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# CATALOG ADDENDUM

2017-18

# GRADUATION REQUIREMENTS

## GRADUATION REQUIREMENTS FOR AN ASSOCIATE DEGREE

Allan Hancock College offers four types of associate degrees. In addition to the associate in arts (AA) and associate in science (AS) degrees, Allan Hancock College as of fall 2011 offers associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees. (See the section for Graduation Requirements for the Associate Degree for Transfer following this section)

### AA and AS Degrees

The associate in arts (AA) degree is designed for the student desiring a lower-division preparation experience in order 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 Allan Hancock College 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 Allan Hancock College graduation requirements and specific major degree requirements. Transfer students should refer to the "Transfer Information" section in this catalog.

All students who desire the associate in arts (AA) or association 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 Allan Hancock College's website in the "At a Glance Class Schedule"

**An associate in arts and/or associate in science degree will be awarded when the following 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/AS degree. Only 100 and 300 level courses will apply to the AA or AS degree.
2. **A GRADE POINT AVERAGE OF 2.0** 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. **A MINIMUM OF 2 COURSES IN 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.)

Select one course from each of the following areas:

### PHYSICAL ACTIVITY:

Dance (any activity course)

Physical Education (any activity course)

### HEALTH EDUCATION or FIRST AID SAFETY:

Emergency Medical Services 102

Family and Consumer Science 109

Food, Science and Nutrition 109

Health Education 100

Human Services 126

**Completion of the following academy and nursing courses will fulfill the Health and Wellness requirement:**

Law Enforcement 320, Emergency Medical

Services 301, Fire Technology 307, Nursing 103, 108, 318, 328 & 338.

**Exemption is allowed for the physical activity area for a disability.**

Students must file a "Request for Course Substitution or Waiver" form.

6. **COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS** has been demonstrated.

Students will demonstrate competence in reading by completing the general education requirements (below).

Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

**NOTE:** Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

- A. Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334 or any 100-level math course of at least three units.
- B. Receive a math placement recommendation for any 100level math course based on the current Allan Hancock START process.

**NOTE:** Students should consult a counselor to see if Math 309 is best for them. STEM majors and others who intend to take Math 121 or higher, should take Math 331.

7. **A MINIMUM OF THREE UNITS IN MULTICULTURAL/ GENDER STUDIES** have been completed. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

The purpose of the Multicultural/Gender Studies graduation requirement is to promote our students' awareness about, their understanding and appreciation of, and their 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.

Courses that meet all or part the Multicultural/Gender Studies Requirement:

Administration of Justice 105  
 Anthropology 102, 103, 105  
 Art 101, 105, 106  
 Business 107, 141  
 Dance 101  
 Drama 103  
 Early Childhood Studies 116, 117  
 Economics 141  
 English 105, 130, 131, 139, 148  
 Family and Consumer Sciences 131, 134  
 Film 101, 102, 103, 107  
 Food Science and Nutrition 134  
 Geography 102, 103  
 Global Studies 101, 141  
 History 101, 102, 103, 120  
 Human Services 107, 113  
 Humanities 101, 102, 103  
 Music 104, 106  
 Philosophy 121  
 Political Science 104, 105  
 Psychology 120  
 Sociology 101, 102, 110, 120, 122  
 Spanish 102, 103, 104, 105, 112  
 Speech 110

8. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA or AS degree major.

See the degree sheets in counseling or consult the appropriate page in this catalog for specific degree requirements. A minimum of 25 percent of the units required in the major must be completed at Allan Hancock College. 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.

9. **AHC GENERAL EDUCATION CATEGORIES: A MINIMUM OF 21 SEMESTER UNITS OF GENERAL EDUCATION** have been completed, three units in each of the categories listed below. (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 up to six (6) units to satisfy both GE and major requirements thus receiving subject credit in the major and having to select 18 or 15 units of general education from the five GE categories.

