2021-2022

COURSE CATALOG

HARTNELL COLLEGE

www.hartnell.edu

TESTAMENTS TO
Student Success

Hartnell students shared these observations about how the college and its staff and faculty are making it possible for them to achieve their educational goals:

"For me, I get to network more with STEM students. We get to understand each other because we take similar classes. If I don't understand something, they're able to help me out. And it's the community that we become: We help each other, we teach each other, and sometimes even by teaching each other, we learn better."

— **Mishell Guzman Espinoza**, *North Salinas High School graduate majoring in biology*

"The staff and teachers and counselors are very friendly and helpful with any questions that you have, even through online learning. It makes me feel really appreciated because even through a pandemic, they still very much care about the students and offer them a lot of help."

—**Andrew Gonzales**, *North Monterey County High School graduate majoring in theatre arts*

"I come from a low-income, single-parent household. I am the oldest of three. I am a first-generation college student whose mother faced the struggle of coming to the U.S. without a word of English and no money to her name. I came to the realization that higher education and earning a degree for myself can help me be self-sufficient and rise above the circumstances that I faced growing up."

—**Michelle Vazquez**, *Alisal High School graduate majoring in biology*

"I was really scared because it was my first time at a college. They made it so welcoming and everything. The staff made it really easy, and they offered a lot of support, which was really helpful."

—**Victoria Valdez**, *Alisal High School graduate majoring in English*

"Personally, coming into class and walking into the library did make a difference. Everyone is always there for you. They're caring and they're very friendly and welcoming as well. Whether you're a first-time student or if you are a returning student, they make you feel just at home, and all of the resources are always available for us."

—**Ruby Romero**, *Soledad High School graduate majoring in agriculture business and plant science*

"In coming here I got to meet some phenomenal instructors. A lot of the science instructors that I've worked with on my path to nursing, I wouldn't be able to make it through school without their help. Honestly Hartnell has been just great to me."

—**Hugo Gutierrez**, *Salinas High School graduate majoring in nursing*

2021-2022
COLLEGE CATALOG

Released June 7, 2021

411 Central Avenue
Salinas, CA 93901
(831) 755-6700
www.hartnell.edu

ACCREDITATION

Hartnell College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949 (415) 506-0234), The California Board of Registered Nursing, the California Board of Vocational Nursing and Psychiatric Technicians, the Accreditation Commission for Education in Nursing (ACEN). Accreditation by the ACEN is voluntary and insures that Hartnell College's ADN and LVN programs meet the highest standards in nursing education at both the state and national level, the Commission on Accreditation for Respiratory Care (CoARC), Monterey County Emergency Medical Services (EMS), and the California Community Colleges Board of Governors. It has the approval of the State Department of Education to train veterans under Public Law 874 and Public Law 550. It also has the approval of the U.S. Immigration and Naturalization Service to educate foreign students.

HARTNELL COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

Erica Padilla-Chavez, President
Candi DePauw, Vice President
Margaret D'Arrigo
Alejandra Gonzalez
Irma C. Lopez
Ray Montemayor
Aurelio Salazar, Jr.,
Jane Sanchez Hernandez, Student Trustee
Raúl Rodríguez, Interim Superintendent/President and Board Secretary

TABLE OF CONTENTS

Admissions 11

Registration 26

Student Affairs 31

Student Support Programs 37

Academic Policies 45

Degree Requirements – Associate of Arts or Science 67

Degree and Certificate Programs 78

Course Listings 236

Academic Administration and Faculty 337

Campus Maps 343

Index 345

Academic Calendar 348

ACCURACY STATEMENT

The Hartnell Community College District has made every reasonable effort to ensure that information in this catalog is accurate. Courses and programs that are offered, along with other matter contained herein, are subject to change without notice by Hartnell College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add to, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

HARTNELL COLLEGE EMERGENCY COMMUNICATIONS

Campus Security:
(831) 755-6888

Maintenance:
(831) 755-6950

Facility Emergency Hotline:
(831) 755-6700, x5700

Office of Student Affairs:
(831) 755-6822

Office of Academic Affairs:
(831) 770-7090

Advanced Technology Office:
(831) 755-6960

Website Pop-Up Emergency Notice:
https://www.hartnell.edu/about/safety/emergency/

Welcome to Hartnell College

VISION STATEMENT

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world**.**

MISSION STATEMENT

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS

Values are the essential enduring tenets that guide Hartnell College in fulfilling our mission. They set forth what we believe and they define how we conduct ourselves. At the core of these values is the student.

Students First

We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership and success?"

Academic and Service Excellence

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

Diversity, Equity, and Inclusion

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

Alliances

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

Ethics & Integrity

We commit to respect, civility, honesty, responsibility and transparency in all actions and communications.

Leadership and Empowerment

We commit to growing leaders through opportunity, engagement, and achievement.

Innovation

Through collaboration, we seek and create new tools, techniques, programs, and processes that improve student learning, student achievement, and institutional effectiveness.

Stewardship of Resources

We commit to effective utilization of human, physical, financial, and technological resources.

Health, Safety, and Security

We commit to providing for the health, safety, and security of all students, employees, and visitors.

ACADEMIC FREEDOM

(Board Policy 4030)

Introduction

Hartnell Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

Rights of Academic Employees

Academic freedom shall be guaranteed to all academic employees. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. The right to academic freedom herein established shall include the right to support or oppose political causes, issues, and parties outside of normal classroom activities.

Academic employees are citizens, members of learned professions, and members of the institution. When academic employees speak or write as citizens, they should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.

Academic freedom allows academic employees to seek and present the truth as they know it on problems and issues, subject to the accepted standards of professional responsibility, without fear of interference from administrators, the District Board of Trustees, governmental authorities, or pressure groups.

Although academic employees have the obligation to ensure that their classroom material meets the valid educational objectives of the course as stated in the approved course outline of record, they are entitled to freedom in the classroom in presenting the subjects they teach and shall be free to select and use textbooks and materials that they deem appropriate to meet the stated learning outcomes for the course.

Academic employees are entitled to full freedom in their use of books, online sources, and internet sites and in the publication of the results of any research that may result from the use of these resources.

Academic employees may arrange for classroom lecturers or speakers to make presentations in regularly scheduled classes or groups of classes. The academic employees shall be responsible for the relevance of the lecturer or speaker's subject matter to the course.

Obligations of Academic Employees

Academic freedom requires that all academic employees establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. Academic employees have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the academic employees.

While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements.

Libraries and Learning Resource Centers

Books and other library and learning resources materials selected and databases provided should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race, nationality, social, political, or religious views of the authors. Libraries should provide materials and information presenting diverse points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

HARTNELL COLLEGE FOUNDATION

The Hartnell College Foundation is a nonprofit, tax-deductible corporation organized by community-spirited citizens in 1979 to support and benefit the Hartnell Community College District. The Foundation Board of Directors consists of up to 35 volunteers from business, industry, and community service. The Board is assisted by over 250 volunteers serving on various committees.

Mission Statement

The mission of the Hartnell College Foundation is to cultivate resources to champion student success

Vision

Our vision is to inspire philanthropy and partnerships that transform the lives of our students and strengthen our communities.

◆◆◆

The Hartnell College Foundation was incorporated in December 1979. During the early years, the Foundation focused its efforts primarily on scholarships. In recent years, the Foundation has grown to include a comprehensive fundraising campaign for scholarships, equipment, program support, and endowments. The Foundation's purpose is to raise funds to support and benefit the Hartnell Community College District. A broad base of community support has been created that provides the infrastructure to continue worthwhile programs.

Between 2006 and 2012, the Hartnell College Foundation completed the college's first major comprehensive capital campaign in its 85-year history raising $12 million. The board and committees were expanded to involve over 250 community leaders. As part of the campaign, areas of need were identified for support including: agriculture, the library, construction, athletics, allied health, health sciences, arts and sciences, and scholarships.

At the end of 2012, the Foundation launched a President's Task Force to identify key initiatives appropriate for private support and create a new 5-year funding plan. The task force included 43 members representing the community. This group, with significant input from the campus leadership, ranked projects according to how attractive they would be for private funding. The draft funding plan, that will be finalized in the first quarter of 2013 includes initiatives for major facilities and new programs; student success scholarships and internships; expansion of science, technology, engineering and math programs; completion of the athletics master plan; high quality arts programs; and additional capacity building for south Monterey County.

Hartnell's Name

WILLIAM EDWARD PETTY HARTNELL was born in 1798 on a country estate in Lancashire, England. He attended Cambridge University and also studied accounting at the College of Commerce in Bremen, Germany. Upon completion of his studies, Hartnell secured a position with the John Begg Trading Company in Santiago, Chile, and began working as an accountant and trade negotiator. He became fluent in Spanish and was soon negotiating trade agreements along the western coast of South America.

In 1822, Hartnell arrived in California and set about establishing a positive relationship with Governor Pablo Vicente Solá and Padre Mariano Payeras, head of the California Missions. As a result of Hartnell's experience and diplomatic skills, Governor Solá granted him the right to trade in California and to establish monetary trade agreements with the missions and the presidios. Hartnell's business ventures thrived and he became well known by the Californios, the large land owners in the province. During this time, he frequented the home of Don José de la Guerra, a highly influential Californio living in Santa Barbara. Don José de la Guerra was regarded as the most wealthy, cultivated, and influential man in the province. He and Hartnell became friends and shared many cultural interests. La Casa de la Guerra was a mecca for distinguished visitors from all over the world, and Hartnell often attended fiestas at the de la Guerra home. It was in this setting that he met the lovely María Teresa de la Guerra, daughter of Don José.

In 1824, Hartnell converted to Catholicism and, a year later, he married María Teresa. In the week prior to the wedding, a series of parties and dinners were held in Santa Barbara followed by the wedding ceremony at the Santa Barbara Mission. William Edward Petty Hartnell and María Teresa de la Guerra Hartnell then moved to Monterey to oversee their business ventures.

In 1830, Hartnell became a Mexican citizen and received a share in the Rancho de Alisal. On the Rancho, he and María Teresa planted fruit trees, grain, and grapes. They also grazed over 500 head of cattle. In 1832, Don José wrote to his son-in-law, "... turn (your) natural inclination to teach into an asset and become a schoolmaster." As the Rancho was an ideal setting for a school, Hartnell could combine the pleasures of teaching with those of being a ranchero. Hartnell soon received permission from Governor Figueroa to secure a license to establish a postsecondary school. On May 4, 1834, Governor Figueroa attended a blessing for the new school and made a gift of approximately $150 to support the educational venture.

On January 1, 1834, a huge fiesta formalized the opening of El Colegio de San José on the Alisal Rancho, now re-named "El Patrocinio de San José." Spanish, mathematics, philosophy, French, English, German, and Latin formed the curriculum. Each student paid a fee of 200 pesos for a year's study. During the first year, 15 students enrolled and the school became a social center for young people and visiting dignitaries such as Mariano Vallejo, Juan Bautista Alvarado, and Francisco Pacheco. The census of 1836 listed a total of 44 persons living on the Rancho. This included the six children born to William Edward Petty and María Teresa de la Guerra Hartnell.

Information for this article was taken from historical documents provided by the Monterey County Historical Society and the Monterey County Herald, and writings by Dr. Daniel Ipson. The following references were consulted: *The Salinas: Upside-Down River* by Anne B. Fisher (1977) and *The Lives of William Hartnell* by Susanna Dakin (1949).
The information above is correct to the best of our knowledge, but we welcome corrections or additions.

Open Enrollment

It is the policy of the Hartnell Community College District that, unless health, safety, or limited facilities is a factor in the conduct of a course, every course, or class, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the required prerequisites for such course, course section, or class.

Class Scheduling

Day Classes

Day classes are offered from 7:00 am to 4:30 pm.

Evening Classes

Evening classes are specifically planned to reflect a full range of academic and vocational programs offered by Hartnell College. The only difference between day and evening classes is the time frame. Academic standards, contact hours, and requirements for student performance are the same for both evening and day classes. Evening classes are scheduled between the hours of 4:30 pm and 10:00 pm.

Weekend Classes

Some class offerings are scheduled on Saturdays and/or Sundays.

Compressed Classes

Hartnell offers courses in a compressed format that may include a comprehensive summer session, a winter intersession, and late-start courses offered throughout the year. All courses offered have the same level of quality and number of contact hours as those same courses offered on a semester-length basis. Compressed courses provide students with more flexibility in pursuing their educational goals while balancing work and family responsibilities.

Off-Campus Instruction

Each semester Hartnell College conducts classes at its campuses and centers as well as in Greenfield, Soledad, Gonzales, and various other locations throughout the District. Apart from student services offered at all campuses, a counselor is available on site at Soledad High School once a week to help with education plans and enrollment issues. All classes are listed by location on the college website.

Online Education

Hartnell College offers flexibility leading to student success through fully online and partially online (hybrid) classes providing students the opportunity to take courses from a distance. All distance education courses are comprised of the same content and rigor as their face-to-face counterparts.

Students taking online or hybrid courses will be given access to their course content through the Internet using the Canvas learning management system. Students must have basic computer skills that include the use of word processing software, e-mail, and the ability to upload files. Students using their own computer must have appropriate hardware, software, and Internet access. Computer access is also available at the main campus library, or in a lab at one of the college campuses (King City, Alisal, Soledad or Main Campus). Students completing their courses online will have online access to counseling, tutoring, library resources, and faculty that allows for flexibility and convenience in the student's schedule.

Online Enrollment for out state students:

The State of California has not elected to sign the Sara agreement (http://nc-sara.org), therefore enrollment in online sections at Hartnell College is limited to California residents.

Self-Paced Classes

Hartnell offers some self-paced courses for students who need flexibility in scheduling their time on campus. When completing these courses, students may establish schedules that are convenient and that enable course completion.

Campus Locations

The Hartnell College main campus is located a few blocks from downtown Salinas.

The main campus at 411 Central Avenue consists of many academic facilities, most of which were built within the past twenty years. For more information about the college facilities please see maps on pages 343-344

The Alisal Campus, home to the Center for Advanced Technology, is in east Salinas at 1752 East Alisal Street. In summer 2021 the King City Education Center, 117 North 2nd Street, is set to open newly-expanded facilities and the new state-of-the-art Soledad Education Center is set to open at 1505 Metz Road.

Cars on Campus

Operation of motor vehicles on Hartnell College campus must be conducted in a manner which ensures the safety of the driver, passengers, pedestrians, and/or any others, and which prevents damage to college property. The College is not responsible for loss of any property or damage to any property sustained by any person parking on campus.

The campus speed limit is 5 miles per hour.

Parking on Main Campus/Alisal Campus/King City Education Center/Soledad Education Center

PARKING PERMITS ARE REQUIRED TO PARK ON CAMPUS. ALL PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. PARKING PERMITS ARE SOLD WITH NO GUARANTEE OF SPACE AVAILABILITY.

Parking on campus is a privilege extended by the Board of Trustees to those who have college-related business. Drivers of vehicles on college property shall comply with the rules and regulations of the college. Parking privileges can be withdrawn for violations of parking regulations. Regulations are published on the Hartnell website at https://www.hartnell.edu/about/safety/parking.html
For questions or assistance contact Campus Safety at
(831) 755-6888.

Parking Permits are available for sale online through your PAWS account two weeks prior to the start of each semester and sales end approximately 2 months after each semester.

No permits are required for the King City Education Center or Soledad Education Center.

CASHIER HOURS

Main Campus
Monday – Thursday: 8:30 am to 4:30 pm
Friday – 9:00 am to 1:00 pm

Alisal Campus
Monday – Thursday: 9:30 am to 5:30pm
Friday – 9:00 am to 1:00 pm

King City Education Center
Monday – Thursday: 8:30am – 4:30 pm
Friday 9:00 am – 1:00 pm

Soledad Education Center
Hours will vary.

Cost of Parking Permits:
$40 per semester
$20 per semester for Financial Aid Students

The District reserves the right to change parking fees based on Hartnell College Board Policy 2255. Parking fees may increase during the 2021-2022 academic year.
Please watch our website for official notification.

Daily Parking Permits are available online or from the daily parking permit machines (No coins only dollars and credit cards) in various locations throughout the campus parking lots and garage. These permits are valid only on the day the permit is purchased. All-day parking cost is $2.00.

Parking permits must be displayed in plain view in the appropriate location according to Parking Regulations or a citation will be issued. There are no exceptions. Should you receive a citation, follow the written instructions on the back of the citation. Restricted parking where regular permits are not valid: 30-minute zones (green), staff spaces (orange), handicapped spaces (blue) and car pool spaces. Head in parking only in all spaces

Carpool Parking requires the purchase of a student permit and an additional permit which can be obtained without additional cost through the Cashier's Office.

Enforcement

Campus parking and traffic safety regulations are enforced by Hartnell College and the Salinas Police Department. Campus Security issues parking citations for violations. Phoenix Systems Group in Santa Ana, CA, administers collections and appeals. For Citation issues regarding the process they can be reached at www.paymycite.com/hartnellcollege. Any additional information needed, contact Campus Security at (831) 755-7003.

Food Services

The cafeteria is located in the College Center of the Main Campus. The Steinbeck Hall dining room provides seating for 250 and an additional 200 in the Commons area. An extensive menu offers a wide variety of food. The Cafeteria accepts Visa and MasterCard and debit cards along with the ASHC student body CatCard. Catering to the campus community is also available. Vending machines are located throughout the campus. Hours of operation are:

Fall and Spring semesters

Monday – Thursday: 7:30 am – 7:30 pm
Friday: 7:30 am – 2:00 pm

Summer session
Monday – Thursday: 7:30 am – 2:00 pm

Hartnell College opened our very own Starbucks in September of 2019. Our Starbucks became an immediate hit amongst students and staff. Hartnell Starbucks not only provides employment opportunities for our full time students, we also provide a safe, comfortable place for our students and community to enjoy a delicious snack or beverage. We are currently closed due to Covid, but are looking forward to a mid-September opening. We are using our closure as an opportunity to become more accessible to our students, staff and community. By the time we open in September you will be able to find us on the Starbucks App.! Please reach out to Store Manager, Lea Miller, lmiller@hartnell.edu with any questions or if you are a full time student interested in employment.

College Store

Operated by Follett Higher Education Group, Hartnell College Bookstore is a student's single point of contact for all their course materials needs. The bookstore offers flexible pricing options through new, used, rental, and digital textbooks as well as an assortment of general and reference books, emblematic clothing, gifts and school supplies. Additionally, the bookstore offers textbook buy back on titles with current market value. A valid student ID is required to sell books.

The bookstore's regular hours of operation are:

Fall and Spring semesters

Monday – Thursday: 9:00am -3:00 pm
Friday: 9:00 am – 1:00 pm

Summer session

Monday – Thursday: 9:00 am – 3:00 pm

Friday – Closed

Please visit the bookstore's website for special hours, announcements, and online ordering: https://www.bkstr.com/hartnellccstore/home/en

Limited supplies are available at the Alisal Campus, King City Education Center and Soledad Education Center.

Visitors to the College

Parents, the general public, and other interested persons are invited to visit the campus. Visitors should stop by the Welcome Kiosk, for information and directions.

No one is permitted to attend classes unless s/he is a registered student. Exceptions to this rule may be made only in unusual circumstances and only when such visit will not disturb the instructional program. A special Visitor's Permit is required in such instances.

Permission to enter upon the property of the District, either stated or implied in other policies or practices, is subject to immediate revocation by the Governing Board or by the Superintendent-President of the College.

Communications

No telephone messages for students will be accepted by the College. Mail or faxes should not be addressed to students in care of the College. No delivery of any nature will be accepted for students.

Public Safety

The Department of Public Safety/ Emergency Management is located in Building T near the athletic fields. Campus safety personnel are located at the Welcome Kiosk at the roundabout on main campus. Campus Safety assists with reporting on-campus crimes and emergencies, parking, locating lost articles, escorts etc.. Campus Safety is available 24 hours a day, 7 days a week and can be contacted by calling (831) 755-6888 or in a non-emergency inquiry at (831) 755-7003.

When an emergency occurs on Main campus or at any campus center, call Campus Safety at – (831) 755-6888 or x6888. An officer will respond to all calls including medical emergencies. Any questions regarding student injuries or accidents on campus should be directed to the student Life Coordinator Office in C-104 or phone (831) 755-6825.

Alert System

The campus safety and facilities emergency status bulletin telephone number is (831) 796-6222. From a campus line, simply dial 6222. This line will announce any known emergency situations or outages on campus.

In the event of an Emergency, Hartnell College utilizes a SMS-based emergency notification service EVERBRIDGE, In addition to a Visiplex announcement system. All students, faculty, and staff are encouraged to sign up for mass notifications at https://www.hartnell.edu/about/safety/emergency/

Lost & Found

Found articles should be turned in to Campus Security (Building T) or the mailroom located next to the Cashier's Office in Building B-115. Lost articles can be claimed in the mailroom.

Library & Learning Resource Center

Hours of operation are:

Fall and Spring semesters

Monday – Thursday: 8:00 am – 9:00 pm
Friday: 8:00 am – 4:00 pm
Saturday: 10:00 am – 2:00 pm

Summer session

Monday & Tuesday: 8:00 am – 8:00 pm
Wednesday & Thursday: 8:00 am - 6:00 pm
Friday: 8:00 am – 4:00 pm

The library is closed during semester breaks.

The current Library and Learning Resource Center opened in June 2006. Located in Building A at the corner of Homestead and Central Avenues, the library is conveniently adjacent to the college parking garage. The 68,000 square foot facility offers students, faculty, staff, and community members a variety of library and technology services, and access to collections in multiple formats. The two floor facility features over 200 computers, networked, multifunctional devices for printing, copying, scanning, and faxing, collaborative group study rooms for students, space for quiet individual study, a Professional Development Center for faculty and staff, and other instructional rooms. Tutoring services are currently located on the second floor of the Library in Room A-214.

The library staff members provide assistance with the reserve collection of textbooks, check out and return of books and other materials, and basic support to computer users. Reference librarians assist students and other library patrons with their information needs in person, on the phone, or via email and chat, teach credit information literacy courses online, provide course-related library orientations and tours, and offer one-on-one research consultations face to face or virtually. The library's collections support the college's curriculum and contain more than 60,000 books, 150,000 electronic books, and 100 periodical subscriptions.

Please replace these paragraphs with: From the library's web page, patrons may use OneSearch to access the library's collection that includes print and electronic books, full-text periodicals, journal and newspaper articles, videos, and reference works. The library's online presence also includes a Canvas page with links to the most popular resources, self-paced library workshops, research guides to resources for various disciplines, and an online chat service with FAQs.

The library building was designed to provide access to all students. Accessibility features include computers with assistive technologies and software applications, wheelchair accessible public service desks, self-check stations, group study rooms, study carrels, and study tables.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

In the pursuit of academic studies and other college-sponsored activities that promote intellectual growth and personal development, all students should be free of unlawful discrimination by any member of the academic community. ***(Students disturbed by the acts of another student have recourse through the procedures of the Student Code of Conduct.)***

Hartnell College ensures that its programs and activities, including employment, are available to all qualified persons without regard to race or ethnicity, color, religion, sex, gender identity or expression, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, ancestry, national origin, or veteran status.

If a student feels s/he has suffered unlawful discrimination, harassment, or retaliation by an instructor, an administrator, or a member of the classified staff, s/he may obtain written instructions for the filing of a complaint or grievance from the Office of the Vice President of Student Affairs and (831) 755-6822. The complaint must be initiated within one year of occurrence.

College policies regarding discrimination, harassment, and retaliation are in compliance with applicable federal and state laws, including the California Education Code. The college's nondiscrimination policies and procedures may be found on the college's website at BP 3410 Nondiscrimination and AP 3410 Nondiscrimination.

En el seguimiento de estudios académicos y otros colegios que patrocinan actividades que promueven el desarrollo intelectual y personal, todos los estudiantes deberán de ser libres de discriminación ilegal por parte de cualquier miembro de la comunidad académica. ***(Estudiantes que sean molestados por los actos de otros estudiantes, tienen que recurrir al código de conducta estudiantil.)***

Él colegió Hartnell asegura que sus programas y actividades, incluyendo empleo, están disponibles a todas las personas calificados sin tomar en cuento su raza, color, religión, sexo, orientación sexual, edad, incapacitado, estado civil, ascendencia, origen nacional o estado veterano.

Si el estudiante siente que ha sufrido una discriminación, acoso o represalia de alguien maestro, administrador, empleado de oficina, Puede obtener una forma en la oficina del Vise-Presidente (831) 755-6822 de ayuda estudiantil para presentar su queja. La queja se necesita precintar dentro del año en el que ocurrió el incidente.

Las pólizas BP 3410 and AP 3410 de colegio acerca de discriminación, acoso y represalia están de acuerdo con las leyes federales y estatales con los códigos de educación del estado de California.

SEXUAL HARASSMENT POLICY

It is the policy of the Governing Board of the Hartnell Community College District to provide an educational and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code Section 212.5 and otherwise prohibited by state and federal law.

It is unlawful and a violation of this policy for anyone who is authorized to recommend or make personnel or educational decisions affecting an employee or student or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the District's sexual harassment/ discrimination complaint procedures.

It is a violation of this policy to retaliate against a sexual harassment complainant or witness. The initiation of a complaint or participation as a witness in a sexual harassment investigation shall not affect the complainant's or witness's future business dealings with the District; his or her employment, compensation, or work assignments; his or her grades, class standing, or other matters pertaining to his or her status, as an employee or student, in any District program.

A complaint and the results of the investigation shall be confidential to the extent maintenance of confidentiality is consistent with a thorough investigation and appropriate disposition of the matter.

Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the Associate Vice President of Human Resources and Equal Employment Opportunity or any employee in the Office of Human Resources and Equal Employment Opportunity. These policies and procedures also are available on the college's website under BP 3430 Prohibition of Harassment, AP 3430 Prohibition of Harassment, and AP 3435 Discrimination and Harassment Investigations.

DISTRIBUTION OF LITERATURE TO AND/OR SOLICITING PETITION SIGNATURES FROM STUDENTS ON DISTRICT PROPERTY

Pursuant to the provisions of California Education Code, Sections 82530 and 82531, individuals/ organizations wishing to distribute literature to and/or solicit petition signatures from students of the District, must file a copy of the petitions or materials to be distributed with the Student Life Office. The application form must include the distributor's name, address, and social security number.

The Vice President of Student Affairs or designated representative will specify the time, place, and manner in which literature is distributed or petition signatures solicited. The distribution period allowed is two days. No materials shall be distributed in, around, or outside any classroom, or in the halls of any District building.

Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than that specified by the Vice President of Student Affairs or designee, is strictly prohibited.

Admissions & Records

The Admissions Office is an essential component of Student Affairs. The Admissions & Records Office is responsible for the admission and registration processes and for the accuracy and maintenance of student records.

Hours of operation on the Main Campus are:

Fall and Spring semesters
Monday - Thursday: 8:00 am – 6:00 pm
Friday: 8:00 am – 1:00 pm
(Subject to change during Shelter in Place Orders)

Hours during student vacation periods may vary and will be posted at the entrance.

King City Education Center and Soledad Education Center hours will vary and will be posted online and at the centers.

Mailing Address:

Hartnell College
ATTN: Admissions & Records
411 Central Avenue
Salinas, CA 93901

Phone Number: (831) 755-6711 Fax Number: (831) 759-6014

Admissions Procedures

Application for Admission

Online applications for admission are available in both English and Spanish. The link for the online application can be found on the Hartnell College website: www.hartnell.edu. New and returning students should submit applications early in the registration cycle to have the best opportunity to get courses. Students who have been absent from Hartnell for two or more primary (fall and spring) semesters must reapply for Admissions before registering. Concurrent Enrollment Students attending Hartnell must submit an Application for Admission each semester that they attend until they graduate from high school, at which time a new Application for Admission is required to be submitted to update enrollment status to First Time College Student.

Criteria for Admission
In addition to the residency requirements, outlined in the next section, applicants will or may be admitted to the College as follows:

1. Any person over the age of 18 and possessing a high school diploma or its equivalent.
2. Other persons who are over the age 18 and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
3. Persons who are apprentices as defined in Labor Code Section 3077.

Residence Requirements for Admissions

California Residents

Any person enrolling in courses is subject to residency requirements as outlined by the California Education Code.

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

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

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

If manifest intent cannot be shown within No. 5 and No. 6 above, the student is required to provide evidence of intent to make California his/her permanent home. Objective manifestations of this intent include, but are not limited to:

1. payment of California state income tax as a resident.
2. registering to vote and voting in California.
3. licensing from California for professional practice.
4. showing California as the home address on a federal income tax return.
5. ownership of residential property or continuous occupancy of rented or leased property in California.
6. possessing California motor vehicle license plates.
7. possessing California driver's license or California ID.
8. maintaining a permanent military address or home of record in California while in the armed services.
9. establishing and maintaining active California bank accounts.
10. being the petitioner for a divorce in California.
11. documentation of employment (check stub, letter from employer).

Students who are members of the armed forces of the United States domiciled or stationed in California on active duty are entitled to resident classification for purposes of determining the amount of tuition fees for the duration of their attendance at a community college as long as they remain on active duty.

A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States domiciled or stationed in California on active duty is entitled to resident classification for the purposes of determining the amount of tuition and fees. There is no limitation on the length of resident classification as long as the dependent remains continuously enrolled at that community college.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition up to one year.

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

A student who cannot qualify as a resident of California will be classified as a non-resident student. Non-resident fees will be applied.

Definition: "Manifested the intent" means having supportive documentation indicating the intention of making California one's legal state of residence. **Students may be asked to submit this documentation to verify California residency. For further information, contact the Admissions & Records Office at (831) 755-6711.**

Per section 54026, California Administrative Code, Title 5, the burden is on the student to clearly demonstrate both physical presence and intent to establish California residency.

California Residency Status Change

A student previously classified as a non-resident may be reclassified. A residence determination date is the day immediately preceding the opening day of instruction for any primary semester (fall/Spring) or summer session during which the student proposes to attend.

A student may request reclassification by completing a Residency Questionnaire available in the Admissions & Records Office. The request for reclassification must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no cases, however, may a student receive a non- resident tuition refund after the date of first census.

Written documentation, evidence of both physical presence and intent will be required of the student in support of the reclassification.
A student shall be considered financially independent for the purposes of residence reclassification if the applicant meets all of the following requirements:

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

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

The Admissions & Records Office will make a determination based on the evidence and notify the student no later than 14 days after the receipt of the request for reclassification.

Non-Residents

A non-resident student is one who has not had a legal residency in California for more than one year immediately preceding the beginning of the semester. Non-resident students are required to pay non-resident tuition in addition to enrollment fees. Unless the student qualifies for the exemptions listed below.

California Nonresident Tuition Exemptions
Exemption from Nonresident Tuition (AB540, AB 2000, & AB68)

Any student, other than one with a United States Citizenship and Immigration Services **nonimmigrant** visa status, who meets all of the following requirements, shall be exempt from paying nonresident tuition.
The student must have:

- attended a high school (public or private) in California for three or
- have three (3) or more years of high school coursework and attended a combination of California elementary, secondary, and high school of there (3) years or more or
- attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more.* (**A year's equivalence at a California community college is either a minimum of 24 semester units of credit or 54 quarter units. For noncredit courses, a year's attendance is a minimum of 840 semester hours or 1,890 quarter hours. Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.)*

AND

- graduated with a California high school diploma (or expect to graduate and use this exemption in the following year) or have the equivalent (i.e. California-issued GED, CHSPE) or
- completed an associate's degree from a California Community College or
- completed the minimum requirements at a California Community College for transfer to the California State University or the University of California

AND

- The student must file an affidavit with the college or university stating that he or she 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.

Students who are non-immigrants (for example those who hold an F or B visas, etc. are NOT eligible for this exemption.)

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in the process is strictly confidential unless disclosures are required under law. Documentation to support the nonresident affidavit may be required if conflicting information is provided.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but are not classified as California residents.

Veterans Access, Choice, and Accountability Act (38.U.S.C. 3679(c))

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230) 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 GI Bill ® -Active Duty (MGIB-AD) and Post-9/11 GI 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 his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI 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 more.
4. The new category includes individuals eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities ® (Chapter 31) education benefits program.
5. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.

Eligibility Determination of Military Status

As it relates to verifying student eligibility for "covered individual" status and qualification for Montgomery GI Bill-Active Duty ® or Post-9/11 GI 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, he or she 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 he or she lives in California after being discharged. After the one-year exception, the student would have to prove California residence had been established.

Credit for Prior Learning AB 1786

Credit for Prior Learning may be available to current or former members of the Armed Forces. See a counselor to review this opportunity and apply for consideration.

AB 2210

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

This exemption applies to the following:

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq.
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces.
- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Force (ISAF) in Afghanistan.
- Refugee students admitted to the United States under Section 1157 of Title 8 of the United States code.

Incorrect Residency 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. Financial independence during the current year and preceding year 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 submit a residency reclassification petition and provide supporting documentation for consideration to be classified as a resident.

Information regarding requirements for reclassification is available in the Admissions and Records office.

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

International Students
F-1 Visa Status
It is the policy of Hartnell College to provide international student advice to assist international students with admission, enrollment, matriculation and other supportive services. Hartnell College recognizes that a program for international students makes a significant contribution to the education of its students and to the promotion of international understanding in the District and throughout the world.

Admission
An international student designee is available to assist with the school admission procedures and the required documentation for the student F-1 visa. Admission and I-20 requirements include:
1. completed International Student Application form.
2. original high school/college transcript(s), including an English translation and explanation of the grading system.
3. original score from the Test of English as a Foreign Language (TOEFL). Hartnell requires a score of 460 or higher on the paper-based test, 140 or higher on the computer-based test, or 48 or higher on the Internet-based test.
4. a notarized financial statement and bank statement from the sponsor verifying financial solvency. The estimated expense for a full academic year is $26,000.

The complete application packet must be on file in the International Student's Office in the Admissions & Records Office by:

April 8, 2022 – Summer 2022 Session
April 29, 2022 – Fall 2022 Semester
November 4, 2022 – Spring 2023 Semester
April 7, 2023 – Summer 2023 Session

Transferring F-1 Students to Hartnell
An international student who is accepted by another collegiate institution with F-1 Student Status must attend that institution and successfully complete 12.0 units with a "C" average or better before being considered for admission to Hartnell College.

The complete application packet including a copy of the student's I-20 and transfer form must be on file by:

April 29, 2022 – Summer 2022 Session
July 22, 2022 – Fall 2022 Semester
December 9, 2022 – Spring 2023 Semester
April 28, 2023 – Summer 2023 Session

Hartnell College international students must attend this institution and successfully complete 12.0 units with a "C" average or better before being released and transferred to another U.S. collegiate institution.

Hartnell College international students are responsible for any pending financial obligations with the Cashier's Office prior to submitting the transfer request form to Admissions personnel.

English Placement
All international students will be required to take a diagnostic placement of English proficiency upon their arrival at Hartnell College. Based on the results of this placement and the evaluation of other approved measures of English proficiency allowed under AB 705, students will be counseled and may be advised to enroll in as many as 9.0 units of English consisting of grammar, composition, conversation, and/or vocabulary/spelling.

F-1 Visa Requirement
International students must enroll in a minimum of 12.0 units by the end of each fall and spring semester. Failure to comply will result in dismissal.

Maximum Enrollment
An international student is expected to complete a program in the most expeditious manner possible, generally in four or five semesters. The maximum enrollment permitted is 6 semesters.

Health Insurance
All Hartnell College international students and their accompanying dependents are **required to have health insurance coverage.** Students must show proof of health insurance coverage by the end of the first week of each fall and spring semester.

Tuition & Fees
International students shall pay non-resident tuition set by the Board of Trustees. Tuition and fees are subject to change. Refer to the semester class schedule for current fees. Full payment is due by the printed due dates.

Academic Dismissal
An international student who drops below full-time enrollment (12.0 units) or fails to provide proof of health insurance is subject to expulsion from Hartnell College.

Educational Plan
All international students must meet with a counselor to create an educational plan before enrolling in their second semester. An educational plan is a plan of coursework needed to meet the student's goal. Once the educational plan has been completed, no changes will be allowed without prior approval from the international student designee. A copy of the educational plan must be on file with the International Student's Office in the Admissions & Records Office prior to registering for classes their second semester.

Housing
Hartnell College does not have residential facilities on campus. The international student designee will assist students in securing accommodations, but the College is not responsible for arranging housing.

Guest Students
Hartnell College international students who are accepted by another collegiate institution must enroll in a minimum of 12.0 units concurrently. A minimum of 9.0 units must be taken at Hartnell College.

Distance Learning
International students may take online courses; however, a minimum of 9.0 units must be taken at a Hartnell College campus in a regular classroom setting in order to earn a Hartnell degree or certificate.

Employment
After one semester of successful study, international students may be permitted to work part-time on campus if there is urgent financial need. Off-campus employment is subject to the rules of the Immigration and Naturalization Service.

Student Responsibility
International students must be familiar with the Immigration and Naturalization Service regulations as well as Hartnell College's regulations on student conduct and enrollment and comply with those regulations. For more information, call (831) 755-6711 to schedule an appointment, or visit our website by scanning the QR code:

Concurrent/Dual Enrollment BP 5010 Admission of K-12 Students (Concurrent Enrollment)

Within the first two weeks of a regular semester and the first three days of a summer term or intersession, the faculty member of record will retain the right to determine whether the student's progress, participation and maturity are sufficient to continue or be dropped from the class.

A parent or guardian must complete a College Concurrent Enrollment Form requiring the signatures of the parent, school designee, Hartnell College Counselor, and District administrator(s).

The completed Concurrent Enrollment packet must be submitted prior to or at the time of registration. Registration for Concurrent Enrollment students is on a first-come first-serve basis. For specific dates, please consult the current class schedule. The Concurrent Enrollment packet can be found on our website at www.hartnell.edu search Admission and Record Forms.

- Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student or full-time student for advanced scholastic or vocational courses.
- Students in grades K-8 are not eligible to attend any credit or non-credit course at Hartnell College, except for those courses specifically designed for students at that grade and age level (academic camps for young students, children's theater, etc.)

For additional information on College and Career Access Pathways (CCAP) dual enrollment information and enrollment procedures as well as additional support and guidance for high school students' please contact the Office of College Readiness a (831) 755-6772.

Procedures for High School Students

A student whose age or class level is equal to grades 9-12 may attend Hartnell College as either a special part-time student, a special full-time student, or a special summer session student for advanced scholastic, vocational, or physical education courses in accordance with the following procedures. All admitted students must complete the College's Course Placement requirements if enrolling in an English/ESL or Math course**. Course prerequisites must be met prior to registering.**

Concurrent Enrollment students may enroll in up to 11.0 units in the Fall and Spring Semester, and up to 6.0 units in the Summer Session.

Special Part-Time Students & Special Summer Session Students

1. Those enrolled in a public or private high school who must meet each of the following criteria:
   A. Written parental or guardian consent
   B. Written school principal or designee recommendation and consent
   C. Skill level assessment through Hartnell College course placement process, if applicable
   D. Written approval of a Hartnell College counselor
2. Those whose age or class level is equal to grades 9-12 and **not** enrolled in school must meet each of the following criteria:
   A. Written parental or guardian consent
   B. Verification of non-enrollment in high school from school principal or designee
   C. Skill level assessment through Hartnell College course placement if applicable
   D. Written approval of Hartnell College Vice President of Student Affairs
   E. Written approval of Hartnell College Superintendent/President

Special Full-Time Students

1. Those enrolled in a public or private high school must meet each of the following criteria:
   A. Written parental or guardian consent
   B. Written school principal or designee recommendation and consent
   C. Written approval of the governing board of the high school district in which the student is enrolled
   D. Skill level assessment through Hartnell College course placement process if applicable
   E. Written approval of Hartnell College Vice President of Student Affairs

2. Those whose age or class is equal to grades 9-12 and is **not** enrolled in school must meet each of the following criteria:
   A. Written parental or guardian consent
   B. Verification of non-enrollment in high school from school principal or designee
   C. Skill level assessment through Hartnell College course placement process, if applicable
   D. Written approval of the Vice President of Student Affairs
   E. Written approval of Hartnell College Superintendent/President

Note: In addition, concurrent enrollment students completing college courses will receive credit on their Hartnell College transcripts. A copy of the Hartnell College transcript is NOT automatically sent to the students' schools. Students must request official transcripts in writing to the Admissions & Records Office.

Grades K-8*

Students in grades K-8 are not eligible to attend any credit or non-credit course at Hartnell College, except for those courses specifically designed for students at that grade and age level (academic camps for young students, children's theater, etc.) Hartnell College Board Policy 5010.

For admission, students must meet each of the following criteria:

A. Written parental or guardian consent
B. Written school principal or designee recommendation and consent
C. Skill level assessment through Hartnell College placement assessment, if applicable.
D. Written approval of a Hartnell College Counselor.
E. Written approval from the Vice-President of Student Affairs

Note: By giving consent, parents of concurrently enrolled students agree and understand that the College is an adult learning environment and students are expected to behave accordingly. Additionally, they understand that classes will be taught at the college level and the curriculum and college procedures will not be modified nor will other accommodations be made.

Confidentiality Statement

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age.

Transfer and External Exam Credit:

Acceptance of Credit from Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at Hartnell College.

Colleges and Universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. Hartnell College accepts courses from institutions accredited by the following regional agencies:

MSA	Middle States Association (of Colleges and Schools)
HLC	Higher Learning Commission
NEASC-CIHE	New England Association of Schools and Colleges –Commission on Institutions of Higher Education
NWCCU	Northwest Commission of Colleges and Universities (formerly NASC Northwest Association of Schools and Colleges)
SACS	Southern Association of Colleges and Schools
WASC-ACCJC	Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges
WASC-ACACS	Western Association of Schools and Colleges- Accrediting Commission for Senior Colleges and Universities

Hartnell College recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education https://ope.ed.gov/dapip/#/home.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course equivalency or course substitution process.

Course equivalency may be determined by any of the following methods:

1. Direct articulation between Hartnell and the sending institution
2. Indirect articulation between Hartnell and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID)
3. Indirect articulation between Hartnell and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org). For example, if a course under review is not approved for C-ID and Hartnell does not have direct articulation with the California Community College a CSU that maintains articulation with both Hartnell and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-co-requisites are sufficiently aligned with Hartnell courses. This review will be conducted by the counseling and/or evaluations staff. Some courses will also require review by the college Articulation Officer, appropriate faculty content experts and the appropriate dean.

Course substitutions may be approved by any of the following methods:

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at Hartnell regardless of whether or not Hartnell has an equivalent course.
2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Hartnell.
3. Courses completed at private colleges and universities that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at Hartnell.
4. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC) will be applied to the parallel associate degree general education category at Hartnell.

Upper Division Units

Hartnell College will accept coursework completed at the upper division level at a regionally accredited college or university under the following conditions:

1. The course must be deemed comparable to a Hartnell College' course by the appropriate instructor, discipline area's dean, and a "Course Substitution" form with the appropriate signatures will be submitted to Admissions and Records.
2. Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite
3. Courses will be accepted for subject credit only; units will not be awarded.
4. Maximum subject credit for 12 upper division units will be allowed
5. Courses will not be used to certify CSU GE or IGETC requirements
6. The upper-division course work and units will not be included on the student's transcript

Note: Hartnell currently accepts upper division units; and, Title 5 does not limit the acceptance of upper division units. The Chancellor's Office clearly supports the practice and many CCC now accept upper division units to fulfill program, and GE subject requirements. The relevant Title 5 section is Section 55063.

Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by Hartnell's evaluators. Some courses may also require approval by the appropriate discipline area dean and faculty. Courses may be used to fulfill Hartnell College prerequisite, program, general education and elective unit requirements, after the foreign transcript evaluated in English is submitted for evaluation. Hartnell College will not determine course transferability to other colleges and universities. Courses will not be used to certify CSU GE or IGETC requirements

To have foreign coursework evaluated, students need to contact one of the approved evaluation agencies listed below and request a detailed comprehensive equivalency report that includes –for each course—a course name in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned. Actual determination of Hartnell College credit for classes taken in another country will begin during an individual appointment with a Hartnell College counselor after you arrive on the Hartnell College campus and present your transcripts together with a valid outside foreign transcripts evaluated copy.

Academic Evaluation Services
Phone: (813) 374-2020
Email: info@aes-edu.org
Web site: http://aes-edu.org/website/home/index.cfm

Educational Credential Evaluators, Inc.
Phone: (414) 289-3412
E-mail: EVAL@ece.org
Web site: www.ece.org

Educational Records Evaluation Service
Phone: (916) 565-7475
E-mail: EDU@eres.com
Web site: www.eres.com

International Education Research Foundation, Inc. Credentials Evaluation Service
Phone: (310) 258-9451
E-mail: info@ierf.org
Web site: www.ierf.org

World Education Services Application for Evaluation of Foreign Educational Credentials
Phone: (800) 414-0142
E-mail: sf@wes.org
Web site: www.wes.org

There may be other foreign evaluation services available; Hartnell College will accept evaluations from agencies holding current membership in Association of Credential Evaluation Services (NACES). For a listing of members, please go to: https://www.naces.org/members

Military Service Credit through Credit for Prior Learning

Four semester units of elective credit will be granted to any actively enrolled student with an approved DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. An approved DD214 may also be used to fulfill the California State University 3 unit Area E General Education Breadth requirement.
In addition, elective credit may be granted to actively enrolled students submitting a military transcript for lower division/baccalaureate level courses completed at schools in the Armed Services of the United States and in accordance with recommendations by the American Council on Education (ACE). The number of units awarded is those recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

Please note the Community College of the Air Force is accredited by the Southern Association of Colleges and Schools and credit will be granted accordingly. Additional credits for prior learning may be awarded based on specific types of military service. See Administrative Procedure 4235 for requirements and procedures.

Transfer General Education Pass along Certification

CSU GE Certification:

"Certification" means that Hartnell College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called **"pass along certification".** Courses taken at CSU campuses, participating private colleges and universities*, and other California Community Colleges will be certified in the subject areas (AREA A - E) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in a California Community College Certification Pattern. Courses deemed equivalent would be certified in the areas (AREA A - E) in which the equivalent courses have been approved.

*Participating private colleges and universities include: Fashion Institute of Design & Merchandising, Humphreys College, Marymount College, and San Joaquin Valley College.

IGETC Certification:

"Certification" means that Hartnell College has verified that a student has completed the lower division general education requirements for the University of California and/or the California State University. Certification is important because without it students will be held to the general education requirements specific to the UC campus to which the student transfers. Courses from other colleges and universities may be considered for certification through a process called **"pass along certification".** Courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 6) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course on a California Community College IGETC Certification Pattern. Courses deemed equivalent would be certified in the subject areas in which the equivalent CCC courses have been approved.

Credit for External Examinations

For all Credit for External Examinations:

- Units granted will not count toward the residence requirements of Hartnell College.
- Students must have the official score reports sent to the Hartnell College Admissions and Records Office to receive credit.
- Credit by exam is noted and listed first on a student's transcript.
- Units and subject credit granted at Hartnell College do NOT reflect units or subject credit granted by a transfer institution except as listed below for general education purposes. Use of credit varies at each transfer institution and by major.

Advanced Placement Exams (CEEB)

Hartnell College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the college's sequence of courses.

Students enrolled at Hartnell College will receive credit for Advanced Placement Examinations, after official scores are sent to the college. The College will confirm the credit granted after receiving the official scores and a Request for Evaluation form is submitted. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with a Hartnell College Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

Refer to the following AP chart for information on specific course credit awarded and general education areas cleared to meet Hartnell College' general education requirements as well as the transfer general education areas cleared for CSU-GE and/or IGETC certification. Some universities will not award credit for an AP exam for a course that is part of a major area of study or concentration or will require a higher score than a 3.

Credit for External Exams

Advanced Placement (AP) standardized exams are designed to measure how well a student has mastered the content and skills of AP courses. A student must score three or higher on the AP exams to earn college credit. Each campus in the CSU system determines how it will apply external examinations toward credit in the major. For the most up to date CSU information, visit : https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx

Elective units awarded may be applied to UC graduation requirements for specific subjects and/or for general education/breadth requirements, as determined by each campus. There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. For the most up to date UC information, visit: https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/

		Hartnell College AA degree Credit Award				CSU			IGETC for UC and CSU	
Subject Exam	Minimum Score	Hartnell Equivalent	Hartnell Units Awarded	Associate Area		CSU GE Area[2]	CSU GE Units Awarded[1]		IGETC Area[3]	IGETC Units Awarded
College Board Advanced Placement (AP) Tests										
AP Art – Art History	3	ART 1A or 1B	3.0	Humanities		C1 or C2	3.0		3A or 3B	3.0
AP Art - Studio -Art 2D Design	3	3.0-GE	3.0	Humanities		n/a			n/a	0.0
P Art - Studio- Art 3D Design	3	3.0-GE	3.0	Humanities		n/a			n/a	0.0
AP Art - Studio Art- Drawing	3	3.0-GE	3.0	Humanities		n/a			n/a	0.0
AP Biology	3	BIO 10 + 2 Elective	6.0	Nat. Sci.		B2 & B3	4.0		5B & 5C	4.0
AP Chemistry	3	CHM 1A + 1 Elective	6.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	4.0
AP Chinese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP Comparative Gov't & Policies	3	3.0-GE	3.0	Soc. & Beh.		D8	3.0		4	3.0
AP Computer Science A[4]	3	CSS 2A	4.0	Lang. & Rat.		n/a			n/a	0.0
AP Computer Science AB[4]	3	CSS 2A + 2 Elective	6.0	Lang. & Rat.		n/a			n/a	0.0
AP Computer Science Principles	3	None-Elective Only	3.0	n/a		B4	3.0		n/a	0.0
AP Economics - Microeconomics	3	ECO 5	3.0	Soc. & Beh.		D2	3.0		4	3.0
AP Economics - Macroeconomics	3	ECO 1	3.0	Soc. & Beh.		D2	3.0		4	3.0
AP English - Lang. & Composition	3	ENG 1A + 3 Elective	6.0	Lang. & Rat.		A2	3.0		1A	3.0
AP English - Lit. & Composition	3	ENG 1A & ENG 1B	6.0	Lang. & Rat. & Humanities		A2 & C2	6.0		1A or 3B	3.0
AP Environmental Science[3]	3	BIO 48 + BIO 48L	4.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	3.0
AP French - French Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP German Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP US Government & Politics.	3	POL 1	3.0	Soc. & Beh.		D8 + US 2	3.0		4 + US 2	3.0

AP History - European History	3	HIS 4A + 3 Electives	6.0	Soc. & Beh.		C2 or D6	3.0		3B or 4[2]	3.0
AP History - United States History	3	HIS 17A + 3 Electives	6.0	Soc. & Beh.		(C2 or D6) + US 1	3.0		3B or 4 and US 1[2]	3.0
AP History - World History	3	HIS 5A + 3 Electives	6.0	Soc. & Beh.		C2 or D6	3.0		3B or 4[2]	3.0
AP Human Geography	3	3.0 GE	3.0	Soc. & Beh.		D5	3.0		4	3.0
AP Italian Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP Japanese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP Latin - Latin	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6A	3.0
AP Latin Literature or Latin: Vergil									3B and 6A	3.0
AP Math Statistics	3	MAT 13	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus AB)[4]	3	MAT 3A	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus BC)[4]	3	MAT 3A	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus BC/AB) Subscore[4]	3	3-GE	3.0	Lang. & Rat.		B4	3.0		2	3.0
AP Physics 1[5]	3	PHY 2A	4.0	Nat. Sci		B1 & B3	4.0		5A & 5C	4.0
AP Physics 2[5]	3	PHY 2A	4.0	Nat. Sci		B1 & B3	4.0		5A & 5C	4.0
AP Physics C[5] (Mechanics)	3	PHY 4A	4.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	3.0
AP Physics C[5] (Electricity & Magnetism)	3	4-GE	4.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	3.0
AP Psychology	3	PSY 2	3.0	Soc. & Beh.		D9	3.0		4	3.0
AP Seminar	3	None-Elective Only	3.0	n/a		n/a	0		n/a	0.0
AP Spanish - Spanish Language and Culture	3	SPA 1, 1S or 1X + 1 Elective	6.0	Lang. & Rat. or Humanities		C2	3.0		3B and 6A	3.0
AP Spanish - Spanish Literature and Culture	3	3- GE + 3 Electives	6.0	Humanities		C2	3.0		3B and 6A	3.0

[1]Students are granted units and subject credit for the Hartnell College Associate degree for College Entrance Examination Board (CEEB) Advanced Placement Tests with scores of 3, 4, or 5. AP credit can also be used to meet CSU GE and IGETC

[2]AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

[3]Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009, or later, those credits may only apply to B1+B3.

[4]If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

[5]If a student passes more than one AP exam in physics, only one examination may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

International Baccalaureate (IB)

The International Baccalaureate (IB) exam assesses student work and measures students' academic, intercultural and basic skills. Each campus in the CSU & UC system determines how it will apply external examinations toward credit in the major.

Students may earn units for International Baccalaureate (IB) exams with scores of 5, 6, or 7, on Higher Level (HL) exams. IB credit can be used to meet the Hartnell College AA GE pattern. An acceptable IB score is equivalent to units as listed below. IB exams may also be used for lower division general education areas on the CSU GE and the IGETC.

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

		Hartnell College AA degree Credit Award				CSU			IGETC for UC and CSU	
Subject Exam	Minimum Score	Hartnell Equivalent	Hartnell Units Awarded	Associate Area		CSU GE Area[2]	CSU Units Awarded[1]		IGETC Area[3]	IGETC Units Awarded
International Baccalaureate (IB)										
IB Biology HL	5		3.0 GE	Nat. Sci.		B2	3.0 GE + 3 Electives		5B (no lab)	3.0
IB Chemistry	5		3.0 GE	Nat. Sci.		B1	3.0 GE + 3 Electives		5A (no lab)	3.0
IB Economics	5		3.0 GE	Soc. & Beh.		D2	3.0 GE + 3 Electives		4	3.0
IB Geography	5		3.0 GE	Nat Sci. or Soc. & Beh.		D5	3.0 GE + 3 Electives		4	3.0
IB History (any region) HL	5		3.0 GE	Soc. & Beh.		C2 or D6	3.0 GE + 3 Electives		3 or 4*	3.0
IB Language A Literature (any language) HL *(If in English IGETC only gives Area 3 not LOTE)*	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities		C2	3.0 GE + 3 Electives		3B & 6A	3.0
IB Language A Language and Literature (any language) HL *(If in English IGETC only gives Area 3 not LOTE)*	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities		C2	3.0 GE + 3 Electives		3B & 6A	3.0
IB Language B (any language) HL	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities		n/a	6.0 Electives		6A	3.0
IB Mathematics HL	5		3.0 GE	Lang. & Rat.		B4	3.0 GE + 3 Electives		2A	3.0
IB Physics HL	5		3.0 GE	Nat. Sci.		B1	3.0 GE + 3 Electives		5A (no lab)	3.0
IB Psychology HL	5		3.0 GE	Soc. & Beh.		D9	3.0 GE		4	3.0
IB Theatre HL	4-AA or CSU; 5-IGETC		3.0 GE	Humanities		C1	3.0 GE + 3 Electives		3A	3.0

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html.

The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at: http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_3.xlsx

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earn college credit. The CSU requires a passing score of at least 50 on the CLEP exam. Each campus in the CSU system determines how it will apply external examinations toward credit in the major. Students may earn units for College Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credits can be used to meet the Hartnell College AA GE pattern. An acceptable CLEP score is equivalent to semester units as indicated below. Maximum units that may be granted via CLEP are 30. CLEP exams may also be used for lower division general education areas on the CSU GE but **NOT IGETC**.

College Level Examination Program (CLEP)

Subject Exam	Minimum Score	Hartnell Equivalent	Hartnell Units Awarded	Associate Area		CSU GE Area[2]	CSU Units Awarded[1]		IGETC Area[3]	IGETC Units Awarded
CLEP American Literature	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Analyzing and Interpreting Lit.	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Biology	50		3.0 GE	Nat. Sci.		B2	3.0 GE		n/a	n/a
CLEP Calculus	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Chemistry	50		3.0 GE	Nat. Sci.		B1	3.0 GE		n/a	n/a
CLEP College Algebra	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP College Algebra-Trigonometry	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Financial Accounting	50		3.0 Electives	Lang. & Rat.		n/a	3.0 Electives		n/a	n/a
CLEP French[6] Level I	50		5.0 GE	Humanities		n/a	6.0 Electives		n/a	n/a
CLEP French[6] Level II	59		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP German[6] Level I	50		5.0 GE	Humanities		n/a	6.0 Electives		n/a	n/a
CLEP German[6] Level II	60		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP History, United States I	50		3.0 GE	Soc. & Beh.		D6 + US 1	3.0 GE		n/a	n/a
CLEP History, United States II	50		3.0 GE	Soc. & Beh.		D6 + US 1	3.0 GE		n/a	n/a
CLEP Human Growth and Develop.	50		3.0 GE	Soc. & Beh.		E	3.0 GE		n/a	n/a
CLEP Humanities	50		3.0 GE	Humanities		C2	3.0 GE		n/a	n/a
CLEP Info Systems and Computer Applications	50		3.0 Electives	Lang. & Rat.		n/a	3.0 Electives		n/a	n/a
CLEP Intro Business Law	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Intro Psychology	50		3.0 GE	Soc. & Beh.		D9	3.0 GE		n/a	n/a
CLEP Intro Sociology	50		3.0 GE	Soc. & Beh.		D0	3.0 GE		n/a	n/a
CLEP Natural Sciences	50		3.0 GE	Nat. Sci.		B1 or B2	3.0 GE		n/a	n/a
CLEP Pre-Calculus	50		3.0 GE	Lang & Rat.		B4	3.0 GE		n/a	n/a
CLEP Principles of Accounting	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP of Macroeconomics	50		3.0 GE	Soc. & Beh.		D2	3.0 GE		n/a	n/a
CLEP Principles of Management	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Principles of Marketing	50		3.0 Electives	n/a		n/a	3.0 Electives		n/a	n/a
CLEP Principles of Microeconomics	50		3.0 GE	Soc. & Beh.		n/a	3.0 Electives		n/a	n/a
CLEP Spanish[6] Level I	50		5.0 GE	Humanities		n/a	3.0 Electives		n/a	n/a
CLEP Spanish[6] Level II	63		5.0 GE	Humanities		C2	3.0 GE + 9 Electives		n/a	n/a
CLEP Trigonometry	50		3.0 GE	Lang. & Rat.		B4	3.0 GE		n/a	n/a
CLEP Western Civilization I	50		3.0 GE	Soc. & Beh.		C2 or D6	3.0 GE		n/a	n/a
CLEP Western Civilization II	50		3.0 GE	Soc. & Beh.		D6	3.0 GE		n/a	n/a

Note: The Term Elective(s) means units.

1. These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
2. Areas of California State University- General Education (CSU-GE) Breadth (A1 through E)
3. Areas of Intersegmental General Education Transfer Curriculum (IGETC) (1 through 6)
4. If a student passes more than one AP exam in Calculus or computer science, only one examination may be applied to CSU baccalaureate.
5. If a student passes more than on AP exam in physics, through FA 2015 six units may be applied to the CSU baccalaureate, and four of those units may be applied to certification for CSU-GE-Breadth.
6. If a student passes more than one CLEP test in the same language (other than English), and then only one examination may be applied to the baccalaureate (e.g., two exams in French). For each test in a language other than English, a passing score of 50 is considered Level I and the higher score listed for each test is considered Level II and earns additional credits as noted.

Upon student submitting official AP Score Report to Admissions and Records, college credit will be credited to the student's record. For more information, please see a counselor.

UC CLEP Policies: The University of California currently does not accept CLEP Examinations. CLEP cannot be used on IGETC. However, the CSU has a system-wide policy for CLEP exams and awarding transfer credit for admission based on these exams. The CSU policy for CLEP can be found at http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_2.xlsx

Credit for Prior Learning

Under the provision of AB 1786, students may apply for credits for prior learning based on specific work experiences, training, or expertise that is evaluated as meeting the objectives of a college course. See Administrative Procedure 4235 for requirements and procedures.

Transfer Transcripts

Students who wish to transfer previous coursework from an accredited institution must meet with a Counselor at which time a major will be discussed. The following process for a review of transfer coursework must be followed.

A. When a student requests an appointment with a Counselor for review of transfer credit, a pre-evaluation appointment will be scheduled in which the student must provide official transcripts. Official transcripts can be mailed in an unopened sealed envelope or already be on file in Admissions & Records.
   The Counselor will complete a course-to-course evaluation form. Once the evaluation is completed, the Counselor will send it to the Admissions & Records Office for review and processing by the College Evaluators.
B. Before the student leaves (approximately 4-5 weeks later) a follow up appointment will be set up with the same Counselor to prepare a comprehensive educational plan.
C. The evaluators will then review the evaluation documentation received and update the student's academic record with course-to-course equivalencies made whenever appropriate. This will be done within 3-4 weeks of receiving the completed documentation.

The student may consult the Accredited Institutions of Post Secondary Education list at the Admissions & Records Office. Credit may also be allowed for college-level USAFI courses and for formal courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

Students who have completed college- or university-level courses outside the United States and are requesting credit must have those transcripts evaluated by a Foreign Credit Evaluation service. A list of these Evaluation Services is available in the Admissions & Records Office or on the web by scanning the QR code:

Official transcripts should be mailed directly from the college or university to Hartnell College ATTN: Admissions & Records, 411 Central Ave., Salinas, CA, 93901. Transcripts may be hand-delivered to Admissions & Records Office and will be accepted as official if the envelope seal on the college envelope has not been broken.

All transcripts submitted become the permanent property of Hartnell College and copies of these transcripts cannot be forwarded elsewhere or released to the student. College personnel with the need to know will have access to official transcripts. These transfer transcripts can be used by authorized Hartnell College personnel only. The evaluation will include all degree applicable coursework. Transfer coursework that has been evaluated and approved by Hartnell College become a permanent part of the student's overall academic record and cannot be removed.

Transfer Transcripts for Prerequisites

Students transferring from other colleges or universities and enrolling in courses with prerequisites must document the successful completion of the prerequisites with a signed Prerequisite Clearance form by a Hartnell College counselor and a copy of the other college university transcript prior to registration.

Impound of Student Records

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive degrees or certificates, have transfer credit evaluated, have GE Certifications forwarded, enrollment verifications, and/or receive other services related to student records.

Once the student has cleared the obligation with the College, the impoundment of records will be removed. Additional holds may be placed for academic or disciplinary reasons which will result in the student's inability to register for subsequent classes/semesters.

Service Member's Opportunity College

Hartnell College subscribes to the Service Member's Opportunity College (SOC) program of the American Association of Community and Junior Colleges. Upon meeting with the Veterans Counselor, the student may submit military educational records and official college transcripts and request formal evaluation by the Admissions Office. As an SOC college, Hartnell College will:

1. accept for transfer credit all lower-division work taken by a student at a regionally accredited institution.
2. accept for credit courses completed by military personnel in accordance with the USAFI catalog.
3. grant credit under the Advanced Placement Program of the College Entrance Examination Board (CEEB) and the College Level Examination Program (CLEP).
4. grant credit for military schools in accordance with the recommendations provided in the current edition of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the Commission on Accreditation of Service Experiences of the American Council on Education.
5. grant credit in accordance with the United States Army Service Member's Opportunity College Associate Degree Programs Handbook (SOCAD).

Non-Traditional Credit

(Military Courses, MOS, DANTES, etc.)

Credit for military school experience and MOS will be limited to a maximum of 30 units commensurate with graduation requirements and course offerings. Students wishing to use military credit may request evaluation of their military credit by meeting with the Veterans Counselor. It is the student's responsibility to (1) request official transcripts be mailed directly to the Admissions Office (2) submit a copy of his/her DD214.

The following web sites may be used to request transcripts from the military branches:

The Army/ (AARTS): https://jst.doded.mil/smart/welcome.do

The Sailor/Marine/ACE Registry Transcript (SMART): http://www.nps.edu/Academics/Schools/GSEAS/Departments/ECE/Handbook/smartinfo.html

The Comm. College of the Air Force (CCAF): http://www.au.af.mil/au/barnes/ccaf/index.asp

The Coast Guard Institute: http://www.uscg.mil/hr/cgi/

Maximum number of units awarded for non-traditional credit is 30.0 units.

Enrollment Priorities BP & AP 5055

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. Students now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Hartnell Community College District. BP & AP 5055

Priorities groups and registration dates are determined by the completion of the two Core Services (Orientation, and Student Education Plan), the number of units completed at Hartnell Community College District, and maintaining good academic standing.

Registration

Upon completion of the application for admission, specific registration instructions are emailed to the student. Effective Fall 2014 and thereafter. Hartnell College has established Registration and Enrollment priority procedures in accordance with Title 5, Section 58106. Students will be notified by Hartnell Gmail approximately 2 weeks prior to the beginning of registration.

Concurrent Enrollment Students are eligible to register after continuing and new and returning students. The completed Concurrent Enrollment packet must be submitted prior to or at the time of registration. Registration for Concurrent Enrollment students is on a first-come, first-serve basis. For specific dates, please consult the current class schedule.

Students may register using PAWS online registration or PAWS Self-Serve at www.hartnell.edu (except K-8 students). Students who miss their registration appointment time may register any day until the day before the semester begins or for short-courses up until the day the course begins.
Assignment of registration dates is determined based upon the following requirements:

Priority	Groups	Requirements
1	**Legally Mandated:** • Active Military/Veterans • CalWorks • Students with Disabilities Programs and Services (DSPS) • Foster Youth and Former Foster Youth (exempt of academic Standards and exceeding 100 Units) • Extended Opportunity Programs and Services (EOPS) • Homeless Students	• Fully Matriculated • Good Academic Standing • Does not exceed 100 units of HCC degree applicable units
2	District approved groups per AP 5055: • Student Athletes, • DSPS Note Takers • TRIO • HEP • SI Leaders • Dual Enrollment (transitioning from high school as a First-Time College Student)	• Fully Matriculated • Good Academic Standing • Does not exceed 100 units of HCC degree applicable units
3	**Continuing & First Time Students,** who have completed a Student Educational Plan (SEP). Priority in this category is based on units completed at Hartnell • 32.0 – 60.9 units • 15.0 – 31.9 units • 61.0 – 99.99 units • 0.3 – 14.9 units • 0.00 – 29 units	• Fully Matriculated • Good Academic Standing • Does not exceed 100 units of HCC degree applicable units
4	Continuing students, new first-time students, returning students and transfer students **who have not completed:** • Orientation, and Student Educational Plan, or • exceed 100 HCC degree applicable units. • Not in Good Academic Standing.	
5	Concurrent Enrollment (K-12)	

Required Definitions:
Fully Matriculated – A student who completes Orientation, Placement, and an Educational Plan (SEP).
Good Academic Standing – A student who is not on academic or progress probation for two consecutive terms.
Academic Probation – after attempting 12 units, student's cumulative GPA falls below 2.0
Progress Probation – after attempting 12 units, student does not complete more than 50% of the units attempted.
SEP (Student Educational Plan) – The plan outlines suggested courses for students based on degree, certificate, or transfer plans.
100 Degree Applicable Units – Based on units earned at HCC. Excludes units earned for basic skills and ESL.

Online Services
PAWS for Students and PAWS Self Serve

PAWS for Students and PAWS Self Serve are online services, available to all Hartnell students. Students can access their student information online, from home, office, or on campus by visiting the college website at www.hartnell.edu and clicking on PAWS for Students or PAWS Self Serve. Follow the prompts to:

- View the Schedule of Classes for the current semester
- Register/Add/ Drop Classes Obtain and print your grades from previous semesters
- Obtain and print a copy of your unofficial transcript
- Obtain and print out placement results
- Obtain and print a copy of your current class schedule
- Update your home address, phone number and email address
- Check your financial aid status
- Pay for your classes

Steps to Enroll at Hartnell College

STEP 1: APPLY NOW

Complete and submit the **Hartnell College Application for Admissions** online at www.CCCApply.org. Then apply for financial aid via the Free Application for Federal Student Aid **(FAFSA)** at www.fafsa.ed.gov **or** complete the **CA Dream Act** application at https://dream.csac.ca.gov/ to determine your financial aid eligibility.

STEP 2: ORIENTATION

Because an informed student is a successful student, the state of California requires that all first-time college students complete an Orientation before they can register for classes. Unless you qualify for an *Orientation Exemption. **Complete the New Student Orientation online by logging into PAWS and selecting the Orientation for New Student link.** **Please see a Hartnell College Counselor for an Orientation Exemption*

STEP 3: PLACEMENT

Hartnell College uses multiple measures to place students into the appropriate English, Math and ESL coursework. We have **The Hartnell College Placement for Success Tool** that will help you determine what English, Math and ESL courses you should take. To use the tool, you will need the following information:

- **PAWS log in Information** (see Step 2)
- **High School GPA** (range)
- **High School math courses** (final grades)
- **intended major** (program of study)

We want to make sure that you are confident in your course placement. If you need additional guidance, or do not have your high school information needed to use the tool, please call the **Hartnell College Placement Office at (831) 759-6054 to sign up for Placement for Success Workshop.**

STEP 4: COUNSELING

All students **MUST** schedule an appointment to meet with a counselor to discuss their academic goals and to develop a comprehensive **education plan** (a plan that outlines courses a student must take to complete their educational goal) by the 15 degree applicable unit mark. **Call the Counseling Office at (831) 755-6820** or visit https://www.hartnell.edu/students/programs/counseling/counseling-appointments.html to schedule an appointment.

STEP 5: REGISTER

Register for classes online using **PAWS for Students or PAWS Self-Serve.** Concurrent enrollment less than 9th grade must register in person. Please consult the website for dates and times.

STEP 6: PAY FEES

Pay all registration fees by the payment fee deadline to avoid being dropped from your classes. See the **payment deadline schedule** online:
https://www.hartnell.edu/students/admissions/fees-refunds/
Fees can be paid through the PAWS Self-Serve portal.

STEP 7: CATCARD

Visit the Office of Student Life in Building C to obtain or update your CatCard. You must bring proof of payment of your Student Services/Activity Fee.

Placement Requirements

Before you can register for classes, you must apply to admissions. Then you must meet equitable placement requirements as stated in the Schedule of Classes. To find out more about placement requirements or to make an appointment, call the Placement Office at (831) 759-6054.

Schedule of Classes

Prior to the beginning of each semester, the college publishes a schedule of classes indicating courses to be offered, their prerequisites, the time the classes meet, the instructors, and the room assignments. Registration information and other important instructions are also included in the publication. Students can use PAWS for Students (Schedule of Classes) to see active enrollments in classes. Any change such as room changes, instructor changes, and time changes to course sections in the schedule of classes are updated immediately in PAWS.

Enrollment in Courses

During the registration process, students will be checked to ensure that assessments and course prerequisites have been met. While the college will make every effort to assist students in planning their programs of study, the final responsibility for the selection of proper classes rests with the student. Students must attend the first class meeting of each course or they may be dropped and will be charged for all enrollment fees associated with the section.

Wait Lists

Hartnell College offers automated waitlists. All registration rules still apply when using waitlists. Students will be able to place themselves on a waitlist for closed classes. During the open registration time period as seats become available the automated system will register the students from the waitlist. Students are registered in the order that they appear on the waitlist. An email will be sent to the students Gmail account to notify them of registration and fees due for payment. The student must pay their balance by the drop/due dates established each semester or will be dropped from ALL semester enrolled classes. As students are enrolled, students remaining on the waitlist will move up toward the top of the list. Students can only be waitlisted on one section of a course at any one time. Waitlists will close for all students on the last day of registration and the option to have your name placed on a waitlist will no longer be available.

Students who are still on waitlists when classes begin must attend the first day to obtain an add code and complete the registration process by the deadline.

Schedule Changes

Students have the opportunity to add and drop classes during a specified period at the beginning of each semester according to the number of weeks of the semester or session. The Admissions & Records Office publishes these dates each term in the current class schedule.

Mandatory Fees

Enrollment Fees

Each student (*except K-12 Concurrent Enrollment students)* shall be charged an enrollment fee for enrolling in credit courses as required and set by law.

K-12 Concurrent Enrollment students have all enrollment fees waived.

ALL California residents will be charged $46 fee per unit of enrollment per term. Please note that enrollment fees are determined by the California Legislature for all community colleges and are subject to change at any time. Financial Aid is available to those who qualify. See the Financial Aid section for more information. These fees must be paid by the published dates in each class schedule. Fees not paid will result in being dropped from classes for non-payment.

Non-Resident Tuition

Non-resident tuition is charged to all students who are not residents of California. This includes residents of other states and foreign students. Non-Resident Tuition for 2021-2022 academic year has been set at $292 per unit. The tuition is subject to change annually per Board approval. Enrollment fees, as indicated previously, are also required for all non-resident and foreign students for a total of $338 per unit of enrollment basis. These fees must be paid by the published dates in each class schedule. See Impound of Student Records for more information.

To determine whether or not you are a non-resident, refer to the Admissions Residency Requirements for Admissions section of this catalog. Further information concerning tuition and special circumstances for determining California residency is available at the Admissions & Records Office.

Instructional Materials Fees

Students are required to pay materials fees for instructional or other materials for some credit and non-credit courses if those materials are of continuing value to the student outside the classroom and if such materials are not solely or exclusively available from the district.

In certain cases a course materials fee is charged. This fee covers materials that are required for health and safety reasons or material provided in lieu of other generally available but more expensive materials which would otherwise be required. Classes for which a materials fee is charged are specifically designated in the printed schedule of classes. A master list of approved course materials fees is maintained in the appropriate discipline's administrative office.

Student Activities Fee

The Student Activities Fee is a student fee (currently $12 per semester) and is charged to all students at all Hartnell College locations. This fee funds activities and services for Hartnell College students. Part of this fee supports the Associated Students of Hartnell College student clubs, and governance activities. Other services/benefits for ID card holders are: ASHC scholarships, book voucher program, educational workshops, recognition awards, cultural workshops and events, merchant discounts, Monterey-Salinas Transit Free Fare Zone, free access to Hartnell home sporting events, and free access to Hartnell's Western Stage Regular Season.

The ID card is the official identification used for many of the services at Hartnell College such as: Hartnell's Library, and Admissions & Records and Financial Aid Offices.

The Student Activities Fee should accompany your registration payment and is paid at the time enrollment fees are paid. The Student Activity fee will be refunded **ONLY** if the student withdraws from Hartnell College (see refund policy for deadlines) and/or requests a refund prior to the issuance of the student ID card.

Students may also apply for a Student Activities Fee Waiver prior to registering for classes and/or prior to paying their fees. A Student Activities Fee Waiver form is available at the Office of Student Life and at the Cashier's Office.

AB-1504 Student Representation Fee

Mandatory fee that supports student representation efforts at the local and state level.

Computer Printing Fees

Hartnell College charges students a fee for printing in selected areas. Please refer to the procedures in each lab.

Optional Fees

Student Parking

A student may purchase a parking permit for $40 each fall/spring /summer term. Financial Aid students pay $20 Term. A student who does not wish to purchase a term parking permit may purchase a daily parking permit for $2 daily rate. Look for the daily parking permit machines (only dollard bills and credit cards are accepted) in various parking lot locations.

The District reserves the right to change parking fees based on Hartnell College Board Policy 2255.

Money Matters

Hartnell College participates in the Chancellor's Office COTOPs program which is a collection process for any unpaid outstanding balance on your student account. Unpaid balances are reported once a year to the Franchise Tax Board and will affect any eligibility for State Tax Refunds.

Refund of Fees

Enrollment Fees

A refund or reversal of all fees shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es). We begin processing refunds the week following the last day of the add/drop period.

Full Semester Courses (16 weeks)

- A 100% refund is given upon withdrawal during the 10% point of the semester.
- No refund or credit is given after withdrawal beyond the second week of the semester, even if registration occurred after the first week of school.

Refunds will not be processed for amounts under $10 or you may use the credit to pay other fees or apply to the following term.

Summer and Short-Term Courses

The refund/reversal for short-term classes is based on the length of the class and the number of days per week the class meets.

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

Refunds will not be processed for amounts under $10 or you may use the credit to pay other fees or apply to the following term.

Example:

Course is Scheduled:	**100%Refund if Withdrawal is completed by the end of**
4-week session	2nd day of session
6-week session	3rd day of session
8-week session	4th day of session

Note: Classes meeting fewer weeks or fewer days per week will have shorter withdrawal periods based on their 10% point.

PREREQUISITES, COREQUISITES & ADVISORIES

PREREQUISITES

Prerequisite indicates students have knowledge or skill preparation considered necessary for success in a course. Prerequisite requirements must be met in order to register for some college courses. A college course prerequisite is defined to mean "a condition of enrollment that a student must meet in order to register in a course or program." (CCR T.5 55200) It is the student's responsibility to be certain that s/he has met the necessary prerequisite(s) for any course enrolled. The student will be dropped from any class where it is verified that the required prerequisite has not been successfully completed. *Prerequisites will be validated after final grades have been posted.*

See a counselor for assistance to clear any prerequisite requirement.

COURSE PREREQUISITE POLICY BP 4260

The college REQUIRES all such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisite, co-requisite, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedure shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

PREREQUISITE CLEARANCE FORM

If students have taken courses and have met the prerequisite at another college, completed Advanced Placement (AP) exams, are exempt from CSU CAASPP/EAP or completed a placement assessment at another CA college (within 2 years), they should see a Hartnell College Counselor prior to registration to complete a Prerequisite Clearance form following the procedures below:

1. Take this form to the Counseling Department (B-119) and ask to speak to a Counselor. Upon meeting with a Counselor, the Counselor and student will review transcripts, test scores, assessment information, and/or other multiple measures and will make a determination regarding the course equivalency.
2. Upon approval from the Counselor, submit the completed form along with your documentation to the Admissions & Records Department (B-121).
    - If the prerequisite clearance is documenting other college coursework, completed Advanced Placement (AP) exams, or are exempt from CSU CAASPP/ EAP test the completed form is submitted to the Admissions & Records Office for clearance.
    - If the prerequisite clearance form is documenting other CA college assessment placement scores, the completed form is submitted to the Assessment Office.
    - If you are eligible for an Exemption for Orientation, submit the Exemption form to the Admissions & Record Office for exemption to admissions@hartnell.edu
3. All prerequisite Clearance forms require three working days to process. Clearances are granted electronically and placed onto your academic record. You may review our decision by login in to the PAWS for Students and register for the section in which you have been cleared. You will only be contacted by email only if the clearance has been denied. You can check if you have been approved for an Orientation Exemption by clicking on Test Summary.
4. Please note that official college/university of high school transcripts must be on file in the Admissions & Records Office for official graduation evaluation or official transfer credit evaluations. Some programs such as Nursing may require official transcripts. Unofficial transcripts will be accepted only for purposes of Prerequisite Clearance. All transcripts submitted become the permanent property of Hartnell College. Transfer coursework that has been evaluated and approved by Hartnell College become a permanent part of the student's overall Hartnell academic record and cannot be removed.

