focus is place on members of historically racialized groups in the US including Native American, African American, and/or Latino American communities who are active producers and consumers of apparel. Apparel and textiles will be critically examined with attention to racial formation discourses as they relate to ethnicity, race, nation, class, culture, social moments, environmental-health disparities, and policy.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ES 107 Indigenous People of California
3.0 units

Origins, social organization, geographic and political histories of Native Americans in California, and the effects of colonialism and settler colonialism. Exploration of the evolving relationship of Indigenous peoples and nations with settler colonial societies. Course surveys California Indigenous peoples,. selected tribal community histories, federal and state Indian policies, and California Indigenous history. This course is not open to students who are enrolled in or have received credit for ANTH 107.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 120 Chicano History
3.0 units

A historical survey of the Chicano residing in the southwest United Sates. The course provides an interdisciplinary survey of the Mexican American/Chicano heritage with emphasis on the contemporary experience in the United States. The course will include an analysis of the economic, political, social, and intellectual elements of the culture of the Mexican American/Chicano community, and a study of the changing relationship of the community to the general society of the United States. This course is not open to students who are enrolled in or have received credit for HIST 120.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 121 African American History
3.0 units

This is a survey of the history of African Americans from their origins in Africa to the present covering the political, cultural, social, and economic experiences of African Americans. Students will encounter the social, economic, and legal institutions which characterized being black in the United States at various periods in the nation's history. Topics include African civilization, slavery, the Diaspora, abolition, reconstruction, segregation, Harlem Renaissance, Civil Rights Movement, African Americans in politics, and race in Modern America. This course is not open to students who are enrolled in or have received credit for HIST 121.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

ES 122 Race and Representation in American Cinema
3.0 units

In recent years, motion pictures have contributed greatly to the ongoing dialog surrounding issues of race in the United States. That said, American cinema’s history is populated with examples of exclusionist and racist practices that have disproportionately marginalized people of color. This course will look closely at the evolving portrayal and participation of African Americans, Asian Americans, Latina and Latino Americans, and Native Americans over the one hundred and twenty years of American cinema. This course will highlight the important work of filmmakers of color engaged in the struggle for justice and equality in representation. This course is not open to students who are enrolled in or have received credit for FILM 122.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 135 Introduction to Poetry: Ethnic Studies, Social Movements, and Activism
3.0 units

Ethnic studies movements have been led by the words of poets, who possess the tools to embolden the masses. This course analyzes the historical and contemporary protest poetry written by African and Black American, Asian and Pacific Island American, Native American Indigenous, Latino/a American poets and others, and is grounded in Ethnic Studies theory, such as institutional oppression, immigrant survivalism, racial, gender and sexual identity. Course material will focus on the close reading of activism poetry, provide an interdisciplinary framework to understand power struggles in the United States, and will conclude with a community engaged poetry event led by student readers. This course is not open to students who have enrolled in or who have received credit for ENGL 135.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ES 139 Ideas of Difference: Ethnic Studies Literature and Advocacy Composition
3.0 units

Ethnic studies embodies solidarity and collective liberation, but liberation cannot be achieved without analyzing differences. This course explores— through the analysis of contemporary literature, in texts, film and multimedia—concepts of racial-ethnic discrimination experienced by the four minoritized populations—African and Black American, Asian and Pacific Island American, Native American and Latino/a American. Through the study of these ideas of differences, this course will explore the tensions, unity and intersectionality between these communities. The students will end the semester completing a community project that utilizes their skills of advocacy writing to support a non-profit organization that has an impact on the minoritized group studied. They will engage in the question: Would you rather have an enemy or a conversation? This course is not open to students who have enrolled in or who have received credit for ENGL 139.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ES 150 Introduction to Asian Pacific American Studies Through Literature
3.0 units

This course critically examines the history of Asian Pacific Island Desi Americans (APIDA) as it is embodied within literary texts, emphasizing the intersectionalities of race, gender, class, sexual identity, and interethnic relations. Through an Ethnic Studies lens, students will examine concepts of collective liberation, self-determination, sovereignty, and critical consciousness in celebrating APIDA narratives, ranging from China, Japan, Korea, India, Southeast Asia, and the Pacific islands. In engaging in Asian Pacific American studies and theory, students will gain an understanding of identity and recognition, which they will use towards activism and social transformation in their communities. This course is not open to students who have enrolled in or who have received credit for ENGL 150.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 151 Introduction to African American Studies Through Literature
3.0 units

This course critically examines the history of Black Americans as it is embodied within literary texts, emphasizing the intersectionalities of race, gender, class, sexual identity, and interethnic relations. Through an ethnic studies lens, students will examine concepts of collective liberation, self-determination, sovereignty, and critical consciousness as they are explored through African American intellectual traditions, lived experiences, and racial and social justice struggles, foregrounding the particular and collective roles of Black writers and thinkers in the shaping and development of culture and literature within U.S. society. This course is not open to students who are enrolled in or who have received credit for ENGL151.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 152 Introduction to Latina/o Studies Through Literature
3.0 units

Informed by the intersectionality of race, socioeconomic class, and gender; institutional racism and historic oppression; and borderland identity politics, this course critically examines historical, cultural, sociopolitical, and aesthetic attributes of Latina/o and Chicana/o literature and cultural production. Students will analyze contemporary and classic texts including memoir, fiction, poetry, film, essays, and other visual-verbal expressions with an emphasis on recognizing and affirming plural identities and advocating social justice and equity. Through the celebration of Latina/o narratives, students will gain an understanding of identity and recognition, which they will use towards activism and social transformation within their communities. This course is not open to students who are enrolled in or have received credit for ENGL 152.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ES 153 Introduction to Native American and Indigenous Studies Through Literature
3.0 units

This course centers Ethnic Studies frameworks such as advocacy, self-reflection, and collective liberation, as well as concepts such as sovereignty, survivance, gender and sexuality, and intellectual trade. Using these frameworks and concepts, this course's analyses of literature and cultural expression will account for the Native American response to historical, political, and legal contexts, with emphasis on the specific religious, linguistic, historical, political and cultural context of Native American literary and cultural achievements. Focus is placed on the particular and collective roles of Native American writers and thinkers in the shaping and development of culture and literature within North America with emphasis on the intersectionalities of race, gender, class, sexual identity, and interethnic relations. This course is not open to students who have enrolled in or who have received credit for ENGL153.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ESL - English as a Second Language (CR)

ESL 110 Introduction to Critical Reading
3.0 units

ESL 110 is designed to equip students with effective reading skills for success in college courses. The emphasis is on improving reading comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This class is not open to students who are enrolled in or have received credit for READ 110 or ENGL 113.
Advisory: READ 310, or ENGL 513
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ESL 510 Improving Reading Comprehension
4.0 units

Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not open to students who are enrolled in or have received credit for READ 510 or ENGL 510.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

ET - Engineering Technology

ET 100 Computer Aided Drafting and Design
3.0 units

An introduction to computer-aided drafting and design (CADD) which covers operation of a computer graphics terminal (specifically AutoCAD) to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings. This course is not open to students who are enrolled in or have received credit for ARCH 100.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

ET 104 Introduction to Robotics and Mechatronics
3.0 units

An introduction to robotic control applications. Basic electronics including digital, analog, and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for CEL 104 or EL 104.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

ET 117 Print Reading and Interpretation
3.0 units

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for, AB 330, AT 330, ET 330, MT 330, or AT/AB/MT 117.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ET 128 Intro to Renewable Energy
3.0 units

A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for EL 128 or CEL 128.
Prerequisite: CEL 104, or EL 104 or ET 104
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ET 131 Programmable Logic Controllers and Control Design
3.0 units

A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for CEL 131 or EL 131.
Prerequisite: CNET 125
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ET 133 Mechatronic Systems 1
3.0 units

This is a hands-on mechatronic systems course that focuses on the electro-mechanical concepts (mechanics, electronic, and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and upon how they are interfaced into control systems. Study topics include: transducers and sensors for light, heat, motion, pressure, and position control; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who have received credit for or are enrolled in CEL 133 or EL 133.
Prerequisite: CEL 104
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ET 139 Electrical Power, Motors, and Controls
3.0 units

A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for CEL 139 or EL 139.
Prerequisite: CNET 122 and CNET 125
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ET 140 Engineering Drawing
3.0 units

The principles and application of engineering drawing, including orthographic projections, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners are the core of this course. A computer aided drafting system (CAD) will be used extensively by the student to complete the requirements of this course.
Prerequisite: ET 100
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

ET 145 Advanced Engineering Drawing
3.0 units

Use of advanced technical drawing techniques on a CADD system to solve design component problems requiring details and assemblies. The course covers freehand sketching to develop ideas, fabrication and working drawings dimensioned to ANSI standards, including tolerances, title blocks, change orders, symbols and notes. Use of handbooks, ordinances, codes, selection of hardware and materials will be incorporated in each student's individual project.
Prerequisite: ET 140
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

ET 160 Digital Tools in Architecture
3.0 units

Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for Architecture 160.
Advisory: ARCH 111
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

ET 162 Fluid Power and Control
2.0 units

An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filers, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for CEL 162 or EL 162.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

ET 189 Independent Projects in Engineering Technology
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

ET 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, MT 370 or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

ET 389 Independent Projects
0.0 units

Acceptable for credit: CSU, UC-Determined after admission Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Grading Method: Letter Grade or Pass/No Pass

F

FASH - Fashion Merchandising

FASH 101 Fashion Industry and Marketing
3.0 units

Explores all levels of the fashion industry including marketing, job market analysis, and careers. Core components are the development of fashion goods; fashion meaning and terminology; primary markets of materials including textiles, trims, leather, and fur; secondary markets of design and production of apparel, accessories, and cosmetics. Retail market level including domestic, regional and foreign markets, global sourcing, strategies in fashion retailing; and the auxiliary level of supporting services. Course not open to students who enrolled in and received credit for FCS 137.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FASH 102 Fashion Design Analysis
3.0 units

Apparel selection for the individual and society based on socio-psychological influences such as culture, history, design elements and principles, space and body analysis, coordination, and purchasing guidelines. Course not open to students who took and received credit for FCS 138.
Advisory: ENGL C1000
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FASH 103 Textiles
3.0 units

A consumer-oriented analysis of textile products used in the apparel and interiors industries today, including fibers, yarn, construction, fabric construction, dyeing, finishing, and labeling. Emphasis is on selection, performance, suitability, and care of textiles. Career opportunities as well as environmental and legal issues are discussed.
Advisory: ENGL 100
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FASH 104 Historic Fashion/Costume
3.0 units

A study of period costume, its relationship to the political and social conditions of the times, evolution from related arts, and influence on modern dress. Designed for students of fashion, theater arts, and merchandising. Course not open to students who took and received credit for FCS 144.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FASH 105 Race and Ethnicity in Fashion
3.0 units

Fashion and race in the context of social, cultural, and environmental influences in the US. A focus is placed on members of historically racialized groups in the US including Native American, African American, and/or Latino American communities who are active producers and consumers of apparel. Apparel and textiles will be critically examined with attention to racial formation discourses as they relate to ethnicity, race, nation, class, culture, social moments, environmental-health disparities, and policy.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FASH 106 Digital Illustration for Fashion
3.0 units

Introduction to computer aided design and graphics in the fashion context. Creation of surface designs for fabrics. Illustration of shading and tonal value in fashion figure drawing and to illustrate the figure in proper scale and proportion. Use of design elements and principles as applied to clothing design.
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FASH 110 Apparel Construction 1
3.0 units

An introduction to the fashion industry and potential employment opportunities. Presents processes, principles, and techniques for constructing woven garments with the single needle machine, industrial single needle machine, and overlock serger machine. Emphasizing current custom and industrial techniques, including fit and care. Course not open to students who enrolled in and received credit for FCS 140.
Advisory: BASK 7011 and HOEC 7100A
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FASH 149 Work Experience Education
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes. Cooperative Work Experience credit courses require 54 hours of work (paid or unpaid) per unit, rounded down in 0.5 unit increments.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours, 2 units 120 hours, 3 units 180 hours, 4 units 240 hours, 5 units 300 hours, 6 units 360 hours, 7 units 420 hours, 8 units 480 hours. CWE Units Unpaid Placement: 1 unit 75 hours, 2 units 150 hours, 3 units 225 hours, 4 units 300 hours, 5 units 375 hours, 6 units 450 hours, 7 units 525 hours.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

FASN - Fashion Studies Noncredit (NC)

FASN 7000 Introduction to Basic Sewing
48-54.0 hours

Designed to provide an introduction of basic sewing techniques, sewing machine skills, and an understanding of fabric and simple patterns. The focus is on students with no previous sewing experience.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

FASN 7001 Clothing Construction 1
48-54.0 hours

Designed to provide an overview of basic apparel construction techniques, machine skills, and an understanding of fabrics and patterns. The focus is on students with little sewing experience.
Prerequisite: FASN 7000
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

FASN 7002 Clothing Construction 2
96-108.0 hours

This course bridges the skills between the beginner and professional sewer and is an introduction to the fashion industry and potential employment opportunities. Presents processes, principles, and techniques for constructing woven garments with the single needles machine, industrial single needle machine, and overlock serger machine. Emphasizing current custom and industrial techniques, including fit and care.
Prerequisite: FASN 7001
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

FASN 7003 Clothing Construction 3
48-54.0 hours

Designed to provides an overview of advanced sewing techniques in apparel construction. Sewn garments with unique collars, sleeves, pockets, and hems are covered as well as changing components of a garment for different designs.
Prerequisite: FASN 7002
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

FASN 7004 Tailoring
48-54.0 hours

Traditional and contemporary tailoring techniques. Emphasis is placed on tailoring and fitting a coat or jacket utilizing a commercial pattern. Investigation on tailoring types, methods, fabrics, and garment qualities.
Prerequisite: FASN 7003
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

FASN 7005 Sewing with Knits
48-54.0 hours

An in-depth study of stretch fabric and their characteristics. Students learn to evaluate knit fabrics. Emphasis is given to special construction techniques necessarily for completion of garments made of stretch fabrics. Professional and updated methods are utilized in addition to creative styling techniques.
Prerequisite: FASN 7002
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

FASN 7006 Fitting and Pattern Alterations
48-54.0 hours

An overview of various pattern alternation techniques for skirts and bodices based on individual figure variations. Techniques examine sizing methods, ease assessment, fabric variability, and the identification of figure variations.
Prerequisite: FASN 7002
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

FASN 7007 Ready-Made-Clothing Alterations
48-54.0 hours

Designed to develop practical skills in fitting, altering, and restyling ready-to-wear clothing for women, men, and children. Emphasis is placed on learning the basics of altering clothing for clients, building speed, and increasing fit expertise. Investigation of pricing of services, client relations, and building an alterations business is discussed.
Prerequisite: FASN 7002
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

FASN 7008 Industrial and Occupational Sewing
48-54.0 hours

Designed for the student desiring entry level skills for employment in the clothing production industry. Achieve professional standards of workmanship without complicated and unnecessary work using production techniques on construction and power equipment used in the fashion industry. Job preparation information will be included.
Prerequisite: FASN 7002
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Satisfactory Progress

FASN 7009 Specialty Apparel Construction
48-54.0 hours

Designed to learn advanced sewing techniques used when working with specialty fabrics including, silk charmeuse, velvet, chiffon, and leather. Students will create a special occasion wear garment incorporating the techniques needed when working with difficult fabrics and bias.
Prerequisite: FASN 7003
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

FASN 7010 Corset Construction
48-54.0 hours
Introduction to the proper pattern work and construction techniques to create a well-fitting, well-preforming strapless bodice (bustier), which can be adapted to evening or bridal wear.
Prerequisite: FASN 7003
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

FCS - Family & Consumer Science

FCS 120 Principles of Foods 1
4.0 units
Provides knowledge and experience in food preparation terminology, equipment, and techniques to increase proficiency, coupled with investigation of the science principles involved. Emphasis is on ingredient functions and interactions; production and sensory evaluation standards; food safety and sanitation; nutrient composition; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. This course is not open to students who have received credit for CA 120.
Advisory: CA 124
Acceptable for credit: Transfer CSU
C-ID Course Number: NUTR 120
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FCS 130 Consumer and Family Finance
3.0 units
Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for BUS 130 or ECON 130.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

FCS 131 Life Management
3.0 units
Provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards, and goals; skills for decision making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships in a culturally diverse society. Students who have received credit for more than three life management modules may not enroll in this course.
Advisory: ENGL C1000
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FCS 149 Cooperative Work Experience: Occupational
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours OR CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Limited transfer to CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FCS 189 Independent Projects
0.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

FILM - Film

FILM 101 Film as Art and Communication
3.0 units

An introduction to a variety of international film styles, themes, and directors, as well as to the art of the documentary and experimental film. Emphasis is placed on ways films communicate through acting, photography, sound, and editing.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 102 Hollywood and the American Film
3.0 units

The development of American film through critical appraisal of major directors' works from both the sound and silent eras. The films examined are representative of their directors as artists and of major social, cultural and aesthetic movements within the film industry and country.
Acceptable for credit: Transfer to UC, CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 103 Contemporary Latin American Film
3.0 units

A study of recent Latino cinema in the Americas in a historical and cultural context. Representation of Latino culture is examined in the context of the global Hollywood structure and in light of various national cinemas. Major social, cultural and aesthetic movements within Latino cinema are explored.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FILM 104 Documentary Studies
3.0 units

An examination of the documentary form, its impact on culture and society, and its artistic development from the early days of motion pictures through the modern era.
Advisory: ENGL 514
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 105 Film and Television Writing 1
3.0 units

A study of the technique of screenwriting for the conventional narrative film and for television. Students are required to complete writing exercises, outlines, character sketches and short screenplays.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

FILM 106 Film and Television Writing II
3.0 units

An advanced course in which students will gain professional insight into scriptwriting techniques for film and television. Designed to provide students with the skills needed for scripting complex narrative stories.
Prerequisite: FILM 105
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 107 History of World Cinema
3.0 units

An historical examination of cinema from around the world as well as the personalities, cultures, and social conditions that have contributed to the art form. Comparison and contrast to the Hollywood model will result from critical screenings and class discussions.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 108 Film and Television in the 21st Century
3.0 units

This course deals with the social, institutional and cultural background of film and television in the United States and in a broader global context. Students will develop a critical understanding of film and TV content.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 109 Contemporary Asian Cinema
3.0 units

This course provides an introduction to the art and industry of Asian cinema. The course will explore the unique traditions of selected national cinemas from East, South and South-East Asia. Against the backdrop of globalization, we will explore the unique aesthetics of Asian film production.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 110 Introduction to Motion Picture and Video Production
4.0 units

An introduction to film and video production techniques including cinematography, sound, recording, and video editing. Students make a variety of short video projects that involve narrative story telling and documentary filmmaking techniques. No personal equipment required. It is recommended that students enroll in FILM 380 for additional lab time.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 111 Intermediate Motion Picture and Video Production
4.0 units

A study of skills necessary for independent filmmaking. The development of short narrative and documentary projects utilizing field production and conventional set techniques is emphasized. Topics include basic production and post-production techniques including, scriptwriting, cinematography, sound recording and non linear editing.
Prerequisite: FILM 110
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FILM 115 Introduction To Animation
3.0 units

An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for Art 115 or MMAC 115.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 116 Intermediate Animation
3.0 units

A continuation of FILM 115, emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for MMAC 116.
Prerequisite: ART 115, or MMAC 115, or FILM 115
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 117 3D Computer Animation 1
3.0 units
An introduction to 3D modeling and animation, using professional software to create characters, assets and animation on the computer. This course is not open to students who are enrolled in or who have received credit for MMAC 117.
Advisory: GRPH 111, or GRPH 112, or FILM 110
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 118 3D Computer Animation 2
3.0 units
An intermediate course in 3D computer animation that reproduces the industry work environment for production of animation projects and show reels. this course is not open to students who have completed or who are enrolled in MMAC 118.
Prerequisite: FILM 117, or MMAC 117
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 119 Great Directors of the Cinema
3.0 units
This class offers a survey of the world's best film directors. Emphasis is given to directors working since 1965.
Acceptable for credit: Transfer to UC, CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 120 Introduction to Sound Recording and Mixing
3.0 units
An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for Music 115.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 121 Sound Production Techniques
3.0 units
Explores the digital audio software for recording music and computer-based multi-track sound recording for producing audio for video projects, as well as the use of digital signal processors for mixing and mastering recordings. This course is not open to students who have received credit for or who are currently enrolled in Music 116.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 122 Race and Representation in American Cinema
3.0 units

In recent years, motion pictures have contributed greatly to the ongoing dialog surrounding issues of race in the United States. That said, American cinema's history is populated with examples of exclusionist and racist practices that have disproportionately marginalized people of color. This course will look closely at the evolving portrayal and participation of African Americans, Asian Americans, Latina and Latino Americans, and Native Americans over the one hundred and twenty years of American cinema. This course will highlight the important work of filmmakers of color engaged in the struggle for justice and equality in representation. This course is not open to students who are enrolled in or have received credit for ES 122.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 123 Directing for the Camera
2.0 units

The study and practice of the skills and procedures involved in directing short narrative films.
Advisory: FILM 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FILM 125 Computer Video Editing
3.0 units

Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. Not open to students who are enrolled in or have received credit for MMAC 125.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FILM 126 Introduction to Motion Graphics
3.0 units

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have completed MMAC 126.
Advisory: GRPH 111 and GRPH 112
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

FILM 127 Digital Video Post-Production
3.0 units

This class is for students who wish to expand their digital video post production skills and learn to present and publish digital work on emerging media platforms. The course covers advanced non-linear video editing, digital effects and filters, color correction, and compression for distribution over the Internet and to mobile devices such as tablets and cellular phones. The class is a lecture/lab combination with lab work on Apple computers using current Final Cut Pro and Adobe Creative Suite software . Not open to students who are enrolled in or have received credit for MMAC 127.
Advisory: MMAC 125
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FILM 128 Intermediate Motion Graphics
3.0 units

Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and refinement of digital visual effects skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have completed MMAC 128.
Advisory: FILM 126, or MMAC 126
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

FILM 129 Documentary Production
2.0 units

The examination and practice of producing a short documentary film. Students will learn to conduct research and pre-interviews, develop an outline, conduct on-camera interviews, and shoot coverage shots. As an advisory, it is suggested that students have taken FILM 110. It is recommended that students enroll in FILM 380 for additional lab time.
Advisory: FILM 110
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 179A Documentary Production
2.0 units

The examination and practice of producing a short documentary film. Students will learn to conduct research and pre-interviews, develop an outline, conduct on-camera interviews, and shoot coverage shots. As an advisory, it is suggested that students have taken FILM 110.
Advisory: FILM 110
Grading Method: Letter Grade or Pass/No Pass

FILM 189 Independent Projects in Film
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

FILM 199 Special Topics in Film
3.0 units

Courses focusing on specific film or video practices, equipment, or subject matter which are not covered in detail in the existing program.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 199A Special Topics in Film
2.0 units

An examination of the life, work, and controversy surrounding famed cinema director, Alfred Hitchcock. Students gain historical, social and artistic perspective through critical screenings and selected readings.
Advisory: ENGL 514
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FILM 380 Film Production Lab
1.0 units

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.
Corequisite: FILM 110 or FILM 111 or FILM 113 or FILM 116 or FILM 117 or FILM 118 or FILM 120 or FILM 123 or FILM 125 or FILM 179
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

FILM 381 Film Post Production Lab
1.0 units

Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.
Corequisite: FILM 114 or FILM 125 or FILM 126 or FILM 127
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

FILM 386 Film Festival Production Lab
2.0 units

Students work closely with instructor to plan for and produce the annual Allan Hancock College Film Festival. This annual event provides the opportunity for Allan Hancock College Film and Video students to screen their work in a theater setting open to the public.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FRCH - French

FRCH 101 Elementary French I
5.0 units

This course is an introduction to the French language, presenting students with the basic skills for vocabulary and grammar recognition and use, as well as stressing pronunciation, oral skills, reading, and writing at the elementary level. Using a communicative style, students practice French grammar and vocabulary, sentence structure, and oral skills [listening and speaking]. This course also includes an introduction to cultural aspects of the French-speaking world. Lecture: 5 hours per week.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FRCH 102 Elementary French II
5.0 units

This course is a continuation of FRCH 101, presenting students with the basic skills for vocabulary and grammar recognition and use, as well as stressing pronunciation, oral skills, reading, and writing at the elementary level. Using a communicative style, students practice French grammar, sentence structure, vocabulary, and oral skills [listening and speaking]. This course also includes cultural aspects of the French-speaking world. Lecture: 5 hours per week.
Prerequisite: FRCH 101, or two years of high school French.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FSN - Food Science & Nutrition

FSN 109 Basic Nutrition for Health
3.0 units

An overview of basic nutrition which emphasizes the application of nutrition science to consumer choices for improved health, fitness, and disease prevention. Individuals will assess their own diet quality and will learn to select diets appropriate to their individual lifestyles, inherited health risks, tastes, and needs at all stages of the life cycle. The course examines current controversies and claims to distinguish fact from fallacy and assists in adapting research on diet and health to individual needs. The course is not open to students who are enrolled in or have received credit for FCS 109.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FSN 110 Nutrition Science
3.0 units

This course covers the science of foods and the nutrients they contain, and of their actions within the body. Emphasis is placed on individual dietary needs, current nutrition and health issues, and application of evidence-based nutrition information. Students utilize computer software to analyze personal diet records and plan healthful meals.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NUTR 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

FSN 112 Behavioral Nutrition
3.0 units

This course provides a vibrant and detailed view of the important subjects of food behaviors and eating disorders. It examines the nutritional, psychological, and physiological factors which lead to healthy and unhealthy weight management strategies. Emphasis is placed on understanding and applying basic nutrition principles in daily life. As a vital part of the learning experience, students are invited to participate in assessing their own eating and physical activity behaviors. A series of interactive, practical activities will guide students through the processes of planning, implementing, evaluating and maintaining healthful nutrition and lifestyle strategies. Students will learn techniques for applying these skills in diverse counseling situations. This course is not open to students who are enrolled in or have received credit for FCS 112.
Advisory: FSN 109 and ENGL 100
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FSN 132 Introduction To Culinology Professions
1.0 units

Orientation to careers in dietetics, nutrition science, food science, culinary arts and management, hospitality, food service management, and Culinology®. Career portfolios, professional organizations and publications will be covered. Educational plans will be developed in conjunction with counseling personnel.
Advisory: ENGL 100
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

FSN 133 Introduction To Food Science
3.0 units

Food science is the scientific study of raw food materials and their behavior during formulation, processing, packaging, and storage. Food processing technologies and the government regulation of food processing and labeling are examined. Products are evaluated through sensory analysis, with objective assessment of the factors that affect product quality. The scientific method is emphasized throughout the course.
Advisory: CHEM 120 and ENGL 100
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FSN 134 Food, Nutrition Customs and Culture
4.0 units

This course explores the socio-economic, psychological, and anthropological perspectives of traditional and contemporary food preparation within various cultures, with an emphasis on American, African, Asian, Middle Eastern, European, and Latin American regions. Students learn about food and culture in lecture, and apply this learning in lab through the preparation and tasting of foods and beverages representative of various cultures and regions. Global food issues, sanitation and safety practices are addressed. This course is not open to students who are enrolled in or have received credit for FCS 134.
Advisory: CA 124 and ENGL 100
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

FSN 149 Cooperative Work Experience: Occupational
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FT - Fire Technology

FT 101 Fire Protection Organization
3.0 units

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services, fire departments as part of local government; laws and regulations affecting fire services, fire service nomenclature, specific protection functions, basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FT 102 Fire Prevention Technology
3.0 units

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.
Advisory: Completion of or concurrent enrollment inFT 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade Only

FT 103 Fire Protection Equipment and Systems
3.0 units

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.
Advisory: Completion of or concurrent enrollment inFT 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 104 Building Construction for Fire Protection
3.0 units

A study of the components of building construction that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies.
Advisory: Completion of or concurrent enrollment inFT 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 105 Fire Behavior and Combustion
3.0 units

This course of study presents theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.
Advisory: FT 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 106 Principles of Fire & Emergency Safety & Survival
3.0 units

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 107 Apparatus and Equipment
3.0 units

This course exposes the student to mechanized equipment operated by the men and women of the fire service and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. (U)
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

FT 111 Develop A Personal Philosophy of Leadership
2.0 units

This is the first of four courses in the Public Safety Leadership and Ethics Program that centers on the students introspective look at what makes a good leader and setting a plan to personally move in that direction.
Grading Method: Letter Grade Only

FT 112 Leading Others
1.5 units

Training courses focusing on specialized fire technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs.
Prerequisite: FT 111
Grading Method: Letter Grade Only

FT 113 Organizational Leaderships
2.0 units

Training courses focusing on specialized fire technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs.
Prerequisite: FT 112
Grading Method: Letter Grade Only

FT 130 Principles of Emergency Management
3.0 units

An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis, and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in Emergency Medical Services 130. (F,S,U)
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

FT 149 Work Experience Education
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

FT 306 Firefighter I Pre-Academy
0.5 units

The firefigher I pre academy will offer prospective students insights into the physical, mental and academic requirements to successfully complete the firefighter I academy and obtain State Fire Marshal's certification as a firefighter I graduate.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Pass/No Pass

FT 307 Firefighter I Academy IA
10.5 units

Technical and manipulative training in concepts of fire department organization and operations. Includes fire behavior, ICS, communication, fire service organization, building construction, safety, rescue, ropes and knots, ladders, low angle rope rescue, hose and appliances, personal protective equipment, behavioral health, cancer awareness/prevention, and accountability.
Prerequisite: Public Safety First Aid and CPR as defined by California Health and Safety Code, Section 1797.182.
Advisory: FT 306, EMT Basic or Paramedic as defined by California Health and Safety Code, Section 1797.182, NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 308 Firefighter 1 Academy IB
10.5 units

Technical and manipulative training in concepts of fire service operations. Includes hazardous materials, wildland firefighting, fire protection systems, fire investigation, tactics, loss prevention and overhaul, vehicle extrication, ventilation, Flammable Liquids and Gas firefighting, forcible entry, structural firefighting and rescue operations.
Prerequisite: FT 307NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the entrance skills listed. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 310 Fire Service Physical Fitness
4.0 units

This course explores the physical demands of the fire service and provides the correct training practices to meet those physical demands. Concurrent enrollment in the Allan Hancock College Fire Academy is required. This class is designed to teach a variety of body flexibility, strengthening and cardio operations. Included will be muscle toning, muscle endurance, body alignment, balance and conditioning. This class will include some level of anatomical and physiological instruction and demonstration of the body's muscle and joint functions so the student may develop the ability to learn, explore, and enhance their body strength, flexibility, balance, core stability, muscular/breathing endurance and body systems assisting in the execution of life and fire safety operation. The fitness class process will consist of lecture, warm-up through stretching, the intense engagement of the physical combination between muscle and cardiovascular use and a body cool-down. The objective is to improve flexibility, strength, cardio using the body and other equipment to facilitate objectives. This class will utilize various types of equipment in conjunction with the body being the main source equipment through movement. Equipment used may include body balls, jump ropes, cardio machines, free weights and the physical fitness equipment as needed, including emphasis on fire equipment, tools, situations and exercises in the fitness process.
Corequisite: FT 307 and FT 308
Acceptable for credit: Non-Transferable
C-ID Course Number: Not applicable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 319 Emergency Response to Terrorism
3.0 units

Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 319.
Prerequisite: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Fire Officer (Level 1 and II) certification or equivalent. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Pass/No Pass

FT 338 Land Navigation
2.0 units

A study of mapping and GPS skills as applied to fire, Haz-Mat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 338 or Environmental Technology 338.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

FT 341 Fire Hydraulics
3.0 units

Hydraulic laws and formulas as applied to the fire service, including application of formulas and mental calculations to hydraulic problems, water supply problems, and underwriters' requirements for pumps. Reviews basic mathematics. (A)
Prerequisite: FT 308, or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will all grant equivalency
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

FT 343 Pump Theory
0.5 units

Explores theory and workings of different types of fire pumps. Topics include positive displacement, centrifugal, and varieties of pump impellers. (A)
Prerequisite: FT 308, or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

FT 344 Emergency Vehicle Operations
0.5 units

Students will learn defensive driving principles and apparatus handling techniques. Driving problems will be presented to the student in both class situations and field examples. The student will gain actual field experience by driving over a prepared course and having to react to different traffic problems.
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 346 Driver Operator 1B
2.0 units

Provides the student with theory and operation of fire service pumps. Topics include pump maintenance, water supplies, field hydraulics and pump operating techniques. (A)
Prerequisite: FT 308, or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Valid Class C Firefighter Endorsed driver's license and Fire Apparatus/Operator 1A (2008 or 2015 version)
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

FT 347 Vehicle Extrication
0.5 units

Introduction to the safe and proper techniques for extrication of trapped victims of vehicle accidents. Various tools are used and different extrication methods are presented.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Pass/No Pass

FT 348 Pump Operation for Volunteers
0.5 units

Basic theory, methods, and techniques for operating fire service pumps at an emergency scene.
Grading Method: Letter Grade Only

FT 360 Rescue Systems I
1.5 units

Presents various rescue systems, ladders systems, lifting and moving heavy objects, emergency building shores, breaching walls and basic rope rescue.
Prerequisite: FT 308, or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

FT 361 Confined Space Awareness
0.5 units

Introduces fire service personnel to confined space entry/rescue training as required by CAL-OSHA title 8 General Safety Orders.
Grading Method: Letter Grade Only

FT 362 Confined Space Rescue Technician
1.0 units

Identification of confined spaces and familiarization with CAL-OSHA and federal regulations. Techniques for hazard mitigation will be explored.
Prerequisite: FT 308, or State Fire Marshall certified basic fire fighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

FT 363 Low Angle Rescue
1.0 units

Provides information on the skills, equipment and techniques that are necessary to successfully accomplish a basic low angle rescue.
Grading Method: Letter Grade Only