### **CATEGORY 1, NATURAL SCIENCES (3 units)**

Students completing courses in this category will:

- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- formulate ideas and concepts in addition to using those of others.
- use college-level mathematical concepts and methods, where appropriate, to understand, analyze, and explain issues in quantitative terms.
- apply their knowledge and skills to new and varied situations.

Agribusiness 102  
 Anthropology 101, 110  
 (when taken in conjunction with 101)  
 Astronomy 100  
 Biology 100, 120, 124, 132, 135  
 Chemistry 110, 120  
 Food Science and Nutrition 110  
 Geography 101  
 Geology 100, 114, 131, 141  
 Physical Science 111, 112  
 Physics 100

### **CATEGORY 2, HUMAN INSTITUTIONS (6 units)**

#### **A. Social Science (3 units)**

Students completing courses in this category will:

- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- find and evaluate information by selection and using appropriate research methods and tools.
- develop individual responsibility, personal integrity, and respect for diverse people and culture.
- understand ethical issues that will enhance their capacity for making sound judgments and decisions.

Administration of Justice 101, 103  
 Anthropology 102, 103, 105  
 Business 121, 141  
 Economics 101, 102, 121, 141  
 English 105

Geography 102, 103  
 Global Studies 141  
 Political Science 101, 104, 105  
 Psychology 101, 112, 113, 117, 118, 119, 120, 121  
 Sociology 101, 102, 104, 120, 122, 155, 160  
 Speech 110

### B. American History or Government (3 units)

In addition to those listed in Category 2A students completing courses in this category will also:

- take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world.

History 107, 108, 118, 119  
 Political Science 101, 103

### CATEGORY 3, HUMANITIES (3 units)

Students completing courses in this category will:

- communicate effectively in many different situations involving diverse people and viewpoints.
- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- apply their knowledge and skills to new and varied situations.
- find and evaluate information by selecting and using appropriate research methods and tools
- produce or respond to artistic and creative expression.

American Sign Language 138  
 Art 101, 103, 104, 105  
 Dance 101, 110, 120, 130  
 Drama 103, 110, 111  
 English 102, 106, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148  
 Family and Consumer Sciences 144  
 Film 101, 102, 103, 104, 108, 110  
 French 101, 102  
 History 101, 102, 103, 104, 105, 120, 138  
 Humanities 101, 102, 103, 104, 105  
 Italian 101, 102, 103  
 Multimedia Arts and Communication 101, 102  
 Music 100, 101, 102, 104, 106  
 Philosophy 101, 102, 105, 121, 122  
 Photo 110  
 Spanish 101, 102, 103, 104, 105, 112  
 Speech 108

### CATEGORY 4, LANGUAGE AND RATIONALITY (6 units)

#### A. Written Composition (3 units)

Students completing courses in this category will:

- communicate effectively in many different situations, involving diverse people and viewpoints.
- listen actively and analyze the substance of others' comments.
- read effectively and analytically.
- find and evaluate information by selecting and using appropriate research methods and tools.

English 100 (grade C or higher) or English 101 (grade C or higher)

#### B. Communication and Analytical Thinking (3 units)

Students completing courses in this category will:

- think logically and critically in solving problems; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
- communicate in an understandable and organized fashion to explain their ideas, express their feelings, or support conclusions.

Computer Business Information Systems 101, 112  
 Computer Science 102, 111  
 English 103, 104  
 Math 100, 105, 123, 135, 181, 321  
 Philosophy 112, 114  
 Speech 101, 102, 106

### CATEGORY 5, LIVING SKILLS (3 units)

Students completing courses in this category will:

- exhibit habits of intellectual exploration, personal responsibility and well-being.
- work with diverse people including those with different cultural and linguistic backgrounds and different physical abilities.
- interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values.
- participate effectively in teams to make decisions and seek consensus.