NOTE: *An Express Add Code does NOT waive the student from meeting the stated prerequisite(s) from the course.*

PREREQUISITE CHALLENGE PROCESS

A student may challenge any prerequisite by completing a Prerequisite Challenge Petition available in the Admissions & Records Office or the Counseling Department. A prerequisite challenge requires written documentation, explanation of alternative course work, and/or background or abilities which adequately prepare the student for the course. Prerequisites may be challenged for one or more of the following reasons:

1. Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District approved processes
2. Challenging the prerequisite on the grounds that is has not been made reasonably available
3. The prerequisite is discriminatory or applied in a discriminatory manner
4. Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite

Student Instructions

Step 1	Pickup Prerequisite Challenge Form in the Admissions and Records Office or the Counseling Department.
Step 2	Complete and sign the form. Attach all required documents to the challenge form.
Step 3	Request a full time faculty member(s) from appropriate discipline(s) to evaluate documentation for approval.
Step 4	Upon faculty recommendation, submit the challenge form to the Division Dean for final approval.
Step 5	Upon Dean's recommendation, submit the challenge form to Admissions and Records for processing and completing registration. During the add period, it is the student's responsibility to show proof of an add code to complete registration.
Step 6	Pay appropriate fees for the course.

DEFINITIONS

PREREQUISITE: "Prerequisite" means a condition of enrollment that a student must meet in order to register in a course or educational program. (CCR T.5 §55201)

COREQUISITE: "Corequisite" means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. (CCR T.5 §55201)

ADVISORY: "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. (CCR T.5 §55201)

Student Affairs

The Student Affairs division offers many services and support programs that will ensure student success. We develop services that complement instructional programs and provide educational and cultural resources to students, faculty, administrative staff, and the community.

Our goal is simple: to recruit, retain, and graduate students. We believe that education should be accessible to all and is a sound investment for each student and our community.

As a team of well-trained and dedicated professionals, we share a common goal to facilitate student success by providing exceptional support services tailored to meet the needs of the individual student. Because of our vision and determination, Student Affairs is a leader for student success within the Hartnell Community College District.

Counseling Services

Professional counseling services are available to all students and prospective students of Hartnell College. Counselors assist students with exploring career, educational and personal goals and planning a program of studies to fulfill the educational/course requirements to meet these goals. University transfer, vocational study, basic skills development, professional enrichment, and personal enrichment are all included in academic counseling services. All students meet with a counselor to develop a comprehensive educational plan (a plan that outlines courses the student must take to complete their educational goal) by the 15 degree applicable unit mark to maintain enrollment priority and register for courses.

Classes are also taught by counselors to assist the student with orientation to the college, career exploration, development of skills for academic success and more. These classes are listed in the catalog under the heading Counseling. Specialized counseling is also provided through the DSPS, EOPS/CARE CalWORKS, Veterans and Transfer Center, and Career Center Programs.

Day and evening counseling services are available by appointment and currently online. For more information and/or to schedule a counseling appointment, contact the Counseling Appointment Office located in B-129 call (831) 755-6820 or visit https://www.hartnell.edu/students/programs/counseling-appointments.html .

Student Services

Student Equity and Achievement Program (SEAP)

The Student Success and Support Program (SSSP) is a process designed to promote student success. It ensures fair and consistent assessment, course placement, and access to campus resources. SSSP provides the opportunity for students to pursue their educational objectives.

The primary purpose of the SSSP is to enhance student success. The SSSP agreement acknowledges responsibility of both the college and the student to attain this objective. All students will participate in some form of the SSSP. For the college, the SSSP agreement includes providing an admissions process, orientation to college, student services, pre-enrollment placement, counseling and advisement on course selection, a curriculum or program of courses, follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

For the student, the agreement includes a general identification of an educational goal at the point of enrollment and declaration of a specific educational objective after reaching 15 college units. Students agree to be responsible for consistent class attendance, to complete assigned coursework, and to maintain constructive progress toward their educational goals. Students agree to participate in orientation, assessment, counseling and other follow-up services as designated by the college to help them reach their educational goal.

Hartnell College provides:

- Efficient admissions process
- College orientation outlining the college's programs, services and policies
- Financial Aid
- Course placement
- Counseling/advisement
- Academic Support (Tutoring)
- Student Support Programs (cohorts)
- Appropriate academic and career-technical courses
- Quality instruction
- Attention to each student's educational progress

Student follows:

- Declare an educational goal (have an Education Plan)
- Attend classes
- Work diligently to complete assignments and courses
- Meet with counselors to discuss choices and update educational plans
- Seek out support services and programs
- Strive to make progress toward educational goals

Equitable Placement

Important Placement Information

Starting students on a successful pathway to complete a Hartnell certificate of achievement or associate's degree, and facilitating the transfer of those students interested in pursuing a bachelor's degree are priorities at Hartnell.

Every student, regardless of past school experiences, has the opportunity to begin in transfer-level coursework because we believe students who choose Hartnell are up to the challenge. We have extensive support systems in place to aid all students when developing an educational plan, applying for financial aid, and choosing among classes each semester. Individualized support is available to help you meet your goals as you navigate through challenging coursework. The students who succeed at Hartnell make use of these, and many other, support programs. Seek out the support and aid best suited to your needs. We are here to help.

Taking the right Math, English and/or English as a Second Language (ESL) class is very important to save you time and money. This one of the most important first steps to ensure you are successful in your college career and meet your goals. We want to make sure that you are confident in your course placement.

In addition to using High School data for placement, students may use the following measures for course placement:

- Previous College coursework in English and/or Math
- GED/HiSET Scores
- Advanced Placement (AP) Exam scores
- SAT/ACT scores, and SBAC/CAASSP exam scores
- Foreign transcripts may be considered if they have been evaluated by an approved agency

For additional guidance, please call the Hartnell College Placement at **(831) 759-6054** .

Frequently Asked Questions

Do I need to take an assessment test?

No. Hartnell College no longer uses assessment testing for placement for English and Math, or English as Second Language (ESL) courses. **Hartnell College has adjusted its placement rules for incoming students to make them immediately eligible to enroll in transfer-level math and English courses, in line with the requirements of Assembly Bill 705 (AB 705), which took effect on Jan. 1, 2018.** In addition to high school coursework and grade point average, the college will use multiple measures to place students into transfer-level English and Math coursework.

How do I determine which English, English as a Second Language (ESL) and/or Math class I need to take?

New Students

Students who are new to Hartnell, have three options to obtain their Math, & English or ESL Placement:

1. If you have High School information (grade point average, math course history), use the Online Placement Tool) to find your placement based on your major and educational goal. You will need your PAWS log-in to save your placement.
2. Schedule an appointment by **calling the Placement Office at (831) 759-6054.** During this time, we will walk you through the self-guided placement process and help you determine the best English, Math or ESL courses based on your educational goals, and educational history.
3. Make an Appointment with a Counselor by calling **(831) 755-6820**. Counselors can also be accessed by utilizing our Express (drop-in) service online https://www.hartnell.edu/students/programs/counseling/virtual-front-desk.htm . Please call ahead to verify availability.

Continuing & Returning Students

Students who are currently enrolled at Hartnell College have the right to access the new placement rules, even if they have already begun an English, ESL, or Math sequence. Continuing students may use the Online Placement Tool (https://www.hartnell.edu/students/admissions/registration/placement.html), if they have High School course history and grade point average information available.

If high school information is not available, please contact **the Placement Office at (831) 759-6054 for assistance.**

Concurrent Enrollment Students

Students who are currently enrolled as high school students and planning to enroll at Hartnell College outside of their regular school day are considered Concurrent Enrollment students. Concurrent Enrollment students will need to meet with a counselor to determine their course placement. Counselors are available at Express Counseling (no appointment needed); General Counseling by appointment may at (831) 755-6820; or online at https://www.hartnell.edu/students/programs/counseling/virtual-front-desk.html. ***High school transcripts (unofficial) are required. Please plan accordingly*.**

Dual Enrollment Students

Students who are currently enrolled as high school students and planning to enroll in Hartnell College coursework being delivered at the High School as a part of their regular school day, are considered Dual Enrollment Students. Dual Enrollment Students will need to meet with a counselor to determine their course placement. This process is facilitated by the Dual Enrollment Coordinator at your school site or District.

I am interested in English as a Second Language Courses.

As of Summer & Fall 2020, placement exams for English as a Second Language (ESL) courses will no longer be used. You can access the ESL Online Placement Tool (https://www.hartnell.edu/students/admissions/registration/placement.html) to determine your placement. If you have questions please call **(831) 759-6054** or stop by B-106A in the Student Services Building (Building B).

Who should enroll in English as a Second Language Courses?

English as a Second Language courses at Hartnell are designed for students who have immigrated to the US and want more support with reading and writing in college. Students can also choose courses that help them with vocabulary, pronunciation, and listening/speaking. These courses range from intermediate to advanced levels and are taught by trained ESL college instructors. Often students take an ESL course at the same time that they are taking other college courses. An ESL course can support students and help them be successful in their other college courses. The ESL department also has a laboratory where students can come to practice a wide variety of skills and get one-on-one help from tutors.

What services are available for students with disabilities?

Students with disabilities are encouraged to meet with a DSPS counselor, by appointment, and online to develop an education plan and to enroll in classes at Hartnell College. New students with disabilities who plan to enroll at Hartnell, are encouraged to participate in the Pre-Panther Pledge program, to start working with DSPS before Pledge program, to start working with DSPS before graduating from high school. Working with DSPS while still in highs school, provides students the opportunity to complete registration with the department, and to develop an individualized ed plan, to support a successful transition to college starting with the first semester. Students with disabilities can seek out DSPS accommodations and services at any point. A DSPS counselor enriches the educational experience of students with disabilities by addressing the individual needs of each student's strengths, weaknesses, as well as disability accommodations and services into the educational planning process.

Students with disabilities will engage in the interactive process with a DSPS counselor to be eligible for accommodations and services, including classroom, testing (exam and quiz) and program accommodations. DSPSP accommodations are determined ton a case-bycase basis. Eligibility for accommodations and services occurs by students obtaining a current accommodation letter each semester.

Students with disabilities can seek out DSPS services by contacting DSPS using one of four methods.

1. Appointment Self Scheduler, form the DSPS homepage at https://www.hartrnell.edu/studetns/programs/dsps/registration.html;
2. Appointment Request form, using the online Google forms, available from the DSPS homepage at https://www.hartnell.edu/students/programs/dsps/registration.html;
3. Emailing DSPS at dsps@hartnell.edu;
4. Calling DSPS at (831) 755-6760

What if I don't know how to use a computer?
No computer skills are required and the Placement Office Staff is available to help you in using a computer to access the Online Placement Tool, if needed.

When I complete the placement process what is the next step?
The next step is to meet with a counselor to develop an educational plan.

To make a counseling appointment:
Main Campus (831) 755-6820
Alisal Campus (831) 759-6093
King City Education Center (831) 386-7100
Soledad Education Center (831) 759-6051
Online appointments are also available!

Make an appointment online:
https://www.hartnell.edu/students/programs/counseling/counseling-appointments.html

Do you need additional guidance?
Please call the Hartnell College Placement at **(831) 759-6054**.

Orientation

All new students are required to complete the Hartnell College online orientation. The orientation is an important tool to ensuring students have critical information on college policies and procedures, financial aid, counseling, academic programs, student support services, tutorial services, associated students, athletics, and much more. The orientation is in English, Spanish, and ADA format for visually and hearing impaired students. The orientation takes approximately one hour for students to complete in its entirety. However, please note: students can complete the orientation based on a schedule that is convenient since the orientation bookmarks student progress.

Students who require an orientation in person can contact the Counseling Office at (831) 755-6820 to schedule an in person orientation. This is an option for students who truly need to have this information delivered in person.

If you need to develop a comprehensive set of skills geared towards college success, please consider registering in a COU-1 Student Success Seminar course. These courses prepare students for college success by teaching them critical study skills, time management, developing an educational goal and student educational plan (SEP), steps for preparing for transfer, career planning, and much more.

Academic Planning

All first-time Hartnell College students must meet with a Hartnell College counselor, unless determined to be exempt (see Exemptions from Counseling Services). The primary goal of this meeting is to assist students with appropriate course selection. Although many students will see a counselor during their orientation, further questions and a more in-depth advising can take place during an individual advisement session.
Counselors are knowledgeable about educational choices. The aspirations and interests of the student are primary considerations before a career choice is pursued. Counselors' thoughtful suggestions make educational planning easier. Hartnell counselors are available to assist students in the areas of career, academic, and personal counseling.
All students are required to meet with a counselor and develop a comprehensive educational plan unless they meet the following:

- Have an Associate or higher degree from a regionally accredited college/university and are clear on courses necessary to complete their designated educational goal;
- Are taking courses for personal interest (not pursuing a degree or certificate)
- Enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.
- Are a K-12 grade concurrently enrolled student

Follow-Up

Once a community member becomes a Hartnell College student and is enrolled in classes, Hartnell College's partnership continues.

Because academic success is a partnership, students must commit to seeing a counselor every semester to update or change their academic plan. An academic counselor is the expert in assisting students in developing and reviewing their educational plan. Students still undecided on an academic goal or major are referred to appropriate career and life planning courses.

Hartnell College is continually researching and evaluating its Student Success and Equity Plan to assure that students are receiving the best services to assist them in achieving their educational goals.

Transfer Planning

This section is designed to help students to plan an educational program at Hartnell College that will prepare them to transfer to the University of California, California State University, or a private college or university to earn a bachelor's degree. Students are encouraged to meet regularly with a Hartnell counselor, and use the resources of the Transfer and Career Center to plan an academic program that will assure a smooth transition to the transfer institution of their choice. In addition to completing transfer requirements, students may also earn units toward an Associate in Arts or Associate in Science degree at Hartnell. With careful planning, both objectives can be reached by taking essentially the same set of transferable courses.

Transfer and Career Center

The Transfer and Career Center provides information and offers workshops on choosing a college, transfer admission requirements, completing admission applications, writing the application essay, and financial aid. Transfer and Career Center staff can provide details about special Transfer Admission Agreements that Hartnell has developed with a number of four-year institutions that can guarantee students transfer admission.

Students with a clear transfer objective are more likely to meet transfer requirements in a timely manner. They can make the best use of their time and course work by deciding on a transfer institution and major as soon as possible. Students unable to make these decisions when they enter Hartnell College may follow a general transfer pattern of courses while availing themselves of Transfer and Career Center resources in making transfer plans.

Once they have chosen a major and the institution to which they plan to transfer, students should consult a Hartnell College counselor to discuss Major Preparation. Transfer and Career Center staff and Hartnell counselors can assist students in planning for transfer.

University representatives often visit the campus to meet with students interested in transferring to their institutions. It is wise for the student to consult the catalog of the institution to which they plan to transfer to become familiar with specific transfer and admission requirements. Many college and university catalogs are available for reference in the Transfer and Career Center, and students may write directly to the Admissions Office or visit the institution's website to obtain an Information Bulletin that outlines requirements for admission as a transfer student.

The Transfer and Career Center also offers comprehensive career advising, information, and individualized assessment. Available services include individual and group career planning and assistance with career exploration, college and training information, labor market information, and vocational assessment. Students may choose to pursue career planning by taking a career development class, attending a workshop, or completing a self-guided career planning packet at the Career and Transfer Center. Assessments that measure an individual's interest, aptitudes, personality traits, and work values are available on a drop-in basis.

Staff are available to assist students with a variety of career related services and activities. Students have online access to labor market and educational information resources.

For more information, call the Career Center at (831) 759-6007.

Transfer of Credit

Students expecting to transfer to a four-year college or university can usually complete their freshman and sophomore years at Hartnell. Students must normally complete 60 transferable semester units to be classified as juniors upon entering a four-year college or university.

Students enrolled in a transfer program can complete their general education and most of their lower division requirements before transferring. High school subject deficiencies may be made up at Hartnell in order to meet university admission requirements. In some instances, students may qualify for transfer to the college of their choice by maintaining an acceptable grade point average in a minimum of 60.0 units of appropriate transfer courses.

Requirements for Transfer Students

A student can transfer from Hartnell College to a four-year college or university as a junior without loss of time or credits by completing the following:

1. Lower Division Preparation for the Major. These courses, which should be completed before transferring, provide the necessary background and preparation in order for the student to transfer into their major as a junior. Check with a Hartnell Counselors regarding Major Preparation Recommendations for your particular program and institution selection.
2. General Education Requirements (Sometimes called "Breadth Requirements"). These are the courses required to obtain a bachelor's degree regardless of major. Courses in writing, critical thinking, sciences, humanities and social sciences are included in general education. High unit majors such as engineering and the sciences will generally follow a different set of requirements, and students should meet with a counselor for clarification and to ensure accuracy.Electives. When courses for the major and general education requirements have been completed, enough elective courses must be taken in order to bring the total of all course work to a minimum of 60.0 transferable units.

The Transfer and Career Center and Counseling Department sponsors Transfer Day/College Night each Fall. Call (831) 759-6007 or visit https://www.hartnell.edu/studetns/programs/transfer/index.html to schedule an appointment with the transfer counselor.

Student Financial Aid

The purpose of Financial Aid is to assist eligible students in meeting educational costs while attending school. The primary responsibility for meeting college costs rests with the student and his/her family. However, we recognize that many students are not able to pay the full costs of a college education. For this reason, Hartnell College offers programs that provide assistance for students with documented financial need. Financial need is the difference between the costs of attendance and the resources available to the student. It is important for students to have sufficient funds available to begin their first two weeks of college even if they have already been offered a financial aid award.

Students are encouraged to call (831) 755-6806 or access our virtual services on the Financial Aid Office website at: https://www.hartnell.edu/students/fa/index.html

How to Apply for Financial Aid

1. Apply for admission to the College.
2. Complete a free application for Federal Student Aid (FAFSA) electronically at: http://www.fafsa.ed.gov or the CA Dream Act at: https://dream.csac.ca.gov
3. If required, additional documents must be completed and submitted to the FAO prior to the processing of Financial Aid funds. Contact the Hartnell College FAO regarding the Financial Aid processing procedures and applicable deadlines.
4. A new application (FAFSA /CA Dream Act) must be filed every academic year for the upcoming fall, spring and summer terms. Eligible students will be offered a financial aid package containing a combination of grants, and/or work-study.

Financial Aid Programs
Financial aid consists of programs that are funded and regulated by federal and state governments. The programs consist of two different types of aid: Gift Aid and Self-help.

Grants (Gift Aid)
A grant is money a student does not have to repay. Students with bachelor's degrees are not eligible for grants. For federal grants, students must possess a high school diploma or GED or HiSET.

Federal Pell Grant
This grant provides federal money for students with financial need. The federal government uses the family information from your FAFSA to determine who is eligible and how much each student is eligible to receive. Awards range from $650 to $6, 495.

Federal Supplemental Education Opportunity Grant (FSEOG)
This program is designed to assist students with exceptional need by supplementing other financial aid sources. You must be enrolled in at least 6 units and have an Expected Family Contribution of 0 to qualify. Award amounts will range from $100 to $200 per year for qualified students.

CA Promise Grant
The CA Promise Grant is a financial assistance program to offset enrollment fees; the Financial Aid Office determines student eligibility based on state guidelines and authorizes the Cashier's Office to use CA Promise Grant funds to waive the fee charges. The CA Promise Grant is available to California residents only. Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are now eligible to participate in the CA Promise Grant.

Loss of CA Promise Grant changes:
Once you've qualified for the CA Promise Grant, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the grant.

Academic – Sustain a GPA of 2.0 or higher
- If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (fall and spring semesters are primary terms at Hartnell College) you may lose your fee waiver eligibility

Progress – Complete more than 50% of your coursework
- If the cumulative number of courses you successfully complete falls below 50% in two (2) consecutive primary terms (fall and spring semesters are primary terms at Hartnell College) you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards
- Any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

You will be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you will lose eligibility for the fee waiver at your next registration opportunity.

You may apply for the CA Promise Grant Loss Appeal if you meet extenuating circumstances which are verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. Please consult with the financial aid office for more information about the appeal process.

Salinas Valley Promise
You are eligible for the Salinas Valley Promise if you are a graduate of a high school or adult school within the Hartnell Community College District, entering college for the first time.

To get started:
- Enroll as a full time student (12 units or more)
- Submit the FAFSA or CA Dream Act Application
- Select dates for a three-day leadership institute as part of the Promise Program.

Visit the following link for more information:
https://www.hartnell.edu/promise

California Dream Act
The California Dream Act of 2011 provides state financial aid to CA students who meet the requirements for instate tuition under Assembly Bill 540. Visit the following website for information and application www.caldreamact.org

Cal Grants (A, B, and C)
The State of California, through the Student Aid Commission, offers and administers several grant programs for undergraduate students. These include Cal Grant, A, B, and C. A student can receive only one type of Cal Grant.
- Cal Grant A: Access award now available for Cal Grant A eligible students.
- Cal Grant B: First year students attending two or four year institutions.
- Cal Grant C: Students enrolled in a vocational two-year program.

Student Success Completion Grant
A student can get up to $4,000 per year to help the student enroll in more classes to stay on track to graduate and obtain their degree faster.

SELF-HELP (Monies earned or borrowed)
Self-Help is money either earned through institutional work or monies borrowed that must be repaid.

Federal Work-Study (FWS)
The award is based on need and hours worked under the Federal Work-Study Program. Students cannot exceed 20 hours per week and must maintain Satisfactory Academic Progress each semester (SAP). A FWS award is not guarantee of employment.

Federal Loans
The Federal Direct Loan Program. The Federal Direct Loan program are loans issued through the U.S. Department of Education. These loans offer low interest rates that help the students pay for college costs.

Subsidized Loan

For dependent and independent students with demonstrated financial need, no interest is charged while in school at least half time. Please visit https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized for more information.

Unsubsidized Loan

For dependent and independent students. Not based on financial need; interest is charged during all periods. Please visit https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized for more information.

Satisfactory Academic Progress (SAP)

**Please see our 2020-2021 SAP Policy via the following link:*
https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html

Qualitative Standard

All students must have a Cumulative Grade Point Average (GPA) of 2.0 or better.

Quantitative Standard

Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.

NOTE: Attempted units are defined as any units you remain enrolled in after the add/drop period each semester and appears on your transcript.

Units "earned" or "completed" with satisfactory progress are those courses in which a grade of "A," "B," "C," "D," or "P" is received.
The number of units you complete with a grade of "I," "W," "MW," "F," "NC," "NP," or "RD" and units for audited classes or credit by exam classes will not count toward your minimum satisfactory academic requirement of 67% of units completed.

Maximum Units/Time Frame Allowed

Students must also complete their educational objective (graduation, transfer, and certificate in a timely manner) by the time they have attempted 90 units. This includes **ALL** units attempted at Hartnell College. A student can only receive financial assistance for a maximum of 150% of the published length of the program. All units attempted regardless if required for the major or taken for personal enrichment will count toward the 150% allowable total.

NOTE: Courses in which a student receives a "W" are also included in the 150% allowable total. Completion of 60 units is standard for many of programs at Hartnell College. Thus, 90 units is the maximum for which a student can receive financial assistance (60 units X 150% = 90 units). The 90-unit maximum includes one change of academic program.

The maximum units time frame includes units attempted at Hartnell College during all periods of enrollment in which the student did or did not receive financial aid. The maximum units time frame also includes evaluated units from prior colleges that meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college.

If the student's total units equal or exceed the maximum units time frame of 150% (equivalent to 90 attempted units for an AA/AS or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting an Excessive Units Worksheet along with a Financial Aid Appeal petition

SAP Appeal

Students who have been placed on disqualification status and who have extenuating circumstances may request an Appeal of their Financial Aid status. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.
A Financial Aid Appeal Committee will review and make a decision on each student's appeal request. During their lifetime as a Hartnell, students are limited to a maximum of 3 appeals for disqualification.

*Please see our 2021-2022 SAP Policy via the following link:
https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html

Scholarships

Scholarships are available for new, continuing, and transfer students who show academic interest, financial need, scholastic achievement, a desire to succeed, and community or campus involvement. Students do not have to be US Citizens or Permanent Residents to apply for Hartnell scholarships most scholarships are funded through generous contributions to the Hartnell College Foundation by community groups, businesses, foundations, and individuals who value education and want to make a difference in the lives of our students. A single application places the student in consideration for various scholarships. Most scholarships can be applied for online through our Scholarship Office website at https://www.hartnell.edu/students/scholarships/index.html

How to Apply for Scholarships

1. Complete an online Hartnell College Scholarships Application.
2. Write a one-page personal statement that includes the applicant's personal and academic goals, as well as financial need and special circumstances.
3. Submit a letter of recommendation from an individual who is familiar with the applicant's academic progress and goals, such as a teacher, counselor, or advisor.

Applicants are responsible for carefully reading the scholarship material and providing the required documentation. The scholarship application deadline is clearly indicated on the application and brochure, flyers, and the Hartnell College website. No applications will be accepted after the posted deadline.
Applications will be reviewed by various committees during the spring for awards to be given out in the fall. Scholarship checks will be mailed to recipients at the beginning of the semester after verification of enrollment and eligibility criteria and receipt of a thank-you letter written by the recipient to the donor of the scholarship.

Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) is designed to recruit, retain, graduate, and/or transfer educationally disadvantaged, low income, and underrepresented students who have chosen to continue their education. Students receive assistance with their admission, registration, financial aid, book purchases, curriculum planning, academic and personal counseling, and other support services from counselors, administrative staff, and a team of well-trained peer advisors.

A candidate for EOPS is defined as an individual who has the potential to perform satisfactorily at the college level but who has not been able to realize that potential because of economic, social, or educational reasons. The following criteria are used to determine for eligibility in the EOPS program:

1. Successfully filed a financial aid application (FAFSA -- Free Application for Federal Student Aid)
2. Enrolled in at least 12 units
3. California residents or AB540 student
4. Qualify for the California College Promise Grant A or B (formerly known as the BOG fee Waiver)
5. Determined as educationally disadvantaged by the EOPS Program California State Chancellor's Guidelines.
6. Under 70 degree applicable units

Students interested in being considered for EOPS should visit the EOPS website, office or call (831) 755-6860.

Cooperative Agencies Resources for Education (CARE)

As a supplemental component of EOPS, CARE provides educational support services designed for the academically under-prepared, low income and single parent population. Grants and allowances for educationally related expenses (such as meals on campus, parking permits, bus passes, child care services if not provided by other resources, and textbooks) may be awarded as a means of improving retention, persistence, graduation and transfer rates of these individuals. Students participating in CARE may choose certificate, license, associate degree or transfer program options. Nearly half of all CARE students seek to transfer to four-year institutions; almost 40 percent choose associate degree objectives.

CalWORKs

Hartnell College's CalWORKs Program serves CalWORKs Cash Aid (formerly AFDC) recipients who enroll at Hartnell College. The program offers five student centered services:

Counseling/Case Management which includes design of an education, study, and employment plan:
- Personal and confidential counseling;
- Selection of courses for rapid employment with a goal of long-term advancement in a chosen field;
- Linkage to campus and community resources;
- Coordination with Department of Social Services and employment development.

Career and Job Programs and Services, which provide five areas of service:
- Vocational assessment for career decision-making;
- Priority Registration
- Local and state labor market information for informed decision making;
- Access to the Job Bank;
- Subsidized training through the CalWORKs work-study program, not sanctioned against CalWORKs Cash Aid benefits;
- College credit for on-the-job training through Cooperative Work Experience.

Education, which provides general employment skills and occupational training:
- Prepare people for jobs in the local labor market;
- Provide intensive, short-term training for higher wage jobs;
- Offer flexible entrance and exit schedules.

Financial Aid, which includes grants and employment, and may cover the following educational expenses:
- Tuition and fees;
- Books and supplies;
- Living expenses;
- Transportation;
- Personal items.

Coordination with EOPS/CARE Programs, providing additional services for single parents who receive CalWORKs Cash Aid and have children up to age 14.

The CalWORKs Program is located in the, EOPS/CARE Center, Building B, room B-130, which is open from 8 am to 5 pm, Monday through Fridays. To schedule an appointment to meet with a CalWORKs designated counselor, call (831) 755-6860

The High School Equivalency Program (HEP) is funded by the US Department of Education, Secondary Education – Office of Migrant Education. HEP is designed to assist migrant and seasonal farm workers, and their immediate family members, to obtain a High School Equivalency (HSE) and either enter Post-Secondary programs, Vocational/Technical Certificate, improve employment, military service, or apprenticeship, Certificate of Skills Acquisition, or a Certificate of Achievement.

The services include:

- HSE Curriculum delivered through cohorts
- Supplemental academic support/tutoring
- Curriculum that is regularly reviewed and adjusted by HEP Advisory Committee
- Academic advising and enrollment assistance for entry into an Institution of Higher Education
- Career/Workplace Readiness

Contact HEP: (831) 770-7070 or visit https://www.hartnell.edu/HEP

Job Bank

The Job Bank, located in the Transfer Center/Career Center, provides information for part-time, full-time, temporary, on-campus, federal, state, and summer work. The range of positions varies from unskilled part-time work to highly skilled technical positions.

Any student interested in seeking employment is encouraged to use the Job Bank frequently.

California Mini-Corps Program

Hartnell College is one of 20 colleges and universities which house a California Mini-Corps Program. This program provides training, experience, and support services to college students who are interested in becoming bilingual teachers. The students gain teaching experience by working at a school site in Monterey County under the guidance and supervision of a Master Teacher and the Mini-Corps Coordinator. This is a federally funded program which provides direct categorical services to migrant students. Staff development is provided to prepare tutors to work with students in grades kinder through high school.

Students enrolling in the program must be full time, have a 2.0 or above GPA, have bilingual skills, and have knowledge of or come from a migrant family background.

The California Mini-Corps Program is located in building A, office # 147. Interested students can email Lorena Silva at lsilva@bcoe.org or phone (831) 755-6927 for applications or further information.

Veterans' Services

Hartnell College is approved as an institution of higher learning for veterans and veterans' dependents entitled to educational assistance. The Veterans Office staff provides assistance to Veterans and dependents in planning educational programs, referrals to community agencies, as well as helping students make the transition from military to student life at Hartnell. Additional services include: computers and printing for student use, Veterans Book Lending, on site tutors, and Veterans Club activities. Certification to the Veterans Administration for educational benefits and admissions enrollment in the College are separate functions. The College's Certifying Official is located in the Veterans Service Center. It is important that VA beneficiaries notify both the Admissions & Records Office and the College's Certifying Official before they enroll in classes. Additional Veterans information is located in the Admissions section of this catalog under Service Member's Opportunity College, and non-traditional credit (military courses, MOS DANTES, etc.).

The Veterans Affairs Service Center 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.

Chapter 30 -- Montgomery G.I. Bill ®
To be eligible, students must have begun service July 1, 1985, or after, served two or three years of continuous active duty, have a high school diploma or equivalent, contributed $100 per month for the first 12 months of service and have an honorable separation.

Chapter 31 -- VA Vocational Rehabilitation Program (VocRehab) ®
To be eligible, a veteran must have a 20 percent or more service-connected disability.

Chapter 33 -- Post-9/11 G.I. Bill ®
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 he/she was honorably discharged from active duty for a service-connected disability and served 30 continuous days after Sept. 10, 2001.

Chapter 35 -- Dependents G.I. Bill ®
To be eligible, a student must be the child or spouse of a veteran who died while on active duty or who has a service connected disability rated at 100 percent total and permanent.

Disabled Veterans' Dependents College Fee Waiver Students may qualify to receive a waiver of state college tuition and registration fees administered by the California Department of Veterans Affairs (CDVA):

1. The spouse, child or unremarried widow of a veteran who is totally service-connected disabled (100 percent) or died of a service-related death may qualify. The veteran must have served during a qualifying war period and be honorably discharged. This program

does not have an income limit. The student may also receive federal education benefits (Chapter 35) concurrently.
2. The child of a veteran who has a service-connected disability (zero percent or greater) or died of a service-related death may also qualify for a waiver of fees. Students are required to meet the annual income limit which includes the student's reportable income and the value of support provided by the parents, which cannot exceed $12,209 annually.
3. Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard, who in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

Chapter 1606 -- **Selected Reserve (MGIB-SR)** ®
To be eligible, a reservist must have enlisted or reenlisted for six or more years in the Selected Reserves after July 1, 1985, have a GED or high school diploma, and have completed the IADT and 180 days of service in the reserves.

Initial applicants must provide county-recorded copies of all DD 214s showing the character of separation. Chapter 30 applicants who have old G.I. Bill® eligibility must also provide county-recorded documents of marriage and birth certificates for all dependent children. Applicants should allow at least two months for the VA to process an initial claim and are advised to be prepared for financial emergencies.

Chapter 1607 – Activated Reservists After September 11, 2001 (REA)®
To be eligible, members of the Reserve components must be called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after Sept.11, 2001, either eligible for education benefits or eligible for increased benefits.

Academic Requirements
All VA recipients are required to maintain satisfactory progress toward their educational objective and a minimum grade point average of 2.0 (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. Additional credits for prior learning may be awarded based on specific types of military service. See Administrative Procedure 4235 for requirements and procedures.

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.

For further information, please refer to our website at www.hartnell.edu/veterans-service-center, or call (831) 755-6909. The Veterans Office is located in the Student Center C-138.

Course Protection Guarantee under the Veteran Benefits and Transition Act of 2018, Section 103

Effective August 1, 2019, Hartnell College allows Veterans under Chapter 33, Chapter 31, and dependents under Chapter 33TOE (Transfer of Entitlement) and Fry Scholarship upon meeting matriculation requirements to remain registered in their courses without being dropped due to unpaid tuition and fees. In order to receive this benefit, students must request to use their benefits by filling out the Application for Certification Request Form and provide a copy of their Certificate of Eligibility or Authorization PO from Vocational Rehabilitation Counselor for Chapter 31 Vocational Rehabilitation students. The certification forms are available at the Veterans Service Center in the Student Center, Room HCC-138.

It is the student's responsibility to pay the school any remaining balance should the student register in courses that are not on his or her approved education plan, or if the student is not entitled to 100% of his or her GI Bill® benefits. Students also have the option to have any outstanding balance deducted from their Financial Aid, if available.

Forever GI Bill® Housing Payment Fulfillment Act of 2018, Section 107

Basic Allowance for Housing (BAH) Reflects Actual Housing Location Monthly Housing Allowance (MHA) also known as Basic Allowance for Housing (BAH) will calculate its payments based on where the student attends the majority of their classes. In the past, payment was calculated on where the school was located. This is a big change for online students receiving lower BAH payments because their school was located in an area with a lower BAH. For more information, students can go to: https://militarybenefits.info/forever-gi-bill

Department of Supportive Programs and Services (DSPS)

DSPS offers comprehensive support services and accommodations to meet students' disability related academic needs. Students with documented disabilities may receive services such as:

- Academic, Career, Disability Management and Personal Counseling
- Academic Accommodations
- Deaf Services/Interpreting
- Alternate Media
- Assistive Technology
- Learning Disability Assessment
- Priority Registration

Additionally, DSPS offers instruction or courses designed to address the needs of students with disabilities:

- Learning Skills Courses
- Adaptive PE

Students with verified disabilities seeking any of these services or instructional programs should contact DSPS, for an appointment with a DSPS counselor. Students with disabilities can seek out

DSPS accommodations and services by contacting DSPS, using one of four methods:

1. Appointment Self scheduler, from the DSPS homepage at https://www.hartnell.edu/students/programs/dsps/registration.html;
2. Appointment Request form, using the online Google forms, available from the DSPS homepage at https://www.hartnell.edu/students/programs/dsps/registration.html;
3. Emailing DSPS at dsps@hartnell.edu;
4. Calling DSPS at 831-755-6760

When the District is open to the public, DSPS is located in B-107.

International Student Services

Hartnell College offers special services to students from other countries who have entered the U.S. on F-1 or other study visas. The International Student Center and the Admissions & Records Office assists these students with the admission process, including documentation for the visa application; registration, academic and personal counseling; immigration matters; personal adjustment to college life; transfer; and career advising.

For specific information or to make an appointment, call or stop by the Admissions & Records Office, (831) 755-6711. More information about the International Student Program visit https://www.hartnell.edu/students/admissions/isp/

American Indian Services

Each year, the Bureau of Indian Affairs (BIA) provides grants to help eligible Native American students meet their college costs. To be eligible for the BIA educational grant, students must meet all of the following criteria:

1. Be at least one-fourth American Indian, Eskimo, or Aleut as certified by a tribal group served by the BIA.
2. Be enrolled or plan to enroll at an accredited College. (Hartnell is accredited.)
3. Must have a completed FAFSA on file prior to requesting that the American Indian Program Office complete a BIA form.
4. Be enrolled in 12 units or more per semester.

For more information you can reach The Bureau of Indian Affairs at (800) 332-9186 or you can visit the following websites:

www.bia.gov

www.bie.edu

www.finaid.org/otheraid/natamind.phtml

https://studentaid.gov/sites/default.files/financial-aid-for-natives.pdf

Further questions can be addressed to the Financial Aid Office located in Building B (Student Services Building) or call (831) 755-6806.

TRIO/Student Support Services Programs

The TRIO Student Support Services Programs are federally funded student support programs designed to assist first generation and/or low-income or disabled students as they earn their associate degree from Hartnell College and transfer to a university.

The services that are offered to SSS/TRIO students include priority registration; close academic counseling and guidance; academic progress monitoring; peer advising; a Freshmen Summer Transition (STP) Program; student study center; calculator and textbook lending library; visits to 4-year universities; financial and economic literacy workshops, cultural and campus activities; and FAFSA and Scholarship application assistance.

The SSS/TRIO programs offers a Guided Pathway over 2-3 years for students and provides opportunities for academic development, including a first-year student cohort program and continued monitoring and encouragement during the subsequent years of the student's full-time attendance at Hartnell College.

The SSS/TRIO staff endeavor to motivate the TRIO students towards the successful first year transition and the completion of their postsecondary education, whether graduation and/or transfer. The goal of the SSS/TRIO Program is to assist our students to make transitions from one level of higher education to the next. The SSS/TRIO program assists students to overcome barriers to succeed within higher education.

To meet SSS/TRIO Eligibility Guidelines, students must:

- Be a citizen or legal resident of the United States and
- Be at full-time student (12 units), working toward an AA degree at Hartnell College and planning to transfer to a university and
- Have completed less than 30 degree applicable units and
- Have an academic need and
- Have financial need according to Federal financial aid criteria and/or be a first generation college student (meaning neither parent has earned a Bachelor's degree)
- OR be a disabled student with a certified disability.

For more information and/or an appointment call the SSS/TRIO office at (831) 759-6013 and/or email at trio@hartnell.edu

The SSS/TRIO Office is located in D-114.

Director: Manuel Bersamin
email: mbersami@hartnell.edu

Administrative Assistant: Claudia Garcia
email:claudiagarcia@hartnell.edu

Counselor: Norma Nichols
email: nnichols@hartnell.edu

Counselor: Jazmin Rios
email: jrios@hartnell.edu

For more information, visit us online at:
https://www.hartnell.edu/students/programs/trio/

The SSS/TRIO application
https://hartnell-sss.mylacai.com/apply.php

TRIO, Upward Bound Program

TRIO, Upward Bound provides fundamental support and motivation to participants in their efforts to successfully complete high school and obtain a college education. The program serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. TRIO, Upward Bound students participate in a variety of academic year and summer program activities at Hartnell College designed to help them reach their full academic and personal potential. In order to increase the rates at which participants enroll in and graduate from institutions of post-secondary education, our Upward Bound programs provide instruction in math, laboratory science, composition, literature, and foreign language in addition to the above services.

Services

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Exposure to academic programs and cultural events
- Tutorial services
- Mentoring programs
- Information on post-secondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance and placement exams

Apply today at:
https://hartnell.mylacai.com/apply.php
Or scan QR code below

Eligibility

TRIO, Upward Bound offers free services to students who meet the following criteria:

- Be a citizen or legal resident of the United States
- Low-Income and/or 1st generation College Bound Student Ages 11-18
- G.P.A 2.5 or above
- Attend Alisal High School, Everett Alvarez High School or North Salinas High School

For more information and/or an appointment, call (831) 759-6086 or email ub@hartnell.edu.
Director: Cesar Velazquez, cvelazquez@hartnell.edu
Please visit us online at: http://www.hartnell.edu/trio-ub

Mathematics Engineering Science Achievement (MESA)

MESA is an academic support program for **educationally** disadvantaged students who are seeking a Bachelor's degree in a Science Technology Engineering or Mathematics (STEM) field.

What Does MESA Offer?

- MESA Student Center in S-104 and (remove) S-105 where students can study in a supportive environment;
- Computer equipment and space for study groups in the Student Center SMI Room S-105;
- Tutoring for individuals and groups in transfer level math and science courses;
- Academic Excellence Workshops that accompany targeted STEM classes;
- Scholarship and transfer support;
- Assistance with internships and financial aid
- Field trips to universities, industries, and research centers; and
- Calculator and textbook loan program.

If you are interested in joining the program and would like to pick up an application, drop by S-107, and learn more about the program. Applications are available online at the beginning of the spring and fall semesters.

MESA students must

- be a STEM major (astronomy, biology for transfer, biology, chemistry for transfer, chemistry, computer science and information systems, earth science, engineering, geology for transfer, mathematics for transfer or physics for transfer);
- intend to transfer to a four-year college;
- sign an enrollment application; and
- prepare a comprehensive education plan.

When applying to the Hartnell College MESA Program, students must meet at least one indicator under both the Educational and Financial Criteria to qualify.

Education Criteria:

- First-generation college student
- Attended federally designated high school
- Under 24 years old and living independently (remove)

Financial Criteria:

- Eligible for EOPS or TRIO
- Household income at or below 150% of poverty guidelines
- Receiving Financial Aid
- Parent/ Guardian/Student is a TANF (welfare) recipient.

Office of Equity Programs at Hartnell College

Through diverse program offerings and activities, the Office of Equity Programs provides an inclusive, holistic approach to serving students and families to ensure that every student receives the support necessary to achieve their educational goals at Hartnell College. The following programs are offered by the Office of Equity Programs:

Center for Achievement and Student Advancement (Mi CASA)
Services for undocumented students and families

Hartnell College is committed to supporting all students regardless of their immigration status. Mi CASA provides specialized services for AB 540, DACA, and all other undocumented students.

Mi CASA supports undocumented students in a variety of ways depending on their individual needs. Services include:

- A welcoming space for Dreamers (Building B, Room 204A) and virtual welcoming space during the pandemic
- Dreamer Ally Network
- Assistance with non-resident tuition exemption
- Scholarships and financial aid guidance
- Educational planning and counseling
- Peer mentoring and social activities
- Transfer assistance
- Advocacy
- Free immigration legal services for students, staff and faculty of all community colleges. Referrals to local accredited immigration legal service providers available for members of the general community
- Workshops for educators, parents and students
- Calculator, laptop, textbook lending (**based on availability**)

For more information call the Office of Equity Programs (831) 755-6723, by email at micasa@hartnell.edu or visit hartnell.edu

Men's Institute for Leadership and Education (MILE) Program

MILE strives to increase college completion rates among male students in the Salinas Valley. With the support of the MILE Program, MILE Scholars of Hartnell College will achieve their leadership potential and attain personal, academic, and professional success. MILE Scholars receive the following benefits:

- *Leadership Training:* Three day training to develop critical life skills including time management, emotional intelligence, and self-efficacy
- *Mentor Program:* Industry professionals serve as MILE Mentors and provide guidance, support, and connections to scholars
- *Scholarship Award:* At completion of the Leadership Training, students receive a $1000 award. An additional $1000 is awarded upon completion of the mentor workshops

To qualify for MILE, students must apply in Spring of each year. Cisgender and transgender male students are welcomed. AB540/undocumented students are welcome and encouraged to apply. Student applications will be selected based upon academic achievement in context of adversity, financial need, and leadership potential. Other eligibility requirements may apply.

For more information call the Office of Equity Programs (831) 755-6723 or visit hartnell.edu

Rising Scholars Network (RSN)

The Rising Scholars Program provides support services for Hartnell College students who have been impacted by the justice system. The Office of Equity Programs recognizes system impacted individuals as those who have been incarcerated, those with arrests/convictions but no incarceration, and those who have been directly impacted by a loved one being incarcerated.

Rising Scholars provides a welcoming, encouraging, supportive and empowering environment. Our goal is to equip our students to achieve their highest potential through education through individualized support and guidance. Rising Scholars receive the following benefits:

- Supportive staff
- Assistance with enrollment
- Financial aid help
- Educational planning and counseling
- Referrals to community resources
- Textbook and Chromebook lending (based on availability)
- Free printing and snacks
- Fellowship opportunities
- Leadership development and community engagement opportunities
- Peer networking
- Faculty and staff mentorship
- Transfer assistance

For more information email the Office of Equity Programs OEP@hartnell.edu

HARTNELL CSUMB
TEACHER PATHWAY PROGRAM

MAESTROs
SUPPORTING FUTURE TEACHERS
CSU MONTEREY BAY & HARTNELL

Teacher Pathway Program and MAESTROs

The Teacher Pathway Program (TPP) and Making Accessible and Effective Systems for Transfer Ready Outcomes (MAESTROs) are programs designed to support students interested in becoming future credentialed educators.

Vision Statement: Building a diverse, culturally sustaining, and anti-racist teacher workforce that transforms our schools and communities

Mission Statement: Providing future educators with equitable academic pathways and student support systems

Services for both programs include:

- Lending library for select number of textbooks
- Mentoring and follow-up support
- CBEST preparation workshops
- Professional development trainings and opportunities related to teaching
- Transfer support and resources to CSU Monterey Bay and other 4-year colleges and universities

In addition, the Teacher Pathway Program also provides students:

- Guaranteed seats in major courses for the AA-T in Elementary Teacher Education
- Cohort model with courses rotating between main campus in Salinas and at South County locations (King City Education Center and/or Soledad Education Center)
- Partnership with CSU Monterey Bay where students will continue their degree in Liberal Studies and complete their B.A. and multiple subject teaching credential in 2 years upon transfer

For more information, please email teach@hartnell.edu or visit www.hartnell.edu/teach

Salinas Valley Promise (SVP)

The Salinas Valley Promise (SVP) program combines instructional excellence with professional guidance, leadership development, life-skills training and a scholarship to ensure a student's success.

Benefits of SVP are two years of free in-state tuition regardless of household income, participation in a summer leadership institute, quarterly academic success and professional development workshops, and a free laptop or voucher for textbooks. Additionally, students will have opportunities to be mentored by a peer, faculty member, and local professional.

Students are eligible for SVP if they graduate from a local high school or adult school within the Hartnell Community College District, are a first-time college student, and enroll as a full-time student.

To get started:

- Submit an application for admission to Hartnell College
- Submit a FAFSA or CA Dream Act Application by March 2
- Submit the Salinas Valley Promise - Program Application by March 2
- Enroll as a full-time student at Hartnell College*
- Sign-up and attend the Summer Leadership Institute

For more information, call (831) 755-6723, email: svp@hartnell.edu, or visit hartnell.edu/promise

*Students enrolled in fewer than 12 units may be eligible for SVP when eligible for a reduced course load as a Department of Supportive Programs and Services (DSPS) accommodation

Umoja Program

Umoja, (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of our California (CA) Community College students. The Umoja Community serves African American and other students, believing that when the voices and histories of students are deliberately and intentionally recognized, students develop self-efficacy and a foundation for academic success. Umoja promotes student success for all students through a curriculum that is responsive to the legacy of the African and African American Diasporas.
Benefits of the Umoja Program include:

- Development of a comprehensive Student Education Plan & counseling
- Networking Opportunities
- Leadership Development
- HBCU, UC, CSU and private and guidance services
- UMOJA Conferences/Symposiums
- Participation in culturally-enriching activities
- Eligibility to access Textbook Lending Library
- Community of support & Advocacy

For more information call the Office of Equity Programs (831) 755-6723, by email at umoja@hartnell.edu or visit hartnell.edu

Women's Education and Leadership Institute (WELI) Program

WELI was designed by local women leaders to increase the leadership capacity, workforce skills, college enrollment, and college completion rate of socio-economically disadvantaged women of the Salinas Valley. WELI Scholars receive the following benefits:

- *Leadership Training:* Three-day training to develop critical life skills such as budgeting and communication
- *Mentor Program:* Female community leaders serve as WELI Mentors and provide guidance and support to scholars
- *Scholarship Award:* At completion of Leadership Training, students receive a $1000 award. An additional $1000 is awarded upon completion of the mentor workshops

To qualify for WELI students must apply in Spring of each year. Cisgender and transgender female students are welcomed. AB540/undocumented students are welcome and encouraged to apply. Student applications will be selected based upon academic achievement in context of adversity, financial need, and leadership potential. Other eligibility requirements may apply.

For more information call the Office of Equity Programs (831) 755-6723 or visit hartnell.edu

Cultural Programs

Hartnell College provides support for a wide range of cultural programs. A variety of performing arts activities are presented throughout the year.

Foster & Kinship Care Education

Come to FKCE when you

- take care of a relative's child.
- think you'd like to care for a child in the "system."
- need to complete mandated state foster care education.
- care for another's child and want to improve your parenting skills.

Hartnell College Foster & Kinship Care Education cares about you. We know caregivers such as you understand that parenting another's child is more than just caring. Whether you are taking on the responsibility of caring for a relative's child or a child in the court system, we understand that there is much you want and need to know. We offer a variety of no-cost trainings and classes to meet your needs. Hartnell FKCE supports the difference you make in the lives of children. We will connect you with more people, more information, and more resources that will help you make a difference.

HARTNELLCOLLEGE
GUARDIAN SCHOLARS PROGRAM

The Guardian Scholars Program (GSP), located in N-30, is committed to helping current and former foster youth students complete their educational goals, such as earning an Associate Degree or Certificate or transferring to a four-year university, by providing comprehensive support services. The GSP provides support by giving referrals (including academic support referrals), academic and personal counseling, career guidance, access to grants, scholarships, and incentives, network building, speaking opportunities, school supplies and textbook assistance, educational and life skills workshops, campus services, and other support services.

Questions may be asked in person or by calling Savannah Lewis (831) 755-6944 or emailing slewis@hartnell.edu

Student Insurance

When a student experiences an accident or injury on campus or during a college-sponsored event, an accident/injury report as well as essential insurance information is required to determine the level of assistance available. Students are to contact Campus Security upon injury. An officer will respond and obtain medical assistance as well as gather other essential insurance information.

Any questions regarding student injuries or accidents on campus should be directed to the Student Affairs Office at (831) 755-6822. It is mandatory that international students have health and accident insurance. International student insurance applications may be obtained from the Admissions & Records Office.

Student Life

The goal of the Office of Student Life is to engage students in meaningful activities that will strengthen their understanding of college life by participating in programs and services that will support their educational and life-long learning.

Associated Students of Hartnell College

The purpose of Student Senate is to provide an influential voice with quality representation in the shared governance process as well as valuable services that will help students achieve academic excellence.

Programs and Services

The Office of Student Life and offers students an array of programs designed to support their academic, social and emotional well-being.

- Inter-Club Council
- Book Voucher
- Student and Multi-Cultural Activities
- Student Ambassadors
- Week of Welcome (WOW)
- Conflict Resolution Center

Student Clubs

Supported by the ASHC, student organizations and clubs provide an opportunity for students to share common interests and new experiences beyond the classroom. These include honor societies, service and religious organizations, ethnic/multicultural groups, and departmental and special interest groups.

The Office of Student Life is located in the Student Center, C-140 or call (831) 755-6734.

Academic Policies

Scholastic standards of Hartnell College are established to assist students in making appropriate educational plans. The College will advise students of their educational progress in order that students may make sound self-appraisal of their college work.

The regulations in this section are consistent with State Law and District Policy. They serve to inform students of standards that they are expected to maintain.

The determination of the grading system to be used in each course shall be made by the discipline offering the course. The grading system used in each course is published in the Catalog and Schedule of Classes.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest shall receive zero points, using only the following evaluative symbols:

GRADE	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Barely Passing	1
F	Failing	0
P	Pass (at least satisfactory-units awarded but not counted in GPA)	0
NP	No Pass (less than satisfactory, or failing -not counted in GPA)	
SP	Satisfactory Progress toward completion of the course (used for noncredit courses only)	

Pass/No Pass

The college offers some courses:

1. solely on the P/NP (Pass/No Pass) grade basis.
2. solely on the standard letter grade basis.
3. in which the student may choose to complete the course on either a pass/no pass or letter grade basis.

In accordance with the California Education Code and California Code of Regulations Title 5, Hartnell College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard letter grades ("A," "B," "C," "D," "F") used in college and universities. A course in which a "P" grade is earned indicates completion with "C" or better work and will apply towards the 60 units required for graduation but will not affect the student's grade point average. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures. A maximum of 12 units of "P" may be applied towards the Associate in Arts/Science Degree. Courses in which a student has no such option (such as Work Experience) will not apply towards the 12 units maximum. Courses in which a "NP" grade is earned will not apply towards graduation and will not affect the student's grade point average.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest without undue concern for his/her grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student.

On or before the last day of the fifth week (or 25%) of the instructional term, the student shall inform the Admissions & Records Office, by petition, of his/her intention to complete a course for a grade or on Pass/No Pass basis, and the instructor shall report to the Dean of Student Affairs a final grade of "P" or "NP" for students who so petition. Students may repeat a course in which a grade of "NP" is earned.

Grade Point Average

Grade Point Average (GPA) is determined by dividing the total units attempted into total grade points from "A," "B," "C," "D," and "F" grades. ("P," "I," "W," "IP," and "NP" are not included in the total course units attempted.) For example, a student who earns a "B" in a class worth four units, an "A" in a class worth three units, a "C" in a class worth two units, an "F" in a class worth three units, and a "B" in a class worth one unit would have a GPA (Grade Point Average) of 2.38, calculated as follows:

4 units of B x 3 points	=	12	grade points
3 units of A x 4 points	=	12	grade points
2 units of C x 2 points	=	4	grade points
3 units of F x 0 points	=	0	grade points
1 unit of B x 3 points	=	3	grade points
13 total units attempted	=	31	total grade points

31 Grade Points	=	2.38 Average
13 Total Units Attempted	=	(or a 2.38 GPA)

President's Honor Roll and Dean's List

Full-time students earning a grade point average of 3.5 to 4.0 in a semester are included on the President's Honor Roll each semester. Those full-time students who earn a grade point average of 3.0 to 3.49 in a semester are placed on the Dean's List. This applies only to students completing 12 or more units of letter grade work per semester.

Non-Evaluative Symbols

The following non-evaluative symbols authorized are "I," "RD," "W," and "MW".

Definitions:

Incomplete (Symbol "I")

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" symbol shall be stated by the instructor in written record, which shall also indicate the grade to be assigned in lieu of its removal. This record must be given to the student with a copy placed on file in the Admissions & Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. **The "I" must be made up no later than the last class day of the semester following the one in which the "I" grade was assigned; otherwise, the in lieu grade will automatically be entered on the transcript.** Students may not register for the same course in order to make up the incomplete work. The "I" symbol shall not be used in calculating units attempted nor for grade points. The student may petition the instructor for a time extension (one additional semester only) due to extenuating circumstances.

Withdrawal (Symbol "W")

Students' withdrawal from a class or classes shall be authorized through the last day of the 14th week (or 75%) of the instructional term. No "W" will be given after the 14th week. After the fourteenth week, the only grades given will be "A," "B," "C," "D," "F," "NP," or "P". No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three weeks (or 20% of a term, whichever is less).

For semester-length courses (16-18 weeks), withdrawal between the end of the third week and the last day of the fourteenth week of instruction shall be recorded as a "W" on the student's record. For courses less than a semester in length, withdrawal between 20% and 75% of the course shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "Ws" (see Standards of Probation and Dismissal) shall be used as factors in probation and dismissal procedures.

The Admissions and Records Dean may, by regulation, authorize withdrawals from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his/her representative. The Admissions and Records Manager will consult with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

EW – Excused Withdrawal

The "EW" symbol shall be assigned only to students who can provide documentation of extenuating circumstances no later than up to one year from the semester in which the course was completed.

Total Withdrawal

A total withdrawal from the college may impact your academic record and Financial Aid status at Hartnell and future financial aid eligibility at another college or university. It is highly encouraged to speak with a Hartnell College Counselor and the Financial Aid Office prior to making that decision. Please contact the Counseling Office at (831) 755-6820 and See *Financial Aid for more information on Withdrawal from Classes.*

Military Withdrawal (Symbol "MW")

The "MW" shall be assigned only to students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time during the semester by the Dean of Student Affairs. The "MW" shall not be counted in progress probation and dismissal calculations. "W" grades incurred after January 1, 1990, which meet the definition of "MW" may be changed to "MW" upon petition and verification of military orders.

Report Delayed (Symbol "RD")

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

Grade Reports

Hartnell College does not issue final grade reports each semester. Semester grades are generally available three weeks from the last date of the semester. It is the student's responsibility to check his/her grades at the end of each semester. Students may access their semester grades by:

- Access PAWS for students of PAWS Self-Serve at www.hartnell.edu. Students may print their own grade reports.

Examinations

Final examinations are mandatory in all courses except laboratory courses. The examinations may include essays, term projects, etc. In laboratory courses, final examinations are given at the option of the instructor. Each final examination should be comprehensive and be based upon the entire semester's work. Mid-semester and other examinations are encouraged.

Excess Units

A student who wishes to enroll in more than 18 units per semester must review his/her units with a counselor and complete an Excess Units Petition. Counselor approval on the Petition is required.

Hartnell Transcripts

Hartnell College's transcript ordering is provided through the National Student Clearinghouse. It allows students to order official transcripts online at any time of day or night. Real-time email and mobile text alerts keep you up-to-date on the status of your order
To request transcripts visit
https://www.hartnell.edu/students/admissions/transcripts/.

Upon written request, two official transcripts of record, bearing the seal of the Hartnell College and signature of the Dean of Enrollment Services, will be mailed without charge. Additional copies are $8.25 each, payable at the time of the online request. *Transcripts will not be released until all financial obligations to the college are cleared. See Impound of Records for more information.*

The official transcript includes courses taken at Hartnell College, and if transcripts from other colleges have been previously evaluated and accepted for credit at Hartnell, the Advanced Standing (Transfer Coursework) will show. However, official transcripts from those other colleges must be requested directly from those institutions.

Transcript requests are usually processed within a minimum of 7 working days or fewer and may take up to 15 working days at the end of the semester.

Rush Service: Rush Service is available for an additional $12 fee per transcript. Rush Service transcript requests will be processed within one working day of receipt of the request. We do not offer an overnight mail delivery service. We use regular US mail service only. Rush Service is only available from the 2nd through the 17th week of each semester. Rush Service is not available during the Add/Drop period or during Finals.

Students may print their own unofficial transcript by accessing PAWS for students or Student Ed Planner – Self Serve at www.hartnell.edu.

Probation and Dismissal BP/AP 4250 and AP 4255

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC" and "NP" were recorded reaches or exceeds (50%) percent.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty (50%) percent.

Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Hartnell College will notify students of their placement on academic or progress probation no later than thirty days following the end of fall and spring semesters. The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available to alleviate probation.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries "W", "I", "NC" and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty (50%) percent.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal. The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrants an exception to the dismissal action. The student must file a Petition for Academic/Progress Reinstatement to the Counseling Department by the deadline date outlined on the dismissal letter. If the student fails to file a written petition by the established deadline, the student waives all future rights to appeal the dismissal action. See Administrative Procedure 4255, Dismissal and Readmission, for more information on the appeal process.

Readmission

A student who has been dismissed may submit an appeal to be considered for reinstatement. Readmission may be granted or denied according to criteria contained in Administrative Procedure 4255, Dismissal and Readmission.

Student success is our mission. If you need assistance with your coursework we have tutorial services available at all of the campuses and centers. If you need any other type of assistance please be sure to connect with a counselor, we want to assist all students in achieving their educational goals.
For additional information and access to support resources please visit the link below:
http://www.hartnell.edu/students/programs/counseling/academic-probation.html

Grade Change Policy BP 4231

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of a mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Enrollment Services or designee. The student may file a "final grade complaint" if they have evidence that the faculty member issued their final grade because of a mistake, fraud, bad faith, or incompetence. See the Hartnell College Student Handbook for additional information.

In all cases, the instructor who first awarded the grade will be given written notice of the change. If the faculty member is not available, the request should be submitted through the appropriate Dean and/or Vice President; ***however, only the faculty member that assigned the original grade may authorize a change of grade.***

Procedures:

1. Students should submit a request in writing/email directly to the faculty member within one year after completing the course for which the grade change is being requested.
2. The faculty member obtains and/or requests a grade change form from Admissions & Records.
3. Once the faculty member has completed the grade change form, the form must be hand delivered by the instructor or appropriate Dean and/or Vice President of Academic Affairs to the Admissions & Records Office for processing.
4. The Dean of Enrollment Services or designee will review and process grade changes within 5 working days from receipt of the form.
5. If approved, the student's academic record will be updated. The grade change form will then be processed and annotated as having changed the grade.
6. If there are any questions about the grade change form, the Dean of Enrollment Services or designee will contact the faculty member immediately.
7. The pink copy of the grade change form will be mailed to the student
8. The yellow copy of the grade change form will be put into on campus mail to the faculty member.

Academic Renewal Policy and Procedures BP/AP 4240

Consistent with Title 5 Section 55046, previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability.

Students may petition to have their academic record reviewed for academic renewal of substandard (D, F, NC, NP Grades) academic performance under the following conditions:

- Students must have achieved a cumulative grade point average of a minimum of 2.0 since the end of the term to be disregarded at Hartnell.
- The student has completed 18 semester units since the end of the term to be disregarded leading to a certificate, associate degree, or university transfer requirements at Hartnell. Work completed at another institution cannot be used to satisfy this requirement.
- At least 3 semesters, excluding summer must have elapsed from the time the course work to be removed was completed.
- Up to 18 semester units of substandard course work may be eliminated from consideration in the cumulative grade point average computation.
- It can be demonstrated that the level of performance in the term(s) under consideration resulted from extenuating circumstances. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.
- Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.
- A student may be granted academic renewal only once.
- Academic renewal actions are irreversible. The student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true a true and complete academic history. This policy applies only to Hartnell degree requirements and it might not be accepted at other institutions.
- Academic renewal by Hartnell College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is the student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

Procedures:

1. Students can pick up an Academic Renewal Petition in the Admissions & Records Office.
2. The student completes and submits the Academic Renewal Petition to a Counselor who verifies that all of the above eligibility conditions have been met.
3. The student then submits the Academic Renewal Petition to the Admissions & Records Office for review and approval/disapproval. The student retains the yellow copy of the petition for their records as proof of submission.
4. The Dean of Enrollment Services or designee will review and process the Academic Renewal Petition within 10 working days from receipt of the petition.

5. If there are any questions about the Academic Renewal Petition, the Dean of Enrollment Services or designee will contact the student immediately by phone or email.
    a. If approved, the Academic Renewal Petition will then be processed and annotated as having updated the student's academic record.
    b. If disapproved, the petition will be not be processed. An explanation of why it was disapproved will be annotated on the petition and returned to the student.
6. The pink copy of the Academic Renewal Petition will be mailed to the student's home address.

Repetition of Courses BP/AP 4225

Except where allowed by regulation, the maximum number of times a student can enroll in a credit course and receive an evaluative or non-evaluative symbol is three. Grading symbols included in this total are A, B, C, D, F, P, NP, W, and I. Under specific circumstances specified in Title 5 Section 58161, a student may enroll one, or more, additional times in a course in which a grading symbol was recorded.

The permanent academic record shall contain all courses attempted, including repetitions, thus ensuring a true and complete record of the academic history of the student.

The procedures for filing a repetition appeal for special circumstances can be found in our class schedules.

I. Definitions

A. Course Repetition – Course repetition occurs when a student who has previously received an evaluative symbol in a credit course re-enrolls in that course and receives an evaluative symbol.
B. Repeatable Course – A course that can be repeated one or more times as identified in the college catalog and the official course outline.
C. Non-repeatable Course – A course not identified in the college catalog and the official course outline as repeatable.
D. Grade Alleviation – Repeating a course where a substandard grade was recorded in an effort to have the previous grade and credit disregarded from the computation of a student's grade point average.

II. Repeatable Courses

A. Certain courses are repeatable for credit and are so designated in the college catalog.
B. Substandard grades for repeatable courses may be alleviated according to Section below.
C. Only the following types of courses are repeatable:
    1. Courses for which repetition is necessary to meet the major requirements of California State Universities or Universities of California for completion of a bachelor's degree. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of California State Universities or Universities of California for completion of a bachelor's degree.
    2. Intercollegiate athletics, as defined in section 55000; and
    3. Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances. Students may enroll in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content. These courses are described in the college catalog as a family. Enrollment is limited to four courses within each family. This limitation applies even if a student receives a passing grade, substandard grade, or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.
D. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

III. Non-Repeatable Courses

Students can only repeat courses designated as "non-repeatable" if they meet one of the criteria listed below. However, students may receive a "W" (non-evaluative) symbol and/or earn a substandard grade of D, F, NP, or NC (evaluative symbol) no more than three times in the same course. The three enrollment limitation in non-repeatable courses is inclusive of any combination of W, D, F, NP, or NC.

A. Repetition to Alleviate Substandard Academic Work
    1. Any non-repeatable course may be repeated when the grade earned was substandard (D, F, NP, or NC) or a non-evaluative symbol of "W" was reported.
B. Upon completion of a repeated course in which a substandard grade was earned, the most recent grade will be computed in the cumulative grade point average. The previous grade and credit shall be disregarded in the computation of grade point average, even if the previous grade was higher.
C. Course Repetition for Satisfactory Grades ("C" or better) A course in which a grade of "C" or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade ("C" or better) was earned.
    1. Significant Lapse of Time. A student may repeat a course, one time, where a standard grade was earned after a lapse of no less than 36 months (3 years) or if there is a properly established recency prerequisite for a course or program pursuant to section 55003 or if there is a documented recency requirement at an institution where the student is transferring. The course must be requested and approved through the Course Repetition petition process. Pursuant to petition, students may repeat a course where less than 36 months (3 years) have elapsed if the student documents the repetition is necessary for the student's transfer to an institution of higher education. The previous grade and credit will be disregarded in the student's grade point average.
    2. Legally Mandated Training Requirement. A student may repeat a course any number of times as required to meet legally mandated training requirements as a condition of paid or volunteer employment or the course is required for recertification in a technical or medical field regardless of whether substandard academic work has been recorded. The course must be requested and approved through the Course Repetition petition process. The student is required to certify or document that course repetition is legally mandated. The grade and credit will be included in the student's grade point average each time the course is taken.

3. Occupational Work Experience. A student may repeat a course in occupation work experience under the circumstances described in section 55253. When an occupation work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.
4. Disabled Students as part of a Disability-Related Accommodation. Special classes for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The course must be requested and approved through the Course Repetition petition process. The previous grade and credit will be disregarded in computing the student's grade point average each time the course is repeated.
5. Significant Change in Industry or Licensure Standards. A student may petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The course must be requested and approved through the Course Repetition petition process. The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. The grade and credit will be included in the student's grade point average each time the course is taken.
6. Military Withdrawals (MW) shall not be counted in progress probation and dismissal calculations or the permitted number of withdrawals or the student enrollment limit.
7. Extenuating Circumstances. A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student's control. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The course repetition must be requested and approved through the Course Repetition Appeal Request petition process. The previous grade and credit will be disregarded in the student's grade point average.

IV. When courses are repeated under this procedure, the student's permanent academic record shall clearly indicate any courses repeated and be annotated in such a manner that the record of all work remains legible, insuring a true and complete academic history.

V. Nothing in this procedure can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

VI. Apportionment will be limited as set forth in section 58161.

Auditing Classes BP/AP 4070

The Board authorizes a person to audit a community college course, and the District may charge that person a fee pursuant to CEC section 76370. The CEO or designee establishes procedures for course audit. Auditing fees will be charged as authorized in BP 5030 and published in the schedule of classes for each term.

Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

Course Audit may be allowed under the following conditions:

- Auditors must be eligible for admission to the college as regularly enrolled students.
- Auditors must have exhausted their eligibility to enroll in the course for credit.
- Students enrolling for credit will have priority in all credit classes. Auditors are required to attend the first class meeting but will be permitted to register for the course only at the conclusion of the add/drop period and on a space available basis, but no later than the third week of classes for the fall/spring semesters and two weeks for summer/intersessions.
- Course outline of record must reflect the course is eligible for audit.
- K-12 Concurrent Enrollment students are not permitted to audit.
- Faculty members instructing audit-eligible courses have the right to refuse auditors.
- Audited classes will not be posted to the student's academic transcript.
- No transfer from audit to credit status or the reverse will be permitted.
- Auditors will not be charged the regular enrollment fee that is paid for credit enrollment. As established in Education Code 76370, a non-refundable audit fee will be charged and is payable by the end of the fourth week of classes for the fall/spring semesters and third week for summer/intersession. Students enrolled in ten or more credit units will not be charged a fee for auditing three or fewer units per semester.
- Regular material fees and/or course costs will be charged to auditors.
- Auditors will be allowed to purchase parking permits.
- The non-resident tuition fee will not apply to auditors.

Credit for Prior Learning BP/AP 4235

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning (CPL)

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination (CBE), administered by the college in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning

- The course is listed in the current College Catalog and eligible for CPL.
- The student must be in good academic standing in the District with a 51% or higher passing grate for attempted coursework as well as a 2.0 or higher GPA
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- Current students must have an education plan on file
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by the department)

Other restrictions for Credit for Prior Learning

- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- In the case of Credit by Examination, only one examination per course may be administered regardless of the grade earned.
- An applicant for the Associate Degree program in nursing who uses a challenge procedure must challenge Nursing courses in sequential order and will receive an examination grade and number of units for each course.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

Students requesting Credit for Prior Learning using Advanced Placement shall receive credit for completing a satisfactory score on a District approved AP examination under the following circumstances:

- Official AP transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the AP examination as recommended by the District's AP equivalency guide as stated in the catalog
- The student has met with a counselor and completed an evaluation of scores

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide
- The student has met with a counselor and completed an evaluation of scores

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide
- The student has met with a counselor and completed an evaluation of scores

Credit for Military Service/Training
Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall meet with the Veteran's counselor to complete the Credit for Prior Learning assessment petition
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry Recognized Credentials
Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate faculty designee:

- The student shall meet with a counselor to begin the Credit for Prior Learning assessment petition
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
    - The student meets with the faculty designee to receive further instructions for industry recognized credential(s) assessment
    - The student submits all industry recognized credential documents to the faculty designee for assessment of prior learning
    - If the faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment
Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file • The student shall meet with a counselor to begin the Credit for Prior Learning assessment petition
- The student meets with the faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the faculty designee for assessment of prior learning
- If the faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript

Credit by Examination: High School Articulation
The faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the College Catalog

Credit by Examination: Prior Learning
In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate or faculty designee under the following circumstances:

The Credit by Examination Procedures

- Student shall meet with a counselor and complete the Credit for Prior Learning assessment petition
- Students will be charged the same per-unit fee for their residency status as for any other course. Financial Aid programs do not cover the enrollment fees for Credit by Examination
- Student meets with the faculty designee for further instructions for Credit by Examination
- If the faculty designee determines the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

Attendance Policy BP 5070

Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. A college student is expected to attend all of his/her class sessions. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled.

Failure to attend class can result in a lower grade or dismissal from class. Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F".

The College's attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting may be dropped and may be replaced by other students unless the student notifies the instructor in advance.
2. Any absence from class is detrimental to a student's progress in that class; therefore, an "excused" absence is no less serious than "unexcused." Participation in curricular and extra-curricular college activities is acknowledged to be an integral part of a student's total educational experience. Prior approval from the instructor is necessary for this participation not to be considered an absence.
3. Any lack of attendance which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped. Absence from a full-semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than twice the number of class meetings per week.
   Absences in excess of one week (consecutive or non-consecutive) from a summer session class, or any regular semester class from 6-17 weeks in duration, may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than the number of class meetings per week.
   Absence in excess of 10% of the scheduled class meetings in classes from one-five weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one class meeting more than 10% of the total number of scheduled class meetings.
4. When a student is dropped due to the attendance policy, the assignment of a "W" will be based on the drop occurring before the 14th week for a full semester class. After the 14th week, no drops are allowed, and the only grades given will be: "A," "B," "C," "D," "F," "NP," "P." It is the student's responsibility to withdraw formally from classes by the last day to withdraw with a "W." Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F."
5. If the student has been dropped due to the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
   a. the student had been doing satisfactory work,
   b. in the judgment of the instructor, the student has a reasonable chance of passing the course, and
   c. the student verifies extenuating circumstances beyond his/her control.

The student must complete a Student Reinstatement Form with supporting documentation. Student Reinstatement Forms may be obtained from the Admissions & Records Office.

If the student is denied reinstatement, the student may petition the Vice President for Student Affairs.

Multiple and Overlapping Enrollments (Course Conflict) BP 4226

Students may enroll in two or more sections of the same credit course during one term, only if the length of the courses does not overlap. No student may enroll in more than one section of the same course at any given time.
Students may petition to enroll in courses where the meeting times of those courses overlap, only under the conditions specified in Title 5, 55007.

A student may not enroll in two or more courses where the meeting times for the courses overlap, by more than 15 minutes unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The instructor of the course in which time must be made up must approve the Conflicting Course Petition and state on the Petition exactly when the overlapping time will be scheduled.
- The Dean of Enrollment Services must approve both the makeup schedule and Conflicting Course Petition.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The instructor must document on his attendance roster when the student made up the time and how much time was made up.

Pre-Collegiate Basic Skills Coursework Limitation

Pre-collegiate basic skills courses are defined as credit courses in reading, writing, computation, and English as a second language which are designated by the District as non-degree applicable credit courses.

A student's need for pre-collegiate basic skills coursework shall be determined using appropriate multiple measures, including assessment instruments, methods, or procedures.

No student shall receive more than the equivalent of 30 semester units for pre-collegiate basic skills coursework. A student who exhausts this unit limitation shall be referred to appropriate adult education services.

A student who successfully completes basic skills coursework, or who demonstrates skill levels that ensure eligibility in college-level courses, may enroll in college-level coursework for which they have met the course pre- or co-requisites.

Students enrolled in one or more courses of English as a Second Language, and students identified as having a learning disability, are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.
SEE YOUR COUNSELOR FOR A LIST OF BASIC SKILLS COURSES.

Appeal and Waiver Procedures

1. A student seeking to waive or appeal the unit limitation on enrollment in pre-collegiate basic skills courses shall submit a Pre-Collegiate Basic Skills "Waiver" Petition to a Hartnell counselor. The counselor shall meet with the student to review his/her academic record (transcript) and develop an academic educational plan for the next semester. The student shall forward the Pre-Collegiate Basic Skills "Waiver" Petition, the student's educational plan, and academic record (transcript), to the Dean of Student Affairs
2. The student shall sign a form acknowledging his/her knowledge of the limitations of the waiver.
3. Permission to waive the 30-unit limit will allow the student to enroll in basic skills courses for a period not to exceed one semester and for a maximum of ten basic skills units.
4. Once a waiver is approved, the student will be allowed to register in basic skills classes up to the maximum unit limit approved. If the waiver is *denied*, the counselor shall refer the student to appropriate adult education programs or community services.
5. A student whose waiver was previously denied may start the process at Step 1 above for reinstatement upon the successful completion of coursework, or a community services program, and/or appropriate scores on Hartnell's placement assessment tests. In addition, a Hartnell counselor recommendation for approval on the Pre-Collegiate Basic Skills "Waiver" Petition is required.

Student Conduct and Due Process

Student Rights

In joining the academic community, students enjoy the right of freedom to learn and share responsibility in exercising that freedom. Students, as well as other members of the academic community, are expected to conduct themselves in accordance with the standards of the College which are designed to perpetuate its educational purposes. When a student is charged with misconduct, such a charge will be processed in accordance with the College's Board Policies (BP) and Administrative Procedures (AP) related to Standards of Student Conduct, Student Discipline, and Student Rights, Grievances, and Complaints in order to protect the student's rights and the College's interest. Copies of these policies and administrative procedures are available from the Office of Student Affairs and on Hartnell's website.

Privacy Rights of Students

Students are advised that the College maintains a policy pursuant to federal and state law providing access to students' records only upon written request of students or former students. The College does maintain directory information which is defined as:

1. Name
2. Major field of study
3. Full or part time enrollment status
4. Student participation in officially recognized athletic teams including weight and height and high school of graduation.
5. Dates of attendance
6. Degrees and certificates awarding including honors, scholarship awards, athletic awards and Dean's list recognition.
7. Photographs, video or image of the individual or campus scenes including the individual in College publications, promotional materials, or on the College's website.
8. Names, addresses, phone numbers of graduates and former students for publication in the College alumni directory and only with their consent.
9. A student ID number or other unique personal identifier that is displayed on a student ID card, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

This directory information can and will be made public unless individual students submit an Authorization for Release of Student Records form to the Dean of Student Affairs/Enrollment Services that their name be removed from the directory information.