FT 364 Rope Rescue Technician
1.0 units

This course will prepare participants to undergo competency testing for high angle rescue. The scope of the program is to familiarize participants with the high angle environment and experience; and for them to safely participate in engineering and operation of simple to complex rescue systems.
Prerequisite: FT 363
Advisory: FT 360
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

FT 365 Trench Rescue Technician
0.5 units

This three day (24 hour) course will take you from classroom discussion to working safely and efficiently in a trench rescue environment. This hands-on training program will cover topics that include: Trench and Excavation Regulations, Understanding Soil, Trench Configurations, Trench Hazards, Rescue Team Preparation, Incident Response, Initial On Scene and Pre-Entry Operations, Shoring Systems and Components, Installation of Shoring Systems, Victim Rescue and Recovery and Incident Termination
Prerequisite: FT 360
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

FT 370 Introduction to Surf Rescue
0.5 units

Designed to acquaint rescue personnel with the surf environment, surf rescue equipment, and safe surf rescue practices.
Grading Method: Letter Grade Only

FT 379A Public Safety Fitness Triade
4.0 units

This course is designed to prepare men & women for successful completion of a Public Safety Basic Academy in Law Enforcement, Fire Technology or Emergency Medical Services. This course will focus on physical, academic, emotional and psychological preparation.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FT 384 Rescue Systems 2
1.0 units

Provides advanced heavy rescue system techniques. Key topics include: Structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of power tools, air bags, and USAR ICS.
Prerequisite: FT 360
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

FT 410 Volunteer Firefighter
3.0 units

Provides the volunteer firefighter with the minimum safety and technical training required for them to function in an effective, competent manner.
Grading Method: Letter Grade Only

FTEC - Fire Tech

FTEC 301 Company Officer 2A - Human Resource Management
2.0 units

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This is a California State Fire Training professional certification track course for Company Officer.
Advisory:
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTEC 302 Company Officer 2B - General Administrative Functions
1.0 units

This course provides information on the general administrative functions and the implementation of department polices and procedures and addresses conveying the fire department's role, image, and mission to the public. This is a California State Fire Training professional certification track course for Company Officer.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTEC 303 Company Officer 2C - Fire Inspections and Investigations
2.0 units

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause, and securing the incident scene and preserving evidence. This is a California State Fire Training professional certification track course for Company Officer.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTEC 304 Company Officer 2D - All-Risk Command Operations
2.0 units

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting post-incident analysis. This is a California State Fire Training professional certification track course for Company Officer.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTEC 305 Company Officer 2E - Wildland Incident Operations
2.0 units

This course provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This is a California State Fire Training professional certification track course for Company Officer.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTEC 306 Instructor I - Instructional Methodology
2.0 units

This course provides the skills and knowledge needed for the entry level professional instructor to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 104 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aid and evaluation instruments. The Instructor-I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. This is a California State Fire Training professional certification track course for Company Officer.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

FTNC - Fire Technology Noncredit

FTNC 7001 Spring Firefighter In-Service Training
40-45.0 hours

Provides updated information and certifications in the areas of the California State Fire Marshal's (CSFM) curriculum's. Maintains proficiency in CSFM Firefighter I and Firefighter II curriculum's. Also provides Emergency Medical Technician and Paramedic training and re-certifications. To include specialized emergency operations training, drivers training, and current best practices with modern Fire and Emergency Medical Service topics.
Limitation on Enrollment: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy or equivalent. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Satisfactory Progress

FTNC 7002 Fall Firefighter In-Service Training
40-45.0 hours

Provides updated information and certifications in the areas of the California State Fire Marshal's (CSFM) curriculum's. Maintains proficiency in CSFM Firefighter I and Firefighter II curriculum's. Also provides Emergency Medical Technician and Paramedic training and re-certifications. To include specialized emergency operations training, drivers training, and current best practices with modern Fire and Emergency Medical Service topics.
Limitation on Enrollment: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy or equivalent. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Satisfactory Progress

FTNC 7003 Summer Firefighter In-Service Training
20.0 hours

Provides updated information and certifications in the areas of the California State Fire Marshal's (CSFM) curriculum's. Maintains proficiency in CSFM Firefighter I and Firefighter II curriculum's. Also provides Emergency Medical Technician and Paramedic training and re-certifications. To include specialized emergency operations training, drivers training, and current best practices with modern Fire and Emergency Medical Service topics.
Limitation on Enrollment: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy or equivalent. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Satisfactory Progress

G

GBST - Global Studies

GBST 101 Introduction to Global Studies
3.0 units

Introduction to the phenomenon of globalization and a broad range of cultural, economic, political, and social issues confronting the globalized world today. Structured around three thematic categories:(1) culture and society,(2) governance and conflict, and (3) integrated economic systems. Designed to explore multifaceted connections among nation-states; nongovernmental organizations; ethnic, cultural, and religious groups; and populations around the world.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

GBST 141 Global Economics
3.0 units

An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Business 141 or Economics 141. May be taken prior to or concurrently with Econ 101 or Econ 102, or Econ 121 or Bus 121.
Advisory: Completion of or concurrent enrollment in, ECON 101, or ECON 102, or ECON 121, or BUS 121, or
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOG - Geography

GEOG 101 Physical Geography
3.0 units

An introduction to the earth's physical geography, addressing the origins, patterns and interconnections of weather/climate, water, landforms, living systems and human culture.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 110
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOG 102 Human Geography
3.0 units

A historical perspective is used to explore our human role in shaping the earth's cultural landscapes. Globalization and cultural diversity are course themes. Topics include population and migration; the geography of language, religion, and social customs; economic forms; settlements; and resource problems.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 120
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOG 103 World Regional Geography
3.0 units

A study of the world's major geographic regions. The course focuses on the increasing globalization of the world and a movement towards greater emphasis on cultural diversity.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 125
Grading Method: Letter Grade or Pass/No Pass

GEOG 105 Geography of California
3.0 units

A survey of the geography of California, including the physical environment, weather and climate, population and migration, industry and agriculture, and major cultural patterns. Themes will include: cultural diversity, economic and political trends, resource issues, and the human-environment interaction.
Acceptable for credit: Limited transfer to CSU & UC
C-ID Course Number: GEOG 140
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GEOG 110 Introduction To Weather and Climate
3.0 units

An introduction to the physical processes underlying atmospheric and weather phenomena, including global climate change and the impacts of various weather and climate phenomena on society. Topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, dynamics of the atmosphere and ocean, weather forecasting, climate and climate change.
Advisory: GEOG 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 130
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

GEOG 115 Physical Geography Laboratory
1.0 units

This course is design to provide supplemental exercises in topics covered in Physical Geography lecture. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis.
Prerequisite: GEOG 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOG 111
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOG 155 Introduction to GIS with Lab
2.0 units

Study of Geographic Information Systems (GIS) science and its applications to spatial data management. Identification and acquisition of GIS data. Assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning Systems (GPS). Spatial analysis and modeling with GIS.
Acceptable for credit: Transfer CSU
C-ID Course Number: GEOG 155
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOG 189 Independent Projects in Geography
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

GEOL - Geology

GEOL 100 Physical Geology
4.0 units

Physical Geology explores the processes that are shaping Earth today. It examines the formation of rocks and mineral resources, the volcanic and tectonic activity that accompany release of Earth's internal heat, and the sculpting of the planet's surface that occurs as air, water and ice move in response to gravity and energy from the Sun. Lab activities include identification of rocks and minerals, interpretation of topographic and geologic maps, and field studies of regional geologic features.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOL 101
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOL 111 Historical Geology
4.0 units
Historical Geology explores how Earth and the life it supports have changed through time. Geologic principles are used to reconstruct the planet's origin and the events that have modified the physical environment, whereas fossils are used to trace the history of life and discover how natural selection and environmental change have shaped living communities. Lab exercises include the identification of rocks and fossils, map interpretation, and field study of regional geologic history.
Advisory: ENGL 100, or ENGL C1000, or ENGL 110
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOL 111
Grading Method: Letter Grade or Pass/No Pass

GEOL 114 Oceanography
3.0 units
An introduction to the physical and biological aspects of the marine environment, including processes of heat transfer, tides, currents, waves, life in the marine ecosystem, geological processes of shorelines, deep sea geology, plate tectonics, and marine economic resources. Includes field trips to local Coastal areas.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: none
Grading Method: Letter Grade or Pass/No Pass

GEOL 115 Oceanography Lab
1.0 units
This course introduces the student to laboratory and field methods in oceanography. Topics include physical, chemical and geological processes along with human impacts on the ocean environment. The course includes field trips to locations on the central California coast.
Corequisite: GEOL 114
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOL 131 Geology Of California
3.0 units
An overview of the geologic features and history of California emphasizing an understanding of California's past and present plate tectonic setting, unique landscape features, resources and hazards.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOL 200
Grading Method: Letter Grade or Pass/No Pass

GEOL 141 Environmental Geology
3.0 units
A study of humankind's scientific, social, and ethical interactions with earth systems. Topics include earth processes, geologic hazards, the earth's renewable and non-renewable resources, and the earth's ability accept the products of human waste. This course is not open to students who have received credit for Environmental Studies 102.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOL 130
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GEOL 189 Independent Projects in Geology
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most discipline. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit- 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: none
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

GEOL 199D Topics in Geology:CA(Transect)
2.0 units
A 90 hour field trip which will explore the geologic features and geologic history of selected portions of California. The course is divided into two field trips: First a trip transecting Southern California (prior to, and partly during spring break), and a second trip transecting Northern California (in the latter part of May).
Acceptable for credit: Transfer CSU
C-ID Course Number: none
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

GRPH - Graphics

GRPH 108 Design 1 on the Computer
3.0 units

This course is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of basic design principles and elements. Students will develop a visual vocabulary for creative expression through lectures, studio projects, problem-solving, and writing assignments. This course covers the same content as Art 110, but projects are executed digitally using the computer. This course is not open to students who are enrolled in or have received credit for ART 108.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: ARTS 100
Grading Method: Letter Grade or Pass/No Pass

GRPH 110 Introduction to Graphic Design
3.0 units
This course is an introduction to the theories, principles and processes of Graphic Design. Students develop visual communication skills and create digital artwork for printing, publishing and manufacturing industries. Topics include graphic design history; developing strong conceptual and production skills. Students work in a digital studio environment using Apple computers, current Adobe Creative Suite software and digital printing equipment.
Advisory: ART 110, or GRPH 108, or ART 108, or PHTO 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GRPH 111 Digital Imagery Lab
1.0 units

This course teaches students how to construct, edit and process digital images using Adobe Photoshop software and Apple Macintosh computers, color scanners, and digital color printers for a variety of black/white and color projects. Students will explore creative solutions to assignments and utilize current technology to develop and process digital images for various industries including printing, digital publishing, photography, animation and video editing.
Prerequisite: Completion of or concurrent enrollment inGRPH 112
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GRPH 112 Digital Imagery
3.0 units

Introduces students to the use of Apple computers and Adobe Photoshop for developing and editing digital images for use in graphic design, photography, web, video and motion graphics production. Students will learn raster image resolutions, file formats, color systems and professional creative practices for acquisition, creation, editing and processing for various industries including printing, digital publishing, animation, and video editing.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

GRPH 113 Digital Illustration
3.0 units

This course is an introduction to the field of illustration and vector-based drawing using Adobe Illustrator software and Apple computers. Emphasis will be placed on developing skills for producing graphics and illustrations for various commercial art marketplaces. Critical thinking and visual problem solving skills will be integrated with current digital illustration practices, tools and publishing technologies.
Advisory: GRPH 108, GRPH 110, or
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 114 Digital Illustration Lab
1.0 units

This lab provides opportunities to create and develop digital illustrations and graphic designs utilizing current Adobe Illustrator software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for graphic design and illustration projects for single and multi-color printing, publishing, and manufacturing processes.
Corequisite: completion of, or concurrent enrollment in GRPH 113
Advisory: CBIS 381
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 115 Digital Design and Publishing
3.0 units

This course examines digital publication design tools and processes. Students will explore the tools, apply design principles, and learn about industry best-practices used in developing artwork for single-page, multi-page and long-form documents. They will develop knowledge of digital prepress requirements for print production and digital publications utilizing current Adobe InDesign software and Apple computers. Other software used includes text editors, Adobe Photoshop and Adobe Illustrator.
Advisory: GRPH 110, or GRPH 112, or GRPH 113
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 116 Web Portfolio & Social Media
3.0 units

Introduces fundamental concepts, terminology and techniques to design and manage digital portfolios and develop brand identity for web and social media. Topics include designing for web and social media; presentation techniques for digital portfolios and using social media applications such as Facebook, Instagram, YouTube, Tumblr, and emerging social media platforms.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 117 Typography
3.0 units

This class is an investigation of the expressive potential of typography as a critical element of visual communication and digital media. Students will be introduced to the history of letterforms, elements of basic typography, typographic styles and production techniques. Projects focus on the mechanics of type design, visual appropriateness, and type legibility. Students explore the creative use of typography as a fundamental communication tool using both traditional and digital media. This 3 unit course is a lecture/lab combination and lab work is on Apple computers using current Adobe Creative Suite Software.
Advisory: GRPH 108GRPH 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

GRPH 118 User Interface Design
3.0 units

This course introduces students to the fundamental principles and practices of User Interface Design (UI.) Students will examine the role of text, navigational systems, visual representation, time, and human-centered design for interactivity and efficiency. Students are introduced to industry tools and methodologies for conceptualizing, designing, and testing interactive and user-centric interfaces. Specialized projects encourage students to develop organizing principles, workflows, prototypes, and interfaces that demonstrate the principles of Visual and Interaction Design and an understanding of different target platforms.
Advisory: GRPH 112, or GRPH 113
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

GRPH 120 Advanced Design for Publishing
3.0 units

This course is designed to advance the skills learned in GRAPH 115 to design for print and digital publishing systems. Production, management, and creative skills for printing and publishing processes are further explored using current versions of Adobe InDesign, Adobe Photoshop, Adobe Illustrator and other Adobe Creative Suite software. The lab experience allows for the development of complex projects in a professional publishing environment equipped with Apple Macintosh computers and high quality digital printers.
Prerequisite: GRPH 115
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 121 Advanced Design for Publishing Lab
1.0 units

This lab provides opportunities to plan, design, create and produce more advanced publication layouts utilizing current Adobe InDesign software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for multi-page documents and books for both print and digital publications.
Prerequisite: GRPH 115, GRPH 125
Corequisite: GRPH 120
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 125 Digital Design & Publishing Lab
1.0 units

This lab provides opportunities to design, create and produce a variety of publication layouts utilizing current Adobe InDesign software and Apple computers in a studio/lab environment. Students will explore the tools, techniques, and processes used in developing artwork for single page, multiple page and long-form documents for print production and digital publications.
Corequisite: GRPH 115
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 127 History of Graphic Design
3.0 units

A study of the development of visual communication in art, graphic design, illustration and popular culture. Emphasis is on the role of graphic designers and illustrators, the impact and interpretation of graphic images, symbols, and typography used in informative and persuasive media. The course is designed for graphics majors who want to transfer and is a Humanities elective for general education requirements.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

GRPH 129 Digital Tools for Visual Media
3.0 units

This course teaches the fundamentals of professional digital applications used in the creation and production of digital media across various channels. Students will apply art and design theory to create and edit vector graphics, digital images, designs for publishing, video, and web design. The course teaches basic computer skills, digital image capture, image manipulation, illustration, layout, time-based media, 3D, and emerging technologies and techniques for effective experiential design. The course is not open to students who are enrolled or have completed MMAC 129.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

GRPH 130 3D Modeling For Production
3.0 units

A study of 3D modeling as it applies to industrial design, packaging and animation. Topics include render theory and practices; and surface manipulation of objects. Polygonal and subdivision operations for 3D modeling will be stressed. 3D computer graphics will utilize programs such as Maya and Mudbox. Prior experience will raster and vector elements is desirable. This course is an elective for Applied Design/Media.
Advisory: GRPH 112, or GRPH 113
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

GRPH 189 Independent Projects in Graphics
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

GRPH 360 Applied Design Graphics Lab 1
1-1.0 units
This lab is designed to provide beginning level students the opportunity to refine and expand artistic and technical skills learned in ART 108, ART 107, GRPH 108, 110, 112, 113, 115, 116, 117, 118, 120, and/or 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple Macintosh computers and have access to digital printers.
Corequisite: Completion of, or concurrent enrollment in, any of the following: ART 107 or ART 108 or GRPH 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

GRPH 361 Applied Design Graphics Lab 2
1-1.0 units
This lab is designed to provide intermediate design students opportunities to refine and expand intermediate level artistic and technical skills learned in ART 107, ART 108, GRPH 108, GRPH 110, GRPH 112, GRPH 113, GRPH 115, GRPH 116, GRPH 117, GRPH 118, GRPH 120, and/or GRPH 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers.
Prerequisite: GRPH 360
Corequisite: ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

GRPH 362 Applied Design Graphics Lab 3
1-1.0 units
This lab is designed to provide advanced design students opportunities to refine and expand advanced level artistic and technical skills learned in ART 107, ART 108, GRPH 108, GRPH 110, GRPH 112, GRPH 113, GRPH 115, GRPH 116, GRPH 117, GRPH 118, GRPH 120, and/or GRPH 130. Students work on diverse imaging software including Adobe Creative Suite, Maya, and Mudbox on Apple computers and have access to digital printers.
Prerequisite: GRPH 361
Corequisite: Completion of or concurrent enrollment in any one of the following: ART 107 or ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 OR GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Pass/No Pass

H

HEAL - Health & Safety (NC)

HEAL 7021 Balance and Mobility
16-24.0 hours
This class is designed for older adults identified as low-to-moderate risk for falls. Class activities target specific balance problems in a challenging, but safe training environment. This class is not intended to replace physical therapy.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

HEAL 7101 Mature Driver Improvement
2-8.0 hours

The Mature Driver Improvement Course provides instruction on defensive driving and California motor vehicle laws. During this course, information is provided on (but not limited to) updates on rules of the road, the effects medication, fatigue, alcohol, visual and auditory limitations have on a mature driver's ability to safely operate a motor vehicle.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

HEAL 7103 Meditation: Beyond Relaxation
12-16.0 hours
Students develop consciousness to assess their own stress level and identify stressors, including their perceptions. A clear model of how the body and mind experience the stress reaction accompanies guided relaxation and meditation practice both in class and at home using video and audio recordings. Observations are journaled. Students who have taken the 4-week Stress Management course multiple times have reported, and display objective changes in their wellbeing, physical health, and social comfort levels.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Noncredit

HEAL 7104 Stress Management
4-8.0 hours
Stress is not bad for you, your reaction to it is! This course teaches you to be less susceptible to the negative physical and emotional reactions to life's stresses. Discover how to use stress to your advantage. Learn effective coping skills, communication skills, and relaxation exercises.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

HEAL 7105 Reduce Stress w/ Self-Hypnosis
16-18.0 hours

Self-Hypnosis, relaxation and concentration are introduced through the simple steps of induction, deepening, and the use of positive, present and progressive self-suggestion. Students will also develop a heightened sense of self determination and confidence that will benefit other aspects of life including health, study, community, work, and family.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

HED - Health Education

HED 100 Social and Personal Health & Wellness
3.0 units

Students will learn and synthesize information concerning the impact of the social determinants of health, including education, socioeconomic status, race, sexual orientation, disability and gender. Students are provided with a broad foundation of knowledge dealing with such social determinants in mental health, stress management, fitness, diet and weight control, prevention and control of communicable and non-communicable diseases, drugs and alcohol, first aid, cancer prevention and control, and the scope of, and access to community health services.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

HIST - History

HIST 101 World Civilizations to 1600
3.0 units

An interdisciplinary, multi-cultural exploration of the development of the great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian, and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for HUM 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 150
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

HIST 102 World Civilizations Since 1500
3.0 units

An interdisciplinary examination of the expansion, contraction, and conflicts of the major world civilizations from the 16th century to the present. Focus is on ideas, events, and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for HUM 102.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 160
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

HIST 103 East Asian Civilization
3.0 units

An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20th century including China, Japan, and South East Asia. Important ideas, events, and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for HUM 103.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
Grading Method: Letter Grade or Pass/No Pass

HIST 104 Western Civilizations to 1650
3.0 units

Surveys the origins, development, and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual, and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for HUM 104.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 170
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HIST 105 Western Civilization Since 1650
3.0 units

Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual, and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for HUM 105.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 180
Grading Method: Letter Grade or Pass/No Pass

HIST 107 U S History to 1877
3.0 units

A survey of United States history (New World exploration to 1877) and its method of research through critical thinking involving the economic, political, international, and ethnic factors fundamental for understanding the nation's origins and early development.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 130
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HIST 108 U S History from 1877 to Present
3.0 units

A survey of United States history (1877 to the present) through philosophic systems as related to critical thinking involving the political, ethnic, economic, and international factors fundamental for understanding the nation's growth since the Civil War.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 140
Grading Method: Letter Grade or Pass/No Pass

HIST 118 United States History
3.0 units

A brief survey of United States history (New World exploration to the present), and its method of research through critical thinking involving the economic, political, international, and ethnic factors fundamental for understanding the nation's origins and growth.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

HIST 119 History of California
3.0 units
The history of California from the earliest explorers to the present, with emphasis on major social and cultural themes.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

HIST 120 Chicano History
3.0 units

A historical survey of the Chicano residing in the southwest United States. The course provides an interdisciplinary survey of the Mexican American/Chicano heritage with emphasis on the contemporary experience in the United States. The course will include an analysis of the economic, political, social, and intellectual elements of the culture of the Mexican American/Chicano community, and a study of the changing relationship of the community to the general society of the United States. This course is not open to students who are enrolled in or have received credit for ES 120.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

HIST 121 African American History
3.0 units

This is a survey of the history of African Americans from their origins in Africa to the present covering the political, cultural, social, and economic experiences of African Americans. Students will encounter the social, economic, and legal institutions which characterized being black in the United States at various periods in the nation's history. Topics include African civilization, slavery, the Diaspora, abolition, reconstruction, segregation, Harlem Renaissance, Civil Rights Movement, African Americans in politics, and race in Modern America. This course is not open to students who are enrolled in or have received credit for ES 121.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HIST 138 Deaf History
3.0 units
A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art, and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for ASL 138.
Advisory: ENGL 514, or eligibility for ENGL 101
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Pass/No Pass

HIST 189 Independent Projects
0.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

HIT - Health Information Technology

HIT 135 Basic Medical Terminology
3.0 units

An introduction to medical terminology for body structure, body systems, and diagnostic work.
Covers prefixes, suffixes, word roots, and combined word forms. Includes instruction on spelling, definition, and pronunciation.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HLRC - Health Careers

HLCR 100 Introduction to Health Careers
1.0 units

This is an introductory course for students interested in pursuing a health-related career. It provides an overview of the various careers in allied health, including nursing, dental hygiene and more. Topics include career preparation and development, education pathway to licensing, job market trends, and skills and strategies for students to reach their full academic potential. Guest speakers include faculty in the allied health programs and working professionals in the health care industry.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

HLTH - Health (NC)

HLTH 7001 Personal Care Attendant I
32-36.0 hours

The course prepares students to assist patients and families with non-medically directed personal care; assist with home management activities; care for patients with dementia and Alzheimer's disease; and/or assist in the needs associated with end-of-life care.
Corequisite: HLTH 7002
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Noncredit

HLTH 7002 Personal Care Attendant II
16-18.0 hours
This is the corresponding laboratory course to the Personal Care Attendant program. It prepares students to assist patients and families with non-medically directed personal care; assist with home management activities; care for patients with dementia and Alzheimer's disease; and/or assist in the needs associated with end-of-life care.
Corequisite: HLTH 7001
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Noncredit

HLTH 7113 Think Like a Registered Nurse
16-36.0 hours
The course enables development of clinical thinking processes in dealing with health-related situations. It is based on National Council of State Boards of Nursing recommendations, Benner's Novice-to-Expert Model, Tanner's Model of Clinical Judgment, and clinical judgment competencies.
Corequisite: Any RN courses
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Noncredit

HLTH 7114 Think Like a Vocational Nurse
16-18.0 hours
The course enables development of clinical thinking processes in dealing with health-related situations. It is based on National Council of State Boards of Nursing recommendations, Benner's Novice-to-Expert Model, Tanner's Model of Clinical Judgment, and Caputi's Clinical Judgment Competencies.
Corequisite: Any VN nursing course
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Noncredit

HLTH 7200 CR Central Service Technician Concepts
90-100.0 hours
This theory course covers the required knowledge, skills, and professional behaviors of the central service technician. It includes medical terminology, anatomy, microbiology, regulations and standards, and infection prevention as these apply to decontamination, cleaning, and disinfection of surgical instrumentation and complex surgical instruments. It emphasizes specific processes like assembly and packaging, sterilization, storage, and transport as well as monitoring and record keeping and quality assurance.
Corequisite: HLTH 7201
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Noncredit

HLTH 7201 CR Central Service Technician Applications
400.0 hours

This laboratory course reinforces all the concepts in the theory course. The student will apply these concepts, practice with equipment, and perform hands-on work experiences including decontamination, preparing and packaging instruments, sterilization and disinfection, storage and distribution, quality assurance processes, and equipment. The course meets the required hours of work experiences to be eligible for certification examination.
Corequisite: HLTH 7200
Acceptable for credit: Non-Transferable
Course Offered: Fall

HOEC - Home Economics (NC)

HOEC 7003 Quick Meals With Whole Foods
0.0 hours

Explore the use of whole foods to prepare quick, nutritious meals. Learn fast ways to achieve a nutritious diet using the microwave oven, wok, pressure cooker, food processor, bread machine, and other basic, kitchen appliances.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

HOEC 7004 Meals for Home Entertainment
0.0 hours

Learn basic food preparation techniques to successfully plan and execute an entertaining home dining event. Discussion topics include meal planning, food purchasing, preparation techniques, garnishes, serving, and food-safety procedures.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

HOEC 7007 Cultural Aspects of Food
8-12.0 hours

Learn to cook culinary specialties of many lands and enjoy new taste experiences while learning about the social, economic, and nutritional significance of food customs. Prepare and sample authentic international dishes. Different cuisines of the world are explored each semester including but not limited to Mediterranean, Mexican, Caribbean, Greek, and Thai.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Noncredit

HOEC 7009 Holiday Cookies & Candy
3-12.0 hours

Share in the holiday festivities by learning dozens of recipes for traditional favorites, new creations, and international cookies and candy. Basic procedures of baking and shaping to produce drop, shaped, spiral, bar, and layered cookies are practiced. Also learn to use various fillings and icings for more creative baking. This class is open to beginning-through-advanced bakers.

HOEC 7011 Holiday Foods: The Easy Way
64-72.0 hours
Holiday dishes for seasonal celebrations can be prepared faster, tastier, and more nutritiously with the aid of a microwave oven and other time-saving techniques. Prepare and sample a range of holiday foods such as Fruited Pork Roast, Turkey Breast with Cranberry Glaze, Wild Rice Medley, Pecan Pie, Twice-Baked Sweet Potatoes, Chocolate Bourbon Balls, and Dickens' Plum Pudding.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

HOEC 7030 Chocolate Desserts
3-12.0 hours
Learn new ways to indulge your loved ones' chocolate desires. Make chocolate lava cake, a chocolate caramel tart, chocolate chip brownies, and chocolate cups. Basic candy-making methods and proper handling of chocolate are covered. Decorative chocolate work, including chocolate leaves, cups, and cutouts are demonstrated.
Acceptable for credit: Non-Transferable

HOEC 7035 Light Cooking for 1-2 People
8-8.5 hours
Preparing a healthy meal can be easy, economical, and creative. Learn techniques to make it easy to cook smaller portions, prepare a creative and healthful menu, cook and store meals, plan leftovers, and take advantage of value pricing.
Acceptable for credit: Non-Transferable

HOEC 7036 Tarts: Sweet and Savory
3-12.0 hours
Combinations for tart crusts and fillings are countless. Learn to prepare tarts and tartlets, including blind baking, baked fillings, custards, ganache, mousse, pastry cream, frangipane, and fruit fillings.

HOEC 7100A Beg Clothing Construction
60-68.0 hours
This course presents successful sewing techniques using current methods and technology in custom and speed-clothing construction. Students also learn about pattern and fabric selection, fitting garments, proper use of tools and equipment, and construction techniques appropriate to various fabrics and garments.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

HOEC 7101A Clothing Construction 2
60-68.0 hours
Building on the basics, a wider variety of techniques are demonstrated for greater creativity and problem solving while working with a broader range of styles and fabrics. With the goal of gaining confidence and skill, students practice with special sewing machine feet, the overlock/serger, creative stitches, and special tools.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7102A Sewing Studio Open Lab
64-72.0 hours
Sewing projects are selected by the student and developed under the guidance of an instructor. The lab provides students with individualized practical application of garment construction and fitting. Emphasis will be placed on comparative methods and techniques.
Acceptable for credit: Non-Transferable

HOEC 7103A Clothing Alterations
60-68.0 hours

Students develop practical skills in fitting, altering, and restyling ready-to-wear clothing for women, men and children. Students learn the basics of altering clothing for clients, with an emphasis on building speed and increasing fit expertise. Client relations, pricing of services and further education needed to own an alterations business are discussed.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7105A Sewing With Special Fabrics
60-68.0 hours

Students explore the history and characteristics of a wide range of fabrics including silk, faux fur, leather, lace, and many more, to understand how to use these special fabrics effectively in clothing design and construction. Students learn how to select styles, choose tools, and apply specialized sewing methods for each fabric.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7106 Modern Tailoring Techniques
60-68.0 hours

Students practice tailoring techniques that are faster and easier than traditional tailoring methods, yet yield professional, well-fitting results. Through use of fusible interfacings, fashion industry short cuts, precise sewing, and couture details, students create a custom-made, tailored jacket that will provide many years of use.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

HOEC 7108A Serger Sewing
45-51.0 hours

Students of all sewing levels learn how to use a home serger/overlock and coverstitch machine to achieve professional looking seams, hems, and garment details while significantly saving time and effort. Students start with the basics of threading and adjusting tension and advance to creative techniques of embellishing with decorative threads.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7110A Embroidery Machine Basics
45-51.0 hours

Course introduces the basics of using a computerized, home embroidery machine to produce professional results that rival those seen in stores. Using stabilizers, selecting threads, combining designs and making templates are demonstrated. Methods of using the machine to create appliques, lace, and fine cutwork are practiced.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7111A Creative Sewing
45-51.0 hours

Students develop general sewing techniques and skills necessary for well-fitting garments and desirable gifts. Students increase confidence as they develop talent in combining fabric and sewing skills with art for creative expression. Students may select projects of their choice or those provided by the instructor.
Grading Method: Noncredit

HOEC 7112A Clothing Construction 3
60-68.0 hours
Students learn how to plan, fit, and sew challenging projects that may include tailored garments, formalwear, or students' own designs. Building support and shape into garments, customizing patterns and applying couture and designer techniques are practiced. Surface embellishment and structural design features are shown to inspire student creativity.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7115A Fitting & Pattern Alterations
60-68.0 hours
Students learn to recognize perfect fit and apply a logical system of measuring, altering patterns and fitting garments for any body type. Students create a master bodice and skirt or pants pattern that to use as a reference point for quickly altering any other pattern, or as a master pattern for custom designs.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7151A Quilting
48.0 hours
Learn the art of quilting! Explore traditional methods, new techniques, appliqué, speed-piecing, and a variety of finishing techniques. Create pillows, wall hangings, samplers, bed quilts, or work on an individual project. Beginning-to-advanced students are welcome.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

HOEC 7164A Crochet and Knitting
48-54.0 hours
Learn basic through advanced knitting and crochet stitches and their combinations, how to read patterns, how to make garments, plus other needle arts as requested. Materials and project ideas are discussed at the first class. All experience levels welcome.

HOEC 7164B Crochet and Knitting
24-27.0 hours
Learn basic through advanced knitting and crochet stitches and their combinations, how to read patterns, how to make garments, plus other needle arts as requested. Materials and project ideas are discussed at the first class. All experience levels welcome.

HOEC 7201A Home Construction and Decor
32.0 hours
This course is designed to introduce students to the various environmentally-friendly materials and green options available today in modern home construction. Whether building or remodeling, this course helps students make informed decisions about home materials including aesthetic characteristics of paint, flooring, textiles, window treatments, and cabinets.
Course Offered: As Needed
Grading Method: Noncredit

HOEC 7202A Decorative Painting: Interiors
45.0 hours
This course introduces various decorative painting techniques that can be achieved with water-based paints. Students discuss and practice the following techniques: surface textures, antiquing, crackling, distressing, stenciling, wood graining, marbleizing, and simulated granite applications. Design elements and various media and surfaces are presented to enable students to develop skills for personal use or practice the profession at a beginning level.
Course Offered: As Needed
Grading Method: Noncredit

HOEC 7400 Estate Planning
3-9.0 hours
It is never too soon to have your estate in order. Learn more about advanced health care directives, durable powers of attorney, wills, trusts, and probate. Understand why these items are necessary and how to make informed decisions about health and financial issues.

HOEC 7401 Planning for Retirement
3-9.0 hours
Get the most out of your retirement saving plans! This class is designed for working people and their partners who are saving for retirement. Learn how 401(k)s, 403(b)s, SEP-IRAs, and other retirement plans work. Learn how to maximize your retirement benefits.

HOEC 7403 Investment/Stock Market Basics
3-9.0 hours
Regardless of your financial situation or goals, you need to know about the power of investing. Learn how to increase investment income while reducing taxes on those investments. Learn about stock market basics, and how to focus on financial goals, whether saving for children's education or planning for retirement.

HOEC 7404 A Woman's Guide to Finances
9.0 hours
Women have many of the same financial goals as men, but often face a different set of challenges when working toward those goals. Students learn how these challenges can affect women's financial futures and how to overcome them. Basics of money management, investing, estate planning, and tools to increase financial wealth are covered.