Business 130  
 Culinary Arts 120  
 Early Childhood Studies 114  
 Economics 130  
 Emergency Medical Services 102  
 Family and Consumer Sciences 109, 112, 120, 130, 131, 138  
 Food Science and Nutrition 109, 112  
 Health Education 100  
 Human Services 106, 110  
 Leadership 111  
 Learning Skills 101  
 Personal Development 100, 101, 102  
 Psychology 106, 112, 113, 118, 120  
 Sociology 106, 110  
 Speech 103

## 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 State University General Education pattern (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern as well as the specific AA-T or AS-T major requirements. Students applying for an associate degree for transfer are required to complete the Allan Hancock College graduation requirements except for the following areas:

Health and Wellness  
Multicultural/Gender Studies  
AHC General Education Categories

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 both the CSU GE or the IGETC 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 100 level courses will apply to the degree.
2. **A GRADE POINT AVERAGE OF 2.0** 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. **COMPETENCY IN READING, WRITTEN EXPRESSION AND MATHEMATICS** has been demonstrated.

Students will demonstrate competence in reading by completing the general education transfer requirements.

Students will demonstrate competence in written expression by completing English 101 (grade C or higher).

Students will demonstrate competence in mathematics by meeting one of the following standards:

- A. Pass with a C or higher any 100-level math course of at least three units.
  - B. Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.
6. **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 minimum of 25 percent of the units required in the major must be

completed at Allan Hancock College. A grade of C or higher is necessary in each course used to complete the major.

### 7. GENERAL EDUCATION TRANSFER PATTERN:

Completion of either the California State University General Education (CSU GE) pattern or the Intersegmental General Education Curriculum (IGETC) pattern (see Transfer Information section).

CSU GE NOTE: CSU GE transfer applicants must complete a minimum of 30 semester units including Area A and B4 on this pattern with a grade of C or better in each course (C- is not acceptable). Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better).

IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to CSU, must complete an IGETC Area 1 C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to a UC, California Independent, or out-of-state university don't have to complete an IGETC Area 1C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

## APPLICATION PROCEDURES FOR THE ASSOCIATE DEGREE (AA, AS, AA-T, or AS-T)

1. All students must file an application in order to receive a degree. The Application for a Degree form is available at the counseling office, the Vandenberg AFB and Lompoc Valley Centers. The starting date to apply for graduation is the first day of classes; closing dates for filing are listed in the college calendar, and on the college Web site.
2. All students applying for an associate degree must first see a counselor for a preliminary requirement check. The application must have the signature of a counselor before it will be accepted for final evaluation by the Admissions and Records office.
3. All course requirements must be completed on or before the final day of classes for the semester in which the student files an application.
4. External courses, grades, and units used to meet requirements for the associate degree must be from an accredited college/university. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College Admissions and Records office before an application can be evaluated.
5. Students are notified in writing of their graduation status by the Admissions and Records office, only if there is a deficiency.
6. Diplomas are mailed within three months of the end date of the semester in which the degree was earned.

Students who do not satisfy the requirements for the degree for which they have applied must submit a new application during a later filing period.

## CERTIFICATE PROGRAMS

Allan Hancock College offers two types of certificate programs, Certificate of Achievement and Certificate of Accomplishment. 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

1. Students must file an application in order to receive a certificate. Applications are obtained on the Admissions and Records public webpage.
2. Students who have only attended AHC may submit the application to Admissions and Records.
3. Students who have attended another college or university must meet with a counselor to complete the application.
4. All required courses must have been completed by the end of the semester in which the student submits an application.
5. A grade of C or better is necessary in all required courses.
6. A minimum of 25 percent of the units required for the certificate must be completed at Allan Hancock College.
7. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office.
8. External transcripts become the property of Allan Hancock College. Transcripts submitted to AHC will not be released to students, other colleges or agencies.
9. Certificates are mailed within three months of the end 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.

## 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's Degree or vocational certificates are determined according to the Catalog 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. For purposes of catalog rights, the academic year begins each summer and ends the subsequent spring session. To maintain continuous enrollment, a student must attend at least one credit class in an academic year.