Unless authorized by the individual student or required by judicial order, the College will not provide access to student records or acknowledge student enrollment to other persons, including parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts.

Specific exceptions to this statement on accessibility of the records are spelled out in the policy. The detailed policy is not reproduced here, but is available from the Vice President of Student Affairs.

Students (and former students) are also advised that they have a right to challenge the content of their records if they feel that such records contain inaccurate, misleading, or otherwise inappropriate information. Contact the Admissions & Records Office.

Solomon Amendment

Hartnell College fully complies with the Solomon Amendment. For more information on this amendment, see the website http://www.aacrao.org/resources/compliance/solomon-amendment

Student Grievances

Grievances and complaints by Hartnell College students, concerning Hartnell College personnel and/or procedures, shall be handled in compliance with Hartnell College BP 5530 and AP 5530, Title IX, the California Education Code. Students shall be granted and assured all rights and procedures inherent in the above, and Hartnell College shall make a comprehensive effort to ensure that all students are informed of these policies and procedures, and assisted with these procedures.

Student Grievances and or complaints can be filed using the Hartnell College online reporting system or in person at the Office of Student Life (C-140).

AP 5530 Student Rights, Grievances, and Complaints

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances or complaints. These procedures shall be available to any student who reasonably believes a college decision, action, or incident has adversely affected his or her status, rights or privileges as a student. For the purposes of this procedure, the term "complaint" or "grievance" shall be interchangeable. 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
- Sexual harassment
- Financial aid
- Illegal discrimination
- 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.

Other Complaint Processes

After completing the Hartnell College grievance process, students and members of the public who desire to file a formal complaint with the California Community College Chancellor's Office or the Accrediting Commission for Community & Junior Colleges (AACJC) may do so by following the web links shown below:

Chancellor's Office

- California Community Colleges Chancellor's Office > Complaints Form
  http://californiacommunitycolleges.cccco.edu/complaintsform.aspx

Accrediting Commission for Community & Junior Colleges

- Accrediting Commission for Community and Junior Colleges I Western Association of Schools and Colleges
  https://accjc.org/complaint-process/

Instructor Disciplinary Action When Cheating/ Plagiarism Occurs

When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a "NP" or a failing grade ("F") for the assignment in question. The faculty will refer the case to the Dean of Academic Affairs and provide them with the related documentation for record of the violation. The Dean of Academic Affairs Office may consider additional sanctions as outlined in the Student Discipline AP5520 in cases of continued plagiarism or cheating.
   The student has a right to appeal any of these disciplinary actions and the right to have the case reviewed by a Hearing Board. If the student wishes to appeal, s/he should contact the Director of Student Affairs (Student Life) within five working days of notification of the disciplinary action.

Standards of Student Conduct AP 5500

The Governing Board, the president of the community college or his or her designee, or an instructor shall suspend a student for good cause. The Governing Board is further authorized to expel a student for good cause when other means of correction have failed to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. (Ed. Code § 76030)

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 the Director of Campus Security or the Chief Student Services Officer.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California 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 California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.

9. 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.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber-bullying.
11. 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.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College Catalog.
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. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. 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, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Violations of other applicable federal and state statutes and College rules and regulations.
    Good cause may also include, but not limited to the following offense, occurring while enrolled as a student, regardless of whether the conduct relates to college activity or college attendance.
21. 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 community college. Sexual assault includes, but is not limited to, acts set forth in Education Code section 76033, subdivision (g).
22. 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 community college. Sexual exploitation includes, but is not limited to, acts set forth in Education Code section 76033, subdivision (h). (Ed. Code §§ 76033, 76034.)

Student Discipline AP5520

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

For alleged violations of the Standards of Student Conduct, complete the Student Incident Report Form (located at the end of this document).

1. DEFINITIONS

District – The Hartnell Community College District

Student – Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension – Exclusion of the student by the Director of Student Affairs or Vice President for Student Affairs for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Director of Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Director of Student Affairs has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

2. REPORTING OF INCIDENTS OF ALLEGED VIOLATIONS OF THE STUDENT CONDUCT CODE

Incidents can be reported by either of the following methods:

a. Submit the Student Incident Report Form (attached at end of document)
b. Submit an incident report online through the link on the Behavioral Intervention Team web page located on the College web site.

3. III. SHORT-TERM SUSPENSIONS, LONG TERM SUSPENSIONS, AND EXPULSIONS

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

a. Notice – The Director of Student Affairs will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
    i. The specific section of the Standards of Student Conduct that the student is accused of violating.
    ii. A short statement of the facts supporting the accusation.
    iii. The right of the student to meet with the Director of Student Affairs or designee to discuss the accusation, or to respond in writing.
    iv. The nature of the discipline that is being considered.
b. Time limits – The notice must be provided to the student within fourteen (14) days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) days of the date on which conduct occurred which led to the decision to take disciplinary action.
c. Meeting – If the student chooses to meet with the Director of Student Affairs, the meeting must occur no sooner than three (3) days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term Suspension – Within ten (10) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Director of Student Affairs or Vice President for Student Affairs, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Superintendent/President's decision on a short-term suspension shall be final.

Long-term Suspension – Within ten (10) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Director of Student Affairs or Vice President for Student Affairs, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this administrative procedure describing the procedures for a hearing.

Expulsion – Within seven (7) days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Director of Student Affairs or Vice President for Student Affairs, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this administrative procedure describing the procedures for a hearing.

4. HEARING PROCEDURES

a. Request for Hearing.
    Within five (5) days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

    Schedule of Hearing – The formal hearing shall be held within five (5) days after a formal request for hearing is received.

    Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The Superintendent/President, the president of the Academic Senate, and the Director of Student Affairs (Student Life) shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. Those appointed to the panels will continue serve until such time that new panels are established. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair

The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

b. Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Director of Student Affairs.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

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

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

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

The hearing shall be recorded by the District either by tape 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 hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

Within ten (10) days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding

whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

c. Superintendent/President's Decision
Long-term suspension – Within ten (10) days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

Expulsion – Within ten (10) days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President decision shall be forwarded to the Board of Trustees.

d. Board of Trustees Decision
The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session. (Ed. Code § 72122)

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District. (Ed. Code § 72122)

5. OTHER AVAILABLE SANCTIONS

a. Immediate Interim Suspension
The Superintendent/President may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (Ed. Code § 66017)

b. Removal from Class
Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Director of Student Affairs who will communicate the action to the Office of Campus Safety and Security. The Director of Student Affairs shall arrange for a conference between the student

and the instructor regarding the removal. If the instructor or the student requests, the Director of Student Affairs shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director of Student Affairs from recommending further disciplinary procedures in accordance with these procedures based on the facts, which led to the removal. (Ed. Code § 76032)

c. Withdrawal of Consent to Remain on Campus
The Director of Student Affairs may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus by Campus Security. If consent is withdrawn by the Director of Student Affairs a written report must be promptly made to the Superintendent/President.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than five (5) days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code § 626.4).

d. Official Reprimands
The Superintendent/President, Director of Student Affairs, or an instructor may issue a written or verbal reprimand to a student upon a determination that the student's conduct has violated the Standards of Student Conduct. Any written reprimand issued by an instructor shall be referred to the Director of Student Affairs to determine whether the written reprimand may become part of a student's permanent record. A record of the fact that a verbal reprimand has been given may become part of a student's record for a period of up to one year. (Ed. Code § 76031.)

e. Social Probation
A student may be excluded from participation in specified or all extra-curricular District activities. Extra-curricular District activities may include any college related activity for which the student receives no academic credit. Any exclusion must be made in writing, and such writing shall set forth the reason or reasons for the imposition of the disciplinary action, the activities to which the exclusion applies, and the length of time for which it is to be imposed. A copy of the written notice of social probation shall be served to the student and shall be placed in the student's record. (Ed. Code § 76031.)

f. Disciplinary Probation
A student may be required to adhere to specific written terms and conditions defined by the Director of Student Affairs and/or the Superintendent/President. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but is not limited to, ineligibility to participate in District or student-sponsored activities, including public performances, and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year. The terms of the probation shall be issued in writing, including any sanctions, the reasons for the imposition of the disciplinary action, and the length of time for which it is imposed.

Should the student violate one or more of the terms of the probation during the probationary period, the Director of Student Affairs may impose a more stringent disciplinary action, such as suspension. The student will be notified of any violations and more stringent discipline in writing. The Director of Student Affairs shall immediately notify the Superintendent/President. (Ed. Code § 76031.)

6. TIME LIMITS
Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

7. ACADEMIC DISHONESTY

In addition to disciplinary action in accordance with the procedures set forth above, academic sanctions may be imposed by an instructor in cases of academic dishonesty. Academic sanctions may include, but are not limited to, a written warning, a failing grade on a test, paper, or examination, or a lowered course grade.

Incidents of academic dishonesty and sanctions should be promptly reported in writing to the Director of Student Affairs with a copy to the student. The Director of Student Affairs will determine whether to initiate disciplinary action. (Ed. Code § 76037.)

8. STUDENT RECORD OF DISCIPLINE

Record of any disciplinary action taken by the District against a student shall be included in that student's record. The student shall have the right to submit a written statement of his/her objections to the decision. This statement shall be included in the student's record. (Ed. Code § 76233.)

If the record concerns disciplinary action in connection with alleged sexual assault or physical abuse, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three (3) days of the result of any disciplinary action by the community college and the results of any appeal. The victim shall keep the results of that disciplinary action confidential. (Ed. Code § 76234.) (See also AP 3515-Reporting of Crimes, Section I. Reporting of a Crime, for permissible disclosure of disciplinary proceedings.)

Further Explanation of Academic Dishonesty

Dishonesty includes, but is not limited to, in- class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing information. These are not all-inclusive, and the list itself is not meant to limit the definition of cheating to just those mentioned.

1. In-class cheating: During an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources or from any other student's work.
2. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade of points. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
3. Furnishing false information: forgery, falsification, alteration, or misuse of College documents, records, or identification in class or in laboratory situations.

Service Animals AP3440

No personal Pets or animals are allowed on any Hartnell College campus expect for:

1. Service animals that provide a specific task that is directly related to a student's disability. Prior to bringing a service animal to the District, students with disabilities who use a service animal should contact the Department of Supportive Programs and Services (DSPS). DSPS counselors assist students with disabilities to promote a smooth transition and participation in the College's programs and activities, in a confidential manner.
2. For further information, please refer to the District BP/AP 3440 on Service Animals.

HARTNELL COLLEGE FOUNDATION

JOIN THE ALUMNI ASSOCIATION

http://hartnellfoundation.org/

Keep in touch. Register now to stay involved and keep up-to-date with Hartnell's progress and events. You will receive the Foundation Newsletter with campus happenings and more. View our Alumni Success Stories at http://hartnellalumni.org/alumni-stories/. If you would like to submit your story, please call us at (831) 755-6810.

For news from the Hartnell College Foundation, visit: http://hartnellfoundation.org/.

Alumni may make donations to Hartnell by visiting the web site, by telephone at (831) 755-6810, or at http://hartnellalumni.org/give-back/

HARTNELL COLLEGE STUDENT RIGHT-TO-KNOW INFORMATION

Information Disclosure: The federal Student Right-to-Know (SRTK) and Campus Security Act of 1990 requires all institutions of higher education to disclose information about program completion and transfer rates. The information presented here provides the academic outcomes over a three year tracking period for all first-time, full-time students who were first enrolled at Hartnell College in fall 2017 with educational goals of earning a degree, earning a certificate, or transferring to a four-year institution. This cohort represents only a small proportion of all students enrolled and only for the tracking period.

Definitions: A completer is a student who attained a certificate or degree or became transfer prepared during the three-year period from fall 2017 to spring 2020. A transfer-prepared student is a student who completed 60 transferable units with a GPA of 2.0 or better. A transfer student is a student who transferred to another post-secondary institution prior to attaining a degree, certificate or becoming transfer-prepared during a five semester period from spring 2018 to spring 2020.

Official Rates: Hartnell College's official SRTK completion rate for the 2017 cohort is 36.3%, compared with the statewide completion rate across all California community colleges of 33.7%. The official SRTK Hartnell transfer rate for the 2017 cohort is 6.7%, compared with the statewide transfer rate of 9.7%. Please note that SRTK rates substantially underrepresent success in preparing students for transfer to four-year institutions, as the methodology only allows each student to be counted once, even though a student can both complete a degree and transfer to a four-year institution. Students who complete a degree and also transfer are counted only in the completion category; they are not counted in the transfer category. Additionally, SRTK rates do not account for student outcomes occurring after the three year tracking period.

Trends: The average completion rate over last four years (e.g., 2014-2017 cohorts) for Hartnell was 34.3%, with an average transfer rate of 6.5%. The average completion rate for Hartnell College was 2.4% higher than the statewide average of 31.9%, while the average transfer rate for Hartnell College was 3.6% lower than the statewide average of 10.1%

Since 2014 Hartnell has increased the overall completion rate by 16.7%, while the average statewide transfer rate increased by 10.8%. The overall transfer rate for Hartnell decreased by 0.3%, and the statewide transfer rate has decreased by 2.5%.

Table 1: Trends

Group	Metric	2014 Cohort	2015 Cohort	2016 Cohort	2017 Cohort	Average	% Change in 2014 to 2017 Cohorts
Hartnell	Completion Rate	31.1%	33.7%	36.3%	36.3%	34.3%	16.7%
	Transfer Rate	6.7%	6.0%	6.5%	6.7%	6.5%	-0.3%
Statewide	Completion Rate	30.4%	31.2%	32.4%	33.7%	31.9%	10.8%
	Transfer Rate	9.5%	10.9%	10.4%	9.7%	10.1%	2.5%

Source: **California Community Colleges Chancellor's Office (Student Right to Know), May 7, 2021**
http://srtk.cccco.edu/451/srtk21.htm (Hartnell College)
http://srtk.cccco.edu/000/srtk21.htm (California Community College System)

Panther Academic Support Services

The Panther Academic Support Services support student learning and achievement by providing a wide range of learning support resources at the Main Campus, Alisal Campus, King City Education Center, Soledad Education Center and online. Tutoring Services are available to all registered students free of charge. Tutors and Supplemental Instruction (SI) Leaders must be approved by an instructor and must complete a tutor training course. Students wishing to use tutorial services and students who wish to become tutors or SI Leaders are encouraged to apply. For more information, online resources, tutor and SI leader applications, and/or Drop-in Tutoring, Supplemental Instruction, and Workshop schedules, visit our web site at https://www.hartnell.edu/tutorial-services. Questions may be asked in person or by calling (831) 755-6815.

Computer Center

The Computer Center, located in E-211, offers self-paced courses in computer skills, Internet resources, computer applications, and keyboarding. In addition, tutoring is available for those students who need technology support. Questions may be asked in person or by calling (831) 755-6777.

Language Lab

The Language Lab, located in B-203, offers individualized lab instruction in support of ESL curriculum from beginning to advanced with computer software and tutorial guidance. These services are available for corequisite lab courses. Questions may be asked in person or by calling (831) 770-7066.

Athletics

Hartnell College offers a complete and diverse program of intercollegiate athletics for both men and women. Both programs compete under the rules of the California Community College Athletic Association (CCCAA), the Coast Conference and Northern California Football Association (NCFA) maintaining membership in each organization. Our current women's intercollegiate sports include basketball, cross country, soccer, softball, swim and dive, track & field, and volleyball. Our current men's intercollegiate sports are baseball, basketball, cross country, football, soccer, swim and dive and track & field. Students enrolling in intercollegiate athletic programs must meet all CCCAA eligibility requirements. Student-athletes must be continuously and actively enrolled in and attending classes—minimum of 12 units (full-time student) and at least 9 of the 12 units must be attempted in academic courses counting towards remediation, career technical education/certificate courses, associate degree requirements, or transfer/general education as defined by the course catalog. For additional eligibility information, please contact the Physical Education/Athletic Office in H-114 or phone (831) 755-6830.

Academic Athletic Counselor

The mission of athletic counseling is to connect Hartnell College student/athletes with programs and services aimed to support their academic and professional growth. Our services include academic, career and personal counseling, crisis intervention, course planning, academic progress monitoring, learning assistance, as well as two- and four-year college athletic eligibility education. Student/athletes will work with an athletic counselor to advise/provide them with a comprehensive individual educational plan.

Rich Givens
Student-Athlete Counselor
H-107
(831) 755-6840

Erica Michel-Palacio
Student-Athlete Counselor
G-146
(831) 755-6819

Joanne Venegas – Eligibility Assistant
H-114
jvenegas@hartnell.edu
(831) 755-6830

Athletic Eligibility

In order to be eligible to participate in the Hartnell College Intercollegiate Athletic Program, a student-athlete must be continuously and actively enrolled (and attending) class in a minimum of 12 semester units and 9 of those units must be considered academic. Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units. It is also important to remember that classes must have begun by the start of competition so use caution when registering for fast track or late start classes as this may affect your eligibility.

In order to be eligible for the second season of competition the student athlete must complete a minimum of 24 semester units of which 18 must be considered academic before the start of the second season with a cumulative 2.0 grade point average (GPA). Any units completed prior to the first season of competition cannot be counted in terms of the eligibility requirement. For example a baseball or softball player completes classes Fall semester preceding their first season of competition in the Spring. For eligibility purposes we cannot count those units towards their 18/24 unit requirement. They will be used to meet their associate or transfer requirements only.

In addition, student-athletes must complete at least 6 units during the preceding academic term in which the student is enrolled as a full-time student with a cumulative 2.0 GPA beginning with their first semester of competition in that sport.

Student-athletes are also required to have an abbreviated and/or comprehensive individual educational plan by the following date:

October 15 for Fall Semester sports

March 1 for Spring Semester sports

Athletic Facilities

Our athletic facilities include two gymnasiums, a swimming pool, fitness center, football practice field, all-weather track, soccer field, baseball field, softball field, and an athletic training room.

Instructional Programs

Educational Programs at Hartnell College are varied and designed to meet the specific needs of the District residents.

General Education

General Education is that part of education which is concerned with the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a family member, a worker, and a citizen. General Education courses require students to cultivate the disciplines of scholarship and to develop the attitudes necessary for academic achievement in upper-division work. Hartnell College has a full articulation agreement with the California State University System and the University of California Board of Regents, which certifies completion of lower division general education requirements. This information is represented in the college's CSU-GE and IGETC documents and listed in this catalog and can be accessed online at www.assist.org.

Special Occupational Programs

Associate Degree in Nursing

Accepted students who successfully complete classroom and clinical coursework qualify for the Registered Nurse license examination.

Vocational Nursing

Accepted students who successfully complete classroom and clinical coursework qualify for the Licensed Vocational Nurse license examination.

Emergency Medical Technician

Students who successfully complete required classroom, skills, and clinical coursework qualify for the National Registry Emergency Medical Technician certification examination.

Respiratory Care

Accepted students who successfully complete classroom and clinical coursework qualify for the Registered Respiratory Therapy license examination.

Apprenticeship Programs

In cooperation with the Joint Apprenticeship and Training Committees of Monterey/Santa Clara/Santa Cruz Counties, the College operates apprenticeship programs, whereby students can prepare for the skilled labor force. At the present time, opportunities for apprenticeship exist within the electrician discipline. Apprentices are employed full time during the day and take related classroom instruction at the IBEW Local Union 234, Castroville, California.

Cooperative Work Experience Education Program

Cooperative work experience provides a bridge between the classroom and on-the-job training involving the student, faculty, college, and an employer. Students work in a job related to their career interest on a part-time basis while attending classes at Hartnell College. The program provides a gradual transition from formal instruction to career, allows students to apply knowledge gained in the classroom to the practical world of work, and permits students the opportunity to test their interest in and suitability for the field of interest endeavor.

Rising Scholars Program

Hartnell College serves individuals impacted by the justice system. The Rising Scholars program offers transfer level instruction that leads to a post-secondary degree at four facilities: Salinas Valley State Prison, Correctional Training Facility at Soledad, Monterey County Jail, and the Monterey County Youth Center.

Course Numbering

1-99

Courses numbered 1 through 99 are baccalaureate level courses, carrying lower division credit at most four-year colleges and universities. In accordance with the Chancellor's Office of the California State Universities and College's Executive Order No. 167, Hartnell College has developed courses that are baccalaureate level. The California State Universities and most private, independent college/universities accept Hartnell courses numbered 1-99. Courses numbered 100 through 199 may be accepted for transfer credit at some CSU, UC, or private/independent college/ universities in certain majors. Most courses numbered 1-50 are accepted by most University of California campuses; however, students should consult the "University of California Transfer Course Agreement (TCA)" listed online at www.assist.org for the most current information and any limitations. Hartnell courses transfer to four-year college/universities in terms of specific or elective credit depending upon the institution and major selected.

1-199

Courses numbered 1-199 are associate degree level courses and apply toward the 60-unit graduation requirement for the Associate Degree. Courses 100-199 are intended as associate degree level courses; however, some may transfer to four-year colleges and universities in certain occupational curricula. Consult a counselor to determine which courses transfer to a four-year institution.

200-299

Courses numbered 200-299 do not transfer and are not associate degree level courses. These courses do not apply toward the 60-unit graduation requirement for the Associate degree.

300+

Courses numbered 300+ are non-credit courses. These courses are non-associate degree level and are not transferable.

Selected Topics

Selected areas of study, which are intended primarily for courses offered on an experimental or trial basis, may be offered through any discipline contained in the catalog by using the number 39 (or 139 or 239). The same content may not be offered more than three times under Selected Topics. Selected Topics may be repeated for credit if taken with different course content.

CSU/UC Notations on Courses

The designation of "CSU or UC" at the end of a course description signifies the course has been approved for at least elective credit by those university systems. In addition, if the course has the designation CSU-GE, Area designator or IGETC, Area designator, a general education requirement within the designated area could be satisfied with the course. Courses that carry a number between 1-99 are expected to transfer for baccalaureate credit to four-year institutions, but the individual senior institution or a counselor should be consulted to determine the transferability of a specific course. "Baccalaureate applicable" courses in the 1-99 course numbering meet the following criteria: 1) the course has procedural rigor and treats subject matter at university level, or 2) the course is parallel to one offered at a California State University or University of California campus. The ASSIST database at www.assist.org gives specific transfer course information for most all CSU and UC majors and individual course-to-course agreements.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system used for transfer courses that is independent of the actual course numbers assigned. Each C-ID number identifies a lower-division, transferable course commonly articulated between the California community colleges and CSU, and independent colleges/universities. The C-ID number conveys that any course at another college bearing the same C-ID number will be accepted by that institution. In other words the C-ID designation can be used to identify comparable courses at different institutions. Students should check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer and to confirm how each course will be accepted at a particular four-year institution.

GENERAL INFORMATION – 2021-2022
Graduation Requirements for the Associate Degree

Graduation Honors

Honors on the graduation card is determined by the GPA at the time of evaluation (reflected on the student's graduation worksheet). The GPA includes all Hartnell and transfer degree-applicable coursework. The diploma and transcript will reflect one of the three following levels, if applicable:

3.25 - 3.49 cum laude
3.50 - 3.74 magna cum laude
3.75 - 4.00 summa cum laude

For the ceremony, HONORS will be announced rather than the cum laude level. A final determination will be made once final grades have been reviewed. Graduation honors will be annotated on the student's official transcript.

Graduation Evaluation

Students who wish to receive an Associate Degree must submit a Petition for Associate Degree/Certificate to the Admissions & Records Office to have college course work officially evaluated. Transcripts from all institutions previously attended must be submitted as part of the graduation evaluation process. The evaluation compares completed college work with the curriculum requirements for the year that the student began continuous enrollment at Hartnell.

Hartnell College is currently making updates to our degree awarding process for the 2021-2022 academic year. For the most recent process, please visit our website at www.hartnell.edu .

Double Degree

Students may concurrently complete the requirements for a second degree. An AA/AS Degree, with a double major, can be earned by completion of all General Education, and Competency Requirements, and course work required for both majors. General Studies with an emphasis major may not be included as part of the Double Major.

Additional Associate Degree

Having received an Associate Degree at Hartnell College, a student may qualify for an additional Associate Degree (with the exception of an AA Degree in General Studies with an emphasis) by completing all requirements for the additional degree.

Catalog Rights for Continuing Students

Provided that continuous enrollment is maintained, students may elect the degree or certificate requirements in which they have declared a major that is in effect at 1) the time of entrance to Hartnell College, or 2) any catalog thereafter. Continuous enrollment is defined as attendance at Hartnell College during both fall and spring semesters each year. Any academic report symbol ("A" through "F," "P," "NP," "I," "IP," "RD," "W") shall constitute enrollment. Upon reentry to the college after an absence, catalog rights will be
reestablished using the current academic catalog determined by the student's semester/term of reentry.

Program Discontinuance

In order to maintain academic programs that meet current community and industry demands, programs are reviewed on a regular basis. If a program is found to not meet current community and industry demands and is therefore discontinued, the College will provide students the opportunity to complete the remaining required major coursework if the students

a. have a declared major associated with the program; and
b. have enrolled in the program on a full-time basis (or have enrolled on a part-time basis and have completed at least half of the required major courses at the time of program discontinuance).

Students who meet these requirements will be notified of their eligibility and will be provided a modified student educational plan in which all remaining required major coursework will be completed within one academic year from the date of discontinuance. Students' ability to complete the discontinued program's elective and required general education course requirements will not be limited to the same one-year period provided for required major coursework.

Requirements for Hartnell College Associate Degree

Units/Grade Point Average

A minimum of 60 semester units with a grade of "C" or better must be maintained in all degree applicable units. Only courses numbered 1-199 may apply toward the Associate Degree.

Residence

Of the 60 units required for graduation, the student must have completed a minimum of 12 units in residence at Hartnell College.

Competency Requirements

1. **Competency in Written Expression and Reading**
   Completion of ENG 1A with a grade of "C" or better. (Nursing (RN) majors should take an ENG 1A section with "Multicultural Perspective", thus fulfilling the Ethnic Groups in the United States graduation requirement, as well as, the Written Composition requirement. Nursing (RN) is the only major that allows the double counting of these two degree requirements.
2. **Competency in Mathematics**
   Completion of MAT-123 (5 units) or completion of any math course in which MAT-123 is a prerequisite with a "C" or better. All students must meet the 6.0 unit Communication & Analytical Thinking requirement.

Note: A maximum of 5 units of MAT-123, may be applied towards the AA or AS degree requirements.

General Education

A minimum of 21 units which shall include courses in each of the following areas:

1. Natural Science (3 units)
2. Social & Behavioral Science (3 units)
3. Humanities (3 units)
4. Ethnic Groups in the United States (3 units)
5. Language & Rationality (9 units)
   a. Written Expression (3 units)
   b. Communication & Analytical Thinking (6 units)

Major

Refer to the requirements listed in catalog for chosen major.

Associate Degrees for Transfer (AA-T or AS-T)

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

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. See **Student Transfer Achievement Reform Act** on page 77 of this catalog for additional information.

HARTNELL COLLEGE

ASSOCIATE DEGREE | GENERAL EDUCATION REQUIREMENTS

2021-2022

STUDENT: **ID#:** **MAJOR:**

DIRECTIONS: (1) Circle courses completed and enter units completed in "C" column. (2) Enter units completed at other colleges or enter name of AP Exam in the "Other" column (see Catalog for list of AP Exams approved to clear specific CSU GE AREAS. (3) Underline courses in progress and enter units in progress in "IP" column; and (4) enter units needed in "N" column.

*** LEGEND C= COMPLETED | IP= IN PROGRESS | N= NEEDED**

All courses must be completed with a "C" or better.

OTHER | AP EXAM	C	IP	N

AREA 1

Language and Rationality

Group 1. A – Written Communication (3 units minimum)

OTHER | AP EXAM	C	IP	N
A			

A Completion of **ENG 1A** or **ENG 1AX** or ENG 1A–Multicultural Perspective, with a grade of 'C' or better fulfills the Written Expression requirement.

Group 1. B (B1 & B2) – Communication & Analytical Thinking (6 units minimum)

Completion of any Math course shown below (B1) with a grade of 'C' or better fulfills the Math Competency requirement. In addition, choose course(s) from either category below to complete the remaining 6.0 unit requirement.

OTHER | AP EXAM	C	IP	N
B1			

B1 MAT 2, 3A, 3B, 3C, 4, 5, 7, 10, 12, 13, 16, 18, 24, 25, 27, 123, 126

***NOTE**: A maximum of 5 units of Math 123, may be applied towards the Associate Degree Requirements.*

OTHER | AP EXAM	C	IP	N
B2			

B2 ASL 1, 2, 3; BUS 1A, 43; COM 1, 2, 3, 4, 5, 8; CSS 1, 2A, 2B, 3, 4, 31, 54; COU 1, 23, 27; ENG 1B, 1B–Multicultural Perspective, 2 ; LIB 2, 5, 6, 7; PHL 15; SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S

AREA 2

Natural Science (3 units minimum)

OTHER | AP EXAM	C	IP	N
2			

ABT 90, 92; ANT 1; AST 1, 1L; BIO 1, 2, 3, 5, 6, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48, 48L; CHM 1A, 1B, 12A, 12B, 22, 23, 60; GEG 1; GEL 1, 2, 6, 25; MET 1; OCN 1; PHY 2A, 2B, 4A, 4B, 4C, 10, 32

AREA 3

Social/Behavioral Science (3 units minimum)

OTHER | AP EXAM	C	IP	N
3			

ADJ 1, 51; ABT 53; AOD 1; ANT 1, 2, 10, 20; BUS 32; COM 4; ECE 6, ECO 1, 5, 10; ETH 1, 2, 3, 4, 5, 6, 7, 12; GEG 1, 10; HED 2, 7; HES 1; HIS 4A, 4B, 5A, 5B, 6, 10, 17A, 17B, 40, 46A, 46B, 47, 49A, 49B, 55; NRN/NVN 70 *(F20)*; PHL 2, 10, 15; PETH 5; POL 1, 2, 3, 5, 6; PSY 2, 6, 9, 10, 12, 14, 15, 22, 25, 33, 41, 42; SOC 1, 5, 15, 20, 30, 41, 42; SJS 20, 22; TAC 7, 23

AREA 4

Humanities (3 units minimum)

OTHER | AP EXAM	C	IP	N
4			

ASL 1, 2, 3; ANT 2, 20; ART 1A, 1B, 3, 10, 12A, 15A, 15B, 19, 70, 72, 80; ENG 1B, 17, 22, 24, 26, 31, 32, 33, 41, 44A, 44B, 46A, 46B, 47A, 47B; ETH 6, 7, 12 ; HIS 40, 47; MUS 1A, 2, 5, 6, 7, 8, 20, 21, 23.1, 23.2, 23.3, 23.4, 23.5, 25, 26, 42, 43, 46, 47, 48, 49; PHL 2, 10; PHO 1, 2, 4; SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S; TAC 1, 2, 3, 7, 18, 20, 21, 23, 24, 25, 26, 29, 40, 50, 53, 92 *(F21)*

AREA 5

Ethnic Groups in the United States (3 units minimum)

OTHER | AP EXAM	C	IP	N
5			

AOD 4; ANT 10; COM 4; ECE 53; EDU 1; ENG 1A–Multicultural Perspective**, 1B–Multicultural Perspective, 26; ETH 1, 2, 3, 4, 5, 6, 7, 12, 21; HED 6; HES 2; HIS 10, 40, 46A, 46B, 49A, 49B; MUS 5, 6, 7, 8; POL 5; SOC 15, 20, 30, 42; SJS 20, 21, 22; TAC 3 (*F19*), 7, 23 *(F20)*

NOTE: ** **Only** students in the Nursing (RN) degree program can use ENG-1A-Multicultural Perspective for the Ethnic Groups requirement. For this program, the course will fulfill both this requirement and the ENG 1A Written Expression competency requirement.

2021-2022

HARTNELL COLLEGE REQUIREMENTS FOR ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES

CHOSEN MAJOR PROGRAM*: _____

*See 2021-2022 Catalog for list of current program options.

A. Students are eligible for graduation upon the satisfactory completion of a minimum of sixty (60) semester degree-applicable units (courses numbered 1-199) of course work.

B. Students must complete the General Education requirements as outlined on the 2021-2022 General Education Requirements list of courses. A minimum of 21 semester units must be completed within the five general education areas:
   1. Language and Rationality (9 units)
      A. Written Expression (3 units)
      B1. & B2. Communication & Analytical Thinking (6 units)
   2. Natural Sciences (3 units)
   3. Social and Behavioral Sciences (3 units)
   4. Humanities (3 units)
   5. Ethnic Groups in the United States (3 units)

C. Of the 60 units required for graduation, the student must have completed a minimum of 12 units in residence at Hartnell College.

D. Complete all general education and major program course work required for the degree. A major program will consist of *at least* 18 semester units within a discipline or a declared interdisciplinary major program as identified by the college catalog.

E. A 'C' grade or better is required in **each** degree-applicable course.

F. It is the student's responsibility to file a *Petition for Graduation* by the deadline date. The initial deadline date is the semester before he/she plans to complete the requirements. (Graduation deadline dates are posted throughout the campus.)

G. Associate Degrees are conferred at the end of each term; however, graduation ceremonies occur at the end of each academic year (Spring).

DEFINITION OF ASSOCIATE DEGREES:
Hartnell College students who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree.

Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, and similar areas.
Associate of Science (AS) degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.
Associate Degrees for Transfer (AA-T or AS-T) California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. For further information, see degree requirements in the catalog. **Students completing an AA-T/AS-T degree do not need to complete an Ethnic Groups course.**

CATALOG RIGHTS- Provided that continuous enrollment is maintained, students may elect the declared degree or certificate requirements in effect at 1) the time of entrance to Hartnell College, or 2) any catalog year thereafter. Continuous enrollment is defined as attendance at Hartnell College during both Fall and Spring semesters. Any transcripted academic record symbol (A through F, CR, NC, P, NP, I, RD, W) shall constitute enrollment.

DOUBLE DEGREE- Students may concurrently complete the requirements for a second degree. An AA or AS Degree is earned by completion of all Competency Requirements, General Education, and course work required for both majors. A single diploma is issued with both degrees listed. The General Studies with Emphasis degrees may not be included as part of the Double Degree.

ADDITIONAL ASSOCIATE DEGREE- Having received an Associate Degree at Hartnell College, a student may qualify for an additional Associate Degree (with the exception of an AA Degree in General Studies with an emphasis) by completing all requirements for the additional degree.

Students are encouraged to make an appointment with a counselor to discuss their educational plan as they relate to this advisory sheet. For an appointment, call or visit www.hartnell.edu/students/programs/counseling
831-755-6820 Main Campus | 831-386-7100 King City Center | 831-759-6093 Alisal Campus

2021-2022 Transfer Planning

Students planning to transfer have many options. The California State University (CSU) with 23 campuses; the University of California (UC) with 9 undergraduate campuses, and over 60 private, independent college/universities in California; and thousands out-of-state (OOS) that provide a wide range of academic programs. Hartnell College offers the equivalent of the first two years of these four-year university programs. Students pursuing any of these educational alternatives should meet with a counselor as early as possible to discuss their educational plan. Careful planning will help avoid mistakes, which could prolong academic goals.

Successful planning requires the following steps:

Step 1. Selecting a career goal
Step 2. Selecting an appropriate major to meet your career goal
Step 3. Selecting an appropriate college/university
Step 4. Planning and completing an appropriate transfer program
Step 5. Completing the application process

All universities have specific admissions requirements and may have specific course and unit requirements as well as minimum grade point averages that must be met prior to transfer. Once students identify their major and the university to which they wish to transfer, they should consult the respective website of the university for specific transfer admission requirements. Links to California State University campuses, University of California campuses, and many private, independent universities are accessible through the Transfer Resources page by the Transfer Center.

Four-year universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students should work toward completing both general education and lower-division major requirements prior to transfer. Each four-year institution has its own basic pattern of lower-division requirements regarding both general education and specific majors. These requirements vary from university to university and often change from year to year. Therefore, students should review and update their education plan regularly with a Counselor.

Articulation agreements with course-to-course and major-to-major equivalencies are available through the counseling office and can be accessed online at www.assist.org for most California State University and University of California campuses. Counselors will assist with interpreting articulation agreements and major requirements.

In accordance with the Chancellor's Office of the California State Universities and College's Executive Order No. 167, Hartnell College has developed courses which are baccalaureate level. The California State Universities and most private, independent colleges accept Hartnell courses numbered 1-99. Courses numbered 1-50 are accepted by most University of California campuses; however, students should consult the "University of California Transfer Course Agreement (TCA)" online at www.assist.org for the most current information and any limitations. Hartnell courses transfer to four-year college/ universities in terms of specific or elective credit depending upon the institution and major selected.

Articulation Agreements

Articulation is the process of negotiating and approving Hartnell College courses with other colleges or high schools. For information on Articulation with high school or college courses, see Administrative Procedures 4050 and 4051. Hartnell has course-to-course and major preparation articulation agreements with most CSU and UC campuses, and many independent four-year colleges and universities. This information is available in the Course Descriptions in this catalog, and students are encouraged to consult with a counselor, the Transfer Center, or online at www.assist.org. University requirements and articulation agreements are continually changing. The following catalog pages represent our best attempt to provide current and pertinent information for transfer students.

ASSIST is an acronym for Articulation System Stimulating Interinstitutional Student Transfer, which is the official source for California articulation and student transfer information. ASSIST is the official repository of articulation for California's colleges—and universities, and therefore, provides the most accurate and up-to-date information available about student transfer in California.

Program Changes

Transfer programs and Associate degree requirements are subject to change without notice. Information about course offerings, fees, refunds and college policies published in this *Catalog* is subject to change. It may be necessary to cancel courses or programs without prior notice in this publication. Students should consult a Hartnell counselor for information.

Guaranteed Transfer Agreement

Transfer Admission Guarantees (TAG), are commitments that selected universities made with Hartnell College students who meet specific GPA and course requirements. A TAG serves as a contract between a student and the transfer university. Students who complete a TAG application and meet the contractual requirements are guaranteed admission. TAG's are generally submitted one year prior to transfer. Make an appointment to meet with a Hartnell College counselor at (831) 755-6820 for clarification on deadlines, policies and the process to initiate a TAG. Agreements are subject to periodic changes without notice, so it is important to meet with a counselor to receive the most current information.

Associate Degree for Transfer
A Degree with a Guarantee.℠

Student Transfer Achievement Reform Act

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Hartnell College has several approved Associate Degrees for Transfer listed on page 77. Additional degrees are being developed. To view the most current list of Hartnell College's Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to http://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.

CALIFORNIA STATE UNIVERSITY (CSU)
23 CAMPUSES

Minimum CSU Transfer Eligibility Requirements

To be eligible for admission to CSU as an upper division transfer student, you must fulfill the following criteria:

- Complete a minimum of **60** transferable semester units
- Maintaining a grade point average of 2.0 or higher in all transferable units attempted. Nonresidents must have a 2.4 grade point average.
- Satisfying a minimum of 30 units of General Education including grades of C or better in: CSU-GE A1 Oral Communication, CSU-GE A2 Written Communication, CSU-GE A3 Critical Thinking, CSU-GE B4 Quantitative Reasoning.

Supplementary Admissions Requirements.
Some majors and campuses receive more applications during the initial filing period than can be accommodated and have higher admission standards. For detailed information regarding *Impacted Undergraduate Majors and Campuses in the California State University*, go to https://www2.calstate.edu/attend/degrees-certificates-credentials/Pages/impacted-degrees.aspx

Admission Application Dates
To ensure consideration for admission to the campus of major of first choice, students are reminded to file a completed application form during the appropriate filing period shown below:

Term: Applications first Accepted

Summer Quarter: February 1 (proceeding the summer term)

Fall Semester/Quarter: October 1 (preceding the term)

Winter Quarter: June 1 (preceding the term)

Spring Semester/Quarter: August 1 (preceding the term)

Application for impacted programs and campuses must be filed during the initial application filing period. Otherwise, each campus accepts applications until capacities are reached. If you are applying after the initial filing period, consult the campus admissions office for current information.
Apply online at https://www2.calstate.edu/apply

UNIVERSITY OF CALIFORNIA (UC)
10 CAMPUSES—9 Undergraduate, 1 Graduate

Minimum UC Transfer Eligibility Requirements

To be eligible for admission to UC as a transfer student, you must fulfill the following criteria:

- Complete **60** semester units of transferable college credit with a grade point average of at least 2.4, ***and***
- Complete a seven-course pattern requirement to include:
  a. Two transferable college courses (3 semester units each) in English composition; ***and***
  b. One transferable college course (3 semester units + units) in Mathematical Concepts and Quantitative Reasoning; ***and***
  c. Four transferable college courses (3 semester units) chosen from at least two of the following subject areas:
     1. IGETC-Area 3: Arts and Humanities
     2. IGETC-Area 4: Social and Behavioral Sciences
     3. IGETC-Area 5: Physical and Biological Sciences

The current admission requirements for **nonresident** transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college course work.

In recent years, the number of applicants to many campuses and majors has greatly exceeded the spaces available. This increased competition means the university may no longer be able to guarantee admission to all eligible students. When a campus has to choose among qualified students, it applies standards that are more demanding than the minimum requirements. Using a process called comprehensive review, admissions officers look beyond the required course work and grades to evaluate applicants' academic achievements in light of the opportunities available to them and the capacity each student demonstrates to contribute to the intellectual life of the campus.

Admission Application Dates
To ensure consideration for admission to the campus of first choice, students are reminded to file a completed application form during the appropriate *Priority Filing Period*:

University of California, Berkeley and Merced
Fall Semester: File November 1-30
Spring Semester: File July 1-31
UC Berkeley application is accepted for the fall only

All Other University of California Campuses
Fall Quarter: File November 1-30
Winter Quarter: File July 1-31
Spring Quarter: File October 1-31

For the Fall term, all majors and programs are open to new students. Check with the specific campus Admissions Office if applying for other than the fall term.
Apply online at www.universityofcalifornia.edu/apply

California State University General Education (CSU GE)

For CSU Transfer Students

2021-2022

HARTNELL COLLEGE

STUDENT: **ID#:** **MAJOR:**

DIRECTIONS: (1) Circle courses completed and enter units completed in "C" column. (2) Enter courses/units completed at other colleges or enter name of AP Exam in the "Other" column (see Catalog for list of AP Exams approved to clear specific CSU GE AREAS. (3) Underline courses in progress and enter units in progress in "IP" column; and (4) enter units needed in "N" column. **Please NOTE:** Although courses may be listed in two areas, they can only be counted in one area.

AREAS A - F | *** LEGEND C= COMPLETED | IP= IN PROGRESS | N= NEEDED**

OTHER | AP EXAM	C	IP	N
A1			
A2			
A3			
B1			
B2			
B3			
B4			
C1			
C(1 or 2)			
C2			
D1			
D2			
E			
F			

A — English Language Communication & Critical Thinking

(9 units minimum) Select one course from each area.

A1 - **Oral Communication** (3 units): COM 1, 2, 3, 5

A2 - **Written Communication** (3 units): ENG 1A, 1AX

A3 - **Critical Thinking** (3 units): ENG 1B (***F15***)**,** 2 ; COM 2; PHL 15

B — Scientific Inquiry & Quantitative Reasoning

(9 units minimum) Select one course from each group. One laboratory science required (Labs underlined).

B1 - **Physical Science** (3 units required): ABT 90; AST 1; CHM 1A, 1B, 12A, 12B, 22, 23, 60; GEG 1; GEL 1, 2, 6, 25; MET 1; OCN 1 PHY 2A, 2B, 4A, 4B, 4C, 10, 32

B2 - **Life Science** (3 units required): ABT 92; ANT 1 BIO 1, 2, 3, 5, 6, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48; PSY 10

B3 - **Lab Activity**: ABT 90, 92: AST 1L; BIO 1, 2, 3, 5, 6L, 10, 11, 20, 27, 30, 47, 48L CHM 1A, 1B, 12A, 12B, 22, 23, 60; GEL 1, 6; PHY 2A, 2B, 4A, 4B, 4C, 10, 32

B4 - **Mathematical Concepts, Quantitative Reasoning & Applications** *(3 units minimum)*
MAT 2, 3A, 3B, 3C, 4, 5, 7, 10, 12, 13, 16, 18, 24, 25, 27

C — Arts & Humanities

(9 units minimum). Select at least one course from Area C1 and one course from Area C2

C1 – **Arts** (3 units required):
ART 1A, 1B, 10, 19 (*F20*); ETH **7**; MUS 1A, **5, 6, 7**, **8**; PHO 1
TAC 1, 2, **3**, **7**, **23**, 50, 53, 92 *(F21)*

C2 – **Humanities** (3 units required): ASL 1 *(F17),* 2, 3; ENG 1B, 17, 22, 24, **26**, 31, 32, 33, 41, 44A, 44B, 46A, 46B, 47, 48; ETH **12**; HIS 17A (*F16*), 17B (*F16*), 5A, 5B, 6, **40**, 47, 55; PHL 2, 10; SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S

D — Social Sciences

(6 units minimum)

ABT 53; ADJ 1, 3, 51; ANT 1, 2, **10,** 20; BUS 32; COM **4,** 8
ECO 1, 5, 10; ECE 2, 53 *(F21)*; EDU **1**; ETH **1, 2, 3, 4, 5, 6**; GEG 1, 10; HED 7
HES 1, **2**; HIS 4A, 4B, 5A, 5B, 6, **10**, 17A, 17B, **40** *(F21)*, **46A**, **46B**, 47, **49A, 49B**, 55
POL 1, 2, 3, **5**, 6; PETH 5; PSY 2, 6, 9 (*F20*), 12, 14, 15, 22, 25, 33, 41, 42
SOC 1, 5, **15**, **20, 30**, 41, **42**; SJS **20, 22;** TAC **23**

E — Lifelong Understanding & Self-Development

(3 units minimum)

BIO 42; COU 1, 23, 27; ECE 6 (formerly FCS 14); GEL 25
HED 2, **6,** 7; HES 1, 3; NUTR 1 (formerly FCS 23); PETH 1, 4
PSY 14, 15, 25, 33, 41, 42; SOC 5, 41; NVN/NRN 70 *(F17)*

F — Ethnic Studies

(3 units minimum)

ETH 4*(F21)*

Students who began taking classes at Hartnell College prior to Fall 2021, and maintain Catalog Rights, may complete other requirements; see a counselor for further information.

US HISTORY, CONSTITUTION, & AMERICAN IDEALS
(***CSU Graduation Requirement***)
Two courses are needed to meet requirement:
US 1: Choose one course: HIS17A or HIS17B or HIS **40**, &
US 2 & US 3: Choose one course: **ETH 5** or POL 1or POL **5**

NOTE: Courses used to meet this requirement may also be used to satisfy requirements as courses listed in CSU-GE Breadth Areas C2 or D (at the option of the receiving CSU campus).

Students are encouraged to complete these two courses prior to transfer as part of their lower division courses.

☐ HIS17A or HIS17B or HIS **40**

☐ **ETH 5** or POL1 or POL **5**

PLEASE NOTE:

- Although courses may be listed in two areas, they can only be counted in one area.
- Students earning an AA/AS degree must complete an Ethnic Groups in the United States course. The courses that meet this requirement are highlighted/BOLD in the lists above.
- Students earning an Associate Degree for Transfer (ADT) AA-T/AS-T, are not required to complete an Ethnic Groups course.

MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit with a GPA of at least 2.0

2. Complete a minimum of 30 semester units of college courses with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level equivalent to courses that meet general education requirements. The 30 semester units must include courses that satisfy CSU GE Areas A1, Oral Communication; A2, Written Communication; A3, Critical Thinking; and B4, Mathematics / Quantitative Reasoning.

Completion of the CSU GE Certification Pattern will satisfy the course requirements for the minimum admissions requirements listed above (#2). Although not required for admission to the CSU, students are encouraged to complete the CSU GE Certification Pattern prior to transfer. For impacted or competitive CSU campuses and majors there may be additional requirements such as completion of specific major courses, completion of certain general education courses by certain semesters, and/or higher grade point averages (**see a counselor for advice**).

CSU GE CERTIFICATION: "**Certification**" means that Hartnell College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called "**pass along certification**": 1) courses taken at CSU campuses, participating private colleges and universities, and other California Community Colleges will be certified in the subject areas (AREA A - E) approved by the institution where the courses were taken, 2) courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in Hartnell College' CSU GE Certification Pattern. Courses deemed equivalent would be certified in the areas (AREA A - E) in which the equivalent Hartnell College' courses have been approved. **It is the student's responsibility to request certification by submitting a form to Admissions & Records or by making a note in the "Special Instructions" box when submitting online Transcript Request.**

EXTERNAL EXAMINATIONS APPROVED TO CLEAR SPECIFIC CSU GE AREAS: Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). See the current Hartnell College catalog pages on External Examinations that indicate equivalent general education area or elective units that could apply with appropriate scores. (Examinations may also be included in the CSU GE Certification).

CSU-GE for STEM: Certain Associate Degrees for Transfer (AA-T/AS-T) use CSU-GE for STEM. The CSU-GE for STEM option allows students to follow the general education pattern but delay one Arts or Humanities and one Social and Behavioral Science course until after transfer. The AA-T/AS-T degree catalog page lists the degrees approved for CSU-GE for STEM.
CSU-GE for STEM requires Completion of one course from area C1 and one course from C2 and completion of two Courses from two different disciplines in area D.

Students are encouraged to make an appointment with a counselor to discuss their educational plan as they relate to this advisory sheet. For an appointment, call or visit www.hartnell.edu/students/programs/counseling
831-755-6820 Main Campus | 831-386-7100 King City Center | 831-759-6093 Alisal Campus

CSU-GE UNITS CERTIFIED

Area A____ Area B_____ Area C_____ Area D_____ Area E _____ = Total units_____

Evaluated by:_____Date_____

INTERSEGMENTAL GENERAL EDUCATION (IGETC)

FOR UC & CSU TRANSFER STUDENTS

2021-2022

HARTNELL COLLEGE

STUDENT: **ID#:** **MAJOR:**

DIRECTIONS: (1) Circle courses completed and enter units completed in "C" column. (2) Enter units completed at other colleges or enter name of AP Exam in the "Other" column (see Catalog for list of AP Exams approved to clear specific IGETC GE AREAS). (3) Underline courses in progress and enter units in progress in "IP" column; and (4), Enter units needed in "N" column. **Please NOTE:** Although courses may be listed in two areas, they can only be counted in one area.

*** LEGEND C= COMPLETED| IP= IN PROGRESS | N= NEEDED**

All courses must be completed with a "C" or better to receive IGETC certification

OTHER | AP EXAM	C	IP	N

1 AREA 1 ENGLISH COMMUNICATION

(9 units minimum) required for CSU: one from each Group A and B and C
(6 units minimum) required for UC: one from each Group A and B

1A				
1B				
1C				

Group 1A: English Composition ENG 1A, 1AX

Group 1B: Critical Thinking-English Composition ENG 1B (*F15*), ENG 2

Group 1C: Oral Communication COM 1, 2, 3 *(Area is Required for CSU & ADT)*

2 AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

(3 units minimum)

2				

Mathematics: **2, **3A, 3B, 3C, 4, 5, 7, 10, 12, 13, 16, **18 *(F18)*, 25, 27

3 AREA 3 ARTS & HUMANITIES

(9 units minimum) Select at least 3 courses, with at least one course from Group 3A and one course from Group 3B

3A				
3(A or B)				
3B				

Group 3A: Arts ART 1A, 1B, 10, 19 *(F20)*; MUS 1A, **5, 6, 8**; PHO 1; TAC 1, 2, **3**, 92 *(F21)*

Group 3B: Humanities ENG 1B, 17, 22, 24, **26,** 41, 44A, 44B, 46A, 46B, 47A, 47B, 48; ETH **7**, **12**; HIS 4A, 4B, 5A, 5B, 6, **10**, 17A, 17B, **40**, 47, **49A, 49B**; MUS **7**; PHL 2, 10; SPA 3, **3S, 4, **4S; TAC **7**, **23**, 50

4 AREA 4 SOCIAL & BEHAVIORAL SCIENCES

(9 units minimum) Select at least three courses from at least two disciplines

4				
4				
4				

ABT 53; ADJ 1, 3, 51; ANT 2, **10,** 20; COM **4,** 8; ECE 2, 6, **53** (*F20*); EDU **1** (*F20*); ECO 1, 5, **10; ETH **1, 2, 3, 4, 5, 6;** GEG 10; HED 7; HES 1, **2;** HIS 5A, 5B, 6, 17A *(F21)*, 17B *(F21)*, **40, 46A**, **46B**; NRN/NVN 70 (*F20*); POL 1, 2, 3, **5**, 6; PSY 2, 6, 9 (*F20*), 12, 14, 15, 22, 25, 42; SJS **20**, **22** (*F20*); SOC 1, 5, **15, 20** (*F19*), **30**, 41, **42**; TAC **23**

5 AREA 5 PHYSICAL & BIOLOGICAL SCIENCES

(7 units minimum) Select at least two courses, one from Group 5A & one from Group 5B, at least one course must include a laboratory. Labs are underlined.

AREA 5 requires a minimum of 7 units. Beware that ABT 90 and ABT 92 are 3 unit courses each and a combination of both courses will not satisfy AREA 5.

5A				
5B				
5C				

Group 5A: Physical Science ABT 90; ANT 1; AST 1, 1L; CHM 1A, 1B, 12A, 12B, **22; GEG 1; GEL 1, **2, 6, 25; MET 1; OCN 1; PHY **2A, **2B, **32, **4A, **4B, **4C, **10

Group 5B: Biological Sciences
ABT 92; BIO 1, 2, 3, 5, 6, 6L, **10, 11, 12, 18, 20, **27, 30, 42, 47, 48, 48L; PSY 10

Group 5C: Laboratory ABT 90, 92; AST 1L; BIO 1, 2, 3, 5, 6L, **10, 11, 20, **27, 30, 47, 48L; CHM 1A, 1B, 12A, 12B, **22; GEL 1, 6; PHY **2A, **2B, **32, **4A, **4B, **4C, **10

6 AREA 6 LANGUAGE OTHER THAN ENGLISH (LOTE)

UC Requirement Only

6				

Requirement may be satisfied by any of the options listed below or by completing one of the following: American Sign Language 1, 2, 3; Spanish 1, **1S, **1X, 2, 2S, 2X, 3, 3S, 4, 4S **OR** (1) completion of 2 years of the same foreign language in high school with a grade of "**C**" or better; or (2) a score of 3 or higher on an AP exam in language other than English; or (3) an appropriate score on an SAT II subject test in a language other than English; or (4) a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or (5) satisfactory completion, with "**C**" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

Completed in high school: ☐

Completed by exam: ☐

Satisfied by school at foreign country: ☐

Appropriate documentation must be on file in Admissions and Records

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (*CSU Requirement only*).
Not part of IGETC; may be completed prior to transfer. Choose one course from Group A and one course from Group B. *(Students planning on transfer to a CSU are encouraged to complete these two courses prior to transfer as part of their lower division courses.)*

Group A (US 2 and US 3): Ethnic Studies 5 or Political Science 1 or Political Science **5*****

Group B (US 1): History 17A or History 17B or **History 40*****

A:			
B:			

PLEASE NOTE:

- **Although courses may be listed in two areas, they can only be counted in one area.**
- **Students earning an AA/AS degree from Hartnell College must complete an Ethnic Groups in the United States course. The courses that meet this requirement are highlighted/BOLD in AREAS 3 and 4.**
- **Students earning an Associate Degree for Transfer (ADT) AA-T/AS-T, are not required to complete an Ethnic Groups course.**

****Indicates number of transfer units may be limited by UC or CSU or both. Consult with a counselor for additional information.
***Courses used to meet the U.S. History and American Ideals CSU grad requirement may also be used for AREA 3 and/or 4 to meet IGETC requirements (effective Fall 08).

IGETC CERTIFICATION:
"**Certification**" means that Hartnell College has verified that a student has completed the lower division general education requirements for the University of California or California State University. Certification is important because without it students will be held to the general education requirements specific to the UC or CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification through a process called "**pass along certification**": 1) courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 6) approved by the institution where the courses were taken, and 2) courses taken at other regionally accredited colleges and universities will be certified only if the **course is determined to be equivalent** to a course in Hartnell College's IGETC Certification Pattern. ***It is the student's responsibility to request certification by submitting a form to Admissions & Records or by making a note in the "Special Instructions" box when submitting online Transcript Request.***

EXTERNAL EXAMINATIONS APPROVED TO CLEAR SPECIFIC IGETC AREAS: Advanced Placement (AP), International Baccalaureate (IB) See the current Hartnell College catalog pages on External Examinations that indicate equivalent general education area or elective units that could apply with appropriate scores. (Examinations may also be included in the IGETC Certification. (See a counselor for complete list of exams and unit limitations.)

IGETC for STEM: Certain Associate Degrees for Transfer (AA-T/AS-T) use IGETC for STEM. The IGETC for STEM option allows students to follow the general education pattern but delay one Arts or Humanities, one Social and Behavioral Science course and the LOTE requirement until after transfer. The AA-T/AS-T degree catalog page lists the degrees approved for IGETC for STEM.
IGETC for STEM requires Completion of one course from area 3A and one course from 3B and completion of two Courses from two different disciplines in area 4.

IGETC EXCEPTIONS: (see: www.universityofcalifornia.edu/educators/counselors/adminfo/transfer/advising\igetc.html)
IGETC may not be accepted for Engineering majors, for the following: **Berkeley** - College of Environmental Design, Chemistry, Natural Resources, and the Haas School of Business; **Davis** - all bachelor of science majors; **Los Angeles** – School of Applied Science; **Riverside** – College of Natural and Agricultural Sciences; **San Diego** – Eleanor Roosevelt College and Revelle College; Santa Cruz – Physical and Biological Sciences.

IGETC is not recommended for the following: **Merced** – School of Natural Sciences; **Santa Barbara** - Biological Sciences, Chemistry, Computer Science, Physics, and Geology.

Students are encouraged to make an appointment with a counselor to discuss their educational plan as they relate to this advisory sheet. For an appointment, call or visit www.hartnell.edu/students/programs/counseling
831-755-6820 Main Campus | 831-386-7100 King City Center | 831-759-6093 Alisal Campus

IGETC UNITS CERTIFIED

Area 1_____ Area 2_____ Area 3_____ Area 4_____ Area 5 _____ = Total units_____
For UC: Area 6 Language Other Than English (LOTE) Completed Yes ☐ No ☐
IGETC COMPLETED: California State University- Yes ☐ No☐ Partial☐ (minus 2 maximum)
University of California- Yes☐ No☐ Partial☐ (minus 2 maximum)

Prepared by:

Hartnell College Records Evaluator_____ Date_____

CORE COMPETENCIES

(Institutional Student Learning Outcomes)

In accordance with its mission of ensuring that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals, it is also the college's responsibility to ensure that students who graduate with an AA or AS degree should be able to demonstrate the following competencies:

Global Engagement

Students will demonstrate global citizenship via knowledge of and interaction with civic participation, diverse cultures and people, and social justice advocacy.

Personal Growth

Students will demonstrate ethical decision making, goal setting, and positive lifestyle choices.

Aesthetic Analysis and Application

Students will analyze, conceptualize, evaluate, and/or synthesize creative and artistic expression as applied via contexts such as cultures and disciplines.

Communication

Students will effectively communicate to varied audiences via spoken, written, visual and other forms of communication.

Information Competency

Students will define information needs, utilizing appropriate technology and resources to access information efficiently and effectively, evaluate information critically, and use information ethically.

Inquiry and Reason

Students will use analytical, creative, and critical thinking to evaluate ideas, predict outcomes and form conclusions and solutions.

Student Transfer Achievement Reform Act

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts 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).

Hartnell College has approved the following 26 Associate Degree for Transfer. Additional degrees are being developed. 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. For counseling appointments please call (831) 755-6820.

Associate in Arts for Transfer

Communication Studies for Transfer—AA-T

Economics for Transfer—AA-T

Elementary Teacher Preparation for Transfer—AA-T

English for Transfer—AA-T

History for Transfer—AA-T

Kinesiology for Transfer—AA-T

Law, Public Policy and Society for Transfer—AA-T

Music for Transfer—AA-T

Political Science for Transfer—AA-T

Psychology for Transfer—AA-T

Social Justice for Transfer—AA-T

Sociology for Transfer—AA-T

Spanish for Transfer—AA-T

Studio Arts for Transfer—AA-T

Theatre Arts for Transfer—AA-T

Associate in Science for Transfer

Administration of Justice for Transfer—AS-T

Agriculture Business for Transfer—AS-T

Agriculture Plant Science for Transfer—AS-T

Biology for Transfer—AS-T

Business Administration for Transfer—AS-T

Chemistry for Transfer—AS-T

Computer Science for Transfer—AS-T

Early Childhood Education for Transfer—AS-T

Film, Television and Electronic Media for Transfer—AS-T

Geology for Transfer—AS-T

Mathematics for Transfer—AS-T

Physics for Transfer—AS-T

Public Health Science for Transfer—AS-T

HARTNELL COLLEGE DEGREES AND CERTIFICATES

Program	Associate Degree	Certificate
Addiction Studies	■AA	■
Administration of Justice for Transfer	■AS-T	
Administration of Justice	■AS	■
Advanced Automotive Technology	■AS	
Advanced Diesel Technology	■AS	
Agriculture Business for Transfer	■AS-T	
Agriculture Plant Science for Transfer	■AS-T	
Agriculture with Emphasis	■AS	
Business Emphasis		■
Production Emphasis		■
Food Safety		■
Astronomy	■AS	
Basic Computer Literacy		■
Basic English		■
Biology for Transfer	■AS-T	
Biology	■AS	
Business Administration for Transfer	■AS-T	
Business Office Technology:		
Bookkeeping		■
Business Information Worker Level 1		■
Business Information Worker Level 2		■
Information Processing	■AS	■
Chemistry for Tranfer	■AS-T	
Chicanx Studies	■AA	
Communication Studies for Transfer	■AA-T	
Computer Science for Transfer	■AS-T	
Computer Science and Information		
Computer Science Option	■AS	■
Digital Web and Mobile Development	■AS	
Mobile Development Option		■
Web Development Option		■
Network and Security Option	■AS	■
Construction Management and Architecture	■AS	
CSU/General Education Breadth		■
Digital Arts	■AA	■
Early Childhood Education for Transfer	■AS-T	
Early Childhood Education	■AS	■
Economics for Transfer	■AA-T	
Elementary Teacher Preparation for	■AA-T	
Engineering	■AS	
English for Transfer	■AA-T	
Film, Television and Electronic Media for Transfer	■AS-T	

Program	Associate Degree	Certificate
General Studies:	■AA	
Ethnic Groups in the United States		
Humanities Emphasis		
Language and Rationality Emphasis		
Natural Science Emphasis		
Social and Behavioral Sciences Emphasis		
Geology for Transfer	■AS-T	
High School Equivalency Preparation		■
History for Transfer	■AA-T	
Kinesiology for Transfer	■AA-T	
Kinesiology	■AS	
Intersegmental General Education Transfer		■
Law, Public Policy and Society	■AS-T	
Liberal Arts:	■AA	
Anthropology Emphasis		
Culture and Society Emphasis		
Humanities Emphasis		
Languages and Literature Emphasis		
Philosophy		
Political Science Emphasis		
Psychology Emphasis		
Sociology and Social Sciences Emphasis		
Manufacturing Technology	■AS	
Mathematics for Transfer	■AS-T	
Music for Transfer	■AA-T	
Music	■AA	
Nursing:		
Registered Nursing	■AS	
Vocational Nursing		■
Photography	■AA	■
Physics for Transfer	■AS-T	
Political Science for Transfer	■AA-T	
Psychology for Transfer	■AA-T	
Psychology	■AA	
Public Health Science for Transfer	■AS-T	
Respiratory Care Practitioner	■AS	
Social Justice for Transfer	■AA-T	
Sociology for Transfer	■AA-T	
Spanish for Transfer	■AA-T	
Spanish	■AA	
Studio Arts for Transfer	■AA-T	
Theatre Arts for Transfer	■AA-T	
Theatre Arts and Cinema	■AA	
Welding Technology	■AS	■

Associate Degree (AA or AS) programs allow students the benefits of a general college education and the option of choosing occupational training, liberal arts, or concentration in a discipline in the College. The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are intended for students who plan to transfer and complete a bachelor's degree in a similar major at a CSU campus. In addition, Hartnell College offers a variety of programs designed to develop and upgrade vocational proficiency and for which Certificates of Achievement are offered.

Students must submit a Petition for Associate Degree/Certificate of Achievement to be evaluated for eligibility to be awarded a Degree or Certificate. Deadlines for filing the Petition are noted in the Schedule of Classes and are posted in the Admissions and Records Office. To be awarded a Certificate of Achievement from Hartnell College, it is required that at least half of the required number of units be taken at Hartnell College.

Not all courses required for listed programs may be offered during this catalog cycle. Please contact a counselor for current Information (831) 755-6820.

Programs:
Administration of Justice, Advanced Automotive Technology, Advanced Diesel Technology, Agriculture, Agriculture Business, Agriculture Plant Science, Agriculture (Food Safety, Production), Basic Computer Literacy, Business Administration, Business Office Technology (Bookeeping, Business Information Worker & Information Processing), Construction Management & Architecture, Manufacturing Technology, Web & Mobile Development, Welding

ADMINISTRATION OF JUSTICE

PROGRAMS

- **Associate in Science for Transfer (A.S.-T)**
- **Associate of Science (A.S.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science Degree in Administration of Justice for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate Administration of Justice, Criminal Justice, or Criminology degree programs at a California State University (CSU) campus. This degree provides the lower division Administration of Justice major courses required at many CSUs while exposing students to the core principles and practices in the field of Administration of Justice. The AS-T degree will enable students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and trial process. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

The Administration of Justice Associate Degree program is particularly suited for students seeking employment in criminal justice and paralegal/legal assistantship, and it incorporates advanced career training, as well as supporting transfer. Criminal justice courses have a broad focus and encompass effective patrol services, the prosecution and defense of criminal offenders, and the incarceration process. Paralegal/legal assistantship courses overview the preparation of cases for court under the supervision of an attorney. The Associate degree in Administration of Justice offers specialized electives to enhance a student's career opportunities.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Attorney
- Correctional Officer
- Criminal Investigator
- Deputy Sheriff
- Detective
- Law Enforcement Agent
- Military Officer
- Parole Agent
- Paralegal/Legal Assistant
- Police Officer
- Probation Officer
- Public Defender
- Social Worker

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ADMINISTRATION OF JUSTICE FOR TRANSFER (AST.ADJ)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state course systems.
- analyze cases to ascertain legal precedents and apply them to hypothetical facts patterns.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

Required Major Courses (6 units)

☐ ADJ-1 – Introduction to Administration of Justice	3.0
☐ ADJ-3 – Concepts of Criminal Law	3.0

Major Electives A (Complete 6 units)

☐ ADJ-2 – Community Relations & the Justice System	3.0
☐ ADJ-4 – Criminal Evidence	3.0
☐ ADJ-5 – Criminal Court Process	3.0
☐ ADJ-8 – Criminal Investigation	3.0
☐ ADJ-10 – Juvenile Procedure	3.0

Major Electives B (Complete 6 units)

☐ ADJ-10 – Juvenile Procedures	3.0
☐ ADJ-51 – Criminology	3.0
☐ MAT-13 – Elementary Statistics	4.0
☐ SOC-1 – Introduction to Sociology	3.0
☐ PSY-2 – General Psychology	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A DegreeWithA Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

ADMINISTRATION OF JUSTICE (AS.ADJ)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state court systems.
- evaluate judicial opinions to determine legal precedents and apply them to hypothetical fact patterns.
- recognize constitutional principles present in the prosecution and defense of criminal offenders.
- describe the incarceration process.
- demonstrate effective law enforcement report writing skills.
- compare and contrast legal and illegal narcotics and dangerous drugs.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

Criminal Justice	Complete 3 courses from ADJ-8, ADJ-10, ADJ-30, ADJ-33, ADJ-51
Paralegal/Legal Assistant	Complete ADJ-25, ADJ-34, and ADJ-36; complete as a general elective BUS-18 Legal Environment of Business

Students who have official college transcripts from an approved accredited college proving they have successfully completed a California POST Basic Police Academy, or official documents proving successful completion of a California Basic Correctional Officer Academy or a California Highway Patrol Academy shall receive credit for ADJ 1 and all major elective courses necessary for the Administration of Justice Degree program.

As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty on how best to complete the program in which you are enrolled.

Required Major Courses (21 units)

- ☐ ADJ-1 – Introduction to Administration of Justice 3.0
- ☐ ADJ-2 – Community Relations & the Justice System 3.0
- ☐ ADJ-3 – Concepts of Criminal Law 3.0
- ☐ ADJ-4 – Criminal Evidence 3.0
- ☐ ADJ-5 – Criminal Court Process 3.0
- ☐ ADJ-11 – Law Enforcement Report Writing 3.0
- ☐ ADJ-21A – Narcotics and Dangerous Drugs 3.0

Major Electives (Complete 9 units)

- ☐ ADJ-8 – Criminal Investigation 3.0
- ☐ ADJ-10 – Juvenile Procedures 3.0
- ☐ ADJ-25 – Introduction to Paralegal/Legal Assistantship 3.0
- ☐ ADJ-30 – Sexual Assault Investigation 3.0
- ☐ ADJ-33 – Constitutional Law for Criminal Justice 3.0
- ☐ ADJ-34 – Civil Litigation 3.0
- ☐ ADJ-36 – Legal Research and Writing 3.0
- ☐ ADJ-51 – Criminology 3.0
- ☐ ADJ-102 – PC 832 Arrest and Firearms 3.5

SUBTOTAL: 30 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADMINISTRATION OF JUSTICE (CT.ADJ)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- analyze the United States legal system, describing the sources of law, the branches of government, and the federal and state court systems.
- evaluate judicial opinions to determine legal precedents and apply them to hypothetical fact patterns.
- recognize constitutional principles present in the prosecution and defense of criminal offenders.
- describe the incarceration process.
- demonstrate effective law enforcement report writing skills.
- compare and contrast legal and illegal narcotics and dangerous drugs.
- select and apply the appropriate peacekeeping strategy in a multicultural community.

Required Major Courses (21 units)

☐ ADJ-1 – Introduction to Administration of Justice	3.0
☐ ADJ-2 – Community Relation & the Justice System	3.0
☐ ADJ-3 – Concepts of Criminal Law	3.0
☐ ADJ-4 – Criminal Evidence	3.0
☐ ADJ-5 – Criminal Court Process	3.0
☐ ADJ-11 – Law Enforcement Report Writing	3.0
☐ ADJ-21A – Narcotics and Dangerous Drugs	3.0

Other Required Courses

☐ ENG-1A – College Composition and Reading	3.0
☐ MAT-106* – Integrated Mathematics	3.0

TOTAL: 21 UNITS

*Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ADVANCED AUTOMOTIVE TECHNOLOGY

PROGRAM

- **Associate of Science (A.S.)**

HARTNELL COLLEGE

DESCRIPTION

The Advanced Automotive Technology Program is designed to provide students with the skills and knowledge necessary to succeed as technicians in a professional auto repair shop. The curriculum provides classroom and hands-on learning experience in a state-of-the-art laboratory which provides students with the opportunity to apply the basic theories of automotive technology. Diagnosis and repair procedures performed on vehicles enable students to develop the skill levels required for placement in the automotive technology industry. Additionally, the program also offers Snap-On certifications that are industry recognized.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Automotive Mechanic
- Diesel Service Technician
- Shop Foreman
- Small Engine Mechanic
- Tractor Engine Mechanic
- Transmission Specialist
- Truck Technician

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ADVANCED AUTOMOTIVE TECHNOLOGY (AS.AAT)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply knowledge of personal and environmental safety practices to promote a safe work environment and environmental responsibility.
- apply appropriate automotive theories, concepts, principles, methods, and laboratory skills to an automotive repair setting.
- research applicable vehicle and service information using automotive manuals in print and electronic formats, pertinent websites, and diagnostic equipment to identify, analyze, propose correction, and correct problems of all major automotive systems.
- acquire Snap-On industry-recognized certifications.
- demonstrate basic computer literacy skills.

Required Major Courses (44 units)

☐ AAT-100 – Introduction to Automotive Repair	4.0
☐ AAT-101 – Engine Rebuild	4.0
☐ AAT-110 – Climate Control	4.0
☐ AAT-120 – Electrical and Electronic Systems	4.0
☐ AAT-121 – Electronic Systems and Controls	4.0
☐ AAT-130 – Engine Performance	4.0
☐ AAT-140 – Brake Systems	4.0
☐ AAT-141 – Steering and Suspension	4.0
☐ AAT-150 – Manual Transmissions and Drivetrain	4.0
☐ AAT-151 – Automatic Transmissions	4.0
☐ BUS-43 – Business Info Systems and Info Literacy	4.0
OR	
BUS-50 – Introduction to PC Applications	4.0

SUBTOTAL: 44 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 65 UNITS

ADVANCED DIESEL TECHNOLOGY

PROGRAM

- **Associate of Science (A.S.)**

HARTNELL COLLEGE

DESCRIPTION

The Advanced Diesel Technology program is designed to provide students with the skills and knowledge required to succeed as technicians in the field of heavy-duty diesel equipment, transportation and agriculture industries, or related industries. The curriculum provides both theoretical and hands-on learning experiences that provide students with the opportunity to apply the learned skills in a variety of different areas, such as transportation, and agriculture equipment. Diagnosis and repair procedures performed on heavy-duty diesel equipment enable students to develop the skills required for placement in the heavy duty diesel technology industry.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Automotive Service Technician and Mechanic
- Bus and Truck Mechanic
- Diesel Engine Specialist
- Diesel Service Technician
- Engine Builder
- Industrial Repair
- Locomotive Service and Repair
- Parts Manager
- Retail Service Technician
- Service Advisor
- Shop Manager
- Specialty Shop Technician

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ADVANCED DIESEL TECHNOLOGY (AS.ADT)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- accurately complete work orders that relate to equipment/engines/motors manifesting problems, suggest corrective actions, and complete repairs.
- apply knowledge of personal and environmental safety practices to promote a safe work environment and environmental responsibility.
- research applicable equipment and service information using heavy-duty equipment manuals in print and electronic formats, pertinent websites, and diagnostic equipment to identify, analyze, and correct problems of all major heavy-duty equipment systems.
- acquire Snap-on industry-recognized industry recognized certifications.
- demonstrate basic computer literacy skills.

Required Major Courses (44 units)

☐ ADT-100 – Diesel Engine Technology	4.0
☐ ADT-101 – Diesel Engine Rebuild	4.0
☐ ADT-110 – Electrical and Electronic Systems	4.0
☐ ADT-111 – Electrical Systems and Controls	4.0
☐ ADT-120 – Climate Control	4.0
☐ ADT-121 – Preventative Maintenance	4.0
☐ ADT-130 – Brake Systems	4.0
☐ ADT-131 – Steering and Suspension Systems	4.0
☐ ADT-140 – Power Drivetrain	4.0
☐ ADT-141 – Automatic Transmissions	4.0
☐ BUS-43 – Business Info Systems and Info Literacy	4.0
OR	
BUS-50 – Introduction to PC Applications	4.0

SUBTOTAL: 44 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 65 UNITS

AGRICULTURE BUSINESS

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science in Agriculture Business for Transfer degree aligns with the CSU Bachelor of Science in Agriculture Business. The Associate in Science in Agriculture Business for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Agriculture Business or Agribusiness Management. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Field Production Supervisor
- Harvest Supervisor
- Labor Contractor
- Pest Control Advisor
- Produce Sales
- Product Manager
- Production Specialist
- Quality Control Supervisor
- Supplies and Services Sales

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

AGRICULTURE BUSINESS FOR TRANSFER (AST.AGR)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate problem-solving techniques and critical thinking skills while engaged in job situations.
- prepare and deliver business documents and use math skills in appropriate form, format and language essential for career success in an agriculture
- demonstrate professional and personal development of work habits and safety practices.

Required Major Courses (16 units)

☐ ABT-90 – Soil Science	3.0
☐ ABT-53 – Agribusiness Economics	3.0
☐ ABT-58 – Agriculture Laws and Regulations	3.0
☐ ECO-1 – Principles of Macroeconomics	3.0
☐ MAT-13 – Elementary Statistics	4.0

Major Electives (Complete 9 units)

☐ ABT-49 – Introduction Agriculture Business	3.0
☐ ABT-52 – Sales & Service in Agribusiness	3.0
☐ ABT-57 – Agriculture Computer Applications	3.0
☐ ABT-92 – Plant Science	3.0

Recommended Major Electives (None required)

☐ BUS-1A – Financial Accounting	4.0
☐ CHM-22 – The Science of Chemistry	4.0

SUBTOTAL: 25 UNITS

General Education –Required Courses

Students must complete the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

AGRICULTURE PLANT SCIENCE

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science in Agriculture Plant Science for Transfer degree aligns with the CSU Bachelor of Science in Plant Science. The Associate in Science in Agriculture Plant Science for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Plant Science. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Agronomist
- Biotechnologist
- Field Advisor
- Greenhouse Manager
- Soil Scientist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

AGRICULTURE PLANT SCIENCE FOR TRANSFER (AST.APS)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- identify food and fiber crops and their economic importance to the local and state economy.
- understand the relationships between plant, soil, and water, and their impact on plant health, nutrition and the environment.
- identify common problems in crop production and provide recommendations to improve quality and yields.

Required Major Courses (21-24 units)

☐ ABT-90 – Soil Science	3.0
☐ CHM-22 – Introduction to Chemistry	4.0
OR	
CHM-1A – General Chemistry	5.0
☐ ABT-53 – Agribusiness Economics	3.0
OR	
ECO-5 – Principles of Microeconomics	3.0
☐ MAT-13 – Elementary Statistics	4.0
☐ ABT-92 – Plant Science	3.0
☐ MFGT-71 –Agricultural and Industrial Equipment	3.0
OR	
CHM-12A – Organic Chemistry	5.0

SUBTOTAL: 20-23 UNITS

General Education –Required Courses

Students must complete the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

AGRICULTURE WITH AN AREA OF EMPHASIS

PROGRAMS

- **Associate of Science (A.S.)**
- **Certificates of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Associate of Science degree in Agriculture is intended for students interested in a wide range of career and educational pathways. Those who are interested in farm management, harvest operations, agriculture research, and other areas of production agriculture would benefit from this degree. Several areas of emphasis create career pathways for students wanting to work in Agriculture, or eventually transfer to a specialized higher degree.