Hospitality Management

HOSP 110 Sanitation and Safety
3.0 units

An overview of basic concepts of personal and institutional sanitation and safety as applied to food service with special emphasis on the role of the food supervisor/manager in maintaining sound practices. The course also covers the concepts of sanitation and safety as related to the selection, layout, and use of equipment and examines current recommended practices including local, state, and federal regulations. This course is not open to students who have received credit for CA 110.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HOSP 118 Beverage Management
1.0 units

A study of managing bar and beverage service for profit. Types of beverages (including mixology), equipment, sanitary operations, staffing, promotions, purchasing, storage, inventory, and pricing strategies are discussed. This course is not open to studnets who have recieved credit for CA 118.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

HOSP 120 Hospitality Cost Control
3.0 units

A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing, and producing food products. Principles and procedures for the management of institutional, restaurant, and catering food service settings are examined. This course is not open to students who have received credit for CA 126.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

HOSP 129 Catering and Events Management
3.0 units

Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination, and evaluation of events. Major emphasis is on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, marketing, and client relations.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

HOSP 130 Introduction to Food and Beverage Management
3.0 units

A study of food service operations, procedures, and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating, and promotion of employees.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

HUM - Humanities

HUM 101 World Civilizations to 1600
3.0 units

An interdisciplinary, multicultural exploration of the development of the great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian, and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 150
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

HUM 102 World Civilizations Since 1500
3.0 units

An interdisciplinary examination of the expansion, contraction, and conflicts of the major world civilizations from the 16th century to the present. Focus is on ideas, events, and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or who have received credit for HIST 102.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 160
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

HUM 103 East Asian Civilization
3.0 units

An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20th century: China, Japan, and South East Asia. Important ideas, events, and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 103.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Pass/No Pass

HUM 104 Western Civilizations to 1650
3.0 units

Surveys the origins, development, and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual, and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for HIST 104.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 170
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUM 105 Western Civilization Since 1650
3.0 units

Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual, and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for HIST 105.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: HIST 180
Grading Method: Letter Grade or Pass/No Pass

HUSV - Human Services

HUSV 101 Introduction to Human Services: Becoming a Helping Professional
3.0 units

An introduction to a variety of aspects relating to human service helping professionals, including required education/training, certification/licensure, ethical/legal issues, motives, values, cultural sensitivity/competency, special populations, life transitions, transference/countertransference, boundary issues, stress, burnout, and self-care.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 102 Case Management Skills
3.0 units

An introduction to basic concepts and skills of case management with diverse populations including cultural competence, ethics, intakes, assessment, case planning, referrals, implementation and documentation.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 103 Basic Counseling Skills
3.0 units

Introduction to counseling skills for the human services worker with applications to different work settings and diverse populations.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 104 Group Dynamics
3.0 units

Explores the process and content of counseling groups and families. Topics include developmental stages of groups, group formation, constructive and ineffective processes, behavioral ground rules, interventions, entry into and exit from groups, ethics, cultural and ethnic diversity, documentation of client behavior, and self-awareness in group situations.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 106 Family Systems, Addiction & Trauma
3.0 units

Examines family systems dynamics and intergenerational transmission of addiction, and the interacting effects of these phenomena with abuse and psychological trauma.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 107 Serving Culturally Diverse Clients
3.0 units

Survey of culturally competent strategies and approaches for working in human service settings with clients who are culturally, ethnically, and physically diverse.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 108 Crisis Intervention Skills
3.0 units

Training in basic crisis intervention skills and application of these skills to a wide range issues, situations, and settings including domestic abuse, suicide, sexual assault, addiction, post traumatic stress, and losses including deaths.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 110 Alcohol, Other Drugs, and Addiction
3.0 units

An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use, major categories of drugs, use/misuse/addiction, and approaches to prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for SOC 106 or PSY 106.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/a
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 111 Addiction Treatment and Recovery
3.0 units

Survey of the theory, practice, and process of addiction treatment including such topics as ethics; assessment and diagnosis; planning; case management; cultural diversity; counseling strategies; aftercare; motivational interviewing; harm reduction; and relapse prevention.
Advisory: HUSV 102HUSV 103HUSV 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

HUSV 112 Motivational Interviewing and Nonconfrontational Approaches
3.0 units

This course presents a non-confrontational communication approach, Motivational Interviewing, designed to facilitate change in people who suffer from substance use, mental health, medical health, and lifestyle problems. The course presents theory and provides opportunities to practice evidence-based communication skills.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 113 Women and Addiction
3.0 units

An overview of major issues related to women who have substance use problems and disorders. Topics include effects on pregnancy, drug-exposed children, family relationships, feminist issues, women's reactions to substances, and women's specific addiction treatment needs.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 120 Human Services (General) Practicum
2.0 units

Taken together with HUSV 121, HUSV 120 is the capstone course of the Human Services (General) Certificate or degree. Provides students with supervised work experience in a social service or interpersonal helping agency or facility (2 units 120-150 hours) required. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling.
Limitation on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling.To participate in Cooperative Work Experience in HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping field or related field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 121 Human Services (General) Practicum Seminar
2.0 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is enrolled in HUSV 120.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 122 States Of Consciousness
3.0 units

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociative disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for PSY 122 or ANTH 122.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 126 Meditation, Mindfulness, and Stress Reduction
3.0 units

An introduction to the practices of meditation, mindfulness, and stress reduction including their origins in both Western and non-Western cultures, and their physiological and psychological benefits.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 127 Emotional Intelligence
3.0 units

An introduction to Emotional Intelligence - a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states "hijack" people's behavior, and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This course is not open to students who are enrolled in or who have received credit for PSY 127.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 128 Positive Psychology
3.0 units

An introduction to the psychological study of the positive, adaptive, creative, and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive, and well adjusted. This course is not open to students who are enrolled in or who have received credit for PSY 128.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 130 Addiction Studies Practicum
4.0 units

Taken together with HUSV 131, HUSV 130 is the capstone course of the Addiction Studies certificate or degree. Provides students with practicum/supervised work experience in an addiction treatment program or facility (4 units/240-300 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling.
Limitation on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 130: (1) Students must volunteer or work in the addiction treatment field, (2) Students must be able to become involved in a new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 130 may earn 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 131 Addiction Studies Practicum Seminar
2.0 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Addiction Studies. Designed for the student who is concurrently enrolled in HUSV 130. (F,S)
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 132 Drugs, the Brain and the Body
3.0 units

Provides an overview of the pharmacology of drugs in substance use disorders with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug use and addiction. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance use disorder treatment modalities. This course is not open to students who are enrolled in or have received credit for PSY 132.
Advisory: HUSV 110, or SOC 106, or PSY 106
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

HUSV 135 Ethics for Human Services Professionals
3.0 units

An in-depth exploration of professional ethical standards for human services professionals, emphasizing confidentiality, privileged communication, dual/multiple relationships, professional boundaries, issues of abuse and neglect, the responsibilities and duties of professionals in helping relationships, and the differences between personal and professional relationships.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 140 Co-Occurring Disorders Practicum
2.0 units

Provides students with a combination of practicum/supervised work experience in a helping agency or facility that serves clients with co-occurring substance use and mental disorders (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling.
Limitation on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 140: (1) students must be volunteering or working in the social services or interpersonal helping or related field focusing on the needs of persons with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.Students enrolled in HUSV 140 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid. 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 141 Co-Occurring Disorders Practicum Seminar
2.0 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who is concurrently enrolled in HUSV 140.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 142 Co-Occurring Disorders: Engagement
3.0 units

Concepts, definitions, and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or who have received credit for PSY 142.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 143 Co-Occurring Disorders: Integrated Interventions
3.0 units

A study of the intervention to benefit persons who have both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or who have received credit for PSY 143.
Advisory: HUSV 142, or PSY 142
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

HUSV 145 Effective Writing for Human Services
3.0 units

A course designed to enable helping professionals and human service workers to prepare written documentation accurately, correctly, and in a professional manner.
Advisory:
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

HUSV 150 Family Studies Practicum
2.0 units

Taken together with HUSV 151, HUSV 150 is the capstone course of the Family Studies Certificate. Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of families and children (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements for the certificate prior to enrolling.
Limitation on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling.Permission of instructor is required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience in HUSV 150: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 150 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 151 Family Studies Practicum Seminar
2.0 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Family Studies. Designed for the student who is enrolled in HUSV 150.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 160 Family Service Worker 2 Practicum
2.0 units

Taken together with HUSV 161, HUSV 160 is the capstone course of the Family Service Worker 2 Certificate. Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of family and children (2 units/120-150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling.
Limitation on Enrollment: NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. To participate in Cooperative Work Experience in HUSV 160:(1) students must volunteer or work in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 161 Family Service Worker 2 Practicum Seminar
2.0 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to the Family Services Worker 2 certificate. Designed for the student who is enrolled in HUSV 161.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

HUSV 170 Concurrent Human Services Practicum
2-4.0 units
Allows students to expedite degree or certificate completion by undertaking an additional practicum concurrently with one of the Human Services program internships (HUSV 120, 130, 140, 150, or 160). Provides students with a combination of practicum/supervised work experience in a social services or helping setting (2-4 units/120-300 hours required). The internship course in which the student is concurrently enrolled provides a seminar format in which to discuss, analyze, and critically evaluate their experience in this practicum. Permission of instructor is required. This course may not be used to meet the internship requirement for the Addiction Studies degree/certificate.
Limitation on Enrollment: Number of times course can be repeated: Students enrolled in Cooperative Work Experience may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. Permission of instructor required. For students undertaking a second or second and third practicum concurrently with an internship (HUSV 120, 130, 140, 150, or 160). To participate in Cooperative Work Experience in HUSV 170: (1) students must volunteer or work in a social service or helping field, (2) students must be able to become involved in new or expanded responsibilities on the job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 170 may earn 2-4 units of credit by completing 120-240 hours of work experience if unpaid or 150-300 hours if paid. Completion of HUSV 170 concurrently with HUSV 120, 130, 140, 150, or 160 will meet the internship requirement for the Human Services (General) degree or certificate or the Co-Occurring Disorders or Family Studies or Family Service Worker 2 certificates, depending on the completion of remaining degree or certificate requirements.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

HUSV 189 Independent Projects in Human Services
1-3.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

I

INTD - Interior Design

INTD 149 Work Experience Education
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

INTD 170 Interior Design
3.0 units

Fundamentals of interior design and furnishings including application of the elements and principles of color and design, space planning, selection, and arrangement of decorative materials, and the organized selection of furnishings and materials. Involves solving individual design problems, considers consumer and socioeconomic factors, and includes graphic materials and drafting skills used in the organization and presentation of projects.Course not open to students who enrolled in and received credit for FCS 170.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

INTD 171 Interior Design Materials
3.0 units

Analyzes and evaluates products and materials used in interior design, and applies selection criteria to their specific uses. Emphasis is placed on cost, estimations, and resources for furniture, floor and wall coverings, window treatments, architectural finishes, lighting fixtures, and accessories. Course not open to students who enrolled in and received credit for FCS 171.
Advisory: MATH 521
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

K

KIN - Kinesiology

KIN 100 Introduction to Kinesiology
3.0 units

An introduction to the discipline of kinesiology including the importance, philosophy, history, and biomechanics of human movement. Students will be exposed to various professional opportunities available to those pursuing an education in the field of exercise science. Students will also examine ways of understanding and studying human movement and its role and significance in daily life.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: KIN 100
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

KIN 128 Sport Psychology
3.0 units

This course is a survey of current theoretical perspectives, research, and the application of techniques related to psychological factors in the field of sport. Subject areas include the history and foundations of sport psychology, theories of motivation, group dynamics, psychological theories of stress and arousal, the role of demographic characteristics (e.g., gender, race, and ethnicity), self-efficacy, attention, emotion, and leadership. Relevant current literature in the field may be used as supplemental material. The course is not open to students who are currently enrolled or have received credit for PE 128.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

L

LBRY - Library Skills

LBRY 110 Internet Research Skills
3.0 units

This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers free Internet search tools as well as subscription databases and emerging technologies. Searching strategies are covered as are techniques for selecting appropriate search tools for different research needs. Historical and social issues surrounding the Internet are also discussed. This course will also discuss the use of Internet technologies in libraries.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

LBRY 170 Research Methods
2.0 units

Presents effective methods for research to locate, critically evaluate, and ethically use information from a variety of print, non-print and online resources. Students will learn research skills and strategies for college term papers and life-long learning while exploring the changing world of information.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

LBRY 180 Advanced Research
3.0 units

This course presents advanced research methods with an emphasis on learning how to use research to locate, critically evaluate, and ethically use information from a variety of print, non-print and online resources. Emphasis is placed on the effective use of research tools and critical analysis. This course will include in-depth explorations of research resources such as article databases and will include analysis of structural and pedagogical ramifications of taxonomies.
Prerequisite: LBRY 170, or ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

LDER - Leadership

LDER 111 Principles and Practices of Student Government
3.0 units

An introduction to leadership and skills associated with effective leadership. Topics include parliamentary procedure, group dynamics, planning and conducting activities. Self awareness, cultural differences, ethics, communications skills, motivation, delegation and time management as related to organizational structure are emphasized.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

LDER 112 Practices and Application of Leadership Principles
3.0 units

Provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building, and activity/event planning are emphasized. Participation in ASBG meetings and activities is required.
Prerequisite: LDER 111
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

LE - Law Enforcement

LE 310 Introduction to Law Enforcement Academy (Pre-Academy)
1.0 units

An orientation course designed to prepare students for the Law Enforcement Academy. A series of self-assessment activities and exercises will help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students will participate in activities designed to simulate the Allan Hancock College Law Enforcement Academy to assess individual emotional, mental and physical readiness for the Academy. Students with pre-existing injuries or disabilities or who have physical, emotional or mental limitations should contact the course coordinator or college student services office for advisement.
Limitation on Enrollment: Admission by application.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

LE 318 Traffic Collision Investigation
0.5 units

This P.O.S.T. certified course provides field officers with advanced knowledge and skills for investigating traffic collisions. Emphasis will be upon documenting information and evidence at the collision scene. Participants will learn and demonstrate in practical simulations effective procedures for conducting preliminary traffic collision investigations. The course satisfies the mandates of California Vehicle Code 40600(a).
Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Must possess a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 320 Basic Law Enforcement Academy
22.5 units

This course is designed to satisfy the State of California Commission on Peace Officers Standards and Training (POST) requirements for basic law enforcement recruit training. It is presented in an environment of serious study, rigorous physical training, and strict law enforcement disciplinary procedures. The course is open to newly hired peace officers and other qualified students interested in employment as a law enforcement officer. Students who successfully complete the academy are awarded a certificate that qualifies them to be employed as law enforcement trainee by any California POST certified law enforcement agency. (F,S)
Advisory: ENGL 306PE 141
Limitation on Enrollment: Students who are not sponsored by a law enforcement agency must complete the 18 hours Pre Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

LE 321 Basic Law Enforcement Academy 1A
10.0 units

The first in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The Basic Law Enforcement Academy consists of LE 321 and LE 322. Both courses must be completed within the same semester. The package is designed to satisfy the training requirements for the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training (POST). Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures.
Advisory: ENGL C1000, LE 310
Limitation on Enrollment: Students who are not sponsored by a law enforcement agency must complete the 20 hours Pre Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

LE 322 Basic Law Enforcement Academy 1B
10.0 units

The second in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The Basic Law Enforcement Academy consists of LE321 and LE322. Both must be completed within the same semester. The package is designed to satisfy the training requirements for the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training. Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures.
Prerequisite: LE 321
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

LE 329 State Hospital Peace Officer
17.0 units

This course delivered over fifteen weeks provides the student with the basic knowledge and skills for entry into the on-the-job training program for peace officers at state hospitals such as Atascadero State Hospital. To enroll, students need to meet the State-required minimum qualifications for employment as a State Hospital Peace Officer, complete a 40-hour Arrest and Control Course (LE424, or equivalent at another institution), and have a Department of Justice clearance letter to possess a firearm. The course is presented in an atmosphere of serious study and standard law enforcement discipline.
Prerequisite: LE 424, or Completion of a 40 hour arrest and control course completed at another institution, or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Students must possess a valid driver's license; meet the state required minimum qualifications for State Hospital Peace Officer, and have a Department of Justice clearance letter to possess a firearm.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 330 Core Custody Academy
14.0 units

The Core Custody Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a custody officer by a law enforcement agency or currently employed as such. Core refers to the description of the job as it relates to the overall mission of the adult corrections officer job and its place in the criminal justice system and from the state-wide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course with para-military discipline. Students attending the academy will be physically challenged, faced with solving complex problems in a stressful, disciplined and structured environment. Student will understand the roles and functions of the adult criminal justice system and its processes. Students will demonstrate problem solving strategies for addressing criminal behavior in a custody setting.
Advisory: PE 141 and ENGL 306
Limitation on Enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a high school graduate, pass the GED, the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; 6) complete a medical suitability examination; and 7) complete a Personal History Statement and interview prior to start of class.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

LE 341 Emergency Vehicle Operations/Non-Law Enforcement
0.5 units

An emergency vehicle operators course for those working in non-law enforcement public safety disciplines. The student will learn defensive driving and handling techniques in the classroom setting and through field examples.
Corequisite: Enrollment in a public safety academy, or equivalent training, as determined by the Director Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Must possess and show proof of a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Pass/No Pass

LE 351 Field Training Officer
2.5 units

This P.O.S.T. certification 40-hour course provides students with the P.O.S.T. Field Training Officer requirements, training techniques, and methodologies for officers assigned to train and supervise new field trainees.
Prerequisite: Satisfactory completion of a P.O.S.T. (State of California Commission on Peace Officers Standards and Training) certified basic law enforcement academy, or certified Standards and Training for Corrections (STC) academy or equivalent training as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 352 Field Training Officer Update
1.5 units

This P.O.S.T. certified 24-hour course meets the tri-annual update requirements for Field Training Officers assigned in P.O.S.T. certified Field Training Programs. F.T.O.s will receive updated information and methods regarding teaching and training skills, leadership, ethics, legal requirements, standardized evaluation guidelines, and current curriculum and methods used in Law Enforcement Academy.
Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

LE 353 Field Training Administrator
1.5 units

This P.O.S.T. certified 24-hour course meets the requirements for law enforcement agency personnel assigned as Supervisors, Administrators, or Coordinators (S.A.C.s) of P.O.S.T. approved Field Training Programs. Course curriculum includes P.O.S.T. requirements, roles and responsibilities, contemporary adult learning, legal and liability issues, evaluations and documentation, and program management methods and strategies.
Prerequisite: P.O.S.T certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

LE 354 Training Management Update
1.5 units
This POST certified 24-hour course is designed to update the law enforcement agency training manager or coordinator with changes in regulations and case law, challenges, opportunities, and trends in the training environment.
Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade Only

LE 355 Leadership Development
2.5 units
This P.O.S.T. and STC certified 40-hour course is designed to prepare students for a leadership position within a law enforcement agency. It is offered in two formats: one day per month for five months, or five consecutive days. Course curriculum includes leadership concepts and roles, organizational change, liability issues, performance evaluations, disciplinary processes, group dynamics, ethical decision making, community policing, and oral board preparation and exercise.
Prerequisite: P.O.S.T. certified basic law enforcement academy or Standards and Training for Corrections (STC) certified training academy, or equivalent training as determined by the Director Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

LE 356 Crime Scene Investigation
2.0 units
This POST certified course provides advanced instruction and "hands-on" application in photographing, protecting, processing, and documenting crime scenes as well as the proper methods of the handling of associated physical evidence. This course satisfies the requirement for the universal elective for ICI certification pursuant to California Penal Code 13519.9.
Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

LE 357 Instructor Development
2.5 units
This P.O.S.T. certified 40-hour course provides the essential instructional and facilitation skills and strategies for those interested in being an instructor in a law enforcement or public safety related training program. The P.O.S.T. Academy Instructor Certification Course (A.I.C.C.) meets the initial training requirement for instructors in the Regular Basic Course (Law Enforcement Academy) as well as the tri-annual recertification training requirement.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

LE 360 Arrest & Control/Emergency Vehicle Operations Course
0.5 units

Short-term training courses focusing on specialized law enforcement instruction in arrest and control and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On the track driving is used. May be repeated as often as necessary for purposes of recertification.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Must possess a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 361 Force Options Simulator Emergency Vehicle Operations Course (EVOC)
0.5 units

Short-term training course focusing on specialized law enforcement instruction in force options simulator and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification.
Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Limitation on enrollment: must possess a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 362 Law Enforcement Driving Simulator/Emergency Vehicle Operations
0.5 units

Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On the track driving and driving simulators are used. May be repeated as often as necessary for purposes of recertification.
Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Must possess a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 363 Force Options Simulator/Arrest and Control
0.5 units

Short-term training courses focusing on specialized law enforcement instruction in force options simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 364 Law Enforcement Driving Simulator/Arrest and Control
0.5 units

Short-term training courses focusing on specialized law enforcement instructions in law enforcement driving simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. Driving simulators will be used. May be repeated as often as necessary for purposes of recertification. Arrest and control consists of a comprehensive update and review of arrest and control skills and methods.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 365 Law Enforcement Driving Simulator/Force Options Simulator
0.5 units

Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and force operations simulators. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. Driving and force option simulators will be used. May be repeated as often as necessary for purposes of recertification.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Must possess a valid driver's license.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 366 Emergency Vehicle Operations Course
1-1.0 units

This course focuses on law enforcement emergency vehicle operations. Topics will be identified on a periodic basis in conjunction with law enforcement agencies.
Prerequisite: POST certified basic law enforcement academy or equivalent training as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

LE 367 Arrest & Control Update
0.5 units

Course consists of a comprehensive update and review of arrest and control skills and methods, including safety, liability, control techniques, handcuffing and searching, grappling, and pugilistic. Variable unit range course.
Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 368 Law Enforcement Agency Emergency Vehicle Operations Course Training
1.0 units

This course is designed to satisfy POST requirements for basic training in vehicle operations for Recruits/ Cadets enrolled in a POST certified Law Enforcement Academy. The student will learn defensive driving principles and techniques, recognize that emergency response (Code 3) driving demands a high level of concentration and instant reactions, understand that a vehicle pursuit is never more important than the safety of officers and the public, and be proficient in the operation of the emergency vehicle and understand dynamic forces.
Corequisite: Must be enrolled in a State of California Commission on Peace Officers Standards and Training (P.O.S.T.) certified Law Enforcement Academy.
Limitation on Enrollment: Must possess a valid driver's license to operate a motor vehicle within the State of California.
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

LE 370 Arrest and Control Instructor Update
1.5 units

Course consists of review and update of arrest and control skills, teaching and training methods including safety, liability, control techniques, handcuffing and searching, grappling, and pugilistic. Previous state certification as an Arrest & Control Instructor is required. May be repeated as often as necessary for purposes of recertification.
Prerequisite: P.O.S.T. and Standards and Training for Corrections certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 371 Arrest and Control Instructor Certification Course
5.0 units

This P.O.S.T. and STC certified course is designed to prepare the student as an instructor in arrest and control methods and meets the P.O.S.T. training requirements for Arrest and Control Instructors pursuant to regulations 1070/1082 for arrest and control courses.
Prerequisite: P.O.S.T. and Standards and Training for Corrections certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade Only

LE 372 Physical Training Instructor
2.5 units

This P.O.S.T. certified course is designed to prepare the student as an instructor in physical training methods and meets the P.O.S.T. training requirements for Law Enforcement Basic Academy Physical Training Instructors pursuant to regulation 1070/1082 for the regular basic course.
Prerequisite: P.O.S.T. certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

LE 390 Driver Awareness Instructor
0.5 units

This course is designed to prepare the student to become an instructor for a law enforcement driver awareness course involving slow skills driving. This course covers the dynamics of emergency and law enforcement vehicle operations including defensive driving, to enhance the safety and raise the skill level of peace officers in California. Students will learn to implement and instruct the basic skills that can be incorporated into all vehicle operation. Students who complete this course can then take the Driver Training Instructor 40-hour course (LE 391).
Advisory: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Students must I) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of I8 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 391 Driver Training Instructor
1.0 units

Course is designated to teach skills and techniques necessary to effectively provide instruction in Driver Training courses focused on Emergency Driving, Emergency Vehicle Operation, and Law Enforcement Pursuit Driving
Advisory: LE 390, POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Students must I) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of I8 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 421 Complaint Dispatcher
8.5 units

Emphasizes the responsibilities and tasks of the public safety dispatcher in law enforcement and fire agencies. Students learn and demonstrate in practical simulations acceptable telephone and radio procedures as well as effective decision-making.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade Only

LE 424 PC 832 Arrest
2.0 units

This course is a survey of the laws of arrest, search and seizure, and use of force. Course includes skill development and assessment of physical arrest and control methods. Meets all requirements for certification under California Penal Code section 832 in laws and methods of arrest for limited function peace officers and other public officers as required by statute.
Limitation on Enrollment: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

LE 425 PC 832 Firearms
0.5 units

This course is a basic knowledge and skills course in firearms for peace officers newly assigned to carry a firearm in the course of their duties. Course includes skill development and assessment of fundamentals of shooting, firearms nomenclature, maintenance, and safety. Meets requirements for certification under California Penal Code section 832 for limited function peace officers to carry and use firearms as required by statute. Presented over three consecutive days including two full days on a local firing range. (F,S,U)
Limitation on Enrollment: Freedom from illness or disability that would prevent the student from safely participating in live fire shooting activities. Students not employed (as a peace officer) or sponsored by a California law enforcement agency are required to obtain a CA Department of Justice (DOJ) Firearms Clearance (PC13511.5).
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

LE 426 Patrol Rifle Course
0.5 units

Patrol Rifle Course, long/short barrel, meets POST 1081 Mandate and Penal Code section 33220(b). P.O.S.T. describes this course as a rifle course part II. The course covers law update, review of use of force issues, agency policies, mission, safety issues, nomenclature, specifications, capabilities, firearm care, breakdown, and cleaning, tactical considerations, skill development and qualifications.
Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Students must I) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of I8 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade Only

LE 427 Bicycle Patrol
1.5 units

Provides instruction on the skills necessary to properly use a bicycle for patrol, including bicycle maintenance, riding skills, apprehension techniques and tactical firearms. Curriculum includes basic riding skills, tactical firearms, equipment, nutrition, physical fitness and basic bicycle maintenance.
Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency
Limitation on Enrollment: Students must I) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of I8 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

LE 428 Campus Law Enforcement
2.5 units

This specialized course of instruction provides California school peace officers, as defined in Penal Code section 830.32, with training designed to meet the unique safety needs of a school environment. This course is intended to supplement any other training requirements. This P.O.S.T. certification 40-hour course provides students with the P.O.S.T. Field Training Officer requirements, training techniques, and methodologies for officers assigned to train and supervise new field trainees.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

LE 432 Probation Academy
5.0 units

The Core Probation Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a probation officer by a law enforcement agency or currently employed as such. Core refers to the description of the job as it relates to the overall mission of the probation officer job and its place in the criminal justice system and from the state-wide job analysis research conducted periodically by the STC program of the California Board of State and Community Corrections. The Core Academy is an intensive college course. Students attending the academy will be faced with solving complex problems in a stressful, disciplined, and structured environment. Students will understand the roles and functions of the adult criminal justice system and its processes. Students will demonstrate problem-solving strategies for addressing criminal behavior in a probation setting. This is a five week course.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring
Grading Method: Letter Grade Only

LE 440 Basic Driving Skills
0.5 units

This course is designed to improve basic driving skills to include defensive driving techniques, collision avoidance, slow speed precision driving maneuvers and driving simulator practice. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class.
Limitation on Enrollment: Students must possess a valid driver's license and have no physical conditions that would prohibit them from safely operating a motor vehicle.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

LE 441 Advanced Driving Skills II
0.5 units

This course is designed to reinforce basic driving skills in addition to advanced simulator training and vehicle control techniques to include skid control, braking, acceleration and turning. Students are required to study the California Driver Handbook prior to the class and bring the California Driver Handbook to the class.
Prerequisite: LE 440
Limitation on Enrollment: Students must possess a valid driver's license and have no physical conditions that would prohibit them from safely operating a motor vehicle.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

LE 450 Firearms Instructor
1.0 units

This 40 hour course is designed to train individuals to be Firearms Instructors. The course will cover Instructor responsibilities, training philosophies, fundamental shooting principals, shooting errors, teaching techniques and lesson planning. THIS COURSE PROVIDES UPDATED LEGISLATIVE CONTENT REGARDING PC835(a)
Advisory: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Limitation on Enrollment: Students must I) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of I8 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination. , Must be a sworn peace officer or retired peace officer with DOJ clearance
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

LE 480 Women in Public Safety Careers
3.0 units

This course is designed to prepare women for successful completion of a Public Safety Basic Academy in Law Enforcement, Fire Technology or Emergency Medical Services. This course will focus on physical, academic, emotional and psychological preparation.
Limitation on Enrollment: Students may be prohibited from enrolling based on health and safety issues. Students will be participating in rigorous physical activities including lifting weights from the floor to overhead, strength training with weight machines and free weights, calisthenics such as push-ups and sit-ups, running distances of 1 ½ miles or farther, sprinting 200 yards, climbing 6 foot fences and walls, climbing ladders, walking and climbing embankments and stairways with ambulance gurneys and stretchers, climbing flights of stairs while dragging fire hoses and wearing several pounds of equipment.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

LGBT - Lesbian, Gay, Bi-sexual, Transgender and Queer

LGBT 101 Introduction to LGBTQ Studies
3.0 units

This introductory course examines a wide range of issues related to the lesbian, gay, bisexual, and transgender community, and how those issues impact family, education and the community.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SJS 130
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

LGBT 102 LGBTQ Communities, Family and Education in the 21st Century
3.0 units

This course examines the Lesbian, Gay, Bisexual, Transgender and Queer community in the 21st century including issues, events, and activism impacting LGBTQ families and education.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

LS - Learning Skills

LS 189 Independent Projects
1.0 units

Acceptable for credit: CSU, UC-Determined after admission Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

M

MA - Medical Assisting

MA 305 Body Systems and Disease
5.0 units

A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. The course is not open to students who are currently enrolled or have received credit for MB 305.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 350 MA Fundamentals
2.0 units

The course introduces the student to the medical assisting profession including aspects of the work environment, laws that govern the profession, code of ethics, multicultural issues, communication techniques, and the profession characteristics that enable the medical assistant to be a successful member of a heath care team. Study skills, critical thinking, and basic pharmacological math are also included.
Limitation on Enrollment: Admittance to MA program
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 351 MA Clinical Procedures 1
3.0 units

The course is designed to prepare the student to assist the doctor in selected phases of clinical procedures. It emphasizes asepsis, physical examination, screening practices, including care and use of equipment.
Limitation on Enrollment: Admittance to MA program
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 352 MA Administrative Procedures
4.0 units

The course explores administrative office tasks including secretarial and accounting procedures, written and oral communications, appointment scheduling, and records management. Topics include insurance, banking, professional fees, billing, and collection of fees. Administrative legal and ethical issues are addressed. Computer applications are employed for most functions in the medical field. The course is not open to students who are currently enrolled or have received credit for MB 352.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 353 MA Clinical Procedures 2
5.0 units

The course is designed to provide the student with the opportunity to develop skills required to perform medical office laboratory procedures and to provide patient education.
Limitation on Enrollment: Admittance to MA program
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 355 MA Pharmacology
4.0 units

The course is designed to provide instruction in the scope of practice of the Medical Assistant in medication administration. Included are drug classifications, drug measurement systems, and calculation of dosages. Parenteral and non-parenteral drug administration techniques are practiced.
Limitation on Enrollment: Admittance to MA program and successful completion of first semester MA courses.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MA 356 MA Job Success Externship
3.5 units

The course provides an opportunity for students to be exposed to the actual work environment and practice job skills learned in the program. Students interface regularly with faculty during the experience.
Limitation on Enrollment: Admittance to MA program, and Successful completion of the first semester MA courses.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Pass/No Pass

MA 360 Medical Billing & Insurance
4.0 units

The course covers practices and principles of health insurance using medical terminology for completion of medical forms. It is an introduction to various types of medical billing practices including the pegboard system, computerized billing, basic insurance forms, collections, and basic legal aspects of billing.
Corequisite: MA 361
Limitation on Enrollment: Successful completion of first semester MA courses
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade Only

MA 361 Coding for Medical Insurance
3.0 units

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 10th Revision Clinical Modification (ICD 10-CM), current Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios.
Corequisite: MA 360
Limitation on Enrollment: Admittance to the MA program
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade Only

MA 379A Success in MA Practice
1.5 units

The course prepares students for the challenges in Registered Medical Assistant (RMA) practice. It refreshes the fundamentals of practice and provides opportunities to perform the functions and procedures within the scope of entry level medical assistant. The course is designed for students who have completed a medical assisting program within five years and/or two years of recent work experience as a medical assistant.
Limitation on Enrollment: Completion of Medical Assisting Program within the past 5 years and two years of recent work experience as a medical assistant
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Pass/No Pass

MATH - Mathematics

MATH 100 Nature of Modern Mathematics
3.0 units

A study of contemporary topics in mathematics including statistics, social choice, management science, and geometric and algebraic patterns.
Prerequisite: MATH 331, or Placement according to AHC placement policy
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MATH 105 Mathematics for Teachers
4.0 units

A study of basic concepts of mathematics required for the liberal studies major and the multiple subject teaching credential. It is recommended for current elementary and junior high school teachers. It is also recommended for the career technical single subject education credential candidate. Topics include development of critical thinking, set theory, logic, numeration systems, the set of integers, elementary number theory, the set of rational numbers, the set of real numbers, and measurement of geometric figures.
Prerequisite: MATH 331, or prior completion of Math 334 Algebra 2: Part 2
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 120
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