Students must apply for graduation within three years from the date all requirements are satisfied. It is important to note that:

1. Students who maintain continuous enrollment at Allan Hancock College, or students who are continuing at another accredited institution within the United States are eligible to graduate from AHC under the catalog in effect at the time they first enrolled at Allan Hancock College.
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 Allan Hancock College 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 Allan Hancock College for a year or longer, and does not re-enroll at Allan Hancock College, they are eligible to graduate from Allan Hancock College 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.

## 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 which 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.

TECH PREP - Tech Prep is a carefully designed curriculum that engages students in a four-year program (two years of high school and two years of community college) to gain the knowledge, skills and values required for technical careers.

A Tech Prep education (1) leads to an associate degree or certificate, (2) provides technical preparation, (3) builds student competence in mathematics, science, and communications through a sequential course of study, and (4) leads to placement in related employment or additional training. Tech Prep programs and courses are identified throughout the descriptions of degrees and announcement of courses.

	AAT	AST	AA	AS	CERT
<b>Accounting</b> .....				X	X
Bookkeeping.....					X
<b>Administration of Justice</b> .....		X			X
<b>Agribusiness</b>					
<i>Agricultural Science</i> .....				X	X
Enology/Viticulture.....				X	
Pairing Wine and Food.....					X
Viticulture.....				X	X
Wine Business.....				X	X
<b>Anthropology for Transfer</b> .....		X			
<b>Applied Design Media</b>					
Animation.....				X	
Multimedia Arts and Communication.....				X	
Graphics.....				X	
Photography.....				X	
Website Design.....					X
<b>Architectural Drafting</b> .....				X	X
<b>Art</b> .....				X	
Studio Arts for Transfer.....		X			
<b>Auto Body Technology</b> .....				X	
Auto Body Metal.....					X
Auto Body Refinishing.....					X
<b>Automotive Technology</b>					
Auto Engine Rebuilding.....				X	
Auto Service Management.....				X	
Auto Tune-Up & Diagnostic Procedures.....				X	
Automotive Chassis.....				X	
General Technician Tune-Up					
Emission Control Specialist.....					X
General Technician Engine,					
Power, Trains Specialist.....					X
<b>Biology</b> .....				X	
<i>Biology for Transfer</i> .....				X	
<b>Business</b> .....				X	
Business Administration.....		X	X		
Management.....				X	
Marketing.....				X	
Customer Service.....					X
Executive Leadership.....					X
Human Resource Management.....					X
Law.....					X
Sales and Marketing.....					X
Supervisory Management.....					X
<b>Chemistry</b> .....		X	X		
<b>Computer Business Information Systems</b> .....			X		X
MAC Fundamentals for Business.....					X
Office Software Support.....					X
Office Systems Analysis.....					X
Small Business Web Master.....					X
Computer Business Office Software.....					X
Database Administration.....					X
Information Architecture.....					X
Information Technology Fundamentals.....					X
<b>Computer Business Office Technology</b>					
Administrative Assistant/Secretarial.....				X	X
Administrative Office Skills.....					X
Computer Business Office Skills.....					X
Computer Business Presentations and Publishing.....					X