Students should consider this degree in order to function in a dynamic environment that deals with crops and management of crops from seed to harvest. Agriculture Production deals with all areas of agriculture production. Jobs in research, management, and development are readily available for those who excel in this degree.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Food Safety Coordinator
- Product Business Manager
- Ranch Assistant
- Sales Representative

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

AGRICULTURE WITH AN AREA OF EMPHASIS (AS.AGRI)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe and employ current growing practices in the area of desired study.
- distinguish and propose inputs and controls needed to produce a consistently healthy crop in an area of study.
- recognize and evaluate how agriculture is in a progressively changing flux of knowledge and innovation.
- relate why sustainable agriculture is the cornerstone of future growing trends.

Required Major Courses (17-20 units)

☐ ABT-110 – Careers in Agriculture and Technology	2.0
☐ ABT-58 – Agriculture Laws and Regulations	3.0
☐ ABT-90 – Soil Science	3.0
☐ ABT-92 – Plant Science	3.0
☐ ABT-94 – Agriculture Enterprise Project	2.0
☐ ABT-99 – Occupational Cooperative Work Experience (3 units recommended)	1.0-3.0
☐ ABT-57 – Agriculture Computer Applications	3.0
OR	
BUS-43 – Business Information Systems and Information Literacy	4.0
OR	
BUS-50 – Introduction to PC Applications	4.0

Required Major Courses (Complete ONE AREA OF EMPHASIS 18-19 units)

- ☐ **AGRICULTURE BUSINESS** 18.0
  - o ABT-49, 52, 54, 80, 91
  - o ABT-53 **OR** ECO-5
- ☐ **SUSTAINABLE CROP MANAGEMENT** 18.0
  - o ABT-80, 81, 82, 83, 98
  - o Complete 1 course ABT-41, 93, 95, 96, 97
- ☐ **FOOD SAFETY** 15.0
  - o ABT-130, 131, 132, 133, 134, 135, 80,
  - o ABT-96 **OR** ABT-97
- ☐ **HORTICULTURAL TECHNICIAN** 18.0-19.0
  - o ABT-80, 81, 82, 83, 98
  - o Complete 1 course BIO-59, CHM-22, 23
- ☐ **PRECISION IRRIGATION** 18.0
  - o ABT-80, 91, 98, 130, 134, 160
  - o Complete 1 course ABT-95, 96, 97
- ☐ **SMALL FARM OPERATION AND MANAGEMENT** 18.0
  - o ABT-41, 80, 91, 101, 102, 103, 104, 105 134
- ☐ **AGRICULTURE TECHNOLOGY EMPHASIS** 18.0
  - o ABT-66, 67, 91, ADT-100, MFGT-75, 150

SUBTOTAL: 35-39 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

AGRICULTURE BUSINESS (CT.AGR)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe and employ current growing practices in the area of desired study.
- distinguish and propose inputs and controls needed to produce a consistently healthy crop in an area of study.
- recognize and evaluate how agriculture is in a progressively changing flux of knowledge and innovation.
- relate why sustainable agriculture is the cornerstone of future growing trends.

Required Major Courses (21-24 units)

☐ ABT-110 – Careers in Agriculture and Technology	2.0
☐ ABT-49 – Introduction to Agriculture Business	3.0
☐ ABT-54 – Agriculture Marketing	3.0
☐ ABT-58 – Agriculture Laws & Regulations	3.0
☐ ABT-90 – Soil Science	3.0
☐ ABT-92 – Plant Science	3.0
☐ ABT-99 – Cooperative Work Experience	1.0-3.0
☐ ABT-57 – Agriculture Computer Applications	3.0
OR	
BUS-43 – Business Info Systems and Info Literacy	4.0
OR	
BUS-50 – Introduction to PC Applications	4.0

Major Electives (Complete 6 units)

☐ ABT-52 – Sales & Services in Agribusiness	3.0
☐ ABT-53 – Agribusiness Economic	3.0
OR	
ECO-5 – Principles of Microeconomics	
☐ ABT-80 – Introduction to Sustainable Agriculture & Food	3.0
☐ ABT-160 – Introduction to Agriculture	3.0
☐ BUS-1A – Financial Accounting	4.0
☐ BUS-18 – The Legal Environment of Business	3.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	5.0
☐ MAT-121** – Elementary Algebra	5.0

TOTAL: 27-30 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

AGRICULTURE PRODUCTION (CT.AGRP)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe and employ current growing practices in the area of desired study.
- distinguish and propose inputs and controls needed to produce a consistently healthy crop in an area of study.
- recognize and evaluate how agriculture is in a progressively changing flux of knowledge and innovation.
- relate why sustainable agriculture is the cornerstone of future growing trends.

Required Major Courses (15-18 units)

☐ ABT-110 – Careers in Agriculture and Technology	2.0
☐ ABT-58 – Agriculture Laws and Regulations	3.0
☐ ABT-90 – Soil Science	3.0
☐ ABT-92 – Plant Science	3.0
☐ ABT-99 – Cooperative Work Experience	1.0-3.0
☐ ABT-57 – Agriculture Computer Applications	3.0
OR	
BUS-43 – Business Information Systems and Info Literacy	4.0
OR	
BUS-50 – Introduction to PC Applications	4.0

Major A Electives (Complete 6 units)

☐ ABT-91 – Irrigation Practices and Materials	3.0
☐ ABT-95 – Introduction to Small Fruit Science	3.0
☐ ABT-96 – Vegetable Crop Production	3.0
☐ ABT-97 – Vineyard Production & Management	3.0
☐ ABT-98 – Fertilizers & Plant Nutrition	3.0

Major B Electives (Complete 6 units)

☐ ABT-41 – Pesticide Applicator Certification Training	3.0
☐ ABT-66 – Intro to Geographic Information System	3.0
☐ ABT-67 – Intermediate GIS w/ Applications to Agriculture	4.0
☐ ABT-80 – Introduction to Sustainable Agriculture & Food	3.0
☐ ABT-81 – Integrated Pest Management Principles in Entomology	3.0
☐ ABT-82 – Integrated Pest Management Principles in Weed Science	3.0
☐ ABT-83 – Integrated Pest Management Principles in Plant Pathology	3.0
☐ ABT-93 – Product Processing and Cooling	3.0
☐ ABT-160 – Introduction to Agriculture	3.0
☐ AIT-70 – Introduction to Mechanized Agriculture	3.0
OR	
AIT-71 – Agricultural and Industrial Equipment Operation	
OR	
AIT-75 – Agricultural Machinery Management	
☐ ABT-101 – Organic Vegetable Production	1.5
☐ ABT-102 – Organic Field Production Methods	1.5
☐ ABT-103 – Ag Planning and Recordkeeping for Small Farmers	1.5
☐ ABT-104 – Ag Business Development for New Organic Farmers	1.5
☐ ABT-105 – Marketing Opportunities and Growth for Organic Farming	1.5
☐ ABT-130 – Introduction to Food Safety	1.5

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	5.0
☐ MAT-121** – Elementary Algebra	5.0

TOTAL: 27-30 UNITS

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math course fulfills this requirement.

FOOD SAFETY (CT.AGFS)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe and employ current growing practices in the area of desired study.
- distinguish and propose inputs and controls needed to produce a consistently healthy crop in an area of study.
- recognize and evaluate how agriculture is in a progressively changing flux of knowledge and innovation.
- relate why sustainable agriculture is the cornerstone of future growing trends.

Required Major Courses (12 units)

☐ ABT-58 – Agriculture Laws and Regulations	3.0
☐ ABT-130 – Introduction to Food Safety	1.5
☐ ABT-131 – Agricultural Practices for Food Safety	1.5
☐ ABT-132 – Food Safety Management	1.5
☐ ABT-133 – Facility Management for Food Safety	1.5
☐ ABT-134 – Environmental Effects on Food Borne	1.5
☐ ABT-135 – Introduction to Food Microbiology	1.5

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	5.0
☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 12 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BASIC COMPUTER LITERACY

PROGRAM

- **Certificate of Completion**

HARTNELL COLLEGE

DESCRIPTION

The Certificate of Completion in Basic Computer Literacy is awarded upon the successful completion of BUS 600, 605, and 610. This noncredit program is intended for individuals with limited or no technology skills to provide basic computer literacy to lead to improved employability (career path or job opportunities) or to prepare students to take degree-applicable credit courses.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide students with limited or no technology skills an opportunity to learn/improve keyboarding skills, to learn and use computer terminology and concepts, and to develop basic computer application skills. Students will also learn to use email and the Internet. The program-level learning outcome is "Given a course or work assignment, a student will be able to use keyboarding skills and computer technology/applications to produce basic business documents, emails, and Internet searches." Course materials for this program will be approximately $70.

*There is a $10 Student Activities fee. However, there are no tuition fees because noncredit courses do not earn units/credits.

REQUIRED COURSES

- ☐ BUS-600 – Beginning Keyboarding
- ☐ BUS-605 – Basic Computer Concepts
- ☐ BUS-610- – Introduction to the Internet and Email

Students must successfully complete BUS 600, 605, and 610, which are offered fall, spring, and summer sessions. While students may complete the certificate in any sequence, it is recommended that the numbering sequence be followed since keyboarding and a knowledge of basic computer concepts will allow for more efficient use of the applications.

FOR MORE INFORMATION

CALL (831) 755-6701

BUSINESS ADMINISTRATION

PROGRAM

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

DESCRIPTION

The Associate in Science in Business Administration for Transfer degree aligns with the CSU Bachelor of Science in Business Administration. The Associate in Science in Business Administration for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes four-year business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Accounting
- Chief Executive
- Cost Estimator
- Customer Service Management
- Entrepreneur/Business Owner
- Financial Planner/Advisor
- General & Operations Manager
- Human Resources
- Insurance
- Marketing
- Sales Manager
- Social/Community Service Manager
- Supply Chain Manager

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS ADMINISTRATION (AST.BUS)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- define information needs, identify the scope and level of information needed, and access information effectively and efficiently using appropriate electronic tools in a business environment to make and communicate sound decisions.
- interpret, analyze, and use quantitative and logical reasoning to evaluate and solve business problems.

Required Major Courses (21 units)

☐ BUS-1A – Financial Accounting	4.0
☐ BUS-1B – Managerial Accounting	4.0
☐ BUS-18 – The Legal Environment of Business	4.0
☐ BUS-32 – Introduction to Business	3.0
☐ ECO-1 – Macroeconomics	3.0
☐ ECO-5 – Microeconomics	3.0

Required Major Courses (Complete 4 units)

☐ BUS-43 – Business Info Systems & Info Literacy	4.0
☐ BUS-50 – Introduction to PC Applications	4.0

Major Electives (Complete 3-4 units)

☐ MAT-2 – Calculus for Managerial, Life & Social Science	4.0
☐ MAT-13 – Elementary Statistics	4.0
☐ MAT-16 – Finite Mathematics	3.0

SUBTOTAL: 28-29 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

BUSINESS INFORMATION WORKER

PROGRAMS

- **Certificates of Achievement**

HARTNELL COLLEGE

DESCRIPTION

BUSINESS INFORMATION WORKER LEVEL 1

This certificate prepares students with basic office skills to perform entry-level business office related tasks. Course offerings introduced the students to concepts such as customer service, office procedures and business communication. In addition, students acquire beginning technology skills that include word processing, spreadsheets, preparation software, personnel management software, and computer literacy.

BUSINESS INFORMATION WORKER LEVEL 2

This certificate is a continuation of the Business Office Professional pathway building on the courses already completed for the Level 1 certificate. Additional courses taken provide a continued focus on the development of office and technology skills including career management, filing procedures and record management, and computer applications including MS Word and personal management software.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrative Assistant
- Billing and Posting Clerks
- Customer Service Representatives
- Executive Secretaries and Executive Administrative Assistants
- File Clerks
- Secretary

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:
http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS INFORMATION WORKER LEVEL-1 (CT.BIW1)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the ability to use office related computer application software such as MS Word, Excel, Powerpoint, and Access.
- demonstrate knowledge of basic entry-level office computer skills and processes (keyboarding and 10-key)
- demonstrate basic oral and written business communication skills
- efficiently use a computer to perform basic office tasks including electronic file management.

Required Major Courses (17 units)

☐ BUS-50 – Introduction to PC Applications	4.0
☐ BUS-110 – Beginning Keyboarding & Formatting	2.0
OR	
BUS-110A – Beginning Keyboarding	1.0
AND	
BUS-110B – Beginning Formatting and Document Processing	1.0
☐ ENG-102 – Composition and Reading for CTE	3.0
☐ BUS-135 – Professional Office Skills	4.0
☐ BUS-172 – Machine Calculations	1.0
☐ MAT-106 – Integrated Mathematics	3.0

TOTAL: 17 UNITS

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS INFORMATION WORKER LEVEL-2 (CT.BIW2)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- successfully demonstrate oral and written skills used in the job searching process.
- create, edit and format a variety of business documents.
- demonstrate proficiency in using personal management software.
- demonstrate ability to use a variety of record management techniques.

(Complete all BIW1 courses listed) (17 units)

☐ BUS-50 – Introduction to PC Applications	4.0
☐ BUS-110 – Beginning Keyboarding & Formatting	2.0
OR	
BUS-110A – Beginning Keyboarding	1.0
AND	
BUS-110B – Beginning Formatting and Document Processing	1.0
☐ ENG-102 – Composition and Reading for CTE	3.0
☐ BUS-135 – Professional Office Skills	4.0
☐ BUS-172 – Machine Calculations	1.0
☐ MAT-106 – Integrated Mathematics	3.0

Required Major Courses (11 units)

☐ BUS-136 – Personal Information Management	2.0
☐ BUS-150.15 – Word Processing	3.0
☐ BUS-173 – Filing Procedures and Records Management	3.0
☐ BUS-190 – Career Management	2.0
☐ CWE-99 – Cooperative Work Experience	1.0

TOTAL: 28 UNITS

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS OFFICE TECHNOLOGY

PROGRAMS

- **Associate in Science (A.S.)**
- **Certificates of Achievement**

DESCRIPTION

The Business Office Technology programs promote the economic development of the community; provide for lifelong learning and academic excellence through course content, application, and technology; serve diverse populations; encourage positive work ethic; and meet workforce needs through skills development, training, and personal growth.

The Business Office Technology programs offer training in keyboarding, office software applications, filing and records management, accounting (Bookkeeping Certificate), customer service, and business English and math applications. Students are prepared for career opportunities in administrative support, bookkeeping and data entry, customer service and other entry-level office positions.

As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty on how best to complete the program in which you are enrolled.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Account Clerk
- Administrative Support
- Bank Teller
- Billing Clerk
- Bookkeeping
- Customer Service
- Data Entry
- Executive Secretary/Assistant
- File and Records Clerk
- Information Clerk
- Office Manager
- Payroll Clerk
- Typist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (AS.BST)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (36 units)

☐ BUS-50 – Introduction to PC Applications	4.0
☐ BUS-111 – Intermediate Office Skills	3.0
☐ BUS-135 – Professionalism Office Skills	4.0
☐ BUS-140A & B – Keyboarding Speed and Accuracy	1.0
☐ BUS-150.15 – Word Processing	3.0
☐ BUS-172- Machine Calculations and Records Management	1.0
☐ BUS-173 – Filing Procedures and Records Management	3.0
☐ BUS-175 – Business Communications	3.0
☐ BUS-177 – Proofreading and Editing Skills	3.0
☐ BUS-190 – Career Management	2.0
☐ BUS-194 – Human Relations in Business	3.0
☐ COM-1 – Introduction to Public Speaking	3.0
☐ ENG-1A – College Composition and Reading	3.0
OR	
ENG-1AX – Intensive College Composition and Reading	4.0

Recommended Major Electives (None Required)

☐ BUS-32 – Introduction to Business	3.0

SUBTOTAL: 36 UNITS

General Education –Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

BUSINESS OFFICE TECHNOLOGY – BOOKKEEPING (CT.BOTB)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software applications and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (30 units)

☐ BUS-50 – Introduction to PC Applications	4.0
☐ BUS-110 – Beginning Keyboarding & Document Formatting	2.0
OR	
BUS-110A – Beginning Keyboarding	1.0
AND	
BUS-110B – Beginning Formatting and Document Processing	1.0
☐ BUS-135 – Professionalism Office Skills	4.0
☐ BUS-150.25 – Electronic Spreadsheets	3.0
☐ BUS-152 – Introduction to Accounting	4.0
☐ BUS-154 – Computerized Accounting	3.0
☐ BUS-172 – Business Machine Calculations	1.0
☐ BUS-173 – Filing Procedures and Records Management	3.0
☐ BUS-190 – Career Management	2.0
☐ ENG-102 – Composition and Reading for CTE	3.0

Other Required Courses

☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 32 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BUSINESS OFFICE TECHNOLOGY – INFORMATION PROCESSING (CT.BST)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in selecting and using appropriate business software application and tools.
- prepare and deliver business documents and presentations in appropriate form, format, and language.
- solve problems and make decisions collaboratively or independently.

Required Major Courses (27 units)

☐ BUS-50 – Introduction to PC Applications	4.0
☐ BUS-111 – Intermediate Office Skills	3.0
☐ BUS-135 – Professionalism Office Skills	4.0
☐ BUS-140A & B – Keyboarding Speed and Accuracy	1.0
☐ BUS-150.15 – Word Processing	3.0
☐ BUS-172 – Business Machine Calculations	1.0
☐ BUS-173 – Filing Procedures and Records Management	3.0
☐ BUS-177 – Proofreading and Editing Skills	3.0
☐ BUS-190 – Career Management	2.0
☐ ENG-102 – Composition and Reading for CTE	3.0

Other Required Courses

☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 30 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS
DIGITAL WEB AND MOBILE DEVELOPMENT

PROGRAMS

- **Associate of Science (A.S.)**
- **Certificates of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Digital Web and Mobile Development program is designed for students who are interested in entering the fast-paced fields of web development and mobile app development. A student will learn the latest in web languages, basic web and mobile programming and appropriate use of digital media by building a digital portfolio of their work. Students can focus on either web development or mobile app development through the certificate program or combine the two disciplines for an Associate's degree. Many of these courses are offered in the online environment to accommodate those students who are presently employed. The web and mobile degree option emphasizes the following competencies: managing the development of a project, delivery of comprehensive, integrated digital media via the web or mobile application. Students will also development a set of customer liaison skills as they integrating all facets of digital media into an effective web or mobile application. As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty member on how best to complete the program in which you are enrolled.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advertising Sales Representative or Executive
- Graphic Designer
- Marketing Manager
- Public Relations Specialist
- Web Developer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS
DIGITAL WEB AND MOBILE DEVELOPMENT (AS.DWMD)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- anticipate, identify and solve technical and design issues by applying current design standards
- apply knowledge in a variety of computer proficiency areas including web languages, software applications, file transfer protocol, and web and app configuration.

Required Major Courses (14 units)

☐ BUS-32 – Introduction to Business	3.0
☐ CSS-25 – Multimedia Integration	3.0
☐ CSS-27 – Project Management using Microsoft Project	4.0
☐ CSS-64 – HTML 5 and CSS3 – Web Development	4.0

Major Electives A (Complete 8 units)

☐ CSS-26 – Dreamweaver	4.0
☐ CSS-74 – Wordpress for Websites	4.0
☐ CSS-76 – Android App Development Using Java	4.0
☐ CSS-86 – Flash Design	4.0

Major Electives B (Complete an additional 8 units)

☐ CSS-29 – Programming for Multimedia	4.0
☐ CSS-76 – Android App Development Using Java	4.0
☐ CSS-65 – Introduction to IOS App Development	4.0
☐ CSS-78 – Mobile Game Design	4.0
☐ CSS-84 – Beginning Digital Cartooning in Flash	4.0

SUBTOTAL: 30 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

COMPUTER SCIENCE AND INFORMATION SYSTEMS
MOBILE DEVELOPMENT OPTION (CT.MD)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- anticipate, identify and solve technical and design issues by applying current design standards
- apply knowledge in a variety of computer proficiency areas including web languages, software applications, file transfer protocol, and web and app configuration.

Required Major Courses (14 units)

☐ BUS-32 – Introduction to Business	3.0
☐ CSS-25 – Multimedia Integration	3.0
☐ CSS-27 – Project Management using Microsoft Project	4.0
☐ CSS-64 – HTML 5 and CSS3 – Web Development	4.0

Major Electives (Complete 8 units)

☐ CSS-76 – Android App Development Using Java	4.0
☐ CSS-65 – Introduction IOS App Development	4.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing & Reading II	5.0
☐ MAT-123** – Intermediate Algebra	5.0

TOTAL: 22 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS
WEB DEVELOPMENT OPTION (CT.WD)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- anticipate, identify and solve technical and design issues by applying current design standards
- apply knowledge in a variety of computer proficiency areas including web languages, software applications, file transfer protocol, and web and app configuration.

Required Major Courses (14 units)

☐ BUS-32 – Introduction to Business	3.0
☐ CSS-25 – Multimedia Integration	3.0
☐ CSS-27 – Project Management using Microsoft Project	4.0
☐ CSS-64 – HTML 5 and CSS3 – Web Development	4.0

Major Electives (Complete 8 units)

☐ CSS-26 – Dreamweaver	4.0
☐ CSS-74 – Wordpress for Websites	4.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing & Reading II	5.0
☐ MAT-123** – Intermediate Algebra	5.0

TOTAL: 22 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

CONSTRUCTION MANAGEMENT and ARCHITECTURE

PROGRAM

- **Associate of Science (A.S.)**

HARTNELL COLLEGE

DESCRIPTION

The Associate of Science Degree in Construction Management and Architecture provides a comprehensive introduction to the construction management profession and professional architectural studies. Students select an Associate of Science Degree emphasis in either Construction Management or Architecture, which share interdisciplinary core courses. Licensed professionals instruct students in principles of sustainability, fundamental construction field skills and methods, construction management principles, and architectural design theory. Under practical field and professional studio conditions, students apply current leading industry construction techniques, and computer-aided design and management technologies.

Construction Management Emphasis:
The Construction Management emphasis provides the basic practical construction skills and advanced technical knowledge necessary to enter directly into a professional construction management career. Licensed contractors instruct students in lecture, field practice, and studio settings.

Architecture Emphasis:
The Architecture emphasis provides a basic practical knowledge of field construction skills and practices, sustainable building design principles, together with the basic visual communication skills and digital computer drawing skills necessary for entry-level architectural drafting employment and first-year architectural design transfer credits for a university architectural program.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Auditor
- Certification Manager
- Commissioner
- Construction Manager
- Green Building Designer
- Inspector
- Sustainable Building Designer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

CONSTRUCTION MANAGEMENT and ARCHITECTURE (AS.CMA)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

Construction Management Emphasis:

- identify and select alternate construction education pathways and construction career opportunities.
- apply basic levels of knowledge and experience in construction craft skills and commercial business operations necessary to effectively manage small commercial and residential construction project activities.
- analyze and apply standard construction contract terms, conditions, plans, specifications, costing formats, and basic regulatory requirements applicable to a range of construction activities.
- apply basic construction management methods to monitor and control compliance with contract requirements for price, time schedule, specifications, and safety on small projects.

Architecture Emphasis:

- identify and select alternate architectural education pathways and architectural career opportunities.
- apply basic principles of commercial and residential construction materials and methods to architectural design.
- apply basic architectural design principles to generate an architectural design solution to a specific set of constraints.
- describe and apply sustainable environmental design principles to architectural design solutions.
- apply manual and digital techniques to produce drawings and three-dimensional models documenting architectural and engineering designs.

Required Major Courses (20 units)

☐ CMA-51 – Introduction to Construction Management and Architecture	3.0
☐ CMA-55 – Introduction to Structural Design and Codes	3.0
☐ CMA-57 – Construction Law and Contracts	3.0
☐ CMA-61 – Construction Field Practice: Layout, Foundations & Framing	4.0
☐ CMA-62 – Construction Field Practice: Exterior and Interior Finish	4.0
☐ CMA-81 – Computer Aided Drafting and Design I	3.0

Required Major Courses (Complete one emphasis 15 units)

☐ **CONSTRUCTION MANAGEMENT –** CMA-52, 53, 54, 56, 91	15.0
☐ **ARCHITECTURE –** CMA-70, 71, 72, 82, 83	15.0

Major Elective Courses (Complete 3 units from the same emphasis as above)

☐ **CONSTRUCTION MANAGEMENT –** CMA-63, 64, 65, 66, 84, 90, EGN-11	3.0
☐ **ARCHITECTURE –** CMA-53, 84, 90, 91, EGN-11	3.0

SUBTOTAL: 38 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-123 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

MANUFACTURING TECHNOLOGY

PROGRAM

- **Associate of Science (A.S.)**

HARTNELL COLLEGE

DESCRIPTION

The Manufacturing Technology program is designed to prepare the student for an entry level position in the workforce and to provide continuing education. It focuses on fabrication of products based on industrial blueprints and/or product specifications in industrial technology. The program will provide students with a broad range of skills including industrial safety, fabrication, hydraulics and pneumatics, industrial electricity, basic machining, and blueprint reading. Students completing the program will have the manufacturing skills to solve technical challenges and work in the production trades.

The Associate of Science in Manufacturing Technology is a Career Technical Education degree with the goal of preparing students for entry level positions in the manufacturing workforce. These opportunities include the fields of manufacturing, fabrication, and maintenance, and some examples of available careers are Industrial Technicians, Machine Tool Operators, and Machine Tool Programmers. In the college's region there is currently a significant gap between the annual demand for a manufacturing workforce and the annual supply.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Basic Machinist
- Hydraulics Pneumatics Technician
- Industrial Electricity Technician
- Maintenance Technician
- Metal Fabricator

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

MANUFACTURING TECHNOLOGY (AS.MFGT)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the ability to adhere to personal, industry, and OSHA safety standards in all projects.
- analyze and solve manufacturing problems and applications using a variety of fabrication and basic machining processes.
- explain, identify and troubleshoot applications of hydraulics and pneumatics as it pertains to manufacturing.
- communicate effectively, both orally and in writing, using appropriate technical language
- explain, identify, and troubleshoot applications of industrial electricity as it pertains to manufacturing.
- read, interpret, and compare industrial blueprints.

Required Major Courses (19 units)

☐ CMA-74 – Industrial Drawing and Print Reading	3.0
☐ MFGT-70 – Introduction to Mechanized Agriculture	3.0
☐ MFGT-130 – Introduction to Metal Fabrication	3.0
☐ MFGT-140 – Introduction to Industrial Hydraulics and Pneumatics	2.0
☐ MFGT-150 – Introduction to Industrial Electricity	2.0
☐ MFGT-169 – Hazmat and Industrial Safety	2.0
☐ MFGT-180 – Industrial Workplace Skills	1.0
☐ WLD-150 – Basic Welding	3.0

Major Electives (Complete 2-3 units)

☐ MFGT-131 – Intermediate Metal Fabrication	3.0
☐ MFGT-141 – Intermediate Industrial Hydraulics and Pneumatics	2.0
☐ MFGT-151 – Intermediate Industrial Electricity	2.0

Major Electives (Complete 5-6 units)

☐ CMA-75 – Engineering Drawing and Solidworks	3.0
☐ CMA-76 – Computer Aided Mechanical Drafting and Detailing	3.0
☐ CMA-81 – Computer Aided Drafting and Design I	3.0
☐ MFGT-71 – Agricultural and Industrial Equipment Operation	3.0
☐ MFGT-75 – Agriculture Machinery and Management	3.0
☐ MFGT-132 – Advanced Metal Fabrication	3.0
☐ WLD-151 – Introduction to GTAW/TIG Welding	3.0
☐ WLD-152 – Sheet Metal Fabrication	2.0

SUBTOTAL: 26-28 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

WELDING

PROGRAMS

- **Associate of Science (A.S.)**
- **Certificate of Achievement**

DESCRIPTION

The Welding Technology program provides students with entry- and advanced-level employment skills in welding and metalworking techniques that are relevant to the needs of local employers and industries.

The program provides training in a variety of welding methods including SMAW, GTAW, GMAW and FCAW. Advanced level courses in plate and pipe welding prepare students for American Welding Society welding certification testing. The program offers courses in sheet metal fabrication and welding fabrication that focus on print reading and metalworking skills. In addition, courses are offered in architectural/ornamental ironwork fabrication, as well as toolmaking and hardfacing techniques that are used in the construction and agriculture industries.

Job opportunities for students in this area include machine shop welder, autobody worker, sheet metal worker, structural and ironwork welder, maintenance welder, pipe welder, and agricultural welding and fabrication.

As a result of ongoing changes in technology, the need to expand competencies, and changing transfer requirements, certificate and degree requirements may also change. If you note changes in degrees or certificate requirements, or if courses are not offered in a particular semester, please consult with a counselor or faculty on how best to complete the program in which you are enrolled.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Aerospace
- Agriculture
- Automotive Manufacturer and Repair
- Chemical Processing
- Construction
- Cutter
- General Manufacturing
- Oil and Gas Extraction
- Plumbing and Pipe Welding
- Underwater Welding
- Welder

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

WELDING (AS.WLD)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the use of welding and metal cutting processes safely and correctly.
- perform welding procedures in two or more methods on steel test plates in two or more welding positions.
- interpret and analyze fabrication prints, develop parts and cutting lists, and select and calibrate welding and cutting methods to fabricate assigned projects.

Required Courses (28 units)

☐ CMA-74 – Industrial Print Reading and Drawing	3.0
☐ MFGT-169 – Hazardous Materials and Industrial Safety	2.0
☐ WLD-150 – Introduction to Arc Welding	3.0
☐ WLD-151 – Introduction to GTAW/TIG Welding	3.0
☐ WLD-152 – Sheet Metal Fabrication	2.0
☐ WLD-153 – Welding Fabrication	3.0
☐ WLD-154 – Advanced Arc Welding	3.0
☐ WLD-155 – Ornamental Ironwork	2.0
☐ WLD-156 – Toolmaking	2.0
☐ WLD-157 – Pipe Welding	3.0
☐ WLD-158 – Hardfacing and Surfacing	2.0

Restricted Major Electives (Complete 9 units)

☐ CMA-75 – Engineering Drawing/Solid Works	3.0
☐ CMA-81 – Computer Aided Drafting and Design	3.0
☐ MFGT-130 – Introduction to Metal Fabrication	3.0
☐ MFGT-150 – Introduction to Industrial Electricity	2.0
☐ WLD-99 – Cooperative Work Experience	1.0-4.0

SUBTOTAL: 37 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ *Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.*

TOTAL: 60 UNITS

WELDING (CT.WLD)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the use of welding and metal cutting processes safely and correctly.
- perform welding procedures in two or more methods on steel test plates in two or more welding positions.
- interpret and analyze fabrication prints, develop parts and cutting lists, and select and calibrate welding and cutting methods to fabricate assigned projects.

Required Major Courses (24 units)

☐ CMA-74 – Industrial Print Reading and Drawing	3.0
☐ MFGT-169 – Hazardous Materials and Industrial Safety	2.0
☐ WLD-150 – Introduction to Arc Welding	3.0
☐ WLD-151 – Introduction to GTAW/TIG Welding	3.0
☐ WLD-153 – Welding Fabrication	3.0
☐ WLD-154 – Advanced Arc Welding	3.0
☐ WLD-155 – Ornamental Ironwork	2.0
☐ WLD-156 – Toolmaking	2.0
☐ WLD-157 – Pipe Welding	3.0

Major Electives (Complete 6 units)

☐ WLD-152 – Sheet Metal Fabrication	2.0
☐ WLD-158 – Hardfacing and Surfacing	2.0
☐ WLD-99 – Cooperative Work Experience	1.0-4.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	5.0
☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 30 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

Programs:
Basic English, Communication Studies, Digital Arts, English, English as a Second Language, Film, Television, and Electronic Media, General Studies Emphasis-Humanities, General Studies Emphasis-Language & Rationality, High School Equivalency, Liberal Arts Emphasis-Humanities, Liberal Arts Emphasis-Languages & Literature, Music, Photography, Spanish, Studio Arts, Theatre Arts & Cinema

BASIC ENGLISH

PROGRAM

- **Certificate of Competency**

HARTNELL COLLEGE

DESCRIPTION

The Basic English Certificate of Competency is awarded with successful completion of ESL 610, 615, 620, and 625. This noncredit program is intended for non-native speakers of English, with the focus on vocabulary, listening, pronunciation, and basic writing tasks. Students will learn and practice communication skills for everyday situations--home, work, school, and the community. Students should be able to read and write in their first language in order to participate successfully. Completion of this program will prepare students for low intermediate level credit/academic ESL courses.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will prepare non-native speakers to enroll in and succeed at low-intermediate level credit/academic ESL courses, or to communicate more effectively at work and in the community. The program-level learning outcome is "Given an everyday situation, a student will be able to communicate both in spoken and written English about self, family, work, and school at a high-beginning level." Course materials for this program will be approximately $70.

*There is a $10 Student Activities fee. However, there are no tuition fees because noncredit courses do not earn units/credits.

REQUIRED COURSES

- ☐ ESL-610 – Beginning ESL: Speaking & Listening
- ☐ ESL-615 – High-Beginning ESL: Speaking & Listening
- ☐ ESL-620 – Beginning ESL: Reading and Writing
- ☐ ESL-625 – High-Beginning ESL: Reading and Writing

FOR MORE INFORMATION on the Certificate and on transitioning to credit ESL.

CALL (831) 755-6701

COMMUNICATION STUDIES

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

The Associate in Arts in Communication Studies for Transfer allows students to focus their major course work and required electives to meet the needs of business, interpersonal, and public communication; and to demonstrate communicative competence. A degree in Communication Studies can lead to a career (or further study) in public relations, teaching, consulting, broadcasting, law ministry, pubic administration or any field in which communication skills are highly valued. Upon successful completion of the Associate in Arts in Communication Studies for Transfer, a student should be able to: conceive, develop and deliver a focused, cogent, and clear presentation; explain the transactional and transformative nature of human communication; and research, organize and write a paper concerning the development, implementation, and effective use of various communication theories.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Account Representative
- Advertising
- Advocate
- Announcer
- Broadcaster
- Consultant
- Corporate Communications Officer
- Director/Producer
- Editor
- Journalist
- Lawyer
- Marketing
- Negotiator
- Public Administration
- Public Relations
- Researcher
- Sales Representative
- Speech Writer
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMMUNICATION STUDIES (AAT.COM)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- conceive, develop and deliver a focused, cogent, and clear oral presentation.
- explain the transactional and transformative nature of human communication.
- research, organize, and write a paper concerning the development, implementation, and effective use of various communication theories.

Required Major Courses (15 units)

☐ COM-1 – Introduction to Public Speaking	3.0
☐ COM-2 – Argumentation and Debate	3.0
☐ COM-3 – Survey of Human Communication	3.0
☐ COM-4 – Intercultural Communication	3.0
☐ COM-8 – Interpersonal Communication	3.0

Major Electives (Complete 3 units)

☐ ANT-2 – Introduction to Anthropology Cultural	3.0
☐ COM-5 – Professional & Leadership Communication	3.0
☐ ENG-2 – Critical Thinking and Writing	3.0
☐ PSY-2 – General Psychology	3.0
☐ SOC-1 – Introduction to Sociology	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

DIGITAL ARTS

PROGRAMS

- **Associate of Arts (A.A.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Digital Arts program offers a certificate and associate degree in Digital Arts. Classes include training in graphic design, digital graphics, 2D digital illustration, 2D digital photographic imaging, digital video and audio editing, 2D and 3D digital animation, 3D modeling, storyboard development for animation and interactive digital media interface design. The AA degree in Digital Arts offers 3 tracks of specialization; graphic design for print, screen and time-based, digital photography and video, or digital animation and illustration. An imaginative blend of art, design, photography, video, animation and illustration is applied to producing digital media presentations for business, education, entertainment, telecommunication and medical industries graduates in Digital Arts are qualified for positions in graphic design, digital art, web design, game design, 2D illustration, digital photographic imaging, audio engineering, video editing, digital video, or digital media interface design. Graduates in Digital Arts with animation specialization are qualified for positions in 3D digital art, game design, storyboard art, 3D modeling, character animation, digital 3D broadcast logo design, digital 3D volumetrics, 3D animation and compositing, 2D digital art, 2D compositing, 2D chroma key, 2D texture painting, or rotoscoping.

For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Art Director
- Art Marketing Director
- Design Studio Manager
- Freelancer
- Game Designer
- Graphic Designer
- Layout Artist
- Multimedia Artist and Animator
- Photographer
- Publications Designer
- Web Designer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

DIGITAL ARTS (AA.DA)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate effective technical proficiency in the creation of digital artwork or projects
- design effective visual communication for print, animation, and interactive media.
- structure visual information utilizing digital design aesthetic principles.
- appraise and analyze the influence of digital art and artists on the lives of all individuals, cultures, and societies.

Graphic Design	Complete 2 courses from ART-12A, ART-78, ART-84, and PHO-1
Digital Photography/Video	Complete 2 courses from PHO-1, PHO-2, ART-12A, and ART-84
Digital Animation/Illustration	Complete 2 courses from ART-73, ART-3, ART-13 and ART-84

Required Major Courses (21 units)

- ☐ ART-70 – Introduction to Graphic Design/Computer Graphics 3.0
- ☐ ART-71 – Introduction to 2D Digital Illustration 3.0
- ☐ ART-72 – Introduction to Digital Arts 3.0
- ☐ ART-74 – Digital 3D Design and Modeling 3.0
- ☐ ART-76 – Introduction to 3D Digital Animation 3.0
- ☐ ART-77 – Introduction to Digital Video and Video Editing 3.0
- ☐ ART-80 – Introduction to Digital Photography and Photographic Imaging 3.0

Major Electives (Complete 6 units)

- ☐ ART-3 – Drawing and Composition 3.0
- ☐ ART-12A – Design 3.0
- ☐ ART-13 – Three-Dimensional Design 3.0
- ☐ ART-73 – Introduction to Digital Illustration for Animation 3.0
- ☐ ART-78 – Motion Graphics and Design Principles 3.0
- ☐ ART-84 – Digital Art Portfolio and Business Practices 3.0
- ☐ PHO-1 – Introduction to Photography 3.0
- ☐ PHO-2 – Beginning Black and White Photography 3.0

SUBTOTAL: 27 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

DIGITAL ARTS (CT.DA)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate effective technical proficiency in the creation of digital artwork or projects.
- design effective visual communication for print, animation, and interactive media.
- structure visual information utilizing digital design aesthetic principles.
- appraise and analyze the influence of digital art and artists on the lives of all individuals, cultures, and societies.

Required Major Courses (21 units)

☐ ART-70 – Introduction to Graphic Design/Computer Graphic	3.0
☐ ART-71 – Introduction to 2D Digital Illustration	3.0
☐ ART-72 – Introduction to Digital Arts	3.0
☐ ART-74 – Digital Three Dimensional Design and Modeling	3.0
☐ ART-76 – Introduction to 3D Digital Animation	3.0
☐ ART-77 – Introduction to Digital Video and Video Editing	3.0
☐ ART-80 – Introduction to Digital Photographic Imaging	3.0

Major Electives (Complete 3 units)

☐ ART-12A – Design	3.0
☐ ART-13 – Three Dimensional Design	3.0
☐ ART-73 – Introduction to Digital Illustration Animation	3.0
☐ ART-78 – Motion Graphics and Design Principles	3.0
☐ ART-84 – Digital Art Portfolio & Business Practices	1.0-3.0
☐ PHO-1 – Introduction to Photography	3.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101*– Academic Writing and Reading II	3.0
☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 24 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ENGLISH

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

HARTNELL COLLEGE

DESCRIPTION

The Associate in Arts in English for Transfer offers a study of composition, language, and literature designed to develop skills in reading perceptively, writing effectively, and thinking critically. The program prepares students for diverse careers in advertising, business, communications media, public relations, law, government service, and teaching. For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Author
- Biographer
- Columnist
- Correspondent
- Creative Director
- Editor
- English Teacher
- Grant Writer
- Lawyer
- Lobbyist
- Playwright
- Public Relations
- Reporter
- Speech Writer
- Spokesperson
- Staff Writer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ENGLISH (AAT.ENG)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply appropriate interpretive strategies to read, discuss, and analyze a variety of works of literature within any given genre and expository texts.
- analyze and evaluate major themes and techniques found in literature and expository texts by applying appropriate writing strategies and skills.
- demonstrate an appreciation for the aesthetic value of literature and expository texts from a diversity of cultural, historical, and ethnic perspectives.

Required Major Courses (6 units)

☐ ENG-1B – College Literature and Composition	3.0
☐ ENG-2 – Critical Thinking and Writings	3.0

Major Electives A (Complete 9 units)

☐ ENG-22 – Studies of Poetry	3.0
☐ ENG-24 – The Short Story	3.0
☐ ENG-31 – Beginning creative Writing	3.0
☐ ENG-44A – World Literature I	3.0
☐ ENG-44B – World Literature II	3.0
☐ ENG-46A – Survey of British Literature I	3.0
☐ ENG-46B – Survey of British Literature II	3.0
☐ ENG-47A – Survey of American Literature I	3.0
☐ ENG-47B – Survey of American Literature II	3.0

Major Electives B (Complete 3 units)

☐ ENG-17 – The Contemporary Shakespeare	3.0
☐ ENG-26 – Chicanx Literature	3.0
☐ ENG-41 – Art of Steinbeck	3.0
☐ ENG-48 – Introduction to Children's Literature	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

FILM, TELEVISION, AND ELECTRONIC MEDIA

PROGRAM

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

DESCRIPTION

The Associate in Science degree in Film, Television, and Electronic Media provides a clearly articulated curricular track for students who wish to transfer to baccalaureate Film, Television, and Electronic Media (FTVE) degree programs at a California State University (CSU) campus. This degree provides the lower division FTVE major courses required at many CSUs while exposing students to the core principles of the field. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major. Courses are designed for the general education student and for those who may pursue FTVE as a major or as a career. Career options include camera operator, production technician, documentary film maker, video producer, radio DJ, radio technician, production assistant, video editor, actor, teacher, or commercial production technician. Careers with a technical emphasis include media technician, concert venue technician, theme park technician, stage manager, designer, art director, facilities manager, or technical director.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Actor
- Art director
- Camera Operator
- Commercial Production Technician
- Concert Venue Technician
- Designer
- Documentary Film Maker
- Facilities Manager
- Media Technician
- Production Assistant
- Production Technician
- Radio DJ
- Radio Technician
- Stage Manager
- Teacher
- Technical Director
- Theme park Technician
- Video Editor
- Video Producer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

FILM, TELEVISION, AND ELECTRONIC MEDIA (AST.FTVE)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in theatre, film, television, & electronic media terminology and performance skills, its basic theories, history and techniques, culminating in a media production or live performance on stage.
- conduct and apply analysis and research skills of dramatic texts and instructional materials.
- work effectively as an ensemble member in a fully produced production formulating alternative solutions to theatrical, film, television, & electronic media production situations.
- analyze, interpret, and evaluate their own and others' work in theatre, film, television, & electronic media as a patron and participant.

Required Major Courses (18 units)

☐ TAC-50 – Introduction to Film: the Classics to the 1960s	3.0
☐ TAC-51 – Television Studio Production	3.0
OR	
TAC-54 – Video Production Lab – Single Camera	3.0
☐ TAC-57 – Introduction to Electronic Media	3.0
☐ TAC-58 – Introduction to Media Writing	3.0
☐ TAC-59 – Beginning Audio Production	3.0
☐ TAC-53 – Playwriting and Screenwriting	3.0
OR	
ART-78 – Motion Graphics and Design Principles	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Humanities / Language and Rationality

PROGRAMS

- **Associate of Arts (A.A.)**

DESCRIPTION

The General Studies with an Area of Emphasis program, developed by the Counseling Discipline, is designed to meet the needs of students interested in graduating with an Associate level college degree by studying specific related disciplines of academic subjects **(Humanities or Language and Rationality).**

The degree prepares the student for the following:

- a broad range of educational outcomes including reasoning skills, general education, basic skills, mathematical skills, communication skills and intercultural understandings desired by employers and required in a variety of entry level professional careers and or promotional opportunities
- the completion of a major leading to a two-year college degree
- a solid beginning in the transfer planning process through careful educational planning with a counselor

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrative or Executive Assistant
- Customer Service Representative
- General Manager
- Nonprofit Program Manager

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Humanities / Language and Rationality

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

CHOOSE A SINGLE AREA OF EMPHASIS: Complete 18 units in one of the areas of emphasis listed below:	
☐ **Humanities** ☐ **Language and Rationality**	

☐ **Areas of Emphasis: Humanities (AA.GSH)**	
Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creations and develop aesthetic understanding and an ability to make value judgments.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**American Sign Language:** ASL 1, 2, 3
☐	**Anthropology:** ANT 2, 20
☐	**Art:** ART 1A, 1B, 3, 10, 12A, 15A, 15B, 19, 70, 72, 80
☐	**English:** ENG 1B, 17, 22, 24, 26, 31, 32, 33, 41, 44A, 44B, 46A, 46B, 47A, 47B
☐	**Ethnic Studies:** ETH 6, 7, 12
☐	**History:** HIS 40, 47, 55
☐	**Music:** MUS 1A, 2, 5, 6, 7, 8, 20, 21, 23.1, 23.2, 23.3, 23.4, 23.5, 25, 26, 42, 43, 46, 47, 48, 49
☐	**Philosophy:** PHL 2, 10
☐	**Photography:** PHO 1, 2, 4
☐	**Spanish:** SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S
☐	**Theatre and Cinema:** TAC 1, 2, 3, 7, 20, 21, 23, 24, 25, 26, 29, 40, 50, 53

CON'T OF GENERAL STUDIES WITH AN AREA OF EMPHASIS

Humanities / Language and Rationality

☐ **Areas of Emphasis: Language and Rationality (AA.GSL)**
Courses in language and rationality are those that study English expository writing and composition, communication, and analytical thinking. Courses include oral communication, mathematics, logic, statistics, computer languages and related disciplines. Students will develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the students used.
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.

	REQUIRED MAJOR COURSES
☐	**American Sign Language:** ASL 1, 2, 3
☐	**Business:** BUS 1A, 43
☐	**Communications:** COM 1, 2, 3, 4, 5, 8
☐	**Computer Science:** CSS 1, 2A, 2B, 3, 4, 123
☐	**Counseling:** COU 1, 23, 27
☐	**English:** ENG 1B, ENG 1B Multicultural Perspective, 2
☐	**Library:** LIB 2, 5, 6, 7
☐	**Mathematics:** MAT 2, 3A, 3B, 3C, 4, 5, 7, 10, 12, 13, 16, 18, 24, 25, 27, 121, 123, 126
☐	**Philosophy:** PHL 15
☐	**Spanish:** SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-126 or higher*

Students must complete one of the following General Education Plans: **HCCD GE** *(see page 68)*

☐ **Ethnic Groups in the US** ☐ **Humanities** ☐ **Language and Rationality**

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** **SUBTOTAL: 21 UNITS**

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

HIGH SCHOOL EQUIVALENCY

PROGRAM

- **Certificate of Competency**

HARTNELL COLLEGE

DESCRIPTION

The Certificate of Competency in High School Equivalency Preparation is awarded upon the successful completion of the High School Equivalency (HSE) preparation courses: HSE 640, 650, and 660 (or HSE 640S, 650S and 660S). This noncredit program is intended for individuals who are preparing to attempt the state of California approved High School Equivalency exams (GED or HiSET). This certificate also prepares students to achieve academic, career, and lifelong learning goals, including preparing to succeed in college level work.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide students without a High School Diploma or its equivalent, the necessary skills to prepare for taking and passing the GED or HiSET equivalency exams and earning a California Certificate of High School Equivalency. Students will gain academic skills including: reading comprehension, critical thinking, basic composition including writing and editing a coherent text, inferences and interpretation, arithmetic, pre-algebra, algebra and basic trigonometry skills. Students will also be able to apply those skills to the subject area tests for the GED or HiSET examinations. The program-level learning outcome for these courses is the preparation and successful completion of a high school equivalency by taking the GED/HiSET examinations, and acquiring skills necessary for continuing a student's career or academic goals. These are no-cost courses, however, students will pay for High School Equivalency (GED or HiSET) examinations. This certificate is a zero-cost textbook program. Program Objective: Upon successful completion of this program a student will be able to: Apply the academic skills necessary for continuing career or academic goals by preparing for and successfully completing a high school equivalency examination

*There is a $10 Student Activities fee. However, there are no tuition fees because noncredit courses do not earn units/credits.

REQUIRED COURSES

- ☐ HSE 640 or HSE-640s–High School Equivalency HISET/GED Level 1
- ☐ HSE-650 or HSE-650S –High School Equivalency HISET/GED Level 2
- ☐ HSE-660 or HSE-660S - High School Equivalency HISET/GED Level 3

FOR MORE INFORMATION

CALL (831) 770-7070

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Humanities / Languages and Literature

PROGRAMS

- **Associate of Arts (A.A.)**

HARTNELL COLLEGE

DESCRIPTION

This degree is designed for transfer students pursuing an area of study requiring only introductory lower-division major preparation courses within a broader liberal arts breadth pattern and transferring to a California State University (CSU), University of California (UC).

This degree represents only 8 of the 26 general areas of study identified in '"Exploring Majors" on the www.assist.org transfer web site. These 8 general areas of emphasis are outlined below. Selecting courses from these general areas will prepare students to transfer to a variety of majors. This degree is an interdisciplinary approach allowing students to meets their individual transfer goals and lower division CSU-GE breadth or UC/CSU IGETC patterns.

Undecided students and those pursuing one of the other areas of study requiring a specific sequence or pattern of courses are encouraged to identify a major area of study as early as possible and follow requirements to the four-year university in consultation with a Hartnell College counselor. Those 18 other areas not included in this degree are: Agricultural Sciences, Architecture and Environmental Design, Art and Design, Biological Sciences, Business and Economics, Chemistry, Communications, Computer Science, Engineering, Environmental Studies and Sciences, Health and Physical Education, History, Mathematics, Media/Film and Television, Performing Arts, Physical Sciences, Physics, and Teacher Education.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advertising Account Executive
- Archivist
- Business
- College Recruiter
- Customer Service Representatives
- Editor
- Grant Writer
- Journalist
- Museum Manager
- Policy Analyst
- Publicist
- Real Estate
- Speech Writer
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Humanities / Languages and Literature

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

1. Choose the General Education pattern related to your educational goal:	
CSU-GE *(see page 72)*	**39 units**
IGETC *(see page 74)*	**34-37 units**
2. Choose a SINGLE Area of Emphasis listed below. *For the 18 units required, select courses from at least two disciplines and from one of the disciplines, select at least two courses. Students can double count General Education courses with area of emphasis.*	**18 units**
3. Include a 3-unit Hartnell College Ethnic Groups in the United States course.	
4. Complete any elective necessary to total 60 transferable units required by the universities.	

☐ Areas of Emphasis: Humanities (AA.LAHU)

The humanities include, but are not limited to, history; literature; philosophy and ethics; foreign languages and cultures; linguistics; jurisprudence or philosophy of law; archaeology; comparative religion; the history, theory, and criticism of the arts; and those aspects of the social sciences (anthropology, sociology, psychology, political science, government, and economics) that use historical and interpretive rather than quantitative methods. The humanities enable us to reflect upon our lives and ask fundamental questions of value, purpose, and meaning in a rigorous and systematic way.

For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.

REQUIRED MAJOR COURSES

☐	**American Sign Language:** ASL 3
☐	**Anthropology:** ANT 2
☐	**Art:** ART 1A, 1B, 3, 12A, 19
☐	**English:** ENG 17, 22, 24, 31, 41, 44A, 44B, 46A, 46B, 47A, 47B
☐	**Geography:** GEG 1, 10
☐	**History:** HIS 4A, 4B, 5A, 5B, 17A, 17B, 40, 47
☐	**Library Instruction:** LIB 2, 7
☐	**Philosophy:** PHL 2, 10, 15
☐	**Spanish:** 3, 3S, 4, 4S
☐	**Theatre Arts and Cinema:** TAC 1, 2, 3, 50

☐ **Areas of Emphasis: Languages and Literature (AA.LAL)**	
The study of languages and literature includes the history of literature, the geographical and cultural regions of language and writing, the methods and theories of literary and cultural analysis, and training in creative and critical writing.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**American Sign Language:** ASL 1, 2, 3
☐	**English:** ENG 17, 22, 24, 31, 41, 44A, 44B, 46A, 46B, 47A, 47B
☐	**Spanish:** SPA 1, 1S, 1X, 2, 2S, 2X, 3, 3S, 4, 4S

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-123 or higher*
Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**
IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

MUSIC

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**
- **Associate of Arts (A.A.)**

DESCRIPTION

The Music Program offers coursework and ensembles that embrace the diversity of our valley. Music is the universal language of the global village of the 21st century. It forms an integral part of our lives, from the musical "logos" that introduce every media program, to the songs and dances that provide identity to our diverse backgrounds. Study and participation in music has proven to further not only creativity and critical thinking, but also our sense of cooperation and community. At Hartnell, performance opportunities are available for all students in a wide range of vocal and instrumental ensembles. In addition, many courses are designed for students with no previous training in music. The department offers courses that prepare music majors for transfer to four-year universities as well as many courses for the general student.

The AA Degree in Music prepares students for transfer and careers in the following fields: credentialed school instruction, private studio instruction, vocal or instrumental performance, composition or arranging for film/television/multimedia events, sound engineering, conducting, college or university instruction, arts and education administration, and music journalism. Students intending to begin in the AA in Music should plan to take MUS-2 in the summer prior to starting their music degree. For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Arts and Education Administrator
- Composer
- Concert Hall Manager
- Conductor
- Disc Jokey
- Film Music Editor
- Music Director
- Music Journalist
- Music Promoter
- Music Therapist Teacher
- Private Studio Instructor
- Vocal or Instrumental Performer
- Sound Engineer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

MUSIC (AAT.MUS)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- analyze the harmonic structure of music from the Common Practice Period.
- sight-sing intermediate level tonal melodies.
- demonstrate piano proficiency at the lower-intermediate level.
- perform individually on an instrument or with the voice, and collaboratively in an instrumental or vocal ensemble.
- aurally identify the genre and stylistic period of examples from the western art music tradition.
- utilize computer applications for audio recording and notation.

Required Major Courses (18 units)

☐ MUS-11 – Applied Music-Instrumental	2.0
(MUS-11 Course must be taken four times)	
☐ MUS-46 – Music Theory and Musicianship I	4.0
☐ MUS-47 – Music Theory and Musicianship II	4.0
☐ MUS-48 – Music Theory and Musicianship III	4.0
☐ MUS-49 – Music Theory and Musicianship IV	4.0

Required Major Courses—Ensemble (Complete 4 units)

☐ MUS-20 – Hartnell College Choir	1.0
☐ MUS-21 – Hartnell Chamber Singers	1.0
☐ MUS-23.1 – Hartnell Chorale – Renaissance/Baroque	1.0
☐ MUS-23.2 – Hartnell Chorale – Classical/Romantic	1.0
☐ MUS-23.3 – Hartnell Chorale – 20th Century	1.0
☐ MUS-23.4 – Hartnell Chorale – 20th Century "Pops"	1.0
☐ MUS-23.5 – Hartnell Chorale – 21st Century	1.0
☐ MUS-26 – Jazz Ensemble	1.0

SUBTOTAL: 22 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

MUSIC (AA.MUS)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- analyze the harmonic structure of music from the Common Practice Period.
- sight-sing intermediate level tonal melodies.
- demonstrate piano proficiency at the lower-intermediate level.
- perform individually on an instrument or with the voice, and collaboratively in an instrumental or vocal ensemble.
- aurally identify the genre and stylistic period of examples from the western art music tradition.
- utilize computer applications for audio recording and notation.

Required Major Courses (31.5 units)

☐ MUS-1A – Music Appreciation – Historical	3.0
☐ MUS-2 – Music Fundamentals	3.0
☐ MUS-10 – Applied Music Voice	2.0
(MUS-10 course must be taken two times)	
OR	
MUS-11 – Applied Music-Instrumental	2.0
(MUS-11 Course must be taken four times)	
☐ MUS-13A – Beginning Piano I	1.5
☐ MUS-13B – Beginning Piano II	1.0
☐ MUS-14 – Intermediate Piano	1.0
☐ MUS-15 – Advanced Piano	1.0
☐ MUS-42 – Electronic Music	3.0
☐ MUS-46 – Music Theory and Musicianship I	4.0
☐ MUS-47 – Music Theory and Musicianship II	4.0
☐ MUS-48 – Music Theory and Musicianship III	4.0
☐ MUS-49 – Music Theory and Musicianship IV	4.0

Major Electives—Ensemble (Complete 4 units)

☐ MUS-20 – Hartnell College Choir	1.0
☐ MUS-21 – Hartnell Chamber Singers	1.0
☐ MUS-25 – College Wind Ensemble	1.0
☐ MUS-26 – Jazz Ensemble	1.0
☐ MUS-36 – Jazz Combo	1.0
☐ MUS-37 – Chamber Music Ensemble	1.0

SUBTOTAL: 35.5 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

PHOTOGRAPHY

PROGRAMS

- **Associate of Arts (A.A.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

Photography is an omnipresent, integral part of life in the 21st Century. It is the basis of visual media such as filmmaking, video, and digital imaging. The study of photography involves both the development of a technical, skill-based knowledge, as well as an appreciation for how the medium has changed and continues to shape the values, the cultures and the lives of everyone globally.

Photography is more than a means to make a visual record; it has also become a tool of change; a form of art; a means of learning, and a platform for communicating ideas.

The photography faculty is committed to empowering students with the ability to apply photo imaging to their lives for practical, professional, and artistic purposes. Hartnell photo instruction prepares students to achieve personal enrichment and development, to acquire abilities needed to produce photographic art of high aesthetic value, and to develop or hone professional skills. Additional general education courses will prepare students for advancement to college and university study. Photography offers careers in the following areas: advertising; photographic art; fashion photography; commercial portrait; digital effects; photojournalism; editorial, wedding, and special event photography; industrial photography; travel, adventure, and pet photography; scientific photography; forensic photography; and documentary photography.

For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advertising
- Commercial Portrait
- Digital Effects
- Editorial, Wedding & Special Event Photography
- Fashion Photography
- Forensic Photography
- Industrial Photography
- Photo Journalism
- Photographic Art
- Scientific Photography
- Travel, Adventure & Pet Photography

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

PHOTOGRAPHY (AA.PHO)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate effective technical proficiency with film and digital media.
- structure visual information to produce images of intermediate level aesthetic quality.
- interpret and produce photographs that communicate intellectually and emotionally.
- demonstrate an intermediate knowledge of the history of photography.
- demonstrate an awareness of the influence of photography on the lives of individuals, cultures, and societies.

Required Major Courses (21 units)

☐ PHO-1 – Introduction to Photography	3.0
☐ PHO-2 – Beginning Black and White Photography	3.0
☐ PHO-3 – Advanced Photography Lab	3.0
☐ PHO-4 – Portfolio Photography	3.0
☐ ART-12A – Design	3.0
☐ ART-72 – Introduction to Digital Arts	3.0
☐ ART-80 – Intro to Digital Photography & Photographic Imaging	3.0

Major Electives A (Complete 3 units)

☐ ART-1A – Art History Survey I	3.0
☐ ART-1B – Art History Survey II	3.0
☐ ART-3 – Drawing and Composition	3.0

Major Electives B (Complete 3 units)

☐ ART-6A – Watercolor and Gouache	3.0
☐ ART-6B – Oils	3.0
☐ ART-6C – Acrylics	3.0
☐ ART-10 – Art Appreciation	3.0
☐ ART-70 – Graphic Design/Computer Graphics	3.0
☐ ART-71 – Introduction to 2D digital Illustration	3.0
☐ ART-77 – Introduction to Digital Video and Video Editing	3.0

SUBTOTAL: 27 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

PHOTOGRAPHY (CT.PHO)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate effective technical proficiency with film and digital media.
- structure visual information to produce images of intermediate level aesthetic quality.
- interpret and produce photographs that communicate intellectually and emotionally.
- demonstrate an intermediate knowledge of the history of photography.
- demonstrate an awareness of the influence of photography on the lives of individuals, cultures, and societies.

Required Major Courses (21 units)

☐ PHO-1 – Introduction to Photography	3.0
☐ PHO-2 – Beginning Black and White Photography	3.0
☐ PHO-3 – Advanced Photography Lab	3.0
☐ PHO-4 – Portfolio Photography	3.0
☐ ART-12A – Design	3.0
☐ ART-70 – Graphic Design/Computer Graphics	3.0
☐ ART-80 – Intro to Digital Photo & Photographic Imaging	3.0

Major Electives (Complete 3 units)

☐ ART-1A – Art History Survey I	3.0
☐ ART-1B – Art History Survey II	3.0
☐ ART-77 – Digital Video, Editing and Production	3.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	5.0
☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 24 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

SPANISH

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**
- **Associate of Arts (A.A.)**

DESCRIPTION

The Spanish degree program includes four semesters of the study of Spanish, one of the world's most influential languages and the fastest growing language in California. It provides students with the communication skills in understanding, speaking, reading, and writing, and prepares them to enter the workforce in many industries where knowledge of Spanish is valuable and imperative. Students will find a broad range of employment opportunities in educational, legal, and medical settings that include careers in interpretation, customer service, preschool education, childcare, health care, nutrition services, and in numerous areas of public safety. It is recommended that students intending to transfer to four-year institutions complete the Spanish AA-T degree instead.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Bilingual Educator
- Court Interpreter
- Foreign Correspondent
- Foreign Diplomat
- Importer/Exporter
- International Business
- International Consultant
- Interpreter/Translator
- Journalist
- Linguist
- Missionary
- National Security Agent
- Nonprofit Manager
- Social Worker
- Teacher
- Tour Organizer
- Travel Agent

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

SPANISH (AAT.SPA)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- converse and write in Spanish at the intermediate level with effective use of grammar, vocabulary, comprehensible pronunciation, and syntax on a range of topics such as personal and family lives, school or work, and current events.
- read and understand authentic texts in Spanish such as letters, essays, newspaper articles, poems, and/ or short stories.
- demonstrate knowledge and understanding of the linguistic, literary, and cultural contributions of the Spanish speaking world.

Required Major Courses (Complete 5 units)

☐ SPA-1 – Elementary Spanish	5.0
☐ SPA-1S – Elementary Spanish Speakers	5.0
☐ SPA-1X – Elementary Spanish for Chicano Students	5.0

Required Major Courses (Complete 5 units)

☐ SPA-2 – Elementary Spanish	5.0
☐ SPA-2S – Elementary Spanish Speakers	5.0
☐ SPA-2X – Elementary Spanish for Chicano Students	5.0

Required Major Courses (Complete 5 units)

☐ SPA-3 – Intermediate Spanish	5.0
☐ SPA-3S – Intermediate Spanish Speakers	5.0

Required Major Courses (Complete 5 units)

☐ SPA-4 – Intermediate Spanish	5.0
☐ SPA-4S – Intermediate Spanish Speakers	5.0

Major Electives (Complete 3 units)

☐ ENG-26 – Chicanx Literature	3.0
☐ HIS-6 – History of Mexico	3.0
☐ HIS-49A – Chicano History	3.0

SUBTOTAL: 23 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

Students placing out of Spanish 1, 1S, or 1X are not awarded units for that course; therefore the student will need to take additional units from the elective list to complete the requirements for this degree. Students will choose to take an additional 3 unit course from the Restricted Major Electives list.

SPANISH (AA.SPA)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- converse and write in Spanish with effective use of grammar, vocabulary, comprehensible pronunciation, and syntax.
- read and discuss authentic texts in Spanish such as letters, essays, newspaper articles, poems, and/or short stories.
- describe and provide examples of the linguistic, literary, and cultural contributions of the Spanish speaking world.

Required Major Courses (Complete 5 units)

☐ SPA-1 – Elementary Spanish	5.0
☐ SPA-1S – Elementary Spanish Speakers	5.0
☐ SPA-1X – Elementary Spanish for Chicano Students	5.0

Required Major Courses (Complete 5 units)

☐ SPA-2 – Elementary Spanish	5.0
☐ SPA-2S – Elementary Spanish Speakers	5.0
☐ SPA-2X – Elementary Spanish for Chicano Students	5.0

Required Major Courses (Complete 5 units)

☐ SPA-3 – Intermediate Spanish	5.0
☐ SPA-3S – Intermediate Spanish Speakers	5.0

Required Major Courses (Complete 5 units)

☐ SPA-4 – Intermediate Spanish	5.0
☐ SPA-4S – Intermediate Spanish Speakers	5.0

Major Electives (Complete 6 units)

☐ ECE-2 – Child, Family, School & Community Relations	3.0
☐ ECE-53 – Teaching in a Diverse Society	3.0
☐ ETH-1 – Introduction to Ethnic Studies	3.0
☐ ETH-4 – Chicano Culture	3.0
☐ MUS-5 – Ethnic Music in the United States	3.0
☐ SOC-42 – Sociology of Minority Relations	3.0

SUBTOTAL: 26 UNITS

General Education –Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

STUDIO ARTS

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

Art is the study of communicating concepts and ideas visually. The Associate in Arts in Studio Arts for Transfer degree provides students with an introductory foundation in art principles and practices while providing a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus. This degree provides the lower division art courses required at many CSUs while exposing students to the core principles of the studio arts field. Selected courses will include study in art history and studio practice in the creation of both two- and three-dimensional works of art. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Art Buyer
- Art Critic
- Art Director
- Art Exhibition Coordinator
- Art Teacher
- Ceramic Artist
- Costume and Mask Designer
- Display Designer
- Gallery Owner
- Illustrator/Designer
- Impressionist
- Jewelry Designer
- Magazine Cover Artist
- Painter
- Set Designer
- Sculpture Artist
- Silkscreen Artist
- Sketch Artist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

STUDIO ARTS (AAT.SART)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate a working knowledge of the core aesthetic principles of studio arts through visual problem solving in areas of two-dimensional and three-dimensional fine art;
- apply their understanding of studio arts to their professional, personal, and civic lives.

Required Major Courses (15 units)

☐ ART-1A – Art History Survey I	3.0
☐ ART-1B – Art History Survey II	3.0
☐ ART-3 – Drawing and Composition	3.0
☐ ART-12A – Design	3.0
☐ ART-13 – Three-Dimensional Design	3.0

Major Electives (Complete 9 units)

☐ ART-6A – Watercolors & Gouache	3.0
☐ ART-15A – Ceramics	3.0
☐ ART-70 – Intro to Graphic Design & Computer Graphics	3.0
☐ ART-71 – Introduction to 2D Digital Illustration	3.0
☐ ART-72 – Introduction to Digital Art	3.0
☐ PHO-1 – Introduction to Photography	6.0
AND	
PHO-2 – Beginning Black and White Photography	

SUBTOTAL: 24 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

THEATRE ARTS

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Associate in Arts degree in Theatre Arts for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate Theatre Arts degree programs at a California State University (CSU) campus. This degree provides the lower division theatre major courses required at many CSUs while exposing students to the core principles of the theatre arts field. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major. The Hartnell College Theatre Arts AA-T degree is unique in that a professional theatre company is in residence at Hartnell College: The Western Stage. The collaboration between Hartnell College and The Western Stage gives students the possibility of learning their craft within a professional context. Courses are designed for students interested in pursuing theatre as a major or as a career. Career options include actor, teacher or professor, director, agent, announcer, casting director, critic, or model. Careers with a technical emphasis include theatre technician, concert venue technician, theme park technician, stage manager, designer, art director, facilities manager, or technical director.

ASSOCIATE IN ARTS

This degree program is designed for those interested in seeking employment in a theatrical, and/or cinematic environment, or for students desiring to complete major preparation coursework for transfer to a four-year Theatre Arts and/or Film, Television, and Electronic Media oriented Degree Program. The Hartnell College Theatre Arts program is unique in that a professional theatre company is in residence at Hartnell College: The Western Stage. The collaboration between Hartnell College and The Western Stage gives students the possibility of learning their craft a professional context.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Actor
- Agent
- Announcer
- Art Director
- Casting Director
- Concert Venue Technician
- Critic
- Designer
- Director
- Model
- Stage Manager
- Teacher/Professor
- Theatre Technician
- Theme Park Technician

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

THEATRE ARTS (AAT.THA)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in theatre, terminology and performance skills, its basic theories, history and techniques, culminating in a live performance on stage.
- conduct and apply analysis and research skills of dramatic texts and instructional materials.
- work effectively as an ensemble member in a fully produced production formulating alternative solutions to theatrical production situations.
- analyze, interpret, and evaluate their own and others' work in the theatre as a patron and participant.

Required Major Courses (Complete 6 units)

☐ TAC-1 – Introduction to Theatre	3.0
OR	
TAC-3 – History of Theatre	3.0
☐ TAC-10 – Acting I	3.0

Required Major Courses (Complete 3 units)

☐ TAC-20 – Intro to Ensemble Play Production	3.0
TAC-21 – Intro to Modern Play Production	3.0
TAC-22 – Intro to Musical Theatre Production	3.0
TAC-24 – Intro to World Theatre Production	3.0
TAC-25 – Intro to Revival Play Production	3.0
OR	
☐ TAC-26 – Scenic Construction	3.0
TAC-28 – Make-up/Hair Techniques for the Stage	3.0
TAC-29 – Stage Light and Sound	3.0
TAC-40 – Stage Costuming Practicum	3.0

Major Electives (Complete 9 units)

☐ TAC-2 – Script Analysis	3.0
☐ TAC-11 – Intermediate Acting	3.0
☐ TAC-30 – Fundamentals of Theatre Design	3.0

If not used in Required Major Courses (3 units maximum from these courses)

☐ TAC-20 – Intro to Ensemble Play Production	3.0
TAC-21 – Intro to Modern Play Production	3.0
TAC-22 – Intro to Musical Theatre Production	3.0
TAC-24 – Intro to World Theatre Production	3.0
TAC-25 – Intro to Revival Play Production	3.0
OR	
☐ TAC-26 – Scenic Construction	3.0
TAC-28 – Make-up/Hair Techniques for the Stage	3.0
TAC-29 – Stage Light and Sound	3.0
TAC-40 – Stage Costuming Practicum	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

THEATRE ARTS AND CINEMA

PROGRAMS

- **Associate of Arts (A.A.)**

DESCRIPTION

ASSOCIATE IN ARTS

This degree program is designed for those interested in seeking employment in a theatrical, and/or cinematic environment, or for students desiring to complete major preparation coursework for transfer to a four-year Theatre Arts and/or Film, Television, and Electronic Media oriented Degree Program. The Hartnell College Theatre Arts program is unique in that a professional theatre company is in residence at Hartnell College: The Western Stage. The collaboration between Hartnell College and The Western Stage gives students the possibility of learning their craft within a professional context.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Actor
- Agent
- Announcer
- Art Director
- Casting Director
- Concert Venue Technician
- Critic
- Designer
- Director
- Model
- Stage Manager
- Teacher/Professor
- Theatre Technician
- Theme Park Technician

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

THEATRE ARTS AND CINEMA (AA.TAC)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in theatre, and/or film, television, and electronic media terminology and performance skills, its basic theories, history and techniques, culminating in a media production or live performance on stage.
- conduct and apply analysis and research skills of dramatic texts and instructional materials.
- work effectively as an ensemble member in a fully produced production formulating alternative solutions to theatrical production situations.
- analyze, interpret, and evaluate their own and others' work in theatre & cinema as a patron and participant.

Required Major Courses (Complete 15 units)

☐ TAC-1 – Introduction to Theatre	3.0
OR	
TAC-50 – Introduction to Film	3.0
☐ TAC-3 – History of Theatre	3.0
☐ TAC-10 – Acting I	3.0
☐ TAC-2 – Script Analysis	3.0
OR	
TAC-53 – Playwriting and Screenwriting	3.0
☐ TAC-30 – Fundamentals of Theatre Design	3.0

Required Major Courses (Complete 3 units)

☐ **Production**: TAC -17, 20, 21, 22, 24, 25, 53, 54	3.0
OR	
Technical Design: TAC-26, 27, 28, 29, 40, 91	3.0

CHOOSE ONE AREA OF EMPHASIS BELOW

THEATRE EMPHASIS

Major Electives (Complete 6 units –NOT TAKEN IN REQUIRED MAJOR COURSES)

☐ TAC-2 – Script Analysis	3.0
☐ TAC-7/ETH-7 – Chicano Theatre	3.0
☐ TAC-11 – Acting II	3.0
☐ TAC-15 – Acting for the Camera	3.0
☐ TAC-17 – Devised Theatre Performance – Creation Workshop	3.0
☐ TAC-23 – Introduction to Theatre for Social Change	3.0
☐ TAC-53 – Playwriting and Screenwriting	3.0
☐ TAC-55 – Directing	3.0
☐ TAC-92 – Children's Theatre	3.0

FILM, TELEVISION, ELECTRONIC MEDIA EMPHASIS

Major Electives (Complete 6 units –NOT TAKEN IN REQUIRED MAJOR COURSES)

☐ TAC-50 – Introduction to Film: History up to the 1960's	3.0
☐ TAC-51 – Beginning TV Studio Production	3.0
☐ TAC-54 – Video Production Lab – Single Camera	3.0
☐ TAC-58 – Introduction Media Writing	3.0

SUBTOTAL: 24 UNITS

(Note: If you are planning to transfer, be sure to speak with a counselor to ensure you are taking all of the required transfer level courses.)

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

Programs:
Kinesiology, Liberal Arts Emphasis-Psychology, Public Health Science, Registered Nursing, Respiratory Care, Vocational Nursing

KINESIOLOGY

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**
- **Associate of Science (A.S.)**

DESCRIPTION

The Physical Education, Kinesiology, Health, and Athletics department provides formal educational opportunities for the development and acquisition of motor skills, improved physical fitness and their application to sports and physical activities. This Associate of Science Degree covers a broad knowledge base that represents several disciplines that include traditional physical education, exercise science, athletic training, coaching, and health science. These courses help prepare students to transfer as Physical Education and Kinesiology majors to four-year institutions.

The Physical Education and Kinesiology program offers an AA-T degree (Associate in Arts for transfer in Kinesiology). The AA-T provides a clearly articulated curriculum for students who wish to transfer to baccalaureate degree programs at California State University (CSU) campuses.

The department also offers the AS degree (Associate of Science in Kinesiology). This degree is ideal for student-athletes and students transferring out of state or to private institutions.

Baccalaureate programs in Physical Education and Kinesiology include a wide array of specialties including but not limited to: coaching, education, athletic training, industry wellness centers and allied medical fields (Physical Therapy, Occupational Therapy, etc.). The preparation for different specialties will vary. For detailed requirements for individual programs at four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Exercise Physiologist
- Exercise Specialist
- Health Consultant
- Massage Therapist
- Nutritionist/Registered Dietitian
- Occupational Therapist
- Personal Trainer
- Physical Education Teacher
- Physical Therapist
- Recreation Director
- Sports Coach
- Sports Physiologist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

KINESIOLOGY (AAT.KIN)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate competence in performing a variety of skill-related behaviors.
- describe health and physical activity concepts that will enable him or her to make informed decisions concerning health.
- recognize health issues, understand the similarities and contrasts among cultures.
- demonstrate sensitivity to cultural and physical diversity.
- explain the value and significance of physical activity for human development, human interaction and quality of life and its relationship to their particular disability.

Required Major Courses (12 units)

☐ BIO-5 – Human Anatomy	4.0
☐ BIO-6 – Introductory Physiology	3.0
☐ BIO-6L – Physiology Lab	2.0
☐ PETH-1 – Introduction to Kinesiology	3.0

Major Movement Courses: Select (1) course from any (3) of the following areas for a Minimum of 3 units.

☐ AQUATICS – PEAC-42, 44, 61, 68	1.5
☐ COMBATIVES – PEAC-56	2.0
☐ FITNESS – PEAC-32, 36, 40, 43, 46, 47, 49, 50, 51,66, 69	0.5-2.0
☐ INDIVIDUAL SPORTS – PEAC-58, 59, 64	1.0-1.5
☐ TEAM SPORT – PEAC-41, 52, 55, 70,72	1.5

Major Electives (Complete 7-8 units)

☐ MAT-13 – Elementary Statistics	4.0
☐ CHM-1A – General Chemistry	5.0
☐ HED-55 – Health Education – Advanced First Aid	3.0
☐ PHY-2A – College Physics I	4.0
OR	
PHY-4A – General Physics/Mechanics I	4.0

SUBTOTAL: 22-23 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

KINESIOLOGY (AS.KIN)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate competence in performing a variety of physical education activity related skills.
- describe health and physical activity concepts that will enable him or her to make informed decisions concerning health.
- demonstrate sensitivity to physical diversity, understand the similarities and contrasts among different cultures and recognize health issues.
- explain the value and significance of physical activity for human development, human interaction and quality of life and its relationship to their individual health.

Required Major Courses (16 units)

☐ HED-6 – Multicultural Health Beliefs	3.0
☐ NUTR-1 – Nutrition	3.0
☐ PETH-1 – Introduction to Kinesiology	3.0
☐ PETH-2 – Care and Prevention of Athletic Injuries	4.0
☐ PSY-2 – General Psychology	3.0

Required Major Courses (Complete 4-5 units)

☐ BIO-5 – Human Anatomy	4.0
☐ BIO-6 and BIO-6L – Introductory Physiology	5.0
☐ BIO-11 – Introductory Human Anatomy and Physiology	4.0

Required Major Courses (Complete 4 units)

☐ CHM-22 – The Science of Chemistry	4.0
☐ PHY-2A – College Physics I	4.0
☐ PHY-10 – Introduction to Physics	4.0

Major Electives (Select a minimum of 6 units from at least 2 of the following activities)

- ☐ RACQUET ACTIVITIES (TENNIS)
  - o PEAC – 58, 59
- ☐ AQUATIC ACTIVITIES
  - o PEAC – 42, 44, 61, 62, 63, 68
- ☐ TEAM ACTIVITES (TEAM ACTIVITIES)
  - o PEAC – 27, 40, 41, 52, 55, 56, 70, 72, 74
  - o PEIN – 17, 19, 20, 21, 22, 23, 24, 25, 26
- ☐ FITNESS ACTIVITES (FITNESS ACTIVITIES)
  - o PEAC – 32, 36, 43, 46, 47, 49, 50, 51, 56, 66, 69

Major Electives (Complete 1 course 2-3 units)

- ☐ PETH – 3, 4, 5, 10A, 10B

Recommended Major Electives (Select from list, none required.)