MATH 121 Trigonometry
3.0 units

The study of directed angles, degree/radian measures of angles, trigonometric functions of angles and of numbers, solutions of right and oblique triangles, identities, functions of composite angles, graphs, equations, inverse functions, vectors and complex numbers.
Prerequisite: MATH 331, or Placement according to AHC placement policy.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

MATH 123S Support For STAT C1000
1.0 units

This course is offered as a supplement for students enrolled in Math 123, Elementary Statistics. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: STAT C1000
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 131 College Algebra
3.0 units

College level course in algebra for majors in science, technology, engineering, and mathematics: polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry.
Prerequisite: MATH 331, or Placement according to AHC placement policy.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade Only

MATH 131S Support For Math 131: College Algebra
1.5 units

This course is offered as a supplement for students enrolled in Math 131; College Algebra. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 131
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 135 Calculus with Applications
4.0 units

Techniques of calculus as applied to problem-solving in business and social, behavioral, and natural sciences, including limits, continuity, differentiation and integration in one and several dimensions, optimization, transcendental functions, and the use of computing technology.
Prerequisite: MATH 331, or Placement according to AHC placement policy.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 140
Grading Method: Letter Grade Only

MATH 135S Support For Math 135: Calculus with Applications
1.5 units

This course is offered as a supplement for students enrolled in Math 135, Calculus with Applications. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 135
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

MATH 141 Precalculus
6.0 units

Preparation for calculus: the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. 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, and introduction to vectors. This is an accelerated one semester alternative to the two semesters of trigonometry (Math 121) and College Algebra (Math 131).
Prerequisite: MATH 331, or Placement according to AHC placement policy.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 955
Grading Method: Letter Grade Only

MATH 141S Support For Math 141: Precalculus
1.5 units

This course is offered as a supplement for students enrolled in Math 141, Precalculus. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 141
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 179A Support for Math 123: Elementary Statistics
1.0 units
This course is offered as a supplement for students enrolled in Math 123, Elementary Statistics. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

MATH 179B Support for Math 181: Calculus 1
2.0 units
This course is offered as a supplement for students enrolled in Math 181, Calculus 1. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 181
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 181 Calculus 1
4.0 units
The first in a two-semester sequence comprising first-year calculus. Topics include functions, limits, continuity, the derivative, differentiation of algebraic, trigonometric and transcendental functions, applications of differentiation, the definite integral, and the use of technology to solve calculus problems.
Prerequisite: MATH 141, or MATH 121 and MATH 131
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: MATH 210, MATH 900S
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

MATH 181S Support for Math 181: Calculus 1
2.0 units
This course is offered as a supplement for students enrolled in Math 181, Calculus 1. It is intended for students for whom support has been recommended or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 181
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 182 Calculus 2
4.0 units
The second in a two-semester sequence comprising first-year calculus. Topics include methods and applications of integration, sequences and series, Taylor series, an introduction to differential equations, and the use of technology to solve calculus problems.
Prerequisite: MATH 181
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 220, MATH 900S
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

MATH 183 Multivariable Calculus
4.0 units

Topics include vectors, functions of several variables; differentiation and integration in several dimensions; change of variables; parameterized curves and vector fields, line and surface integrals; Green's, Stokes', and divergence theorems.
Prerequisite: MATH 182
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 230
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

MATH 184 Linear Algebra/Differential Equations
5.0 units

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. Solutions to linear and non-linear systems of differential equations, including numerical solutions. Matrix algebra, solutions of linear systems of equations, and 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.
Prerequisite: MATH 182
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 910S
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

MATH 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MATH 309 Algebra and Math Literacy
4.0 units

This course will focus on mathematical modeling, including linear equations, quadratic equations and exponential equations. Fundamentals of algebra, geometry, statistics and measurement will be discussed. Numeracy, graphing and problem solving strategies will be incorporated throughout the course.
Prerequisite: MATH 521, MATH 531
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MATH 311 Algebra 1
4.0 units

A study of the fundamental ideas and methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include the real numbers, linear equations and inequalities, graphing, polynomials, factoring, rational expressions, introduction to square roots, and quadratic equations. This course is not open to students who are enrolled in or have received credit for MATH 313 or 314.
Prerequisite: MATH 521, or MATH 579A
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MATH 321 First Year Geometry
3.0 units

A study of basic geometry principles including constructions, congruence, parallels, right triangles, similarity, circles, and proofs.
Prerequisite: MATH 309, or MATH 311, or completion of Math 313 and 314
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MATH 331 Algebra 2
4.0 units

A continuation of the study of methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include exponents and radicals, rational and radical expressions, complex numbers, nonlinear equations and inequalities, functions and their graphs, systems of equations, exponential expressions, and logarithms.
Prerequisite: MATH 309, or MATH 311, or MATH 313 and MATH 314
Advisory: MATH 321
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MATH 331S Support For Math 331: Algebra 2
1.0 units

This course is offered as a supplement for students enrolled in Math 331; Algebra 2. It is intended for students for whom support has been recommended. or required. The course reviews prerequisite topics and strategies to be a more successful math student.
Corequisite: MATH 331
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

MATH 521 Foundations of Mathematics
5.0 units

Prepares students for the algebra sequence and updates mathematical skills for personal, career, or academic advancement. Topics include: fractions, decimals, percents, measurement, signed numbers, simple equations and modeling. The course emphasizes problem solving techniques that are useful in practical situations. Students should have knowledge of multiplication tables, division, subtraction, number operations and number sense, measurement, basic geometry, and patterns. The course is not open to students who have passed MATH 511.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

STAT C1000 Introduction to Statistics
4.0 units

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. The course is not open to students who received credit for MATH 123 or STAT C1000E.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

MB - Medical Billing

MB 305 Body Systems and Diseases
5.0 units

A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. The course is not open to students who are currently enrolled or have received credit for MA 305.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade Only

MB 352 MB Administrative Procedures
4.0 units

The course explores administrative office tasks including clerical and accounting procedures, written and oral communications, appointment scheduling, and records management. Topics include insurance, banking, professional fees, billing, and collection of fees. Administrative legal and ethical issues are addressed. Computer applications are employed for most functions in the medical field. The course is not open to students who are currently enrolled or have received credit for MA 352.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MB 360 Medical Billing & Insurance
4.0 units

The course covers practices and principles of health insurance using medical terminology for completion of medical forms. It is an introduction to various types of medical billing practices including the pegboard system, computerized billing, basic insurance forms, collections, and basic legal aspects of billing. The course is not open to students who have received credit for MA 360.
Corequisite: MB 361
Limitation on Enrollment: Completion of first semester medical billing or equivalent medical assisting courses.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MB 361 Coding for Medical Insurance
3.0 units

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 10th Revision Clinical Modification (ICD 10-CM), current Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. The course is not open to students who have received credit for MA 361.
Corequisite: MB 360
Limitation on Enrollment: Admittance to the medical billing program and/or completion of first semester medical billing or equivalent medical assisting courses.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Grading Method: Letter Grade Only

MMAC - Multimedia Arts & Communication

MMAC 101 Introduction to Multimedia
3.0 units

The course explores how multimedia transforms experiences of creative expression and communication and impacts our cultural, business, and personal lives. Topics include project planning, development, and exploration through multiple projects. Projects include art for interaction, web imagery, animation, motion graphics, UI/UX, gaming, visual effects, video production, and transmedia storytelling. Course software: Adobe Creative Suite and other relevant software.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 112 Responsive Web Design
3.0 units

An introduction to the skills and tools necessary for producing modern responsive web design for a variety of media devices. Students will learn how the combination of flexible grids, layouts, optimized images and the intelligent use of CSS media queries create easy reading and navigation for the end user. Software taught: Adobe Creative Suite. Languages learned HTML and CSS.
Advisory: GRPH 111 and GRPH 112 and GRPH 108, or ART 108
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 114 Game and App Design
3.0 units

Hands-on instruction in the techniques and tools for adding dynamic motion and interactivity to games and applications for a variety of media devices. Includes integration of graphics, video, text, and sound on desktop computers, tablets, phones, and other media devices.
Advisory: GRPH 108, or MMAC 129
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MMAC 115 Introduction to Animation
3.0 units

An introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for Art 115 or FILM 115.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 116 Intermediate Animation
3.0 units

A continuation of MMAC 115 emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for FILM 116.
Prerequisite: ART 115, or MMAC 115, or FILM 115
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MMAC 117 3D Computer Animation 1
3.0 units

An introduction to 3D modeling and animation, using professional software to create characters, environments, and animation on the computer. This course is not open to students who are enrolled in or have received credit for FILM 117.
Advisory: GRPH 111, or GRPH 112, or FILM 110
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 118 3D Computer Animation 2
3.0 units

An intermediate experience in 3D computer animation that reproduces the industry work environment for production of animation projects and show reels. This course is not open to students who have completed or who are enrolled in FILM 118.
Prerequisite: FILM 117, or MMAC 117
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MMAC 125 Computer Video Editing
3.0 units

Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. This course is not open to students who are enrolled in or have received credit for Film 125.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MMAC 126 Introduction to Motion Graphics
3.0 units

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have completed FILM 126. Course software: Adobe After Effects and Photoshop.
Advisory: GRPH 111 and GRPH 112
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MMAC 128 Intermediate Motion Graphics
3.0 units

Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and refinement of digital visual effects skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have completed FILM 128. Course software: Adobe After Effects, Photoshop, current industry software.
Advisory: FILM 126MMAC 126
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MMAC 129 Digital Tools for Visual Media
3.0 units

This course teaches the fundamentals of professional digital applications used in the creation and production of digital media across various channels. Students will apply art and design theory to create and edit vector graphics, digital images, designs for publishing, video, and web design. The course teaches basic computer skills, digital image capture, image manipulation, illustration, layout, time-based media, 3D, and emerging technologies and techniques for effective experiential design. The course is not open to students who are enrolled or have completed GRPH 129.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 131 3D Character Creation
3.0 units

This course introduces students to creating 3D characters for animation, video games, and digital art. Students will learn the principles of character design, digital sculpting, and texturing, with an emphasis on artistic expression and appeal, anatomy and form, and modeling practices. The course covers the character creation pipeline, from selection of a concept to sculpting, retopology, texturing, and rendering. By the end of the course, students will have created 3D characters suitable for inclusion in a portfolio. This course uses industry-standard software such as ZBrush or Blender for sculpting, and Adobe's Substance Painter for texturing.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MMAC 380 Web-Based Multimedia Lab
1.0 units

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.
Corequisite: MMAC 112 or MMAC 114
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

MMAC 381 Disk-Based Multimedia Lab
1.0 units

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.
Corequisite: MMAC 101 or MMAC 102 or MMAC 116 or MMAC 117 or MMAC 118 or GRPH 116 or FILM 117 or FILM 118
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

MMAC 382 Video-Based Multimedia Lab
1.0 units

An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course.
Corequisite: MMAC 125 or MMAC 126 or MMAC 127 or MMAC 128 or FILM 125 or FILM 126 or FILM 127 or FILM 128
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

MT - Machine Technology

MT 109 Survey of Machining and Manufacturing
4.0 units
An introduction to machining and manufacturing technology where students will learn basic tool geometry, blueprint reading, shop math, precision measuring tools, co-ordinate systems and how to safely operate a variety of industrial equipment.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MT 110 CNC G Code
4.0 units
This course is designed for students with machine shop experience seeking to learn set-up, operation and programming of computer numerical controlled (CNC) machines. Included is an introduction to Computer Aided Design and Manufacturing (CAD/CAM).
Advisory: MT 109
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MT 111 CNC CAD/CAM
4.0 units
This course is designed for students with computer numerical controlled (CNC) machining and/or computer-aided design and computer-aided manufacturing (CAD/CAM) experience who wish to learn advanced set-up, operation and programming using CNC machines and CAD/CAM software.
Advisory: MT 109
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MT 112 CNC Multi-Axis
4.0 units
An advanced course in computer numerical controlled (CNC) machining where students will learn to design complex parts using CAD/CAM software and produce them on 4 and 5 axis CNC milling machines and lathes with "live tooling."
Advisory: MT 111
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MT 113 SolidWorks 1
3.0 units
An introduction to three-dimensional computer aided design(CAD/CAM) where students will learn to design complex objects using SolidWorks. At the end of the course, students will be prepared for the Certified SolidWorks Associate (CSWA) assessment. It is recommended that students be capable of using a personal computer and managing computer files.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MT 114 SolidWorks 2
3.0 units

An advanced course in three dimensional computer-aided-design (CAD) where students will learn to design complex parts and assemblies using SolidWorks. Students will learn to use SolidWorks to design Weldments, Sheet Metal components and Molds. This course will prepare students for the Certified SolidWorks Professional (CSWA) exam.
Advisory: MT 113
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MT 115 Lean Manufacturing
3.0 units

An introduction to the theory and practice of continuous improvement where students will learn to identify and eliminate waste, improve quality and increase efficiency in every area of manufacturing operations. Students will participate in an actual Kaizen (or continuous improvement) event to make a change for the better in a real world setting.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MT 116 Mastercam 1 (CAD/CAM)
3.0 units

An introduction to Mastercam, a leading software for computer-aided design/computer-aided manufacturing (CAD/CAM). Students will learn to create lines and arcs, simple surfaces and solids. Students will create tool paths and machine code for CNC lathes, mills and routers.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MT 117 Print Reading and Interpretation
3.0 units

An introductory class where students will learn to read engineering drawings, evaluate print specifications, recognize orthographic views and visualize the actual objects or projects shown in the illustration. This course is not open to students who are enrolled in or have received credit for AB 330, AT 330, ET 330, MT 330, or AB/AT/ET 117.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MT 118 Understanding and Measuring GD&T
3.0 units

An advanced class where students will learn to interpret complex manufacturing specifications, symbols and standards, including those referred to as Geometric Dimensioning and Tolerancing (GD&T). Students will evaluate components using a coordinate measuring machine and learn to generate accurate inspection reports. This course is not open to students who have received credit for MT 331.
Advisory: MT 117
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MT 189 Independent Projects
1-3.0 units
Acceptable for credit: CSU, UC-Determined after admission Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MT 300 Shop Math and Measurement
3.0 units
An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who are enrolled in, or have received credit for MT 381, AB 381, AT 381, ET 381, WLDT 381, or AT/AB/ET/WLDT 300.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MT 301 Introduction to Safety
2.0 units
An introduction to manufacturing safety principles and practices. Students will learn about Material Safety Data Sheets (MSDS), work in confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered tool safety, hand tool safety, record keeping, training, employer enforcement of safety regulations, and employee right to know. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC).
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 302 Quality & Process Improvement
2.0 units
An introduction to quality practices in manufacturing. Students will learn to read and interpret blueprints, understand Geometric Dimensioning and Tolerancing(GD&T, use essential measuring tools, perform root cause failure analysis, adopt methods of process improvement and employ statistical tools. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC).
Grading Method: Letter Grade or Pass/No Pass

MT 303 Manufacturing Processes and Production
2.0 units

An introduction to manufacturing procedures, practices and principles. Students will learn about mechanical principles, machining operations and tooling, production materials documentation, manufacturing planning, production control, inventory management and product distribution. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC).
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 304 Maintenance Awareness
2.0 units

An introduction to manufacturing maintenance awareness. Students will learn about basic electrical circuits, electrical, pneumatic and hydraulic power systems, lubrication concepts, bearings, and couplings, belt and chain drives and the concepts of machine control and automation. This course will prepare students for the optional Certified Production Technician (CPT) assessment through the Manufacturing Skill Standards Council (MSSC).
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 306 Advanced Machining
1.5 units

This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the selection of optimum cutting speeds and feeds.
Advisory: MT 109
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 315 Advanced Machining
4.0 units

An individualized course of instruction covering those skills required for employment in a manufacturing machining facility, general machining facility, or a maintenance machining facility. The student will select 4, 8, 12, or 16 units from the appropriate skill cluster table (available in the Counseling Center).
Prerequisite: MT 110
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 370 SkillsUSA
3.0 units

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This SkillsUSA course prepares students for employment and inter-collegiate competition in Career Technical Education. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for AB 370, ARCH 370, AT 370, EL 370, ET 370, or WLDT 370 during the same semester. Participation in the SkillsUSA competition is required. This course may be repeated up to three times for credit with different competitions.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

MT 389 Independent Projects
1-3.0 units
MT 389 Independent Projects is for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search or development of skills and competencies under faculty advisement and supervision. Students wishing to enroll in MT 389 Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be issued no later than the end of the second week of the semester. Units are awarded depending upon satisfying performance and the amount of time committed by the students to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

MUS - Music

MUS 100 Music Appreciation
3.0 units
An overview of the music of Western (European) civilization including analysis of its common forms, examination of its basic elements, survey of its development, and discussion of its relationship to the other arts and to general cultural history. Designed for the general student; music majors should enroll in Music 101 and 102.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 100
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 101 Music History Ancient-Baroque
3.0 units
A study of the development of the music of Western civilizations from the ancient Greeks and early Christian periods through music of the eighteenth-century Baroque period. Recommended course for the music major.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 105
Grading Method: Letter Grade or Pass/No Pass

MUS 102 Music History Classical-Modern
3.0 units
A study of the development of music from the Classic and Romantic periods through the contemporary period. Recommended course for the music major.
Advisory: ENGL C1000MUS 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 106
Grading Method: Letter Grade or Pass/No Pass

MUS 104 Roots of Pop, Rock, Jazz
3.0 units
A general survey course tracing the roots and special idiosyncrasies of the American popular music tradition from medieval Europe and Africa to the commercial and non-commercial world of today.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 106 World Music Appreciation
3.0 units
A study of the music of many cultures around the world. Includes an overview of the cultures and social situations that gave rise to these varied musical forms of expression.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

MUS 110 Music Fundamentals
2.0 units
A basic and elementary approach to reading music, writing musical notation, and singing simple songs. Designed for the non-music major and the Elementary Teaching Credential candidate.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer
Grading Method: Letter Grade or Pass/No Pass

MUS 111 Music Theory 1
4.0 units
A comprehensive course dealing with the fundamentals of traditional music theory and its applications in classical, commercial and global music. Course concepts include rhythm, meter, basic properties of sound, intervals, scales, modes, triads, seventh chords, 4-part voice leading, phrase structure, cadential formulas, figured-bass and non harmonic tones. These topics will be studied through guided composition and analysis as well as ear training, sight singing, aural analysis and dictation.
Advisory: MUS 110, or The ability to read music.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 120, MUS 125
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 112 Music Theory 2
4.0 units
A continuation of Comprehensive Music Theory 1. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary chords and modulation. These rhythmic, melodic and harmonic materials will be applied and developed through ear training, sight singing and dictation.
Prerequisite: MUS 111
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 130, MUS 135
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MUS 113 Music Theory 3
4.0 units
A continuation of Comprehensive Music Theory, dealing with sight singing, ear training, one and two-part melodic dictation, advanced materials of musicianship and rhythmic notation, advanced modulation techniques, tertian extensions of the triad including 9th, 11th and 13th chords, augmented sixth chords, Neapolitan sixth chords, advanced four-part harmonic writing, and analysis.
Prerequisite: MUS 112
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 140, MUS 145
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 114 Music Theory 4
4.0 units

A continuation of Comprehensive Music Theory 3 dealing with sight singing, ear training, melodic dictation, complex rhythmic notation, and materials of musicianship, Post-Romantic harmony, quartal and quintal harmony, Impressionist harmonic procedures, Jazz, Atonality, the 12-tone method, integral serialism, aleatorism, Post-Serialism and minimalism.
Prerequisite: MUS 113
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 150, MUS 155
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MUS 115 Introduction to Sound Recording & Mixing
3.0 units

An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for Film 120.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MUS 116 Sound Production Techniques
3.0 units

Explores the digital audio software for recording music and computer-based multi-track sound recording for producing audio for video projects, as well as the use of digital signal processors for mixing and mastering recordings. This course is not open to students who have received credit for or who are currently enrolled in FILM 121.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MUS 117 Electronic Music MIDI Recording
3.0 units

An introduction to the use of Musical Instrument Digital Interface (MIDI). Includes working with synthesizers, sequencing and music notation in a MIDI-controlled environment. This course is intended for music majors and non-majors.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MUS 118 Intro to Electronic Music
3.0 units

An introduction to the various areas of electronic music, including the history of electronic music, sound synthesis techniques and the use of digital and analog synthesizers in a recording studio. Designed for both music majors and non-majors.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

MUS 119 Electronic Music Studio Technique
1.0 units
Provides the opportunity for the student to apply and refine the sound synthesis skills introduced in Music 118.
Prerequisite: MUS 118
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 120 Piano 2
1.0 units
A basic piano course covering music reading, playing scales and arpeggios, simple chords, sight reading, and two handed elementary level pieces. Recommended for perspective elementary classroom teachers and music majors who have had little or no piano training.
Prerequisite: MUS 128
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 121 Piano 3
1.0 units
A continuation of Music 120, covering technical problems, scales, arpeggios, chording, sight reading, fundamentals of technique, and the interpretation of piano literature within the ability of each student. Recommended for prospective elementary classroom teachers and music majors who have had an introduction to piano playing.
Prerequisite: MUS 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 122 Piano 4
1.0 units
A study of standard piano repertoire from style periods ranging from the Baroque period to modern works. Students will continue the study of scales, arpeggios, and correct performance practices.
Prerequisite: MUS 121
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

MUS 123 Voice 2
2.0 units
An introduction to the fundamental techniques of vocal performance. Topics include warm-up techniques, proper breathing, phrasing, vocal production diction, as well as an introduction to the vocal repertoire and associated performance practices.
Prerequisite: MUS 129
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 124 Voice 3
2.0 units
A continuation of the development of vocal performance techniques introduced in MUS 123. Topics include exercises for the extension of the vocal range and improvement of diction and tone, as well as the study and performance of more difficult works from the vocal repertoire.
Prerequisite: MUS 123
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 125 Beginning Guitar
1.0 units
An introduction to the techniques of guitar performance including reading music and performing scales, chord patterns and beginning level pieces. The course is intended for music majors and non-majors. Students must provide his/her own acoustic guitar.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 126 Intermediate Guitar
1.0 units
A continuation of Music 125 covering technical problems, scales, chording, sight reading, fundamentals of technique, and the interpretation of guitar literature within the ability of each student.
Prerequisite: MUS 125
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 127 Voice 4
2.0 units
A study of standard vocal repertoire with an emphasis on solo and small ensemble literature. Students practice correct tone production, diction, stage presence, and style interpretation.
Prerequisite: MUS 124
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 128 Piano 1
1.0 units
An introductory lecture/lab course designed for the first time piano student, with instruction focused on good hand and finger position, learning the notes on the keyboard and music staff, and counting simple rhythms accurately. No prerequisites required.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 129 Voice 1
2.0 units
An introductory singing lecture/lab course designed for the aspiring singer with little or no knowledge of vocal and music fundamentals. Emphasis Is placed on good vocal habits and instruction will include group lessons as well as private coaching, opportunities to work with a piano accompanist, and a recital performance. No prerequisites required.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 130 Mixed Ensemble
1.0 units

Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a cappella and instrumentally accompanied works. Public appearances are scheduled throughout the semester with an emphasis on community outreach. This course is designed to enhance mental/physical skills and fosters socialization.
Limitation on Enrollment: Audition at first class meeting.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 132 Masterworks Chorale
1.0 units
Study and performance of standard choral literature of the later Baroque and early Classical periods. Includes the study and performance of selected larger, accompanied works. Public concert appearances presenting repertoire in a wide range of styles.
Limitation on Enrollment: Audition at first class meeting.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Grading Method: Letter Grade or Pass/No Pass

MUS 133 Chamber Voices
1.0 units
Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A cappella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting.
Limitation on Enrollment: Audition at first class meeting.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Grading Method: Letter Grade or Pass/No Pass

MUS 137 Concert Chorale
1.0 units
Designed to give singers the opportunity to rehearse and perform standard choral literature with emphasis on large choral works.
Limitation on Enrollment: Audition at first class meeting.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Grading Method: Letter Grade or Pass/No Pass

MUS 140 Symphonic Band
1.0 units
The study of band literature, techniques of ensemble playing, and concert performance. Numerous public performances.
Limitation on Enrollment: Audition.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 143 Jazz Band
1.0 units
Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The band will make several appearances during the semester.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 144 Jazz Improvisation
1.0 units
Focuses on the development of various improvisational techniques in both small ensemble and Big Band Jazz situations. There will be several performances during the course of the semester.
Prerequisite: Ability to play appropriate instrument and read music.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 145 Big Band Jazz
1.0 units
A performance ensemble that specializes in the Big Band and Swing Music of the 1930s and 1940s.
Prerequisite: Ability to play an appropriate instrument and read music
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 146 Jazz Ensemble
1.0 units
A performance ensemble that specializes in the music of Jazz composers and arrangers from the second half of the 20th century. The ensemble will have several performances each semester.
Advisory: ability to play an appropriate instrument and read music
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 151 Concert Band
1.0 units

The study of concert band literature, with an emphasis on ensemble performance and rehearsal techniques. There will be several public performances.
Limitation on Enrollment: Audition
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MUS 180
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

MUS 160 Music Business
2.0 units

An overview of business concerns that affect musicians and composers in the fields of live performance and sound recording. Topics include copyright; royalties; the roles of managers, agents, and attorneys; as well as Internet issues.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

MUS 170 Applied Music
0.5 units

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied through private instruction. The emphasis is on the progressive development of skill needed for solo performance. Achievement is evaluated through a juried performance. Students must be concurrently enrolled in a performance ensemble and music theory course to enroll in Applied Music each of the four semesters.
Prerequisite: Audition Required
Corequisite: MUS 111, or MUS 112 Music Theory 2 MUS 113 Music Theory 3 MUS 114 Music Theory 4 MUS 130 Mixed Ensemble MUS 132 Masterworks Chorale MUS 133 Chamber Voices MUS 140 Symphonic Band MUS 143 Jazz Band MUS 144 Jazz Improvisation or MUS 137 Concert Chorale
Acceptable for credit: Transfer CSU
C-ID Course Number: MUS 160
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

MUS 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment. Units are awarded depending upon satisfying performance and the amount of time committed by the students to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

N

NESL - English as a Second Language (NC)

NURS - Nursing

NURS 101 Transitions to Professional Practice
1.5 units

The course facilitates transition to professional nursing practice. It focuses on ethical and legal issues and personal accountability and responsibility. It analyzes standards of practice and the significance of functioning according to state regulations and statutes. Nursing process and clinical nurse thinking are applied in communication, patient teaching, culture, and across the lifespan. It also identifies issues and trends that affect nursing practice and healthcare in general.
Limitation on Enrollment: Admittance to RN Program
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

NURS 102 Med Surg Nursing 1
3.0 units

This course focuses on the care of patients across the lifespan with complex medical/surgical health problems. Emphasis is placed on helping clients and their families cope with alterations in body functions throughout the continuum of healthcare. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course.
Limitation on Enrollment: Admittance to RN Program
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

NURS 103 RN Practicum 1
5.0 units

This course provides the student with clinical opportunities to apply theoretical concepts and implement safe care to patients across the lifespan in a variety of care settings. Introduction to complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course.
Corequisite: NURS 111
Limitation on Enrollment: Admittance to RN Program
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

NURS 104 Med Surg Nursing 2
3.0 units

This course focuses on the care of clients across the lifespan with complex medical/surgical health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course.
Limitation on Enrollment: Admittance to RN program
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

NURS 106 Leadership & Management
1.5 units
This course facilitates transition to professional nursing practice. It focuses on leadership and management concepts, delegation, teamwork, conflict management, and contemporary issues. It includes change, quality management, applicable ethical and legal standards, and workplace issues. It covers application by examination for nursing licensure.
Limitation on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

NURS 108 RN Practicum 2
5.0 units
The course provides opportunities to apply nurse caring concepts to people at risk. The student implements the nursing process with increasing level of independence. It includes a learning-objectives based preceptorship.
Corequisite: NURS 112
Limitation on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

NURS 109 Med Surg Nursing 3
3.0 units
This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team.
Limitation on Enrollment: Admittance to RN program and successful completion of first semester RN courses.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

NURS 110 Mental Health Nursing
3.0 units
This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed.
Limitation on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

NURS 111 RN Skills 1
1.0 units

This course provides opportunities to further develop clinical thinking and practice advanced nursing skills. These situations integrate previously nursing knowledge, skills, and attitudes with evidence-based protocols in a structured lab setting.
Limitation on Enrollment: Admittance to RN Program
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

NURS 112 RN Skills 2
0.5 units

This course provides opportunities to develop and practice advanced nursing skills. These complex skills integrate previously learned nursing skills and applied protocols in the structured lab setting. It facilitates clinical thinking, timely decision-making, and nursing actions to address patient conditions.
Limitation on Enrollment: Admittance to RN Program and successful completion of first semester RN courses.
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

NURS 189 Independent Projects in Nursing
1-3.0 units

Courses for student capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, search, or development of skills and competencies under faculty advisement and supervision. Independent Projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed no later than the end of the second week of the semester. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 units - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade Only

NURS 300 CNA/Acute Care Aide
12.0 units

The course details the roles and responsibilities of the certified nursing assistant in both long-term and acute care settings. It emphasizes the importance of professionalism, responsibility, and accountability. It introduces various health care professional careers.
Prerequisite: ENGL C1000
Limitation on Enrollment: Admittance to CNA program.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

NURS 310 Pharmacology
3.0 units

The course covers basic pharmacologic principles including pharmacokinetics, pharmacodynamics, therapeutic effects, adverse effects, clinical uses, and contraindications. It introduces the nursing process and drug dosage calculations. Emphasis is on the role of the nurse in drug administration, prevention of drug interactions, assessment of therapeutic and adverse effects, and patient teaching across the lifespan.
Limitation on Enrollment: Admittance to the VN Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 311 Medication Administration
1.5 units

This course focuses on the administration of medications to adult, geriatric and pediatric patients that require medical, surgical or preventive intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and successful completion of NURS 310
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 317 Fundamentals of Nursing
3.5 units

This course provides an introduction to nursing and roles of the nurse in various care settings; as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making.
Limitation on Enrollment: Admittance to VN Program and successful completion of NURS 310
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 318 Clinical Lab 1
8.0 units

This course focuses on the care of the adult patients in long-term care, acute care, and outpatient settings who require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Corequisite: NURS 311 and NURS 317
Limitation on Enrollment: Admittance to VN Program and successful completion of NURS 310
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

NURS 320 Care of Older Adults
2.0 units

This course focuses on the care of older adult patients with health issues that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to the VN program and/or successful completion of spring semester VN courses
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade Only

NURS 322 Maternal and Infant Health
2.0 units

This course focuses on the care of all phases of the maternity cycle including care of the obstetrical patient and newborn infant. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of the summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 323 Respiratory Conditions
2.0 units

This course focuses on the care of adult patients with respiratory conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of NURS 310
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 327 GI and Urinary Conditions
2.5 units

This course focuses on the care of adult patients with gastrointestinal (GI) or urinary conditions that require medical and/or surgical intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 328 Clinical Lab 2
3.0 units

The course is a supervised clinical experience in various health care settings using intermediate vocational nursing skills.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Pass/No Pass

NURS 329 Endocrine and Reproductive Conditions
2.5 units

This course focuses on the care of adult patients with endocrine and reproductive conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Successful completion of NURS 310 and admission to VN Program
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 330 Care of Infants and Children
1.5 units
This course focuses on the care of pediatric patients with health issues that require medical and/or surgical intervention. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of the summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 331 Cardiovascular Conditions
2.0 units
This course focuses on the care of adult patients with circulatory conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 332 Neurosensory Conditions
2.0 units
This course focuses on the care of adult patients with neurological conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 335 Skin and Musculoskeletal Conditions
2.5 units
This course focuses on the care of adult patients with skin and musculoskeletal conditions that require medical and/or surgical interventions. Concepts of patient-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of spring semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 337 Professional Relationships
1.0 units
This course facilitates the transition of the student to the role of a licensed vocational nurse (LVN). Emphasis is placed on issues related to nursing and healthcare as well as skills necessary to provide care to multiple patients and assign tasks to other LVNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

NURS 338 Clinical Lab 3
8.0 units
This clinical course focuses on the care of adult, children, and obstetric patients in acute, long term, and outpatient settings who require medical and/or surgical interventions. Concepts of patient-centered/family-centered care, informatics, safety, evidence-based practice, quality, collaboration, and professionalism are integrated throughout the course.
Limitation on Enrollment: Admittance to VN Program and/or successful completion of summer semester VN courses
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

NURS 370 Intravenous Therapy
2.0 units
The course prepares the student for starting and superimposing intravenous fluids, blood, and blood products. Licensed vocational nurses that successfully complete the course will be issued a California Board of Vocational Nurse and Psychiatric Technician Examiners certificate of completion.
Limitation on Enrollment: Current California LVN license or concurrent enrollment in the third semester VN program.
Grading Method: Letter Grade Only

NURS 416 Certified Home Health Aide
2.0 units
The course prepares the certified nurse assistant to expand skills and meet the home health aide eligibility requirements for State of California certification.
Prerequisite: NURS 400 or NURS 300, or Proof of current CNA certificate
Advisory: MA 305
Limitation on Enrollment: Completion of course admission packet.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

NURS 420 Restorative Aide
1.5 units
Prepares the certified nursing assistant to assist the resident in maintaining or promoting independence in the areas of mobility and performing activities of daily living. Upon successful completion, the student will receive a certificate of completion and will be qualified to work as a restorative aide in a long-term facility under the guidance of a licensed physical or occupational therapist or a licensed nurse. 26 CEUs will be offered.
Limitation on Enrollment: Must provide documentation of being a current certified nursing assistant or proof of successful completion of NATAP testing.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

NURS 422 EKG/Monitor Observer
1.5 units
Prepares the medical professional to function as a monitor observer in a clinical area where patients receive cardiac monitoring. Basic electrocardiograph patterns and cardiac arrhythmias are learned.
Limitation on Enrollment: Completion of course admission packet.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade Only

NURX - Nursing Noncredit

NURX 7110 Lifelong Learning in Nursing 1
24-27.0 hours

The course reinforces the importance of life-long learning as a requisite for professional nursing practice. It enhances academic skills to promote success in the nursing courses, the licensure exams, and clinical practice. It includes use of available nursing course materials and supplemental content resources.
Limitation on Enrollment: Prior enrollment in RN courses.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Noncredit

NURX 7111 Lifelong Learning in Nursing 2
24-27.0 hours

The course reinforces the importance of life-long learning as a requisite for professional nursing practice. It enhances academic skills to promote success in the nursing courses, the licensure exams, and clinical practice. It includes use of available nursing course materials and supplemental content resources.
Limitation on Enrollment: Prior enrollment in RN courses.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Noncredit

NURX 7112 Practicing RN Clinical Skills
24-27.0 hours

Provides a refresher of the requisite nurse thinking and performance of RN-level skills in various simulated and actual patient care. It provides layering of prior knowledge, skills, and competencies in preparation for the final semester of the RN program. It will include both skill laboratory and clinical setting learning experiences.
Limitation on Enrollment: Prior enrollment in RN courses.
Acceptable for credit: Non-Transferable
Course Offered: Summer, Fall
Grading Method: Noncredit

NURX 7114 Think Like a Vocational Nurse
24-27.0 hours

The course enables development of clinical thinking processes in dealing with health-related situations. It is based on National Council of State Boards of Nursing recommendations, Benner's Novice-to-Expert Model, Tanner's Model of Clinical Judgment, and Caputi's Clinical Judgment Competencies.
Corequisite: Concurrent enrollment in AHC LVN courses.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

NURX 7149 Work Experience Education
60-75.0 hours

Supervised employment extending career and technical education program-based learning in Health Sciences including but not limited to medical assisting, nursing assisting, etc. to an on-the-job learning environment related to the student's career and educational goals. These work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes and behaviors.
Limitation on Enrollment: To participate in this course, (1) the student must be working at a job within their major; (2) the student must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with Allan Hancock College in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and course responsibilities. Students enrolled in NURX 7149 may earn up to 120 (unpaid placement) – 150 (paid placement) hours. These hours will count towards a maximum of 480 (unpaid) - 600 (paid) hours.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

O

OLDR - Older Adults (NC)

OLDR 7000 Natural History: Central Coast
0.0 hours
This course, designed to promote socialization and cognitive acuity, presents an engaging review of the natural history and conservation issues related to the Central Coast of California. Discussion topics include (but are not limited to) plant communities, floral components, geology, soil, climate, biology, archeology, and environmental concerns.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Noncredit

OLDR 7002 Great Literature
6-12.0 hours
This course is an intellectually and socially rewarding class in which outstanding short stories, essays, books, plays and poems are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, students are offered exciting opportunities for self-discovery and personal growth.
Prerequisite: TEEN Y

OLDR 7035 Jewelry Making & Repair
24-68.0 hours

Discover how easy it is to make a ring or pendant and perform simple jewelry repairs. Topics include jewelry restoration, restringing pearls or beads, silversmithing, and goldsmithing. This course provides an avenue for creative expression, fine and soft motor skills and improved mental acuity.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

OLDR 7100 Sensory Awareness
0.0 hours
This sensory awareness class is designed to engage the five senses in order to sustain mental/cognitive acuity. Activities include discussions centered on current events and topics of interest. Music, storytelling, touch, aroma, and taste experiences provide focus and stimulation.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

OLDR 7101A Crafts for Seniors
32-36.0 hours
Learn to work with one or all of the following craft media in this survey of crafts class: clay, paper, fabric, and paint. Some classes have a materials fee.