	AAT	AST	AA	AS	CERT
Legal Secretarial.....				X	X
Word/Information Processing.....				X	X
<b>Computer Science</b> .....				X	
Computer Science for Transfer.....		X			
<b>Cosmetology</b> .....				X	X
<b>Culinary Arts and Management</b>					
Baking.....					X
Catering and Events Management.....					X
Dietetic Service Supervision.....					X
Food Production Supervision.....					X
Food Services Production.....					X
Restaurant Management.....					X
<b>Culinology</b> ®.....				X	
<b>Dance</b> .....			X		X
<b>Dental Assisting</b> .....				X	X
<b>Drama</b> .....					X
<b>Early Childhood Education</b>					
for Transfer.....		X			
<b>Early Childhood Studies</b>					
General.....				X	X
Bilingual/Bicultural Emphasis.....				X	X
Elementary Education.....				X	X
Preschool/Infant Toddler Program Director.....				X	X
Special Education.....				X	X
<b>Electronic Engineering Technology</b> .....				X	
<b>Electronics Technology</b> .....				X	
Digital Systems Technician.....					X
Electronic Training.....					X
Mechatronics.....				X	X
w/Emphasis in Network Maintenance					
and Digital Technologies.....				X	X
<b>Emergency Medical Services</b> .....				X	X
Emergency Medical Services Academy.....					X
Advanced Cardiac Life Support.....					X
Emergency Medical Technician 1 (Basic).....					X
EMT 1 (Basic) Refresher.....					X
First Responder Update.....					X
Paramedic Training.....					X
<b>Engineering</b> .....				X	
<b>Engineering Technology</b> .....				X	
Civil Engineering.....					X
Engineering Drafting.....					X
w/Emphasis in Mechatronics.....				X	X
<b>English</b> .....		X			X
<b>English as a Second Language</b> .....					X
<b>Entrepreneurship</b> .....				X	
Entrepreneurship and Small Business Management.....					X
<b>Environmental Health &amp; Safety</b> .....				X	X
Environmental Health & Safety Technician.....					X
Hazardous Materials General Site Worker.....					X
HAZWOPER Refresher 8-Hour.....					X
<b>Family and Consumer Sciences</b>					
Fashion Merchandising.....					X
Fashion Studies.....					X
General.....				X	
Interior Design Merchandising.....				X	X
<b>Film and Video Production</b> .....				X	X

	AAT	AST	AA	AS	CERT
<b>Fire Technology</b> .....				X	X
Firefighter Academy .....				X	X
<b>Global Studies</b> .....			X		
<b>History for Transfer</b> .....	X				
<b>Human Services</b>					
Addiction Studies .....			X		X
Addiction Studies Foundation .....				X	X
Addiction Studies Basic .....				X	X
Addiction Studies Advanced .....				X	X
Co-Occurring Disorders .....				X	X
Family Services Worker 1 .....				X	X
Family Services Worker 2 .....				X	X
Family Services Worker 3 .....				X	X
Family Studies .....				X	X
General .....			X		X
Specialized Helping Approaches .....				X	X
<b>Kinesiology</b> .....			X		
Kinesiology for Transfer .....	X				
<b>Law Enforcement</b>					
Basic Law Enforcement Academy .....				X	X
<b>Liberal Arts Non-transfer Option</b>					
Arts & Humanities .....			X		
Mathematics & Science .....			X		
Social & Behavioral Sciences .....			X		
<b>Liberal Arts Transfer Option</b>					
Arts & Humanities .....			X		
Mathematics & Science .....			X		
Social & Behavioral Sciences .....			X		
<b>Liberal Studies:</b>					
<b>Elementary Teacher Preparation</b> .....			X		
Elementary Teacher Education for Transfer .....			X		
<b>Machining and Manufacturing Technology</b> .....	X				X
<b>Mathematics</b>					
Mathematics w/Computer Science Emphasis .....			X		X
Mathematics for Transfer.....			X		
Mathematics w/Physics Emphasis .....			X		X
<b>Medical Assisting</b> .....				X	X
Medical Billing and Coding .....				X	X
<b>Music</b> .....			X		
<b>Nursing</b>					
"30 Unit" Option .....			X		
Certified Home Health Aide .....			X		
Certified Nursing Assistant .....			X		
EKG/Monitor Observer .....			X		
Registered Nursing (LVN to RN) A.D.N.....			X		
Restorative Aide .....			X		
Vocational Nursing .....			X		X
<b>Paralegal Studies</b> .....			X		X
<b>Physical Education (see Kinesiology)</b>					
<b>Physics</b> .....			X		
Physics for Transfer .....			X		
<b>Political Science for Transfer</b> .....	X				
<b>Psychology</b> .....			X		
Psychology for Transfer .....	X				