*Required for AA-T KIN degree ** Required for athletic transfer participates

- ☐ *BIO-5, *BIO-6, *BIO-6L, **ENG-2, *HED-55, PETH-3, PETH-4

SUBTOTAL: 32-34 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Psychology

PROGRAMS

- **Associate of Arts (A.A.)**

DESCRIPTION

This degree is designed for transfer students pursuing an area of study requiring only introductory lower-division major preparation courses within a broader liberal arts breadth pattern and transferring to a California State University (CSU), University of California (UC).

This degree represents only 8 of the 26 general areas of study identified in '"Exploring Majors" on the www.assist.org transfer web site. These 8 general areas of emphasis are outlined below. Selecting courses from these general areas will prepare students to transfer to a variety of majors. This degree is an interdisciplinary approach allowing students to meets their individual transfer goals and lower division CSU-GE breadth or UC/CSU IGETC patterns.

Undecided students and those pursuing one of the other areas of study requiring a specific sequence or pattern of courses are encouraged to identify a major area of study as early as possible and follow requirements to the four-year university in consultation with a Hartnell College counselor. Those 18 other areas not included in this degree are: Agricultural Sciences, Architecture and Environmental Design, Art and Design, Biological Sciences, Business and Economics, Chemistry, Communications, Computer Science, Engineering, Environmental Studies and Sciences, Health and Physical Education, History, Mathematics, Media/Film and Television, Performing Arts, Physical Sciences, Physics, and Teacher Education.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advertising Account Executive
- Archivist
- Business
- College Recruiter
- Customer Service Representatives
- Editor
- Grant Writer
- Journalist
- Museum Manager
- Policy Analyst
- Publicist
- Real Estate
- Speech Writer
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Psychology

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

1. Choose the General Education pattern related to your educational goal:	
CSU-GE *(see page 72)*	**39 units**
IGETC *(see page 74)*	**34-37 units**
2. Choose a SINGLE Area of Emphasis listed below. *For the 18 units required, select courses from at least two disciplines and from one of the disciplines, select at least two courses. Students can double count General Education courses with area of emphasis.*	**18 units**
3. Include a 3-unit Hartnell College Ethnic Groups in the United States course.	
4. Complete any elective necessary to total 60 transferable units required by the universities.	

☐ **Areas of Emphasis: Psychology (AA.LAP)**	
Psychology is the study of human behavior. Psychologists study the biological, physiological and genetic causes of behavior, as well as the emotional, social, and developmental factors involved.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Anthropology:** ANT 1, 2
☐	**Biology:** BIO 1, 5, 10, 11, 12, 42
☐	**Mathematics:** MAT 13, 2, 18
☐	**Psychology:** PSY 2, 6, 10, 12, 14, 15, 22, 25, 33
☐	**Sociology:** SOC 1, 5,

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-123 or higher*

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

NURSING—REGISTERED NURSING

PROGRAM

- **Associate of Science (A.S.)**

DESCRIPTION

The Hartnell College Associate Degree in Nursing (ADN) is a defined group of pre-requisite and co-requisite courses that prepares students to become registered nurses. The four-semester course of study consists of classroom, high-fidelity simulation, nursing skills laboratory, seminar, interprofessional, and clinical experiences. While enrolled in the associate degree program, Hartnell students may enroll in transfer level courses that meet requirements for a Bachelor's of Science degree in nursing. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). After passing the licensure examination, graduates may practice as registered nurses in a variety of acute and community-based settings. Graduates demonstrate the leadership and comportment required for a professional nurse committed to competence, caring, collaboration, and curiosity, while providing safe, quality nursing care to diverse individuals in various care settings. The Hartnell College ADN Program is fully approved by the California Board of Registered Nursing (BRN) and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Certified Nurse Midwife
- Critical Care Nurse
- ER Nurse
- Health Care Administrator
- Health Educator
- Mental Health Nurse
- Missionary Nurse
- Nurse Administrator
- Nurse Practitioner
- Patient Educator
- Pediatric Nurse
- Public Health Nurse
- Registered Nurse
- Surgical Nurse

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

TRANSFER STUDENTS

Completing the AS degree does not meet all requirements for transfer. Students planning to transfer to a university should follow the requirements of the four-year university. Information on course equivalencies and major preparation requirements for the University of California (UC) and California State University (CSU) systems is available online at http://www.assist.org. Please consult with a Hartnell College counselor to review transfer requirements. Hartnell, Monterey Peninsula, Cabrillo, and Gavilan Colleges are members of the collaborative baccalaureate of science degree in nursing (BSN) program at California State University, Monterey Bay. See https://www.hartnell.edu/nah and http://nursing.csumb.edu/. Students transferring from other nursing programs seeking placement into the second, third, or fourth semesters of the Associate Degree in Nursing Program should contact the Dean of Academic Affairs: Nursing and Allied Health (831.770.6146). Academic counselors evaluate transfer student transcripts for coursework equivalency. Syllabi, course outlines, and catalogs may be requested for the evaluation.

ACCEPTANCE TO THE NURSING (RN) PROGRAM

The Associate Degree in Nursing (ADN) requires separate application and screening procedures that must be completed independently from Hartnell College admission. Acceptance is subject to an annual application process. Because the RN program is impacted, completion of program prerequisites does not guarantee admission. Information can be obtained from the website (https://www.hartnell.edu/nah), the Nursing and Allied Health Office (831.770.6146), or the Hartnell College Nursing and Allied Health Program academic counselor (831.755.6820). Application forms for the RN Program and informational materials are available on the Hartnell College Nursing and Allied Health web page (https://www.hartnell.edu/nah) Application forms are available in November of each year for the following Fall semester admission. Completed application forms and required documents must be submitted by the deadline date listed on the application. Students who are conditionally accepted for entry into the ADN program are required to attend a mandatory orientation. At the orientation, admission packets with health, drug, live scan, and background screenings are distributed.

Minimum Requirements for Admissions Eligibility:

1. Completion of all prerequisite courses with a minimum of a “C” grade as documented on official transcripts. In-progress courses will not be accepted for admission GPA purposes. Science GPA Requirement: 2.5
2. Success in the Associate Degree in Nursing program is based on theoretical knowledge, nursing skills competency, clinical reasoning, professional behaviors, and their application in the clinical setting. To progress students must achieve at least “C” grades in all nursing courses.

NURSING—REGISTERED NURSING (AS.NRN)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- incorporate leadership, management, and legal-ethical principles to guide practice as a professional nurse.
- apply increasingly complex nursing judgement and theoretical concepts when providing safe nursing care to diverse individuals across the lifespan in a variety of settings.
- integrate caring into relationships and nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- communicate and collaborate with members of the interprofessional healthcare team to coordinate care and optimize health outcomes.
- model a spirit of inquiry when examining data, challenging the status quo, questioning underlying assumptions, and offering new insights to improve the quality of care.

Required General Education Courses:
MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO THE PROGRAM (24 units)

- ☐ BIO-5 – Human Anatomy 4.0
- ☐ BIO-6 – Introductory Physiology 3.0
- ☐ BIO-6L – Physiology Laboratory 2.0
- ☐ BIO-27 – Principles of Microbiology 4.0
- ☐ CHM-22 – The Science of Chemistry 4.0
- ☐ ENG-1A – College Composition and Reading 3.0
  OR
  ENG-1AX – Intensive College Composition and Reading 4.0
- ☐ ***MAT-123 – Intermediate Algebra 5.0
  OR
  MAT-126 – Quantitative Reasoning for Personal and Professional Life 4.0
  OR
  MAT-13 – Elementary Statistics (Recommended for Students pursuing BSN) 4.0

***** Required Math Course for degree: Completion of any math course at or above the level of MAT-123 with a grade of "C" or better.**

Required General Education Courses:
MAY BE TAKEN CONCURRENTLY WITH NRN COURSES (6-9 units)

- ☐ PSY-25 – Developmental Psychology - Lifespan 3.0
  OR
  NRN-70 – Growth and Development Across the Life Span for the Healthcare Professional
- ☐ ANT-2 – Introduction to Cultural Anthropology 3.0
  OR
  SOC-1 – Introduction to Sociology 3.0
  AND
  Humanities Group Course _____ *(see page 68)* 3.0
- ☐ Ethnic Group Course _____ *(see page 68)*
  (Recommended: ENG-1A with a Multicultural Perspective)
- ☐ COM-1 – Introduction of Public Speaking 3.0
  OR
  COM-3 – Survey of Human Communication 3.0

CON'T OF NURSING—REGISTERED NURSING

Required Major Courses (After Acceptance into the program) (39.5 units)

1st SEMESTER – 11.5 units

- ☐ NRN-110 – Foundations for Success for RNS 1.0
- ☐ NRN-46 – Health Promotion and Foundational Health Concepts Across the Lifespan 6.5
- ☐ NRN-47 – Social Determinants of health 1.5
- ☐ NRN-48 – Nursing Assessment and Interventions 1.0
- ☐ NRN-49 – Introduction to Pharmacology and Medication Administration 1.5

2nd SEMESTER – 9 units

- ☐ NRN-56 – Care of Diverse Individuals and Families with Stable Conditions 8.0
- ☐ NRN-57 – Nursing Interventions and Scenarios 0.5
- ☐ NRN-58 – Application of Pharmacology Across the Lifespan 0.5

3rd SEMESTER – 8 units

- ☐ NRN-66 – Care of Clients with Complex Physiology and Psychological Conditions 8.0

4th SEMESTER – 8 units

- ☐ NRN-76 – Care of Clients with Potential or Actual Multi-System Failure 7.0
- ☐ NRN-77 – Role Transition and Care Coordination Seminar 1.0

Nursing and Allied Health Electives: (recommended, not required)

- ☐ NRN-50.41 – Supervised Nursing Skills Practice I 0.5
- ☐ NRN-50.42 – Supervised Nursing Skills Practice II 0.5
- ☐ NRN-50.43 – Supervised Nursing Skills Practice III 0.5
- ☐ NRN-50.44 – Supervised Nursing Skills Practice IV 0.5
- ☐ NRN-60.1 – Simulation for Nursing and Allied Health I 0.5
- ☐ NRN-60.2 – Simulation for Nursing and Allied Health II 0.5
- ☐ NRN-60.3 – Simulation for Nursing and Allied Health III 0.5
- ☐ NRN-60.4 – Simulation for Nursing and Allied Health IV 0.5
- ☐ BIO-18 – Introduction to Pathophysiology 3.0
- ☐ HES-1 – Introduction to Public Health 3.0
- ☐ HES-2 – Health and Social Justice 3.0
- ☐ HES-3 – Drugs, Health, and Society 3.0
- ☐ HES-80 – Medical Terminology 3.0
- ☐ LIB-6 – Information Competency in the Social Sciences 1.0
- ☐ NUTR-1 – Nutrition 3.0

SUBTOTAL: 48.5 UNITS

TOTAL: 60 UNITS

NURSING—VOCATIONAL NURSING

PROGRAM

- **Associate of Science**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Hartnell College Vocational Nursing (VN) Program is a defined group of prerequisite, general education, and required major courses in a 24-month program of study consisting of classroom, high-fidelity simulation, nursing skills laboratory, and clinical experiences. Licensed vocational nurses perform essential nursing services under the supervision of a registered nurse or physician. Upon successful completion of program requirements, graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After passing, graduates may practice as vocational nurses in a variety of settings, including but not limited to community agencies, medical offices, hospitals, and long-term care facilities. The Hartnell College VN Program is fully approved by the California Board of Vocational Nurses and Psychiatric Technicians (BVN/PT) and is the first and only vocational nursing program in California to earn national accreditation from the Accreditation Commission for Education in Nursing.

LEADS TO CAREER OPPORTUNITIES SUCH AS

- Home Health Care Provider
- Nursing Technician
- Nursing Assistant and Orderly
- Occupational Therapy Assistant/Aide
- Physical Therapy Aide
- Registered Nurse

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:
https://www.hartnell.edu/academics-affairs/gecp/

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ACCEPTANCE TO THE VOCATIONAL NURSING PROGRAM

The VN Program requires application and screening procedures that are in addition to admission processes for Hartnell College. Because the VN program is impacted, completion of program prerequisites does not guarantee admission. Information can be obtained from the website (http://www.hartnell.edu/nah), the Nursing and Allied Health Office (831.770.6146) or the Hartnell College Nursing and Allied Health academic counselor (831.755.6820).

Application forms for the VN Program and informational materials are available on the Hartnell College Nursing Program webpage (http://www.hartnell.edu/nah). On-line application forms are posted in the fall for spring admissions. Application forms and requested documents must be submitted by the deadline date. Students accepted into the VN program are required to attend a mandatory orientation. At the orientation, admission packets with forms for health, drug, and background checks are distributed. Once admitted, the student commitments to full-time study for three semesters. Students are responsible for costs related to classroom and clinical learning materials, travel to clinical sites, clinical nursing skills supplies, and standardized assessments.

Minimum Requirements for Admissions Eligibility:

1. Hartnell College enrollment or a Hartnell College Application for Admission on file in the Office of Admissions and Records
2. Completion of English 1A, Math 121, Psychology 2, and Biology 11 courses.
3. Completion of high school or equivalent: official high school transcript or equivalent is required. (Board of Vocational Nursing /Psychiatric Technician, Rules and Regulations, Article 5 Section 2530)

Admission is based on a lottery of those candidates who have completed an application, submitted it prior to the deadline, and meet minimal requirements. Persons not selected are encouraged to reapply. Success in the Vocational Nursing Program is based on the application of theoretical knowledge, clinical skill proficiency, and professional comportment in the clinical setting. To progress and graduate from the vocational nursing program, students must achieve at least “C” or “P” grades in all nursing courses.

FOR MORE INFORMATION, CONTACT: Hartnell College Nursing and Allied Health: 831.770.6146
Hartnell College Counselor: 831.755.6820
Email: nursingandalliedhealth@hartnell.edu

NURSING—VOCATIONAL NURSING (AS.NVN)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to

- articulate the role of the vocational nurse as a member of the health care team, committed to provide safe, quality care for diverse persons and their families.
- provide rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of persons.
- promote the human dignity, integrity, self-determination, and personal growth of persons, oneself, and members of the health care team.
- achieve quality care through effective communication, mutual respect, and shared decision making with the health care team.
- question the basis for nursing actions, considering research, evidence, tradition and personal preferences.

Required General Education Courses:
MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO THE PROGRAM – 21-24 units

- ☐ ENG-1A – College Composition and Reading 3.0
  OR
  ENG-1AX – Intensive College Composition and Reading 4.0
- ☐ MAT-126 – Quantitative Reasoning for Personal and Professional Life 4.0
  or Higher
- ☐ HES-120[1] – AHS Basic Life Support for HCP (0.5)
- ☐ BIO-11* – Intro to Human Anatomy & Physiology 4.0
- ☐ PSY-2* – General Psychology 3.0
- ☐ LIB-6 – Information Competency in the Social Science 1.0
  OR
  Communication and Analytic Thinking Course _____ *(see page 68)* 3.0
- ☐ Ethnic Group Course _____ *(see page 68)* 3.0
  (Recommended: ENG-1A with a Multicultural Perspective)
- ☐ Humanities Group Course ___ *(see page 68)* 3.0

*Prerequisite and corequisite courses marked with an asterisk must be completed within five (5) years of entering the vocational nursing program per California Code of Regulations, Title 16: Professional Regulations, Division 25: Board of Vocational Nursing and Psychiatric Technicians of the State of California.

[1] Any AHA BLS for Health Care Professional course is acceptable. AHA BLS for HCPs card must be current throughout program. Not required to apply. Must be completed prior to NVN 119.

1st SEMESTER – 16 units

- ☐ NUTR-51* – Essential of Nutrition 3.0
  OR
  NUTR-1 – Nutrition (3.0)
- ☐ NVN-70* – Growth & Development Across the Lifespan 3.0
  OR
  PSY-25 – Developmental Psychology: Lifespan (3.0)
- ☐ NVN-110 – Foundations for Success for VN Students 1.0
- ☐ NVN-119 – Vocational Nursing Theory I: Fundamentals 4.0
- ☐ NVN-119.1 – Vocational Nursing Clinical I: Fundamentals 4.0
- ☐ NVN-130A – Basic Pharmacology B 1.0

CON'T OF NURSING—VOCATIONAL NURSING

2nd SEMESTER – 14 units

☐ NVN-121 – Vocational Nursing Theory II	6.5
☐ NVN-121.1 – Vocational Nursing Clinical II	6.5
☐ NVN-130B – Basic Pharmacology B	1.0

3rd SEMESTER – 14 units

☐ NVN-123 – Vocational Nursing Theory II	6.5
☐ NVN-123.1 – Vocational Nursing Clinical III	6.5
☐ NVN-130C – Basic Pharmacology C	1.0

*Prerequisite and corequisite courses marked with an asterisk must be completed within five (5) years of entering the vocational nursing program per California Code of Regulations, Title 16: Professional Regulations, Division 25: Board of Vocational Nursing and Psychiatric Technicians of the State of California.

[1] Any AHA BLS for Health Care Professional course is acceptable. AHA BLS for HCPs card must be current throughout program. Not required to apply. Must be completed prior to NVN 119.

Nursing and Allied Health Electives: (recommended, not required)

☐ NVN-150.1 – Supervised Vocational Nursing Skills Practice	0.3
☐ NRN-60.1 – Simulation for Nursing and Allied Health I	0.5
☐ NRN-60.2 – Simulation for Nursing and Allied Health II	0.5
☐ NRN-60.3 – Simulation for Nursing and Allied Health III	0.5
☐ NRN-60.4 – Simulation for Nursing and Allied Health IV	0.5

SUBTOTAL: 63-65.5 UNITS

NURSING—VOCATIONAL NURSING (CT.NVN)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- articulate the role of the vocational nurse as a member of the health care team, committed to provide safe, quality care for diverse persons and their families.
- provide rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of persons.
- promote the human dignity, integrity, self-determination, and personal growth of persons, oneself, and members of the health care team.
- achieve quality care through effective communication, mutual respect, and shared decision making with the health care team.
- question the basis for nursing actions, considering research, evidence, tradition and personal preferences.

Required General Education Courses:
MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO THE PROGRAM – 13-21 units

☐ ENG-1A – College Composition and Reading	3.0
OR	
ENG-1AX – Intensive College Composition and Reading	(4.0)
☐ MAT-121 – Elementary Algebra	5.0
OR	
MAT-106 – Integrated Mathematics	(3.0)
☐ HES-120[1] – AHS Basic Life Support for HCP	(0.5)
☐ BIO-11* – Intro to Human Anatomy & Physiology	4.0
OR	
BIO-5* – Human Anatomy	(4.0)
AND	
BIO-6* – Introductory Physiology	(3.0)
AND	
BIO-6L* – Physiology Lab	(2.0)
☐ PSY-2* – General Psychology	3.0

1st SEMESTER – 16 units

☐ NUTR-51* – Essential of Nutrition	3.0
OR	
NUTR-1 – Nutrition	(3.0)
☐ NRN/NVN-70* – Growth & Devel. Across the Lifespan	3.0
OR	
PSY-25 – Developmental Psychology: Lifespan	(3.0)
☐ NVN-110 – Foundations for Success for VN Students	1.0
☐ NVN-119 – Vocational Nursing Theory I: Fundamentals	4.0
☐ NVN-119.1 – Vocational Nursing Clinical I: Fundamentals	4.0
☐ NVN-130A – Basic Pharmacology B	1.0

CON'T OF NURSING—VOCATIONAL NURSING

2nd SEMESTER – 14 units

☐ NVN-121 – Vocational Nursing Theory II	6.5
☐ NVN-121.1 – Vocational Nursing Clinical II	6.5
☐ NVN-130B – Basic Pharmacology B	1.0

3rd SEMESTER – 14 units

☐ NVN-123 – Vocational Nursing Theory II	6.5
☐ NVN-123.1 – Vocational Nursing Clinical III	6.5
☐ NVN-130C – Basic Pharmacology C	1.0

*Prerequisite and corequisite courses marked with an asterisk must be completed within five (5) years of entering the vocational nursing program per California Code of Regulations, Title 16: Professional Regulations, Division 25: Board of Vocational Nursing and Psychiatric Technicians of the State of California.

[1] Any AHA BLS for Health Care Professional course is acceptable. AHA BLS for HCPs card must be current throughout program. Not required to apply. Must be completed prior to NVN 119.

Nursing and Allied Health Electives: (recommended, not required)

☐ NVN-150.1 – Supervised Vocational Nursing Skills Practice	0.3
☐ NRN-60.1 – Simulation for Nursing and Allied Health I	0.5
☐ NRN-60.2 – Simulation for Nursing and Allied Health II	0.5
☐ NRN-60.3 – Simulation for Nursing and Allied Health III	0.5
☐ NRN-60.4 – Simulation for Nursing and Allied Health IV	0.5

TOTAL: 57-65 UNITS

PUBLIC HEALTH

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science in Public Health Science for Transfer degree prepares leaders who promote community health, prevent disease, and improve environmental conditions in which people can be healthy. The Associate in Science in Public Health Science for Transfer degree is interdisciplinary in nature and prepares students for a variety of careers in schools, non-profit organizations, government agencies, hospitals, and wellness programs.

The Associate in Science in Public Health Science for Transfer degree provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus in areas such as Public Health, Health Science, Kinesiology with a Health Education or a Health and Wellness Promotion concentration, Collaborative Health and Human Services with Community Health option, and related fields. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Community Health Educator
- Community Outreach Coordinator
- Diet Counselor
- Environmental Advocate
- Events Coordinator
- Family Planning Counselor
- Grant Writer
- Head Start Health Specialist
- Health Journalist
- Health Resource Specialist
- Public Health Inspector
- Social Services Coordinator
- Teen Outreach Coordinator
- Youth Educator
- Wellness Consultant

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

PUBLIC HEALTH SCIENCE (AST.PHS)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe social, political, and economical issues that impact public health and healthcare delivery systems in the United States.
- explain how functional anatomy and physiological regulations affect health and wellness.
- apply basic epidemiological principles used to study patterns of disease and injury among diverse populations.
- explain how social, behavioral, cultural, and environmental factors impact the health status of individuals and populations.
- demonstrate effective communication and problem-solving skills necessary for addressing contemporary public health issues.

Required Major Courses (30-31 units)

☐ BIO-5 – Human Anatomy	4.0
☐ BIO-6 – Introductory Physiology	3.0
☐ BIO-6L – Physiology Laboratory	2.0
☐ BIO-10 – General Biology	4.0
☐ CHM-1A – The General Chemistry I	5.0
OR	
CHM-22 – The Science of Chemistry I	4.0
☐ HED-2 – Individual Health and Wellness	3.0
☐ HES-1 – Introduction to Public Health	3.0
☐ MAT-13 – Elementary Statistics	4.0
☐ PSY-2 – General Psychology	3.0

Major Electives (Complete 3 units)

☐ ECO-1 – Principles of Macroeconomics	3.0
☐ ECO-5 – Principles of Microeconomics	3.0
☐ HES-2 – Health and Social Justice	3.0
☐ HES-3 – Drug, Health and Society	3.0
☐ NUTR-1 – Nutrition	3.0
☐ PSY-15 – Human Sexuality	3.0
☐ SOC-1 – Introduction to Sociology	3.0

SUBTOTAL: 33-34 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

RESPIRATORY CARE

PROGRAM

- **Associate of Science (A.S.)**

DESCRIPTION

The Associate of Science in Respiratory Care prepares students to work as Registered Respiratory Therapists (RRTs) in acute and community-based settings such as hospitals, long term care facilities, home care, and clinics. RRTs help people of all ages with a variety of cardiopulmonary disorders. Responsibilities of a RRT include: Evaluating and interpreting clinical and laboratory data to recommend treatment, consulting with members of the healthcare team, educating patients and families, responding to emergencies, and managing patients on life support.

The four-semester course of study consists of classroom, high-fidelity simulation, skills laboratory, seminar, and clinical experiences. Students must travel to clinical sites throughout the program. Clinical experiences are completed in Monterey, Santa Clara, San Luis Obispo, and Santa Barbara counties. Upon successful completion of program requirements, graduates are eligible to take the National Board of Respiratory Care (NBRC) Registry Examination.

Program Outcomes: The Respiratory Care Program (RCP) at Hartnell College will provide skilled graduates to the healthcare community who have obtained their professional license (RCP) and credentials (RRT). The goal of the program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Health Teacher
- Respiratory Care Practitioner/Therapist
- Respiratory Therapy Technician

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

TRANSFER STUDENTS

Completing the AS degree does not meet all requirements for transfer. Students planning to transfer to a university should follow the requirements of the four-year university. Information on course equivalencies and major preparation requirements for the University of California (UC) and California State University (CSU) systems is available online at http://www.assist.org. Please consult with a Hartnell College counselor to review transfer requirements.

Students transferring from other RCP programs seeking placement into the second, third, or fourth semesters of the Associate Degree in RCP Program at Hartnell College should contact the Dean of Academic Affairs: Nursing and Allied Health (831.770.6146). The Dean and academic counselors evaluate all transfer student records for course work equivalency. Syllabi, course outlines, and catalogs may be requested for the evaluation.

ACCEPTANCE TO THE RESPIRATORY CARE PROGRAM

The Respiratory Care Program requires separate application and screening procedures that must be completed independently from regular admission. Because the RCP program is impacted, completion of program prerequisites does not guarantee admission. Information can be obtained from the website (https://www.hartnell.edu/academics-affairs/academics/nah/index.html), the Nursing and Allied Health Office (831.770.6146), or the Hartnell College Nursing and Allied Health Program academic counselor (831.755.6820).

Application forms for the Respiratory Care Program and informational materials are available on the Hartnell College Respiratory Care Program website (https://www.hartnell.edu/academics-affairs/academics/nah/index.html). Application forms are posted in December of each year for the following fall semester. Completed application forms and required documents must be submitted by the deadline date as stated on the application. Students are responsible for cost associated with uniforms, clinical and skills supplies, standardized tests and travel expenses to clinical sites, located in in Monterey, Santa Clara, Santa Barbara and San Luis Obispo counties. Students accepted for entry into the RCP Program are required to attend the mandatory RCP Orientation Session. At the orientation, admission packets with health/drug screening and background check materials are distributed. Questions regarding these screenings should be directed to the Dean of Academic Affairs: Nursing and Allied Health.

Minimum Requirements for Admissions Eligibility:

1. Hartnell College enrollment or a Hartnell College Application for Admission on file in the Office of Admissions and Records
2. Completion of all prerequisite courses with a minimum of a "C" grade as documented on official transcripts. In-progress courses will not be accepted for admission GPA purposes. Science GPA Requirement: 2.5
3. Current American Heart Association Healthcare Provider Basic Life Support certification (required prior to entry into the program)

Success in the Respiratory Care Program is based on theoretical knowledge, RCP skills proficiency, clinical reasoning, professional behaviors, and their application in the clinical setting. Students must achieve at least "C" grades in all RCP major courses.

BACCALAUREATE PREPARATION: Students should consult with a counselor and appropriate college catalog for specific transfer requirements.

FOR MORE INFORMATION, CONTACT: Hartnell College Nursing and Allied Health Program: (831) 770-6146
Email: nah@hartnell.edu
Hartnell College Counselor: (831) 755-6820

RESPIRATORY CARE (AS.RCP)

ASSOCIATE OF SCIENCE

Program Goal: To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Program Outcomes: Upon successful completion of this program a student will be able to:

- comprehend, apply, and evaluate information necessary to practice as a respiratory care practitioner (cognitive) as evidenced by their ability to
  - evaluate data to assess the appropriateness of prescribed respiratory care
  - participate in the development and modification of respiratory care plans in a variety of settings
  - provide patient, family, and community education
- perform the skills competently as a respiratory care practitioner (psychomotor) as evidenced by their ability to
  - apply problem-solving strategies in the patient care setting
  - perform respiratory therapeutic and diagnostic procedures interventions in a timely manner consistent with patient safety and infection control standards.
- practice professional attitudes and behavior (affective) as evidenced by their ability to
  - demonstrate ethical and professional behaviors
  - demonstrate effective oral and written communication skills
  - interact effectively with other members of the healthcare team
  - communicate effectively in diverse groups while respecting beliefs and values of all persons

Required General Education Courses:
MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO PROGRAM (24 units)

☐ BIO-5 – Human Anatomy	4.0
☐ BIO-6 – Introductory Physiology	3.0
☐ BIO-6L – Physiology Laboratory	2.0
☐ BIO-27 – Principles of Microbiology	4.0
☐ ENG-1A – College Composition and Reading	3.0
☐ MAT-123 – Intermediate Algebra	5.0
☐ PSY-2 – General Psychology	3.0

Required Major Courses (6.5 units)

☐ ANT-2 – Introduction to Cultural Anthropology	3.0
OR	
SOC-1 – Introduction to Sociology	3.0
☐ Ethnic Group Course _____ *(see page 68)*	
☐ COM-1 – Introduction of Public Speaking	3.0
OR	
COM-3 – Survey of Human Communication	3.0
☐ HES-120[3] – American Heart Association Basic Life	0.5

[1] SOC-1 Introduction to Sociology is acceptable in lieu of ANT-2; however, a separate course is required to satisfy the Humanities general education requirement.
[3] Or any **American Heart Association** Healthcare Provider Basic Life Support certification course.

CON'T OF RESPIRATORY CARE

Required Major Courses (After acceptance into the program) (44.5 units)

1st SEMESTER – 9.5 units

☐ RCP-110 – Foundations for Success	1.5
☐ RCP-50 – Respiratory Care Practitioner Responsibilities	1.5
☐ RCP-51 – Pharmacology and Medication Administration	3.0
☐ RCP-52 – Cardiopulmonary Anatomy and Physiology	2.0
☐ RCP-53 – Foundational Skills	1.0
☐ RCP-54 – Supervised Practice: Foundations	0.5

2nd SEMESTER – 12.5 units

☐ RCP-60 – Diagnostic Studies and Respiratory Care	3.0
☐ RCP-61 – Respiratory Therapeutics	3.0
☐ RCP-62 – Cardiopulmonary Pathophysiology	2.0
☐ RCP-63 – Beginning Clinical Experience	4.0
☐ RCP-64 – Supervised Practice: Beginning	0.5

3rd SEMESTER – 11.5 units

☐ RCP-70 – Neonetal and Pediatric Respiratory Care	2.0
☐ RCP-71 – Basic Mechanical Ventilation	3.0
☐ RCP-72 – Neurological and Traumatic Conditions	2.0
☐ RCP-73 – Intermediate Clinical Experience	4.0
☐ RCP-74 – Supervised Practice: Intermediate	0.5

4th SEMESTER – 11 units

☐ RCP-80 – Advanced Life Support	1.5
☐ RCP-81 – Advanced Mechanical Ventilation	3.0
☐ RCP-82 – Clinical Reasoning Seminar	2.0
☐ RCP-83 – Advanced Clinical Experiences	4.0
☐ RCP-84 – Supervised Practice: Advanced	0.5

Respiratory Care Success Courses: (recommended, not required)

☐ RCP-225 – Success Strategies for 1st Semester RCP Students	0.5
☐ RCP-226 – Success Strategies for 2nd Semester RCP Students	0.5
☐ RCP-227 – Success Strategies for 3rd Semester RCP Students	0.5
☐ RCP-228 – Success Strategies for 4th Semester RCP Students	0.5

SUBTOTAL: 44.5 UNITS

TOTAL: 75 UNITS

Programs:
Addiction Studies, Chicanx Studies, Early Childhood Education, Economics, Elementary Teacher Education, General Studies Emphasis-Ethnic Groups in the US, General Studies Emphasis-Social & Behavioral Sciences, History, Law, Public Policy & Society, Liberal Arts Emphasis-Anthropology, Liberal Arts Emphasis- Culture & Society, Liberal Arts Emphasis-Political Science, Liberal Arts Emphasis-Sociology & Social Sciences, Liberal Arts Emphasis-Philosophy, Political Science, Psychology, Social Justice, Sociology

ADDICTION STUDIES

PROGRAMS

- **Associate of Arts (A.A.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Hartnell College Associate Degree in Addiction Studies provides students with the academic preparation needed for employment in the substance abuse field. The curriculum is designed to meet the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) requirements and pending legislative regulations requiring 350 hours of approved alcohol and drug classroom education, 45 hours of supervised practicum and 255 hours of supervised work experience.

Students who wish to continue their course of study to a 4-year setting are recommended to complete the Associate of Arts Degree program, which includes both the general education requirements and major courses in Addiction Studies. Completion of additional requirements for transfer may be required. It is recommended that students take AOD courses in numeric order.

AOD 1-6 and 11 must be completed before enrolling in AOD 10 (Chemical Dependency Practicum Seminar) and AOD 99 (Practicum in Chemical Dependency).

Career opportunities for certified Alcohol and Drug Counselors include: counselors in social model county residential treatment programs; counselors in pre-treatment, inpatient, outpatient, and aftercare programs; counselors in hospital-based chemical dependency community prevention and education programs; recovery/relapse prevention counseling in the private sector; counselors in recovery home/sober living environments. California state laws require that individuals who are providing services in an alcohol or drug abuse setting be registered by an accredited agency that is recognized by the Department of Health Care Services. Students may obtain a registration manual, which contains information on academic requirements, procedures, forms, examination schedules, and fees by going to the CCAPP website (https://www.ccapp.us/) and clicking on "certification" where an order form and other information are provided.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Community Prevention & Education Counselor
- Mental Health Counselor
- Probation Officer
- Social Worker
- Substance Abuse Counselor in residential treatment programs, pre-treatment, inpatient, outpatient, and aftercare programs
- Therapist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ADDICTION STUDIES (AA.ADD)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in each of the core functions and performance domains of substance abuse counselors.
- function as ethical and competent entry-level substance abuse counselors, with an understanding of and sensitivity to the diverse populations which they will serve.

Required Major Courses (31 units)

☐ AOD-1 – Fundamentals of Chemical Dependency	3.0
☐ AOD-2 – Pharmacology and Physiology of Alcohol and Other Drugs	3.0
☐ AOD-3 – Introduction to Case Management and Treatment Planning	3.0
☐ AOD-4 – Counseling Diverse Populations	3.0
☐ AOD-5 – Legal/Ethical Considerations and Professional Growth	3.0
☐ AOD-6 – Prevention, Education, and Relapse Prevention	3.0
☐ AOD-9 – Co-Occurring Disorders	3.0
☐ AOD-10 – Chemical Dependency Practicum Seminar	3.0
☐ AOD-11 – Individual, Group, and Family Counseling	3.0
☐ AOD-99 – Practicum in Chemical Dependency	4.0

Major Electives (Complete 9 units)

☐ PSY-2 – General Psychology	3.0
☐ PSY-6 – Social Psychology	3.0
☐ PSY-22 – Abnormal Psychology	3.0
☐ PSY-33 – Personal and Social Adjustment	3.0
☐ PSY-41 – Psychology of Human Relations	3.0
☐ SOC-1 – Introduction to Sociology	3.0
☐ SOC-41 – Marriage and the Family	3.0

SUBTOTAL: 40 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADDICTION STUDIES (CT.ADD)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in each of the core functions and performance domains of substance abuse counselors.
- function as ethical and competent entry-level substance abuse.

Required Major Courses (27 units)

☐ AOD-1 – Fundamentals of Chemical Dependency	3.0
☐ AOD-2 – Pharmacology and Physiology of AOD	3.0
☐ AOD-3 – Intro to Case Management and Treatment Planning	3.0
☐ AOD-4 – Counseling Diverse Populations	3.0
☐ AOD-5 – Legal/Ethical Considerations & Professional Growth	3.0
☐ AOD-6 – Prevention, Education, and Relapse Prevention	3.0
☐ AOD-9 – Co-Occurring Disorders	3.0
☐ AOD-11- Individual, Group, and Family Counseling	3.0
☐ PSY-2 – General Psychology	3.0

Major Electives (Complete 9 units)

☐ PSY-25 – Developmental Psychology-Lifespan	3.0
☐ PSY-33 – Personal and Social Adjustment	3.0
☐ PSY-41 – Psychology of Human Relations	3.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing and Reading II	3.0
☐ MAT-121** – Elementary Algebra	3.0

TOTAL: 36 UNITS

***Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

****Eligibility for MAT-126 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

CHICANX STUDIES

PROGRAM

- **Associate of Arts (A.A.)**

HARTNELL COLLEGE

DESCRIPTION

The Chicanx Studies Program provides organized studies in the heritage of Chicanx culture and community to foster and expand a general understanding of this group. The Chicanx degree courses give students the opportunity to develop competence in an understanding of the language, history, and culture as well as current issues affecting the community. Completion of the Chicanx major enhances students' employment opportunities and careers in schools, community groups, governmental agencies, and the private sector.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Community and Union Organizer
- Community Liaison
- Counselor
- Cultural Anthropologist
- Grant Writer
- Lawyer
- Professor/Teacher
- Public Health
- Public Policy
- Social Work
- Sociologist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

CHICANX STUDIES (AA.CHCX)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate knowledge of Chicanx in the United States including an evaluation of the political experiences with respect to local and national leaders.
- apply critical thinking skills in reading, comprehending, and interpreting Chicanx studies scholarship including major contributors who have influenced the course of study, policy and or culture.
- demonstrate knowledge of Chicanx culture including an analysis in cultural expressions including but not limited to contemporary culture, literature or cinema.
- distinguish variations within the Chicanx community with respect to class, gender, ethnicity, race, and sexuality.

Required Major Courses (14 units)

☐ ETH-1 – Introduction to Ethnic Studies	3.0
☐ ETH-3 – Chicanos in American Society	3.0
☐ ETH-4 – Chicano Culture	3.0
☐ SPA-1 – Elementary Spanish	5.0
OR	
SPA-1X – Elementary Spanish Speakers	5.0
OR	
SPA-1S – elementary Spanish for Chicano Students	5.0

Major Electives (Complete 6 units)

☐ ETH-2 – Chicano Leadership	3.0
☐ ETH-5/POL-5 – Chicano Politics	3.0
☐ ETH-6 – La Chicana	3.0
☐ ETH-7 – Chicano Theatre	3.0
☐ ETH-12 – Chicano Cinema	3.0
☐ HIS-49A– Chicano History A	3.0
OR	
HIS-49B – Chicano History B	

SUBTOTAL: 20 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

EARLY CHILDHOOD EDUCATION

PROGRAMS

- **Associate in Science for Transfer (A.S.-T)**
- **Associate of Science (A.S.)**
- **Certificate of Achievement**

DESCRIPTION

ASSOCIATE DEGREE FOR TRANSFER

The Associate in Science degree in Early Childhood Education (ECE) for Transfer provides a clearly articulated curricular track for students who wish to transfer to a CSU campus, while also serving the diverse needs of students interested in the breadth and depth of the field of early childhood education. Additionally, this degree exposes students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths.

The degree was designed to facilitate students' successful transfer to certain California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors, and Child Life Specialists. With a BA in ECE/Child Development, students are eligible for the Master Teacher and Site Supervisor levels of the CA Child Development Permit, using the Alternative Qualifications category.

ASSOCIATE DEGREE

The Early Childhood Education (ECE) program offers a comprehensive course of study to prepare students for career and job opportunities in early education and care of young children from diverse family backgrounds. Includes instruction in parent education as well as preparation for employment in child development centers, family child-care settings, preschools, before- and after-school care programs, programs for children with special needs, and other ECE related-programs in the community.

The ECE curriculum provides coursework with specializations in the administration of ECE programs, infant/toddler development and care, advanced ECE curriculum, and special needs. Students will be eligible to meet the Department of Social and Employment Services Title 22 and Education Code Title 5 licensing regulations for teaching personnel and administrative staff in private and public child development programs and agencies.

As a result of ongoing changes in laws, mandates, and licensing regulations for teaching personnel and ECE programs, the information in the Permit table is subject to change. It is important for students to consult with a counselor to develop an educational plan for the desired permit or credential.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Child Development Specialist
- Community Service Agent
- Curriculum Specialist
- Day Care Administrator
- Early Intervention Specialist
- Kindergarten Teacher
- Parenting Educator
- Preschool Teacher
- Social Worker
- Teacher Assistant
- Tutor

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

EARLY CHILDHOOD EDUCATION FOR TRANSFER (AST.ECE)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- plan and organize activities in a safe and healthy learning environment for optimum development of all young children in groups of 12 to 24 children.
- assess and evaluate all children and learning environments to write reports according to state mandated guidelines.
- work with families and their children to build respectful, supportive relationships for optimum growth and development of young children.
- connect with community agencies and programs to support children, families, and the early education and care profession.

Required Major Courses (25 units)

☐ ECE-1 – Principles and Practices of Teaching Young Children	3.0
☐ ECE-2 – Child, Family, School & Community Relations	3.0
☐ ECE-4 – Introduction to Curriculum	3.0
☐ ECE-6 – Child Growth and Development	3.0
☐ ECE-10 – Observation and Assessment	3.0
☐ ECE-12 – Practicum: Field Teaching Experience	4.0
☐ ECE-19 – Health, Safety, and Nutrition in Early Childhood	3.0
☐ ECE-53 – Teaching in a Diverse Society	3.0

SUBTOTAL: 25 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

EARLY CHILDHOOD EDUCATION (AS.ECE)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- plan and organize activities, providing a safe and healthy learning environment, for optimum development of all young children in groups of 12 to 24 children.
- assess and evaluate all children and learning environments to write reports according to state and federally mandated guidelines.
- work with families and their children to build respectful, supportive relationships for optimum growth and development of young children
- connect with community agencies and programs to support children, families, and the early education and care profession.

Child Development Permit issued by the Commission on Teaching Credentialing (CTC) – Educational and Experience Day Requirements	
Teacher Assistant	Requires any 6 ECE units
Associate Teacher	Requires 12 core ECE units (ECE 1, ECE 2, ECE 4, ECE 6) and 50 days of experience at 3+ hours per day
Teacher	Requires 24 ECE units (including 12 core ECE units) plus 16 General Education units (a minimum of one course in each of these 4 areas: humanities and/or fine arts, social sciences, math and/or science, and English and/or language arts) and 175 days of experience at 3+ hours per day
Master Teacher	Teacher level permit requirements plus ECE 71, 350 days of experience at 3+ hours per day, and six ECE units from the following specializations:
Curriculum	Select 6 units from ECE 9, ECE 11, ECE 54
Infant/Toddler	Select 6 units from ECE 20, ECE 21
Special Needs	Select 6 units from ECE 26, ECE 27
Site Supervisor	Requires an AS with 24 ECE units, ECE 70A, ECE 70B, ECE 71 and 350 days of experience at 3+ hours per day, including at least 100 days of supervising adults
Program Director	Requires a BA with 24 ECE units, ECE 70A, ECE 70B, ECE 71 and Site Supervisor status with one program year of Site Supervisor experience

Required Major Courses (25 units)

☐ ECE-1 – Principles and Practices of Teaching Young Children	3.0
☐ ECE-2 – Child, Family, School & Community Relations	3.0
☐ ECE-4 – Introduction to Curriculum	3.0
☐ ECE-6 – Child Growth and Development	3.0
☐ ECE-10 – Observation and Assessment	3.0
☐ ECE-53 – Teaching in a Diverse Society	3.0
☐ ECE-19 – Health, Safety and Nutrition in Early Childhood	3.0
☐ ECE-12 – Practicum: Field Teaching Experience	4.0

Major Electives (Complete 6 units)

☐ ECE-11 – Cognitive Activities and Materials	3.0
☐ ECE-54 – Language and Early Literacy Curriculum	3.0
☐ ECE-9 – Creative Expressions and play in Early Childhood	3.0
☐ ECE-20 – Infant and toddler Development	3.0
☐ ECE-21 – Infant Toddler Group Care	3.0
☐ ECE-26 – Children with Special Needs	3.0
☐ ECE-27 – Principles and Practices in Guiding Children's Behavior	3.0
☐ ECE-70A – Administration I: Programs in ECE	3.0
☐ ECE-70B – Advanced Administration II:	3.0
☐ ECE-71 – Adult Supervision and Mentoring in ECE Settings	2.0

SUBTOTAL: 31 UNITS

General Education – Required Courses - *Students must complete one of the following General Education Plans:*

HCCD GE *(see page 68)* *MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

EARLY CHILDHOOD EDUCATION (CT.ECE)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- plan and organize activities, providing a safe and healthy learning environment, for optimum development of all young children in groups of 12 to 24 children.
- assess and evaluate all children and learning environments to write reports according to state and federally mandated guidelines.
- work with families and their children to build respectful, supportive relationships for optimum growth and development of young children.
- connect with community agencies and programs to support children, families, and the early education and care profession.

Required Major Courses (23 units)

☐ ECE-1 – Principles and Practices of Teaching Young Children	3.0
☐ ECE-2 – Child, Family, School & Community Relations	3.0
☐ ECE-4 – Introduction to Curriculum	3.0
☐ ECE-6 – Child Growth & Development	3.0
☐ ECE-10 – Observation and Assessment	3.0
☐ ECE-12 – Practicum: Field Teaching Experience	4.0
☐ ECE-19 – Health, Safety and Nutrition in ECE Programs	3.0
☐ ECE-53 – Teaching in a Diverse Society	3.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing & Reading II	5.0
☐ MAT-106** – Integrated Mathematics	3.0

TOTAL: 25 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Eligibility for MAT-126 or higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ECONOMICS

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

The Associate in Arts degree in Economics for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate Economics degree programs at a California State University (CSU) campus. This degree provides the lower division economics major courses required at many CSUs while exposing students to the core principles of the economics field. Economics is the study of how people choose to use scarce resources to produce goods and services and how they make allocation decisions to satisfy their wants and needs. In pursuing the Associate in Arts in Economics for Transfer degree, students acquire skills to analyze problems and then to use sound reasoning to make decisions. Students majoring in economics develop critical thinking, problem solving, and communication skills. As economic majors, students have learning opportunities that are relevant to many types of careers, including economists, public policy, government agencies and government related organizations (for example, the Federal Reserve System and the Bureau of Labor Statistics), business, finance, data analysis, accounting and education. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Actuary
- Auditor
- Business Manager
- Credit Analyst/Loan Officer
- Economist
- Financial Planner/Analyst
- Government Administrator
- Healthcare Administrator
- Institutional Research Director
- Journalist
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ECONOMICS FOR TRANSFER (AAT.ECO)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply economic theories and economic reasoning to real life situations using the concepts of scarcity, opportunity cost and supply and demand for individual (micro) and collective (macro) decision-making.
- evaluate the goal, limitations, and mechanics of government intervention such as regulation, taxation, tariffs, quotas, and monetary and fiscal policies.

Required Major Courses (14 units)

☐ ECO-1 – Principles of Macroeconomics	3.0
☐ ECO-5 – Principles of Microeconomics	3.0
☐ MAT-2 – Calculus for Managerial Life, & Social Science	4.0
OR	
MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-13 – Elementary Statistics	4.0

Major Electives A (Complete 1 course 3-4 units)

☐ BUS-1A – Financial Accounting	4.0
☐ BUS-1B – Managerial Accounting	4.0
☐ BUS-43 – Business Info Systems & Info Literacy	4.0
☐ ECO-10 – Introduction to Economics	3.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-16 – Finite Mathematics	3.0

Major Electives B (Complete 1 course 3-4 units)

☐ Any list A courses not already used	3.0-4.0
☐ MAT-3C – Analytic Geometry and Calculus II	4.0
☐ MAT-4 – Linear Algebra	4.0

SUBTOTAL: 20-22 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

ELEMENTARY TEACHER EDUCATION

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

HARTNELL COLLEGE

DESCRIPTION

The A.A. Degree in Elementary Teacher Education is intended for students who plan to complete a bachelor's degree at a transfer institution in preparation for a California Multiple Subject Teaching Credential. Most students pursue this credential with the goal of becoming an elementary school or special education teacher.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Counselor
- Curriculum Specialist
- Day Care Administrator
- Elementary School Administrator
- Elementary School Teacher
- Resource Teacher
- Special Education Teacher
- Speech Pathologist
- Training Specialist
- Tutor

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ELEMENTARY TEACHER EDUCATION

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- clarify and articulate career goals of becoming a teacher.
- demonstrate a basic grasp of the disciplines most commonly taught in elementary schools in California, including physical science, biology, art, and literature in a cultural or geographic context, world geography, United States history, and United States government.
- transfer into the traditional Liberal Studies major .

Required Major Courses (41 units)

☐ BIO-10 – General Biology	4.0
☐ COM-1 – Introduction to Public Speaking	3.0
☐ EDU-1 – Introduction to Education in a Changing World	3.0
☐ ENG-1A – College Composition and Reading	3.0
☐ ENG-1B – College Literature and Writing	3.0
☐ ENG-2 – Critical Thinking and Writing	3.0
☐ ECE-6 – Child Development	3.0
☐ GEG-10 – Geography and World Affairs	3.0
☐ GEL-1 – Physical Geology	4.0
☐ HIS-5A – World History A	3.0
☐ HIS-17A – United States History A	3.0
☐ MAT-12 – Number Systems	3.0
☐ POL-1 – American Political Institutions	3.0

Required Major Courses (Complete 1 course 4-8 units)

☐ PHY-32 – Survey of Chemistry and Physics	4.0
OR	
☐ CHM-22 – The Science of Chemistry **AND** PHY-10 – Introduction to Physics	8.0

Major Electives (Complete 3 units)

☐ ART-10 – Art Appreciation	3.0
☐ MUS-1A – Music Appreciation-Historical Perspective	3.0
☐ TAC-1 – Introduction to Theatre	3.0

SUBTOTAL: 48-52 UNITS

General Education – Requires Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Ethnic Groups in the US / Social and Behavioral Sciences

PROGRAMS

- **Associate of Arts (A.A.)**

HARTNELL COLLEGE

DESCRIPTION

The General Studies with an Area of Emphasis program, developed by the Counseling Discipline, is designed to meet the needs of students interested in graduating with an Associate level college degree by studying specific related disciplines of academic subjects **(Ethnic Groups in the US / Social and Behavioral Sciences).**

The degree prepares the student for the following:

- a broad range of educational outcomes including reasoning skills, general education, basic skills, mathematical skills, communication skills and intercultural understandings desired by employers and required in a variety of entry level professional careers and or promotional opportunities
- the completion of a major leading to a two-year college degree
- a solid beginning in the transfer planning process through careful educational planning with a counselor

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrative or Executive Assistant
- Customer Service Representative
- General Manager
- Nonprofit Program Manager

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Ethnic Groups in the US / Social and Behavioral Sciences

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

CHOOSE A SINGLE AREA OF EMPHASIS: Complete 18 units in one of the areas of emphasis listed below:	
☐ **Ethnic Groups in the US** ☐ **Social and Behavioral Science**	

☐ **Areas of Emphasis: Ethnic Groups in the United States (AA.GSE)**	
Courses in the ethnic groups are those that study important themes and issues in United States history, society and culture. Courses will address the theoretical and analytical issues relevant to understanding race, culture and ethnicity in our society. Students will develop a framework for better understanding one's particular cultural/historical identity in our society.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Addiction Studies:** AOD 4
☐	**Anthropology:** ANT 10
☐	**Communications:** COM 4
☐	**Early Childhood Education:** ECE 53
☐	**Education:** EDU 1
☐	**English:** ENG-1A Multicultural Perspective, ENG 1B Multicultural Perspective, 26
☐	**Ethnic Studies:** ETH 1, 2, 3, 4, 5, 6, 7, 12
☐	**Health Education:** HED 6
☐	**Health Sciences:** HES 2
☐	**History:** HIS 10, 40, 46A, 46B, 49A, 49B
☐	**Music:** MUS 5, 6, 7, 8
☐	**Political Science:** POL 5
☐	**Sociology:** SOC 15, 20, 30, 42
☐	**Social Justice Studies:** SJS 20, 22
☐	**Theater Arts and Cinema:** TAC 3, 7,23

☐ **Areas of Emphasis: Social and Behavioral Sciences (AA.GSS)**	
Courses in the social and behavioral sciences are those that focus on people as members of society. Courses will stimulate critical thinking about the ways people act and have acted in response to their societies and will promote appreciation of how societies and social subgroups operate. Students will develop an awareness of the method of inquiry used by the social and behavioral sciences.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Addiction Studies:** AOD 1
☐	**Administrative Justice:** ADJ 1, 51
☐	**Agriculture:** ABT 53
☐	**Anthropology:** ANT 1, 2, 10, 20
☐	**Business:** BUS 32
☐	**Communication Studies:** COM 4
☐	**Early Childhood Education:** ECE 2, 6
☐	**Economics:** ECO 1, 5, 10
☐	**Ethnic Studies:** ETH 1, 2, 3, 4, 5, 6, 12
☐	**Geography:** GEG 1, 10
☐	**Health Education:** HED 2, 7
☐	**Health Science:** HES 1
☐	**History:** HIS 4A, 4B, 5A, 5B, 6, 10, 17A, 17B, 40, 46A, 46B, 47, 49A, 49B
☐	**Nursing:** NRN/NVN 70
☐	**Philosophy:** PHL 2, 10, 15
☐	**Physical Education Theory:** PETH-5
☐	**Political Science:** POL 1, 2, 3, 5, 6
☐	**Psychology:** PSY 2, 6, 9, 10, 12, 14, 15, 22, 25, 33, 41, 42
☐	**Social Justice Studies:** SJS 20, 22
☐	**Sociology:** SOC 1, 5, 20, 41, 42
☐	**Theatre & Cinema:** TAC 7, 23

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-126 or higher*

Students must complete one of the following General Education Plans: **HCCD GE** *(see page 68)*

☐ **Ethnic Groups in the US** ☐ **Humanities** ☐ **Language and Rationality**

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** **SUBTOTAL: 21 UNITS**

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

HISTORY

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

History, in the broad sense, is the study of all human experience. It examines people, institutions, ideas, and events through past and into the future. The study of history develops cultural literacy, critical thinking, and other skills while helping to understand today and plan for tomorrow. The discipline provides us with a better understanding of ourselves as individuals and as a society. In the study of history it is more important to learn the skills of finding, interpreting, and relating historical information than it is to simply to memorize historical data. Through the study of history, a student can acquire the techniques of gathering and applying information to gain a perspective on the human condition. Fields for which BA graduates in history are qualified are law, journalism, writing, the foreign service, consulting, teaching, archiving, researching, and museum curating.

The Associate of Arts degree in History for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Archivist
- Biographer
- Editor
- Foreign Service Officer
- Historian
- Historic Preservation Specialist
- International Relations Specialist
- Lawyer
- Lecturer
- Media Consultant
- Museum Curator
- Museum Technician/Specialist
- Regulatory Affairs Manager
- Research
- Teacher
- Writer/Author
- Urban Planner

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

HISTORY (AAT.HIS)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate an understanding of the processes, peoples and events in the multicultural histories of the United States
- apply critical thinking skills in reading, comprehending, and interpreting historical scholarship.
- employ historical research methods to address historical questions using primary and secondary sources

Required Major Courses (6 units)

☐ HIS-17A – United State History A	3.0
☐ HIS-17B – United State History B	3.0

Major Electives A (Complete 6 units)

☐ HIS-4A – Western Civilization A	3.0
OR	
HIS-5A – World History A	3.0
☐ HIS-4B – Western Civilization B	3.0
OR	
HIS-5B – World History B	3.0

Major Electives B (Complete 6 units)

☐ HIS-5A – World History A (if not used in List A)	3.0
OR	
HIS-5B – World History B (if not used in List A)	3.0
☐ HIS-6 – History Mexico	3.0
☐ HIS-10 – History of California	3.0
☐ HIS-40 – History of Women in the United States	3.0
☐ HIS-46A – Race and Ethnicity in American History A	3.0
☐ HIS-46B – Race and Ethnicity in American History B	3.0
☐ HIS-47 – Religions of the World	3.0
☐ HIS-49A – Chicano History A	3.0
☐ HIS-49B – Chicano History B	3.0
☐ HIS-55 – U.S. History through Film	3.0

SUBTOTAL: 18 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)*	**39 units**
IGETC *(see page 74)*	**37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

LAW, PUBLIC POLICY AND SOCIETY

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

The Associate in Arts degree in Law, Public Policy and Society prepares students for law school upon completion of a bachelor's degree. The interdisciplinary approach emphasizes the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

The Associate in Arts degree in Law, Public Policy and Society for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus in a variety of areas. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements for their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Banking
- Corporate Legal Departments
- Law Offices
- Government
- Finance
- Insurance
- Other Legal Service Providers
- Politics
- Real Estate

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

LAW, PUBLIC POLICY AND SOCIETY (AAT.LAW)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- recognize the relationship among race, racism, imperialism, white supremacy, colonialism, and the U.S. legal system.
- evaluate the relationship between the U.S. Constitution and the institution of slavery.
- examine the role the legal system has played in the construction of race.
- illustrate how economics, philosophy, logic, education, ethnology, anthropology, politics, sociology, history, and culture molds U.S. law and legal reasoning.
- apply analytic and conceptual tools to critically assess numerous practice areas of law, including, but not limited to the following: civil rights, criminal defense, immigration, education, and human rights. Furthermore, students will be able to demonstrate how these particular areas have historically informed and shaped their local communities.
- demonstrate a systematic understanding of the racial and legal history of people of color in the United States, including, but not limited to analyzing the following issues: naturalization and citizenship, cultural stereotypes and hate speech, history of slavery in America, the workplace and farm labor, land grants, treaty and policy making, and the hyper-masculinity and criminalization of Black and Brown males.

Required Major Courses (22-23 units)

☐	PHL-10 – Introduction to Ethics	3.0
☐	COM-1 – Introduction to Public Speaking	3.0
	OR	
	COM-2 – Argumentation or Debate	3.0
☐	ENG-1A – College Composition and Reading	3.0
	OR	
	ENG-1AX – Intensive College Composition and Reading	4.0
☐	ENG-2 – Critical Thinking and Writing	3.0
☐	MAT-13 – Introduction to Statistics	4.0
☐	HIS-17A – United States History A	3.0
	OR	
	HIS-17B – United States History B	3.0
☐	POL-1 – American Political Institutions	3.0

Major Electives (Complete 2 courses from 2 of the areas listed below – 6 units)

Administration of Justice

☐	ADJ-3 – Concepts of Criminal Law	3.0
	OR	
	ADJ-4 – Criminal Evidence	3.0
	OR	
	ADJ-5 – Criminal Court Process	3.0

Business

☐	BUS-18 – Legal Environment of Business	3.0

Economics

☐	ECO-1 – Principles of Microeconomics	3.0
	OR	
	ECO-5 – Principles of Macroeconomics	3.0

Public Policy

☐	SJS-20 – Introduction to Social Justice	3.0
☐	SOC-30 – Sociology of Latina/Latino in the US	3.0

College Success

☐	COU-1 – Student Success Seminar	3.0

Public Policy

☐	LAW-42 – Law and Public Service	3.0

SUBTOTAL: 28-29 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Anthropology/Culture and Society/Philosophy
Political Science/Sociology and Social Sciences

PROGRAMS

- **Associate of Arts (A.A.)**

DESCRIPTION

This degree is designed for transfer students pursuing an area of study requiring only introductory lower-division major preparation courses within a broader liberal arts breadth pattern and transferring to a California State University (CSU), University of California (UC).

This degree represents only 8 of the 26 general areas of study identified in '"Exploring Majors" on the www.assist.org transfer web site. These 8 general areas of emphasis are outlined below. Selecting courses from these general areas will prepare students to transfer to a variety of majors. This degree is an interdisciplinary approach allowing students to meets their individual transfer goals and lower division CSU-GE breadth or UC/CSU IGETC patterns.

Undecided students and those pursuing one of the other areas of study requiring a specific sequence or pattern of courses are encouraged to identify a major area of study as early as possible and follow requirements to the four-year university in consultation with a Hartnell College counselor. Those 18 other areas not included in this degree are: Agricultural Sciences, Architecture and Environmental Design, Art and Design, Biological Sciences, Business and Economics, Chemistry, Communications, Computer Science, Engineering, Environmental Studies and Sciences, Health and Physical Education, History, Mathematics, Media/Film and Television, Performing Arts, Physical Sciences, Physics, and Teacher Education.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advertising Account Executive
- Archivist
- Business
- College Recruiter
- Customer Service Representatives
- Editor
- Grant Writer
- Journalist
- Museum Manager
- Policy Analyst
- Publicist
- Real Estate
- Speech Writer
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Anthropology/Culture and Society/Philosophy/Political Science/Sociology and Social Sciences

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

1. Choose the General Education pattern related to your educational goal:	
CSU-GE *(see page 72)*	**39 units**
IGETC *(see page 74)*	**34-37 units**
2. Choose a SINGLE Area of Emphasis listed below. *For the 18 units required, select courses from at least two disciplines and from one of the disciplines, select at least two courses. Students can double count General Education courses with area of emphasis.*	**18 units**
3. Include a 3-unit Hartnell College Ethnic Groups in the United States course.	
4. Complete any elective necessary to total 60 transferable units required by the universities.	

☐ **Areas of Emphasis: Anthropology (AA.LAA)**	
Anthropology is the study of humans and human societies. Branches of anthropology include cultural anthropology, physical anthropology, linguistic anthropology, and archaeology.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Agriculture Business Technology:** ABT 90
☐	**Anthropology:** ANT 1, 2, 10, 20
☐	**Geography:** GEG 1
☐	**Geology:** GEL 2
☐	**Library Instruction:** LIB 2, 6, 7
☐	**Mathematics:** MAT 13, 18
☐	**Psychology:** PSY 2
☐	**Sociology:** SOC 1

☐ **Areas of Emphasis: Culture and Society (AA.LACS)**	
The study of the diversity of human cultures is an inter-disciplinary activity. Cultural and ethnic study includes aspects of history, language, literature, sociology, archaeology, art and art history, and other humanities and social sciences.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Administration of Justice:** ADJ 2
☐	**Anthropology:** ANT 2
☐	**American Sign Language:** ASL 1, 2
☐	**Art:** ART 1A, 1B
☐	**Communication:** COM 4
☐	**Early Childhood Education:** ECE 2, 6, 53
☐	**Education:** EDU 1
☐	**Ethnic Studies:** ETH 3, 4, 6, 7, 12
☐	**Geography:** GEG 10
☐	**Health Education:** HED 6
☐	**Mathematics:** MAT 2, 10, 12, 13, 18
☐	**Psychology:** PSY 2, 25
☐	**Spanish:** SPA 1, 1S, 1X, 2, 2S, 2X
☐	**Social Justice Studies:** SJS 20,22
☐	**Sociology:** SOC 1, 5, 15, 20, 30
☐	**Theater:** TAC 7, 23

☐ **Areas of Emphasis: Philosophy (AA.LPH)**	
Philosophy is a quest for a comprehensive understanding of human existence. The objective of philosophy is to consider the rational justification of logical inferences, human values, criteria for establishing the claims of knowledge and certainly, and interpretations of the nature of reality.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Philosophy:** PHL 2, 10, 15
☐	**History:** HIS 4A, 4B, 5A, 5B, 47
☐	**Library Instruction:** LIB 2, 6, 7
☐	**Mathematics:** MAT 2, 10, 13, 18

☐ **Areas of Emphasis: Political Science (AA.LAPS)**	
Political Science is a social science concerned with the description and analysis of political, and especially governmental, institutions and processes. Increasingly, the emphasis is being placed on how governments deal with specific policy problems, such as war and peace, poverty, crime, education, energy, pollution, or inter-group relations, and on the factors that affect these problems. The study of political science provides one with the concepts, theories and methods necessary to analyze these policy problems scientifically.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Administration of Justice:** ADJ 1, 2, 3, 25
☐	**Economics:** ECO 1, 5, 10
☐	**Health Services:** HES 1, 2
☐	**History:** HIS 4A, 4B, 5A, 5B, 17A, 17B
☐	**Library Instruction:** LIB 2, 6, 7
☐	**Pathway to Law:** LAW 41, 42
☐	**Mathematics:** MAT 13, 18, 2
☐	**Political Science:** POL 1, 2, 3, 5, 6

☐ **Areas of Emphasis: Sociology and Social Sciences (AA.LAS)**	
Social Sciences refer to any discipline or branch of science that deals with the social and cultural aspects of human behavior. The Social Sciences generally include Economics, Political Science, Sociology, and History, and may include Cultural Anthropology, Geography, Psychology, and Social Psychology.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
REQUIRED MAJOR COURSES	
☐	**Administration of Justice:** ADJ 51
☐	**Anthropology:** ANT 1, 2
☐	**Economics:** ECO 1, 5, 10
☐	**Early Childhood Education:** ECE 2, 6
☐	**Geography**: GEG 1, 10
☐	**Library Instruction:** LIB 2, 6, 7
☐	**Mathematics:** MAT 2, 13**,** 18
☐	**Psychology:** PSY 2, 6
☐	**Sociology:** SOC 1, 5, 41, 42

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-123 or higher*
Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**
IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

POLITICAL SCIENCE

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

The Associate in Arts in Political Science for Transfer allows students to focus their major course work and required electives in a social science concerned with the description and analysis of political, and especially governmental, institutions and processes. Increasingly, the emphasis is placed on how governments deal with specific policy problems such as war and peace, poverty, crime, education, energy, pollution, or inter-group relations, and on the factors that affect these problems. The study of political science provides one with the concepts, theories and methods necessary to analyze these problems scientifically.

Fields for which BA graduates in political science are qualified are government work in the legislative or executive branches, the legal field as an attorney or paralegal, the military as an officer, a professional sales representative, or marketing professional.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Attorney
- Government Employee
- Marketing Professional
- Military Officer
- Paralegal
- Professional Sales Representative

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

POLITICAL SCIENCE (AAT.POL)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate an ability to evaluate the governmental structures established by the Constitution of the United States of America and the California State Constitution.
- apply critical thinking skills in reading, comprehending, and interpreting political science scholarship.
- employ political science research methods to address political questions using primary and secondary sources.

Required Major Courses (16 units)

☐ POL-1 – American Political Institution	3.0
☐ POL-2 – Contemporary Governments Abroad	3.0
☐ POL-3 – Introduction to International relations	3.0
☐ POL-6 – Introduction to Contemporary Political Though	3.0
☐ MAT-13 – Elementary Statistics	4.0

Major Electives (Complete 6 units)

☐ ECO-1 – Principles of Macroeconomics	3.0
☐ ECO-5 – Principles of Microeconomics	3.0
☐ ETH-1 – Introduction to Ethnic Studies	3.0
☐ POL-5 – Chicano Politics & American Political System	3.0
☐ SOC-1 – Introduction to Sociology	3.0

SUBTOTAL: 22 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

PSYCHOLOGY

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**
- **Associate of Arts (A.A.)**

HARTNELL COLLEGE

DESCRIPTION

Psychology is the scientific discipline concerned with the study of the mind. It is a natural and a social science concerned with the study of human behavior. As such, it is a broad discipline which involves both pure science and practical application of science to matters of everyday living.

The Psychology program offers two associate degrees: The AA degree (associate degree in psychology) and the AA-T degree (associate degree in psychology for transfer). The AA degree requires calculus along with more psychology courses (as opposed to the AA-T degree), and is recommended for students wishing to transfer to a University of California (UC) campus. The AA-T provides a clearly articulated curriculum for students who wish to transfer to a California State University (CSU) campus. All students should meet with a counselor to determine which program would be most beneficial for their goals and to determine which courses are required for them to transfer to their desired university.

The program provides students with a basic understanding of motivation and behavior that is valuable to many careers in business, government, education, and health care. Becoming a "psychologist," however, requires graduate level training. Psychologists with graduate degrees and professional certificates have a broad range of employment opportunities including clinical practice, research, and teaching. Hartnell College offers lower division transfer courses to meet the requirements for most baccalaureate majors offered by accredited colleges and universities. Psychology and counseling faculty are excellent resources for additional career information.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Academic Counselor
- Alcohol/Drug Counselor
- Career Counselor
- Child Psychologist
- Community Relations Director
- Corrections Officer
- Health Educator
- Mental Health Coordinator
- Nonprofit Director
- Psychiatrist
- Social Worker
- Student Affairs Administrator
- Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

PSYCHOLOGY (AAT.PSY)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- compare and contrast the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- evaluate basic research methods in psychology, including research design, data analysis, and interpretation.
- demonstrate critical thinking and skeptical inquiry, and use the scientific approach to solving problems related to behavior and mental processes.
- apply psychological principles to personal, social, and organizational issues.

Required Major Courses (14 units)

☐ MAT-13 – Elementary Statistics	4.0
☐ PSY-2 – General Psychology	3.0
☐ PSY-9 – Research Methods in Psychology	4.0
☐ PSY-10 – Introduction to Biological Psychology	3.0

Major Electives Courses (Complete 3 units)

☐ PSY-14 – Child Psychology	3.0
☐ PSY-25 – Developmental Psychology –Lifespan	3.0

Major Electives Courses (Complete 3 units)

☐ PSY-6 – Social Psychology	3.0
☐ PSY-15 – Human Sexuality	3.0
☐ PSY-22 – Abnormal Psychology	3.0

SUBTOTAL: 20 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

PSYCHOLOGY (AA.PSY)

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- compare and contrast the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- evaluate basic research methods in psychology, including research design, data analysis, and interpretation.
- demonstrate critical thinking and skeptical inquiry, and use the scientific approach to solving problems related to behavior and mental processes.
- apply psychological principles to personal, social, and organizational issues.

Required Courses (27 units)

☐ PSY-2 – General Psychology	3.0
☐ PSY-6 – Social Psychology	3.0
☐ PSY-9 – Research Methods in Psychology	4.0
☐ PSY-10 – Introduction to Biological Psychology	3.0
☐ PSY-12 – Theories of Personality	3.0
☐ PSY-22 – Abnormal Psychology	3.0
☐ MAT-2 – Calculus for Managerial, Life and Social Science	4.0
☐ MAT-13 – Elementary Statistics	4.0

Major Electives (Complete 3 units)

☐ PSY-14 – Child Psychology	3.0
☐ PSY-25 – Developmental Psychology – Lifespan	3.0

Major Electives (None required)

☐ PSY-15 – Human Sexuality	3.0
☐ PSY-42 – Psychology for Women	3.0

SUBTOTAL: 30 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-2 and MAT-13*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

SOCIAL JUSTICE

PROGRAMS

- **Associate in Arts for Transfer (A.A.-T)**

DESCRIPTION

Social Justice Studies Program will prepare students with lower-division coursework required at most universities for advancement to upper division coursework for the Bachelors Degree with a major in Social Justice. This degree program is designed for those interested in seeking careers in a nonprofit advocacy environment or for students desiring transfer to a four-year Social Justice oriented degree program.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Consultant
- Correctional Officer
- Social Justice Specialist
- Social Worker
- Victim Advocate

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

SOCIAL JUSTICE (AAT.SJ)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate a deep knowledge of the history, causes, and contemporary manifestations of specific social justice issues related to social inequality.
- deconstruct institutional power residing in private enterprise, government, the media and/or the nonprofit sector.
- analyze how communities attempt to overcome problems associated with inequality, cultural stigma, prejudice, and discrimination.
- create and present analyses that effectively integrate theoretical and experiential knowledge of constituencies involved in social justice work.

Required Major Courses (14 units)

☐ SJS-20 – Introduction to Social Justice	3.0
☐ SJS-22 – Women's Studies	3.0
OR	
SOC-20 – Sociology of Gender and Society	3.0
☐ ETH-1 – Introduction to Ethnic Studies	3.0
☐ MAT-13 – Elementary Statistics	5.0

Major Electives (Complete 9 units)

☐ ETH-2 – Chicano Leadership	3.0
☐ ETH-3 – Chicanos in American Society	3.0
☐ ETH-4 – Chicano Culture	3.0
☐ ETH-6 – La Chicana	3.0
☐ ETH-7 – Chicano Theatre	3.0
☐ ETH-12 – Chicano Cinema	3.0
☐ POL-5 – Chicano Politics	3.0

SUBTOTAL: 23 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

SOCIOLOGY

PROGRAM

- **Associate in Arts for Transfer (A.A.-T)**

HARTNELL COLLEGE

DESCRIPTION

Sociology is the scientific study of human behavior in society. It uses a variety of research and theoretical perspectives to analyze and explain human social behavior and social change. Sociology students examine a wide range of human interactions including marriage and family units, crime and deviance, culture and social change, group processes and interactions having to do with class, race and gender; diversity and globalization, social stratification and mobility and social movements. Program courses will help develop the student's ability to examine the broader connections between personal life, public issues and social structure. Sociology provides a valuable major for a diverse range of career paths including teaching, social work, probation officer, employment counseling, urban planning and others.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Advocacy
- Case Management
- City Planning
- Counseling
- Consumer Researcher
- Demographers
- Human Resources
- Human Services
- Information Sourcing
- Law Enforcement
- Management
- Market Research
- Mental Health Services
- Non-Profit
- Police Officer
- Policy Analysis
- Probation Officer
- Program Development
- Programming Administration
- Public Administration
- Public Relations
- Researchers
- Sales
- Social Work
- Teacher
- Teaching
- Urban Planner

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

SOCIOLOGY (AAT-SOC)

ASSOCIATE IN ARTS FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- describe, discuss, and apply the core concepts of sociology including: social structure; culture, social stratification and inequality; race, ethnicity, gender and intersectionality; and globalization.
- apply core concepts of sociology to their professional, personal and civic lives.
- research, evaluate, and incorporate scholarly sources in a research paper.
- evaluate and discuss how sociological theories explain particular aspects of society.

Required Major Courses (10 units)

☐ SOC-1 – Introduction to Sociology	3.0
☐ SOC-5 – Introduction to social Problems	3.0
☐ MAT-13 – Elementary Statistics	4.0

Major Electives A Courses (Complete 6 units)

☐ ADJ-51 – Criminology	3.0
☐ PSY-6 – Social Psychology	3.0
☐ SOC-20 – Sociology of Gender and Society	3.0
☐ SOC-41 – Marriage and the Family	3.0
☐ SOC-42 – Sociology of Minority Relations	3.0

Major Electives B Courses (Complete 3 units)

☐ SOC-15 – Sociology of Immigration & Identity in US	3.0
☐ SOC-30 – Sociology of Latina/o in US Society	3.0

SUBTOTAL: 19 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

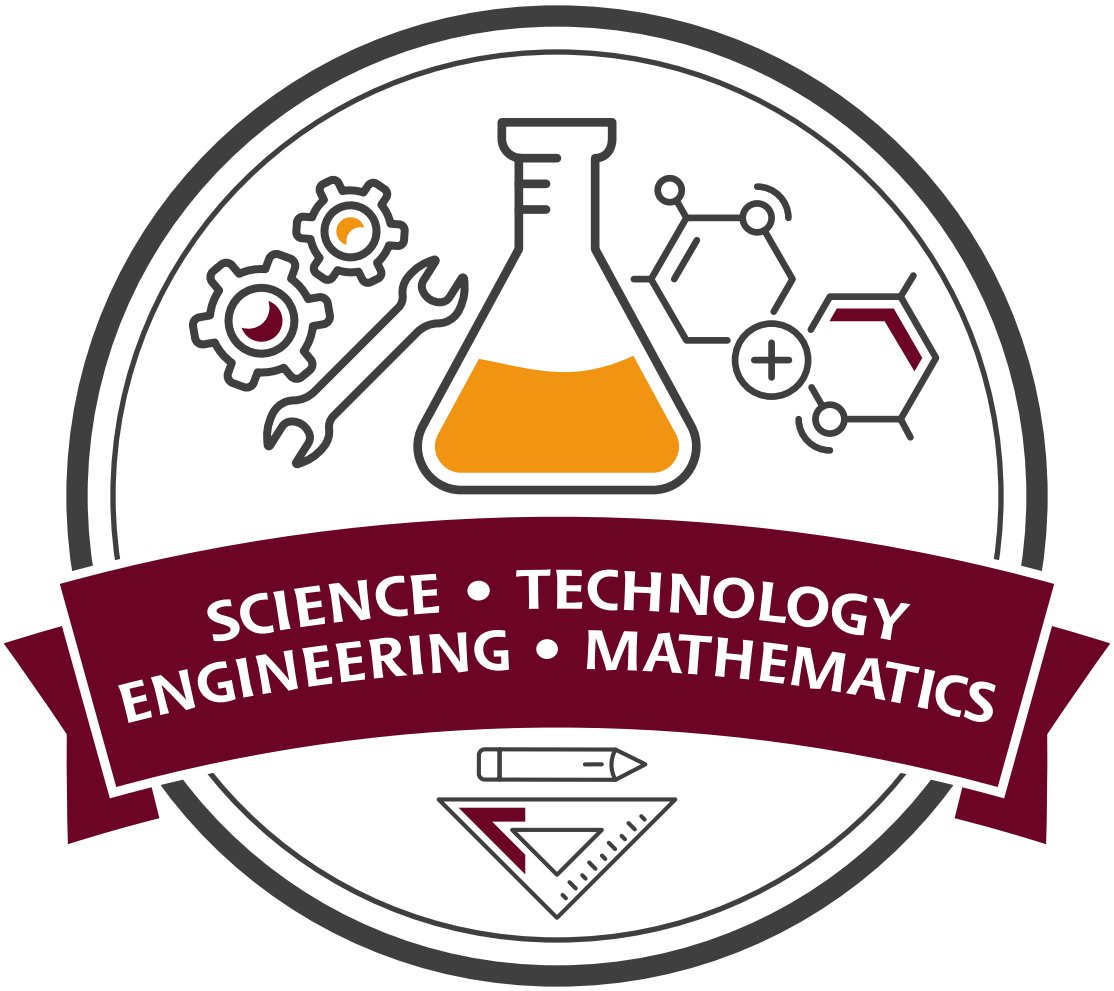
TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.