OLDR 7102 Current Topics
32-36.0 hours
This course is designed to promote socialization and stimulate memory and cognition. Students explore a wide range of topics via discussions, guest speakers, and other techniques. Course discussion and activities draw upon current local, national, and/or world topics, and draws upon the participants' experiences and knowledge of current and historical events.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7200 Int. Watercolor Painting
24-54.0 hours

Designed with the older adult in mind, expand your knowledge of watercolor and aquamedia techniques, develop your personal painting style, and enhance creative thinking and expression in this inspirational class. Demonstrations, challenging projects, and creative exercises build ability and confidence. Appropriate for all with a basic knowledge of watercolor.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

OLDR 7201A Jewelry, Sculpture, and Repousse
48-54.0 hours
Develop your creative expression through mixed-media sculpture and pewter repousse, a mixed media with enamels and acrylics. Create two- and three-dimensional sculptures from wood, metal, clay, plaster, fabric, and paper. Explore design fundamentals including space, perspective, dimension, proportion, and balance.

OLDR 7204B Sketching for Painters
24-27.0 hours
Beginning and advanced painters discover techniques that transform the study of an object or scene into a sketch that is useful in planning a painting. Students learn basic perspective concepts including how to place people, animals, and objects in a scene.

OLDR 7209 Botanical Illustration
24-54.0 hours

Designed with the older adult in mind, explore drawing and/or watercolor, and learn to create accurate renderings of plants, ranging from fruits and vegetables to weeds and wildflowers while exploring your creative expression. Review examples of the classic scientific style in botanical illustration and the use of realistic plant images in contemporary, fine art. Exercises range from quick sketches to finished compositions. Beginners are welcome.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

OLDR 7211 The Joy of Drawing
24-54.0 hours

Drawing is the foundation of visual communication and can only be learned through practice. Students explore the use of charcoal, colored pencil, graphite, and ink to develop graphic fluency. Exercises help students give form and definition, convey volume, define planes, give movement and direction, and articulate emotion through drawing.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

OLDR 7212A Watercolor Painting
45-51.0 hours

This course is designed for developing and/or sustaining confidence in creative expression, as well as providing opportunities for creative/personal growth, community engagement, and lifelong learning. Beginning-to-advanced painters learn basic to advanced watercolor techniques while working on gross and fine motor skills, and memory recall. Course will also explore art history, color theory, design elements, color mixing, brush techniques, luminous transparent wash techniques, and simple elements of composition.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

OLDR 7213 Painting in Oils and Acrylics
24-51.0 hours

Learn how to paint your favorite subjects. This class covers the basics of oil and acrylics, from the beginning drawing to the finished painting. Beginning through experienced painters who wish to work with oils and acrylic media are welcome.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Noncredit

OLDR 7214 Ceramics 1
96-108.0 hours

This course serves as an introduction to ceramics materials, concepts and processes, including design principles, creative development, and ceramic terminology. Low-fire clay and glaze processes using hand-building forming techniques will be emphasized. These practices will help students to improve fine/gross motor skills, enhance mental acuity, enhance creativity, foster socialization, and increase appreciation for the arts among older adults.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7215 Mixed Media 1
96-108.0 hours

An exploration of a variety of traditional and distinctly unique 2-dimensional art media as they relate to drawing and painting mediums. This course is designed to enhance mental/physical skills and fosters socialization.

This is a mirrored course; it is offered at the same time and place as the credit course. Noncredit and credit students take the class together with one instructor and complete the same coursework. No credit is given for this course.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Fall
Grading Method: Noncredit

OLDR 7216 Ceramics 2
96-108.0 hours

A continuation of Ceramics 1 and low-fire clay and glaze processes, using the potter's wheel, extruder, making and using molds, graphic design with low-fire colored glazes. This course is designed to enhance mental/physical skills and fosters socialization.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7400 Mixed Ensemble
52-58.5 hours

Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a cappella and instrumentally accompanied works. Performances are scheduled throughout the semester with an emphasis on community outreach. This course is designed to enhance mental/physical skills and fosters socialization.
Limitation on Enrollment: Audition at first class meeting
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7401 Jazz Ensemble
48-54.0 hours

Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary jazz works. The band will make several appearances during the semester.
This course is designed to enhance mental/physical skills and fosters socialization.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7405 Symphonic Band
48-54.0 hours

This is a noncredit class for students in the community who wish to play and perform in a community band. This course provides social interactions as well as the development of dexterity and continued development of breathing capacity for the older adult. The band performs a concert for the public every six to eight weeks.
Course Offered: Spring, Fall
Grading Method: Noncredit

OLDR 7411 Barbershop Harmony Chorus
24-42.0 hours

Designed to give Tenor, Baritone, and Bass singers with varying degrees of musical experience the opportunity to rehearse and perform a variety of music written in the 4-part, a capella, barbershop harmony style, Performances are scheduled throughout the semester with an emphasis on community outreach. This course is designed to enhance mental/physical skills and foster socialization.
Limitation on Enrollment: Audition at first class meeting
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

P

PARN - Parenting (NC)

PARN 7002 Topics of Parenting
0.0 hours

This course covers a wide variety of topics related to parent/family education. The topics will vary each term, dependent upon the needs of the parents/families enrolled in the course. Topics may include, but not be limited to the following: child growth and development, family literacy, 5 protective factors, health, safety, nutrition, family financial literacy, community resources, and other relevant topics based on family requests.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

PARN 7010 Strengthening Families
0.0 hours

This course presents the knowledge and skills necessary to successfully guide, discipline, and communicate with children. Students learn parenting styles and healthy living skills to meet current challenges facing families.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Noncredit

PARN 7011 Mommy/Daddy & Me: Toddlers
0.0 hours

Students in this course participate in discussions facilitated by an experienced parent educator and covers important topics such as emerging independence, sleep issues, nutrition, and self-esteem. Parents learn play activities featuring easel painting, art experiences, outdoor play, music, and exploration of new environments.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Noncredit

PD - Personal Development

PD 100 Personal and Career Exploration
3.0 units

Provides in-depth career direction with an intensive exploration of one's own values, interests, abilities, and an intensive career information search. Instruction includes self-paced materials, lecture, small group discussion, interviews, and input from various campus departments.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PD 101 Success in College
3.0 units

Assists students in considering individual development with the goal of increasing knowledge of self and others within the college. Topics include self-knowledge and assessment, learning to learn, and making the best use of college resources. This course is not open to students who have received credit for LS 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PD 102 Human Relationships
3.0 units

An exploration of the dynamics of human relationships with an emphasis on a positive view of human connections, and how individuals relate to one another. Counseling and psychology theories integrated with communication skills are combined to better understand oneself within relationships and how to create positive relationships. (F,S)
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PD 103 Identity, Culture & Chicana/o/x and Latina/o/x Student Success
3-6.0 units

An intersectional and interdisciplinary approach to understanding success in college for Chicana/o/x and Latina/o/x students. This course will explore factors which contribute to a successful experience in higher education for Chicana/o/x and Latina/o/x students. An examination of the cultural and educational experiences of the Chicana/o/x and Latina/o/x communities in the United States. Emphasis on understanding the historical background of Chicana/o/x and Latina/o/x students in relation to current educational conditions and trends which impact student success.
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PD 105 Identity, Culture, & Education
3.0 units

Examination of psycho-social issues and the development of individual identities to advance learning in American diverse communities. Using race, culture and education as a frame of reference, issues of inequality and social justice are explored to discover their influence on personal development, learning, and agency.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PD 110 College Success Seminar
1.0 units
Designed specifically for first-time students to introduce them to the college and its resources. Develops critical awareness of the student's role in the college culture focusing on strategies for achieving academic success. Teaches students to deal effectively with the myriad of academic, personal, and professional choices through interactive learning and practical application. Students will transfer skills and abilities to other courses thereby improving student success.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Pass/No Pass

PD 114 Navigating University Transfer
1.0 units

Designed specifically for transfer students to introduce them to information and resources available to facilitate their transfer from Allan Hancock College to four-year colleges and universities. Students will develop critical awareness of research tools and learn to explore transfer possibilities, focus on strategies for selecting schools that fit their academic and personal needs, and design a plan for achieving their transfer goals.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

PD 115 Career Planning
1.0 units
A career planning course designed to assist students in discovering their basic aptitudes, skills, interests, personality, and values. Uses standardized vocational preference inventories, self-directed search, and career resource research to develop a career and educational plan. (F,S)
Acceptable for credit: Transfer CSU
Grading Method: Pass/No Pass

PDNC - Personal Development Noncredit (NC)

PDNC 7000 College Success Strategies for Noncredit Students
20.0 hours

In this course, students will learn about the tools, study skills and resources to be successful in noncredit courses. This course is aimed to support students who are new, current and returning noncredit students.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

PDNC 7001 Noncredit Bridge to Credit Seminar
20.0 hours
This course will provide students the tools, study skills and resources to help their successful transition to credit courses. This course aims to support students who are new, current and returning noncredit students.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

PDNC 7100 College Connect
8.0 hours

An introduction to college culture, policies, resources, and services. Topics include the characteristics of a successful student as well as strategies and essential tools to ensure a successful first semester.
Acceptable for credit: Non-Transferable
Course Offered: Summer, Fall
Grading Method: Noncredit

PDNC 7101 Career Connect
8.0 hours

An exposure and skill development course in establishing mentorship relationships, building professional networks, and engaging in internships designed to enhance students' abilities in career success within their academic journey.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: Spring, Fall
Grading Method: Noncredit

PDNC 7200 Exploring Careers in STEM
1-32.0 hours

Students will be introduced to a variety of career paths in STEM fields that may include, but not limited to, automotive technology, agriculture, veterinary technician, robotics and electronics, welding and machining, engineering, architecture design and drafting, environmental health and safety, and the life and physical sciences. The explorative experience will include demonstrations and hands-on opportunities to learn about these thriving career options and the different degree and certificate programs available at Allan Hancock College.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Noncredit

PE - Physical Education

Note: The prefix for some courses has been changed to KIN.

PE 106 Sports Officiating
3.0 units

An introduction to the basic principles of sports officiating with emphasis on the following sports: baseball/softball, basketball, football, soccer and volleyball. Includes application of contest rules, officiating mechanics, officiating styles, and professional responsibilities applicable to each sport covered. Students will learn about ethical considerations, effective communication, decision making skills, and conflict resolution, as they relate to professional officiating.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 118 Indoor Cycling
1.0 units

Indoor cycling techniques to improve cardio-respiratory fitness, muscular strength and endurance, and flexibility. Emphasis will be on improving overall fitness and endurance through a low-impact activity utilizing stationary bicycles, and auditory and visual cues.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 120 Beginning & Intermediate Swimming
1.0 units

An introduction to swimming, mastering the skills of the crawl stroke and elementary backstroke, and learning personal safety skills such as floating, treading water, and elementary forms of rescue.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 121 Swim Fitness Lab
1.0 units

Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may not be concurrently enrolled in PE 122.
Advisory: PE 120
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

PE 122 Swim Fitness Lab
0.5 units

Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may not be concurrently enrolled in PE 121.
Advisory: PE 120
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

PE 123 Aerobic Swim
1.0 units

This course familiarizes the student with the concepts of aerobic fitness, aerobic fitness evaluation, and swimming as an alternative aerobic conditioning program. Students will tailor an aerobic swim fitness program to meet their own needs with the goal of improving and maintaining their level of aerobic fitness. Students will learn how to take and use their heart rate as an indicator for evaluating and monitoring their level of aerobic fitness and their progress towards aerobic fitness. Specifically students will learn how to take and evaluate the three important stages of heart rate, resting heart rate (RHR), target or training heart rate (THR), and recovery heart rate.
Advisory: PE 120
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 124 Advanced Swimming
1.0 units

This course continues instruction and practice in Advance Swimming. This course emphasizes mastering the advanced skills of all the advanced swimming modalities - freestyle, backstroke, breaststroke, and butterfly. Advanced swimmers will learn and develop endurance and safety skills to swim longer distances.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 128 Sport Psychology
3.0 units

Designed to provide mental and psychological considerations as they relate to sport and exercise. Students will learn how various subjects impact the participation in and execution of sport in both individual and team settings. Subjects such as leadership and communication, goal setting, anxiety, violence, team cohesion, burnout, and drug abuse will be discussed.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 129 First Aid-CPR: Educator/Coach
1.0 units

This course is designed to allow students who are considering a kinesiology based profession, to develop the necessary knowledge and skills to successfully respond in various first aid and safety circumstances which may arise in their distinctive work environment as a professional educator/coach. Topics include: injury prevention; sudden illness; heat/cold related injuries; responding to acute asthmatic emergencies; soft tissue, and muscular, bone and joint injuries; responding to unconscious or choking persons; and cardiac emergencies. At the end of the course, students will be American Red Cross "lay responder" certified in first aid, AED, and adult, child, and infant CPR. Students will not be certified at the "professional rescuer" level. Students must obtain and review the required textbook prior to the first class meeting.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 130 Self Defense
1.0 units

Affords all students the opportunity to become proficient in basic self-defense skills. Instruction in both physical and mental skills regarding methods and techniques for providing personal safety and defending oneself. Defensive and offensive tactics will be presented in the areas of movement, leverage, striking, and the utilization of various objects. Does not require any prior martial arts training.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 132 Cardio Kickboxing
1.0 units

Emphasizes aerobic and strength conditioning through martial art movements. An aerobic exercise program that improves endurance, strength, and flexibility by using kickboxing movements. It involves a variety of punching and kicking movements focusing in the mirror and then on the workout bag. The high intensity, low impact activity accommodates most students at all fitness levels.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 133 Beginning Yoga Fitness
1.0 units

Fundamentals of physical yoga at a beginning level, which focus on breathing, posture, and the development of the connection between the mind and muscles of the body.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 134 Martial Arts Techniques
1.0 units

Introduction to basic techniques from over 10 different martial arts systems. Discussion of characteristics of each style, as well as physical and mental attributes of those likely to excel within each system. This non-sparring exercise program will improve reflexes, coordination, strength, flexibility, balance, and muscle tone. Techniques will be practiced in the mirror and on work-out bags. Designed to accommodate most students of various fitness levels.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 135 Intermediate Yoga Fitness
1.0 units

Continued instruction and practice in intermediate-based yoga poses designed to enhance strength, flexibility, balance and focus. Emphasis on safety, proper body alignment, improved posture, and developing breathing techniques that encourage mind-body integration and relaxation response.
Advisory: PE 133
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 136 Intermediate Self Defense
1.0 units

Continued instruction and practice in Self Defense at an Intermediate level. Affords all students the opportunity to become proficient in basic to intermediate self-defense skills. Instruction in both physical and mental skills regarding methods and techniques for providing personal safety and defending oneself. Defensive and offensive tactics will be presented in the areas of movement, leverage, striking, and the utilization of various objects. Does not require any prior martial arts training.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 137 Intermediate Cardio Kickboxing
1.0 units

Continued instruction and practice in Intermediate Cardio Kickboxing. This course emphasizes continued improve cardiovascular and muscular physical strength conditioning and flexibility through martial art and kickboxing movements at an intermediate and more develop skill level.

Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 140 Physical Fitness Laboratory
1.0 units

Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individual conditioning goals. Three hours per week with flexible hours. Students may not be concurrently enrolled in PE 141.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

PE 141 Physical Fitness Laboratory
0.5 units

Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individualized conditioning goals. Two hours per week with flexible hours. Students may not be concurrently enrolled in PE 140.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Pass/No Pass

PE 142 Low Impact Conditioning Exercises
1.0 units

Provides ways for students to improve fitness level by using principles of cardiovascular conditioning, flexibility, strength, coordination, and endurance training. Special attention is given to proper motion, but not required for participation.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 143 Step Aerobics
1.0 units

An aerobic exercise program that improves aerobic conditioning, flexibility, muscular strength and endurance by utilizing a platform for stepping up and down. Includes a variety of stepping routines and strength training exercises in controlled rhythmic patterns set to music. The complete high intensity low impact balanced aerobic activity accommodates students at all fitness levels.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 146 Strength and Flexibility
1.0 units

Designed to improve body alignment, flexibility and tone, and to strengthen problem areas, i.e. back, knees, and abdominals, through the use of various exercise equipment and a variety of stretching and strength exercises. Students learn a basic strength-fitness exercise program.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 147 Intermediate Strength and Flexibility
1.0 units

Designed to improve body alignment, flexibility and tone, and to strengthen problem areas, i.e. back, knees, and abdominals, through the use of various exercise equipment and a variety of stretching and strength exercises. Students learn an intermediate strength-fitness exercise program.
Prerequisite:
Acceptable for credit: Transfer CSU
C-ID Course Number: n/a
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 149 Cooperative Work Experience: Occupational
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in CWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience course will be included in the 16 unit maximum. CWE Units Unpaid Placement: 1 unit 60 hours 2 units 120 hours 3 units 180 hours 4 units 240 hours 5 units 300 hours 6 units 360 hours 7 units 420 hours 8 units 480 hours CWE Units Paid Placement: 1 unit 75 hours 2 units 150 hours 3 units 225 hours 4 units 300 hours 5 units 375 hours 6 units 450 hours 7 units 525 hours 8 units 600 hours
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 154 Jogging/Walking
1.0 units

In this course, students improve cardiovascular and muscular physical fitness levels and flexibility by learning the concepts and principles and applying the techniques associated with walking and jogging.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 155 Intermediate Jogging/Walking
1.0 units

In this course, students will continue to improve cardiovascular and muscular physical fitness levels and flexibility at the intermediate level by furthering their learning of the concepts and principles and applying these techniques associated with walking and jogging at a more developed skill level.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 156 Beginning Golf
1.0 units
Introduction to golf, elementary golf skills, the values and challenge of the game. Emphasis on developing a sound, repeating one-piece golf swing. Range practice.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 160 Tennis
1.0 units
Designed to equip the student with the necessary knowledge and skills to become proficient enough to enjoy the game of tennis and participate at the beginning level. Fundamental strokes and strategy will be stressed.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 162 Intermediate Tennis
1.0 units

Continued instruction and practice in Intermediate Tennis. This course is designed to equip the student with the necessary knowledge and intermediate skills to become a more proficient, confident and consistent player while enjoying the game of tennis and participating at the intermediate level. Fundamental strokes and strategy will be stressed.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 164 Soccer
1.0 units
Designed to prepare students to learn soccer and the rules of soccer. Fundamentals, strategy, and techniques will be stressed.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 167 Basketball
1.0 units
This course stresses the development of the fundamental skills, basic team offense and defense, and physical conditioning.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 169 Intermediate Basketball
1.0 units

This course stresses the continued instruction, practice and development of the fundamental skills, team offense and defense, and physical conditioning at an intermediate level. This course emphasizes continued improve cardiovascular, muscular physical strength conditioning, and flexibility at an intermediate and more develop skill level.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 170 Softball
1.0 units
This course is designed to provide the fundamental skills and knowledge necessary to successfully participate in the game of softball.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 172 Volleyball
1.0 units
This course is designed to give instruction and practice in the fundamental skills basic to successful performance in volleyball. Rules and offensive and defensive formation will be included.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 173 Intermediate Volleyball
1.0 units

This course is designed to give continued instruction and practice in fundamental volleyball skills basic to successful performance at an intermediate level. Volleyball rules and offensive and defensive formation will be included at an intermediate level.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

PE 177 Pickleball
1.0 units

This outdoor pickleball course incorporates techniques and skills necessary to learn the sport and provides opportunities to play the sport.Pickleball is a combination of tennis, badminton, and ping pong (table tennis). This course will promote and improve cardiovascular health and fitness, muscular strength, and endurance.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 178 Intermediate Pickleball
1.0 units

This course continues instruction and practice in outdoor pickleball and incorporates techniques and skills in pickleball at an intermediate level. This course will continue to improve cardiovascular, muscular physical fitness, strength and endurance benefits.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 179 Experimental Courses in Physical Education
1-10.0 units
Course designed to test new curriculum in physical education before adopting it as part of an academic program.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 179F Pickleball Activity Lab
1.0 units

This outdoor pickleball activity class will incorporate techniques and skills necessary to learn the sport and provide the opportunity to play the sport. The activity will improve cardiorespiratory fitness and endurance.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall

PE 189 Independent Projects
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate Academic Dean, or an instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and approved by the appropriate dean before the last day of enrollment. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 199 Special Topics in Physical Education
1-3.0 units

Provides an opportunity to explore particular aspects of the discipline which are not covered in detail in the existing program.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PE 379 Experimental Courses in Physical Education
1-10.0 units

Courses designed in physical education to test new curriculum before adopting it as part of a new program.
Acceptable for credit: Non-Transferable
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA - Physical Education Intercollegiate Athletics

Note: The prefix for some courses has been changed to KIN.

PEIA 100 Intercollegiate Football
3.0 units

Designed to give students extensive practice and instruction in football to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 105 Intercollegiate Soccer, Women
3.0 units

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 110 Intercollegiate Soccer, Men
3.0 units

Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 120 Intercollegiate Cross-Country
3.0 units

Designed to give students extensive practice and instruction in cross-country to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 125 Intercollegiate Volleyball
3.0 units

Designed to give students extensive practice and instruction in volleyball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 130 Intercollegiate Basketball, Men
2-3.0 units

Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 135 Intercollegiate Basketball, Women
2-3.0 units
Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 140 Intercollegiate Baseball
3.0 units
Designed to give students extensive practice and instruction in baseball to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PEIA 145 Intercollegiate Softball
3.0 units
Designed to prepare students to compete in intercollegiate competition. Fundamentals of softball and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PEIA 150 Intercollegiate Track, Men
3.0 units
Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PEIA 155 Intercollegiate Track, Women
3.0 units
Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PEIA 170 Intercollegiate Golf
3.0 units

Extensive practice and instruction in course management skills and techniques that prepares the student for intercollegiate golf competition. Competition includes individual and team matches, tournaments and conference tournaments. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitations on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade or Pass/No Pass

PEIA 180 Intercollegiate Swimming, Men
3.0 units

Designed to prepare students to compete in intercollegiate competition. Fundamentals of swimming and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 185 Intercollegiate Swimming, Women
3.0 units

Designed to prepare students to complete in intercollegiate competition. Fundamentals of swimming and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PEIA 188 Intercollegiate Water Polo, Women
3.0 units

Designed to prepare students to compete in intercollegiate competition. Fundamentals of water polo and advanced technique and strategy will be stressed as in any intercollegiate sport. Attendance at intercollegiate events associated with this course will be required of students. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PEIA 195 Intercollegiate Conditioning
1-3.0 units
Designed to permit students to utilize an individualized strength and body-building program using a combination of exercise machines and free weights in preparation for participation in intercollegiate competition. Students may not be concurrently enrolled in PE 140 or PE 141. Students will additionally engage in a variety of activities designed to enhance skill development and performance capabilities required for successful participation in future competitive intercollegiate sport circumstances and events. Students may repeat this course if they are CCCAA (California Community College Athletic Association) eligible.
Limitation on Enrollment: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PHIL - Philosophy

PHIL 101 Survey of Philosophy
3.0 units
An overview of the central issues and movements in philosophy. Topics to be selected from such areas as ethics, political philosophy, metaphysics (the study of reality), epistemology (the study of knowledge), logic, aesthetics, phenomenology and existentialism.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PHIL 100
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHIL 102 Existence and Reality
3.0 units
An introduction to the problems of metaphysics (the study of reality and existence) and epistemology (the study of knowledge). Possible topics include the existence of God, freedom versus determinism, the mind/body problem, problems of knowledge, appearance versus reality, and existentialism.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

PHIL 105 Ethics
3.0 units
An introduction into the nature of ethics examining ethical issues, traditional and nontraditional ethical systems, and various contemporary ethical problems such as abortion and euthanasia.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PHIL 120
Grading Method: Letter Grade or Pass/No Pass

PHIL 112 Logic
3.0 units
An introduction to the methods of principles of logic exploring inductive logic, deductive logic, and critical thinking including applications to philosophy, the exact sciences, the social sciences, and to reasoning in everyday life.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PHIL 110
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHIL 114 Critical Thinking
3.0 units

Introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluation evidence, logical correctness versus factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course has been designed to fulfill the IGETC Critical Thinking/ English Composition requirement.
Prerequisite: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHIL 121 Religions of the Modern World
3.0 units

An introduction to the religious philosophy, beliefs and practices of six major world religions, including brief historical and cultural background on each. Hinduism, Buddhism, Taoism, Judaism, Islam, and Christianity will be studied.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHIL 122 Exploring Religious Issues
3.0 units

An exploration of the basic issues involved in the philosophy of religion. Topics covered include the existence of God, the nature of God, the nature of evil, life after death, and the methodology required to find answers to these issues. A variety of approaches and viewpoints will be considered.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PHSC - Physical Science

PHSC 111 Matter, Energy and Molecules
4.0 units

Introduction to the basic principles of physical science and applications of these principles in everyday life. Topics include, but are not limited to, the following: scientific method, measurements, force and motion, work and energy, heat, waves, fluids, electricity, atomic physics, matter, compounds, molecules, chemical reactions, and ions.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: CHEM 140
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PHSC 112 Earth and the Universe
4.0 units
Introduction to the basic principles of astronomy and earth sciences and applications of these principles to everyday life. Topics include the solar system, stars, galaxies, and cosmology, structure and formation of the earth, earth quakes, volcanoes, plate tectonics, the atmosphere, the ocean, and weather.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: GEOL 121
Grading Method: Letter Grade or Pass/No Pass

PHSC 199A Colorado Plateau
3.0 units
Intensive field study experience in introducing students to the Earth, Physical, and Space Sciences of the Colorado Plateau Physiographic Region.
Advisory: Concurrent enrollment in college-level life or physical science course.
Limitation on Enrollment: Completion of course application and procedures for enrollment.
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Pass/No Pass

PHTO - Photography

PHTO 101 History of Photography
3.0 units
This course is a historical survey of the evolving nature of photography from the 1800's to the present. This course examines the role and function of photography and its cultural history, including its relationship to the fine arts, sciences, social sciences, fashion, and mass media. Emphasizes the aesthetic and historical influences on photography, as well as the medium of photography's effects upon society and culture and as a form of visual communication.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHTO 110 Basic Photography
3.0 units

Designed to introduce the student to the fundamentals of photography as a means of personal expression or as a tool for professional growth. Introduces the student to the history of photography, photographic theory, and cultural influences. Emphasizes the adjustable camera for effective visual communication and personal expression. Included will be units on cameras, lighting, exposure, print development, aesthetics, composition, content, and critical evaluation of student work. It includes basic instruction of image editing software for manipulating imagery. Any type of lens-based, image-making device including digital SLR's, 35mm film cameras, smart phones, digital point-and-shoot cameras can be used. Manual digital camera suggested. School cameras are available for checkout. Appropriate for students without prior photographic experience.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PHTO 120 Materials and Processes
3.0 units

A course exploring alternative photographic materials and processes including pinhole photography, cyanotype, Van Dyke, gum printing, toning, making digital and traditional enlarged negatives and making photographic books. A course for students with a background in photography or digital photography. Students are responsible for providing cameras, paper, mat board and other miscellaneous supplies necessary to the completion of work. Process chemicals are supplied.
Prerequisite: PHTO 110, or PHTO 170
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

PHTO 130 Advanced Black and White Photography
3.0 units

A course investigating theories and working techniques in black and white photography using analog and hybrid digital systems to produce negatives and prints. Exploration of advanced techniques for controlling the printing process. Emphasizes the utilization of those techniques in pursuit of a personal visual style. Students are required to provide their own cameras, film and paper.
Prerequisite: PHTO 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PHTO 140 Introduction to Color Photography
3.0 units

A course designed to introduce the students to the fundamentals of color photography, including the practical application of color theory to problems involving the use of color negative film and color prints as a means of personal expression along with scanning of film for digital output. Includes an examination of contemporary trends in color imagery. Students are required to supply their own cameras, film and paper.
Prerequisite: PHTO 110, or PHTO 170
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/a
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PHTO 150 Introduction to Commercial Photography
2.0 units

A combined lab and lecture course that provides the student with an overview of photography as a career. Introduces professional photographic equipment and techniques in actual studio situations. Students will produce photographs of architecture, portraits, and advertising subjects as they would for a commercial client. 1 hour per week lecture, 3 hours per week lab. Adjustable 35 mm camera suggested, school cameras available.
Prerequisite: PHTO 110
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHTO 151 Portrait Photography
2.0 units

An introductory lecture/lab course examining the styles, considerations, and techniques of photographic portraiture, including studio, headshots, environmental, and fashion photography. Introduces lighting and equipment specific to photographic portraiture. Requires an adjustable camera with manual exposure mode.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/a
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PHTO 152 Introduction to Drone Piloting and Imaging
2.0 units

An introduction to using unmanned aerial systems (UAS) or drones. Provides beginning uses of remotely operated vehicles for digital imaging, photography, and other applications. Covers safety precautions, team collaboration, intelligent mission planning, high resolution image capture, and editing.This course is designed to give the student the ability to safely and competently fly a drone. Emphasis is placed on safety, equipment selection, and flying. Provides a starting point to drone data collection for multiple disciplines and careers.
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PHTO 170 Digital Photography
3.0 units

An introductory course on the tools of digital photography including cameras, scanners, printers and Adobe Lightroom software. Topics include image capture, enhance enhancement and presentation including ink jet prints and digital slideshows. For this course Mac skills are useful, but not essential.
Corequisite: PHTO 385, PHTO 384
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHTO 179A Intro to View Camera
2.0 units

An introduction to the equipment and techniques of large format photography including producing negatives and prints. The student will work with view cameras in the studio and on location to create a variety of image styles. (S1)
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

PHTO 179B Photojournalism
2.0 units

An introductory lecture/lab course designed to give the student a working knowledge of the equipment, techniques, markets and strategies necessary for those who desire to pursue a career in photography for publication.
Advisory: PHTO 110
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

PHTO 189 Independent Projects in Photography
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

PHTO 380 Black And White Photo Lab 1
0.5 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite class.
Corequisite: PHTO 110, or PHTO 120, or PHTO 130, or PHTO 150, or any 179, 189, or 199 as related to black and white photo process only.
Limitation on Enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

PHTO 381 Black And White Photo Lab 2
1.0 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. Students may not be concurrently enrolled in PHTO 380 and 381. Corequisites: PHTO 110 or 120 or 130 or 150 or any 179, 189 or 199 as related to black and white photo process only.
Corequisite: PHTO 110, or PHTO 120, or PHTO 130, or PHTO 150, or any 179, 189, or 199 as related to black and white photo process only.
Limitation on Enrollment: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