	AAT	AST	AA	AS	CERT
<b>Recreation Management</b> .....			X		X
<b>Registered Veterinary Technician</b> .....				X	X
<b>Social Science</b> .....			X		
<b>Sociology for Transfer</b> .....	X				
<b>Sound Technology</b> .....				X	X
<b>Spanish</b> .....	X			X	
Language Skills Elementary Level .....				X	X
Language Skills Intermediate Level .....				X	X
Language Skills Advanced Level .....				X	X
<b>Speech Communication</b> .....			X		
Communication Studies for Transfer.....			X		
Communication Skills for Public Safety and Health Professionals .....				X	X
Communication Skills for the Business Professional.....				X	X
Communication Skills for the Professional Speaker .....				X	X
<b>Sports Medicine</b> .....			X		
<b>Theatre</b>					
Design/Technical Theatre .....			X		X
Professional Acting .....			X		X
<b>Transfer Studies</b>					
Intersegmental General Education Transfer Curriculum .....				X	X
UC/CSU Transfer Studies (Math Engineering & Science Majors) .....				X	X
CSU General Education Breadth .....				X	X
<b>Welding Technology</b> .....	X				X
Metal Fabrication.....	X				X
Pipe Welding .....	X				X
<b>Wildland Firefighting</b>					
Logistics, Finance, Planning.....			X		X
Operations.....			X		X
Prevention, Investigation, Prescribed Burning... ..			X		X



*New Programs***AGRICULTURAL SCIENCE (A.S. & Certificate of Achievement)**

Allan Hancock College's Agricultural Science Program is designed for students preparing for, or advancing in careers in agricultural sciences. The agricultural science 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 agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. 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 institutions.

The graduate of the AS and certificate program in agricultural science will:

- apply current agricultural industry standards in the agricultural sciences or related fields.
- 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.
- employ effective business, sales, marketing, and communications skills when presented with an agricultural or farm management situation.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.
- analyze current market trends, costs, and inputs, to provide sustainable solutions in farming and ranching systems.
- demonstrate basic worker safety practices.

A major of 22 units is required for the associate in science degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (13 units):		
AG150	Introduction to Agribusiness	3
AG125	Soils and Plant Nutrition	4
AG156	Intro to Environmental Horticulture	3
AG157	Agricultural Sales, Communication & Leadership	3
Plus a minimum of 9 units selected from the following,		
AG153	Introduction to Sustainable Agriculture	3
BIOL154	General Botany	5
FSN 133	Introduction To Food Science	3
MATH 123	Elementary Statistics	4
CHEM 120	Introductory Chemistry	4
AG152	Introduction to Animal Science	3
AG155	Introduction to Mechanized Agriculture	3
AG315	Fertilizers & Plant Nutrition	4
AG154	Introduction to Fruit Science	3
AG158	Agricultural Economics	3
AG307	Vineyard Irrigation	3
AG102	Introduction to Viticulture	3
AG130	Integrated Pest Management for Grapes	4

**Associate in Science in Biology for Transfer (A.S.T.)**

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, 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 science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

**Associate Degree for Transfer Requirements**

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

- Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSU GE) Breadth [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

**Associate in Science in Biology for Transfer Program Requirements**

- GENERAL EDUCATION: Complete the following:
  - Intersegmental General Education Transfer Curriculum (IGETC) for STEM 31 units
- MAJOR CORE COURSES: A major of 37 units is required for the associate in science in biology for transfer degree.

COURSE NUMBER	TITLE	UNITS
Required core courses (37 units):		
BIOL 150	Cellular Biology	5
BIOL 154	General Botany	5
BIOL 155	General Zoology	5
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus	4
PHYS 141	General Physics 1	4
	and	
PHYS 142	General Physics 2	4
	or	
PHYS 161	Engineering Physics 1	4
	and	
PHYS 163	Engineering Physics 3	4

Total Major Units:	37 units
IGETC for STEM:	31 units
CSU Transferable Electives (as needed):	2 units
IGETC for STEM Double-Counted:	10 units
Total Program Units:	60 units

# ANNOUNCEMENT OF COURSES

## COURSE INFORMATION

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.