Programs:
Astronomy, Biology, Chemistry, Computer Science, Engineering, Engineering Fundamentals, General Studies Emphasis-Natural Sciences, Geology, Mathematics, Physics

ASTRONOMY

PROGRAM

- **Associate of Science (A.S.)**

HARTNELL COLLEGE

DESCRIPTION

The Astronomy program introduces students to the physical properties and processes that govern celestial bodies in the Universe. Students may take astronomy courses to satisfy their physical science requirements or to transfer to the university with a major in astronomy/astrophysics or double major in astronomy and physics. Transfer level astronomy curricula stress very strong preparation in physics and mathematics. While most astronomy courses will be taken at the upper division or graduate level, exposure to lower division astronomy courses will assist in exploring the major. Students planning to transfer may need to complete additional coursework and/or select specific electives required by the transfer institution and should consult with a Hartnell College counselor to identify required courses at their target university.

Students who complete a B.S. degree in astronomy will be qualified to enter a teaching credential program, operate a planetarium, and assist at an observatory. With an M.S. degree, students can teach astronomy or physics at a community college, be a telescope operator at a major observatory, or work in industry. A Ph.D. qualifies students for a career in research at a university, space agency, or observatory.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Astronomer
- Astronomy/Physics Professor
- Astrophysicist
- Observatory Director
- Planetarium Director
- Research Scientist
- Science Teacher

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ASTRONOMY (AS.AST)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- explain basic astronomical phenomena and why they occur.
- apply the laws of physics and solve mathematical problems to explain the physical properties and processes that govern celestial bodies in the Universe.
- explain and discuss the impact and history of scientific theories.
- demonstrate proficiency in applying scientific procedures for making observations, measurements, and calculations typical of modern scientific research.

Required Major Courses (34 units)

☐ AST-1 – Introduction to Astronomy	3.0
☐ AST-1L – Astronomy Laboratory	1.0
☐ PHY-4A – General Physics I/Mechanics	4.0
☐ PHY-4B – General Physics II/Electricity and Magnesium	4.0
☐ PHY-4C – General Physics III/ Waves, Heat and Modern Physics	4.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-3C – Analytic Geometry and Calculus III	4.0
☐ MAT-4 – Linear Algebra	3.0
☐ MAT-5 – Differential Equations	3.0

Major Electives (Complete 1 course – 4-5 units)

☐ CHM-1A – General Chemistry I	5.0
☐ CSS-1 – Introduction to Computer Science and Programming	4.0
☐ CSS-4 – Introduction to Scientific Programming	4.0

SUBTOTAL: 38-39 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 ≤ UNITS

BIOLOGY

PROGRAMS

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

HARTNELL COLLEGE

DESCRIPTION

The Biology program offers degrees that are intended to create interest and enrichment through the study of living organisms and the basic biological principles. The major courses provide a strong background in the biological sciences for students transferring to four-year institutions who are interested in careers such as agriculture, health, research, and teaching.

The Biology program offers two associate degrees: The AS degree (associate degree in biological sciences) and the AS-T degree (associate degree in biological sciences for transfer). The AS degree does not require calculus, but includes other mathematics courses that meet transfer requirements for certain institutions. The AS-T provides a clearly articulated curriculum, including first-semester calculus, for students who wish to transfer to baccalaureate degree programs at California State University (CSU) campuses.

Baccalaureate programs in biology include a wide array of specialties including but not limited to: animal or plant science, biochemistry, bioinformatics, cell and molecular biology, environmental biology, human biology, and microbiology. The preparation for different specialties will vary. For detailed requirements for individual programs at four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Animal Scientist
- Biologist
- Botanist
- Ecologist
- Environmental Scientist
- Natural Resource Manager
- Nature Conservationist
- Public Health Worker
- Research/Professor
- Water Quality Technician
- Wildlife Biologist
- Wildlife Resource Worker

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

BIOLOGY FOR TRANSFER (AST.BIO)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply the scientific method to problem solving, devising a research plan, and evaluating data and findings.
- describe the structure and function of biological molecules, cells and organelles, and tissues and organ systems of plants and animals.
- apply the principles of heredity at the molecular, cellular, and organismal levels.
- explain the mechanism and evidence of evolution through natural selection.
- apply taxonomic principles to the classification of organisms.
- describe the flow of energy within organisms and within ecosystems.

Required Major Courses (29 units)

☐ BIO-1 – Fundamental Biological Concepts	5.0
☐ BIO-2 – General Zoology	5.0
☐ BIO-3 – General Botany	5.0
☐ CHM-1A – General Chemistry I	5.0
☐ CHM-1B – General Chemistry II	5.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0

Required Courses (Select 1 series 8 units)

☐ PHY-2A – College Physics I	4.0
AND	
PHY-2B – College Physics II	4.0
OR	
☐ PHY-4A – General Physics I/Mechanics	4.0
AND	
PHY-4B – General Physics II/Electricity and Magnetism	4.0

Recommended Major Electives (None Required)

☐ CHM-12A – Organic Chemistry I	5.0
☐ CHM-12B – Organic Chemistry II	5.0
☐ MAT-13 – Elementary Statistics	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-3C – Analytic Geometry and Calculus III	4.0

SUBTOTAL: 37 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE for STEM *(see page 72)* **33 units**

IGETC for STEM *(see page 74)* **31 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A DegreeWithA Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

BIOLOGY (AS.BIO)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply the scientific method to problem solving, devising a research plan, and evaluating data and findings.
- describe the structure and function of biological molecules, cells and organelles, and tissues and organ systems of plants and animals.
- apply the principles of heredity at the molecular, cellular, and organismal levels.
- explain the mechanism and evidence of evolution through natural selection.
- apply taxonomic principles to the classification of organisms.
- describe the flow of energy within organisms and within ecosystems.

Required Major Courses (33 units)

☐ BIO-1 – Fundamental Biological Concepts	5.0
☐ BIO-2 – General Zoology	5.0
☐ BIO-3 – General Botany	5.0
☐ CHM-1A – General Chemistry I	5.0
☐ CHM-1B – General Chemistry II	5.0
☐ MAT-13 – Elementary Statistics	4.0
☐ MAT-25 – Pre-Calculus	4.0

Major Electives (Select 1 series 8-12 units)

☐ PHY-2A/2B – College Physics I & II	8.0
☐ PHY-4A/4B/4C – General Physics I, II, III	12.0

Recommended Major Electives (None Required)

☐ CHM-12A – Organic Chemistry I	5.0
☐ CHM-12B – Organic Chemistry II	5.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-3C – Analytic Geometry and Calculus III	4.0

SUBTOTAL: 41-45 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-13 and MAT-25*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 62-66 UNITS

CHEMISTRY

PROGRAM

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

DESCRIPTION

The Chemistry program at Hartnell College is designed to meet the needs of the diverse community of interests served by the community college. A full program of chemistry for the aspiring professional scientist is offered through general chemistry and a two-semester course in organic chemistry. A separate track is offered for nursing and allied health students which includes general inorganic, organic and biochemistry. The Chemistry discipline also has a strong commitment to the student with little or no prior chemistry background. The entire program is taught with a strong laboratory emphasis, and in the more advanced classes, students receive hands-on experience with a wide variety of instruments.

Four-year graduates in chemistry are qualified for positions in research, industry, education, engineering, and the allied medical fields.

The Associate in Science degree in Chemistry for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus. For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Biochemist
- Chemical Laboratory Technician
- Chemist
- Clinical Researchers
- Food Chemist
- Hydrologist
- Molecular Biologist
- Natural Science Manager
- Organic Chemist
- Pharmacologist
- Plastic Engineer
- Pollution Control Chemist
- Product Tester
- Quality Assurance Manager
- Soil Scientist
- Teacher/Professor
- Toxicologist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

CHEMISTRY (AST.CHM)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply appropriate chemical theories, concepts, principles, methods, and laboratory skills to relevant science and engineering settings.
- demonstrate competence in chemistry laboratory techniques and experimental methods.

Required Major Courses (36 units)

☐ CHM-1A – General Chemistry I	5.0
☐ CHM-1B – General Chemistry II	5.0
☐ CHM-12A – Organic Chemistry I	5.0
☐ CHM-12B – Organic Chemistry II	5.0
☐ PHY-4A – General Physics/Mechanics	4.0
☐ PHY-4B – General Physics/Electricity & Magnetism	4.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0

Recommended Major Electives (None Required)

☐ MAT-3C – Analytic Geometry and Calculus III	4.0
☐ MAT-4 – Linear Algebra	3.0
☐ MAT-5 – Differential Equations	3.0
☐ PHY-4C – General Physics/Waves, Heat, Light	4.0

SUBTOTAL: 36 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

IGETC for STEM *(see page 74)* **31 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A Degree With A Guarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

COMPUTER SCIENCE FOR TRANSFER

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Computer Science and Information Systems program offers courses that are intended to create interests and enrichment through the study of computer science fundamentals, programming concepts, and hardware. The major courses provide a strong well-rounded background in computer science for students transferring to four-year institutions who are interested in careers such as software developers, software engineers, researchers and teachers.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrator
- Computer Science Teacher
- Network and Computer Systems
- Programmer Analyst
- Software Developer
- Web Developer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE FOR TRANSFER (AST.CS)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the ability to communicate effectively with technical and non-technical colleagues through presentations and reports, and work effectively on a team project.
- design and construct significant computer application(s) using current programming languages and operating systems.
- describe the organization and operation of a computer architecture with respect to numerical representations and computations, digital logic, and computer components.
- demonstrate the ability to evaluate algorithms, select from a range of possible options, provide justification for that selection, and implement the algorithm using an appropriate programming language and context.
- demonstrate the ability to solve discrete mathematical problems, describe and apply discrete structures and logic principles, perform run-time analysis on algorithms and prove algorithm correctness.

Required Major Courses (33 units)

☐ CSS-2A – Object Oriented Programming	4.0
☐ CSS-2B – Data Structures and Algorithms	4.0
☐ CSS-3 – Computer Architecture and Assembly	4.0
☐ CSS-7 – Discrete Structures	4.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ PHY-4A – General Physics I/Mechanics	4.0
☐ BIO-1 – Fundamental Biological Concepts	5.0

SUBTOTAL: 33 UNITS

General Education – Required Courses

Students must complete the following General Education Plans:

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

COMPUTER SCIENCE AND INFORMATION SYSTEMS
COMPUTER SCIENCE OPTION

PROGRAMS

- **Associate of Science (A.S.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Computer Science and Information Systems program prepares students taking the Computer Science Option with the lower-division major preparation required at most universities for advancement to upper-division coursework for the Bachelor's Degree with a major in Computer Science or Information Systems fields. The scientific and technical skills acquired through this study serve to prepare students for high demand careers in computing, such as software developer, computer programmer, and software engineer.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Computer & Information System Managers
- Computer Programmers
- Computer Systems Engineer
- Software Developers
- Software Quality Assurance Engineers & Testers
- Web Administrator
- Web Developer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS—COMPUTER SCIENCE OPTION (AS.CISCS)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- accurately communicate their work in a technical and non-technical context.
- design and construct significant computer application(s) using current programming languages, computer architectures, and operating systems.
- describe the organization and operation of a computer architecture with respect to numerical representation and computations, digital logic, and computer components.
- demonstrate the ability to evaluate algorithms, select from a range of possible options, provide justification for that selection, and implement the algorithm in a programming context.

Required Major Courses (20 units)

☐ CSS-1 – Introduction to Computer Science and Programming Fundamentals	4.0
☐ CSS-2A – Object Oriented Programming	4.0
☐ CSS-2B – Data Structures and Algorithms	4.0
☐ CSS-3 – Computer Architecture and Assembly Language Programming	4.0
☐ CSS-7 – Discrete Structures	4.0

SUBTOTAL: 20 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-3A or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

COMPUTER SCIENCE AND INFORMATION SYSTEMS—COMPUTER SCIENCE OPTION (CT.CISC)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- accurately communicate their work in a technical and non-technical context.
- design and construct significant computer application(s) using current programming languages, computer architectures, and operating systems.
- describe the organization and operation of a computer architecture with respect to numerical representation and computations, digital logic, and computer components.
- demonstrate the ability to evaluate algorithms, select from a range of possible options, provide justification for that selection, and implement the algorithm in a programming context.

Required Major Courses (20 units)

☐ CSS-1 – Introduction to Computer Science and Programming	4.0
☐ CSS-2A – Object Oriented Programming	4.0
☐ CSS-2B – Data Structures Algorithms	4.0
☐ CSS-3 – Computer Architecture and Assembly Language	4.0
☐ CSS-7 – Discrete Structures	4.0

Major Electives (Complete 8 units)

☐ CSS-50 – CCNA 1 Introduction to Networks	4.0
☐ CSS-53 – Computer Security Principles	4.0
☐ CSS-56 – Storage Management and Virtualization	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing & Reading II	5.0
☐ MAT-123** – Intermediate Algebra	5.0

TOTAL: 28 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Completion of MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS NETWORK AND SECURITY OPTION

PROGRAMS

- **Associate of Science (A.S.)**
- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

The Associate of Science in Computer Science and Information Systems - Network and Security Option prepares students for employment in the network and security field. It is designed for students interested in becoming network and security specialists in a business that uses networks or information systems. Upon completing the program students will be prepared to take industry-recognized certifications that include: A+ certificate, CCENT, CCNA, Network+, Security+, and Linux+.

CERTIFICATE OF ACHIEVEMENT

This certificate is designed for those interested in becoming network and security specialists in a networked business or information systems environment.

The Computer Science and Information Systems program prepares students taking the Network and Security Option Certificate of Achievement for employment in the network and security field. It is designed for students interested in becoming network and security specialists in a business that uses networks or information systems. Upon completing the program students will be prepared to take industry- recognized certifications that include: A+ certificate, CCENT, CCNA, Network+, Security+, and Linux+.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Computer and Information Systems Managers
- Computer Network Architects
- Computer Network Support Specialists
- Database Administrators
- Information Security Analysts
- Network and Computer Systems
- System Administrator
- Telecommunications Engineering Specialists

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

COMPUTER SCIENCE AND INFORMATION SYSTEMS
NETWORK AND SECURITY OPTION (AS.PCN)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- design, plan, and implement a small office network, incorporating current industry standards for performance, reliability, and security.
- accurately communicate their work in a technical and non-technical context.
- assemble and configure a computer, install operating systems and software, and troubleshoot hardware, software and networking problems.
- configure business and enterprise networking, storage and virtual equipment (servers and network devices), to create a reliable, secure, and efficient networking infrastructure.

Required Major Courses (40 units)

☐ CSS-1 – Introduction to Computer Science & Programming Fundamentals	4.0
☐ CSS-50 – CCNA 1 Introduction to Networks	4.0
☐ CSS-51 – CCNA 2 Switching, Routing, and Wireless Essentials	4.0
☐ CSS-52 – CCNA 3 Enterprise Networking, Security, and Automation	4.0
☐ CSS-53 – Computer Security Principles	4.0
☐ CSS-54 – Network Security Principles	4.0
☐ CSS-55 – Network Security Principles	4.0
☐ CSS-56 – Systems and Network Administration	4.0
☐ CSS-169 – Computer Maintenance and Repair	4.0

SUBTOTAL: 36 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

HCCD GE *(see page 68) MAT-126 or higher*

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** ☐ **Humanities**
☐ **Ethnic Groups in the US** ☐ **Language and Rationality**

SUBTOTAL: 21 UNITS

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 61 UNITS

COMPUTER SCIENCE AND INFORMATION SYSTEMS
NETWORK AND SECURITY OPTION (CT.PCN)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- design, plan, and implement a small office network, incorporating current industry standards for performance, reliability, and security.
- accurately communicate their work in a technical and non-technical context.
- assemble and configure a computer, install operating systems and software, and troubleshoot hardware, software and networking problems.
- configure business and enterprise networking, storage and virtual equipment (servers and network devices), to create a reliable, secure, and efficient networking infrastructure.

Required Major Courses (40 units)

☐ CSS-1 – Introduction to Computer Science and Programming	4.0
☐ CSS-50 – CCNA 1 Introduction to Networks	4.0
☐ CSS-51– CCNA 2 Switching Routing and Wireless Essentials	4.0
☐ CSS-52 – CCNA 3 Enterprise Networking, Security and Automation	4.0
☐ CSS-53 – Computer Security Principles	4.0
☐ CSS-54 – Network Security Principles	4.0
☐ CSS-55 – Systems and Network Administration	4.0
☐ CSS-56 – Storage Management and Virtualization	4.0
☐ CSS-169 – Computer Maintenance and Repair	4.0

Other Required Courses

☐ ENG-101* – Intermediate Composition and Reading	3.0
OR	
ESL-101* – Academic Writing & Reading II	5.0
OR	
ENG-102 – Composition and Reading for CTE	3.0
☐ MAT-126** – Quantitative Reasoning for Personal and Professional Life	5.0

TOTAL: 36 UNITS

*Eligibility for ENG-1A or ENG-1AX fulfills this requirement.

**Completion of MAT-123 or any higher level math class fulfills this requirement.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ENGINEERING

PROGRAMS

- **Associate of Science (A.S.)**

DESCRIPTION

Engineering is the science and art of applying scientific and mathematical principles, experience, judgment, and common sense to design things that benefit society. Engineers are problem-solvers who make things work faster, cheaper, and more efficiently. Technologies developed by engineers improve the ways that we live, communicate, work, travel, stay healthy, and entertain ourselves. From computer chips to cellphones and buildings to automobiles, engineering makes every aspect of our modern life possible.

Hartnell College offers a two-year lower division engineering program that prepares students for transfer in all engineering disciplines to colleges and universities in California and across the United States. The Associate in Science in Engineering offers course work in all fields of engineering from civil through mechanical and electrical and computer engineering. Students who are seeking to transfer to a four-year university and complete their Bachelor of Science in Engineering can find the courses needed to transfer in the Engineering program, as can students who are seeking employment in related fields as engineering technologists, surveyors, or construction managers. Positions for which four-year graduates in engineering are qualified can be found in the fields of engineering, engineering technology, construction management, business, programming, teaching, and research.

The first two years of the engineering curriculum at most colleges and universities have a shared core of mathematics and physics plus a programming course. Beyond that, there is specialization in several areas. As there are different disciplines within engineering, four different tracks have been developed, and each one feeds into one or more majors at the baccalaureate level. The fifth track is appropriate for engineering majors who are not explicitly listed in the first four tracks, such as chemical engineering or biomedical engineering. The five discipline clusters are:

1. Mechanical, Aerospace, and Manufacturing Engineering
2. Civil Engineering
3. Electrical Engineering
4. Computer and Software Engineering
5. General Engineering

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Aerospace Engineer
- Agricultural Engineer
- Biomedical Engineer
- Chemical Engineer
- Civil Engineer
- Computer Engineer
- Construction Engineer
- Electrical Engineer
- Environmental Engineer
- Industrial Engineer
- Manufacturing Engineer
- Materials Engineer
- Mechanical Engineer
- Nuclear Engineer
- Software Engineer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ENGINEERING (AS.EGN)

ASSOCIATE OF SCIENCE

Program Outcomes: Upon successful completion of this program a student will be able to:

- employ science and mathematical skills commonly used in engineering fields.
- design a system, component, or process to meet engineering requirements.
- examine engineering problems and determine a strategy.
- describe and differentiate modern engineering tools and practices.

REQUIRED MAJOR COURSES:

COURSES SHARED BY ALL TRACKS

Course Name and Number	Units
EGN 1R Introduction to Engineering	2
MAT 3A Analytical Geometry and Calculus I	4
MAT 3B Analytical Geometry and Calculus I	4
PHY 4A General Physics I/Mechanics	4
PHY 4B General Physics II/Electricity and Magnetism	4
A programming class: Choice of EGN 5 or CSS 2A or CSS 1	3-4

Subtotal: 21-22 units

MECHANICAL/AEROSPACE/MANUFACTURING ENGINEERING TRACK

EGN 8 Statics	3

CIVIL ENGINEERING TRACK

EGN 8 Statics	3

ELECTRICAL ENGINEERING TRACK

EGN 6 Circuit Analysis	4

COMPUTER/SOFTWARE ENGINEERING TRACK

EGN 6 Circuit Analysis	4
CSS 2A Object Oriented Programming	4
EGN 7L Computer Interface with the Physical World Laboratory	1

GENERAL ENGINEERING TRACK

Choose ONE of the following:

EGN 4 Materials Science and Engineering	4
EGN 6 Circuit Analysis	4
EGN 8 Statics	3

REQUIRED MAJOR ELECTIVES

SELECT ONE EMPHASIS TO FOLLOW →	Units	Mechanical/ Aerospace/ Manufacturing	Civil	Electrical	Computer	General
Number of ADDITIONAL units to choose		**23**	**22**	**12**	**15**	**20**
☐ EGN-1L – Introduction to Engineering Lab	1	X	X	X	X	X
☐ EGN-2 – Engineering Graphics	3	X	X			X
☐ EGN-4 – Materials Science and Engineering	4	X	X			X
☐ EGN-5 – Programming and Problem-Solving in MATLAB	3			X	X	X
☐ EGN-6 – Circuit Analysis	4	X				X
☐ EGN-7L – Computer Interface with the Physical World Laboratory	1	X		X		X
☐ EGN-8 – Statics	3					X
☐ EGN-11 – Surveying	3		X			X
☐ BIO-1 – Fundamental Biological Concepts	5					X
☐ BIO-2 – General Zoology	5					X
☐ BIO-3 – General Botany	5					X
☐ CHM-1A – General Chemistry I	5	X	X	X	X	X
☐ CHM-1B – General Chemistry II	5					X
☐ CHM-12A – Organic Chemistry I	5					X
☐ CHM-12B – Organic Chemistry I	5					X
☐ PHY-4C – General Physics III/ Waves, Heat, Light, Sound, and Modern Physics	4	X	X	X	X	X
☐ MAT-3C – Analytical Geometry and Calculus III	4	X	X	X	X	X
☐ MAT-5 – Differential Equations	3	X	X	X	X	X
☐ MAT-4 – Linear Algebra	3	X	X	X	X	X
☐ CSS-1 – Intro to Computer Science & Programming Fundamentals	4					X
☐ CSS-2A – Object Oriented Programming	4			X		X
☐ CSS-2B – Data Structures and Algorithms	4			X	X	X
☐ CSS-3 – Computer Architecture and Assembly Language Programming	4				X	X
☐ CSS-7 – Discrete Structures	4				X	X

SUBTOTAL: 37-48 UNITS

General Education –Required Courses

Students must complete one of the following General Education Plans:

CSU-GE for STEM *(see page 72)* **33 units**

IGETC for STEM (*see page 74)* **31 units**

Students can double-count required courses and courses for General Education

Partial IGETC-CSU or CSU-GE certification is approved to meet the AS- Engineering general education. For the partial certification: (IGETC/CSU - All AREAS will be completed with minimum units/courses as required and listed on IGETC except AREAS 3 and 4, which is approved with 6 units/2 courses. CSU-GE All AREAS will be completed with minimum units/courses as required and listed on CSU-GE except AREAS C and D, which are approved with 6 units/2 courses). These GE courses are not waived but will be completed after transfer

TOTAL: 61-74 UNITS

ENGINEERING FUNDAMENTALS

PROGRAMS

- **Certificate of Achievement**

HARTNELL COLLEGE

DESCRIPTION

A student completing the Engineering Fundamentals Certificate of Achievement will gain a solid grounding in the basic principles that underlie all engineering disciplines. This certificate provides both academic preparation for and a pathway to internships. When combined with further study, it will lead to the Engineering Associate in Science Degree and/or transfer. This certificate is intended to be completed at the beginning of a student's course of study, while they are at the freshman level. As such, it prepares a student to enter most sophomore-level engineering and STEM support courses. This certificate is specifically designed to encourage and guide students to select their courses in a sequence which enables them to transfer as fast as possible. Recommendations based on majors are as follows:

- Civil or Mechanical engineering majors: Engineering 5 AND Chemistry 1A
- Computer or Software engineering majors: Computer Science 1 AND Computer Science 2A
- Electrical engineering majors: Computer Science 1 AND (Computer Science 2A OR Chemistry 1A)

Students should discuss which options make sense for them with their counselor.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Aerospace Engineer
- Biomedical Engineer
- Chemical Engineer
- Civil Engineer
- Computer Engineer
- Electrical Engineer
- Industrial Engineer
- Mechanical Engineer

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

ENGINEERING FUNDAMENTALS (CT.EGN)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate the ability to write computer programs and apply them towards solving engineering problems.
- acquire, develop, and refine the prerequisite mathematics, physics, and chemistry foundational skills to be successful in sophomore level engineering courses such as Statics, Circuit Analysis, or Materials Science and Engineering.
- formulate and demonstrate a plan to appropriately select the courses they will need to transfer to a four-year university.

Recommended electives by major:

Civil/Mechanical Engineering	EGN-5, CHM-1A
Computer Engineering	CSS-1, CSS-2A
Electrical Engineering	CSS-1, CSS2A or CHM-1A

Required Major Courses (17-19 units)

☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ PHY-4A – General Physics I/Mechanics	4.0
☐ EGN-1R – Introduction to Engineering	2.0
OR	
EGN-1 – Introduction to Engineering	3.0
☐ ENG-1A – College Composition and Reading	3.0
OR	
ENG-1AX – College Composition and Reading	4.0

Major Electives (Complete 7-9 units)

☐ EGN-5 – Programming and Problem Solving in MATLAB	3.0
☐ CSS-1 – Intro to Computer Science & Programming Fundamentals	4.0
☐ CSS-2A – Object Oriented Programming	4.0
☐ CHM-1A – General Chemistry I	5.0

TOTAL: 24-28 UNITS

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below: http://www.hartnell.edu/gainful-employment-certificate-programs-0

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Natural Sciences

PROGRAMS

- **Associate of Arts (A.A.)**

HARTNELL COLLEGE

DESCRIPTION

The General Studies with an Area of Emphasis program, developed by the Counseling Discipline, is designed to meet the needs of students interested in graduating with an Associate level college degree by studying specific related disciplines of academic subjects **(Natural Sciences).**

The degree prepares the student for the following:

- a broad range of educational outcomes including reasoning skills, general education, basic skills, mathematical skills, communication skills and intercultural understandings desired by employers and required in a variety of entry level professional careers and or promotional opportunities
- the completion of a major leading to a two-year college degree
- a solid beginning in the transfer planning process through careful educational planning with a counselor

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Administrative or Executive Assistant
- Customer Service Representative
- General Manager
- Nonprofit Program Manager

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

GENERAL STUDIES WITH AN AREA OF EMPHASIS

Natural Sciences

ASSOCIATE OF ARTS

Program Outcomes: Upon successful completion of this program a student will be able to:

- read, write, speak and verbally comprehend at a college level.
- define information needs, access information efficiently and effectively, evaluate information critically, and use information ethically.
- use quantitative and logical reasoning to analyze information evaluate ideas and solve problems.
- understand and respect the cultural, economic, social, political, biological and interdependence of global life.
- acquire an appreciation in and involvement in the creation or performance of the work of fine arts/music culture.

CHOOSE A SINGLE AREA OF EMPHASIS: Complete 18 units in one of the areas of emphasis listed below:	
☐ **Natural Sciences**	

☐ **Areas of Emphasis: Natural Sciences (AA.GSN)**	
Courses in natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. Students will develop an appreciation and understand of the scientific method and an understanding of the relationships between science and other human activities.	
For the 18 units required, select courses from at least two disciplines; from one of the disciplines select at least two courses. Students can double count General Education courses with the area of emphasis.	
☐	**Agriculture:** ABT 90, 92
☐	**Anthropology:** ANT1
☐	**Astronomy:** AST 1, 1L
☐	**Biology:** BIO 1, 2, 3, 5, 6, 6L, 10, 11, 12, 13, 18, 20, 27, 30, 42, 47, 48, 48L
☐	**Chemistry:** CHM 1A, 1B, 12A, 12B, 22, 23, 60
☐	**Geography:** GEG 1
☐	**Geology:** GEL 1, 2, 6, 25
☐	**Meteorology:** MET 1
☐	**Oceanography:** OCN 1
☐	**Physics:** PHY 2A, 2B, 4A, 4B, 4C, 10, 32

SUBTOTAL: 18 UNITS

General Education – Required Courses *MAT-126 or higher*

Students must complete one of the following General Education Plans: **HCCD GE** *(see page 68)*

☐ **Ethnic Groups in the US** ☐ **Humanities** ☐ **Language and Rationality**

☐ **Natural Sciences** ☐ **Social & Behavioral Sciences** **SUBTOTAL: 21 UNITS**

■ ***Electives (Courses Numbered 1-199) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

GEOLOGY

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science degree in Geology for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate geology degree programs at a California State University (CSU) campus. This degree provides the lower division geology major courses required at many CSUs while exposing students to the core principles and practices of the geology field. Students completing the Geology degree will have an introductory foundation through the study of the scientific method, Earth materials, Earth processes, and Earth history. They will acquire skills, knowledge, and abilities that enable students to use a scientific approach incorporating basic chemistry, physics, and mathematics to the study of the Earth; identify common minerals, rocks, and geomorphic features of Earth; describe the materials and elucidate the processes that comprise the dynamic Earth system; describe the evidence for and occurrence of major events in Earth History. Most common career opportunities with a baccalaureate degree include: entry-level field technician/geologist in industry (mining, oil, environmental consulting) and governmental agencies (Department of Natural Resources, Geological Surveys, National Parks).This Associate in Science in Geology for Transfer (AS-T) Degree is intended to meet the lower division requirements for geology for all CSU campuses. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Aerial/Scientific Photographer
- Agricultural Engineer
- Architect
- Computer Analyst
- Economic Geologist
- Environmental Lawyer
- Forest Ranger
- Geochemist
- Geologist
- Hydrologist
- Laboratory Technician
- Landscape Manager
- Marine Advisor
- Mathematician
- Soil Scientist
- Surveyor
- Pollution Control Specialist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

GEOLOGY (AST.GEL)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply the scientific method to knowledge acquisition and transfer of information.
- demonstrate proficiency in the areas of graphical presentation, oral communication, and scientific writing.
- examine the various earth system components and their complex interaction through inquiry-based interdisciplinary curricula in the physical sciences.
- use observing systems, geospatial technology, computers, information processing and data analysis.
- explain the significance of geological resources and their economic and sustainable value for long-term habitation of the planet by humans.

Required Major Courses (26 units)

☐ GEL-1 – Physical Geology	4.0
☐ GEL-6 – History of the Earth	4.0
☐ CHM-1A – General Chemistry I	5.0
☐ CHM-1B – General Chemistry II	5.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0

SUBTOTAL: 26 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

MATHEMATICS

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

The Associate in Science in Mathematics for Transfer offers course work in all levels of mathematics from arithmetic through differential equations and linear algebra. Students seeking improvement in their basic mathematical skills and those desiring development of advanced mathematical methods can all find meaningful activities in the Associate in Science in Mathematics for Transfer. While there are job opportunities in pure mathematics, there are even more in applied mathematics, statistics, engineering, and other technical fields relying heavily on mathematics. Positions for which four-year graduates in mathematics are qualified can be found in the fields of business, computers, teaching, and research.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Actuary
- Applications Program Manager
- Commodity Manager
- Cost Estimator/Analyst
- Database Manager
- Estate Planner
- Financial Consultant
- Investment Banker
- Mathematician
- Network Programmer
- Research Analyst
- Statistician
- Teacher
- Technical Writer
- Weight Analyst

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

MATHEMATICS (AST.MAT)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate proficiency in solving mathematical problems involving major concepts, theories, and principles including, but not limited to
  - applying derivatives and integrals
  - solving 2nd order differential equations
  - constructing basic mathematical proofs
- analyze data using appropriate technology to enhance mathematical understanding.

Required Major Courses (12 units)

☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-3C – Analytic Geometry and Calculus III	4.0

Major Electives A (Complete 3 units)

☐ MAT-4 – Linear Algebra	3.0
☐ MAT-5 – Differential Equations	3.0

Major Electives B (Complete one additional 3-4 units)

☐ MAT-4 – Linear Algebra	3.0
☐ MAT-5 – Differential Equations	3.0
☐ MAT-7 – Discrete Mathematics	4.0
☐ MAT-13 – Elementary Statistics	4.0
☐ CSS-2A – Object Oriented Programming	4.0
☐ PHY-4A – General Physics I/Mechanics	4.0

SUBTOTAL: 18-19 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

ADegreeWithAGuarantee.com℠
Associate Degree for Transfer

In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

PHYSICS

PROGRAM

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

HARTNELL COLLEGE

DESCRIPTION

Physics is the natural science involving a general analysis of nature, conducted in order to understand how the universe behaves. It involves the study of matter and its motion through space and time, along with related concepts such as energy and force. Physics overlaps with many interdisciplinary areas such as astronomy, biology, chemistry, and geology. Physics also makes significant contributions through advances in new technologies that arise from theoretical breakthroughs. Research in physics includes the following specialty areas: solid-state physics; atomic, molecular, and optical physics; particle physics; astrophysics; geophysics and biophysics. Some positions for which four-year graduates in physics are qualified are in research, teaching, engineering, medicine, and industry.

The Associate in Science degree in Physics for Transfer provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus. For detailed requirements for individual four-year institutions, students should contact the transfer institution and/or meet with a counselor for specific transfer course requirements in their major.

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Aerodynamicist
- Astro Physicist
- Chemical Physicist
- Computer System Engineer
- Geophysicist
- Laboratory Technician
- Medical Physicist
- Meteorologist
- Nuclear Physicist
- Physics Teacher
- Process Engineer
- Researcher
- Satellite Data Analyst
- Technical Consultant

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare for transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Hartnell College counselor to develop a student education plan before beginning their program.

TRANSFER RESOURCES

www.ASSIST.org – CSU and UC Articulation Agreements and Major Search Engine

CSU System Information - http://www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

https://www.hartnell.edu/students/fa/net-price-calculator.html

PHYSICS (AST.PHY)

ASSOCIATE IN SCIENCE FOR TRANSFER

Program Outcomes: Upon successful completion of this program a student will be able to:

- apply fundamental physics laws, principles and widely accepted theories.
- demonstrate proficiency in solving problems that are appropriate to first-year-university students of calculus-level physics courses.
- collect and analyze data effectively using basic laboratory equipment, and present results and conclusions in formally structured laboratory reports.

Required Major Courses (24 units)

☐ PHY-4A – General Physics I/Mechanics	4.0
☐ PHY-4B – General Physics II/Electricity and Magnetism	4.0
☐ PHY-4C – General Physics III/Waves, Heat, Light, Sound and Modern Physics	4.0
☐ MAT-3A – Analytic Geometry and Calculus I	4.0
☐ MAT-3B – Analytic Geometry and Calculus II	4.0
☐ MAT-3C – Analytic Geometry and Calculus III	4.0

Major Electives (None Required)

☐ CHM-1A – General Chemistry I	5.0
☐ CHM-1B – General Chemistry II	5.0
☐ CSS-4 – Introduction to Scientific Programming	4.0
☐ MAT-4 – Linear Algebra	3.0
☐ MAT-5 – Differential Equations	3.0

SUBTOTAL: 24 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE *(see page 72)* **39 units**

IGETC *(see page 74)* **37 units**

Students can double-count required courses and courses for General Education

■ ***Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60.***

TOTAL: 60 UNITS

A DegreeWithA Guarantee.com℠
Associate Degree for Transfer

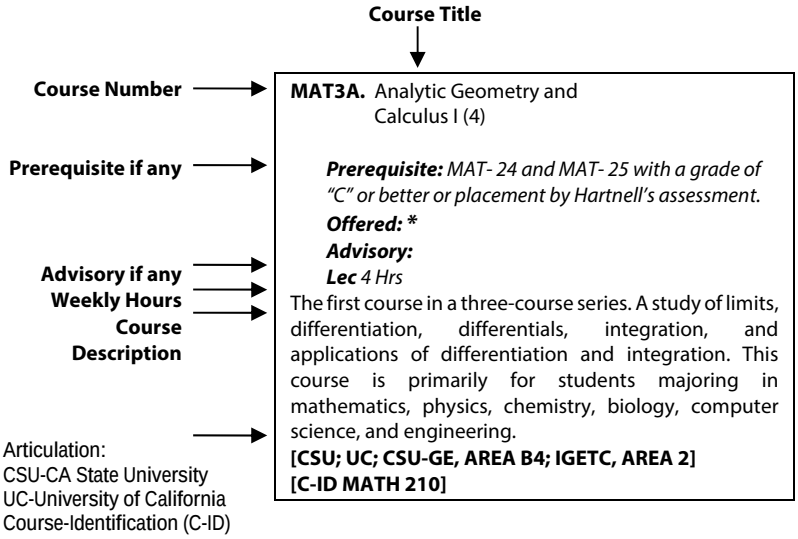
In order to earn this degree, students must complete the Associate Degree for Transfer Requirements:

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

ADTs include (AA-T) and (AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

COURSE LISTINGS

HOW TO READ THIS CATALOG



Units

Course Grading

- If no grading system is specified for a course, a letter grade will be issued.
- If Pass/No Pass only is specified, a P or NP will be issued.
- If Pass/No Pass option is indicated, a letter grade will be issued unless the student files a petition to complete the course with the P/NP option.
- No grades will be issued for non-credit courses.

***Offered: Fall, Spring, Summer, Fall-even, Spring-even, Fall-odd, Spring-odd annotations indicate the semester(s) during which Hartnell College plans to offer this course. If a course has no offering annotation it indicates the course is under review and course offerings will be limited.**

Many factors influence course offerings, including state wide budgetary and policy making decisions, industry trends, and other unpredictable factors. We are providing semesters and years of planned offering to the best of our knowledge in support of educational planning, access, success and completion. Such annotations should not be seen as guarantees of course offerings sequences. Please check the schedule of classes for any given semester to confirm and finalize schedule planning and readjust education plans as needed.

DE/HYBRID ADVISORY:

Students taking web-based and hybrid courses must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College Library/LRC.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system used for transfer courses that is independent of the actual course numbers assigned. Each C-ID number identifies a lower-division, transferable course commonly articulated between the California community colleges and CSU, and independent colleges/universities. The C-ID number conveys that any course at another college bearing the same C-ID number will be accepted by that institution. In other words the C-ID designation can be used to identify comparable courses at different institutions. Students should 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 and to confirm how each course will be accepted at a particular four-year institution. Counselors can always help them interpret or explain this information.

Each campus retains its own course number prefix and numbers. An example of the C-ID numbering system is Hartnell College's English 1A (C-ID ENGL 100). The number 1A is Hartnell College's number; C-ID ENGL 100 is the designation that is used to number the equivalent articulated course in the C-ID numbering system. Many of the C-ID numbered courses will be found in the Associate Degree for Transfer (AA-T or AS-T) degrees.

C-ID Courses at Hartnell

ABT-49	Introduction to Agriculture	C-ID AG AB 104
ABT-52	Sales and Service in Agribusiness	C-ID AG AB 112
ABT-53	Agribusiness Economics	C-ID AG AB 124
ABT-57	Agriculture Computer Applications	C-ID AG AB 108
ABT-90	Soil Science	C-ID AG PS 128L
ABT-92	Plant Science	C-ID AG PS 106L
ADJ-1	Introduction to Administration of Justice	C-ID AJ 110
ADJ-2	Community Relations and the Justice System	C-ID AJ 160
ADJ-3	Concepts of Criminal Law	C-ID AJ 120
ADJ-4	Criminal Evidence	C-ID AJ 124
ADJ-5	Criminal Court Process	C-ID AJ 122
ADJ-8	Criminal Investigation	C-ID AJ 140
ADJ-10	Juvenile Procedures	C-ID AJ 220
ADJ-50	Introduction to Corrections	C-ID AJ 200
ADJ-51	Control and Supervision in Corrections	C-ID SOCI 160
ADJ-76	Introduction to Forensics	C-ID AJ 150
ANT-1	Physical Anthropology	C-ID ANTH 110
ANT-2	Introduction to Cultural Anthropology	C-ID ANTH 120
ART-1A	Art History Survey I	C-ID ARTH 110
ART-1B	Art History Survey II	C-ID ARTH 120
ART-3	Drawing and Composition	C-ID ARTS 110
ART-10	Art Appreciation	C-ID ARTH 100
ART-12A	Design	C-ID ARTS 100
ART-13	Three-Dimensional Design	C-ID ARTS 101
ART-15A	Ceramics A	C-ID ARTS 230
ART-72	Introduction to Digital Arts	C-ID ARTS 250
BIO-1	Fundamental Biological Concepts	C-ID BIOL 190
BIO-1 + BIO-2 + BIO-3	Fundamental Biological Concepts + General Zoology + General Botany	C-ID BIOL 135S
BIO-2 + BIO-3	General Zoology + General Botany	C-ID BIOL 140
BIO-3	General Botany	C-ID BIOL 155
BIO-5	Human Anatomy	C-ID BIOL 110B
BIO-6+ BIO-6L	Introductory to Physiology + Physiology Laboratory	C-ID BIOL 120B
BUS-1A	Financial Accounting	C-ID ACCT 110
BUS-1B	Managerial Accounting	C-ID ACCT 120
BUS-18	Legal Environment of Business	C-ID BUS 120
BUS-32	Introduction to Business	C-ID BUS 110
BUS-43	Business Information Systems	C-ID BUS 140
CHM-1A	General Chemistry I	C-ID CHEM 110
CHM-1A + CHM-1B	General Chemistry I + General Chemistry II	C-ID CHEM 120S
CHM-12A	Organic Chemistry I	C-ID CHEM 150
CHM-12A + CHM-12B	Organic Chemistry I + Organic Chemistry II	C-ID CHEM 160S
CHM-22	The Science of Chemistry	C-ID CHEM 101
COM-1	Introduction to Public Speaking	C-ID COMM 110
COM-2	Argumentation and Debate	C-ID COMM 120
COM-3	Survey of Human Communication	C-ID COMM 115
COM-4	Intercultural Communication	C-ID COMM 150
COM-6	Small Group Communication	C-ID COMM 140
COM-7	Introduction to Persuasion	C-ID COMM 190
COM-8	Interpersonal Communication	C-ID COMM 130
COM-9	Oral Interpretation of Literature	C-ID COMM 170
CSS-1	Introduction to Computer Science & Programming Fundamentals	C-ID COMP 112
CSS-1	Introduction to Computer Science & Programming Fundamentals	C-ID ITIS 130
CSS-2A	Object Oriented Programming	C-ID COMP 122
CSS-2A + EGN-7L	Introduction to Programming Concepts and Methodologies for Engineers	C-ID ENGR 120
CSS-2B	Data Structures and Algorithms	C-ID COMP 132
CSS-3	Computer Architecture and Assembly Language Programming	C-ID COMP 142
CSS-7	Discrete Structures	C-ID COMP 152

CSS-44	Computer Science & Information Systems	C-ID ITIS 120
CSS-50	Introduction to Networks	C-ID ITIS 120
CSS-56	Systems and Network Administration	C-ID ITIS 155
ECE-1	Principles and Practices of Teaching Young Children	C-ID ECE 120
ECE-2	Child, Family and Community Relations	C-ID CDEV 110
ECE-4	Introduction to Curriculum	C-ID ECE 130
ECE-10	Observation and Assessment	C-ID ECE 200
ECE-12A	Preschool Theory and Practicum	C-ID ECE 210
ECE-19	Nutrition in the Child Care Setting	C-ID ECE 220
ECE-53	Teaching in a Diverse Society	C-ID ECE 230
ECO-1	Principles of Macroeconomics	C-ID ECON 202
ECO-5	Principles of Microeconomics	C-ID ECON 201
EDU-1	Multicultural Perspective of Education	C-ID EDUC 200
EGN-1R	Introduction to Engineering	C-ID ENGR 110
EGN-2	Engineering Graphics and Design	C-ID ENGR 150
EGN-4	Materials Science and Engineering	C-ID ENGR 140B
EGN-5	Programming and Problem Solving in MATLAB	C-ID ENGR 220
EGN-6	Circuit Analysis	C-ID ENGR 260
EGN-6L	Circuit Analysis	C-ID ENGR 260L
EGN-7	Introduction to Programming Concepts and Methodologies for Engineers	C-ID ENGR 120
EGN-8	Statics	C-ID ENGR 130
EGN-11	Surveying	C-ID ENGR 180
ENG-1A	College Composition and Reading	C-ID ENGL 100
ENG-1AX	College Composition	C-ID ENG 100
ENG-1B	College Literature and Composition	C-ID ENGL 120
ENG-2	Critical Thinking and Writing	C-ID ENGL 105
ENG-31	Beginning Creative Writing	C-ID ENGL 200
ENG-44A	World Literature I	C-ID ENGL 140
ENG-44B	World Literature II	C-ID ENGL 145
ENG-46A	Survey of British Literature I	C-ID ENGL 160
ENG-46B	Survey of British Literature II	C-ID ENGL 165
ENG-47A	Survey of American Literature I	C-ID ENGL 130
ENG-47B	Survey of American Literature II	C-ID ENGL 135
ENG-48	Introduction to Children's Literature	C-ID ENGL 180
GEG-1	Geography Physical Elements	C-ID GEOG 110
GEG-10	Geography and World Affairs: A Regional Approach	C-ID GEOG 125
GEL-1	Physical Geology	C-ID GEOL 101
GEL-2	Introduction to Geology	C-ID GEOL 100
GEL-6	History of the Earth	C-ID GEOL 111
GEL-25	Environmental Geology	C-ID GEOL 130
GEL-36	California Geology	C-ID GEOL 200
HED-2	Individual Health	C-ID PHS 100
HED-55	Health Education-Advanced First Aid	C-ID KIN 101
HES-1	Introduction to Public Health	C-ID PHS 101
HES-2	Health and Social Justice	C-ID PHS 102
HES-3	Drugs, Health, and Society	C-ID PHS 103
HIS-4A	Western Civilization A	C-ID HIST 170
HIS-4B	Western Civilization B	C-ID HIST 180
HIS-5A	World History A	C-ID HIST 150
HIS-5B	World History B	C-ID HIST 160
HIS-17A	United States History A	C-ID HIST 130
HIS-17B	United States History B	C-ID HIST 140
LAW-41	Introduction to Law and Society	C-ID LPPS 110
MAT-2	Calculus for Managerial, Life and Social Sciences	C-ID MATH 140
MAT-3A	Analytic Geometry and Calculus I	C-ID MATH 210
MAT-3B	Analytic Geometry and Calculus II	C-ID MATH 220
MAT-3A + MAT-3B	Analytic Geometry and Calculus I + Analytic Geometry and Calculus II	C-ID MATH 900S
MAT-3C	Analytic Geometry and Calculus III	C-ID MATH 230
MAT-4	Linear Algebra	C-ID MATH 250
MAT-5	Different Equations	C-ID MATH 240
MAT-7	Discrete Math	C-ID MATH 160
MAT-12	Number Systems	C-ID MATH 120
MAT-13	Elementary Statistics	C-ID MATH 110
MAT-16	Finite Mathematics	C-ID MATH 130
MAT-27	Precalculus & Trigonometry	C-ID MATH 955
MET-1	Weather and Climate	C-ID GEOG 130
MUS-1A	Music Appreciation—Historical Perspective	C-ID MUS 100
MUS-1B	Music Appreciation—Genre Perspective	C-ID MUS 100
MUS-2	Music Fundamentals	C-ID MUS 110
MUS-11	Applied Music—Instrumental	C-ID MUS 160
MUS-20	Hartnell College Choir	C-ID MUS 180
MUS-21	Hartnell Chamber Signers	C-ID MUS 180
MUS-23.1	Renaissance/Baroque Emphasis	C-ID MUS 180
MUS-23.2	Hartnell Chorale-Classic/Romantic Emphasis	C-ID MUS 180
MUS-23.3	Hartnell Chorale-20th Century Emphasis	C-ID MUS 180
MUS-23.4	Hartnell Chorale-20th Century "Pops" Emphasis	C-ID MUS 180
MUS-23.5	Hartnell Chorale-21st Century Emphasis	C-ID MUS 180
MUS-24	Estudiantina Hartnell	C-ID MUS 180
MUS-25	Hartnell College Wind Ensemble	C-ID MUS 180
MUS-26	Jazz Ensemble	C-ID MUS 180
MUS-29.1	Symphonic Band-18th Century Emphasis	C-ID MUS 180
MUS-29.2	Symphonic Band-19th Century Emphasis	C-ID MUS 180
MUS-29.3	Symphonic Band-20th Century Emphasis	C-ID MUS 180
MUS-29.4	Symphonic Band-20th Century "Pops" Emphasis	C-ID MUS 180
MUS-29.5	Symphonic Band-21st Century Emphasis	C-ID MUS 180
MUS-34.1	Symphony Orchestra-18th Century Emphasis	C-ID MUS 180
MUS-34.2	Symphony Orhestra-19th Century Emphasis	C-ID MUS 180
MUS-34.3	Symphony Orchestra-20th Century Emphasis	C-ID MUS 180
MUS-34.4	Symphony Orchestra-20th Century "POPS"	C-ID MUS 180
MUS-34.5	Symphony Orchestra-21st Century Emphasis	C-ID MUS 180
MUS-46	Music Theory and Musicianship	C-ID MUS 120
MUS-46	Music Theory and Musicianship	C-ID MUS 125
MUS-47	Music Theory and Musicianship I	C-ID MUS 130
MUS-47	Music Theory and Musicianship I	C-ID MUS 135
MUS-48	Music Theory and Musicianship II	C-ID MUS 140
MUS-48	Music Theory and Musicianship II	C-ID MUS 145
MUS-49	Music Theory and Musicianship III	C-ID MUS 150

MUS-49	Music Theory and Musicianship III	C-ID MUS 155
MUS-50A	Harmony I	C-ID MUS 120
MUS-51A	Musicianship I	C-ID MUS 125
MUS-52B	Harmony IV	C-ID MUS 150
MUS-53B	Musicianship IV	C-ID MUS 155
PETH-1	Introduction to Kinesiology	C-ID KIN 100
PHL-2	Introduction to Philosophy	C-ID PHIL 100
PHL-10	Ethics	C-ID PHIL 120
PHL-15	Logic and Critical Thinking	C-ID PHIL 110
PHY-2A + PHY-2B	College Physics I + College Physics II	C-ID PHYS 100S
PHY-2A	College Physics I	C-ID PHYS 105
PHY-2B	College Physics II	C-ID PHYS 110
PHY-4A	General Physics/Mechanics	C-ID PHYS 205
PHY-4B	General Physics/Electricity and Magnetism	C-ID PHYS 210
PHY-4C	General Physics/Waves, Heat, Light and Modern Physics	C-ID PHYS 215
PHY-32	Survey of Chemistry and Physics	C-ID PHYS 140
POL-1	American Political Institutions	C-ID POLS 110
POL-2	Contemporary Governments Abroad	C-ID POLS 130
POL-3	Introduction to International Relations	C-ID POLS 140
PSY-2	General Psychology	C-ID PSY 110
PSY-6	Social Psychology	C-ID PSY 170
PSY-8	Introduction to Research Methods in Psychology	C-ID PSY 200
PSY-9	Introduction to Research Methods in Psychology (with Lab)	C-ID PSY 205B
PSY-10	Introduction to Biological Psychology	C-ID PSY 150
PSY-15	Introduction to Human Sexuality	C-ID PSY 130
PSY-22	Abnormal Psychology	C-ID PSY 120
PSY-25	Developmental Psychology	C-ID PSY 180
PSY-33	Personal and Social Adjustment	C-ID PSY 115
SJS-20	Introduction to Social Justice	C-ID SJS 110
SJS-22	Introduction to Women's Studies	C-ID SJS 120
SOC-1	Introduction to Sociology	C-ID SOCI 110
SOC-5	Introduction to Social Problems	C-ID SOCI 115
SOC-41	Marriage and Family	C-ID SOCI 130
SOC-42	The Sociology of Minority Relations	C-ID SOCI 150
SOC-20	Sociology of Gender and Society	C-ID SOCI 140

SPA-1	Elementary Spanish	C-ID SPAN 100
SPA-1X	Elementary Spanish for Chicano Students	C-ID SPAN 100
SPA-2	Elementary Spanish	C-ID SPAN 110
SPA-2S	Elementary Spanish for Chicano Students	C-ID SPAN 110
SPA-2X	Elementary Spanish for Chicano Students	C-ID SPAN 110
SPA-3	Intermediate Spanish	C-ID SPAN 200
SPA-3S	Intermediate Spanish for Spanish Speakers	C-ID SPAN 220
SPA-4	Intermediate Spanish	C-ID SPAN 210
SPA-4S	Intermediate Spanish for Spanish Speakers	C-ID SPAN 230
TAC-1	Introduction to Theatre	C-ID THTR 111
TAC-2	Script Analysis	C-ID THTR 114
TAC-3	History of the Theatre	C-ID THTR 113
TAC-10	Beginning Acting	C-ID THTR 151
TAC-11	Acting II	C-ID THTR 152
TAC-20	Introduction to Ensemble Play Production	C-ID THTR 191
TAC-21	Introduction to Modern Play Production	C-ID THTR 191
TAC-22	Introduction to Musical Theatre Production	C-ID THTR 191
TAC-24	Introduction to World Theatre Production	C-ID THTR 191
TAC-25	Introduction to Revival Play Production	C-ID THTR 191
TAC-26	Stage Scenic Construction	C-ID THTR 192
TAC-27	Scenic Painting, Properties, and Technical Production Techniques	C-ID THTR 192
TAC-28	Makeup/Hair Techniques for the Stage	C-ID THTR 192
TAC-29	Stage Lighting and Sound	C-ID THTR 192
TAC-30	Fundamentals of Theatre Design	C-ID THTR 172
TAC-40	Stage Costuming Practicum	C-ID THTR 192
TAC-41	Fundamentals of Costume Design	C-ID THTR 174
TAC-56	Introduction to Media Aesthetics and Contemporary Cinematic Arts	C-ID FTVE 105

ADDICTION STUDIES

AOD-1. Fundamentals of Chemical Dependency (3)

Fall/Spring

Lec *54 Hrs*

This course will introduce historical and sociological perspectives on the use, abuse and social control of psychoactive drugs. Students will receive overviews of the bio-psycho-social nature of the addiction; the impact of addiction on children, families and society; contemporary treatment and prevention approaches; and the addiction counseling profession. Designed for students interested in obtaining CAADAC certification.

[CSU]

AOD-2. Pharmacology and Physiology of Alcohol and Other Drugs (3)

Fall Only

Lec *54 Hrs*

An in-depth look at the physiologic action and effects of alcohol and other psychoactive drugs on the body and behavior. Emphasis is placed on the pharmacologic and neurobiological effects and medical consequences of abuse and addiction. Includes the pharmacologic basis of medications used for various psychiatric disorders as well as treatment considerations for substance abuse and dependency. Designed for students interested in obtaining CAADAC certification.

[CSU]

AOD-3. Introduction to Treatment Planning and Case Management (3)

Fall Only

Lec *54 Hrs*

An introduction to the theory and practice of chemical dependency counseling with special emphasis on treatment planning, implementation and documentation. The core functions of the chemical dependency counselor in the early intervention, assessment and treatment planning phases of recovery counseling will be introduced and developed. The need to interface with others in the medical and mental health community in developing a multi-dimensional approach to treatment will be included. Designed for students interested in obtaining CAADAC certification.

[CSU]

AOD-4. Counseling Diverse Populations (3)

Advisory: *AOD-1*

Fall Only

Lec *54 Hrs*

A counseling course that introduces the student to special population subgroups in alcohol and drug counseling and the unique helping skills used to support these populations. Particular focus is placed on gender, race, culture, age and sexual orientation as it relates to addiction and recovery.

[CSU]

AOD-5. Legal/Ethical Considerations and Professional Growth (3)

Fall Only

Lec *54 Hrs*

Explores the legal, ethical, professional and personal issues involved in the treatment of chemical dependency. Emphasis is placed on professional responsibility and patient rights as well as issues of the work place and professional growth.

[CSU]

AOD-6. Prevention, Education and Relapse Prevention (3)

Spring Only

Lec *54 Hrs*

Conceptual frameworks, major research, epidemiology, environmental risk factors and the effectiveness of various prevention strategies will be examined. In addition, client education strategies used in the treatment and relapse prevention phases of chemical dependency will be highlighted.

[CSU]

AOD-7. Individual Counseling Skills in Chemical Dependency (3)

Corequisite: *AOD-1*

Advisory: *Eligibility for ENG-1A; Completion of AOD-2 through AOD-5.*

Spring Only

Lec *54 Hrs*

An introduction to the basic skills and techniques of counseling for chemical dependency counselors. This course describes characteristics of an effective counselor, explores several theoretical models of counseling, and assists the individual to develop skills in active listening, building trust, reflecting feelings and content, and using motivational interviewing techniques. Stages of therapy and life span issues will receive special attention.

[CSU]

AOD-8. Family and Group Counseling (3)

Corequisite: *AOD-1*

Advisory: *Eligibility for ENG-1A Completion of AOD-2 through AOD-5.*

Lec *54 Hrs*

A focus on family dynamics and group processes as they relate to chemical dependency. The dynamics of chemical dependency within family systems will be explored and interventions designed to assist family members to understand and cope with chemical dependency will be examined. In addition, group processes and dynamics will be examined with an emphasis on developing skills for group leadership.

[CSU]

AOD-9. Co-Occurring Disorders (3)

Corequisite: *AOD-1*

Advisory: *Eligibility for ENG-1A; Completion of AOD-2 through AOD-5.*

Spring Only

Lec *54 Hrs*

An introduction to the treatment needs of those who have one or more psychiatric disorders in combination with a chemical dependency disorder. Focus is placed on identification, assessment, current treatment approaches, medication, referral procedures, and interface with the professional mental health community.

[CSU]

AOD-10. Chemical Dependency Practicum Seminar (3)

Prerequisite: *AOD-2, AOD-3, AOD-4, AOD-5, AOD-6, AOD-9 or AOD-11 with a grade of "C" or better.*

Corequisite: *AOD-99*

Lec *54 Hrs*

Designed for students in their final semester of the AOD curriculum, this course is designed to support students as they complete the practicum/work experience requirements of the program. Emphasis is placed on developing the skills and abilities needed to work as a chemical dependency counselor.

[CSU]

AOD-11. Individual, Group and Family Counseling (3)

Spring Only

Lec *54 Hrs*

An introduction to the basic skills and techniques of counseling for chemical dependency counselors. This course describes characteristics of an effective counselor, explores several theoretical models of counseling, and assists the individual to develop skills in active listening, building trust, reflecting feelings and content, and using motivational interviewing techniques. Stages of therapy and life span issues will receive special attention. A focus of family dynamics and group processes as they relate to chemical dependency will also examined. The dynamics of chemical dependency within family systems will be explored an interventions designed to assist family members to understand and cope with chemical dependency will be examined. In addition, group processes and dynamics will be examined with an emphasis on developing skills for group leadership

[CSU]

AOD-99. Practicum in Chemical Dependency (4)

Prerequisite: *AOD-1, AOD-2, AOD-3, AOD-4, AOD-5, AOD-6, AOD-7, AOD-8, AOD-9 or PSY-22 with a grade of "C" or better.*

Corequisite: *AOD-10*

Other: *Students will need to meet individual screening requirements of work-site for drug testing, finger-print analysis, TB testing and/or other site requirements. Students will need to register with one of the certifying agencies well in advance of placement.*

Pass/No Pass Only

Lab *255-300 Hrs*

Designed for students in their last semester of the AOD program, this course provides students with a hands-on learning experience via a directed field study. Emphasis is placed on enabling the student to experience and perform the work of a chemical dependency counselor. Students must complete at least 255 hours of volunteer experience or 300 hours of paid work experience in an approved facility to meet unit requirements and CAADAC/CCBADC accreditation standards for practicum experience. Instructor will facilitate internship/job placement and development of individualized goals.

[CSU]

ADMINISTRATION OF JUSTICE

ADJ-1. Introduction to Administration of Justice (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

Provides an overview of the American criminal justice system and the various subsystems. Focuses on the roles and role expectations of criminal justice agencies in their interrelationships in society and emphasizes the concepts of criminal law and its effect on policing, crime causation, the Constitution and its effect on law enforcement, punishment and rehabilitation. Also discusses ethics, education and training for professionalism in the social system.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

[C-ID AJ 110]

ADJ-2. Community Relations and the Justice System (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

A theoretical and conceptual overview of multicultural issues, including those relating to ethnicity, race relations, gender, age and sexual preference. The course focuses on cultural/ethnic groups in California and their relationship with law enforcement and justice administration, including courts and corrections. Explores the interaction of the criminal justice agents and the community; theoretical and conceptual overview of multicultural issues affecting human relations; effects of prejudice, bias, and discrimination; awareness of individual and cultural differences affecting human interaction and peacekeeping strategies in a diverse society.

[CSU; UC] [C-ID AJ 160]

ADJ-3. Concepts of Criminal Law (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

An introduction to the legal system, the differences between civil and criminal law, the sources of law, and the court system. The course focus will be classifying, defining, and identifying crimes. Also explores defenses to crimes, and parties to crimes.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

[C-ID AJ 120]

ADJ-4. Criminal Evidence (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

An introduction to the legal system, the sources of law, the criminal court system, and the trial process. The course focuses in particular on the classifications and rules of evidence. Includes a thorough overview of legal issues in criminal evidence such as admissibility, constitutional protections including the Fourth Amendment, and the burden of proof. Also covered are general considerations in evidence such as inferences and presumptions, privilege, judicial notice, expert testimony, scientific, and demonstrative evidence.

[CSU] [C-ID AJ 124]

ADJ-5. Criminal Court Process (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

An introduction to the sources of law, the legal system, the criminal court trial process, the purposes of punishment, and participants in the criminal justice system. An in-depth analysis of the Constitution and its relationship to criminal procedure. Explores the laws of search, arrest, interrogation, arraignment, preliminary hearing, motion practice, trial procedure, sentencing, and post-conviction remedies.

[CSU] [C-ID AJ 122]

ADJ-8. Criminal Investigation (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

A course designed to teach the fundamentals of investigation; crime scene preservation of evidence; scientific aids; modus operandi; sources of information, interviews and interrogation; ethical challenges; surveillance; follow-up and case preparation; constitutional issues; and the role of the investigator in the trial process.

[CSU] [C-ID AJ 140]

ADJ-10. Juvenile Procedures (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

Discussion of the theories of juvenile delinquency and juvenile justice. Introduction to the functions, organization and jurisdiction of juvenile agencies. Study of juvenile crime, laws and social issues relating to youthful offenders. Examination of child abuse, domestic violence and gang membership. Examination of the Law Enforcement responses to juvenile issues.

[CSU] [C-ID AJ 220]

ADJ-11. Law Enforcement Report Writing (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

An introductory course emphasizing the practical aspects of organizing and preparing law enforcement written reports.

[CSU]

ADJ-21A. Narcotics and Dangerous Drugs (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

History, definition, identification, characteristics and treatment strategies of legal and illegal drugs and the enforcement of laws relating to them.

[CSU]

ADJ-25. Introduction to Paralegal/Legal Assistantship (3)

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

Provides an overview of the legal assistant profession, and a general introduction to the legal environment and foundational skills necessary to succeed in legal specialty courses. Course includes a perspective of the role of the legal assistant in the modern law office, beginning legal research and analysis, issues related to our legal system and the courts, law office administration, and ethical considerations.

[CSU]

ADJ-30. Sexual Assault Investigation (3)

Pass/No Pass Option

Spring Only

Lec *54 Hrs*

An introduction to the legal system and in-depth study of the institutional response to victims of sexual assault. Covers the elements of the most commonly encountered sex crimes, current and recommended investigative techniques, community and institutional response to victims of sex crimes, and methods of improving services with a focus on the needs of the victim.

[CSU]

ADJ-33. Constitutional Law for Criminal Justice Professionals (3)

Pass/No Pass Option

Spring Only

Lec *54 Hrs*

Focuses on the United States Constitution and its relevance to criminal justice issues. Beginning with an overview of our legal system and some instruction in basic legal research, the course examines constitutional amendments influencing the criminal justice system such as freedom of speech and the press, gun control, constitutional search and seizure, the exclusionary rule, due process of law and confessions, the right to counsel and a fair trial, bail, fines, and punishment. Students will also appraise the impact of constitutional principles in the fields of law enforcement, corrections, and the practice of law.

[CSU]

ADJ-34. Civil Litigation (3)

Pass/No Pass Option

Spring Only

Lec *54 Hrs*

Students will gain a fundamental understanding of how to prepare a civil case for trial. Topics include California procedural statutes and court rules governing civil litigation, the attorney-client relationship, court organization, the steps in case preparation, and the post-litigation concerns. Students will practice client interviewing, drafting of pleadings and motions, deposition summaries, evidence gathering and discovery procedures.

[CSU]

ADJ-36. Legal Research and Writing (3)

Pass/No Pass Option

Lec *54 Hrs*

This course provides an overview of the fundamentals of legal research and writing. Topics include online legal research, law library references such as Shepard's Citations, West Digest system and key numbers, American Law Reports, legal periodicals, and annotated state and federal statutes. The course also focuses on the development of written communication skills essential to any law-related correspondence, memoranda, pleadings, motions, and discovery documents.

[CSU]

ADJ-51. Criminology (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

An examination of the theories of the psychological and social factors underlying crime and criminal behavior, crime statistics, patterns of antisocial behavior, treatment and preventative measure.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

[C-ID SOCI 160]

ADJ-76. Introduction to Forensics (3.5)

Pass/No Pass Option

Spring Only

Lec *54 Hrs;* ***Lab*** *27 Hrs*

Overview of forensic science in collecting and evaluating evidence as a component of the criminal justice system. This course provides an introduction to the role of forensics and criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

[CSU] [C-ID AJ 150]

ADJ-102. PC 832 Arrest and Firearms (3.5)

Prerequisite: *prior to the start of ADJ-102, the California Commission for Peace Officers Standards and Training (POST) and the California Penal Code 1311.5 requires from each student Department of Justice written certification stating that the student has no criminal history that would disqualify him/her from using a firearm.*

Pass/No Pass Option

Lec *49.5 Hrs;* ***Lab*** *41 Hrs*

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training (POST) as required by Penal Code 832 for peace officers. Topics include: professional orientation; introduction to criminal law with particular attention paid to laws of arrest, evidence, search and seizure; investigation; community relations; verbal and written communication; arrest and control techniques; firearms; cultural diversity/discrimination, the use of firearms, situational use of deadly force, and arrest techniques. There will be a fee associated with the fingerprint clearance from the Department of Justice that is required prior to starting the firearms portion of the class.

ADVANCED AUTOMOTIVE TECHNOLOGY

AAT-100. Introduction to Automotive Repair (4)

Fall/Spring

Lec *36 Hrs;* ***Lab*** *108 Hrs*

An introduction to automotive mechanics and technology for students beginning study as an automotive technician or who desire in-depth knowledge regarding today's automobiles. Covers principles of operation and system servicing procedures for systems found on today's cars. Provides instruction in shop and personal safety, proper use of tools and equipment, completion of basic service and analysis procedures, and review of repairs and specifications from computer-based service manuals. Formerly AUT-50. Not open to students who have completed AUT-50 with a grade of "C" or better.

AAT-101. Engine Repair (4)

Spring Only

***Lec** 36 Hrs; **Lab** 108 Hrs*

Students will learn principles of operation, system service procedures for systems found in today's automotive engines. Course will emphasize shop and personal safety, proper use of hand and precision engine measurement tools, operation of general shop equipment, research to locate pertinent information to perform repairs, as well as how to utilize vehicle specifications on service manuals, and computer diagnostic software during hands-on repair practice. Students will also conduct engine disassembly and assembly, operation, diagnosing engine problems, engine removal, inspection, and in-chassis repairs. Formerly AUT-103. Not open to students who have completed AUT-103 with a grade of "C" or better.

AAT-110. Climate Control (4)

***Advisory:** ENG-101 or ESL-101 and MAT-121 Successful completion of AAT-120, or prior practical experience in an automotive shop environment is recommended.*

Spring Only

***Lec** 36 Hrs; **Lab** 108 Hrs*

This course is a study of heating, ventilation, and air conditioning (HVAC) systems, which are designed to maintain a comfortable climate in automotive vehicles. Formerly AUT-110. Not open to students who have completed AUT-110 with a grade of "C" or better.

AAT-120. Electrical and Electronic Systems (4)

***Advisory:** ENG-101 or ESL-101 and MAT-121 and AAT-120*

Fall Only

***Lec** 36 Hrs; **Lab** 108 Hrs*

Course is designed to give students a solid foundation in the fundamental concepts of electricity and electronics as they relate to automotive technology. Students will study automotive electrical and electronic systems, essential theories of electricity, function and design of electrical components, wiring and circuit diagrams, automotive batteries, starting systems, lighting circuits, electrical accessories, introduction to the body computer, vehicle communication networks, advanced lighting circuits, instrumentation and warning lamps, ignition systems, electronic chassis control and accessory systems, and passive restraint systems. This course introduces several fundamental theories and skills that will be used in other courses in the AAT Program. Students with no previous automotive technology knowledge may find it helpful to enroll in this course upon initial entry to the AAT program. Formerly AUT-73. Not open to students who have completed AUT-73 with a grade of "C" or better.

AAT-121. Electronic Systems and Controls (4)

***Advisory:** ENG-101 or ESL-101 and MAT-121 and AAT-120*

Spring Only

***Lec** 36 Hrs; **Lab** 108 Hrs*

Course will review automotive electrical and electronic systems, related theories, electrical components, wiring and circuit diagrams, automotive diagnostics of batteries, starting systems, electrical accessories, electronic systems, body computers. Students will advance to vehicle communication networks, advanced lighting circuits, instrumentation and warning lamps, ignition systems, electronic chassis control and accessory systems, and passive restraint systems. The use of digital storage oscilloscope (DSO) and strategies for on-board diagnostics will also be discussed. Formerly AUT-86. Not open to students who have completed AUT-86 with a grade of "C" or better.

AAT-130. Engine Performance (4)

***Advisory:** ENG-101 or ESL-101 and MAT-121, AAT-101 and AAT-120*

Spring Only

***Lec** 36 Hrs; **Lab** 108 Hrs*

Course covers diagnosis and repair of internal combustion engines, including ignition system diagnosis, repair procedures, valve adjusting, fuel system testing, turbochargers and superchargers, exhaust and intake systems diagnosis and repair, emission controls diagnosis and repair. Emphasis will be placed on proper use of tools and literature to perform adjustments and troubleshooting to maintain proper engine performance. Formerly AUT-51. Not open to students who have completed AUT-51 with a grade of "C" or better.

AAT-131. Fuel System and Emissions Control (4)

***Prerequisite:** Eligibility for ENG-1A; MAT-121 and AAT-130 with a grade of "C" or better.*

***Lec** 36 Hrs; **Lab** 108 Hrs*

A comprehensive study of engine management systems that include fuel, ignition, emissions control systems, and networked accessories. Students will learn the theory of operation, diagnosis, adjustments and repair of engine management systems to include current generation onboard diagnostics (OBD II). Use of an oscilloscope, dynamometer, scanners, and infrared gases analyzer is stressed. Students will be introduced to hybrid vehicle operation and service precautions, as well as to the California Smog Check Program. Formerly AUT-72. Not open to students who have completed AUT-72 with a grade of "C" or better.

AAT-140. Brake Systems (4)

Advisory: *ENG-253 or ESL-265 and MAT-201*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

Course covers theory of brake systems, and provides hands-on experience in the service and repair of conventional ABS brake systems. Automotive repair exercises develop skills with equipment commonly used in servicing automotive brake systems. Students will learn to identify and interpret brake system concerns; determine necessary repair action; research applicable vehicle and service information, such as brake system operation, vehicle service history, service precautions, and technical service bulletins. Formerly AUT-71. Not open to students who have completed AUT-71 with a grade of "C" or better.

AAT-141. Steering & Suspension Systems (4)

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

Course covers toe, camber, caster, axle inclination, turning radius, and axle alignment affecting tire wear, directional stability and handling; inspection and adjustment of manual steering gear, preload and backlash. Additionally, course content analyzes the power steering system, operation of an electronically variable power steering system, tire and wheel theory and service, hydraulic shock absorbers and McPherson strut suspensions theory. Formerly AUT-83. Not open to students who have completed AUT-83 with a grade of "C" or better.

AAT-150. Manual Transmission and Drivetrain (4)

Advisory: *ENG-253 or ESL-265 and MAT-201 and AAT-101*

Spring Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

A comprehensive study of power drivetrain systems found in automotive vehicles. Topics the class will cover include: drive train theory, drivetrains and axles, clutches, front-wheel drive (FWD), rear-wheel drive (RWD) and four-wheel drive (4WD); manual transmissions systems; drive shafts and universal joints; differentials and drive train axles; drive train electrical and electronic systems. Formerly AUT-81. Not open to students who have completed AUT-81 with a grade of "C" or better.

AAT-151. Automatic Transmission (4)

Prerequisite: *AAT-120 with a grade of "C" or better*

Advisory: *ENG-253 or ESL-265 and MAT-201*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

Covers automatic transmission drive train theory, fundamentals and repair; electronic controls; transmission designs; torque converters and oil pumps; hydraulic circuits and controls; gears and shafts, as well as reaction and friction units. Formerly AUT-82. Not open to students who have completed AUT-82 with a grade of "C" or better.

ADVANCED DIESEL TECHNOLOGY

ADT-100. Diesel Engine Technology (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall/Spring

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course explores principles, systems service, and diagnosis procedures for today's heavy-duty diesel engines and equipment. The course will cover industry standards of personal and environmental safety practices, personal protective equipment (PPE), proper lifting practices, proper handling and usage of hand tools, engine theory, and operating principles of a diesel engine, research engine data, and troubleshooting procedures, in print and electronic formats. Students will learn how to properly handle, store, and dispose of hazardous waste and materials in accordance with Federal, State, and local laws and regulations. Student will be required to have a work-shirt, safety glasses, pants and work-boots for safety reasons.

ADT-101. Diesel Engine Rebuild (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Spring Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course will guide students through the comprehensive steps to assemble and disassemble a diesel engine. Students will also learn the theory of engine operating systems. Topics include the study of diesel engine construction; engine removal; disassembly; inspection; precision measuring; engine operation; diagnosing engine problems; and in-chassis repairs. Students will be required to have a work-shirt, safety glasses, pants and work-boots for safety reasons.

ADT-110. Electrical and Electronic Systems (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course is designed to give students a strong foundation in the fundamental concepts of electricity and electronics as they relate to advanced diesel technology vehicles and equipment. Students will study basic theories of electricity, electrical components function and design, wiring and circuit diagrams, introduction to vehicle control modules and their role in the electronic controls, as well as vehicle communication networks and chassis controllers and accessory systems.

ADT-111. Electrical Systems and Controls (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course will cover electrical theories, electrical troubleshooting and service, wiring and circuit diagrams, electronic engine controls system diagnosis and service, computers and computer-controlled engine systems, electronic diesel fuel injection diagnosis and service.

ADT-120. Climate Control (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course is a study of heating, ventilation, and air conditioning (HVAC), which is designed to maintain a comfortable temperature in heavy duty vehicles and equipment.

ADT-121. Preventive Maintenance (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course will cover the full spectrum of systems found in diesel trucks and equipment, including the electrical, lubrication, heating, cooling, exhaust, and transmission systems. Students will learn essential maintenance and service tasks to be performed on heavy-duty diesel trucks and equipment. The tasks performed by students in this course correspond to guidelines set by the U.S. Department of Transportation, Rules and Regulations, Section 396. Students will be required to have a work-shirt, safety glasses, pants and work-boots for safety reasons.

ADT-130. Brake Systems (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course is a study of brake systems in heavy-duty diesel vehicles and equipment. Students will examine air brake, hydraulic brake, and drum brake systems, as well as hydraulic and air brake parking systems, and anti-lock brake theory and maintenance. Students will learn to service and repair wheel bearing and seals.

ADT-131. Steering and Suspension Systems (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course is a comprehensive study of heavy-duty diesel steering and suspension systems. Students will examine alignment and service; suspension systems and service; chassis system and service; front wheel drive axles fundamentals and service; rear wheel drive shafts and axles fundamentals and service. Students will learn how to properly handle, store, and dispose of hazardous waste and materials by Federal, State, and local regulations. Students will be required to have a work-shirt, safety glasses, pants and work-boots for safety reasons.

ADT-140. Power Drivetrain (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course is a comprehensive study of the heavy-duty diesel power drive train found in diesel powered equipment and vehicles. Topics include; drivetrain theory, drive trains and axles, clutches, manual transmissions, drive shafts and universal joints, differentials and drivetrain axles, drive train electrical and electronic systems.

ADT-141. Automatic Transmission (4)

Advisory: *ENG-101 or ESL-101 and MAT-121*

Fall Only

Lec *36 Hrs;* ***Lab*** *108 Hrs*

This course will cover automatic transmissions drive train theory, fundamentals and repair; electronic controls; transmission designs, torque converters and oil pumps; hydraulic circuits and controls; gear and shafts, as well as reaction and friction units. Students will be expected to master personal and environmental safety practices that are standard in the heavy-duty diesel industry.

AGRICULTURE BUSINESS AND TECHNOLOGY

ABT-41. Pesticide Applicator Certification Training (3)

Spring Only

Lec *54 Hrs*

Common pests and their management, pesticide labels, mixing and applying pesticides, safety, and additional laws and regulations relating to pesticides. Protecting the environment will also be covered. Special category certifications will be covered depending on class need/interest. Designed to prepare students for the state pesticide laws and regulations exam.

[CSU]

ABT-49. Introduction to Agriculture Business (3)

Fall/Spring

Lec *54 Hrs*

A survey and basic understanding of the business and economics of the agriculture industry. It is an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system. The management principles encountered in the day-to-day operation of an agricultural enterprise are stressed as they relate to the decision making process.