PHTO 382 Color Photo Lab 1
0.5 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class.
Corequisite: PHTO 140, or any 179, 189 or 199, as related to color photo process only.
Limitation on Enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Pass/No Pass

PHTO 383 Color Photo Lab 2
1.0 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class. Students may not be concurrently enrolled in PHTO 382 and PHTO 383. Corequisite: PHTO 140 or any 179, 189 or 199 as related to color photo processes only
Corequisite: PHTO 140, or any 179, 189 or 199 as related to color photo processes only.
Limitation on Enrollment: Students may not be concurrently enrolled in PHTO 382 and PHTO 383
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

PHTO 384 Digital Photo Lab 1
0.5 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class.
Corequisite: PHTO 170, or PHTO 150, or PHTO 151, or any 179, 189, or 199 as related to digital photo processes only.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Pass/No Pass

PHTO 385 Digital Photo Lab 2
1.0 units

Open entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in corequisite class.
Corequisite: PHTO 170, or PHTO 150, or PHTO 151, or any 179, 189, or 199 as related to digital photo process only.
Limitation on Enrollment: Students may not be concurrently enrolled in PHTO 384 and PHTO 385
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Pass/No Pass

PHTO 7200 Digital Photos & the Computer
8-12.0 hours

Unsure of how and where to store your digital photos? This course is a brief introduction to how to upload, manage, and store digital photos on a computer. Students are required to bring to class a digital camera or cellphone and accompanying USB cable for their specific model camera and/or a card reader.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7201B Basic Digital Photography
24.0 hours

Gain a deeper understanding of the fundamentals of digital photography and how cameras work. Students will learn navigation through menus and settings, as well as the concepts of two-dimensional design guidelines for composition, how to photograph in various lighting situations, and adjust exposures. Students entering the course are required to have access to a digital camera or cell phone that has controls to manipulate exposure, shutter speed, ISO and focus as well as the ability to download images to a computer.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7202B Digital Photo Editing & Post-Processing
24.0 hours
If you currently possess a working knowledge and basic understanding of how to use a digital camera, this course will help you refine your technical and aesthetic photography skills. Students are required to have access to a digital camera or cellphone that has controls to manipulate exposure, shutter speed, ISO and focus, as well as the ability to download images to a classroom computer.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7203B Advanced Digital Photography
24.0 hours
This intermediate to advanced course will build upon the digital photography fundamentals learned in Digital Photography Levels 1 and 2. Topics covered include exposure control, photographing in manual exposure mode, controlling depth of field, and capturing blurred motion with the use of light blocking filters, and an overview of camera lenses. Compositional elements of design will be reinforced by examining the use of leading lines, balance, the rule of thirds, framing, and selective focus. The subtleties of light will be explored and photographic lighting techniques.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7204B Phonetography
24.0 hours
Learn to transform your mobile device snapshots into stunning images! This class will challenge students to look at their everyday life activities and the world around them through the creative lens of a mobile device camera. Students will use the media of the iPhone and other smartphones to correct and augment exposure, lighting, composition, and focus. Use of apps to manually control the camera and post-process images will also be covered. Students are required to bring to class an iPhone or other smartphone camera that has the ability to download apps. Students will acquire and upload several photo editing apps during this class. No prior experience in photography is required.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7205 Photography for Online Sales
8.0 hours
A photography course designed to introduce students to small product photography techniques useful for posting advertisements on eBay, Craigslist, or other online sites. Topics to be covered are camera settings, using a tripod, basic lighting techniques, selecting backgrounds, subject placement, and editing and prepping images for posting online.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHTO 7206 Food Photography
8.0 hours
A photography course designed to introduce students to the basic approach for photographing food. Topics include using natural light for photography of food, controlling focus, photography equipment and supplies used in food photography, and useful software. Students are required to have access to a digital camera or cellphone that has controls to manipulate exposure, shutter speed, ISO and focus, as well as the ability to download images to a classroom computer
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

PHYS - Physics

PHYS 100 Concepts In Physics
3.0 units

An overview of the major areas of physics. Emphasis is on concepts, applications, and the consequences for modern life. An historical perspective on the development of physical theory and its impact on civilization is explored.
Advisory: MATH 311ENGL C1000, or ENGL 514
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 110 Introductory Physics
3.0 units

An introduction to physics with emphasis on units, vectors and the definitions of physical variables. Tools and strategies necessary to be successful in PHYS 161 are covered.
Prerequisite: MATH 121, or MATH 141
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 141 General Physics 1
4.0 units

The initial semester of a two-semester introduction to trigonometry-based physics. Emphasizes the origin, nature, and application of fundamental concepts and principles. Required for most life-science and engineering-technology majors. Discusses motion, mechanics of particles and systems of particles, rigid, elastic and fluid systems, vibrations, wave motion, and sound.
Prerequisite: MATH 141, or completion of or concurrent enrollment in MATH 121
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PHYS 105
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 142 General Physics 2
4.0 units

A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics.
Prerequisite: PHYS 141
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 110
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PHYS 161 Engineering Physics 1
4.0 units

The initial semester of a three-semester course in calculus-based physics which emphasizes the origin, nature and application of fundamental concepts and principles. Required for most baccalaureate majors in the physical sciences, engineering and mathematics. Emphasizes mechanics, including measurement, linear and planar motion, statics and dynamics of particles and systems of particles, rigid, elastic and fluid systems.
Prerequisite: PHYS 110 and MATH 182
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 205
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 162 Engineering Physics 2
4.0 units

A continuation of PHYS 161 which discusses temperature, heat, thermodynamics, simple harmonic and wave motion, sound, geometric and physical behavior of light, as well as topics in modern physics, which may include the special theory of relativity, and the quantum theory of atomic and nuclear systems.
Prerequisite: PHYS 161 and MATH 182
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 215
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

PHYS 163 Engineering Physics 3
4.0 units

A continuation of PHYS 161 which discusses electrostatic forces, fields and potentials, steady electric currents and circuits, magnetic forces and fields, induced electric and magnetic fields, electric and magnetic properties of continuous media, reactive circuits, and electromagnetic waves.
Prerequisite: PHYS 161 and MATH 182
Advisory: Completion of, or concurrent enrollment in MATH 183
Acceptable for credit: *Transfer to CSU, limited to UC/see counselor
C-ID Course Number: PHYS 210
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

PHYS 171 Computational Techniques for Physics I: Mechanics
1.0 units

Introduction to computational methods in physics applied to the solution of classical mechanics problems. Simulation and Visualization of elementary mechanical systems. Supports and complements material taught in PHYS 161.
Prerequisite: PHYS 161, or
Corequisite: PHYS 161
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 172 Computational Techniques for Physics II: Modern Physics
1.0 units

Application of computational and data analysis methods to the solution of problems associated with oscillations, statistical mechanics, thermal physics, quantum physics. Simulation and Visualization of relevant physical systems. Complements material taught in PHYS 162.
Prerequisite: PHYS 162, or
Corequisite: PHYS 162
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 173 Computational Techniques for Physics III: Electricity & Magnetism
1.2 units

Computational techniques applied to the solution of problems relating to electric and magnetic fields and phenomena. Simulation and Visualization of electrodynamic systems. Complements material taught in PHYS 163.
Prerequisite: PHYS 163, or
Corequisite: PHYS 163
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PHYS 189 Independent Projects
0.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade Only

PLGL - Paralegal Studies

PLGL 101 Intro to Paralegal Studies
3.0 units

Acquire the basic knowledge needed to begin your career as a paralegal. This course provides an in-depth overview of the legal system with special emphasis on the duties and responsibilities of a paralegal.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 102 Criminal Law & Procedure
3.0 units

Introduction to criminal law and procedure for the paralegal. This course includes crimes against persons, habitation, property, order, justice, and morals. Defenses to criminal activity, search and seizure, confessions, pretrial, trial, and sentencing are also covered
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 103 Civil Litigation
3.0 units

Introduction to civil litigation for the paralegal. This course is a survey of litigation, from the initial client interview to post-trial appeals. Complaint drafting, filing, service motions, answers, and discovery are covered. Settlement and trial are also included.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 104 Legal Research & Writing
3.0 units

This course covers the sources and methods of legal research as related to cases, statutes, and secondary materials. Students will engage in objective legal writing based upon their research.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 105 Legal Analysis & Writing
3.0 units

Designed to expose paralegal students to written advocacy and discovery requests. Emphasizes persuasive writing techniques, writing for a purpose, and discovery mechanics. Students will complete substantial writing assignments.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 106 Case Management
3.0 units

This course is designed to help students develop the conceptual and technical skills necessary to manage cases in a law office environment. The course includes interaction with case management software, databases, and word processing.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 107 Ethics for Paralegals
1.0 units

Ethics are the standards that regulate the integrity of the legal profession. This course will improve your understanding of how paralegals are affected by ethical issues.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 108 Wills and Trusts
3.0 units

This course introduces the law governing wills, trusts, and estate planning. It emphasizes practical applications for paralegals and exposes students to forms and procedures used in a law office.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 109 Family Law
3.0 units

This course introduces the basic concepts of California Family Law and emphasizes the development of practical drafting skills used by paralegals. The course examines terminology, procedures, and legal document preparation involved in family law matters.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 110 Intellectual Property Law
3.0 units

This course provides review of intellectual property law including patents, trademarks, and copyrights. Applied techniques for conducting patent searches, conducting research, and creating legal documents and forms will be emphasized.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 111 Tort Law for Paralegals
3.0 units

Under tort law, an injured party can bring a civil lawsuit to seek compensation for a wrong done to the party or to the party's property. This course provides an overview of tort law, tort remedies, and drafting of basic documents.
Advisory: PLGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

PLGL 112 Corporations, Partnership, LLC
3.0 units

An entrepreneur must make a choice as to which type of business to form and operate. Corporations, partnerships, limited liability companies, and sole proprietorships are among the different types of business organizations. This course reviews the law regarding the formation and operation of various forms of business organizations. It provides guidance on drafting original documents to form a business.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

POLS - Political Science

POLS 101 Introduction to Political Science
3.0 units

This is an introductory course examining a variety of approaches to the study of political science with particular emphasis on the American political system in comparative perspective. Topics discussed include nature of politics, comparative politics, selected political philosophers, principles of government, methods used by political scientists, and American government. This course satisfies part of the history and government requirements for the California State Colleges and Universities and Allan Hancock College. Students receiving credit must demonstrate satisfactory knowledge about national and state government.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 150
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

POLS 104 Introduction to International Relations
3.0 units

A study of the forces and conditions involved in the actions, interactions and relations of nations and organizations within the international system. Emphasis is placed on the tools of analysis for understanding and predicting behavior on the international stage.
Advisory: ENGL C1000 and POLS C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 140
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

POLS 105 Comparative Politics
3.0 units

This course is an introduction to the comparative analysis of contemporary governmental institutions, political processes and their environments. The survey includes current political institutions, citizen participation, political problems, politics, and policies within these systems.
Advisory: ENGL C1000 and POLS C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 130
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

POLS 106 California Government and Politics
1.0 units

Introduction to the structure and function of California state government. Satisfies California state and local government requirement for students who have taken Federal, State, and Local Government without a California component or who receive Advanced Placement credit for American Government.
Advisory: ENGL 514
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

POLS 110 Political Theory
3.0 units

Introduction to political theory. Focuses on concepts like: authority, liberty, equality, law, justice, community, rights, citizenship, property, class conflict, and constitutionalism. Readings from major thinkers, such as Plato, Aristotle, Augustine, Aquinas, Machiavelli, Locke, Hobbes, Rousseau, Marx, Nietzsche, Rawls, and others.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 120
Course Offered: Spring, Spring, Spring, Fall, Fall, Fall
Grading Method: Letter Grade or Pass/No Pass

POLS 189 Independent Projects-Honors
2.0 units

Honors courses designed to be an enriching experience associated with a specific general education course. The course material will either be a more in depth coverage of the material in the GE course, or will be more advanced material related to the course topics.
Prerequisite: program application
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

POLS 199A Special Topics in Political Science
1.0 units

This course will examine the campaigns, issues, electoral process and candidates for the United States Presidential election.
Advisory: ENGL 514
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

POLS C1000 American Government and Politics
3.0 units

This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology.

A study of American government at the national, state, and local levels. Governmental principles, institutions, and their historical development are examined. This course satisfies part of the history and government requirements for the California State Colleges and Universities, University of California, Allan Hancock College, and many private colleges. (F,S). The course is not open to students who received credit for POLS 103.
Advisory: Eligibility for ENG 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: POLS 110
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PROD - Professional Development

PROD 301 Introduction to Life and Career Planning
3.0 units

Introduces students to a decision-making process that will help them envision and plan for a future career that is productive, achievable, and stimulating. This course culminates with the development of a 10 year career/education plan used for advisory and academic purposes. This personalized 10-year plan provides students with the focus and intrinsic motivation to succeed in high school, college, at work, and in life.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

PSY - Psychology

Note: Psychology 101 can be found under the PSYC prefix in the courses tab

PSY 105 Research Methods in Psychology
3.0 units

This psychology based research methods class will cover the scientific method and various research approaches. Topics covered consist of sampling procedures, descriptive research including observational and correlational studies, experimental research including single and multi-factorial designs, quantitative and qualitative research methods, and ethics in psychological research. Students will apply APA methodology, read, evaluate and interpret research papers, and relate the scientific method to real world situations.
Prerequisite: STAT C1000 and PSYC C1000
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 200
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

PSY 106 Alcohol, Other Drugs, and Addiction
3.0 units

An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use, major categories of drugs, use/misuse/addiction, and approaches to prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for SOC 106 or HUSV 110.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

PSY 112 Human Sexuality
3.0 units

This course is an introductory overview of the human sexual condition from the perspective of the diverse cultures, sociological and psychological aspects within the United States as well as other countries/cultures. Students will be encouraged to become aware of their own sexual values, attitudes and related behaviors as well as being tolerant of sexual expression/orientation different from their own experience. This course will emphasize social patterns of sexual behavior, sexuality lifespan, sexual norms and abnormalities as well as historical and current sexual problems.
Advisory: ENGL C1000 and PSYC C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 130
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 113 Theories Of Personality
3.0 units

This course covers major contemporary personality theories, compares and contrasts diverse personality perspectives, and applies the theoretical principles to personality, psychological health, and psychological growth.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: NA
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

PSY 117 Child Psychology
3.0 units

Examines the multicultural four-stage development of the child from conception through adolescence: first two years, early childhood, middle childhood, and adolescence. Each stage is approached from the biosocial development, cognitive development, and psychosocial development perspectives. This course includes various psychological theories fundamental to the child's development. Other topics include but are not limited to: the impact of nature versus nurture, the impact of different parenting styles, types of attachments as well as issues related to prenatal development and birth.
Advisory: ENGL C1000 and PSYC C1000
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 118 Human Development - Lifespan
3.0 units

A balanced study of basic theories, research, and principles of physical, cognitive, and psychosocial development from conception to death is presented in an integrated manner; includes behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying.
Advisory: ENGL C1000 and PSYC C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 180
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 119 Abnormal Psychology
3.0 units

This course introduces students to the scientific study of broadly defined psychopathology and atypical or abnormal behaviors. Students will be required to investigate these abnormal behaviors from a variety of perspectives including biological, psychological, and sociocultural approaches. Theory and research in abnormal behavior, as well as intervention and prevention strategies for psychological disorders are also introduced.
Advisory: ENGL C1000, READ 110 and PSYC C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 120
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 121 Social Psychology
3.0 units

An examination of how human behavior, attitudes, emotions, and thoughts are affected by the social situation. Topics include self-concept, intimate relationships, prejudice, obedience to authority, social influence, group-decision making, and multicultural relations. The use of social psychology in understanding diversity, sexism, and international conflicts is discussed. This course meets the Social Science GE requirement.
Prerequisite: PSYC C1000 and ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 170
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

PSY 122 States of Consciousness
3.0 units

An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, neural correlates of conscious experience, substance use disorders, sleep, dreams, hypnosis, dissociation and dissociation disorders, out-of-body states, near-death experiences, paranormal phenomena, meditation, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for HUSV 122 or ANTH 122.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 127 Emotional Intelligence
3.0 units

An introduction to Emotional Intelligence - a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states "hijack" people's behavior, and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This course is not open to students who are enrolled in or who have received credit for HUSV 127.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 128 Positive Psychology
3.0 units

An introduction to the psychological study of the positive, adaptive, creative, and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive, and well adjusted. This course is not open to students who are enrolled in or who have received credit for HUSV 128.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 132 Drugs, the Brain and the Body
3.0 units

Provides an overview of the pharmacology of drugs in substance use disorders with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug use and addiction. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance use disorder treatment modalities. This course is not open to students who are enrolled in or have received credit for HUSV 132.
Advisory: HUSV 110, or SOC 106, or PSY 106
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

PSY 142 Co-Occurring Disorders Engagement
3.0 units

Concepts, definitions, and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or who have received credit for HUSV 142.
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 143 Co-Occurring Disorders: Integrated Interventions
3.0 units

A study of the intervention to benefit persons who have both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or who have received credit for HUSV 143.
Advisory: HUSV 142, or PSY 142
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSY 189 Independent Project in Psychology
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: NA
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

PSYC C1000 Introduction to Psychology
3.0 units

This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. The course is not open to students who received credit for PSY 101.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 110
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

PSYC - Psychology

PSYC C1000 Introduction to Psychology
3.0 units

This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. The course is not open to students who received credit for PSY 101.
Advisory: ENGL C1000
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: PSY 110
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

R

RE - Real Estate

RE 100 Real Estate Principles
3.0 units

Basic laws and principles of California real estate and providing the background and terminology necessary for advanced study in specialized courses. Recommended for those preparing for the real estate salesperson license examination.
Advisory: Eligibility for ENGL 101
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade Only

RE 302 Legal Aspects Of Real Estate
3.0 units

A study of California real estate law affecting property ownership and management; contract, real estate transfers, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward California educational requirements for broker's examination.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Pass/No Pass

RE 303 Real Estate Practices
3.0 units

A study of day-to-day operations in real estate sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies towards California educational requirements for the broker's examination.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

RE 305 Real Estate Appraisal
3.0 units

An introduction to the appraisal process and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit properties.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

RE 306 Property Management
3.0 units

A comprehensive introduction to the property management profession for those seeking to enter the field, those already in the management field, and real estate practitioners seeking to broaden their education beyond listing and selling.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

READ - Reading

READ 110 Introduction to Critical Reading
3.0 units

Reading 110 is designed to equip students with effective reading skills for success in college courses. The emphasis is on improving reading comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. By practicing critical reading, students will also improve their writing skills. This class serves as a prerequisite for English 101. Lecture: 3 hours per week. Lab: 1 hour per week. This course is not open to students who are enrolled in or have received credit for ENGL 113 or ESL 110.
Advisory: READ 310, or ENGL 513
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

READ 310 Reading Skills and Strategies
3.0 units

Reading 310 uses fiction and nonfiction texts to develop reading skills and strategies. The emphasis is on improving reading comprehension and efficiency and helping students become critical readers. This course is not open to students who are enrolled in or have received credit for ENGL 312 or ESL 310.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

READ 510 Improving Reading Comprehension
4.0 units

Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. This course is not open to students who are enrolled in or have received credit for ENGL 510 or ESL 510.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Pass/No Pass

REC - Recreation

REC 101 Intro to Recreation Management
3.0 units

An introduction to the principles of program management in recreation services in the areas of public and private domains, park, military and institutional settings as well as services to special populations.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

REC 103 Leadership in Recreation Services
3.0 units

An examination of the theories of leadership, leadership behaviors, principles and procedures of leadership and supervisory responsibilities as applied by the recreation leader. Techniques for working with small groups, large groups, and diverse populations.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

REC 105 Program Planning for Recreation
3.0 units

An exploration of recreational program planning including organization, implementation, and evaluation in both public and private settings. The interrelationship of needs and interests of people, physical settings, and activity content are covered.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

REC 107 Recreational Sports Programming
3.0 units

An examination of the theories and practices of programming sports activities in a variety of recreational settings. Both individual and team sports will be studied. Emphasis will be placed on the planning of activities such as leagues, instructional programs, tournaments, and sports festivals. The class will study the development and operation of sports venues. Students will gain experience by planning actual events.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

REC 109 Outdoor & Adventure Recreation
3.0 units

An introduction to recreation activities offered in outdoor and adventure settings. Analysis of current practices and the agencies offering these activities. Examination of a variety of outdoor and adventure recreation resources and the ways to use the resources with minimal impact. Course will assist Recreation Management Majors in determining their area of emphasis when transferring.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

RT - Radiology Technician

RT 100 Radiography and Health Care
3.0 units

The course provides an introduction and overview and serves as an orientation for individuals interested in a career in diagnostic medical imaging. Students are introduced to the various career paths in medical imaging and the fundamental concepts that are taught in a medical imaging program.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

RT 101 Introduction to Radiography
3.0 units

The course provides an introduction to basic radiographic imaging concepts, terminology, patient care and other entry level topics. Specific attention is given to the radiography program's policies and procedures, and the clinical workbook.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade Only

S

SOC - Sociology

SOC 101 Introduction to Sociology
3.0 units

A survey course in the science of society, which examines major sociological, processes and structures with particular attention to American society. Emphases are placed upon basic sociological concepts, social institutions, social issues, and the connections between individual consciousness and the broader socio-historical context.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SOC 110
Grading Method: Letter Grade or Pass/No Pass

SOC 102 Social Problems
3.0 units

A survey and analysis of ethnic groups and their relations in the United States including the stratification systems, prejudice and discrimination.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SOC 115
Grading Method: Letter Grade or Pass/No Pass

SOC 104 Social Science Research Methods
3.0 units

An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for Psychology 104.
Prerequisite: SOC 101
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SOC 120
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

SOC 106 Alcohol, Other Drugs, and Addiction
3.0 units

An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use, major categories of drugs, use/misuse/addiction, and approaches to prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for SOC 106 or PSY 106.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

SOC 110 Introduction to Marriage & Family
3.0 units

A study of today's family from a sociological perspective. An overview of intimate relationships, including love, sex, gender roles, dating, forming partnerships, marriage, parenting, family values, and cultural differences is presented.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SOC 130
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

SOC 120 Introduction to Racial and Ethnic Groups
3.0 units

Using sociological and interdisciplinary approaches, this course introduces students to major concepts, theories, processes, and events in the study or racial and ethnic groups. It focuses on the historical and contemporary experiences of Native Americans, Latino/a/x and Chicano/a Americans, African Americans, and Asian Americans as a way of exploring ideas such as individual and systemic racisms, colonialism and decolonization, racial/ethnic stratification, marginalization, white privilege, and intersectionality. It also explores the ways in which these groups have resisted, adapted, and sometimes thrived in ways that have made significant and enduring contributions to our society. More broadly, the course also investigates the processes and circumstances that have led to the construction of race and racial categories in the modern world. Finally, the course aims to provide a foundation for students to engage in practices that challenge racism and racial inequality. This course is not open to students who are enrolled in or have received credit for ES 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SOC 150
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

SOC 122 Sociology of the Hispanic Culture
3.0 units

A sociological exploration of the Hispanic culture which includes their educational, political and economic status. Emphasis will be on immigration patterns, culture, images, cultural values, social images, assimilation patterns and pluralism. Hispanic groups to be studied will include Mexican Americans, Puerto Rican Americans, Cuban Americans.(F,S)
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

SOC 155 Media and Society
3.0 units

An exploration of the complex interaction between the mass media and individuals, culture and other social institutions. While focused on the United States, the issue of an increasingly globalized mass media and the emergence of global culture is also addressed. Topics include the effects of mass media on pubic opinion and popular culture; the various racial, ethnic and gender stereotypes in the mass media; the ways in which politics affects and is affected by mass communication; the consequences of privately owned media; the major changes in technologies; and the emergence and growth of a "global culture" based on media technology and organizations.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

SOC 160 Cities and Urban Life
3.0 units

This course is an introduction to the multi-disciplinary field of urban studies. Taking advantage of the contributions made by disciplines such as history, sociology, economics, psychology, political science, architecture and planning, the course explores the following topics: The origin of cities; the physical, social and cultural characteristics of cities and metropolises; the complexity, richness and challenges of everyday life in urban society; the social problems that plague urban America; and the various strategies being used to solve urban problems and enhance the metropolitan experience. The focus of the course is primarily (although not exclusively) the United States, and special attention is given to issues of class, race and gender.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

SPAN - Spanish

SPAN 101 Elementary Spanish I
5.0 units

This course is designed for non-native Spanish speakers and therefore ideal for students with minimal or no exposure to Spanish. SPAN 101 offers an introduction to the Spanish language, presenting students with introductory vocabulary and grammar, reading and writing skills as well as oral and listening skills (including pronunciation). This course also includes an introduction to cultural aspects of the Spanish-speaking world.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SPAN 100
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

SPAN 102 Elementary Spanish II
5.0 units

This course is a continuation to SPAN 101. Students work on further vocabulary and grammar skills, pronunciation, oral and listening skills, reading skills, and writing skills. This course also includes cultural aspects of the Spanish-speaking world not covered in SPAN 101 and/or expands on cultural aspects presented in SPAN 101.
Prerequisite: SPAN 101, or 2 years of High School Spanish
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SPAN 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

SPAN 103 Intermediate Spanish I
5.0 units

SPAN 103 is designed for intermediate Spanish speakers, entirely taught in Spanish, and therefore ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve reading and writing literacy. SPAN 103 covers vocabulary and grammar with an emphasis on listening/oral, reading, and writing skills at the intermediate level. This course also includes cultural components of the Spanish-speaking world.
Prerequisite: SPAN 102, or 3 years of high school Spanish
Advisory: ENGL 514
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SPAN 200
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

SPAN 104 Intermediate Spanish II
5.0 units

This course is designed for intermediate Spanish speakers, entirely taught in Spanish, and therefore ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve reading and writing literacy. SPAN 104 is a continuation of SPAN 103. It covers vocabulary and grammar with an emphasis on listening/oral, reading, and writing skills at the intermediate level. This course also includes cultural components of the Spanish-speaking world.
Prerequisite: SPAN 103, or 4 years of high school Spanish
Advisory: ENGL 514
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: SPAN 210
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

SPAN 105 Advanced Composition and Grammar
5.0 units

SPAN 105 is designed for advanced Spanish speakers, entirely taught in Spanish, and ideal for Heritage Speakers, and/or native Spanish-speakers wishing to improve their reading and writing literacy at the advanced level. This course emphasizes writing skills at the advanced level, covering the most common types of essay styles (descriptive, narrative, argumentative, academic), and focusing on the writing process as a communicative process. Students will review Spanish grammar, essay structure, and improve on formal vocabulary selection via reading and writing exercises. The oral production component is also evaluated. Also included are cultural and literary components of the Spanish-speaking world.
Prerequisite: SPAN 103, or SPAN 104, or
Corequisite: SPAN 104
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

SPAN 111 Intermediate Spanish Conversation
2.0 units

This course is designed to practice vocabulary and grammar covered in SPAN 102 with an emphasis in pronunciation, oral, and listening skills. Reading and writing skills are covered as well. Using a communicative style, students practice Spanish grammar, sentence structure, vocabulary, and oral skills. This course also includes cultural aspects of the Spanish-speaking world. This conversation course, taught entirely in Spanish, is designed for students who have completed SPAN 102.
Prerequisite: SPAN 102, or 3 years of High School Spanish
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

SPAN 112 Advanced Spanish Conversation
3.0 units

This course is designed to practice vocabulary and grammar covered in SPAN 103 and SPAN 104, with emphasis in oral and listening skills at the advanced level. Reading and writing skills are covered as well. Spanish-language films are used as springboards for conversation of various themes, topics, and cultural experiences. Using a communicative style, students practice Spanish grammar, vocabulary, and oral skills. This conversation course is designed for advanced Spanish speakers, as well as Heritage speakers who wish to improve their oral skills.
Prerequisite: SPAN 111, or SPAN 103, or SPAN 104
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

SPAN 189 Independent Projects in Spanish
1-3.0 units

Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

STAT - Statistics

STAT C1000 Introduction to Statistics
4.0 units

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. The course is not open to students who received credit for MATH 123 or STAT C1000E.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: MATH 110
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade Only

STEM - Science, Technology, Engineering, and Math

STEM 100 Success Strategies in Science, Technology, Engineering and Mathematics (STEM)
1.0 units

Intended for students pursuing majors in a STEM discipline. Introduces students to related career choices, academic planning, and college resources. Develops appropriate skills necessary for academic success in a STEM major.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Summer, Fall
Grading Method: Letter Grade or Pass/No Pass

T

THEA - Theatre

THEA 102 Applied Professional Acting 2
10.0 units
A continuation of THEA 101, with emphasis on individual development. This course is not open to students who have received credit for DRMA 102.
Prerequisite: THEA 101
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade Only

THEA 103 Beginning Professional Theatre Dance Styles
2.0 units
An introduction to dance styles appropriate to professional classic musical theatre productions, emphasizing vocabulary acquisition and exercises which develop the body stretch and flexibility, strength and improve rhythmic and movement coordination. Limitation on enrollment: Completion of the program application and procedures for enrollment. This course is not open to students who have received credit for DRMA 401.
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

THEA 104 Intermediate Professional Theatre Dance Styles
2.0 units
A study at the intermediate level of dance styles appropriate to professional contemporary as well as classic musical theatre productions, emphasizing across the floor combinations and choreography acquisition through exposure to set dance pieces from a variety of classic contemporary productions. This course is not open to students who have received credit for DRMA 401.
Advisory: THEA 103
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

THEA 110 Beginning Production Laboratory
3.0 units
The exploration and development of a theatrical production at a beginning level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112.
Advisory: Eligibility for Math 311
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 111 Intermediate Production Laboratory
3.0 units

The exploration and development of a theatrical production at an intermediate level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112.
Advisory: THEA 110
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 112 Advanced Intermediate Production Laboratory
3.0 units

The exploration and development of a theatrical production at an advanced-intermediate level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112.
Advisory: THEA 111
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 113 Advanced Production Laboratory
3.0 units

The exploration and development of a theatrical production at an advanced level in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. This course is not open to students who have received credit for DRMA 112.
Advisory: THEA 112MATH 311
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 114 Beginning Performance Laboratory
3.0 units

In this intensive beginning level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. This course is not open to students who have received credit for DRMA 113.
Advisory: Eligibility for ENGL 100 or ENGL 101
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 115 Intermediate Performance Laboratory
3.0 units
In this intensive intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. This course is not open to students who have received credit for DRMA 113.
Advisory: THEA 114
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade Only

THEA 116 Advanced Intermediate Performance Laboratory
3.0 units
In this intensive advanced-intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different production situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. This course is not open to students who have received credit for DRMA 113.
Advisory: THEA 115
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Grading Method: Letter Grade Only

THEA 117 Advanced Performance Laboratory
3.0 units
In this intensive advanced-intermediate level laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend class hours with the instructor dealing with different performance situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. This course is not open to students who have received credit for DRMA 113.
Advisory: THEA 116
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 121 Adv. Professional Acting II
10.0 units
A continuation of THEA 120 with specific emphasis on personal acting issues in rehearsal and performance. This course is not open to students who have received credit for DRMA 121.
Prerequisite: THEA 120, or DRMA 120
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer to UC, CSU
Course Offered: Spring
Grading Method: Letter Grade Only

THEA 122 Advanced Intermediate Professional Theatre Dance Styles
2.0 units

A study at the advanced-intermediate level of dance styles appropriate to professional classic and contemporary musical theatre productions, emphasizing a growing mastery of musical theatre dance style techniques and rapid choreography acquisition. Students have the opportunity to create and teach their own movement combinations. This course is not open to students who have received credit for DRMA 401.
Advisory: THEA 104
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade Only

THEA 123 Advanced Professional Theatre Dance Styles
2.0 units

A study at the advanced level of dance styles appropriate to professional classic and contemporary musical theatre productions, emphasizing techniques to succeed in a professional musical theatre dance audition and callback. Students will participate in mock dance auditions for a variety of production styles. This course is not open to students who have received credit for DRMA 401.
Advisory: THEA 122
Limitation on Enrollment: Completion of the program application and procedures for enrollment
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade Only

THEA 198 Topics in Theatrical Performance
1-3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 198AA Exploration of Waitress to Songs for Nobodies
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198AB Rep of Waitress to Songs for Nobodies
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198N Exploration of Gent's Guide & Adams Family
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198O Rep of Gent's Guide & Adams Family
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198P Rep of Million Dollar Quarter & Earnest
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198Q Topics in Theatrical Performance
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198R Topics In Theatrical Performance
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198S Topics In Theatrical Performance
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198T Special Topics in Theatrical Performance
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Audition/Interview
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198U Topics in Theatrical Performance
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer, Summer, Summer
Grading Method: Letter Grade Only

THEA 198V Topics in Theatrical Performance
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198W Topics in Theatrical Performance
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198X Topics in Theatrical Performance
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198Y Topics in Theatrical Performance
1.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 198Z Topics in Theatrical Performance
3.0 units

This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199 Topics in Theatre Stagecraft
1-3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 199AA Exploration of Waitress to Songs for Nobodies
1.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199AB Rep of Waitress to Songs for Nobodies
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199N Topics in Theatre Stagecraft
1.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Audition/Interview and/or Portfolio Review
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199O Rep of Gent's Guide & Adams Family
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program.Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199P Rep of Million Dollar Quartet & Earnest
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program.Course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199Q Topics in Theatre Stagecraft
1.0 units
This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment:
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199R Topics in Theatre Stagecraft
3.0 units
This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Audition/Interview.
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199S Special Topics in Theatre Stagecraft
1.0 units
This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Audition/Interview
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199T Special Topics in Theatre Stagecraft
3.0 units
This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Audition/Interview
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199U Topics in Theatre Stagecraft
1.0 units
This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199V Topics in Theatre Stagecraft
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199W Topics in Theatre Stagecraft
1.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199X Topics in Theatre Stagecraft
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199Y Topics in Theatre Stagecraft
1.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 199Z Topics in Theatre Stagecraft
3.0 units