**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.

**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.

**Cooperative Work Experience (149/302):** Cooperative Work Experience 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.

**Experimental Courses (179, 379, 479, and 579):** Formerly known as "Workshop," these courses are 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.

**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](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

**Acceptable for Credit:** This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

CSU-CL (Credit Limitation) – limited number of units accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

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 Repeatability:** Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

**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 and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Requisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>. NOTE regarding equivalent enrollment eligibility for state regulatory and licensing authorities: Approval of equivalent course or prior experience used to satisfy enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. **Requisite:** A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

**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:

# ANNOUNCEMENT OF COURSES

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; or
3. 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](http://www.hancockcollege.edu) and select the class schedule to search. After finding the course section of interest, click on 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	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  
S = spring  
U = summer  
W = winter  
F1 = fall, odd years  
F2 = fall, even years  
S1 = spring, odd years  
S2 = spring, even years  
A = as needed

**AGRIBUSINESS****AG 330 Harvest Boot Camp 0.5 units**

Limitation on enrollment: Student must be at least 18 years old.

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. (GR/P/NP)

**AUTOMOTIVE TECHNOLOGY****AT 354 Selected Projects in Automotive Machining 1 unit**

Advisories: AT 336 and ENGL 514

Limitation on enrollment: Must take and pass the Lab Safety Test

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. (GR/P/NP)

**BIOLOGY****BIOL 196 Self-directed Investigations 1-3 units**

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.

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. (GR) (F,S)

**ENGLISH****ENGL 112 Transfer Accelerated Reading and Writing Skills 2 units**

Prerequisite: ENGL 512 or READ 510 or placement of ENGL 513 or READ 310 on START test.

Corequisite: ENGL 101

Students with placement into English 513, English 514, Reading 310, or Reading 110 have the opportunity to enroll in English 101 with English 112 as a co-requisite. English 112 is designed for additional support and practice in the academic skills and strategies needed to analyze college-level texts and 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. (GR/P/NP) (F, S, U)

**FILM****FILM 119 Great Directors of the Cinema 3 units**

This class offers a survey of the world's best film directors. Emphasis is given to directors working since 1965. (GR/P/NP) (A)

**FIRE TECHNOLOGY****FTEC 301 Company Officer 2A – Human Resource Management 2 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. (GR) (F, S)

**FTEC 302 Company Officer 2B – General Administrative Functions 1 unit**

This course provides information on the general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This is a California State Fire Training professional certification track course for Company Officer. (GR) (F,S)

**FTEC 303 Company Officer 2C – Fire Investigations and Inspections 2 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. (GR) (F, S)

**FTEC 304 Company Officer 2D – All Risk Command Operations 2 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. (GR) (F, S)

**FTEC 305 Company Officer 2E – Wildland Incident Operations 2 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. (GR) (F, S)

**FTEC 306 Company Officer Instructor 1 – Instructional Methodology 2 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. (GR) (F, S)

**GRAPHICS****GRPH 129 Digital Tools for Visual Media 3 units**

A hands-on overview of computer operations, industry standard software and equipment common to digital visual communication. Students will apply art and design theory in the exploration of tools used in vector graphics, digital imaging, motion graphics and animation, and digital media interface design. Topics include media development, interactivity, file formats, storage and file management, industry trends and career options. Familiarity with current design software, hardware, input, and output devices will be established. Assignments integrate digital tools, techniques, and creative design using text and image, digital video and audio, and interactivity. (GR/P/NP) (F)

**HUMAN SERVICES****HUSV 135 Ethics for Human Service Professionals 3 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. (GR/P/NP)

**HUSV 145 Effective Writing for Human Services 3 units**

A course designed to enable helping professionals and human service workers to prepare written documentation accurately, correctly, and in a professional manner. (GR/P/NP)

**MACHINE TECHNOLOGY****MT 306 Advanced Machining 1.5 units**

Advisory: MT 109

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. (GR/P/NP)

**RECREATION****REC 109 Outdoor & Adventure Recreation 3 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. (GR/P/NP)