[CSU; UC] [C-ID AG-AB 104]

ABT-52. Sales and Service in Agribusiness (3)

Spring Only

Lec *54 Hrs*

Involves 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.

[CSU] [C-ID AG-AB 112]

ABT-53. Agribusiness Economics (3)

Fall/Spring

Lec *54 Hrs*

Designed to further a student's understanding of how agriculture and agricultural production systems work within global economic systems, including basic economic concepts, supply and demand, pricing and marketing considerations, production factors, resource allocation, cost analysis, problems specific to agriculture, plus state and federal farm programs affecting the economic positions of agriculture companies.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4B]
[C-ID AG-AB 124]

ABT-54. Agriculture Marketing (3)

Spring Only

Lec *54 Hrs*

Survey of marketing aspects of the agricultural industry. An overview of the structure and institutional aspects of the marketing system including global agricultural markets. Industry studies of the marketing of selected locally grown commodities will be made. Course designed for students interested in Agriculture Business and Agriculture Production major.

[CSU]

ABT-57. Agriculture Computer Applications (3)

Advisory: *Students should have basic familiarity with the use of computers (email, word processing) prior to taking this course.*

Fall Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Specific applications of database systems in agriculture will be discussed: traceback systems, field and facilities monitoring, inventory control, financial tracking. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness.

[CSU; UC] [C-ID AG-AB 108]

ABT-58. Agriculture Laws & Regulations (3)

Fall/Spring

Lec *54 Hrs*

An introduction to the laws and regulations affecting the agriculture industry. Topics include government agencies and their functions, public and employee safety, insurance, agriculture organizations, labor and land issues, and water and air quality issues.

[CSU]

ABT-66. Introduction to Geographic Information Systems (GIS) (3)

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Introduction to the fundamentals of Geographic Information Systems including data collection and input, data management, spatial query and analysis. Defining of a problem to study, analyze and develop solutions using GIS Technology.

[CSU]

ABT-67. Intermediate GIS with Applications to Agriculture (3)

Prerequisite: *ABT-66 with a grade of "C" or better.*

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Intermediate topics in GIS with application to agricultural problems. Students will have the opportunity to expand on the skills learned in previous GIS courses through instructor and student-led discussions, literature readings, and labs. Course content will cover intermediate topics on surface analysis, remote sensing, spatial database design, and building geoprocessing models. Project design, implementation and management.

[CSU]

ABT-80. Introduction to Sustainable Agriculture and Food (3)

Lec *54 Hrs*

This course introduces the topic of environmental and social sustainability in agriculture emphasizing a multi-disciplinary analysis of food and farming systems. Students will learn the history of agricultural development and the influence of agricultural technologies and land use practices on agro-ecosystem functioning, environmental quality, and human health. The course examines the ecology, environmental science, sociology and economics of agricultural systems. The course concludes with an assessment of the social, economic and political obstacles, opportunities and enabling environments for the widespread adoption of more environmentally sustainable and socially equitable food and farming systems.

[CSU]

ABT-81. Integrated Pest Management Principles in Entomology (3)

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Introduction to insects and mites of economic importance to agriculture. Covers the morphology, taxonomy, identification, life cycles, hosts, habitat relationships, and control methods of insects of economic importance. Collection and labeling of specimens will be required. Field trips required.

[CSU]

ABT-82. Integrated Pest Management Principles in Weed Science (3)

Advisory: *BIO-10 or ABT-92 strongly advised.*

Fall Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Introduction to the classification, identification, and life cycle of common and poisonous weeds in California which are detrimental to cultivated crops, grasslands, animals, and humans. Management practices include: prevention, mechanical, biological, and chemical methods. Weed establishment and chemical resistance are also covered. Collection and labeling of specimens are required. Field trips required.

[CSU]

ABT-83. Integrated Pest Management Principles in Plant Pathology (3)

Advisory: *ABT-92 or completion of any college-level biology course, with a grade of "C" or better, is strongly recommended.*

Lec *36 Hrs;* ***Lab*** *54 Hrs*

This course is a study of agents, disease cycles, symptomology, and management of plant diseases. Management practices include prevention, cultural, chemical, and biological methods.

[CSU]

ABT-90. Soil Science (3)

Fall/Spring

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Provides a basic knowledge of the genetic, physical, chemical, and biological properties of soils. Explores principles involved in the interpretation of soils information for land use management, (including agricultural production and non-agricultural uses), and conservation. Includes a weekly laboratory activity.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]

[C-ID AG PS-128L]

ABT-91. Irrigation Practices and Materials (3)

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Principles and practices of California water delivery including: plant-soil-moisture relationships and water movement in the soil; water quality, water law, measurement of water; evaluation of irrigation methods, systems, wells and pumps. Laboratory required.

[CSU]

ABT-92. Plant Science (3)

Fall/Spring

Lec *36 Hrs;* ***Lab*** *54 Hrs*

An introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

[C-ID AG-PS 106L]

ABT-93. Product Processing & Cooling (3)

Lec *54 Hrs*

Introduction to the specializations of post harvest technology and cold chain management. Focuses on post-harvest handling, processing and cooling of fresh vegetable and fruit products as well as the cooling systems and equipment involved. Topics include post-harvest biology and physiology, harvesting systems, preparation for the fresh market, packaging, cooling systems and product processing. Food safety and sanitation will be introduced.

[CSU]

ABT-94. Agriculture Enterprise Project (2)

Advisory: *Students should have some basic familiarity with safe farming practices.*

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Students will gain practical field experience in vegetable or horticultural crop production. Projects may be developed with an emphasis on organic or conventional production systems. Working cooperatively in small groups, students will learn to develop a small scale production plan and complete the entire production cycle. Field projects will include exposure to the entire range of field operations: ground preparation, planting, irrigation, fertility management, pest management, and harvest. Greenhouse projects will include exposure to a complete cycle of greenhouse operations: planting, climate control systems, irrigation systems, fertility management, pest management, and sale or harvest of the finished crop. Designed for students with a high level of commitment to agriculture.

[CSU]

ABT-95. Introduction to Small Fruit Science (3)

Lec *36 Hrs;* ***Lab*** *54 Hrs*

The botany, taxonomy, and plant development of small fruit crops in California including variety selection, climatic requirements and culture, production practices including site selection, establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning. Laboratory required.

[CSU]

ABT-96. Vegetable Crop Production (3)

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Involves the study of vegetable production covering the botany, cultural aspects, harvesting, processing, growth characteristics, fertility, pests, and marketing of the major vegetable crops of the Central Coast and throughout California.

[CSU]

ABT-97. Vineyard Production and Management (3)

Fall Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Production and management practices of grapes and berries will be presented. Topics will include climate zones, soil selection, financing, farm organization, irrigation systems, field layout, varietal selection, nutritional needs, harvesting, and labor management, marketing and budgeting. Students will be required to prepare a budget and calendar of operations.

[CSU; UC]

ABT-98. Fertilizers and Plant Nutrition (3)

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Covers the composition, value, selection, and use of fertilizer materials and soil amendments. Soil, plant, and fertilizer relationships will be covered. Application practices currently being used in California will be discussed. Includes field trips.

[CSU]

ABT-99. Occupational Cooperative Work Experience Education (1 - 8)

Fall/Spring

Designed for students employed or volunteering to assist them in the development of skills and responsibilities related to the work environment. Structured objectives are developed and agreed upon by the student, college instructor, and employer. Students are eligible to earn 1 unit for 60 hours of volunteer work or 75 hours of paid work. A maximum of 8 units per semester may be earned up to a total of 16 credit units of Cooperative Work Experience classes.

[CSU]

ABT-101. Organic Vegetable Production (1.5)

Fall Only

Lec *18 Hrs;* ***Lab*** *27 Hrs*

Intended for Agriculture Production majors and entrepreneurial students with interest in organic farming operations and organic production methods. Covers the practical aspects of developing a crop plan that meets USDA organic certification requirements and insures sustainable production for long-term farm viability. Students will develop a crop plan that includes the following areas of detail: choosing appropriate crops and cultivars, establishing crop rotations, planting annual cover crops, and managing soil fertility in organic systems.

ABT-102. Organic Field Production Methods (1.5)

Lec *18 Hrs;* ***Lab*** *27 Hrs*

Intended for Agriculture Production majors and entrepreneurial students with interest in organic farming operations and organic production methods. Covers the practical field methods involved in soil preparation, nutrient management, farm equipment management and maintenance, plant disease management, irrigation set-up and management, weed control, and integrated pest management that insures sustainable production for long-term farm viability. Students will complete field designs for a model 0.5-acre organic farm with descriptions of all inputs, potential control methods, and monitoring methods for crop health.

ABT-103. Agriculture Whole Farm Planning and Recordkeeping for Small Farmers (1.5)

Lec *18 Hrs;* ***Lab*** *27 Hrs*

Intended for Agriculture Production majors and entrepreneurial students with interest in organic farming operations and organic production methods. Covers the practical aspects of daily farm management with an emphasis on record-keeping and whole farm management. Students have a chance to actively manage organic and food safety certification as part of a student enterprise.

ABT-104. Agriculture Business Development for New Organic Farmers (1.5)

Lec *18 Hrs;* ***Lab*** *27 Hrs*

Intended for Agriculture Production majors and entrepreneurial students with interest in starting their own farming operation and beginning the process of business planning. Covers the legal obligations, state regulations, and federal laws governing agricultural operations with a focus on developing a business and marketing plan. Students will incorporate business-planning concepts into a presentation at the end of the course sequence.

ABT-105. Marketing Opportunities and Growth for Organic Farming (1.5)

Lec *18 Hrs;* ***Lab*** *27 Hrs*

Intended for Agriculture Production majors and entrepreneurial students with interest in organic farming operations and organic production methods. Covers the marketing and sales options for organic produce with a focus on diverse marketing options available to small growers. Students will research the advantages and disadvantages of different marketing channels, sales strategies, and pricing in a growing vegetable market that will be summarized into a presentation.

ABT-110. Careers in Agriculture and Technology (2)

Fall Only

Lec *36 Hrs*

Introduction to educational opportunities and career development in agriculture and related fields. Includes portfolio and educational plan development and curriculum requirements that pertain to educational goals as they relate to agriculture majors. Assists students in setting goals and developing interpersonal and intrapersonal skills necessary for life-long success in obtaining, maintaining, and advancing in agriculture careers. Current events that impact agriculture and society will be discussed.

ABT-130. Introduction to Food Safety (1.5)

Fall/Spring

Lec *27 Hrs*

An introductory course in food safety for those in agriculture majors and others interested in exploring career options. Covers conditions and practices that cause food borne illnesses, organisms responsible, elements of a food safety control system, worker sanitation, an introduction to best practices at the processing, retail and home kitchen. Field trips may be required.

ABT-131. Agricultural Practices for Food Safety (1.5)

Prerequisite: *ABT-130 with a grade of "C" or better.*

Spring Only

Lec *27 Hrs*

Focuses on establishing agricultural practices as they relate to the production of farm products from a food safety standpoint. Covers the specific guidelines for some key agricultural commodities, regulating and monitoring food safety guidelines, writing standard operating procedures, employee training, and technologies to assist in production of safe food. Field trips may be required.

ABT-132. Food Safety Management (1.5)

Prerequisite: *ABT-130 with a grade of "C" or better.*

Fall Only

Lec *27 Hrs*

Covers the creation and documentation of key elements in a food safety program including: evaluating current practices, creating and implementing key aspects within a food safety program, documentation, and recognition of pathogen behavior. Field trips may be required.

ABT-133. Facility Management for Food Safety (1.5)

Lec *27 Hrs*

Covers food safety issues and concerns in the manufacturing facility including such: facility sanitation, recognizing potential hazards, analysis of problems in the cold chain, developing improved practices, HACCP principles, employee training, and the inspection process. Field trips may be required.

ABT-134. Environment Effects on Food Borne Pathogens (1.5)

Fall Only

Lec *27 Hrs*

Potential environmental sources and transport mechanisms of food-borne pathogens. Students will learn how to make informed decisions about the potential effects of local site conditions on food safety. Covers the role of site conditions in pathogen transport such as: livestock proximity, wildlife behavior and habitat, rainfall and irrigation runoff, soil types, slope, aspect, climate, soil erosion and deposition by water and wind, flooding, vegetation and the behavior of pathogens in the environment. Field trips may be required.

ABT-135. Introduction to Food Microbiology (1.5)

Advisory: *Introductory course in Biology.*

Fall Only

Lec *18 Hrs;* ***Lab*** *27 Hrs*

An introduction to the principles of food microbiology and food safety. Investigation of the beneficial and harmful effects of microorganisms on food. Survey of the types of microbes found in various types of food, as well as methods for their detection. Evaluation of methods of microbial control and mechanisms of disease of important food microorganisms, as well as sources of food contamination. Examination of implementation and effectiveness of food safety programs. Field trips may be required.

ABT-160. Introduction to Agriculture (3)

Fall Only

Lec *54 Hrs*

A survey of agriculture products and the businesses that produce, service, and supply those products. Focuses on Central Coast fresh vegetable, viticulture and berry production. A broad view of California, United States, and world production will also be covered. The skill sets required in those businesses will be discussed. Surveys some of the career choices in the agriculture specialty areas.

ABT-258. Agriculture Ambassadors (2)

Spring Only

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Agriculture leadership training through application of individual and group leadership techniques. Requires participation as an Agriculture Ambassador team member in college recruitment activities, including giving recruitment presentations at off campus sites, hosting prospective student groups for on-campus visitations, and sponsoring recruitment activities for the local Agriculture industry.

AMERICAN SIGN LANGUAGE

ASL-1. American Sign Language I (5)

Fall/Spring

Lec *90 Hrs*

Introduction to American Sign Language (ASL). Essentials of ASL structure, syntax, classifiers, and non-manual markers. Expressive and receptive signing ability including vocabulary, fingerspelling, use of space, application of size and shape specifiers (classifiers), and grammatical non-manual markers. Introduction to the history of Deaf culture, education, and ASL in the United States.

[CSU; UC; CSU-GE, AREA C2; IGETC AREA 6]

ASL-2. American Sign Language II (5)

Prerequisite: *ASL-1 with a grade of "C" or better.*

Fall Only

Lec *90 Hrs*

Continuation of skill building towards effective communication in American Sign Language (ASL). Drill and exercises at the intermediate level of sign language structure, form, usages, and conversation. Continued exploration and understanding of Deaf history and culture, including the American Deaf perspective, social norms and current issues in the Deaf community. Participation in Deaf cultural event required.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]

ASL-3. American Sign Language III (5)

Prerequisite: *ASL-2 with a grade of "C" or better.*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

Intermediate to advanced level syntax, grammar, history, and vocabulary of American Sign Language. Emphasis on increasing proficiency in conversational situations and increasing awareness of Deaf culture and its influence on language structures, conversation, context, and usage. Special emphasis on oral presentation. Participation in Deaf cultural event required.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]

ANTHROPOLOGY

ANT-1. Introduction to Biological Anthropology (3)

Advisory: *Eligibility for ENG 1A.*

All Terms

Lec *54 Hrs*

An introductory survey in biological or physical anthropology. The course provides an overview of the basic data, methodology and theories of the principal subdivision of the field--population genetics, primatology, paleoanthropology, and human variability and adaption--to understand the process of human evolution. It is designed to fit the needs and interests of both beginning anthropology majors and general education students. Students taking this course must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College/Library/LRC.

[CSU; UC; CSU-GE, AREA B2, D; IGETC, AREA 5]

[C-ID ANTH 110]

ANT-2. Introduction to Cultural Anthropology (3)

Advisory: *Eligibility for ENG 1A.*

All Terms

Lec *54 Hrs*

A survey of the range of cultural phenomena including language, patterns of subsistence, economic organization, marriage and the family, kinship, political organization, religion, the arts, and culture change. Examples taken from a wide range of foraging, tribal, and complex state societies are employed to illustrate the methodology, concepts, and theories of anthropological science. It is intended for both beginning anthropology majors and general education students. Students taking this course must have basic computer skills for operating Microsoft Word and e-mail, including sending attachments and files. Students also need access to the Internet and must have adequate hardware and software capabilities. Access to computers is also available at the Hartnell College/Library/LRC.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

[C-ID ANTH 120]

ANT-10. Indigenous Cultures of California (3)

Advisory: *ENG-1A*

Spring Only

Lec *54 Hrs*

A survey of the native societies of California through an overview of their cultural evolution from pre-contact to historic periods. It is designed to fit the needs and interests of both beginning anthropology majors and general education students.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

ANT-20. Mesoamerica: Cultures and Civilizations of Mexico and Central America (3)

Advisory: *ENG-1A*

Fall/Spring

Lec *54 Hrs*

This course offers a survey of the Mesoamerican cultures and civilizations of Mexico and Central America as presented by the archaeological, historical and ethnographic information of the area. Covering the periods from the early hunting and gathering societies through the development of farming villages and civilizations, this course provides an overview of the principal civilizations, the Aztec and Maya, at the time of European contact and the aftermath of the Spanish conquest to fully comprehend the stage of contemporary indigenous cultures of Mexico and Central America. It is intended for both beginning anthropology majors and general education students.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

APPRENTICESHIP

APP-120. 1st Year Commercial Electrical Appr I (4)

Advisory: *Successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade, or successful completion of the NJATC Online Tech Math Course.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Lec *72 Hrs*

First semester of the first year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-121. 1st Year Commercial Electrical Appr II (4)

Prerequisite: *APP-120 with a grade of "C" or better.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the inside Apprenticeship program of the Tri-County Electrical.*

Lec *72 Hrs*

Second semester of the first year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-122. 2nd Year Commercial Electrical App I (4)

Prerequisite: *APP-121 with a grade of "C" or better and Student is a registered State indentured apprentice.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Pass/No Pass Option

Lec *72 Hrs*

First semester of the second year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-123. 2nd Year Commercial Electrical Apprentice II (4)

Prerequisite: *APP-122 with a grade of "C" or better and Student is a registered State indentured apprentice.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Lec *72 Hrs*

Second semester of the second year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-124. 3rd Year Commercial Electrical Appr. I (4)

Prerequisite: *APP-123 with a grade of "C" or better and Student is a registered State indenture apprentice.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Lec *72 Hrs*

First semester of the Third year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-125. 3rd Year Commercial Elec App II (4)

Prerequisite: *APP-124 with a grade of "C" or better and Student is a registered State indentured apprentice*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Lec *72 Hrs*

Second semester of the third year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-126. 4th Year Commercial Electrical Apprentice I (4)

Prerequisite*: APP-125 with a grade of "C" or better and Student is a registered State indentured apprentice.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Lec *72 Hrs*

First semester of the fourth year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-127. 4th Year Commercial Electrical Apprentice II (4)

Prerequisite*: APP-126 with a grade of "C" or better and Student is a registered State indentured apprentice.*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Pass/No Pass Option

Lec *72 Hrs*

Second semester of the fourth year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-128. 5th Year Commercial Electrical Apprentice I (4)

Prerequisite: *APP-127 with a grade of "C" or better and Student is a registered State indenture apprentice*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC.*

Pass/No Pass Option

Lec *72 Hrs*

First semester of the fifth year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-129. 5th Year Commercial Electrical Apprentice II (4)

Prerequisite: *APP-128 with a grade of "C" or better and Student is a registered State indenture apprentice*

Other: *Section 3074.3 of the State Labor Code authorizes limitation of this course to students who have been accepted into the Inside Apprenticeship program of the Tri-County Electrical JATC*

Pass/No Pass Option

Lec *72 Hrs*

Second semester of the fifth year in the five-year Commercial/Industrial Electrical Apprenticeship Program leading to Journeyman Electrician certification in the electrical construction industry.

APP-245. Special Projects (2)

Pass/No Pass Option

Lab 24-108 Hrs

Supervised study and individualized instruction for apprentices entering a trade or transferring to a Hartnell College apprenticeship program at a time when regularly scheduled classes are not available.

ART

ART-1A. Art History Survey I (3)

Advisory: *Completion of or concurrent enrollment in ENG-1A*

All Terms

Lec *54 Hrs*

A survey of the major monuments, styles, artists and historical periods of painting, sculpture and architecture from Mediterranean prehistory through Egypt, Mesopotamia, Greece, Rome and the Middle Ages of Western Europe.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3A]
[C-ID ARTH 110]

ART-1B. Art History Survey II (3)

Advisory: *Completion of or concurrent enrollment in ENG-1A*

All Terms

Lec *54 Hrs*

A survey of the major monuments, styles, artists and historical periods of painting, sculpture and architecture of Western Europe and America from early Renaissance to the contemporary period.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3A]
[C-ID ARTH 120]

ART-3. Drawing and Composition (3)

Fall/Spring

Lec *36 Hrs;* ***Lab*** *72 Hrs*

Surveys and applies the fundamentals of observation, drawing, and composition through the study of contour, shape, line, perspective, value, basic rendering, and creative applications of drawing. Students will provide pencils, charcoal, ink, drawing tools, and paper.

[CSU; UC] [C-ID ARTS 110]

ART-6A. Watercolors and Gouache (3)

Fall/Spring

Lec *36 Hrs;* ***Lab*** *72 Hrs*

The development of ideas, theory and techniques as applied to painting in watercolor and gouache media. Emphasis on color and value composition, as well as special and linear composition. Students will provide paint, brushes, and painting surfaces.

[CSU; UC]

ART-6B. Oils (3)

Fall/Spring

***Lec** 36 Hrs; **Lab** 72 Hrs*

The study of oil painting in transparent and opaque media. Techniques of media manipulation and application, compositional development, the effect of color on content and meaning, and preservation and handling of finished works are examined. Students will provide paint, brushes, and painting surfaces.

[CSU; UC]

ART-6C. Acrylics (3)

Fall/Spring

***Lec** 36 Hrs; **Lab** 72 Hrs*

Study of painting in opaque and transparent acrylics. Students will provide paint, brushes, and painting surfaces. Combinations of ART 6, ART 6B, and ART 6C may be taken four times for credit.

[CSU; UC]

ART-10. Art Appreciation (3)

All Terms

***Lec** 54 Hrs*

An introductory study of art examining the styles, elements and techniques as well as the painting, sculpture and architecture of various historical periods and cultures.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

[C-ID ARTH 100]

ART-12A. Design (3)

Fall/Spring

***Lec** 36 Hrs; **Lab** 72 Hrs*

Introduction to the fundamentals of basic visualization, conceptualization, applications, and historical references in art studio theory and practice. Emphasis will be on the exploration of two-dimensional composition incorporating color, value, line and form. Students will be charged a lab fee of $90. The lab fee covers the cost of illustration board and paint. Students will provide their own brushes, pencils, and paper.

[CSU; UC] [C-ID ARTS 100]

ART-13. Three-Dimensional Design (3)

Fall Only

***Lec** 36 Hrs; **Lab** 72 Hrs*

An introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition using plastic, metal, wood and other materials.

[CSU; UC] [C-ID ARTS 101]

ART-15A. Ceramics A (3)

Fall/Spring

***Lec** 36 Hrs; **Lab** 72 Hrs*

An introductory study of clay and ceramic materials and their use in the creation of art objects by slab and coil methods; introduction to the potter's wheel, clay tools, and optional materials (aprons, sponges, towels, etc.).

[CSU; UC] [C-ID ARTS 230]

ART-15B. Ceramics B (3)

***Prerequisite:** ART-15A with a grade of "C" or better.*

Fall/Spring

***Lec** 36 Hrs; **Lab** 72 Hrs*

Further study of clay and ceramic materials and their use in the creation of art objects by slab and coil methods, the potter's wheel and the use and mixing of glazes and firing methods. Students will provide clay, clay tools, and optional materials (aprons, sponges, towels, etc.).

[CSU; UC]

ART-19. The Intersection of Creative and Critical Thinking: Aesthetics Designed (3)

***Lec** 36 Hrs; **Lab** 54 Hrs*

Explores the relationship between creativity and critical thinking. Applying concepts such as beauty and originality, students will engage in problem solving activities across different disciplines. The approach will include both aesthetic theory and hands-on activities. **[CSU; UC; CSU-GE, AREA C; IGETC, AREA 3A]**

ART-52. Portfolio Development (3)

***Advisory:** Completion of at least two studio classes in one specific medium (for example, ART-15A and 15B)*

***Lec** 36 Hrs; **Lab** 72 Hrs*

Examines techniques and materials needed by art students planning on transferring to institutions for upper division study in the arts by portfolio admission. Students will develop appropriate written materials and a cohesive body of studio work in a single medium that emphasizes their level of technical skill and personal style. Aspiring artists develop a portfolio for presentation to a gallery to obtain professional representation.

[CSU]

ART-70. Introduction to Graphic Design and Computer Graphics (3)

Fall Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

The study and application of the fundamentals of graphic design including history, theory and practice. This course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Structuring graphic design information from visual design concept through final product, students will utilize the computer graphic applications of Adobe Illustrator, Adobe InDesign, and Corel Painter on the Macintosh computer.

[CSU; UC]

ART-71. Introduction to 2D Digital Illustration (3)

Fall Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

This introductory course will examine the historic and artistic expressions of Western civilization art and translate the visual experience into a contemporary digital art medium. Students will study the aesthetic principles of drawing through two-dimensional digital vector and pixel-oriented illustration. Students will acquire hands-on experience with the illustration concepts of visual weight, solidity, depth, balance, eye flow, color theory, angle of view, composition placement, using tonal values to indicate a light source and 1, 2, and 3 point perspective.

[CSU; UC]

ART-72. Introduction to Digital Arts (3)

Fall/Spring

***Lec** 36 Hrs; **Lab** 54 Hrs*

An introduction to the fundamentals of digital arts, including history, social impact, career options and industry trends. Students will apply visual and aural aesthetic design principles in the hands-on exploration of the digital art tools of typography, graphics, digital imaging, animation, full motion video, and digital media interface design. Students will analyze the essential topics of interactivity, media development process, and the applications and future directions of the digital arts.

[CSU; UC] [C-ID ARTS 250]

ART-73. Introduction to Digital Illustration for Animation (3)

Fall Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

An introduction to the historic study of the visual representation of animated motion in both Eastern and Western civilization art and the translation into a contemporary digital art medium. Students will examine digital illustration with an emphasis on the preparation of visual imagery for animation. Concentration will be placed on illustrating gesture and movement, storyboarding, skeletal framework, and anatomical details. Students will have hands on experience with figure characters, object models and two-dimensional sequential movement illustration.

[CSU]

ART-74. Digital 3-D Design and Modeling (3)

Fall Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

A visual and hands-on analysis of historical and contemporary designs, primarily concerned with the visual dialogue between form and space in the three-dimensional composition. Students will develop the ability to process visual information into digital three-dimensional projects of both additive and subtractive sculptural methods using computer-based 3D applications. Line, plane, and volume are utilized in a problem-solving format in order to develop the ability to create expressive objects within the digital 3D art interface.

[CSU]

ART-76. Introduction to 3D Digital Animation (3)

Spring Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

An introduction to the field of 3D animation, including history, aesthetic principles, social impact, career options and industry trends. Students will explore the use of 3D animation in both Eastern and Western civilization and the progression into contemporary digital applications. Students will develop an animation from original concept to the planning of a written and visual storyboard and into a finalized movie output. Students will utilize 3D computer-based applications for hands-on experience with digital key frame animation with an emphasis on the visual aesthetics of gesture and movement. Emphasis will also involve the exploration the visual representation of a 3D environment through the critical decisions of camera angle, lighting and surface qualities.

[CSU]

ART-77. Introduction to Digital Video and Video Editing (3)

Spring Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

An introduction to the field of digital video and video editing, including the history and overview of analog and digital video, analysis of the social impact of commercial and fine art videos, exploration of digital video career options and industry trends and the application of non-linear video editing. Students will work hands-on on creating digital video.

[CSU]

ART-78. Motion Graphics & Design Principles (3)

Spring Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

Motion graphics is a form of visual communication used for a variety of applications such as film, television, web, communication design, branding and advertising. This course introduces students to the principles and aesthetics of motion graphics. Students will conceptualize, design and produce visual communication solutions using kinetic and time-based design techniques. Students will experience the process of project management as it applies to a motion graphic project. Students will create and construct original motion graphics projects with vector and pixel imagery, typography, 2D animation and 2d and 3D visual effects utilizing such tools as Adobe After Effects.

[CSU]

ART-80. Introduction to Digital Photography and Photographic Imaging (3)

Fall Only

***Lec** 36 Hrs; **Lab** 54 Hrs*

An introduction to the field of digital photographic media, including history, social impact, career options and industry trends. Students will explore the use of digital photographic tools in the design and production of digital photographic media. Students will work hands-on with Adobe Photoshop, the industry standard for digital photo imaging, retouching, design and web creation. Students will learn to create, scan and manipulate images for graphic and fine arts.

[CSU; UC]

ART-84. Digital Art Portfolio & Business Practices (3)

Prerequisite: *ART-70, ART-72, ART-77 and ART-80 with a grade of "C" or better.*

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Designed for intermediate and advanced level students wishing to pursue a career in the digital art areas of: digital illustration, 3D modeling and animation, graphic design, video, web design, game design, motion graphics, digital photography and photo imaging. Topics include selection of work, sequencing, presentation formats (demo reels, online portfolios, interactive portfolios and print portfolios). Includes professional business practices (proposals, billing, copyright, resumes etc.), and social media as a mobile marketing tool for use by digital artists. Students will develop and assemble individual portfolios for application for employment in the field or to transfer to four-year colleges. Strongly recommended for digital art majors.

[CSU]

ART-100. Ceramics: European Folk Traditions (3)

Lec *36 Hrs;* ***Lab*** *72 Hrs*

A study of ceramic three-dimensional forms and skill building production methods with emphasis on the European folk tradition. Students may only take four of the following courses: ART-15A, ART-15B, ART-100, ART-101, ART-102, and ART-103. Each course is not repeatable. Students will be charged a lab fee of $40 to cover clay, glaze and other items.

ART-101. Ceramics: Chinese and Korean Traditions (3)

Lec *36 Hrs;* ***Lab*** *72 Hrs*

Introduction to Ceramic Forms methods with Emphasis on Chinese and Korean Traditions. Students may only take four of the following courses: ART-15A, ART-15B, ART-100, ART-101, ART-102, and ART-103. Each course is not repeatable. Students will be charged a lab fee of $40 to cover clay, glaze and other items.

ART-102. Ceramics: Japanese Traditions (3)

Lec *36 Hrs;* ***Lab*** *72 Hrs*

Introduction to Ceramic Forms and Methods with Emphasis on Japanese Traditions. Students may only take four of the following course: ART-15A, ART-15B, ART-100, ART-102 and ART-103. Each course is not repeatable. Students will be charged a lab fee of $40 to cover clay, glaze and other items.

ART-103. Ceramics: Pre-Columbian Traditions (3)

Lec *36 Hrs;* ***Lab*** *72 Hrs*

Introduction to Ceramic Forms and Methods with Emphasis on Pre-Columbian Mesoamerican and Peruvian Traditions. Students may only take four of the following courses: ART-15A, ART-15B, ART-100, ART-101, ART-102, and ART-103. Each course is not repeatable. Students will be charged a lab fee of $40 to cover clay, glaze and other items.

ASTRONOMY

AST-1. Introduction to Astronomy (3)

Lec *54 Hrs*

A comprehensive survey of modern astronomy with an emphasis on the scientific method and the interpretation of astronomical data in discovering the nature of the solar system and the universe. Planetarium demonstrations are included. Suitable for students from all majors and acceptable for physical science credit at any state college or university. Lab requirement can be satisfied when combined with AST lL.

[CSU; UC; CSU GE, AREA B1; IGETC, AREA 5]

AST-1L. Astronomy Laboratory (1)

Corequisite: *AST-1*

Other: *Completion of or concurrent enrollment in AST-1 is required.*

Lab *54 Hrs*

Laboratory course in astronomy that uses a combination of experiments, NASA data, and computer software to teach the basic principles and methods of modern astronomy. Students will make their own measurements and use astronomical data to identify objects in the night sky and to learn about the properties of light, telescopes, stars, and galaxies. A field trip to an observatory and extensive use of the digital Planetarium is included.

[CSU; UC; CSU GE, AREA B3; IGETC, AREA 5]

BIOLOGY

BIO-1. Fundamental Biological Concepts (5)

Prerequisite: *MAT-123, CHM-1A and BIO-101with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

An introduction to the study of the structure and function of living systems with an emphasis on the molecular and cellular levels of organization and the roles of DNA, genetics and evolution as the unifying concepts of biology. Recommended for biology, pre-medical, pre-dental and pre-veterinary majors.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

[C-ID BIOL 190] [C-ID BIOL 135S with BIO-2 and BIO-3]

BIO-2. General Zoology (5)

Prerequisite: *MAT-123 with a grade of "C" or better or placement by Hartnell's assessment and BIO-101 with a grade of "C" or better.*

Advisory: *A college-level biology course.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

An introduction to the study of animals and their diversity of form and function. An emphasis will be made on comparative morphology, physiology and behavior and on the application of evolutionary and ecological principles to animal populations. This course will also explore the historical development of animal sciences and current innovations in zoological research. Laboratory and field activities will introduce students to methods of systematics and ecological study and to the diversity of the animal groups.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]
[C-ID BIOL 140 with BIO-3]
[C-ID BIOL 135S with BIO-1 and BIO-3]

BIO-3. General Botany (5)

Prerequisite: *MAT-123 with a grade of "C" or better or placement by Hartnell's assessment and BIO-101 with a grade of "C" or better.*

Advisory: *A college-level biology course.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

An introduction to the principles of plant biology with emphasis on their structure, reproduction, genetics, taxonomy and systematics, physiology, and ecology. Required for biology majors.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]
[C-ID BIOL 155] [C-ID BIOL 140 with BIO-2]
[C-ID BIOL 135S with BIO-1 and BIO-2]

BIO-5. Human Anatomy (4)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Advisory: *Completion of any college-level biology course, with a grade of "C" or better, is strongly recommended before attempting BIO-5.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

A survey of the structure of the human body including the integumentary, skeletal, muscular, digestive, nervous, lymphatic, cardiovascular, endocrine, respiratory, urinary, and reproductive systems. The course is designed primarily for physical education/kinesiology and nursing majors but will benefit any student interested in the form and function of the human body.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]
[C-ID BIOL 110B]

BIO-6. Introductory Physiology (3)

Prerequisite: *BIO-1 or BIO-5 and CHM-1A or CHM-22 or CHM-60 or completion of any college-level chemistry course. All prerequisites must be completed with a grade of "C" or better.*

Lec *54 Hrs*

An introduction to the study of the structure and function of human systems with an emphasis on the contribution of cellular and tissue structure and function to homeostasis. Recommended for health-related certificate programs, registered nursing, biology, physical education, pre-med, pre-dental, and pre-veterinary majors.

[CSU; UC; CSU-GE, AREA B2; IGETC, AREA 5]
[C-ID BIOL 120B with BIO 6l]

BIO-6L. Physiology Laboratory (2)

Corequisite: *BIO-6*

Lab *108 Hrs*

An introduction to the laboratory study of the structure and function of human systems with an emphasis on the collection and analysis of chemical and physical data which relate to the concept of homeostasis in the human body. Recommended for health-related certificate programs, physical education, biology, pre-med, pre-dental, and pre-veterinary majors.

[CSU; UC; CSU-GE, AREA B3; IGETC, AREA 5]
[C-ID BIOL 120B with BIO 6]

BIO-10. General Biology (4)

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An introduction to the principles of general biology with emphasis on diversity, morphology, cellular and organismal physiology, heredity, evolution, and ecology of living organisms. This is a general education course intended for students not majoring in biology. If this course is taken online, proctored exams will be required, either at Hartnell College or at an approved remote site. If the exam is to be administered offsite, it is the student's responsibility to arrange for the site and proctor, provide contact information for the proctor to the instructor, and obtain consent for this arrangement from the instructor prior to the exam date.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-11. Introductory Human Anatomy and Physiology (4)

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An introduction to the biology of the human being. The structure and function of the organ systems of the human body, and their contributions to homeostasis will be emphasized in lecture and laboratory.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-12. Introduction to Genetics (3)

Advisory: *Completion of one-year of beginning algebra (high school or college) with a grade of "C" or better.*

Pass/No Pass Option

Lec *54 Hrs*

An introduction to the fundamental principles of genetics and heredity. Students will investigate the transmission of traits from one generation to the next, the molecular structure of genes and gene products, the regulation of gene expression, and factors affecting gene frequencies in populations. Students will also analyze the social, legal and ethical implications of advances in genetic technology as applied to medicine and biotechnology. The course is designed for all students interested in the science and application of genetics.

[CSU; UC; CSU-GE, AREA B2; IGETC AREA 5]

BIO-18. Introduction to Pathophysiology (3)

Prerequisite: *BIO-11 with a grade of "C" or better or BIO-6, BIO-6L, and BIO-5 with a grade of "C" or better.*

Lec *54 Hrs*

Introduction to concepts and principles of disease processes of the human body. The course will utilize the format of detection, diagnosis, treatment, etiology, pathogenesis, and prevention of diseases in all major body systems.

[CSU; UC; CSU-GE, AREA B2; IGETC, AREA 5]

BIO-20. Field Biology/Natural Science (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An introduction to the natural history of bacteria, fungi, protists, plants and animals. Identification, classification, life histories, and ecological relationships will be investigated. Recommended for students interested in outdoor biological studies.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-27. Principles of Microbiology (4)

Prerequisite: *CHM-1A or CHM-22 or CHM-60 with a grade of "C" or better.*

Advisory: *Completion of any college-level biology course with a grade of "C" or better. For nursing students, completion of coursework in human anatomy and physiology (i.e., BIO-5 and BIO-6/6L) is strongly recommended.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

A general introduction to the study of the microbial world, including bacteria, viruses, fungi, algae, protozoa, and helminths. Aspects of microbiology important in health, sanitation, ecology, food processing and biotechnology are emphasized in lecture and laboratory. This course is designed for students majoring in biological sciences, nursing, and other health science majors.

[CSU, UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-30. Marine Biology (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An introduction to the study of marine life. Emphasis on the fundamentals of biology, with a survey of the prokaryotes, algae, invertebrates, vertebrates and their physiology and ecology. Recommended for non-science majors who desire a general knowledge and appreciation of life in the sea.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-42. Human Biology (3)

Lec *54 Hrs*

Introduction to human biology, including biochemistry, cytology, histology, organ systems, and genetics. Behaviors related to health and diseases are presented, as well as advances in biotechnology and the impact of humans on the environment. Will benefit non-major as well as students interested in health careers.

[CSU; UC; CSU-GE, AREA B2, E; IGETC, AREA 5]

BIO-47. Ecology (4)

Lec *54 Hrs;* ***Lab*** *54Hrs*

Introduction to the relationships between organisms and their environments. Emphasis on habitats, organismal biology, energy flow, nutrient cycles, natural populations, communities, and human interactions with natural ecosystems. Field trips will be scheduled. Recommended for anyone who desires a general knowledge and appreciation of ecosystems. Students should consult transfer agreements to determine whether the course fulfills a requirement for an environmental studies program at a specific university.

[CSU; UC; CSU-GE, AREA B2, B3; IGETC, AREA 5]

BIO-48. Environmental Science (3)

Lec *54 Hrs*

An introductory and multidisciplinary study of our environment from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system. Emphasis is on the impact of human population and policies in regard to air, water, land use, resources, and waste management and the role of science in finding sustainable solutions. If this course is taken online, proctored exams will be required, either at Hartnell College or at an approved remote site. If the exam is to be administered offsite, it is the student's responsibility to arrange for the site and proctor, provide contact information for the proctor to the instructor, and obtain consent for this arrangement from the instructor prior to the exam date.

[CSU; UC; CSU-GE, AREA B2; IGETC, AREA 5]

BIO-48L. Environmental Science Laboratory (1)

Corequisite: *BIO-48*

Pass/No Pass Option

Lab *54 Hrs*

Introduction to the study of the environment through hands-on field and laboratory experiments. Emphasis on ecological principles, populations, natural resources, energy use, and lifestyle choices.

[CSU; UC; CSU-GE, AREA B3; IGETC, AREA 5]

BIO-59. Biological Research Methods (3)

Advisory: *MAT-121 or placement by Hartnell's assessment. Completion of a chemistry class at either the high school or college level*

Lec *27 Hrs;* ***Lab*** *81 Hrs*

This course provides training in research methods in the biological sciences. It is intended to prepare students for work on independent projects in a professional laboratory environment. Students will learn how to develop a project, collect and record data using appropriate techniques, conduct and analyze experiments, and communicate their findings. This course provides intensive training in research methods used in biology, chemistry, agriculture, and other disciplines in which living organisms are studied in a laboratory setting. Lecture and lab experiences include laboratory safety, data collection and record keeping, use and maintenance of laboratory equipment, aseptic technique, calculation and preparation of solutions and media, fundamentals of measurement, separation technologies, and specialized methods in field studies and biotechnology. This course is recommended for students seeking to acquire skills that can be applied in the workplace or in advanced studies.

[CSU; UC]

BIO-101. Foundations of Biology (1)

Pass/No Pass Option

Lec *9 Hrs;* ***Lab*** *27 Hrs*

A brief but intensive introduction to essential laboratory skills used in the study of biology; basic concepts in arithmetic, chemistry, and classification of living organisms; and review of study skills. Designed to help students succeed in their study of biology. Students must successfully complete this course before attempting their first biology major class.

BUSINESS

BUS-1A. Financial Accounting (4)

Advisory: *Completion of BUS-152 and BUS-32. Eligibility for ENG-1A; and MAT-123;*

Pass/No Pass Option

Fall/Spring

Lec *63 Hrs;* ***Lab*** *27 Hrs*

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

[CSU; UC] [C-ID ACCT 110]

BUS-1B. Managerial Accounting (4)

Prerequisite: *BUS-1A with a grade of "C" or better.*

Pass/No Pass Option

Fall/Spring

Lec *63 Hrs;* ***Lab*** *27 Hrs*

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performances analysis in manufacturing and service environments.

[CSU; UC] [C-ID ACCT 120]

BUS-18. Legal Environment of Business (4)

Pass/No Pass Option

Fall/Spring

Lec *72 Hrs*

Provides the student with a comprehensive understanding of the law and its relationship to business. An introduction to the sources of law, the legal system, the court system, antitrust law, administrative agencies, and business ethics. Content includes business torts and crimes, contracts, agency, employment discrimination, business organization formats, the legal aspects of partnerships and corporations, securities regulation, and domestic and international governmental relations.

[CSU; UC] [C-ID BUS 120]

BUS-32. Introduction to Business (3)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs*

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 within 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; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the securities market; and therefore affect a business' ability to achieve its organizational goals.

[CSU; UC; CSU-GE, AREA D2] [C-ID BUS 110]

BUS-43. Business Information Systems and Information Literacy (4)

Pass/No Pass Option

Fall/Spring

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Examination of business information systems and their role in business. Focus on business information systems, database management systems, networking, e-commerce, ethics and security, information processing cycle, and associated hardware and software. Skill development in the use of business application software and the use of technology tools for research. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Not open to students who have completed CSS-43 with a grade of "C" or better.

[CSU; UC] [C-ID BUS 140]

BUS-50. Introduction to PC Applications (4)

Advisory: *Keyboarding speed of 25 words a minute recommended*

Pass/No Pass Option

Fall/Spring

Lec *63 Hrs;* ***Lab*** *27 Hrs*

An introduction to computer hardware, operating systems, application software (word processing, spreadsheet, database, presentation, and e-mail), and the Internet. This course is designed for students with limited or no knowledge of computer applications. Not open to students who have completed BUS-109 or CSS-109 with a grade of "C" or better.

[CSU; UC]

BUS-100. Introduction to Basic Computer Applications (0.5 - 2)

Pass/No Pass Only

Lab *24-108 Hrs*

Provides instruction on computer application programs in a lab environment. Designed to develop and improve computer skills in word processing, spreadsheet, presentation software, and database management using Microsoft Office. Students will consult with an instructor regarding the scheduling of their hours and the computer application skills they wish to acquire and/or improve. This course may be taken for up to a total of 2 units.

BUS-110. Beginning Keyboarding and Document Formatting (2)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Introduction to keyboarding and basic techniques using the touch system on the computer as well as basic document processing. Emphasis on speed and accuracy on straight copy and proper formatting procedures in the preparation of business letters, memos, tables, and reports using a word processing program. Not open to students who have completed BUS 110A, 110B or 111.

BUS-110A. Beginning Keyboarding (1)

Pass/No Pass Only

Lab *54 Hrs*

Introduction to keyboarding and basic techniques using the touch system on the computer. Not open to students who have completed BUS 110, 111, 140A, or 140B with a grade of "C" or better.

BUS-110B. Beginning Formatting and Document Processing (1)

Corequisite: *BUS-110A*

Pass/No Pass Option

Lab *54 Hrs*

Basic document processing using the touch system. Emphasis on speed and accuracy on straight copy. Includes proper formatting procedures in the preparation of business letters, memos, tables, and reports using a word processing program. Not open to students who have completed BUS 110.

BUS-111. Intermediate Office Skills (3)

Prerequisite: *BUS-110 or BUS-110A and BUS-110B with a grade of "C" or better.*

Pass/No Pass Option

Spring Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Continued improvement of keyboarding speed and accuracy by "touch"; continued development of formatting techniques used in business documents (letters, reports, tables and forms). Emphasis on organizing materials, establishing work priorities, and determining efficient office production procedure and the integration of basic office skills.

BUS-135 Professional Office Skills (4)

Fall Only

Lec *72 Hrs;*

Comprehensive introduction to modern office and personal skills; emphasis on communication, teamwork, problem solving, and professionalism; includes personal and professional finance management.

BUS-136 Introduction to Personal Management Software (2)

Pass/No Pass Option

Lec *36 Hrs*

This course introduces personal management software and use of features. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use.

BUS-140A. Keyboarding Speed and Accuracy (0.5)

Advisory: *BUS-110 and/or BUS-110A.*

Pass/No Pass Option

Lab *27 Hrs*

Emphasizes speed and accuracy improvement on straight-copy material. Students may enroll at any time during the first half of the semester. Students will progress at an individual pace.

BUS-140B. Keyboarding Speed and Accuracy (0.5)

Prerequisite: *BUS-140A with a grade of "C" or better.*

Pass/No Pass Option

Lab *27 Hrs*

Continuation in the development of keyboarding skills focusing on speed and accuracy improvement on straight-copy material. Students may enroll at any time during the first half of the semester. Student will progress at an individual pace.

BUS-150.15. Word Processing (3)

Advisory: *Keyboarding speed of 25 words a minute recommended.*

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

The use of word processing software features and commands to create, design, and edit business documents using a computer.

BUS-150.25. Electronic Spreadsheets (3)

Advisory: *Keyboarding speed of 25 words a minute recommended.*

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Use of spreadsheet features/commands to create and edit electronic spreadsheets using a computer. Not open to students who have completed CSS 150.25.**[CSU]**

BUS-151. Business Mathematics (3)

Pass/No Pass Option

Lec *54 Hrs*

Study of the principles of arithmetic and their business applications, including a review of whole numbers, fractions, decimals, and percents. Development of problem-solving skills through analysis of various types of word problems.

BUS-152. Introduction to Accounting (4)

Pass/No Pass Option

Lec *63 Hrs;* ***Lab*** *27 Hrs*

This course introduces the basic accounting cycle for a service concern. This is a slow-paced introduction to basic bookkeeping transactions. These transactions are introduced, first in a manual format, and then a review of the basics is accomplished on the computer. This course does not meet the accounting requirement for business transfers.

BUS-154. Computerized Accounting (3)

Prerequisite: *BUS-1A or BUS-152 with a grade of "C" or better.*

Pass/No Pass Option

Fall Only

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Provides instruction in computer assisted accounting, including the simulation of the accounting cycle. Topics include general ledger, accounting receivable, accounts payable, transactions and reports, financial statements analysis, depreciation, payroll, and program setup.

BUS-172. Business Machine Calculations Microcomputer (1)

Advisory: *MAT-106 is strongly recommended.*

Pass/No Pass Option

Lab *54 Hrs*

Use of the 10-key machine calculator to develop speed and accuracy by touch and proficiency in solving practical business problems.

BUS-173. Filing Procedures & Records Management (3)

Pass/No Pass Option

Lec *54 Hrs*

Introduction to filing procedures and rules; emphasizes principles and practices of effective records management for manual and computerized records systems.

BUS-175. Business Communications (3)

Advisory: *Minimum keyboarding skill of 25 words per minute is recommended.*

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

Development and adaptation of communication skills in business. Emphasizes listening, speaking, and the public relations aspect of business correspondence in the preparation of various business documents.

BUS-177. Proofreading and Editing Skills (3)

Pass/No Pass Option

Lec *54 Hrs*

Proofreading and text editing skill development; with emphasis on proficient use of a reference manual and the development of Standard Business English vocabulary usage.

BUS-190. Career Management (2)

Pass/No Pass Option

Fall Only

Lec *36 Hrs*

Emphasis on career planning, the job application process and documents, job application skills, and career planning.

BUS-194. Human Relations in Business (3)

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

The study of the behavior of individuals and groups in organizations for the purpose of satisfying both organizational goals and personal goals.

BUS-199. Introduction to Online Learning (1)

Pass/No Pass Only

Fall Only

Lec *18 Hrs*

Designed to introduce to students to the online learning environment and the tools used in online learning. In addition, students will learn basic technical and communication skills needed to succeed in online learning.

BUS-200. Essential Computer Skills (0.5 - 2)

Pass/No Pass Only

Lab *27-108 Hrs*

Provides introductory, entry-level computer skills instruction in a lab environment. Designed to develop and improve computer skills in one-half unit modules in computer concepts, terminology and Windows; Internet and Email basics; file and disk management basics; and keyboarding basics. Students will consult with an instructor regarding the scheduling of their hours and the computer skills they wish to acquire and/or improve. This course may be taken multiple times, up to a maximum of 2 units, in order to complete all four content areas.

BUS-210. Computers for ESL Students (0.5)

Pass/No Pass Only

Lab *27 Hrs*

Focuses on introductory computer concepts for ESL students. Topics covered include the Basics of Computers, Windows Concepts, file management, word processing, email and the Internet. Students will progress at an individual pace. This course does not meet the Business Office Technology certificate or degree requirements.

BUS-600. Beginning Keyboarding (0)

Pass/No Pass Only

Lab *54 Hrs*

Introduction to the computer keyboard and the development of basic keyboarding skills using the touch method with a focus on keyboarding techniques.

BUS-605. Basic Computer Concepts (0)

Pass/No Pass Only

Lab *27 Hrs*

An introduction to basic computer concepts and entry-level computer skills. Focus is on hardware, software, basic terminology, and file management. Designed for beginners who desire to learn how to work in the Windows environment.

BUS-610. Introduction to the Internet and Email (0)

Pass/No Pass Only

Lab *27 Hrs*

This introductory course provides the basic applications of the internet and electronic mail. Topics include browsing and researching on the World Wide Web using various search engines, popular websites, tips and techniques to obtain specific information. Email basics include the use of a web-based account, sending/receiving messages and attachments, email etiquette, and email management.

CHEMISTRY

CHM-1A. General Chemistry I (5)

Prerequisite: *MAT-123 and CHM-22 with a grade of "C" or better or Completion of one year of high school chemistry with a grade of "C" or better. Students may complete a prerequisite clearance process in lieu of CHM-22.*

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

CHM-1A is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine) mathematics, and engineering. Basic principles of chemistry: atomic structure and quantum theory, periodic properties, nomenclature, chemical reactions, solutions, stoichiometry, thermochemistry, gas laws, states of matter, bonding and molecular structure.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 110] [C-ID CHEM 120S with CHM-1B]

CHM-1B. General Chemistry II (5)

Prerequisite: *CHM-1A with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

CHM-1B is the second semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. A continuation of CHM-1A: organic chemistry, descriptive chemistry, the solution process and solution properties, equilibrium, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 120S with CHM-1A]

CHM-12A. Organic Chemistry I (5)

Prerequisite: *CHM-1B with grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

CHM-12A is the first semester of a one-year course in organic chemistry. Intended for majors in the natural sciences (chemistry, biochemistry, biology, pre-medicine, pre-dental, pre-veterinary, pre-pharmacy) and chemical engineering. Principles and concepts of organic chemistry: bonding, structure, structure elucidation using modern instrumental methods, nomenclature, stereochemistry, and reactions, reaction mechanisms, and synthesis of the following functional groups: alkanes, alkenes, alkynes, alcohols, alkyl halides, dienes, aromatic compounds, and selected biomolecules.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 150] [C-ID CHEM 160S with CHM-12B]

CHM-12B. Organic Chemistry II (5)

Prerequisite: *CHM-12A with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *108 Hrs*

CHM-12B is the second semester of a one-year course in organic chemistry. Intended for majors in the natural sciences (chemistry, biochemistry, biology, pre-medicine, pre-dental, pre-veterinary, pre-pharmacy) and chemical engineering. Principles of organic chemistry: bonding, structure, structure elucidation using modern instrumental methods, nomenclature, stereochemistry, and reactions, reaction mechanisms, and synthesis of the following functional groups: alcohols, ethers, carbonyl compounds, carboxylic acids and derivatives, amines, phenols, and selected biomolecules.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 160S with CHM-12A]

CHM-22. The Science of Chemistry (4)

Prerequisite: *MAT-121 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

A survey of the fundamental concepts of chemistry: measurement; classification of matter, atomic structure, the periodic table, chemical bonding, nomenclature, chemical equations and stoichiometry, gas laws, solutions, reactions in aqueous solution, acid and bases, oxidation-reduction, nuclear chemistry. Designed for students with no prior background in chemistry.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID CHEM 101]

CHM-23. Organic and Biological Chemistry for Health Sciences (4)

Prerequisite: *CHM-22 with a grade of "C" or better or CHM-1A with a grade of "C" or better*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An in-depth study of the principles of organic and biological chemistry related to the health science field. Appropriate for most baccalaureate programs in nursing, dental hygiene, physical therapy, physical education, and health sciences generally. Does not meet chemistry requirement for premedicine or predentistry majors.

[CSU; CSU-GE, AREA B1, B3]

CHM-60. Principles of Chemistry (4)

Advisory: *Eligibility for MAT-121*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Designed for majors in registered nursing, animal health technology, physical education, peace officer training, and general education. Atomic structure and its relationship to chemical formulas, equations and equation writing, solutions, the covalent bond and organic compounds, aspects of biochemistry, carbohydrates, proteins and fats.

[CSU; CSU-GE, AREA B1, B3]

COMMUNICATION STUDIES

COM-1. Introduction to Public Speaking (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

All Terms

Lec *54 Hrs*

Covers theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches. These speeches include extemporaneous, impromptu, informative and persuasive speeches supervised and evaluated by a faculty member and are presented in front of a live audience for all modalities (face-to-face, hybrid or online). Creating visual aids using emerging technologies will be required.

[CSU; UC; CSU-GE, AREA A1; IGETC, AREA 1]
[C-ID COMM 110]

COM-2. Argumentation and Debate (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall/Spring

Lec *54 Hrs*

Introduces skills in critical analysis and query to promote advocacy. Students will analyze and evaluate oral and written arguments by identifying fallacies, testing evidence and evidence sources, advancing reasoned positions, and defending and refuting arguments. This will result in one-on-one debates presented in front of a live audience and evaluated by a faculty member. Topics will focus on domestic and international current events, with an emphasis on social justice issues. Not open to students having completed COM 20 with a "C" or better.

[CSU; UC; CSU-GE, AREAS A1, A3; IGETC, AREA 1C]
[C-ID COMM 120]

COM-3. Survey of Human Communication (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall/Spring

Lec *54 Hrs*

This introductory communication course focuses on the basic foundations of interpersonal communication, small group communication and public speaking. Students will be introduced to the breadth of the communication discipline. Additionally, students will examine and practice human communication principles and theories, at a basic level, to develop critical thinking and communication competencies in a variety of contexts. The student will be responsible for creating and presenting three public speeches, including extemporaneous or impromptu, informative and persuasive. These speeches are supervised and evaluated by a faculty member and are presented in front of a live audience for all modalities (face-to-face and hybrid).

[CSU; UC CSU-GE, AREA A1; IGETC, AREA 1]

[C-ID COMM 115]

COM-4. Intercultural Communication (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall/Spring

Lec *54 Hrs*

Introduces intercultural communication in domestic and global contexts. Students will study intercultural communication among people in the United States as well as various cultures around the world. Emphasis is placed on the influence of cultures, languages, and social patterns on group member relationships among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures will be discussed. Not open to students who have completed SPE-35, COU-35 or COM-35 with a "C" or better.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

[C-ID COMM 150]

COM-5. Professional & Leadership Communication (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall Only

Lec *54 Hrs*

Introduction to communication in organizational, career, and leadership contexts. Areas of study include communication theory in dyads, small group, leadership styles, leaderless groups, sexual harassment, meeting organization, problem solving and negotiations, interviewing, and cultural issues in the workplace. Students will give several business oriented presentations in front of a live audience and will be assessed by a faculty member.

[CSU; CSU-GE, AREA A1]

COM-8. Interpersonal Communication (3)

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall/Spring

Lec *54 Hrs*

This course explores interpersonal communication elements including listening, perception, language usage, non-verbal communication, and conflict management. Students will learn new skills to overcome communication barriers and enhance their interpersonal relationships, including friendship, family, romantic, small group and workplace. Not open to students who have completed SPE-8 with a grade of "C" or better.

[CSU; UC; CSU-GE AREA D; IGETC, AREA 4]

[C-ID COMM 130]

COM-10. Forensics (3)

Advisory: *Prior or concurrent enrollment in COM 1 or 3 is recommended.*

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

Introduces students to Forensics competition including advanced research, delivery, criticism and writing techniques through preparation to compete in intercollegiate speech and debate tournaments and related events. Students will be required to attend at least one weekend tournament over the course of the semester. The course may be repeated 3 times.

[CSU; UC]

COMPUTER SCIENCE AND INFORMATION SYSTEMS

CSS-1. Intro to Computer Science & Programming Fundamentals (4)

Prerequisite: *Eligibility for MAT-123 and Eligibility for ENG-1A.*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Introduces the fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. Hands-on experiences with a full range of computer science topics. Demonstrate practical use of computers and the scope and substance of the computer science discipline. Appropriate for liberal arts majors and students preparing for CSS programs. (The first course in a three-course programming sequence.)

[CSU; UC] [C-ID COMP 112] [C-ID ITIS 130]

CSS-2A. Object Oriented Programming (4)

Prerequisite: *CSS-1 with a grade of "C" or better.*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Introduces the concepts of object-oriented programming, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, analysis of algorithms, basic searching and sorting techniques, and an introduction to software engineering issues. Appropriate for computer science and computer engineering majors. (The second course in a three course programming sequence.)

[CSU; UC] [C-ID COMP 122]

CSS-2B. Data Structures and Algorithms (4)

Prerequisite: *CSS-2A with a grade of "C" or better.*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Introduces application of software engineering techniques to the design and development of large programs, data abstraction and structures and associated algorithms. Topics include recursion and fundamental data structures (including stacks, queues, linked lists, and hash tables). Appropriate for computer science and computer engineering majors. Final course in a 3-course programming sequence.

[CSU; UC] [C-ID COMP 132]

CSS-3. Computer Architecture and Assembly Language Programming (4)

Prerequisite: *CSS-1 with a grade of "C" or better.*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Introduces students to the organization and architecture of computer systems, and assembly language programming. Includes study and application of digital logic, data representation and Assembly level organization. Appropriate for computer science and computer engineering majors.

[CSU; UC] [C-ID COMP 142]

CSS-4. Programming for Scientists and Engineers (4)

Prerequisite: *MAT-3A with a grade of "C" or better.*

Advisory: *CSS-1 and EGN-1*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Essentials of software development for science, engineering, and mathematical applications using a high-level programming language. Introduction to interface of software with the physical world, including the use of sensors in hardware system development. CSS-4 is identical to EGN-7. Not open to students who have completed EGN-7 with a grade of "C" or better. It is recommended that students majoring in Engineering enroll in EGN-7. Students in other STEM majors should enroll in CSS-4.

[CSU; UC]

CSS-7. Discrete Structures (4)

Prerequisite: *CSS-2A with a grade of "C" or better.*

Advisory: *MAT-25*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Introduction to the mathematical elements of computer science. Topics include propositional logic, predicate logic, sets, functions and relations, combinatorics, mathematical induction, recursion, algorithms, matrices, graphs, trees and Boolean logic. This course is recommended for students considering Computer Science and Computer/Software Engineering majors.

[CSU; UC] [C-ID COMP 152]

CSS-25. Multimedia Integration (3)

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

A focus on the integration of various forms of media used to create a multimedia object. Basic concepts such as text, audio, video, and user interface will be examined. Technical and design principles will be covered. Students will develop the appropriate skill necessary to integrate and apply multiple applications to include online design, mobile devices, and multimedia projects.

[CSU]

CSS-26. Dreamweaver (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

A focus on the student's use of Dreamweaver, web authoring, and its accompanying components to construct complex web projects and its versatile uses for the Internet. Subjects to be covered are website design, content creation, and editing. Maintaining websites including JavaScript, image maps, mobile website design and other complex components of Dreamweaver and web authoring. Formerly CSS-126. Not open to students who have completed CSS-126 with a grade of "C" or better.

[CSU]

CSS-27. Project Management Using Microsoft Project (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

This course will teach students project management using a hands-on approach to working with clients using Microsoft Project. Students will learn to work collaboratively with peers from the beginning of a project to the final client sign-off of a project. Students will be involved in a step-by-step process that starts with defining project management, project planning, modification of existing projects, timeline creation, communications strategies, client relationships and project maintenance.

[CSU]

CSS-29. Programming for Multimedia (3)

Pass/No Pass Option

***Lec** 36 Hrs**; Lab** 54 Hrs*

The course will introduce students to programming for multimedia. A brief history of programming and its uses in today's society will be discussed. Students will learn the basic concepts and components of programming for multimedia using scripting language. Technical and design ideas will be examined for each component of multimedia design. Students will develop the appropriate skill necessary to integrate programming into multimedia projects. Technical and design ideas will be examined for each component of multimedia programming, focusing on CSS, javascripting, and databases.

[CSU]

CSS-44. Computer Science and Information Systems (4)

***Advisory:** ENG-101 or ESL-101*

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

Examination of computer information systems and their role in computer science. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, software development life cycle, algorithms, and elementary programming concepts. Application of these concepts and methods through hands-on projects developing computer-based solutions to computer systems problems.

[CSU; UC][C-ID ITIS 120]

CSS-50. Introduction to Networks: CCNA 1 (4)

***Advisory:** CSS-169*

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course prepares students for the Network+ certification exam. It is also the first course of a three-course sequence that prepares students the CCNA exam. Not open to students who have completed CSS 120A with a grade of "C" or better.

[**CSU] [CID IT IS 150]**

CSS-51. Switching Routing and Wireless Essentials: CCNA 2 (4)

***Prerequisite:** CSS-50 with a grade "C" or better.*

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single- area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. It is the second course of a three-course sequence that prepares students for the CCNA exam. Not open to students who have completed CSS 120B with a grade of "C" or better.

[CSU]

CSS-52. Enterprise Networking, Security, and Automation: CCNA 3 (4)

***Prerequisite:** CSS-51 with a grade "C" or better.*

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

Describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure and troubleshoot routers and switches and resolve common issues with single and multi-area OSPF in both IPv4 and IPv6 networks. It is the third course of a three-course sequence that prepares students for the CCNA exam. Not open to students who have completed CSS 120D with a grade of "C" or better.

[CSU]

CSS-53. Computer Security Principles (4)

***Advisory:** CSS-169*

***Lec** 54 Hrs; **Lab** 54 Hrs*

Covers the essentials of computer and network security. Includes security objectives and the role of policy deployment while practicing to defend against network attacks. Additional topics: cryptography, public key infrastructure, standards and protocols, impact of physical security on network security, infrastructure security, remote access, wireless and instant messaging, intrusion detection and network baselines. Coverage of CompTIA's Security+ which focuses on best practices, roles, and responsibilities of security experts, is integral to the course. Not open to students who have completed CSS 122 with a grade of "C" or better.

[CSU]

CSS-54. Network Security Principles (4)

Advisory: *CSS-50*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Provides an in-depth exploration of the essentials of computer network security. Configures and implements security tools and techniques to guard against network attacks, implement intrusion prevention, and manage secure networks. Examines networked systems and applications, analyzing how they must be designed, implemented, deployed, and maintained in a secure fashion. Not open to students who have completed CSS 123 with a grade of "C" or better.

[CSU]

CSS-55. Systems and Network Administration (4)

Advisory: *CSS-169*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. Not open to students who have completed CSS 124 with a grade of "C" or better.

[CSU] [CID IT IS 155]

CSS-56. Storage Management and Virtualization (4)

Advisory: *CSS-169*

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An overview of storage management and management concepts and administration, including tasks and operations involved in the daily management and ongoing support of a network. Additionally, characteristics and limitations of current storage architectures is presented, paired with discussion and implementation in a virtualized environment. Hands-on experience is provided for familiarization with networking and virtualization configurations. Not open to students who have completed CSS 125 with a grade of "C" or better.

[CSU]

CSS-57. Introduction to UNIX/Linux Systems (3)

Advisory: *CSS-169*

Pass/No Pass Option

Lec *45 Hrs;* ***Lab*** *27Hrs*

An introduction to UNIX/Linux Operating Systems. Provides a technical overview of file and directory manipulation, access permissions, process control, networking, security, shell commands and shell programming, including hands-on experience with commands, files and tools. Prepares students for the CompTIA's Linux+ certification.

[CSU, UC]

CSS-64. HTML 5 and CSS 3 - Web Development (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Students will learn to leverage HTML 5 and CSS 3 to create modern, feature rich web content, by designing professional, eye-catching content. The student will develop and learn to enhance User Experience, UX, across all devices, from static websites, mobile devices and tablets. Students will apply best practices and use emerging standards for HTML markup language, CSS 3, and JavaScript programming to improve site performance, accessibility, and SEO. Students will use a variety of drag and drop, Canvas, SVG graphics, audio, and video to improve web content.

[CSU]

CSS-65. Introduction to IOS App Development (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Students will learn to build basic mobile iOS applications using the iOS development environment. This hands-on class will use step-by-step instruction to guide students through tasks with real-life examples. Using practical applications and a variety of assignments, students will reinforce their understanding of programming logic and tools used for the iOS environment. This is a beginning course designed to familiarize the student with the iOS development environment.

[CSU]

CSS-74. Wordpress for Websites (4)

Pass/No Pass Option

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Students will learn the tools and methods of web design and production using content management programs like Wordpress. Utilizing industry standard programs like Wordpress for web development, students will learn a variety of techniques: writing for the web, utilizing images, publicizing for the internet, tracking visitors, customizing the look and feel of websites, managing spam, and exploring ecommerce. Students will apply good design principles for content management while replacing older websites with new enhanced content designed to engage users while adhering to W3C standards.

[CSU]

CSS-76. Android App Development Using Java (4)

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

Students will learn to build robust mobile Android applications using Java. This hands-on class will use step-by-step instruction to guide students through tasks with real-life examples. Using practical applications and a variety of assignments students will reinforce their understanding of programming logic and Java tools for Android Studio. This is a beginning course designed to familiarize the student with the Android environment.

[CSU]

CSS-78. Mobile Game Design (4)

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

Introduction to beginning game programming using mobile design. A brief history of game programming and its uses in today's society will be discussed. Students will learn the basic concepts and components of game programming to create fast, intense, 2D and 3D games for mobile platforms. They will also learn through a broadened landscape of social network gaming. Technical and design ideas will be examined for each component of game design. Students will develop the appropriate skill necessary to develop basic games for mobile technology.

[CSU]

CSS-84. Beginning Digital Cartooning in Flash (4)

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

A hands-on approach to designing and developing basic digital cartoons in Flash. Students will be involved in a step-by-step process that starts with storyboarding, basic animation principles, character design and development, and designing basic animation in Flash.

[CSU]

CSS-86. Flash Design (4)

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

The course will focus on the skills necessary for the effective use of Flash. Students will create Flash websites, movies, applications for mobile devices and multimedia. Subjects to be covered are vector-based graphics, interactivity design, and basic animation techniques, audio and video, interactive media, action scripting, and movies and other complex ideas using Flash. Formerly CSS-127. Not open to students who have completed CSS-127 with a grade of "C" or better.

[CSU]

CSS-169. Computer Maintenance and Repair (4)

Pass/No Pass Option

***Lec** 54 Hrs; **Lab** 54 Hrs*

An introduction and hands-on approach to the concepts and practices of how to install, set-up, and maintain a computer system. Topics covered include hardware, software, procedures, components and configuration for newly constructed and repaired computer systems.

CONSTRUCTION MANAGEMENT AND ARCHITECTURE

CMA-51. Introduction to Construction Management and Architecture (3)

Pass/No Pass Option

***Lec** 54 Hrs*

Fundamental required core course for Construction Management and Architecture Program offers a comprehensive overview of the construction profession and summarizes areas within the industry. Course introduces specific essentials associated with the wide range of construction careers and technology, including construction processes, tools, skills, design, management, methods and materials, safety, required career education and training.

[CSU]

CMA-52. Construction Graphics (3)

***Lec** 54 Hrs*

Introduction to fundamental interpretation and analysis of construction drawings, CAD prints, specifications, and digital building information models, including use of manual sketching and computer modeling techniques for construction communication. Students will perform basic scale, measurement, and dimensional calculations.

[CSU]

CMA-53. Sustainable Construction Materials and Methods (3)

Pass/No Pass Option

***Lec** 54 Hrs*

Introduction to use of basic construction materials, methods, and systems incorporating current accepted construction industry principles for sustainability.

[CSU]

CMA-54. Introduction to Construction Estimating (3)

***Lec** 54 Hrs*

Presents the art of estimating for purposes of construction bidding, by introducing and applying fundamental principles for quantity takeoffs and construction labor cost estimating. Spreadsheet construction estimates will be prepared in MS Excel for a wide range of common building materials, systems, and manufactured products. Students must possess basic computer skills. Instruction in necessary MS Excel skills included.

[CSU]

CMA-55. Introduction to Structural Design and Codes (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduction to California Building Code requirements and basic principles of structural design: loads, foundations, columns, beams, static determinate frames, lateral load resisting systems, moment frames, and diaphragms.

[CSU]

CMA-56. Basic Principles of Construction Project Accounting (3)

Pass/No Pass Option

Lec *54 Hrs*

Basic fundamental course introducing principles, methods, and standard industry practices specific to construction project accounting.

[CSU]

CMA-57. Construction Law and Contracts (3)

Pass/No Pass Option

Lec *54 Hrs*

Overview of legal principles, rights, duties, and responsibilities of participants in project design and construction, accepted methods of dispute resolution, historical patterns of reasoning governing choice of applicable law, application of law to facts and circumstances, industry standard contracts, contract formation and interpretation, California license, mechanics' lien, labor law, and risk management.

[CSU]

CMA-61. Construction Field Practice: Layout, Foundations and Framing (4)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *108 Hrs*

Covers first phases of residential and light commercial construction processes with focus placed on layout, rough framing principles, techniques, and skills. Students will construct simple structures on campus from basic architectural plans, beginning with building layout surveying, forming foundations ground floor construction, including both raised foundations and slabs on grade; progressing through floor framing, walls, door and window openings, stairs, second floor framing; and concluding with framing flat and sloped roofs, hip, valley, gable, eave, and parapet details.

[CSU]

CMA-62. Construction Field Practice: Exterior and Interior Finish (4)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *108 Hrs*

Covers the second phase of residential and light commercial construction processes with focus placed on installation of simple mechanical, electrical, and plumbing systems, installation of doors and windows, and completion of exterior and interior finishes for simple small structures on campus from basic architectural plans. After completion, students will deconstruct and salvage building materials and fixtures for recycling.

[CSU]

CMA-63. Concrete and Masonry Technology (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Fundamentals of the masonry and concrete industries, including residential, commercial, and civil field principles and practice, project layout, tools, materials, finishing, and sustainability issues.

[CSU]

CMA-64. Electrical Systems (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

An introductory study of electrical wiring techniques and practices used in both commercial and residential construction. Topics include safety, tools, principles, circuits, conductors, grounding, wiring, layout, lighting, codes and licenses. Energy-conserving products and solar electric installation topics are also discussed.

[CSU]

CMA-65. Plumbing and HVAC (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Covers traditional plumbing and HVAC principles and skills such as piping materials and joining methods as well as innovative systems such as solar hot water and geothermal HVAC.

[CSU]

CMA-66. Introduction to Heavy Construction (3)

Pass/No Pass Option

Lec *54 Hrs*

Provides a comprehensive overview of highway and other heavy construction. Emphasis is placed on communications, plans, specifications and grade control; equipment; below grade construction and earthmoving; plant operations; paving and structures. Prepares the student to pass the NCCER (National Center for Construction Education and Research) competency test for this level of instruction. Class will make a field visit to a highway construction job.

[CSU]

CMA-70. Architectural Design and Visual Communication I (3)

Advisory: *CMA-81*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Fundamental issues, concepts, and processes involved in two- and three-dimensional architectural drawing and design are introduced. Emphasis is placed upon acquisition of architectural visualization and graphic skills necessary to solve architectural design problems. Students prepare and present design solutions in drawings, using freehand diagrams, gesture sketches, and hard-line drawings, in multi-view, paraline, and perspective systems. A range of techniques and media are employed to comprehend, generate and visually communicate three-dimensional forms, spaces, and environments in two-dimensional architectural drawings. Integration of traditional manual design methods is introduced in development and refinement of a digital three dimensional architectural model. Students who have completed DRA 70 with a grade "C" or better are not allowed to take this course.

[CSU, UC]

CMA-71. Architectural Design and Visual Communication II (3)

Prerequisite: *CMA-70 with a grade of "C" or better.*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Course will extend and add to competency achieved in two- and three-dimensional architectural drawing and design communication in CMA-70, using a variety of media including digital drawing and design tools. Drawing and design content will include architectural visual and experiential complexity, spatial definition, structural stability, color theory, shadow casting, digital model building, and representation of materials, transparency, and reflection. Formerly DRA-71. Not open to students who have completed DRA-71 with a grade of "C" or better.

[CSU]

CMA-72. Architectural Design and Visual Communication III (3)

Prerequisite: *CMA-70 with a grade of "C" or better.*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Covers a range of various media, including both manual and digital drawing and design tools used as part of architectural design and visual communication processes. The expressive qualities of architecture, communication design, diagramming, building analysis, site analysis, response to context, and accommodation of human activities will be explored. Students will create an annotated final architectural design presentation utilizing a 3D digital model. Formerly DRA-72. Not open to students who have completed DRA 72 with a grade "C" or better.

[CSU]

CMA-74. Industrial Drawing and Print Reading (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduction to print reading and technical drawing. Students will learn to apply the principles of orthographic projection, technical sketching, applied geometry, reading, interpreting technical drawings, technical sketching, the use of drawing instruments, drawing layout, standards and dimensioning techniques. Not open to students who have completed DRA-50 or DRA-64 with a "C" or better.

[CSU]

CMA-75. Engineering Drawing with Solidworks (3)

Advisory: *CMA-74*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduces students to essential features of the SolidWorks 3-D computer-aided design modeling application software. Students will construct parts, solid models, assemblies, as well as generate orthographic drawings, add dimensions and plot to produce engineering documentation packages. Formerly EGN-12 and DRA-55. Not open to students who have completed EGN-12 or DRA-55 with a grade of "C" or better.)

[CSU; UC]

CMA-76. Computer-Aided Mechanical Drawing and Detailing (3)

Advisory: *CMA-75*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

An advanced study of orthographic projection with precision dimensioning. Includes tolerance and fit, geometric tolerance, different types of sectional views, and fastening devices for manufacturing industries. Emphasis is placed on modern and applied drafting and methods established by the American National Standard Institute (ANSI). Computer aided drafting and design tools such as SolidWorks, Autodesk's Inventor or similar will be used. Formerly DRA 58. Not open to students who have completed DRA-58 with a grade of "C" or better.

[CSU]

CMA-81. Computer Aided Drafting and Design I (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduces how to use AutoCAD to set up drawings and construct lines, circles, arcs, other objects, geometric shapes and constructions, and text. Students will use display and editing techniques, obtain information about their drawings, and work with drawing files. Also introduces recommended drafting standards to prepare technical drawings and also covers topics in basic dimensioning, parametric drafting, drawing layout, plotting, and creating sheet sets. Formerly DRA-52. Not open to students who have completely DRA-52 with a grade of "C" or better.

[CSU]

CMA-82. Computer Aided Drafting and Design II (3)

Prerequisite: *CMA-81 with a grade of "C" or better.*

Lec *36 Hrs****; Lab*** *54 Hrs*

Builds on the knowledge acquired in CMA-81 Computer Aided Design I. Examines dimensioning, blocks and attributes, section views, multi-view layouts, annotative objects, external references, and sheet sets. Students will learn how to use AutoCAD advanced dimension tools, create section lines and graphic patterns, design symbols, attributes for multiple use, and isometric drawings. Explores the three-dimensional solid modeling and viewing capabilities of AutoCAD. Formerly DRA-53. Not open to students who have completed DRA-53 with a grade "C" or better.

[CSU]

CMA-83. Introduction to Revit Architecture (3)

Advisory: *CMA-81*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Covers the basics of Revit Architecture, from schematic design through construction documentation. Students will learn how to: set up a new building information model; create a basic floor plan; work with basic architectural elements (walls, doors, windows, floors, ceilings, roofs, curtain walls, stairs and railings); create sections, elevations and callouts views; add annotations including dimensions, text, tags, schedules and legends; and share designs by working in teams, creating architectural visualization renderings and plotting finished drawings. Formerly CMA-69. Not open to students who have completed CMA-69 with a grade of "C" or better.

[CSU]

CMA-84. Sustainable Construction Detailing (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Examination of residential and commercial building science principles for purposes of creation of three-dimensional construction details and product specifications to improve building sustainability and energy efficiency.