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 301 Beginning Preparation for Repertory Production
1.0 units

A focused vocational course offering the opportunity for theatre practitioners to update, develop, and refine their skills on a specific topic, in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303.
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 302 Intermediate Preparation for Repertory Production
1.0 units

A focused vocational course offering the opportunity for theatre practitioners, who have some beginning experience, to update, develop, and refine their skills on a specific topic, in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303.
Advisory: THEA 301
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade Only

THEA 303 Advanced Intermediate Preparation for Repertory Production
1.0 units

A focused vocational course offering the opportunity for theatre practitioners, who have some intermediate level experience, to update, develop, and refine their skills on a specific topic, in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303.
Advisory: THEA 302
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

THEA 304 Advanced Preparation for Repertory Production
1.0 units

A focused vocational course offering the opportunity for theatre practitioners, who have some advanced-intermediate level experience, to update, develop, and refine their skills on a specific topic, in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand resumes and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. This course is not open to students who have received credit for DRMA 303.
Advisory: THEA 303
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 305 Materials, Tools, and Techniques 1
10.0 units

An introductory course in the tools, materials, and production techniques employed by a professional theatrical technician. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304.
Advisory: Eligibility forMATH 311 and ENGL 100, or ENGL C1000
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 306 Materials, Tools, and Techniques 2
10.0 units

An expansion on THEA 305 in the tools, materials, and production techniques employed by a professional theatrical technician. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304.
Advisory: THEA 305 and eligibility for ENGL 100 or ENGL 101
Limitation on Enrollment: Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 307 Planning, Production, and Management 1
10.0 units

An introductory course on planning, production, and management processes and techniques employed by professional theatrical artists and craftspersons. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304.
Advisory: THEA 305THEA 306and eligibility for MATH 311 and ENGL 100 or ENGL 101
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 308 Planning, Production, and Management 2
10.0 units

An expansion on THEA 307 in the planning, production, and management processes and techniques employed by professional theatrical artists and craftspersons. This vocational course offers the opportunity for theatre practitioners to update, develop, and refine their skills in a professional theatre setting. This course is required of all students enrolled in the Drama -- Technical Theater Certificate program. This course is not open to students who have received credit for DRMA 304.
Advisory: THEA 307, or proof of equivalent prior training and/or work experience, and eligibility for ENGL 100 or ENGL 101 and MATH 311
Limitation on Enrollment: Completion of the program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

THEA 310 Beginning Summer Touring Repertory Production
10.0 units

A course in which the beginning career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115.
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 311 Intermediate Summer Touring Repertory Production
10.0 units

A course in which the intermediate career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115.
Advisory: THEA 310
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 312 Advanced Intermediate Summer Repertory Production
10.0 units

A course in which the advanced-intermediate career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have completed DRMA 115.
Advisory: THEA 311
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade Only

THEA 313 Advanced Summer Touring Repertory Production
10.0 units

A course in which the advanced career-oriented theatre student works in every aspect of preparation for touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. This course is not open to students who have received credit for DRMA 115.
Advisory: THEA 312
Limitation on Enrollment: Completion of program application and procedures for enrollment.
Acceptable for credit: Non-Transferable
Course Offered: Summer
Grading Method: Letter Grade Only

TRCK - Truck Driving (NC)

TRCK 7800 Truck Driving Theory
12-30.0 hours

This course prepares students to take the knowledge test required to obtain a California Commercial Class A Learner's Permit. The curriculum follows Federal Motor Carrier Safety Administration requirement for ELDT (Entry Level Driver Training).
Advisory: ELDN 7470
Limitation on Enrollment: California Standards CVC 12804.9 requires that DMV determine whether the applicant is mentally and physically fit to operate a motor vehicle, and permits us to consider the standards required by federal regulations in establishing California medical requirements for commercial driver licenses. It also provides that any physical defect of the applicant which, in the opinion of DMV, is compensated for to ensure safe driving ability, will not prevent the issuance of the license. CVC 12809 authorizes DMV to refuse to issue a CDL to any person not meeting the medical requirements. California Regulations Title 13, Article 2.1, 28.18 and 28.19, of theCalifornia Code of Regulations.(CCR) provides the minimum physical and medical requirements for Class A, B, or commercial Class C driverslicenses. These are the same standards required of motor carrier drivers by the Federal Highway Administration of the Department of Transportation. Condition Drive is qualified if: Exceptions/Considerations Loss of or limited use of extremities Loss or impairment of an extremity or any significant limb defect or limitation does not interfere with the ability to perform normal tasks associated with operating a motor vehicle. The driver may be granted a waiver if it is determined that the impairment will not interfere with the driver's ability to control and safely operate a motor vehicle. Exceptions may be made and a restricted commercial license may be issued. The driver must take a drive test in the applicable type of vehicle, unless they were previously tested and qualified. Insulin-Dependent Diabetes They have no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control. A commercial driver generally is not in a position to balance dietary and rest needs. Injury, emotional stress, unrelated illness, diarrhea, vomiting, or infection may also affect control of the diabetic condition. Additionally, residual effects of the disease may include nerve and vascular damage causing pain or numbness in the extremities and/or vision deterioration. When evaluating the condition of any diabetic, residual effects of the disease should not be overlooked. Individuals who control their diabetes with diet or oral medication are usually issued a commercial license. However, they may also be affected by these residual effects. Thorough review of the reports for vision and extremities on the medical report, along with urinalysis, is required. Indications from urinalysis of uncontrolled diabetes may disqualify an applicant from operating a commercial vehicle. For the above reasons, the circumstances in which an insulin dependent diabetic may be qualified for a restricted intrastate commercial license will be very rare. Under federal standards, a diabetic on insulin therapy, regardless of the degree of control, does not qualify for interstate driving, unless they were issued a federal waiver or exemption. Cardiovascular system They have no clinical diagnosis of any cardiovascular disease which is accompanied by syncope, dyspnea (shortness of breath), collapse, or congestive cardiac failure. The concern is whether there is a current clinical diagnosis or history of an uncontrolled cardiovascular disease, which is accompanied by and likely to cause symptoms of fainting, labored breathing, collapse, congestive cardiac failure, or sudden death. Respiratory system They have no established medical history or clinical diagnosis of a respiratory condition that would interfere with the ability to control and drive a motor vehicle safely. The concern is whether a respiratory condition may result in a lapse of consciousness, dizziness, fatigue, or decreased mental awareness which may interfere with the ability to safely operate a motor vehicle. Blood pressure They have no clinical diagnosis of high blood pressure likely to interfere with their ability to operate a motor vehicle safely. The complications that may arise from sustained hypertension such as damage to the heart, eyes, kidneys, and brain are unacceptable for highway safety. Uncontrollable malignant (very dangerous) hypertension that is rapidly progressive is disqualifying. Musculo-skeletal system They have no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease that interferes with their ability to control and operate a motor vehicle safely. A driver with an established medical history or clinical diagnosis of any of these conditions, and who cannot demonstrate compensation through a drive test, does not qualify for a commercial driver license. Seizure or loss of conscious-ness/control They have no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle. Clinical diagnosis of epilepsy is a key medical factor for determining whether an individual is qualified to obtain a commercial license. A clinical diagnosis of epilepsy will usually require a controlling anti-convulsant medication and the driver will not qualify for interstate driving. Blackouts of known cause, when the cause is no longer present nor likely to recur, may not be disqualifying (such as a lapse of consciousness due to pregnancy, high

fever, allergic reaction to prescribed medication, or insect bite). The physician should withhold certification until the driver has fully recovered from the condition. Mental or functional disorder They have no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with their ability to drive a motor vehicle safely. Emotional or adjustment problems contribute directly to an individuals level of memory, reasoning, attention, and judgment. Physical disorders often underlie these problems. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness, or paralysis that may lead to poor coordination, inattention, loss of control, and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments, and chronic pain may be present to such a degree that certification for commercial driving is inadvisable. Medications taken to relieve these disorders, such as pain relievers, tranquilizers, and mood elevators, may produce side effects which would also preclude commercial licensing. Refer to the Drugs section in this table. Vision They have at least: 20/40 (Snellen) distant vision in each eye without corrective lenses, or corrected to 20/40 (Snellen) or better with corrective lenses. 20/40 distant binocular acuity (Snellen) in both eyes with or without corrective lenses. Field of vision of at least 70 in the horizontal meridian in each eye. The ability to recognize the colors of traffic signals and devices showing standard red, green, and amber. Interstate drivers must have 20/40 vision or better in each eye and in both eyes together, with or without corrective lenses. Color blind applicants may qualify for both interstate and intrastate commercial driving if the examining doctor determines they are able to distinguish the traffic light colors of red, green, and amber, even if perceived in shades of gray. Restrictions (may not transport passengers or hazardous materials requiring placards, or limited to intrastate commercial driving only) are not applied if the doctor determines the driver meets the color vision standard. Federal regulations allow certain commercial drivers to qualify under alternative vision standards. Alternative vision standards require the same visual acuity and horizontal meridian standards, but only in one eye. Commercial drivers qualifying under the alternative vision standards must have a Vision Evaluation Report (VER), Form MCSA-5871 completed by an ophthalmologist or optometrist and submit the VER to the doctor completing the medical examination report. Hearing They can first perceive a forced whispered voice at not less than five ft in their better ear with or without the use of a hearing aid. If tested with an audiometric device, they do not have an average hearing loss greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear with or without a hearing aid. Applicants who have a hearing loss in both ears that cannot be corrected to the federal requirements do not qualify for an interstate license, but may qualify for a restricted intrastate license (may not transport passengers or hazardous materials requiring placards), if a driving test shows adequate compensation for the deficit. If the driver meets the criteria by using a hearing aid, the driver must wear the hearing aid and have it in operation at all times while driving, and have a spare power source for the hearing aid in possession. Drugs They do not use an amphetamine, narcotic, or any habit-forming drug. The driver does not have to be addicted or a habitual user to be found unqualified. A person who takes a drug identified as a Schedule 1 drug in FMCSR Appendix D is disqualified from driving a commercial motor vehicle, except under limited circumstances. Alcoholism They have no current clinical diagnosis of alcoholism. Current clinical diagnosis is designed to include a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of the time element. The person must have ceased drinking for a sufficient period of time to: Have regained good judgment. Have no withdrawal effects, such as alcohol withdrawal seizures. No longer be physically or mentally unable to operate a motor vehicle safely. Long term use of alcohol may lead to permanent deterioration of mental or physical function. If there is a history of past alcohol abuse, the overall physical condition of the driver should be carefully reviewed.

Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

TRCK 7801 Yard Skills
16-30.0 hours

Yard skills for commercial truck driving includes pre-trip inspections, air brake system testing, and parking operations such as parallel parking and angled backing into a dock.
Prerequisite: TRCK 7800
Advisory: ELDN 7470
Limitation on Enrollment: Students must: 1.) present a current California CDL Learner Permit; 2.) submit an authorized Medical Examination Report; 3.) submit a 10-year driving history from DMV; 4.) submit a clear drug and alcohol screening test at Hancock-approved medical provider. , California Standards CVC 12804.9 requires that DMV determine whether the applicant is mentally and physically fit to operate a motor vehicle, and permits us to consider the standards required by federal regulations in establishing California medical requirements for commercial driver licenses. It also provides that any physical defect of the applicant which, in the opinion of DMV, is compensated for to ensure safe driving ability, will not prevent the issuance of the license. CVC 12809 authorizes DMV to refuse to issue a CDL to any person not meeting the medical requirements. California Regulations Title 13, Article 2.1, 28.18 and 28.19, of theCalifornia Code of Regulations(CCR) provides the minimum physical and medical requirements for Class A, B, or commercial Class C drivers licenses. These are the same standards required of motor carrier drivers by the Federal Highway Administration of the Department of Transportation. Condition Drive is qualified if: Exceptions/Considerations Loss of or limited use of extremities Loss or impairment of an extremity or any significant limb defect or limitation doesnotinterfere with the ability to perform normal tasks associated with operating a motor vehicle. The driver may be granted a waiver if it is determined that the impairment will not interfere with the drivers ability to control and safely operate a motor vehicle. Exceptions may be made and a restricted commercial license may be issued. The driver must take a drive test in the applicable type of vehicle, unless they were previously tested and qualified. Insulin-Dependent Diabetes They have no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control. A commercial driver generally is not in a position to balance dietary and rest needs. Injury, emotional stress, unrelated illness, diarrhea, vomiting, or infection may also affect control of the diabetic condition. Additionally, residual effects of the disease may include nerve and vascular damage causing pain or numbness in the extremities and/or vision deterioration. When evaluating the condition of any diabetic, residual effects of the disease should not be overlooked. Individuals who control their diabetes with diet or oral medication are usually issued a commercial license. However, they may also be affected by these residual effects. Thorough review of the reports for vision and extremities on the medical report, along with urinalysis, is required. Indications from urinalysis of uncontrolled diabetes may disqualify an applicant from operating a commercial vehicle. For the above reasons, the circumstances in which an insulin dependent diabetic may be qualified for a restricted intrastate commercial license will be very rare. Under federal standards, a diabetic on insulin therapy, regardless of the degree of control, does not qualify for interstate driving, unless they were issued a federal waiver or exemption. Cardiovascular system They have no clinical diagnosis of any cardiovascular disease which is accompanied by syncope, dyspnea (shortness of breath), collapse, or congestive cardiac failure. The concern is whether there is a current clinical diagnosis or history of an uncontrolled cardiovascular disease, which is accompanied by and likely to cause symptoms of fainting, labored breathing, collapse, congestive cardiac failure, or sudden death. Respiratory system They have no established medical history or clinical diagnosis of a respiratory condition that would interfere with the ability to control and drive a motor vehicle safely. The concern is whether a respiratory condition may result in a lapse of consciousness, dizziness, fatigue, or decreased mental awareness which may interfere with the ability to safely operate a motor vehicle. Blood pressure They have no clinical diagnosis of high blood pressure likely to interfere with their ability to operate a motor vehicle safely. The complications that may arise from sustained hypertension such as damage to the heart, eyes, kidneys, and brain are unacceptable for highway safety. Uncontrollable malignant (very dangerous) hypertension that is rapidly progressive is disqualifying. Musculo-skeletal system They have no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease that interferes with their ability to control and operate a motor vehicle safely. A driver with an established medical history or clinical diagnosis of any of these conditions, and who cannot demonstrate compensation through a drive test, does not qualify for a commercial driver license. Seizure or loss of conscious-ness/control They have no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle. Clinical diagnosis of epilepsy is a key medical factor for determining whether an individual is qualified to obtain a

commercial license. A clinical diagnosis of epilepsy will usually require a controlling anti-convulsant medication and the driver will not qualify for interstate driving. Blackouts of known cause, when the cause is no longer present nor likely to recur, may not be disqualifying (such as a lapse of consciousness due to pregnancy, high fever, allergic reaction to prescribed medication, or insect bite). The physician should withhold certification until the driver has fully recovered from the condition. Mental or functional disorder They have no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with their ability to drive a motor vehicle safely. Emotional or adjustment problems contribute directly to an individual level of memory, reasoning, attention, and judgment. Physical disorders often underlie these problems. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness, or paralysis that may lead to poor coordination, inattention, loss of control, and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments, and chronic pain may be present to such a degree that certification for commercial driving is inadvisable. Medications taken to relieve these disorders, such as pain relievers, tranquilizers, and mood elevators, may produce side effects which would also preclude commercial licensing. Refer to the Drugs section in this table. Vision They haveat least: 20/40 (Snellen) distant vision in each eye without corrective lenses, or corrected to 20/40 (Snellen) or better with corrective lenses. 20/40 distant binocular acuity (Snellen) in both eyes with or without corrective lenses. Field of vision of at least 70 in the horizontal meridian in each eye. The ability to recognize the colors of traffic signals and devices showing standard red, green, and amber. Interstate drivers must have 20/40 vision or better in each eye and in both eyes together, with or without corrective lenses. Color blind applicants may qualify for both interstate and intrastate commercial driving if the examining doctor determines they are able to distinguish the traffic light colors of red, green, and amber, even if perceived in shades of gray. Restrictions (may not transport passengers or hazardous materials requiring placards, or limited to intrastate commercial driving only) are not applied if the doctor determines the driver meets the color vision standard. Federal regulations allow certain commercial drivers to qualify under alternative vision standards. Alternative vision standards require the same visual acuity and horizontal meridian standards, but only in one eye. Commercial drivers qualifying under the alternative vision standards must have a Vision Evaluation Report (VER), Form MCSA-5871 completed by an ophthalmologist or optometrist and submit the VER to the doctor completing the medical examination report. Hearing They can first perceive a forced whispered voice at not less than five ft in their better ear with or without the use of a hearing aid. If tested with an audiometric device, they do not have an average hearing loss greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear with or without a hearing aid. Applicants who have a hearing loss in both ears that cannot be corrected to the federal requirements do not qualify for an interstate license, but may qualify for a restricted intrastate license (may not transport passengers or hazardous materials requiring placards), if a driving test shows adequate compensation for the deficit. If the driver meets the criteria by using a hearing aid, the driver must wear the hearing aid and have it in operation at all times while driving, and have a spare power source for the hearing aid in possession. Drugs They do not use an amphetamine, narcotic, or any habit-forming drug. The driver does not have to be addicted or a habitual user to be found unqualified. A person who takes a drug identified as a Schedule 1 drug in FMCSR Appendix D is disqualified from driving a commercial motor vehicle, except under limited circumstances. Alcoholism They have no current clinical diagnosis of alcoholism. Current clinical diagnosis is designed to include a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of the time element. The person must have ceased drinking for a sufficient period of time to: Have regained good judgment. Have no withdrawal effects, such as alcohol withdrawal seizures. No longer be physically or mentally unable to operate a motor vehicle safely. Long term use of alcohol may lead to permanent deterioration of mental or physical function. If there is a history of past alcohol abuse, the overall physical condition of the driver should be carefully reviewed.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

TRCK 7802 Public Road Truck Driving
20-30.0 hours
This course prepares students to take the road skills test required to obtain a California Commercial Driver's License Class A or B. Curriculum follows Federal Motor Carrier Safety Administrations requirement for ELDT (Entry Level Driver Training). Upon completion of the course and passing the road skills test, students may qualify for the DMV driving skills exam.
Prerequisite: TRCK 7800, TRCK 7801
Advisory: ELDN 7470
Limitation on Enrollment: Students must: 1.) present a current California CDL Learner's Permit; 2.) submit an authorized Medical Examination Report; 3.) submit a 10-year driving history from DMV; 4.) submit a clear drug and alcohol screening test at Hancock-approved medical provider. , California Standards CVC §12804.9 requires that DMV determine whether the applicant is mentally and physically fit to operate a motor vehicle, and permits us to consider the standards required by federal regulations in establishing California medical requirements for commercial driver licenses. It also provides that any physical defect of the applicant which, in the opinion of DMV, is compensated for to ensure safe driving ability, will not prevent the issuance of the license. CVC §12809 authorizes DMV to refuse to issue a CDL to any person not meeting the medical requirements. California Regulations Title 13, Article 2.1, 28.18 and 28.19, of the California Code of Regulations (CCR) provides the minimum physical and medical requirements for Class A, B, or commercial Class C drivers' licenses. These are the same standards required of motor carrier drivers by the Federal Highway Administration of the Department of Transportation. Condition Drive is qualified if: Exceptions/Considerations Loss of or limited use of extremities Loss or impairment of an extremity or any significant limb defect or limitation does not interfere with the ability to perform normal tasks associated with operating a motor vehicle. The driver may be granted a waiver if it is determined that the impairment will not interfere with the driver's ability to control and safely operate a motor vehicle. Exceptions may be made and a restricted commercial license may be issued. The driver must take a drive test in the applicable type of vehicle, unless they were previously tested and qualified. Insulin-Dependent Diabetes They have no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control. A commercial driver generally is not in a position to balance dietary and rest needs. Injury, emotional stress, unrelated illness, diarrhea, vomiting, or infection may also affect control of the diabetic condition. Additionally, residual effects of the disease may include nerve and vascular damage causing pain or numbness in the extremities and/or vision deterioration. When evaluating the condition of any diabetic, residual effects of the disease should not be overlooked. Individuals who control their diabetes with diet or oral medication are usually issued a commercial license. However, they may also be affected by these residual effects. Thorough review of the reports for vision and extremities on the medical report, along with urinalysis, is required. 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Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

TRCK 7803 Commercial Vehicle Simulator Lab
1-40.0 hours

Using computer-aided simulation technology, this course is designed to provide students with added training in a safe environment prior to public road driving in a commercial vehicle. Students must be enrolled in the program, possess their commercial learners permit, be referred by the instructor, and work toward obtaining their commercial vehicle driver's license.
Limitation on Enrollment: California Standards CVC §12804.9 requires that DMV determine whether the applicant is mentally and physically fit to operate a motor vehicle, and permits us to consider the standards required by federal regulations in establishing California medical requirements for commercial driver licenses. It also provides that any physical defect of the applicant which, in the opinion of DMV, is compensated for to ensure safe driving ability, will not prevent the issuance of the license. CVC §12809 authorizes DMV to refuse to issue a CDL to any person not meeting the medical requirements. California Regulations Title 13, Article 2.1, 28.18 and 28.19, of the California Code of Regulations (CCR) provides the minimum physical and medical requirements for Class A, B, or commercial Class C drivers' licenses. These are the same standards required of motor carrier drivers by the Federal Highway Administration of the Department of Transportation. 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Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

TRCK 7805 DMV Refresher
0.0 hours

This course is designed to provide students with refresher knowledge and practice in preparation for the DMV exam. Students much successfully complete VOCE 7802 prior to enrolling in this course.
Prerequisite: TRCK 7802
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

V

VEN - Viticulture and Enology

VEN 101 Introduction to Winemaking/Enology
3.0 units

An examination of the principles of enology (winemaking) including history, grape growing, chemistry, wine microorganisms, fermentation, winemaking operations, cooperage, physiology and sociology of wine, and health and legal issues. This course is not open to students who have received credit for AG 101.
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 102 Introduction to Viticulture
3.0 units

An introduction to viticulture including grape growing, biology, anatomy, history, distribution, propagation, varieties, wine types, climate, common diseases and pests. This course is not open to students who have received credit for AG 102.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 103 Sensory Evaluation of Wine
3.0 units

An exploration of the principles of sensory wine evaluation. Demonstrates how wine quality is affected by climate, viticulture practices, production techniques, grape varieties, vineyard location, oak aging, and storage conditions. Participants will survey and evaluate commercial wine styles. Limitation on enrollment: students must be 21 years of age or older. This course is not open to students who have received credit for AG 103.
Limitation on Enrollment: Must be 21 years of age or older.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 104 Advanced Sensory Evaluation of Wine
3.0 units

An investigation of Bordeaux, Burgundian, and Rhone varietals from regions where they occur world wide -- France, USA, Chile, Italy, Australia, New Zealand, and Germany. Focuses on geography/soils, enological considerations, viticulture practices, wine production techniques and styles produced. This course is not open to students who have received credit for AG 104.
Prerequisite: VEN 103, or VEN 103
Limitation on Enrollment: Must be 21 years of age or older
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 105 Wine Marketing and Sales
3.0 units

An introductory overview of the wine industry, production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution, and public relations. This course is not open to students who have received credit for AG 105.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 106 Winery and Vineyard Financial Management
3.0 units

Presents the many aspects of operating a small to medium-sized winery in today's business environment. Topics include an overview of the California grape and wine industry, government compliance, financial planning (capital and operating budgets), grape supply options, grape contracts, financial and managerial accounting for vineyards and wineries. Includes the basics of vineyard and winery financial management e.g. using financial statements and what they mean, cash flow management, financial and investment analysis, banking and funding sources. The class combines short lecture and hands-on experience to gain practice with, and examine the limitations of, each analysis. Some basic understanding of Microsoft Excel is recommended. This course is not open to students who have received credit for AG 106.
Advisory: ACCT 130CBIS 371
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 114 Wine Business
3.0 units

The course will cover the basics of wine business for commercial wine production, sales, marketing, logistics, compliance and administration. The class combines short lecture and hands-on experience to gain practice with, and examine the limitations of, each analysis. The student will work in small groups analyzing regional wine industries. This course is not open to students who have received credit for AG 114.
Advisory: BUS 101ENGL 514
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 120 Viticulture Operations 1
3.0 units

Vineyard practices for the fall and winter seasons, including harvest, pruning, fertilization, weed control, erosion control, and propagation. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. This course is not open to students who have received credit for AG 120.
Advisory: VEN 102, or VEN 102
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 121 Viticulture Operations 2
3.0 units
Vineyard practices for the spring season including cultivation, frost control, planting, training, irrigation, disease, and pest control. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. This course is not open to students who have received credit for AG 121.
Advisory: VEN 102
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 122 Viticulture Operations 3
1.0 units
Vineyard practices for the summer season including canopy management, crop load assessment and adjustment, pest and disease monitoring and management, weed control, irrigation, and grape quality improvement techniques. This course is not open to students who have received credit for AG 122.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

VEN 125 Introduction to Soil Science
4.0 units
A study of the physical, chemical and biological properties of soils, including plant nutrition and factors affecting the availability of nutrients. Composition, value, use and application of fertilizer materials and soil amendments will be covered. The course is not open to students who are enrolled in or have received credit for AG 125.
Advisory: CHEM 120
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: AG-PS 128
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 126 Fertilizers & Plant Nutrition
4.0 units

This course will provide an introduction to fertilizers and plant nutrition. Essential nutrients for plant development will be studied as well as deficiency symptoms and methods of correcting for these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application methods for these products. The course is not open to students who are enrolled in or have received credit for AG 126.
Advisory: VEN 125, or AG 125
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 130 Integrated Pest Management
4.0 units

A study of the various pests and diseases found in California vineyard, fruit, vegetable, nut and grain crops - emphasizing pest and disease identification, sampling and monitoring techniques, and control methods. Integrated pest management approaches will be emphasized, including the latest bio-control strategies, biotechnological advances, and disease modeling for risk management. Students will visit local vineyards and farms providing "hands-on" learning opportunities. Two separate lab sections will be offered in order to provide students the appropriate option for their agricultural field of interest. Section I will be for the Viticulture focus, Section II will be for the Agriculture focus. This course is not open to students who are enrolled in or have received credit for AG 130.
Prerequisite: VEN 102, or AG 161
Acceptable for credit: Transfer CSU
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 135 Grapevine Physiology
1.0 units

An advanced study of grapevine physiology and phenology. Topics include vine balance, flowering and fruit set, stages of berry growth and vine water status. This course is designed for those working in the wine grape industry and already familiar with vineyard operations. This course is not open to students who have received credit for AG 135.
Advisory: VEN 102
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

VEN 140 Viticulture Operations 4
3.0 units

Advanced vineyard practices for the fall season including crop projection, grape quality assessment, grape maturity monitoring, harvest coordination, post-harvest practices, and budgeting. Management planning and financial aspects of the operations are emphasized. This course is not open to students who have received credit for AG 140.
Prerequisite: VEN 120
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 141 Viticulture Operations 5
3.0 units

Advanced vineyard practices for the winter and spring seasons including vine balance determination, pruning, cover crop management, frost protection, vine training, vineyard research trials, and budgeting. Management planning and financial aspects of the operations are emphasized. This course is not open to students who have received credit for AG 141.
Prerequisite: VEN 121
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 142 Viticulture Operations 6
1.0 units

Advanced vineyard practices for the summer season including equipment operation and maintenance, vine training, vineyard research trials, and budgeting. Management planning and financial aspects of the operations are emphasized. This course is not open to students who have received credit for AG 142.
Prerequisite: VEN 122
Acceptable for credit: Transfer CSU
Course Offered: Summer
Grading Method: Letter Grade or Pass/No Pass

VEN 151 Winery Equipment
2.0 units

Presents all aspects of winery equipment; function, use, location, safe operation and repair. A strong emphasis is placed on safety and legal compliance. Production, storage and packaging equipment are included. This course is not open to students who have received credit for AG 151.
Prerequisite: Completion of or concurrent enrollment inVEN 101
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 301 Pairing Wine and Food
0.5 units

Designed to familiarize students with the components of tasting wine and food, to develop wine evaluation techniques, and to pair wines with appropriate food. This course is not open to students who have received credit for AG 301.
Limitation on Enrollment: Must be 21 years of age or older.
Grading Method: Letter Grade or Pass/No Pass

VEN 302 Progressive Wine and Food Pairing
0.5 units

Designed to give students an understanding of how to ensure food flavors and intensity are maximized, while serving a wider range of wines. This course is not open to students who have received credit for AG 302.
Limitation on Enrollment: Must be 21 years of age or older.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 303 European Wine and Food
0.5 units

Designed for students wishing to expand their knowledge of wine and food pairings. Focuses on European as well as California wines with appropriate regional food. This course is not open to students who have received credit for AG 303.
Limitation on Enrollment: Must be 21 years or older
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 304 Dessert Wine and Food Pairing
0.5 units

Designed for advanced students wishing to expand their knowledge in wine and dessert pairings. Champagnes, sparkling wines and a variety of dessert wines (ports, sherries, Madeira) will be presented. This course is not open to students who have received credit for AG 304.
Limitation on Enrollment: Must be 21 years of age or older.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 305 Pairing the Wines and Foods of Provence
0.5 units

Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on the distinctive foods and wines of the Provence region in southern France. This course is not open to students who have received credit for AG 305.
Advisory: VEN 301
Limitation on Enrollment: Must be 21 years of age or older.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 306 Pairing the Wines and Foods of Tuscany
0.5 units

Designed for advanced students wishing to expand their knowledge of specific wine and food pairings. Focuses on the distinctive foods and wines of the Tuscan region in northern Italy. This course is not open to students who have received credit for AG 306.
Advisory: VEN 301, or VEN 301
Limitation on Enrollment: Must be 21 years or older at time of registration.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 307 Vineyard Irrigation
3.0 units

Students will receive a general background in vineyard irrigation water management, including theory and practice lectures. Vineyard water stress monitoring, ETo, crop coefficients and drip irrigation topics will be covered. This course is not open to students who have received credit for AG 307.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 308 Wine Analysis
3.0 units

Students will receive a general background in wine analysis with theory and demonstrations. Most common and important wine analysis in current winemaking industry settings will be practiced in teams providing hands on experience. This course is not open to students who have received credit for AG 308.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 310 Winemaking Operations I
2.0 units

The first course in a four-semester sequence, students are introduced to winemaking from grape harvest through bottling. This course is not open to students who have received credit for AG 310.
Advisory: VEN 101
Limitation on Enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be 21 years old if not enrolled in the major.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 311 Winemaking Operations II
2.0 units

The second course in a four-semester sequence, students will chemically analyze, fine, and bottle the red and white wines that were fermented in the previous semester. This course is not open to students who have received credit for AG 311.
Advisory: VEN 310 and VEN 101
Limitation on Enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 312 Advanced Viticulture
3.0 units

This class prepares students to understand and make decisions for the viticultural process including canopy management, frost protection, specific deficit irrigation, morphology and physiology of the grapevine. This course is not open to students who have received credit for AG 312.
Prerequisite: VEN 102
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 314 Organic/Biodynamic Winegrowing
3.0 units

Introduction to professional organic and biodynamic wine grape production with ecological production methods. Theory and practice with an emphasis on regional growing conditions. Includes appropriate planting, maintenance, soil fertility, biodiversity, and ecological pest management, current winery practices, and cost analysis. This course is not open to students who have received credit for AG 314.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

VEN 316 Introduction to Wine Microbiology
3.0 units

Introduction to the natural development, physiology, biochemistry and control of yeasts and bacteria involved in the making, aging and spoilage of wine, including conditions that affect microbial growth and ecology during vinification, characteristics of various wine microorganisms, and identification and prevention of spoilage. This course is not open to students who have received credit for AG 316.
Prerequisite: VEN 101, or VEN 101
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 318 Advanced Winemaking
3.0 units

Students will receive an advanced background in winemaking, in a lecture setting. Relevant winemaking issues are analyzed and discussed. The course will cover the principles of viticulture for winemaking, wine chemistry, principles and practices of making standard types of wines, with special reference to methods of vinification and stability. A brief discussion of winemaking costs and alternatives is presented. This course is not open to students who have received credit for AG 318.
Prerequisite: VEN 101
Limitation on Enrollment: Must be 21 years old or older.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 320 Wine Tasting Room Sales
1.5 units

Presents all aspects of wine tasting room service and sales. Cellar clubs, selling techniques, wine vocabulary, and the laws and regulations of serving wine in California are covered. Legalities of shipping wine interstate and the various means of wine shipment are discussed. This course is not open to students who have received credit for AG 320.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 321 Winemaking Operations III
2.0 units

The third course in a two year sequence, students are introduced to all practical winemaking from grape harvest through bottle aging, including specific winemaking procedures. This course is not open to students who have received credit for AG 321.
Prerequisite: VEN 310
Limitation on Enrollment: Must be 21 years of age or older
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 322 Winemaking Operations IV
2.0 units

The fourth course in a two year sequence (four semesters), students are introduced to all practical process of winemaking from grape harvest through bottle aging, including specific winemaking procedures such as stability treatments, personnel management, and wine packaging and quality control. This course is not open to students who have received credit for AG 322.
Prerequisite: VEN 311
Limitation on Enrollment: Must be 21 years of age or older
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 323 Vineyard and Winery Evaluation
3.0 units

This course will include the data collection and process analysis of vineyards and wineries in the San Luis Obispo and Santa Barbara counties. The students and instructor will perform a comparative analysis of two local vineyard/winery operations, assessing a wide range of different variables ranging from soil conditions vineyard practices and winemaking to wine sales and product distribution. Students will present detailed reports at the end of the course with findings and suggestions to the management of the selected operations, addressing their specific concerns when applicable.
Advisory: VEN 102 and VEN 101
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 324 Small Acreage Grapegrowing
1.0 units

Learn about small vineyard establishment and maintenance. Topics include: selection of site, variety and rootstock, vineyard layout, irrigation, trellising, planting and pest control. This course is not open to students who have received credit for AG 324.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VEN 325 Vineyard Equipment Practices
1.0 units

This is designed as an 8 week course to give agriculture students at Allan Hancock College a basic understanding of vineyard tractor application, service and the use of vineyard equipment.
Limitation on Enrollment: Valid California Driver's License. Must be at least 18 years of age.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

VEN 330 Harvest Boot Camp
0.5 units

Course provides a basic understanding of the vocabulary and procedures for harvesting both at the vineyard and at the winery. Efficiency and safety issues are addressed. Management principles encountered in the day-to-day harvest operation. This course is not open to students who have received credit for AG 330.
Limitation on Enrollment: Must be 18 years of age or older
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

VEN 331 Practical Wine Appreciation
0.5 units

Provides a basic understanding of wine varietal appreciation. Learn the descriptive language of wine and the basic components of wine appearance, aroma and flavor. Different wine varietals will be evaluated and discussed. The class consists of four separate two hour meetings for a total of eight hours.
Limitation on Enrollment: Students must be 21 years old at the time of registering for the class.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VOCE - Vocational Community Ed (NC)

VOCE 7035A Jewelry Making & Repair
60-68.0 hours
Discover how easy it is to make a ring or pendant and perform simple jewelry repairs. Topics include jewelry restoration, restringing pearls or beads, silversmithing, and goldsmithing.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7100 Computers and You: Level 1
28-36.0 hours
Learn the basics of using a computer. Understanding computer lingo, what to look for when buying a computer and an introduction to Windows - opening and saving files, Word Processing & the Internet.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7101 Computers and You: Level 2
28-36.0 hours
Designed to build on the skills mastered in Computers & You Level 1. Includes Microsoft Word, Internet, basic Email skills (using Outlook.com), and an introduction to Excel and PowerPoint.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7105 Intro to Microsoft Word
28-36.0 hours
Designed for beginning to intermediate computer users who would like to learn many of the features of Word, while creating letters, certificates, flyers, labels and more.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7107 Intro to Microsoft Excel
28-36.0 hours
Students learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7108 Computer Skills Lab
8-102.0 hours
Designed for the person wanting to upgrade their computer skills. This is a great place to learn at your own pace using a manual or practice what you are learning in other computer classes. This lab allows for the flexibility of designing your own schedule by choosing the hours you wish to attend.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7109 Microsoft Windows
14-18.0 hours

Introduction to Windows, the most widely used computer operating system. Learn to customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive (cloud) services, and Windows Apps.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7110 Social Media
14-18.0 hours

Learn how to use some of today's most popular Social Media. Some of the media covered will include Instagram, Facebook, Pinterest and Skype.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7111 Email
14-18.0 hours

Learn to use Microsoft Outlook E-mail, Calendaring, and Contacts functions. Learn to send and receive mail, add contacts, set appointments and reminders, create distribution groups, and more.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7112 Intro to Microsoft PowerPoint
14-18.0 hours

Students will learn the basics of creating PowerPoint slide shows for business, home and volunteer use. Students will create slides, and add pictures, animation, and music to their presentations.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Noncredit

VOCE 7113 Intro to Microsoft Publisher
14-18.0 hours

Students will learn to create flyers, tri-folds, business cards, calendars, cards, envelopes & labels for business, volunteer, or home use.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7502 Intro to Tax Preparation
19.0 hours

This course introduces basic tax concepts and terminology needed to prepare simple federal/state income tax returns. Students must also enroll in VOCE 7503-Introduction to Income Tax Preparation Software and VOCE 7504-Income Tax Preparation Internship to complete the Income Tax Preparation certificate program.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

VOCE 7503 Intro to Tax Prep Software
8.0 hours

This course provides interactive computerized training using the IRS-approved TaxSlayer federal/state income tax preparation software, under the supervision and coordination of a qualified instructor. Students must also enroll in VOCE 7502-Introduction to Income Tax Preparation and VOCE 7504-Income Tax Preparation Internship of the Income Tax Preparation certificate program.
Corequisite: VOCE 7502
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

VOCE 7504 Income Tax Prep Internship
40.0 hours

This internship provides 40 hours of supervised basic federal/state income tax return preparation hands-on experience utilizing the IRS TaxSlayer software for low-income families. Students must also enroll in, and complete, VOCE 7502-Introduction to Income Tax Preparation and VOCE 7503-Introduction to Income Tax Preparation Software which are the formal training aspects of the Income Tax Preparation certificate program.

IRS Basic Certification: All volunteers in the VITA/TCE Program must take the Standards of Conduct training and pass the certification test. Volunteer tax return preparers must be certified to prepare taxes and perform quality reviews of returns. Students must pass the applicable course test—Basic, Advanced, Military, or International in order to perform these duties. *All volunteers who prepare or review returns must be certified in Basic, at a minimum.* Volunteers can stop at Basic or proceed with other courses and certification levels. Volunteers can only prepare and quality review tax returns for the level at which they have been certified. (https://www.irs.gov/individuals/volunteer-training-certification)
Corequisite: VOCE 7502 and VOCE 7503 and
Limitation on Enrollment: Complete the IRS Basic Certification within the first week of class before preparing tax returns.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

VOCE 7606B Fruit Trees: Care and Pruning
24-27.0 hours

This course introduces novice and expert gardeners to the principles of pruning commonly grown fruit trees. Learn about fertilizing and watering techniques, insect and disease control methods, when and where to prune, and when to seek professional help.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Noncredit

VOCE 7613B Gardening w/California Natives
18-24.0 hours

Learn about the types, uses, propagation techniques, and care of hundreds of California natives suitable for home gardens. Emphasis is on the regional natives best adapted to our climate and soils and those that attract native birds and butterflies.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

VOCE 7621B Epicurean Kitchen Garden
18-24.0 hours

Expand your gardening, cooking, and dining repertoires with a gardener's look at the fruits, nuts, vegetables, herbs, and berries that comprise local, national, and international cuisine. Explore garden grown ingredients from cultures all across the globe. Each class meeting offers recipes to try at home.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Satisfactory Progress

VOCE 7622 Green Gardening: Beginning
25.0 hours

This survey course combines discussion, demonstration, and interactive exercises to focus on resource conservation and pollution prevention in the landscape. This course builds upon existing skill sets to help professionals make a landscape as efficient, functional, and beautiful as possible. This course is the first in a two-part series, and is a prerequisite for Green Gardening: Advanced.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Satisfactory Progress

VOCE 7623 Green Gardening: Advanced
25.0 hours

This course combines discussion, demonstration, and interactive exercises to develop detailed skill sets focused on resource conservation and pollution prevention in the landscape. The course builds upon the skills taught in the Green Gardening: Beginning to help professionals make a landscape as efficient, functional, and beautiful as possible, and to distinguish their services in a competitive market. This course is the second in a two-part series, and follows Green Gardening: Beginning.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

VOCE 7700 Careers in Culinary Arts & Hospitality
12-14.0 hours

Is a career in hospitality or culinary arts right for you? Are you currently employed and interested in advancing in the field? Chefs, bakers, managers, nutritionists, food scientists, buyers, and sommeliers are in high demand, and the career possibilities in the hospitality and culinary arts industry are limitless. In this short-term introductory course, learn about careers in the hospitality industry, paths to career advancement, and identify which career suits your skills and interests. The class will explore front of the house including managers, concierge, and service as well as back of the house, chefs, prep cooks, purchasing, business, and industry operations as well as identify the skill set and personality traits required. See if a career in hospitality is right for you.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Noncredit

VOCE 7701 Kitchen Basics ICCA
24-27.0 hours

Learn the fundamentals of food preparation including terminology, equipment, and techniques in this introductory course designed for individuals working in a kitchen, interested in starting a home-based culinary business, or who wish to improve their kitchen skills. Emphasis is on basic kitchen skills including food safety and sanitation, creating an efficient and safe workspace and kitchen weights and measures. Specific content includes knife skills, understanding ingredients, reading, scaling, and implementation of recipes. Students will be prepared to obtain a food handlers license.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Pass/Satisfactory Progress/No Pass

VOCE 7702 Introduction to Baking
16-18.0 hours

Explore the amazing science and artistry of baking. This class introduces the student to the basic baking skills and procedures used in commercial bakeries. Gain practical experience in the production of quick breads, cookies, cakes & frostings in a professional kitchen setting.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7703 Introduction to Cooking
24-27.0 hours

Explore the workings of commercial kitchen operations in this introductory class designed to develop basic skills in the preparation of eggs, soups, vegetables, starches and grains, poultry and meats. Students learn about the many culinary positions available in a commercial kitchen while exploring their talents and interests.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Pass/Satisfactory Progress/No Pass

VOCE 7704 Understanding California Cottage Law
12-13.5 hours

Explore the possibilities of creating a legal at-home workspace for food production. Learn the details of Class A & B licensing procedures, including requirements regarding employees, labeling, sales, and distribution. Covers permitted foods and workplace restrictions and the review of relevant federal food codes.
Course Offered: Spring, Fall
Grading Method: Pass/Satisfactory Progress/No Pass

VOCE 7705 Culinary Business Fundamentals
24-27.0 hours

This class presents the legalities required in a cottage industry culinary business including the process and expense involved in obtaining business and fictitious business name licenses, liability insurance, and health department permits. Students will be introduced to contracts, agreements, expiration dates, packaging requirements, and return policies.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Satisfactory Progress

VOCE 7706 Marketing, Branding & Packaging
12-13.5 hours

Learn the basics of developing a marketing plan including business name and logo design, advertising, promotion, and networking. This class will introduce techniques for understanding your product, customers, competition, and and how your product fits into the market. Instruction on the packaging and labeling requirements of the CA Cottage Law will be included as well as research into direct and indirect sales opportunities and appropriate venues.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7707 Culinary Skills Development
12-13.5 hours

Perfect your cooking skills and products. Students will receive assistance by professional chefs in perfecting recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction.
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Pass/Satisfactory Progress/No Pass

VOCE 7708 Baking Skills Development
12-13.5 hours

Perfect your baking skills and products. Students will receive guidance from a professional chef to perfect recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, As Needed
Grading Method: Pass/Satisfactory Progress/No Pass

VOCE 7800 Commercial Truck Driving: Preparation for the Learner's Permit
56-64.0 hours

This course prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit.
Advisory: ELDN 7470
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall
Grading Method: Satisfactory Progress

VOCE 7801 Commercial Truck Driving: Behind-the-Wheel Training
160-180.0 hours

This course prepares students to take the road test required to obtain a California Commercial Driver's License – Class A or B. Upon completion of the course and passing the road test, students are prepared for an entry-level position in the trucking industry. A Certificate of Completion is awarded to students who perform 80% or higher on all competency tests and pass the California Commercial Driver's License – Class A or B test.
Prerequisite: VOCE 7800
Limitation on Enrollment: Students must be 1) over 21 years of age, 2) submit an authorized Medical Examination Report, and 3) have a valid California driver's license at the time of registration. Individuals wishing to haul hazardous materials must pass a Transportation Security Administration (TSA) background check.
Acceptable for credit: Non-Transferable
Grading Method: Noncredit

VT - Veterinary Technology

VT 102 Introduction to Animal Feeding and Nutrition
3.0 units

The science of animal nutrition; the fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feedstuffs as they relate to the formulation of animal rations will be emphasized. Laboratory required. Field trips may be required.
Acceptable for credit: Limited transfer to CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

VT 300 Introduction to Veterinary Technology
2.0 units

This course introduces students to the field of veterinary technology. It will provide an overview of the various roles and responsibilities of the veterinary team. Basic animal nursing skills and clinical procedures are introduced. Topics will include veterinary medical terminology, diagnostic procedures, and veterinary medical and surgical nursing care.
Advisory: ENGL C1000
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

VT 301 Veterinary Anatomy, Physiology and Terminology
3.0 units

This course introduces the biology of animals, the chemistry of life and medical terminology used in veterinary medicine. It includes the study of basic normal anatomy and physiology (in both large and small animals) in a body systems format, along with related vocabulary and spelling. Commonly used veterinary acronyms and abbreviations are woven throughout the course where relevant.
Prerequisite: BIOL 100 and CHEM 120
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

VT 302 Veterinary Office Procedures
2.0 units

This course covers the various roles of the veterinary health care team including veterinary hospital record management, client and interpersonal communication, medical terminology, and legal, ethical, and safety issues.
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Course Offered: Summer, Fall
Grading Method: Letter Grade Only

VT 303 Veterinary Pharmacology
2.0 units

This course covers basic concepts in veterinary pharmacology, including the chemistry of pharmaceuticals and biologics commonly used in the maintenance of animal health. It also includes generic terminology, abbreviations for prescriptions, labeling requirements, state and federal laws, classification of materials, weights and measures, drug dosage flow rates, pharmacological mathematics and the metric system, side effects and drug interactions, and the safe handling of biohazardous material.
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade Only

VT 304 Clinical Pathology & Microbiology
3.0 units

This course introduces students to the expansive field of clinical pathology and microbiology. Topics include bacteriology, clinical chemistry, urinalysis, cytology, hematology, internal and external parasites, immunology, and serology.
Prerequisite: BIOL 100
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

VT 305 Medical Nursing & Animal Care
4.0 units

This course covers diseases and animal nursing including animal examination, handling, and restraint of various species used in an animal hospital setting; including sanitation, administration of medicine, emergency treatment and critical care, diagnostic and therapeutic techniques, venipuncture, electrocardiology, application of casts, splints and other appliances. It includes zoonotic diseases, their causes and effects, and immunology of animals.
Prerequisite: VT 301
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade Only

VT 306 Surgical Nursing & Dentistry
4.0 units

This course covers surgical nursing, assisting and instrumentation, surgical preparation, suturing techniques, post-operative care, anesthesia instrumentation, induction and monitoring, dental prophylaxis and extractions, IV catheter placement, sterilization of equipment and the maintenance of an aseptic environment.
Prerequisite: VT 301
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade Only

VT 307 Veterinary Radiology and Radiation Safety
2.0 units

This course provides an introduction to the study of radiology, diagnostic imaging and equipment used in veterinary practices, radiation safety, and the safe operation of radiographic equipment. It includes image capture and processing, and patient positioning.
Prerequisite:
Advisory: ENGL C1000
Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade Only

VT 308 Introductory Clinical Laboratory Techniques
3.0 units

Studies of the laboratory techniques and procedures employed in evaluating clinical diagnostic samples. Emphasis will be placed on procedures common to veterinary medicine including hematology, serum chemistry, urinalysis, cytology, immunology, parasitology and microbiology.
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

W

WEE - Work Experience Education

WEE 149 Work Experience Education: Occupational
1-8.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Transfer CSU
C-ID Course Number: N/A
Grading Method: Letter Grade or Pass/No Pass

WEE 302 Work Experience Education General
1-6.0 units

Supervised employment extending classroom-based learning to an on-the-job learning environment not directly related to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WWE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WWE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

WEEX - Work Experience Education (NC)

WEEX 7149 Work Experience Education
50-120.0 hours

Supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.
Limitation on Enrollment: To participate in Work Experience Education: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. NUMBER OF TIMES COURSE CAN BE REPEATED: Students enrolled in WEE 149 may earn up to 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Work Experience Education course will be included in the 16 unit maximum. WEE Units (paid or unpaid): 1 unit per 54 hours up to the maximum allowable units.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Letter Grade or Pass/No Pass

WFT - Wildland Fire Technology

WFT 101 Wildland Fire Behavior
3.0 units

A study of wildland fire behavior. Topics include influences that affect basic wildland fire behavior, the seven factors that must be continuously monitored in making wildland fire behavior predictions, and identification of the tools necessary to make spot fire behavior predictions.
Advisory: WFT 302
Acceptable for credit: Transfer CSU
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 102 Wildland Firefighter Safety and Survival
3.0 units

An exploration of the situations and conditions that result in fire shelter deployments, serious injuries and fatalities for wildland firefighters. (F)
Advisory: WFT 302
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

WFT 103 Wildland Fire Operations
3.0 units

An exploration of the command structure and operational processes for ground and air operations in the control of wildland fires.
Advisory: WFT 302
Acceptable for credit: Transfer CSU
Course Offered: Spring, As Needed
Grading Method: Letter Grade Only

WFT 104 Wildland Public Information Officer, Prevention, and Investigation
3.0 units

Presents the roles and functions of the information officer, emphasizing fire prevention and investigation communications.
Advisory: WFT 302
Acceptable for credit: Transfer CSU
Course Offered: Fall
Grading Method: Letter Grade Only

WFT 105 Wildland Fire Planning, Logistics, and Finance
3.0 units

Explores the roles, responsibilities and functions of the planning, logistics, and finance sections that are utilized during the control of wildland fires.
Advisory: WFT 302
Acceptable for credit: Transfer CSU
Course Offered: Spring
Grading Method: Letter Grade Only

WFT 301 Introduction to Incident Command System IS700 & IS800
0.5 units

An introduction to the principles of the Incident Command System, its structures and terminology. (A)
Acceptable for credit: Non-Transferable
C-ID Course Number: N/A
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 302 Basic Incident Command System I-200
0.5 units

A continuation of Wildland Fire Technology 301 providing a basic introduction to the Incident Command System (ICS). Develops the foundation necessary for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities. (A)
Advisory: WFT 301
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

WFT 303 Intermediate Incident Command System I-300
1.5 units

A study of the organizational elements within each section of the ICS, staffing considerations, and reporting relationships. Not open to students who are enrolled in or who have completed EMS 313.
Advisory: WFT 302
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

WFT 304 Advanced Incident Command System I-400
1.0 units

A course of study that pertains to ICS relationships and duties of command staff members, Agency Representatives, and activation of the command general staff. Not open to students who are enrolled in or who have completed EMS 314. (A)
Advisory: WFT 303
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

WFT 305 Firefighter Training S-130
2.0 units

Course of study designed to train new firefighters in basic firefighting skills and the knowledge necessary to effectively handle wildland firefighting situations.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 306 Advanced Firefighter Training S-131
0.5 units

Course of study that provides advanced wildland firefighting training and education for those who wish to become qualified in the first level supervision position of advanced firefighter/squad boss.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 307 Introduction to Wildland Fire Behavior S-190
0.5 units

Course of study that provides an introduction to wildland fire behavior issues that are important to wildland fire spread and safety to firefighters involved in suppression.
Acceptable for credit: Non-Transferable
C-ID Course Number: n\a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 308 Initial Attack Commander ICT S-200
1.5 units

Course of study designed for the initial attack commander of small non-complex wildland fires the ability to safely suppress the fire within the guidelines of the incident command system and agency guidelines.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 309 Fire Operations in the Urban Interface S-215
1.0 units

A course of study to prepare initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property, and improvements.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 310 Portable Pumps and Water Use S-211
1.5 units

Course of study for firefighters to gain competency in the use of portable pumps and water in wildland fire fighting.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Grading Method: Letter Grade or Pass/No Pass

WFT 311 Wildfire Powersaws S-212
1.5 units

Course for those planning to operate, or directly supervise, the operation of chain saws on wildfires.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 312 Firing Operations S-219
2.0 units

The application of safety considerations involved in a firing operation. Topics include planning, ignition procedures and techniques and equipment applicable to wildland and prescribed fire. The role of the ignition specialist or firing boss as the organization manages escalation from non-complex to a complex fire situation will also be addressed.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

WFT 313 Crew Boss S-230
1.5 units

Course is designed to identify the hazards and risks on wildland fires and teach the tactics which are appropriate for the crew boss during various wildland fire situations. The course also identifies crew boss responsibilities prior to and during mobilization, on the incident and during demobilization.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 314 Engine Boss S-321
0.5 units

Course designed to prepare advanced firefighters/squad bosses with the ability to understand and function as an engine boss in the control of wildland fires. This course presents the issues of tactics and safety in the control of wildland fires, and identifies the mobilization and demobilization procedures of a engine crew on a wildland fire incident.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 315 Heavy Equipment Boss S-236
1.0 units

Course is designed to prepare advanced firefighters/squad bosses with the ability to understand and function as a dozer boss in the control of wildland fires. Topics include the issues of tactics and safety in the control of wildland fires and identifies the mobilization and demobilization procedures of a dozer on a wildland fire incident.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 316 Field Observer S-244
2.0 units

Provides the necessary skills to function as a field observer on a wildland fire incident. The use of various types of maps in wildland fire control will be emphasized.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 318 Status/Check-In Recorder S-248
0.5 units

Presents how to record information on location and status of equipment, record information of personnel on appropriate forms, and develop organization charts and assignments lists based on information recorded.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 319 Fire Business Management Principles S-260
1.0 units

This course of study is designed to teach the basic concepts of fiscal management of wildland fire incidents. It includes correct and fiscally sound personnel and equipment procurement, time recording, and proper documentation.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 320 Applied Business Management Principles S-261
1.5 units

This course of study presents an understanding of the fiscal issues of wildland firefighting. It includes employee responsibilities and conduct, be able to recruit personnel and equipment for wildland firefighting, and provide fiscally sound equipment and personnel time recording.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 321 Basic Air Operations S-270
1.0 units

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Note: The regulations, procedures and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 323 Extended Attack Incident Commander S-300
1.0 units

The course includes what is required to take over the command of the wildland fire incident, what is entailed in a complete and up-to-date incident briefing prior to taking control of the incident, and to determine when the incident commander will assume command of an incident.
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

WFT 324 Task Force/Strike Team Leader S-330
1.5 units

Topics include utilization of increments of equipment in saving lives and property, and to develop the skills necessary to supervise the various types of equipment in wildland fire control.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 325 Division/Group Supervisor S-339
1.0 units

A course of study for Initial Attack Incident Commanders, Task Force/Strike Team Leaders to be able to function as a Division/Group Supervisor on a wildland fire incident. The course defines and differentiates between the division and group supervisor positions, and teaches the difference between the two positions. The relationships of Division/Group Supervisor is contrasted with Strike Team Leader, Task Force Leader, and Initial Attack Incident Commander.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 326 Air Support Group Supervisor S-375
2.0 units

The course identifies the duties of the Air Support Group Supervisor, who is primarily responsible for supporting and managing logistical support for helibase and helispot operations. The course identifies resource/supplies dispatched for air support group, requests special air support items from appropriate sources through logistics section, determines need for assignment of personnel and equipment at each helibase and helispot, and maintains coordination with airbases supporting the incident.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 327 Introduction to Wildland Fire Behavior Calculations S-390
2.0 units

Topics include local and regional fire behavior issues that are critical to wildland firefighting, comparison of the effects of daytime solar radiation and nighttime heat losses from various sources, descriptions of their effects on wildland fire behavior. The relationship among general, local (convective), 20-foot, and mid-flame winds is presented along with a description of how topography affects fuels and their availability for combustion. How to determine spotting components, safety zone requirements, plotting fire size and shape, point source calculations, extreme fire behavior, and documentation required for briefings for fire line safety are also covered.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 328 Safety Officer S-404
2.0 units

Topics include how to make recommendations that will address those risks or hazards with the highest potential for accidents or injury and follow through with those of lesser degree, how to develop and present alternatives, and present issues related to direct intervention to immediately correct a dangerous situation.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 329 Air Operations Branch Director S-470
2.0 units

A detailed study of the ICS aviation organization. It includes understanding the latest regional aviation program and direction, the ability to apply the latest aviation tools and equipment used in the suppression of wildfires, application of the principles of safety when using aviation resources, recognition of the importance of following aviation regulation when using call-when-needed aircraft, and interaction among the aviation organization on an incident.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 330 Followership to Leadership L-280
1.0 units

Designed as a self-assessment opportunity for individuals preparing for a leadership role. Topics include leadership values and principles, transition challenges for new leaders, situational leadership, teambuilding, and ethical decision-making.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 331 Incident Leadership L-381
2.0 units

Presents leadership development training for incident response personnel who will function in fireline command roles. Topics include the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment.
Acceptable for credit: Non-Transferable
C-ID Course Number: n/a
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 332 Facilitative Instructor M-410
2.0 units

This course of study is to provide experienced wildland firefighting personnel with technical competence in fire management and other disciplines to become effective adult education instructors.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 333 Prescribed Fire Implementation RX-301
2.0 units

A study of the requirements and components for developing burn prescriptions and operational plans. Topics include identification of burning techniques applied to meet burn plan requirements, execution of the operational plan meeting local management objectives, smoke dispersal, and visibility objectives within public health standards.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 334 Introduction to Fire Effects RX-310
2.0 units

This course of study present an understanding of land use activity and controlled fire situations. This course includes a description of fire as an ecological process, applications and limitations of fire use, first order fire effects and how to measure them, and the interaction of fire characteristics on natural and cultural resource components that determines first order fire effects.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFT 335 Prescribed Fire Plan Preparation RX-341
2.0 units

This course of study is for experienced prescribed Fire Managers and Prescribed Fire Behavior Analysts, and presents in detail the legal, professional, and ethical reasons for managing smoke.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WFTL - Wildland Fire Logistics

WFTL 310 Display Processor S-245
0.5 units

Presents information to enable the student to be able to function as a display processor on a wildland fire incident. Includes how to determine logistical needs, including work materials and work area, how to identify sources of information and collect data, and to identify and be able to create required maps, overlays and displays.
Advisory: WFT 302
Acceptable for credit: Non-Transferable
Grading Method: Pass/No Pass

WFTO - Wildland Fire Technology Operations

WFTO 332 Intermediate Wildland Fire Behavior S-290
2.0 units

Provides the necessary knowledge to develop fire behavior for effective and safe fire management operations. Topics include how changes in fuels and topography can provide full and partial barriers to the spread of wildland fires and explain the chimney effect in canyon topography.
Advisory: WFT 305WFT 307
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Pass/No Pass

WFTO 399A Dispatch Recorder D-110
0.5 units

This course of study is designed to train potential dispatch recorders on the structure of an expanded dispatch organization and effectively perform with that organization.
Advisory: WFT 101
Acceptable for credit: Non-Transferable
Grading Method: Letter Grade or Pass/No Pass

WKPR - Workforce Preparation (NC)

WKPR 7000 Planning Your Next Job/Career
2-8.0 hours

This course is designed for individuals who wish to explore new approaches to work and career opportunities. Students examine their work histories, identify marketable employment skills, and develop work-related goals.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Satisfactory Progress

WKPR 7001 Planning a Job Search
2-8.0 hours

In this course, students have an opportunity to plan a job search strategy based on their life and work goals, their strengths, and past experiences. Students construct a resume from the "bottom up" and a systematic campaign for marketing themselves in a competitive job market.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Satisfactory Progress

WKPR 7002 Impression Management
2-8.0 hours

In this course, students learn impression management concepts that apply to the workplace and life in general. Emphasis is on managing the interview and the job search process as well as using impression management to accomplish career goals.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Summer, Fall, Winter
Grading Method: Satisfactory Progress

WKPR 7005 Professional Workplace Skills
36-48.0 hours

Learn the skills that are essential to success in the workplace. Professional skills are the qualities, habits, attitudes that make someone a good employee and compatible to work with. It is estimated that 15% of someone’s workplace or career success comes from their technical skills and knowledge, while 85% comes from their ability to get along with people. Get these skills so that you can get a job, be promoted, or retain an existing job.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Noncredit

WKPR 7006 Practical Workplace Skills
36-48.0 hours

Get the tools you need to find a job, apply for it, and successfully ace the interview. Gain skills to help you keep a job once you secure one, by learning to recognize and solve common workplace problems. Using examples provided by employers, such as issues with quality, quantity, and customer satisfaction, students develop the ability, skills, and knowledge needed to overcome these issues. This class combines education and job skills training to improve your employability.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Noncredit

WKPR 7007 Technical Workplace Skills
36-48.0 hours

Technical skills can dazzle and impress a prospective employer. When crafting a resume, these skills—customer service, planning and organization, experience with tools and technology, attention to detail, operational excellence, and sustainable practices and safety—are valued by all employers. Sharpen these job skills in this class so you can confidently list these qualities on your resume.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Noncredit

WLDT - Welding Technology

WLDT 106 Beginning Welding
3.0 units

A course in the theory, practice, and application of various metal joining processes, including oxyacetylene welding, brass brazing, flame cutting, and electric arc processes including SMAW, and a brief introduction to both GTAW (Tig) and GMAW (Mig) welding.
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 107 Advanced Welding
3.0 units

A continuation of WLDT 106, emphasizing position welding of a variety of ferrous metals, using a variety of electrodes used in industries.
Prerequisite: WLDT 106
Acceptable for credit: Transfer CSU
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 189 Independent Projects
0.0 units
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester
Acceptable for credit: Transfer CSU
Grading Method: Letter Grade or Pass/No Pass

WLDT 300 Shop Math and Measurement
3.0 units
An introduction to the mathematics used in the Industrial Technology programs. Students will learn to solve problems using fractions, decimals, percentage, ratios and basic geometric shapes. Students will learn about the Cartesian coordinate system and how to use a variety of basic and precision measuring tools from rulers and tape measures to calipers and micrometers. This course is not open to students who have received credit for AB 381 or AT 381 or ET 381 or MT 381.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 301 Selected Welding Project
1.0 units
Projects selected by the student upon the recommendation of any faculty member and developed under the direct counseling and guidance of the instructional staff in the Welding Technology disciplines. All work is completed within the welding facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (F,S)
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 305 Welded Sculptural Projects
1.0 units
The course is an introduction to fundamentals of conceptualizing sculptural forms and fabricating these forms using shop mechanics and tools. Students will develop skill techniques of cutting, forming, forging, welding and finishing ferrous metal.
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 306 Layout and Fabrication Interpretation
3.0 units
Enables the student welders to interpret working drawings and shop drawings. Students will sketch fabrication and layout schemes for welding and jigs and/or assembly of small projects.
Prerequisite: WLDT 106
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 307 G.M.A.W. Welding
3.0 units

Provides students with the theory and practical applications of gas metallic arc welding (G.M.A.W.), and the operation of gas metal arc welding equipment.
Prerequisite: WLDT 106
Acceptable for credit: Non-Transferable
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 308 T.I.G. Welding
3.0 units

Provides students with the theory and practical applications of gas tungsten arc welding (GTAW) and the operation of gas tungsten arc welding equipment.
Prerequisite: WLDT 106
Acceptable for credit: Non-Transferable
Course Offered: Spring, Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 309 Mini MIG (GMAW)
1.0 units

This course will give students enough MIG welding background to weld in metal sculpture and ornamental iron classes using 110 power MIG welders.
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 312 Pipe Fitting & Welding
3.0 units

Designed to familiarize students with the highly specialized pipe fitting and welding industry and to provide the opportunity for students to develop the skills necessary for entering and advancing in the pipe welding field. (A)
Prerequisite: WLDT 107
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 315 Metal Fabrication
4.0 units

Provides the student with the opportunity to combine previously learned skills into a system requiring the use of prints, tolerances, and specifications.
Prerequisite: WLDT 107
Acceptable for credit: Non-Transferable
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 316 Metal Yard Sculptures
1.0 units

An introduction to the craft and art of creating metal yard sculptures. Emphasis is on creative discovery with and through fabrications primarily from non-ferrous metals, found metal objects, and/or commercially available components. (F)
Acceptable for credit: Non-Transferable
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 317 Ornamental Iron 1
1.0 units
Basics of ornamental iron work including fabrication techniques and safety training.
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 318 Welding and Metal Sculpture
1.0 units
This course will provide an introduction to the art of welding. The student will be able to do light gas welding and brazing to construct individual projects.
Course Offered: Fall
Grading Method: Letter Grade or Pass/No Pass

WLDT 319 Blacksmithing Projects
1.0 units
An opportunity to use blacksmithing in the fabrication of projects developed and assigned by the instructor.
Acceptable for credit: Non-Transferable
Course Offered: Spring
Grading Method: Letter Grade or Pass/No Pass

WLDT 320 Pipe Welding
3.0 units
An introductory course in the theory and practice of pipe welding designed to provide the student with an opportunity to acquire basic pipe welding skills used in the highly specialized pipe welding industry.
Prerequisite: WLDT 107
Acceptable for credit: Non-Transferable
Course Offered: Fall, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 330 Welding Certification
3.0 units
Provides the advanced student with the theory and practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards.
Prerequisite: WLDT 107, or WLDT 307, or WLDT 308
Acceptable for credit: Non-Transferable
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 331 Advanced Welding Certification Lab
2.0 units
Provides the advanced student with the practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards.
Prerequisite: WLDT 330
Acceptable for credit: Non-Transferable
Course Offered: Spring, As Needed
Grading Method: Letter Grade or Pass/No Pass

WLDT 333 Welding Certification - SMAW
1.0 units
This course is to encourage individuals who are near or at completion of preparation for taking their SMAW Certification test either for employment or the completion of their school program.
Grading Method: Letter Grade or Pass/No Pass

WLDT 334 Welding Certification - GMAW
1.0 units
This course is to encourage individuals who are near or at completion of preparation for taking their GMAW Certification test either for employment or the completion of their school program.
Grading Method: Letter Grade or Pass/No Pass

WLDT 335 Flux Core Arc Welding
1.0 units
Introduces students to craft flux core welding. Topics include types, uses, safety considerations, and fabrication techniques.
Prerequisite: WLDT 106
Acceptable for credit: Non-Transferable
Course Offered: As Needed
Grading Method: Letter Grade or Pass/No Pass

Administration & Faculty

Administration

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- Associate Superintendent/Vice President, Student Services: Genevieve Siwabessy, Ed.D.

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- Dean/Artistic Director, PCPA: Mark Booher
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- Dean, Student Services (Student Support Services): Johnnie Owens
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- Dean, Student Services (Outreach & Enrollment): Kristin Milligan, M.Ed.

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