[CSU]

CMA-90. BIM and Digital Technology Tools for Construction (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Exploration of construction management technical products and software including Building Information Modeling (BIM) applications, Sketch-up, and project management applications. Students should be familiar with standard computer functions prior to enrolling in this course.

[CSU]

CMA-91. Construction Management and Scheduling (3)

Lec *54 Hrs*

Course presents principles of construction project management, development and application of project control methods for compliance with construction contracts and specifications, general and supplementary conditions, and Construction Specifications Institute (CSI) specifications, cost, schedule, quality, safety, and change orders. Introduces work breakdown structures, critical path method; planning, monitoring and updating of schedules utilizing computer scheduling software.

[CSU]

CO-OP WORK EXPERIENCE

CWE-99. General Cooperative Work Experience Education (1.25 - 3.25)

Fall/Spring

Cooperative Work Experience provides opportunities to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment need not be related to the student's educational major and/or career goals. Students must be employed or participating in an internship or volunteering. Cooperative effort between student, supervisor, and instructor to develop measurable and achievable work objectives to broaden student's work experience. All new and returning students must complete required initial paperwork to start the program within the first two weeks of the course. Students must attend mandatory orientation at the start of the semester. Students may earn a maximum of 3.25 units per semester. Students must work 75 paid work hours or 60 non-paid work hours for each unit of credit. Paid hours per semester: 1 unit = 75 hours; 2 units = 150 hours; 3 units = 225 hours Unpaid hours per semester: 1 unit = 60 hours; 2 units = 120 hours; 3 units = 180 hours

[CSU]

Paid hours per semester: 1.25 unit =75 hours; 2.25 units = 150 hours; 3.25 units = 225 hours Unpaid hours per semester: 1.25 unit= 60 hours; 2.25 units = 120 hours; 3.25 units =180 hours

COUNSELING

COU-1. Student Success Seminar (3)

Advisory: *Recommended for all first time college students;*

Pass/No Pass Option

All Terms

Lec *54 Hrs*

Course to assist first-time college students create greater success in college and in life. Students will develop self-awareness, self-responsibility and self-empowerment. Topics include campus and student support services and resources, learning strategies, study techniques, communication, critical thinking and problem solving, personal responsibility, career exploration, time management, educational planning, personal finances and stress management as it relates to mental health and mental well-being.

[CSU; UC, CSU-GE, AREA E]

COU-9 Planning for Transfer Success (1)

Advisory: *Recommended for all college students with a transfer goal*

Pass/No Pass Option

Fall/Spring

Lec *18 Hrs*

Designed to improve transfer knowledge and personal self-management. Introduces the tools necessary to increase academic and life success including college expectations, resources, requirements, and educational planning for transfer to a 4-year university. Students should note transfer applications require a fee, and some universities may have credit limitations for college success courses.

[CSU; UC]

COU-21. Student Skills for Success: Orientation (1)

Pass/No Pass Only

All Terms

Lec *18 Hrs*

An introduction to college, which provides new students with a better understanding of the college environment. Topics include: Hartnell College campus and community resources and services, learning strategies and educational planning. Students will have a better understanding of general education requirements, college policies, registration procedures, Certificate or Associate degree requirements and university transfer. (Students returning after a break in enrollment may petition to repeat this course).

[CSU]

COU-23. Student Skills for Success: Career Development (3)

Pass/No Pass Option

All Terms

Lec *54 Hrs*

Designed to assist students create and implement a plan for optimal career and personal development. Students will create a personal and career profile by assessing interests, aptitudes, skills, values, personality, and life and personal circumstances; as well as develop educational options and pathways that occur during a typical life span.

[CSU; CSU-GE, AREA E]

COU-27. Life Planning (3)

Pass/No Pass Option

All Terms

Lec *54 Hrs*

Comprehensive life and career planning course with a focus on key lifespan issues. Importance of relationship and appreciation of divergent cultural values will be explored. Action steps will be explored and identified to enable student's success and to select a college major.

[CSU; CSU-GE, AREA E]

COU-30. Career Interest and Ability Assessment (1)

Pass/No Pass Only

Fall/Spring

Lec *18 Hrs*

An exploration of personal interests, aptitudes, experiences and values to assist students in their individual career decision-making process. Appropriate for students seeking to determine a major as well as adults in career transitions.

[CSU]

COU-38. Student Leadership in Higher Education (2)

Pass/No Pass Option

Lec *36 Hrs*

Spring Only – Odd Years

Designed to prepare students for effective leadership roles on campus and in future organizational structures. Student government members, general club members, and any student interested in gaining valuable leadership skills will benefit.

[CSU]

EARLY CHILDHOOD EDUCATION

ECE-1. Principles and Practices of Teaching Young Children (3)

Fall/Spring

Lec *54 Hrs*

An examination of the underlying theoretical principles of developmentally appropriate practice in early care and education. Emphasis on the role of the early childhood educator, the importance of teacher-child relationships, and effective teaching strategies and environmental design for supporting development in young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity.

[CSU] [C-ID ECE 120]

ECE-2. Child, Family, School & Community Relations (3)

Advisory: *Eligibility for ENG-101/ESL-101 or placement by Hartnell's assessment.*

All Terms

Lec *54 Hrs*

An examination of the processes of socialization focusing on the interrelationships of family, school, and community and the impact on children's development; emphasizing historical and socio-cultural factors.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID CDEV 110]

ECE-4. Introduction to Curriculum (3)

Advisory: *ECE-1 and Eligibility for ENG-101/ESL-101 or higher based Hartnell's assessment.*

Fall/Spring

Lec *54 Hrs*

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine a teacher's role in supporting development and learning for all young children. This course provides strategies for developmentally effective practices based on observation and assessments across the curriculum.

[CSU] [C-ID ECE 130]

ECE-6. Child Growth & Development (3)

Advisory: *ENG-101/ESL-101 with a grade of "C" or better.*

All Terms

Lec *54 Hrs*

Examines the major physical, cognitive, social and emotional developmental milestones for children from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. Formerly FCS-14. Not open to students who have completed FCS-14 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA E; IGETC, AREA 4]

[C-ID CDEV 100]

ECE-9. Creative Expressions and Play in Early Childhood (3)

Spring Only

Lec *54 Hrs*

This course is an exploration of creative play, art, music and movement (motor skills) for young children. Emphasis will be placed on integrated teaching practices in early childhood education.

[CSU; UC]

ECE-10. Observation and Assessment (3)

Advisory: *Eligibility for ENG-101/ESL-101 or placement by Hartnell's assessment.*

Fall/Spring

Lec *54 Hrs*

The appropriate use of assessment tools and observation techniques and strategies to document young children's development, behavior, and learning through child and environmental observations. Emphasizes use of findings to inform and plan learning environments and experiences. Multiple observation techniques and assessment tools, recording strategies, rating systems, portfolios, will be explored. Strategies for collaboration with families and professionals will be analyzed.

[CSU] [C-ID ECE 200]

ECE-11. Cognitive Activities and Materials (3)

Spring Only– Odd Years

Lec *54 Hrs*

Explores the implementation of cognitive theories and methods to develop learning experiences and activities to foster intellectual development among young preoperational children and to promote their interest and respect for learning.

[CSU]

ECE-12. Practicum: Field Teaching Experience (4)

Prerequisite: *ECE-1, ECE-4, ECE-6, ECE-10 with a grade of "C" or better.*

Other: *Students enrolling in ECE-12 must demonstrate up to date immunization records on the first day of class (MMR, DTAP and current TB clearance within 1 year).*

Advisory: *Eligibility for ENG-1A or ENG-1AX*

Fall/Spring

Lec *36 Hrs**; Lab** 108 Hrs*

Students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers utilize reflective practice in their design, implementation, and evaluation of experiences that promote development and learning for all young children. Formerly ECE-12A. Not open to students who have successfully completed ECE-12A with a grade of "C" or better.

[CSU] [C-ID ECE 210]

ECE-19. Health, Safety and Nutrition in Early Childhood Programs (3)

Fall/Spring

Lec *54 Hrs*

Introduction to laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in early childhood settings. Includes the importance of collaboration with families and health care professionals, prevention strategies, nutrition, and meal planning for various ages and planning educational experiences to teach children positive health, safety and nutrition habits.

[CSU] [C-ID ECE 220]

ECE-20. Infant and Toddler Development (3)

Prerequisite: *ECE-6 with a grade of "C" or better.*

Advisory: *ENG-101 or ESL-101*

Pass/No Pass Option

Lec *54 Hrs*

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. Emphasizes the role of family and relationships in development.

[CSU]

ECE-21. Infant/Toddler Care and Education (3)

Prerequisite: *ECE-20 with a grade of "C" better.*

Advisory: *ENG-101 or ESL-101*

Pass/No Pass Option

Lec *54 Hrs*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

[CSU]

ECE-24. Infant/Toddler: Special Needs (3)

Advisory: *ECE-20 and/or ECE-26*

Lec *54 Hrs*

Designed for students interested in increasing their skills and knowledge to work effectively with infants and toddlers with special needs in an inclusive environment. Focus of early intervention includes laws, regulations, rights of families and young children with special needs, theories, research, and best practices of early childhood education.

[CSU]

ECE-26. Children with Special Needs (3)

Lec *54 Hrs*

An introduction and overview of the history of special education, landmark legislation, and federal mandates protecting the rights of children with special needs. Focus will include characteristics and diverse educational needs of children with special needs, theories, research, and practical applications of best practices from the fields of ECE and Early Intervention.

[CSU]

ECE-27. Principles and Practices in Guiding Children's Behaviors (3)

Advisory: *ECE-6 or ECE-26*

Lec *54 Hrs*

Designed for students interested in the basic principles and practices for guiding children with diverse needs and behaviors in early childhood settings. Emphasis on the guidance and discipline techniques most effective in supporting all children through their social/emotional development, self-regulation and adaptations to group care settings.

[CSU]

ECE-53. Teaching in a Diverse Society (3)

Advisory: *Eligibility for ENG-101 and ESL-101 or higher based on Hartnell's assessment.*

Fall/Spring

Lec *54 Hrs*

Will examine the influences on development of children's social identities. Examination of culturally relevant and linguistically appropriate anti-bias approaches supporting all children. Reflection on one's own understanding of diversity in order to inform teaching practices and/or program development.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4] [C-ID ECE 230]

ECE-54. Language and Early Literacy Curriculum (3)

Lec *54 Hrs*

Designed for students interested in understanding theories of language acquisition and for monolingual, English learners, and children with special needs. Focus on methods and materials to promote emerging language and literacy for all young children in a culturally diverse society.

[CSU]

ECE-70A. Administration I-Programs in Early Childhood Education (3)

Prerequisite: *ECE-1, ECE-2, ECE-4 and ECE-6 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A or equivalent.*

Lec *54 Hrs*

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

[CSU]

ECE-70B. Advanced Administration II: Personnel and Leadership in Child Development Programs (3)

Prerequisite: *ECE-70A with a grade of "C" or better.*

Lec *54 Hrs*

Designed for advanced students of Early Childhood Education, supervisors and administrators of child development programs to expand skills and knowledge in program funding, organizational systems, legal and ethical responsibilities, program management and leadership skills. Focus on profit and non-profit programs, program funding, grant writing, program evaluation, program improvement, supervision techniques, professional development, advocacy, professionalism, and reflective practices for diverse and inclusive early care and education programs.

[CSU]

ECE-71. Adult Supervision and Mentoring in ECE Settings (2)

Prerequisite: *Eligibility for ENG-1A; Must possess or be eligible for the teacher permit issued by the Commission on Teacher Credentialing. Must complete ECE core courses plus 12 ECE units. ECE-2, ECE-4 and ECE-6 with a grade of "C" or better.*

Lec *36 Hrs*

Designed for supervisors, head teachers, and administrators coordinating early childhood programs about methods and principles of supervising student teachers, staff, and other adults in an early care and education licensed programs or agency. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Meets the licensing requirement for teachers, site supervisors, and directors. Students must present a copy of the Child Development Teacher permit on the first day of class.

[CSU]

ECE-200. Parent Enrichment (0.25 - 1)

Pass/No Pass Only

Lab *12-18 Hrs*

Designed for parents about the typical developmental and growth patterns of preschool children. Students may enroll in this course up to 4 times to complete all content areas for a maximum of 1.0 units.

ECONOMICS

ECO-1. Principles of Macroeconomics (3)

Prerequisite: *MAT-123 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A*

All Terms

Lec *54 Hrs*

Introduces national income, employment, inflation, economic growth, government economic policy, banking and the Federal Reserve System and international economics.

[CSU; UC; CSU-GE, AREA D2; IGETC, AREA 4]
[C-ID ECON 202]

ECO-5. Principles of Microeconomics (3)

Prerequisite: *MAT-123 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A*

All Terms

Lec *54 Hrs*

Examines the workings of the marketplace, the economics of the consumer, the business firm, the distribution of income, and the allocation of resources.

[CSU; UC; CSU-GE, AREA D2; IGETC, AREA 4]
[C-ID ECON 201]

ECO-10. Introduction to Economics (3)

Prerequisite: *Eligibility for ENG-1A;*

Fall Only

Lec *54 Hrs*

A broad survey of the development of economic ideas and theories in the context of economic schools of thought. Both microeconomic and macroeconomic topics are covered including scarcity, opportunity costs, supply and demand (both individual and aggregate), market structures, labor markets, the business cycle, government intervention including regulations, fiscal policy and monetary policy, and international issues such as international trade and global income distribution. Not open to students who have completed ECO-1 and ECO-5 with a "C" or better.

[CSU; UC; CSU-GE, AREA D2; IGETC, AREA 4]

EDUCATION

EDU-1. Introduction to Education in a Changing World (3)

Advisory: *ENG-1A*

Fall/Spring

Lec *54 Hrs*

An introduction to education, this course reviews the historical, sociological, philosophical and psychological perspectives, which form the context of the American educational system. Designed to encourage prospective teachers to reflect on their decision to enter the teaching profession, particularly at the K-12 level, this course will focus on analyzing the multicultural dynamics in the historical and social structure of school and society, while providing opportunities to analyze a variety of teaching perspectives, and to gain and develop the cultural knowledge of self and others necessary to teach in a multicultural society. As such, it includes an observation or service-learning component that requires 45 hours of supervised participation at a school site. There may be a few associated with TB and LifeScan reviews as required by a school site.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4] [C-ID EDUC 200]

EDU-110. Foundations of Success (1.25)

Pass/No Pass Only

Lec *36 Hrs;* ***Lab*** *40.5 Hrs*

Introduction to professional behaviors, attitudes and values that lead to academic and professional success. Individual working and learning styles, communication methods, and stress reduction are key concepts. A learning environment is created to foster collaboration, curiosity, and successful student behaviors.

EDU-111. Team Self-Management (2)

Prerequisite: *EDU-110 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-101 or Accuplacer Reading Comprehension score of 40+*

Lec *36 Hrs*

Fundamentals of project management with a self-managed team. Course explores the connections of the student's purposes, intentions, and behaviors to improve self-management skills. The student develops personal and academic objectives: time management, educational plans, heightened self-awareness, and consideration for others in a professional/academic environment.

EDU-112. Social Justice Research Methods (3.5)

Corequisite: *EDU-111, ENG-101, COU-30 and BUS-150.*

Lec *54 Hrs;* ***Lab*** *27 Hrs*

Students develop project management skills in team leadership. Topics include learning to delegate tasks and supervise project development, problem solving, data analysis, presentation and research skills in the context of a survey-based primary research project on a community issue related to social justice. Students analyze community needs and propose innovative solutions. Course includes overview and critical analysis of historical and contemporary social justice issues.

EMERGENCY MEDICAL TECHNOLOGY

EMT-53 students are required to sign an ambulance ridealong waiver and provide proof of immunization, vaccinations, and a health assessment before completing clinical hours. Uniforms, identification patches, and shoes that meet clinical agency requirements may be purchased or borrowed. Students interested in taking the EMT certification exam must be 18-years of age. Please contact Nursing and Allied Health for detailed information (831) 770-6146.

EMT-53. Emergency Medical Technician (9)

Prerequisite: *American Heart Association "BLS for the Health Care Provider" CPR card.*

Advisory: *EMT-53: Emergency Medical Technician and each student will be required to undergo a background check, drug screen, physical, and provide appropriate vaccinations.*

All Terms

Lec *126 Hrs;* ***Lab*** *108 Hrs*

The EMT course includes California mandated curriculum. Classroom and learning laboratory experiences include the function and structure of human systems and basic life support skills. Students are required to complete twenty-four (24) hours of supervised clinical experience, which includes a minimum of ten (10) patient contacts during which the student's performance is evaluated based on quality of patient assessment BLS skills. Each student will be required to undergo a background check, drug screen, physical, and provide appropriate vaccinations (at students' expense) in order to complete the clinical phase of the course. To qualify for the National Registry Exam (additional fee), students must pass with a 75%, hold a current BLS card, and be 18 years of age.

[CSU]

ENGINEERING

EGN-1L. Introduction to Engineering Lab (1)

Corequisite: *EGN-1R*

Lab *54 Hrs*

Designed to allow students to explore engineering through hands-on design projects and problem-solving using computers. Students will acquire both technical skills and non-technical skills, in areas such as communication, teamwork, and project management. This course is designed for students who want to develop their engineering spreadsheet (e.g. Excel) skills and engineering majors who are transferring to San Jose State University. Not open to students who have completed EGN-1 with a grade of "C" or better.

[CSU; UC]

EGN-1R. Introduction to Engineering (2)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *36 Hrs*

Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. Not open to students who have completed EGN-1 with a grade of "C" or better.

[CSU; UC] [C-ID ENGR 110]

EGN-2. Engineering Graphics & Design (3)

Prerequisite: *MAT-24 or MAT-27 with a grade of "C" or better.*

Advisory: *EGN-1 or EGN-1R*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

[CSU; UC] C-ID ENGR 150]

EGN-4. Materials Science and Engineering (4)

Prerequisite: *CHM-1A and PHY-4A with a grade of "C" or better.*

Advisory: *EGN-1R and EGN-1L*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

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. Laboratories provide direct observations of the structures and behaviors discussed in the course, experience with the operation of testing equipment, and the preparation of experimental reports.

[CSU; UC] [C-ID ENGR 140B]

EGN-5. Programming and Problem-Solving in MATLAB (3)

Prerequisite: *MAT-3A with a grade of "C" or better. .*

Advisory: *EGN-1*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

The MATLAB environment is utilized to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. The course 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.

[CSU; UC] [C-ID ENGR 220]

EGN-6. Circuit Analysis (4)

Prerequisite: *PHY-4B with a grade of "C" or better.*

Corequisite: *MAT-5*

Advisory: *EGN-1 and EGN-5 or EGN-7*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

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. 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.

[CSU; UC] [C-ID ENGR 260; 260L]

EGN-7L. Computer Interface with the Physical World Laboratory (1)

Prerequisite: *MAT-3A with a grade of "C" or better.*

Corequisite: *CSS-2A*

Advisory: *EGN-1R or EGN-1*

Lab *54 Hrs*

Introduces the interface of software with the physical world (e.g., the use of sensors). This course is recommended for electrical, computer, and software engineering majors. Not open to students who have completed EGN-7 or CSS-4 with a grade of "C" or better.

[CSU; UC] [C-ID ENGR 120 with CSS 2A]

EGN-8. Statics (3)

Prerequisite: *PHY-4A and MAT-3B with a grade of "C" or better.*

Advisory: *EGN-1; EGN-2; Concurrent enrollment in EGN-4 is recommended.*

Lec *54 Hrs*

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.

[CSU; UC] [C-ID ENGR 130]

EGN-11. Surveying (3)

Prerequisite: *MAT-24 or MAT-27 with a grade of "C" or better.*

Advisory: *EGN-1R and EGN-2*

Lec *36 Hrs;* ***Lab*** *54 Hrs*

The course applies theory and principles of plane surveying: office computations and designs; operation of surveying field equipment; and production of engineering plans/maps. Topics include distances, angles, and directions; differential leveling; traversing; property/boundary surveys; topographic surveys/mapping; volume/earthwork; horizontal and vertical curves; land description techniques, and GPS. Extensive field work using tapes, levels, transits, theodolites, total stations, and GPS.

[CSU; UC] [C-ID ENGR 180]

ENGLISH

ENG-1A. College Composition and Reading (3)

Prerequisite: *ENG-101 or ESL-101 with a grade of "C" or better or placement by Hartnell's assessment.*

All Terms

Lec *54 Hrs*

Introduction to composition with emphasis on writing of exposition, and reading of selected works from a variety of academic and cultural contexts, and writing from research. Students will write a minimum of 6,500 words in graded assignments.

[CSU; UC; CSU-GE AREA A2; IGETC, AREA 1]
[C-ID ENGL 100]

ENG-1AX. Intensive College Composition and Reading (4)

Prerequisite: *ENG-101 or ESL-101 with a grade of "C" or better or placement by Hartnell's assessment.*

All Terms

Lec *72 Hrs*

Intensive introduction to composition with emphasis on writing of argument, reading of selected works from a variety of academic and cultural contexts, and writing from research. Students will write a minimum of 6,500 words in graded assignments. Not open to students who have completed ENG-1A with a grade of C or better.

[CSU; UC; CSU-GE, AREA C2; IGETC AREA 1A]
[C-ID ENGL 100]

ENG-1B. College Literature and Composition (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

All Terms

Lec *54 Hrs*

An introductory literature course with an emphasis in both literacy composition and critical thinking. The course provides instruction and practice in critical thinking and forming literature based arguments through the close study of the major genres of literature: poetry, fiction, drama, and the novel. Students receive instruction in analytical and argumentative writing by studying literature, criticism, and identification of sound and fallacious reasoning in assessments of literature and literary criticism. Students will write a total of 6,000 words.

[CSU; UC; CSU-GE AREA A3, C2; IGETC, AREA 1B, 3]
[C-ID ENGL 120]

ENG-2. Critical Thinking and Writing (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

All Terms

Lec *54 Hrs*

Students will use critical reading, thinking, and writing skills beyond the level achieved in ENG-1A to develop argumentative essays in conjunction with predominantly nonfiction prose and discussion of readings. Students will write a total of 6,000 words comprised of short essays, a research paper, and homework assignments.

[CSU; UC; CSU-GE, AREA A3, IGETC, AREA 1]
[C-ID ENGL 105]

ENG-17. The Contemporary Shakespeare (3)

Prerequisite: *Eligibility for ENG-1A.*

Spring Only –Even Years

Lec *54 Hrs*

An examination of Shakespeare's poetry and plays, involving close study of representative works. Focuses include the cultural context of Shakespeare's life and works, his lasting literary influence, and the interpretation of Shakespeare in performance on stage and in film adaptations.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]

ENG-22. Studies in Poetry (3)

Spring Only - Odd Years

Lec *54 Hrs*

An introduction to poetry from a variety of cultures and historical periods to understand the genre as both artistic and cultural representation. Students read poems and poetic forms, watch poets read and discuss their work, write literary and cultural analyses of poems, and compose their own original poems.

[CSU; UC; CSU-GE, AREA C2; IGETC AREA 3]

ENG-24. The Short Story (3)

Prerequisite: *ENG-1A or ENG-1AX with a grade of "C" or better.*

Fall Only –Even Years

Lec *54 Hrs*

Reading and diverse selection of classics and contemporary short fiction. Analysis of a spectrum of voices, styles, formal structures, and themes. Application of different types of literacy criticism, such as feminist and reader response.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]

ENG-26. Chicanx Literature (3)

Prerequisite: *ENG-1A or ENG-1AX with a grade of "C" or better.*

Spring Only –Odd Years

Lec *54 Hrs*

An introduction to the study of Chicanx Literature from the oral tradition, "el cuento," to the written contemporary works of authors such as Rivera, Cisneros, Villasenor, and Soto.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]

ENG-31. Beginning Creative Writing (3)

Prerequisite: *Eligibility for ENG-1A.*

Fall Only –Even Years

Lec *54 Hrs*

Designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing and publishing fiction, poetry, and essays. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. Readings will focus on the critical analysis of short stories and literature in order to achieve a better understanding of the interrelationship between creative arts, humanities and the individual.

[CSU; UC; CSU-GE, AREA C2] [C-ID ENGL 200]

ENG-32. Intermediate Creative Writing (3)

Prerequisite: *ENG-31 with a grade of "C" or better.*

Lec *54 Hrs*

The course focuses on continuing to apply the techniques and structures of writing fiction and poetry introduced in ENG 31. Emphasis is placed on writing and publishing fiction, poetry, and essays. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. Readings will focus on the critical analysis of short stories and literature in order to achieve a better understanding of the interrelationship between creative arts, humanities, and the individual. **[CSU; UC; CSU-GE, AREA C2]**

ENG-33. Advanced Creative Writing (3)

Prerequisite: *ENG-32 with a grade of "C" or better.*

Lec *54 Hrs*

Focuses on continuing to apply the techniques and structures of writing fiction and poetry introduced in ENG 32. Emphasis is placed on writing and publishing fiction, poetry, and essays. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. Readings will focus on the critical analysis of short stories and literature in order to achieve a better understanding of the interrelationship between creative arts, humanities, and the individual.

[CSU; UC; CSU-GE; AREA C2]

ENG-41. Art of Steinbeck (3)

Prerequisite: *ENG-101 or ESL-101 with a grade of "C" or better or placement by Hartnell's Assessment.*

Fall Only –Even Years

Lec *54 Hrs*

A close study of John Steinbeck's California novels that best exemplify his themes, style, and use of setting.

[CSU; UC; CSU-GE AREA C2; IGETC, AREA 3]

ENG-44A. World Literature (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Fall Only –Even Years

Lec *54 Hrs*

A study of world literature from ancient times through the Renaissance. Readings will include poetry and prose and the course will consider the literary, cultural, and historical significance of literature from Western and Non-Western traditions.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID ENGL 140]

ENG-44B. World Literature II (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Lec *54 Hrs*

This course is a study of world literature from the Renaissance to the present time. Readings will include poetry and prose and the course will consider the literary, cultural, and historical significance of literature from Western and Non-Western traditions.

[CSU; UC; CSU-GE; AREA C2; IGETC, AREA 3]
[C-ID ENGL 145]

ENG-46A. Survey of British Literature I (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Lec *54 Hrs*

A survey of English literature from early works in Old English to approximately 1785. Readings will include poetry, prose, drama, and religious writing of this period, chosen for their literary, historical, and cultural significance.

[CSU; UC; CSU-GE; AREA C2; IGETC, AREA 3]
[C-ID ENGL 160]

ENG-46B. Survey of British Literature II (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Lec *54 Hrs*

A survey of English literature from Romanticism to the present. Readings will include poetry, prose, and dramatic works chosen for their literary, historical, and cultural significance.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID ENGL 165]

ENG-47A. Survey of American Literature I (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Lec *54 Hrs*

Survey of American literature from its origins to the late 19th century. Readings will include poetry, prose, drama, and religious writings of this period, chosen for their literary, historical, and cultural significance.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID ENGL 130]

ENG-47B. Survey of American Literature II (3)

Prerequisite: *ENG-1A with a grade of "C" or better.*

Lec *54 Hrs*

Survey of American literature from the late 19th century to the present. Readings will include poetry, prose, and drama of this period, chosen for its literary, historical, and cultural significance.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID ENGL 135]

ENG-48. Introduction to Children's Literature (3)

Prerequisite: *ENG-1A or ENG-1AX with a grade of "C" or better.*

Lec *54 Hrs*

A study of children's literature from ancient origins to contemporary fiction. It examines the various genres of children's literature from picture books, traditional literature, fantasy, poetry, realistic and historical fiction from such writers as Aesop, Grimm, Lewis, Sandburg, Sendak, White, Woodson, Rowling, Alexi, Alvarez, and Adams through close critical reading and analytical writing consisting of at least 6,000 words.

[CSU; UC; CSU-GE, AREA C2; IGETC AREA 3B]
[C-ID ENGL 180]

ENG-101. Intermediate Composition and Reading (3)

Prerequisite: *ENG-253 or ESL-265 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *54 Hrs*

Development of critical reading and composition skills, including sentence, paragraph, and essay element, in order to perform close critical analysis of assigned readings. Writing emphasis is on composing and revising expository and argumentative essays that incorporate evidence from multiple sources in preparation for ENG-1A or ENG-1AX. Students will write a minimum of 6,000 words in graded assignments.

ENG-102. Composition and Reading for Career and Technical Education (3)

Advisory: *This course is intended for students pursuing subjects related to career and technical education certificates.*

Pass/No Pass Option

Lec *54 Hrs*

Study of the use of grammar, punctuation, structure and vocabulary with a focus on reading and writing as it is accepted in modern business and industry communications for use in preparing common business documents. Vocabulary in context, critical analysis, and problem solving in the application of sentence, paragraph, and report-level writing conventions as used in business and industry are emphasized. Meets the English requirement for CTE certificates.

ENG-253. Fundamentals of Composition and Reading (5)

Lec *90 Hrs*

Development of reading and writing skills with emphasis on the short, persuasive essay and its components.

ENGLISH AS A SECOND LANGUAGE

ESL-101. Academic Writing and Reading II (5)

Advisory: *ESL-265*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

Development of college reading and composition skills for multilingual and ESL students. Emphasis on writing essays from readings, using sources, and revising. Prepares students for ENG-1A.

ESL-227A. Low Beginning Speaking & Listening (3)

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

Listening and conversation practice, at the low-beginning level, to promote the development of listening and speaking competency for multi-lingual English speakers.

ESL-227B. Beginning Speaking & Listening (3)

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

Listening and conversation practice, at the beginning level, to promote the development of listening and speaking competency for multi-lingual English speakers.

ESL-233. Grammar, Vocabulary, and Reading 2 (6)

Fall Only

Lec *90 Hrs;* ***Lab*** *54 Hrs*

Emphasizes the development of writing, vocabulary, and reading skills for low-intermediate level ESL students. Includes three hours/week of lab instruction.

ESL-237A. High-Beg Speaking & Listening (3)

Pass/No Pass Option

Lec *54 Hrs*

Listening and conversation practice, at the high-beginning level, to promote the development of listening and speaking competency for multi-lingual English speakers.

ESL-237B. Low-Intermediate Speaking & Listening (3)

Pass/No Pass Option

Fall Only

Lec *54 Hrs*

Listening and conversation practice, at the low-intermediate level, to promote the development of listening and speaking competency for multi-lingual English speakers.

ESL-239. English Language Skills for Work (1)

Pass/No Pass Only

This is a self-paced course taught in a lab setting. It is intended for English-language learners to develop language skills for job searching, career planning, and working.

ESL-243. Grammar, Vocabulary, and Reading 3 (6)

Fall/Spring

Lec *90 Hrs;* ***Lab*** *54 Hrs*

Emphasizes grammar, vocabulary and reading comprehension skills for intermediate level ESL students. Includes three hours of lab per week.

ESL-247A. High-Intermediate Listening & Speaking (3)

Pass/No Pass Option

Spring Only

Lec *54 Hrs*

Listening and conversation practice, at the high-intermediate level, to promote the development of listening and speaking competency.

ESL-247B. Low Advanced Listening & Speaking (3)

Pass/No Pass Option

Lec *54 Hrs*

Listening and conversation practice, at the low-advanced level, to promote the development of listening and speaking competency.

ESL-252. English Pronunciation and Spelling (3)

Fall/Spring

Lec *54 Hrs*

Focuses on English pronunciation and spelling. Includes practice of the sounds, rhythm, and intonation of spoken English. Analyzes English spelling rules and sound-to-letter relationships. Appropriate for all language levels.

ESL-255. Grammar and Writing 4 (6)

Advisory: *ESL-243*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs;* ***Lab*** *54 Hrs*

Emphasizes grammar and writing for high-intermediate level ESL students. Verb tenses, conditionals, complex sentences, and paragraph writing skills are stressed. Course includes three weekly hours of lab.

ESL-258. Reading and Vocabulary 4 (4)

Advisory: *ESL 243: Grammar, Vocabulary, and Reading 3 or eligibility for ESL 255 through college placement*

Fall/Spring

Lec *72 Hrs*

For high-intermediate ESL students. Uses current issues and nonfiction texts to develop critical reading skills, academic vocabulary, and discussion skills.

ESL-265. Academic Writing and Reading I for ESL (5)

Advisory: *ESL-255 and ESL-258*

Fall/Spring

Lec *90 Hrs*

Introduction to college reading and composition for multilingual and ESL students. Emphasis on the paragraph and short essay. Prepares students for ESL-101 and ENG- 101.

ESL-290A. English in the Lab A (1)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include simple present, present continuous, future, simple past tenses, imperatives, parts of speech, possessive forms, and count/noncount nouns.

ESL-290B. English in the Lab B (1)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Topics include past tense sequences, the past continuous tense, gerunds and infinitives, comparatives and superlatives, definite and indefinite articles, and an introduction to the present perfect tense.

ESL-290C. English in the Lab C (1)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include the past continuous, present perfect and present perfect continuous tenses, modals of advice, ability, request, possibility, preference, permission and necessity, and future time clauses.

ESL-290D. English in the Lab D (1)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include the passive voice, the conditional, past perfect, reported speech, and adjective clauses.

ESL 610, 620, 615, and 625 are Basic English courses and therefore have no tution cost.

ESL-610. Beginning ESL: Speaking & Listening (0)

Advisory: *Placement into appropriate level through assessment.*

Pass/No Pass Only

All Terms

24 Hrs

This course develops English skills and provides basic orientation to college for beginning ESL students who are literate in their first language. Speaking and listening skills will be emphasized.

ESL-615. High-Beginning ESL: Speaking and Speaking (0)

Advisory: *Placement into appropriate level through assessment. It is recommended that students take ESL-610A before 610B.*

Pass/No Pass Only

All Terms

24 Hrs

This course develops English skills and provides basic orientation to college for high beginning ESL students who are literate in their first language. Speaking and listening skills will be emphasized.

ESL-620. Beginning ESL: Reading and Writing (0)

Advisory: *Placement into appropriate level through assessment.*

Pass/No Pass Only

All Terms

24 Hrs

This course develops English skills and provides basic orientation to college for beginning ESL students who are literate in their first language. Reading and writing skills will be emphasized.

ESL-625. High-Beginning ESL: Reading and Writing (0)

Advisory: *It is recommended that students take ESL-620 before 625. Placement into appropriate level through assessment*

Pass/No Pass Only

All Terms

24 Hrs

This course develops English skills and provides basic orientation to college for high-beginning ESL students who are literate in their first language. Reading and writing skills will be emphasized.

ESL-690A. English in the Lab A (0)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This noncredit, self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include simple present, present continuous, future, simple past tenses, imperatives, parts of speech possessive forms, and count/noncount nouns.

ESL-690B. English in the Lab B (0)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This noncredit, self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Topics include past tense sequences, the past continuous tense, gerunds and infinitives, comparatives and superlatives, definite and indefinite articles, and an introduction to the present perfect tense.

ESL-690C. English in the Lab C (0)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This noncredit, self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Topics include the past continuous, present perfect and present perfect continuous tenses, modals of advice, ability, request, possibility, preference, permission and necessity, and future time clauses.

ESL-690D. English in the Lab D (0)

Pass/No Pass Only

All Terms

Lab *54 Hrs*

This noncredit, self-paced lab course will provide students competency-based interactive whole-language assignments using multimedia and computers under the guidance of an instructor. Grammar reinforcement activities include reading, listening, and pronunciation exercises. Topics include the passive voice, the conditional, past perfect, reported speech, and adjective clauses.

ETHNIC STUDIES

ETH-1. Introduction to Ethnic Studies (3)

Advisory: *Eligibility for ENG-1A.*

All Terms

Lec *54 Hrs*

A historical and interdisciplinary approach to the study of ethnic and racial groups in the United States. African Americans, Asian Americans, Mexican/Latino Americans, and Native American experiences are examined.

[CSU; UC; CSU-GE, AREA D3; IGETC, AREA 4]

ETH-2. Chicano Leadership (3)

Lec *54 Hrs*

Multidisciplinary survey of Chicano leadership by examining theories of Chicano leadership, how historical events have affected the development of Chicano leadership to an examination of local, state, and national political leaders and organizations. Local Chicano leadership formation is also examined.

[CSU; UC; CSU-GE, AREA D3; IGETC, AREA 4]

ETH-3. Chicanos in American Society (3)

Advisory: *Eligibility for ENG-1A.*

Lec *54 Hrs*

A multi-disciplinary approach designed to acquaint students with Chicano history and problems in contemporary society. The course considers social institutions in shaping the experiences of Chicanos. Topics include colonization, politics, family, education, culture and religion, health and Chicano activism.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

ETH-4. Chicano Culture (3)

Lec *54 Hrs*

A multidisciplinary approach to the study of the Chicano experience and culture as expressed in everyday life. Reading and discussion focus will range from gender, race, class, Chicano values, norms, and language, to creative culture and political activism. Diversity of the Chicano experience is also examined.

[CSU; UC; CSU-GE, AREA D, F; IGETC, AREA 4]

ETH-5. Chicano Politics and the American Political System (3)

Advisory: *ENG-1A and POL-1*

Lec *54 Hrs*

A survey of U.S. and California political institutions, including the U.S. Constitution as it relates to Chicanos. Chicano organizations, political models, ideology, political participation, and leadership will be studied. The role of race, class, immigration status, sex, gender, identity and the struggle for social justice, equality and political participation will be examined. The role of the media and polling will also be examined. Not open to students who have completed POL-5 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

ETH-6. La Chicana (3)

Lec *54 Hrs*

A survey of La Chicana in American society as viewed through a historical and sociological perspective including a discussion of her role in Chicano culture, family, religion, education, and economics. Contemporary problems and conditions will be considered.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

ETH-7. Chicano Theatre (3)

Advisory: *ENG-1A*

Pass/No Pass Option

Lec *54 Hrs*

Introduces students to Chicano Theatre of North and South America. The course examines the rich history and ongoing developments in the culture and identity of the Chicano through exploration of the historical and contemporary Chicano way of life illustrated in stage production. Not open to students who have completed TAC-7 Chicano Theatre with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C1; IGETC AREA 3B]

ETH-12. Chicano Cinema (3)

Advisory: *Eligibility for ENG-101 or ESL-101*

Lec *54 Hrs*

A survey of the experiences of Chicanos in the United States including Chicano culture, identity, resistance, social reality and history as portrayed in film and video. A series of films, including Hollywood commercial and Chicano made films, will be screened as part of an analysis of Chicano images and their impact on American popular culture.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]

GEOGRAPHY

GEG-1. Introduction to Geography: Physical Elements (3)

Lec *54 Hrs*

A study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Tools of geography (maps, remote sensing, and Geographic Information Systems) are introduced and applied. Additional emphasis is placed on the relationship between environmental and human processes and systems.

[CSU; UC; CSU-GE, AREA B1, D5; IGETC, AREA 5]
[C-ID GEOG 110]

GEG-10. Geography and World Affairs: A Regional Approach (3)

Advisory: *Eligibility for ENG-1A*

Lec *54 Hrs*

Surveys the world's geographic regions as interpreted by geographers, including physical, cultural, and economic features. Emphasizes spatial and historical influences on population growth, transformation networks, and natural environments. Highlights environmental issues and significant features of world regions. **[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]**
[C-ID GEOG 125]

GEOLOGY

GEL-1. Physical Geology (4)

Lec *54 Hrs;* ***Lab*** *54 Hrs*

The nature and structure of the materials composing the earth and the various processes which have shaped or are shaping its surface. Includes plate tectonics, earthquakes, volcanoes, landforms, minerals, rocks, and geologic maps.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID GEOL 101]

GEL-2. Introduction to Geology (3)

Lec *54 Hrs*

Introduction to phenomena and basic principles of geology emphasizing plate tectonics. Includes demonstrations illustrating the nature of minerals, rocks, landforms, volcanoes, fossils, and geological maps. Discussion of earthquake hazards, mass wasting, climate change, and importance of geology to modern society.

[CSU; UC; CSU-GE, AREA B1; IGETC, AREA 5]
[C-ID GEOL 100]

GEL-6. History of the Earth (4)

***Lec** 54 Hrs; **Lab** 54 Hrs*

An introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. The laboratory component includes geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Students will supply: calculator, scale, protractor, colored pencils, 10X hand lens.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID GEOL 111]

GEL-25. Environmental Geology (3)

***Lec** 54 Hrs*

An introduction to the fundamentals of Environmental Geology including the interactions between and impacts of humans with the environment in geologic context. Course emphasizes the Earth system and connections between the geosphere, biosphere, biosphere, atmosphere, and hydrosphere. Application to Monterey County is emphasized.

[CSU; UC; CSU-GE, AREA B1, E; IGETC, AREA 5]
[C-ID GEOL 130]

HEALTH EDUCATION

HED-2. Individual Health & Wellness (3)

***Lec** 54 Hrs*

The exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. Topics include mental health, stress, drugs, alcohol, smoking, exercise, nutrition, chronic and infectious diseases, sexuality, and consumer health.

[CSU; UC; CSU-GE, AREA E] [C-ID PHS 100]

HED-6. Multicultural Health Beliefs (3)

***Lec** 54 Hrs*

Designed to help the student develop an awareness of the cultural aspects of health beliefs and the influence of culture on health beliefs and behaviors. Special attention will be given to exploring how ethnicity, culture of origin, and socio-economic status influence health and quality of life, particularly among Latinos(as), African-Americans, Asian-Americans, Native-Americans, and European-Americans in the United States.

[CSU; UC; CSU-GE, AREA E]

HED-7. Women's Health (3)

***Lec** 54 Hrs*

The status of women's health examined from a cultural, political, and social perspective. A forum through which a presentation of issues regarding women's health care can be understood and viewed as important and significant.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]

HED-8. Weight Management through Fitness and Nutrition (3)

***Lec** 54 Hrs*

Healthy weight management through understanding the physical, emotional and psychological components for establishing proper energy balances and the obstacles we face as consumers in our current culture. The course emphasizes a holistic approach with an assessment of personal goals and values that will in turn strengthen and build improved lifestyle choices for the future.

[CSU]

HED-55. Health Education-Advanced First Aid (3)

***Lec** 54 Hrs*

Advanced fundamentals of first aid care that will include theory and demonstration of adult, child and infant CPR/AED and the first aid of the injured. Bandaging, splinting, and responding to emergencies are included. Standard first aid, CPR and AED certification will be granted upon successful completion of requirements. (There is an additional fee for the American Red Cross Professional Rescuer CPR card.)

[CSU; UC][C-ID KIN 101]

HEALTH SERVICES

HES-1. Introduction to Public Health (3)

***Advisory:** Eligibility for ENG-1A*

All Terms

***Lec** 54 Hrs*

An introduction to the discipline of public health. An overview of terminologies and basic concepts of public health, public health professions, institutions, and public health disciplines will be provided. Areas of public health such as epidemiology, prevention and control of diseases in the community, analysis of social determinants of health, health disparities, community health promotion programming, environmental health and safety, global health, and health, and healthcare policy will be covered.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]
[C-ID PHS 101]

HES-2. Health and Social Justice (3)

***Advisory:** Eligibility for ENG-1A*

All Terms

***Lec** 54 Hrs*

An introduction to the health inequities in the United States due to unequal living conditions. Socioeconomics, race and gender as topics of health inequality in the United States will be covered. Students will research current policy proposals to reduce health inequality and gain information and skills for health and social justice advocacy.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID PHS 102]

HES-3. Drugs, Health, and Society (3)

Advisory: *Eligibility for ENG-1A*

All Terms

Lec *54 Hrs*

An overview of substance abuse and its relevance to personal and public health. The definition of licit and illicit drug use as well as the concept of substance abuse and dependence will be introduced. The pharmacology of selected substances and their neurologic and physiologic effects will be reviewed. Political, social, and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the incidence, prevalence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered as well as risk factors associated with the use and abuse of these substances. Treatment options for recovery and prevention will be reviewed.

[CSU; UC; CSU-GE, AREA E] [C-ID PHS 103]

HES-80. Medical Terminology (3)

All Terms

Lec *54 Hrs*

Introduces the foundations of medical word-building principles as essential tools for effective communication in the health services industry. This course is not open to students who have completed BUS-180 with a grade of "C" or better.

[CSU]

HES-120. American Heart Association's Basic Life Support for Health Care Providers (0.5)

Advisory: *Students are required to read the Basic Life Support Manual for Health Care Providers before class.*

Pass/No Pass Only

All Terms

Lec *9 Hrs*

Provides the student with knowledge required of the health care professional to perform basic life support in any setting. Upon successful completion, students will acquire the American Heart Association Basic Life Support for Health Care Providers certification. A fee will be required for the CPR card.

HIGH SCHOOL EQUIVALENCY

HSE-640. High School Equivalency: HISET/GED Level 1 (0)

Pass/No Pass Only

ASS/NO PASS

Lab *54 Hrs*

Designed for students who have achieved a sixth grade level in reading, writing, math, and critical thinking skills and who are preparing to take the HSE (High School Equivalency) test (GED/HiSET) within three semesters time. The class is an overview of basic skills including, arithmetic, pre-algebra, basic reading comprehension, basic composition, and inferences and interpretation. Additionally, test taking skills will be introduced.

HSE-640S. High School Equivalency: HISET/GED Level 1 in Spanish

Corequisite: *ESL-101 or ESL-233 or ESL-237 or ESL-243 or ESL-247A or ESL-247B or ESL-252 or ESL-255 or ESL-258 or ESL-256 or ESL-290A or ESL-290B or ESL-290C or ESL-290D or ESL-610 or ESL-615 or ESL-620 or ESL-625 or ESL-690A or ESL-690B or ESL-690C or ESL-690D*

Pass/No Pass Only

Lab *54 Hrs*

Designed for students who have achieved a sixth grade level in reading, writing, math, and critical thinking skills and who are preparing to take the HSE (High School Equivalency) test (GED/HiSET) within three semesters time. The class is an overview of basic skills including, arithmetic, pre-algebra, basic reading comprehension, basic composition, and inferences and interpretation. Additionally, test taking skills will be introduced.

HSE-650. High School Equivalency: HISET/GED Level 2 (0)

Pass/No Pass Only

Lab *54 Hrs*

This course is designed for students who have achieved an eighth grade level in reading, writing, math, and critical thinking skills and who are preparing to take the HSE (High School Equivalency) test (GED/HiSET) within one or two semesters time. The class is an overview of basic skills including, arithmetic, pre-algebra, basic reading comprehension, basic composition, and inferences and interpretation. Additionally, test taking skills will be introduced.

HSE-650S. High School Equivalency: HISET/GED Level 2 in Spanish

Corequisite: *ESL-101 or ESL-233 or ESL-237 or ESL-243 or ESL-247A or ESL-247B or ESL-252 or ESL-255 or ESL-258 or ESL-256 or ESL-290A or ESL-290B or ESL-290C or ESL-290D or ESL-610 or ESL-615 or ESL-620 or ESL-625 or ESL-690A or ESL-690B or ESL-690C or ESL-690D*

Pass/No Pass Only

Lab *54 Hrs*

Offered in Spanish and designed for students who have achieved an eighth grade level in reading, writing, math, and critical thinking skills and who are preparing to take the HSE(High School Equivalency) test (GED/HiSET) within one or two semesters time. The class is an overview of basic skills including, arithmetic, pre-algebra, basic reading comprehension, basic composition, and inferences and interpretation.

HSE-660. High School Equivalency: HISET/GED Level 3 (0)

Pass/No Pass Only

Lab *54 Hrs*

Designed for students who have achieved above an 8th grade level in reading, writing, math, and critical thinking skills and who are preparing to take the HSE (High School Equivalency) test (GED/HiSET) within one semester. The class is an overview of skills including algebra and basic trigonometry, drama and poetry analysis, and writing and editing of a coherent text. Additionally, test taking skills will be reinforced.

HSE-660S. High School Equivalency: HISET/GED Level 3 in Spanish

Corequisite: *ESL-101 or ESL-233 or ESL-237 or ESL-243 or ESL-247A or ESL-247B or ESL-252 or ESL-255 or ESL-258 or ESL-256 or ESL-290A or ESL-290B or ESL-290C or ESL-290D or ESL-610 or ESL-615 or ESL-620 or ESL-625 or ESL-690A or ESL-690B or ESL-690C or ESL-690D*

Pass/No Pass Only

Lab *54 Hrs*

Offered in Spanish and designed for students who have achieved above an 8th grade level in reading, writing, math, and critical thinking skills and who are preparing to the HSE (High school Equivalency) test (GED/HiSET) within one semester. The class is an overview of skills including algebra and basic trigonometry, drama and poetry analysis, and writing and editing of a coherent text.

HISTORY

HIS-4A. Western Civilization A (3)

Fall Only

Lec *54 Hrs*

A survey of Western Civilization from prehistoric times through the Reformation of the 16th Century, with special emphasis on the social, political, economic, cultural, and Intellectual forces that have served to define western civilization.

[CSU; UC; CSU-GE, AREA D5, D6; IGETC, AREA 3]
[C-ID HIST 170]

HIS-4B. Western Civilization B (3)

Spring Only

Lec *54 Hrs*

A survey of Western Civilization from the 16th century and absolutism to the present with special emphasis placed on the political structures, social structures, forms of cultural expression, and patterns of change during key periods of Western history.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 3]
[C-ID HIST 180]

HIS-5A. World History A (3)

Fall Only

Lec *54 Hrs*

An examination of world history from the ancient era to the 1500's from a global perspective. This course examines the growth of civilizations and the interrelationships of peoples of Europe, Asia, Africa and the Americas with special emphasis on social, intellectual, economic, and political history.

[CSU; UC; CSU-GE, AREA C2, D; IGETC, AREA 3B, 4]
[C-ID HIST 150]

HIS-5B. World History B (3)

Spring Only

Lec *54 Hrs*

An examination of world history from the 1500's to the present from a global perspective. This course examines the growth of civilizations and the interrelationships of peoples of Europe, Asia, Africa and the Americas with special emphasis on social, intellectual, economic, and political history.

[CSU; UC; CSU-GE, AREA C2, D; IGETC, AREA 3, 4]
[C-ID HIST 160]

HIS-6. History of Mexico (3)

Fall/Spring

Lec *54 Hrs*

A survey of the history of Mexico from the Indigenous period to the present with emphasis on the political, economic, cultural, and social institutions of Mexico.

[CSU; UC; CSU-GE, AREA C2, D; IGETC, AREA 3B, 4]

HIS-10. History of California (3)

All Terms

Lec *54 Hrs*

The history of California from the Indigenous period to the present focusing on the experiences of Peoples of Color including the Indigenous People of California, Chicanos/Latinos, African Americans, Asian Americans and Pacific Islanders. Local history considered in depth.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 3]

HIS-17A. United States History A (3)

All Terms

Lec *54 Hrs*

A survey of United States history from the Indigenous period through Reconstruction, including the development of the major political, social, and economic institutions and ideals in the entire area which is now the United States, with a special emphasis on the roles of major ethnic and social groups.

[CSU; UC; CSU-GE, AREA D, C2; IGETC, AREA 3,4]
[C-ID HIST 130]

HIS-17B. United States History B (3)

All Terms

Lec *54 Hrs*

Historical survey of the United States from the end of the Civil War to the present.

[CSU; UC; CSU-GE, AREA C2, D; IGETC, AREA 3, 4]
[C-ID HIST 140]

HIS-40. History of Women in the U.S. (3)

All Terms

Lec *54 Hrs*

A survey of women in American history from the Indigenous period to the present in the entire area which is now the United States with special emphasis on the roles of women in the major ethnic and social groups.

[CSU; UC; CSU-GE, AREA C2, D; IGETC, AREA 3, 4]

HIS-46A. Race and Ethnicity in American History A (3)

Fall Only

Lec *54 Hrs*

A survey of the historical, social, political, economic, and cultural experiences of African Americans, Chicanos/Latinos, Asian Americans, Pacific Islanders, and Native Americans in the United States from the Indigenous period through the Civil War.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

HIS-46B. Race and Ethnicity in American History B (3)

Spring Only

Lec *54 Hrs*

A survey of the historical, political, social economic and cultural experiences of African Americans, Chicanos/Latinos, Asian Americans, Pacific Islanders, and Native Americans in the United States from Reconstruction to the present.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

HIS-47. Religions of the World (3)

Fall/Spring

Lec *54 Hrs*

A survey of the world's major religions with emphasis on the origins, historical developments and basic teachings of Indigenous religious beliefs, Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam and their political, social and economic impact on the world.

[CSU; UC; CSU-GE, AREA C2, D6; IGETC, AREA 3]

HIS-49A. Chicano History A (3)

Lec *54 Hrs*

A history of the Chicano experience and culture from the Indigenous cultures of Mexico, and the Spanish, Mexican and United States periods to 1848.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 3]

HIS-49B. Chicano History B (3)

Lec *54 Hrs*

A survey of Chicano history and culture from 1848 to the present emphasizing the social, cultural, political, and economic roles of Chicanos in the United States.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 3]

HIS-55. U.S. History through Film (3)

Lec *54 Hrs*

A study, overview, introduction, and survey of American feature films as historical documents relevant to United States history since the end of the Civil War. The course emphasizes a historical analysis of how films, as cultural and historical documents, add to our understanding of the time period during which they were made. Students in this course examine how films from the past have commented upon race, gender, war, class, politics, and other important topics.

[CSU; CSU-GE, AREA C2, D]

INSTRUCTIONAL AIDE

INS-250. Tutor Training (0.5 - 1)

Pass/No Pass Only

Lec *9 -18 Hrs*

Provides an introduction to the theories and methods of effective tutoring, including interviewing, identification of learning problems, the study and development of effective communication techniques, and the use of learning theories and methods of effective individualized and group instruction. Opportunities will be provided for evaluation of and experience in tutoring situations. The course is offered on an open entry/open exit basis; it is designed to introduce students to tutoring and supplemental instruction best practices in one-half unit modules. Students will consult with an instructor regarding the scheduling of their hours. Students may enroll in this course again if needed to complete both content areas.

INS-301. Supervised Tutoring (0)

All Terms

Lab *0 Hrs*

Provides tutoring support services and offers opportunities for study skills assessment and development, individual and group instruction under peer tutors, and other assistance to help students fulfill their course requirements for a variety of college courses. Counselor or instructor referral required.

INTERDISCIPLINARY STUDIES

IDS-1. Boronda Study Group (3)

Pass/No Pass Only

Lec *54 Hrs*

Preparatory study of the host site selected for the annual Boronda Study Travel Program. Study of the history, culture and artistic traditions of the site or country.

[CSU]

IDS-2. Boronda Study Program - Life and Culture (3)

Prerequisite: *IDS-1 with a grade of "C" or better.*

Advisory: *Selection by the Boronda Scholarship Committee.*

Pass/No Pass Only

Lec *54 Hrs*

A survey of the history, culture and civilization of the host country with emphasis on art, music, and literature.

[CSU]

PATHWAY TO LAW

LAW-41. Street Law (3)

Advisory: *ENG-1A*

Spring Only

Lec *54 Hrs*

Designed to provide students with practical information about areas of the law that affect the daily lives of all U.S. residents. Students participate in activities designed to develop analytic and advocacy skills. Students are introduced to fundamental civil, criminal, and constitutional law principles. Students review basic legal reasoning, introductory research methods, and principles of legal ethics and sources of rules governing attorney conduct. This course is recommended for students interested in pursuing a legal career, but any student who wants a better understanding of the law and how it impacts their lives will benefit from this course.
[CSU; UC] [C-ID LPPS 110]

LAW-42. Law and Public Service (3)

Prerequisite: *LAW-41 with a grade of "C" or better.*

Fall Only

Lec *54 Hrs*

This course provides service learning in community, civic or legal settings. The focus is on specific problems in the community. Students put discipline-specific knowledge into practice through hands-on work with nonprofit organizations. The service learning experience challenges students to broaden their understanding of social justice issues by providing them with a larger social context in which to understand the systematic problems that members of society face. Students will develop skills and knowledge in providing service to others. Students will gain a better understanding of their responsibility to civic-engagement in a democratic society. This course requires 3 hours per week of volunteer service with local community service organizations, or for students able to obtain paid legal internships, 3 work hours per week can be substituted.
[CSU]

LEARNING SKILLS, DSPS

LSK-90. Memory Skills (1)

Pass/No Pass Only

Lec *18 Hrs*

Basic principles of memory improvement with an emphasis on brain functions in relation to memory and applied memory methods. Designed for students with identified memory and concentration deficits, learning disabilities, and other learning challenges. Applications to college coursework, study skills, test taking as well personal and social situations.
[CSU]

LSK-105. Emotional Management Skills (1.5)

Pass/No Pass Only

Lec *27 Hrs*

Introduction to specific behavioral approaches designed to identify and manage negative feelings. Positive peer support and self-talk skills designed to help students manage life-disrupting problems, emotions, and events. Designed for students with ongoing and identified behavioral and emotional challenges. Not open to students who have completed COU-105 with a grade of "CR" or "P".

LSK-126. Learning Strategies (1.5)

Other: *Recommended for all first-time college students with disabilities. Recommended for all returning students with disabilities.*

Pass/No Pass Only

Lec *27 Hrs*

Assists students with disabilities to succeed in college through a better understanding of their own individual learning styles, aptitudes, and behaviors. Students gain exposure to a variety of "best practice" study skills to succeed in college. Identification and analysis of individual learning barriers such as learning disabilities, emotional management, or physical challenges.

LIBRARY INSTRUCTION

LIB-2. Introduction to the Academic Library and Information Competency (1)

Advisory: *Eligibility for ENG-1A*

Pass/No Pass Option

Fall/Spring

Lec *18 Hrs*

An introduction to the college library, its resources, and information competency skills necessary for student success and lifelong learning.
[CSU; UC]

LIB-5. Information Competency in the Sciences and Applied Technology (1)

Advisory: *Eligibility for ENG-1A*

Pass/No Pass Option

Spring Only

Lec *18 Hrs*

An introduction to the information competency skills required to locate, evaluate, and cite materials in the sciences and applied technology.
[CSU; UC]

LIB-6. Information Competency in the Social Sciences (1)

Advisory: *Eligibility for ENG-1A*

Pass/No Pass Option

Fall Only

Lec *18 Hrs*

An introduction to the information competency skills required to locate, evaluate, and cite materials in the social sciences.
[CSU; UC]

LIB-7. Information Competency in the Arts and Humanities (1)

Advisory: *ENG-1A*

Pass/No Pass Option

Summer Only

Lec *18 Hrs*

An introduction to the information competency skills required to locate, evaluate, and cite materials in the arts and humanities.

[CSU; UC]

MANUFACTURING TECHNOLOGY

MFGT-70. Introductions to Mechanized Agriculture (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduction to mechanized agriculture involves basic mechanical skills in woodworking, cold metal, electricity, plumbing, concrete, and project construction skills as related to farm maintenance and repair. Hand and power tool use skills will be developed. Safety practices for all mechanical areas will be covered. Formerly AGR-56 and AIT-70. Not open to students who have completed AGR-56 or AIT-70 with a grade of "C" or better.

[CSU]

MFGT-71. Agricultural and Industrial Equipment Operation (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

Design principles, selection, maintenance, adjustment, and safe operation of wheel and track type tractors used in agriculture and in the construction industry. Students will operate a variety of equipment. Principles and application of safety will be stressed.

[CSU]

MFGT-75. Agricultural Machinery Management (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

Use, maintenance, adjustment, calibration, and repair of the equipment commonly used in California agriculture. Emphasis on primary and secondary tillage, planting, chemical application, harvesting and shop equipment. Safety will be stressed throughout. Formerly AGR 94 or AIT-75. Not open to students who have completed AGR 94 or AIT-75 with a grade of "C" or better.

[CSU]

MFGT-130. Introduction to Metal Fabrication (3)

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Introduction to metal fabrication; use of shop tools and equipment; and to the principles of safe setup, planning, layout and fabrication of projects.

MFGT-131. Intermediate Metal Fabrication (3)

Prerequisite: *MFGT-130 with a grade of "C" or better.*

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Second of three metal fabrication courses with a focus on: use of shop tools and equipment; principles of safe setups and use of welding equipment; planning, layout, and fabrication of projects; metal cutting processes; and preparation and coating of metals. Formerly AIT-131. Not open to students who have completed AIT-131 with a grade of "C" or better.

MFGT-132. Advanced Metal Fabrication (3)

Prerequisite: *MFGT-131 with a grade of "C" or better.*

Corequisite: *CMA-81 and WLD-151*

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Third of three metal fabrication courses with a focus on: use of shop tools and equipment; principles of safe setups and use of welding and machining equipment; planning, layout, and fabrication of projects; and metal cutting and machining processes.

MFGT-140. Introduction to Industrial Hydraulics and Pneumatics (2)

Lec *27 Hrs;* ***Lab*** *27 Hrs*

Introduction to hydraulic and pneumatic principles, fluid safety, system components and applications. The course will explore principles of physics as they pertain to fluid power, differences in hydraulics and pneumatics, as well as the characteristics of liquids and gases. Students will study schematics and blueprints, industrial standards, and the technical language of fluid power.

MFGT-141. Intermediate Industrial Hydraulics and Pneumatics (2)

Prerequisite: *MFGT-140 with a grade of "C" or better.*

Lec *27 Hrs;* ***Lab*** *27 Hrs*

Second course in industrial hydraulics and pneumatics stressing the installation and insulation of systems and components, planned maintenance, and basic troubleshooting in industrial settings. Topics include the selection of fluids and filters used in fluid power applications, diagnosing and repairing system failures, and determining maintenance requirements. The course will also include hands-on comprehensive group projects that showcase the design, building and troubleshooting of fluid power systems.

MFGT-150. Introduction to Industrial Electricity (2)

Lec *27 Hrs;* ***Lab*** *27 Hrs*

A study of electrical maintenance in plant operations. Stresses safety, proper use of tools, principles of electricity, basic electrical circuits, electrical conductors, grounding techniques, wire practices and layouts.

MFGT-151. Intermediate Industrial Electricity (2)

Prerequisite: *MFGT-150 with a grade of "C" or better.*

Lec *27 Hrs;* ***Lab*** *27 Hrs*

The second course in electrical maintenance within plant operations. Stresses application of electrical fundamentals in power distribution, systems applications, generators, inverters, motors, and motor controls.

MFGT-169. Hazardous Materials and Industrial Safety (2)

Lec *36 Hrs*

An introductory course to all aspects of safety as it relates to industry. The course will cover the following topics: Hazardous materials as they pertain to the specific trades including construction, welding, auto repair, electronics, auto collision repair, health care services, personal protective equipment, materials handling and storage, industrial hygiene, safety inspections, and general industrial safety of proper use of tools and machines. Student may have the opportunity to receive an OSHA 10 card. Formerly AGR-169, MEC-169, or AIT-169. Not open to students who have completed AGR-169, MEC-169, or AIT-169 with a grade of "C" or better

MFGT-180. Industrial Workplace Skills (1)

Lec *18 Hrs*

Basic work and personal skills needed for success on the job in an industrial environment. Formerly AIT-180. Not open to students who have completed AIT-180 with a grade of "C" or better.

MATHEMATICS

MAT-2. Calculus for Managerial, Life, and Social Sciences (4)

Prerequisite: *MAT-123 with a grade of "C" or better or placement by Hartnell's assessment.*

Advisory: *MAT-25*

Lec *72 Hrs*

Linear and quadratic models, introduction to limits, the derivative and its applications, the integral and its applications, methods of integration, and differential equations. Applications from the management sciences, life sciences, and social sciences are considered throughout the course. This course is primarily for students in business, social sciences, and biological sciences.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 140]

MAT-3A. Analytic Geometry and Calculus I (4)

Prerequisite: *MAT-24 and MAT-25 with a grade of "C" or better or MAT-27 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *72 Hrs*

A first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math Majors.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 210] [C-ID MATH 900S with MAT-3B]

MAT-3B. Analytic Geometry and Calculus II (4)

Prerequisite: *MAT-3A with a grade of "C" or better.*

Lec *72 Hrs*

A second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for Science, Technology, Engineering & Math Majors.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 220] [C-ID MATH 900S with MAT-3A]

MAT-3C. Analytic Geometry and Calculus III (4)

Prerequisite: *MAT-3B with a grade of "C" or better.*

Lec *72 Hrs*

The third course in a three-course series. Vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 230]

MAT-4. Linear Algebra (3)

Prerequisite: *MAT-3B with a grade of "C" or better.*

Advisory: *MAT-3C*

Lec *54 Hrs*

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 250]

MAT-5. Differential Equations (3)

Prerequisite: *MAT-3B with a grade of "C" or better.*

Lec *54 Hrs*

Differential equations of the first, second, and higher order. Solution techniques for homogeneous and non-homogeneous differential equations, including series solutions at ordinary points and at singular points; Laplace transforms; and linear systems. Solutions will be analytic, qualitative, and quantitative, including numerical methods. Applications from a variety of fields will be presented.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

[C-ID MATH 240]

MAT-7. Discrete Mathematics (4)

Prerequisite: *MAT-25 or MAT-27 with a grade of "C" or better.*

Advisory: *MAT-3A: Analytic Geometry and Calculus I*

Lec *72 Hrs*

This course includes sets and sequences, elementary logic, relations, induction, counting principles, discrete probability, Boolean algebra, logic networks, matrices, graph theory, and trees, applying these topics to real life and branches of science, particularly computer science. This course is designed to bridge the gap between computation-oriented introductory math courses and proof-oriented advanced math courses. This course is highly recommended for students who plan to pursue programs and majors that may involve advanced math courses.

[CSU; UC; CSU-GE, AREA B4] [C-ID MATH 160]

MAT-10. Math for Liberal Arts (3)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *54 Hrs*

An overview of fundamental concepts of modern mathematics for liberal arts students. Introduces non-science majors to a variety of mathematical ideas, methods, and historical trends. Core topics are logic, set theory, numeration systems, number systems, number theory, axiomatic theories and models, and methods of proof. Additional topics may include: history of mathematics, geometry, counting techniques, probability and statistics, and calculus concepts.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

MAT-12. Number Systems (3)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *54 Hrs*

Intended primarily for prospective elementary school teachers. Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. The emphasis is on problem solving strategies, comprehension and analysis of mathematical concepts and the ideas underlying the common arithmetic algorithms taught to children.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]
[C-ID MATH 120]

MAT-13. Elementary Statistics (4)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *72 Hrs*

Covers the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics, probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis. Focuses on the interpretation and relevance of the statistical findings. Applications use data from a broad range of disciplines.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]
[C-ID MATH 110]

MAT-16. Finite Mathematics (3)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *54 Hrs*

A study of linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. This course contains applications in business, economic and social sciences.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]
[C-ID MATH 130]

MAT-18. Integrated Statistics II (6)

Prerequisite: *MAT-118 with a grade of "C" or better.*

Lec *108 Hrs*

This course is intended for non-STEM majors and/or majors not requiring Statistics. This is the second semester course in a two course series that integrates algebra, probability and statistics. It covers concepts and methods of statistics with emphasis on data analysis. Topics include collecting data, graphical and numerical summaries of data, linear correlation and regression, probability, confidence intervals, hypothesis testing, chi-squared tests and ANOVA. Both MAT-118 and MAT-18 must be completed with a grade of "C" or better to receive credit for transfer-level Statistics.

[CSU; CSU-GE AREA B4] [CSU with MAT 118]
[UC with MAT 118] [C-ID MATH 110 with MAT 118]

MAT-24. Trigonometry (3)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Advisory: *MAT-25: Pre-Calculus Mathematics due to the nature of functions and equations encountered in MAT-24. Students will need experience with graphing functions, domain, range and techniques of solving. Familiarity with Geometry.*

Lec *54 Hrs*

Trigonometric functions, inverse trigonometric functions and their graphs, solutions to right and oblique triangles, identities and conditional trigonometric equations, analytic trigonometry, introduction to vectors, and complex numbers. This course, along with MAT-25, is designed to prepare students for Calculus.

[CSU; CSU-GE, AREA B4]

MAT-25. Pre-Calculus (4)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *72 Hrs*

A study of polynomial functions, rational functions, exponential functions and logarithmic functions, graphing techniques, systems of equations, matrices, determinants, parametric equations. This course is designed to prepare students for Calculus I.

[CSU; UC; CSU-GE, AREA B4; IGETC, AREA 2]

MAT-27. Accelerated Pre-Calculus & Trigonometry for STEM (6)

Prerequisite: *MAT-123 or MAT-123L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Advisory: *MAT-123 with a grade of "B" or better.*

Lec *108 Hrs*

The study of functions, their properties, their graphs, and their applications: polynomial, absolute value, radical, rational, exponential, logarithmic, trigonometric, and trigonometric inverses. The course will also introduce students to the use of analytic geometry, trigonometric identities and proofs related to trigonometric expressions, solving equations involving the previously listed functions, solving right triangles and non-right triangles, and introduction to vectors and polar coordinates. This course includes the content of both MAT-25 (pre-calculus) and MAT-24 (trigonometry) and prepares a student for Calculus I. This course is considered an acceleration and is designed for science, technology, engineering, and mathematics (STEM) majors.

[CSU; UC; CSU-GE, AREA B4; IGETC 2A; for UC 4 units only]

MAT-106. Integrated Mathematics (3)

Lec *54 Hrs*

This developmental course is intended for non-STEM majors, in particular, for Career and Technical Education (CTE) students in Certificate and non-transferable Degree programs. An activity-based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential, and other mathematical models. Students will acquire conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts such as financial, environmental, and health issues.

MAT-116. Bridge to Intermediate Algebra (3)

Prerequisite: *MAT-106, MAT-201, MAT-201L3 with a grade of "C" or better or Eligibility for MAT-121.*

Lec *54 Hrs*

Intended for students who need a bridge course to transition to MAT-123 (Intermediate Algebra), particularly those who have completed MAT-106 (Integrated Math). Topics include signed arithmetic, fractions, linear equations and inequalities, polynomials, rational expressions, radical expressions, and quadratic equations.

MAT-118. Integrated Statistics I (6)

Prerequisite: *MAT-201 with a grade of "C" or better.*

Lec *108 Hrs*

This course is intended for non-STEM majors and/or majors not requiring Statistics. This is the first semester course in a two course series that integrates algebra, probability and statistics. It covers concepts and methods of statistics with emphasis on data analysis. Topics include collecting data, graphical and numerical summaries of data, linear correlation and regression, probability, confidence intervals, hypothesis testing, chi-squared tests and ANOVA. Both MAT-118 and MAT-18 must be completed with a grade of "C" or better to receive credit for transfer-level statistics.

MAT-121. Elementary Algebra (5)

Prerequisite: *MAT-201 or MAT-201L3 or BUS-151, with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *90 Hrs*

Topics include operations with real numbers, simplifying expressions, solving equations, linear graphing techniques, linear equations and inequalities (both one and two variables), polynomials, factoring, rational expressions, exponents, radicals, and applications. Not open to students who have completed, with a grade of "C" or better, Math 121L2.

MAT-121L1. Elementary Algebra Level 1 (1.25)

Prerequisite: *MAT-201 or MAT-201L3 or BUS-151 with a grade of "C" or better.*

Lab *67.5 Hrs*

The first course in a four-course sequence that is equivalent to MAT 121. A study of the arithmetic of real numbers, algebraic expressions and equations, and their applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

MAT-121L2. Elementary Algebra Level 2 (1.25)

Prerequisite: *MAT-121L1 with a grade of "C" or better.*

Lab *67.5 Hrs*

The second course in a four-course sequence that is equivalent to MAT 121. A study of linear equations and inequalities in one variable, linear equations in two variables, and applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

MAT-121L3. Elementary Algebra Level 3 (1.25)

Prerequisite: *MAT-121L2 with a grade of "C" or better.*

Lab *67.5 Hrs*

The third course in a four-course sequence that is equivalent to MAT 121. A study of exponents, polynomials, factoring, and applications. Not open to students who have completed MAT-121 with a grade of "C" or better.

MAT-121L4. Elementary Algebra Level 4 (1.25)

Prerequisite: *MAT-121L3 with a grade of "C" or better.*

Lab *67.5 Hrs*

The fourth course in a four-course sequence that is equivalent to MAT 121. A study of rational expressions, roots and radicals, and applications. The final examination covers the content from all levels (121L1-121L4). Not open to students who have completed MAT-121 with a grade of "C" or better.

MAT-123. Intermediate Algebra (5)

Prerequisite: *MAT-121 or MAT-121L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *90 Hrs*

Review of elementary algebra plus more advanced problems of factoring, rational expressions, linear and quadratic equations, functions and graphs, systems of equations and inequalities, exponents, radicals, exponential and logarithmic functions, conic sections, sequences, series and applications related to all the functions of intermediate algebra. Not open to students who have completed MAT-123L2, or its equivalent, with a grade of "C" or better.

MAT-123L1. Intermediate Algebra Level 1 (1.25)

Prerequisite: *MAT-121 or MAT-121L4 with a grade of "C" or better or Placement test by Hartnell's Multiple Measures (such as placement test, transcripts...)*

Lab *67.5 Hrs*

The first course in a four-course sequence that is equivalent to MAT-123. Review of elementary algebra plus more advanced topics in graphing, systems of equations and inequalities, and applications. Not open to students who have completed MAT-123 with a grade of "C" or better.

MAT-123L2. Intermediate Algebra Level 2 (1.25)

Prerequisite: *MAT-123L1 with a grade of "C" or better.*

Lab *67.5 Hrs*

The second course in a four-course sequence that is equivalent to MAT-123. A study of relations and functions, variation, polynomials and factoring, and solving equations by factoring. Not open to students who have completed MAT-123 with a grade of "C" or better.

MAT-123L3. Intermediate Algebra Level 3 (1.25)

Prerequisite: *MAT-123L2 with a grade of "C" or better.*

Lab *67.5 Hrs*

The third course in a four-course sequence that is equivalent to MAT-123. Study of rational expressions and equations, radicals and radical equations, rational exponents, complex numbers, quadratic equations in one and two variables, and applications. Not open to students who have completed MAT-123 with a grade of "C" or better.

MAT-123L4. Intermediate Algebra Level 4 (1.25)

Prerequisite: *MAT-123L3 with a grade of "C" or better.*

Lab *67.5 Hrs*

The last course in a four-course sequence that is equivalent to MAT-123. Study of exponential and logarithmic functions, conic sections, nonlinear systems of equations and inequalities, sequences, series, and applications. Final examination will include topics from all levels (L1-L4) of the course. Not open to students who have completed MAT-123 with a grade of "C" or better.

MAT-126. Quantitative Reasoning for Personal and Professional Life (4)

Prerequisite: *MAT-106 or MAT-121 or MAT-121L4 with a grade of "C" or better or placement by Hartnell's assessment.*

Lec *72Hrs*

Understanding, interpreting, and reasoning with the quantitative information of everyday life. An application-based treatment of useful topics in mathematics including critical thinking, problem solving, finances, descriptive statistics, mathematical models, and applications for real world situations.

MAT-201. Pre-Algebra (3)

Lec *54 Hrs*

The arithmetic of signed numbers, fractions, one-step and two-step equations, decimals, ratio and proportion problems, percent problems, and unit conversions. This course is designed for those students who do not meet the entrance requirements for Math 121 Elementary Algebra. Not open to students who have completed Math 201L2.

MAT-201L1. Pre-Algebra Level I (1)

Lab *54 Hrs*

The first course in a three-course sequence that is equivalent to MAT-201. The arithmetic of fractions, exponents, and the order of operations. This course is designed for students who do not meet the entrance requirements for MAT-121. Not open to students who have completed MAT-201, MAT-201L2, or MAT-201L3 with a grade of "C" or better.

MAT-201L2. Pre-Algebra Level 2 (1)

Prerequisite: *MAT-201L1 with a grade of "C" or better.*

Lab *54 Hrs*

The second course in a three-course sequence that is equivalent to MAT-201. The arithmetic of integers and decimals, and the use of ratios, proportions, and percents. This course is designed for those students who do not meet the entrance requirements for MAT-121. Not open to students who have completed MAT-201.

MAT-201L3. Pre-Algebra Level 3 (1)

Prerequisite: *MAT-201L2 with a grade of "C" or better.*

Lab *54 Hrs*

The third course in a three-course sequence that is equivalent to MAT-201. One-step and two-step equations, and calculations on basic geometrical figures. This course is designed for those students who do not meet the entrance requirements for MAT-121. Not open to students who have completed MAT-201.

MAT-213. Lab for Statistics (1)

Corequisite: *MAT-13*

Pass/No Pass Only

Lab *54 Hrs*

A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MAT 13, Elementary Statistics, at Hartnell College. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to master college-level statistics topics. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions.

MAT-223. Lab for Intermediate Algebra (1)

Corequisite: *MAT-123*

Advisory: *MAT-621*

Pass/No Pass Only

Lab *54 Hrs*

A review of the core prerequisite skills, competencies, and concepts for Intermediate Algebra. Intended as a corequisite support lab for students enrolling in Intermediate Algebra. Includes computational skills, the vocabulary of algebra, and basic algebra skills review. Provides support for students in solving and graphing linear equations and inequalities, systems of equations, factoring, polynomial and rational expressions, and solving quadratic and rational equations. The course emphasizes learning skills and attitudes of successful students.

MAT-225. Lab for Precalculus (1)

Corequisite: *MAT-25*

Pass/No Pass Only

Lab *54 Hrs*

A review of the core prerequisite skills, competencies, and concepts for Precalculus. Intended as a corequisite support lab for students enrolling in Precalculus. Includes computational skills, factoring and simplification of expressions review. Provides support for students in solving polynomial, rational, radical, exponential and logarithmic equations. The course emphasizes learning skills and attitudes of successful students.

MAT-601. Math Academy for MAT 201 (0)

Pass/No Pass Only

A preparatory course in Hartnell College's Math Academy that is designed to prepare incoming students for Pre-Algebra (MAT 201).

MAT-621. Math Academy for MAT 121 (0)

Pass/No Pass Only

A preparatory course in Hartnell College's Math Academy that is designed to prepare incoming students for Elementary Algebra (MAT 121).

METEOROLOGY

MET-1. Weather and Climate (3)

Pass/No Pass Option

Lec *54 Hrs*

A survey of basic principles of weather and climate, including atmospheric structure and composition, regional distribution and effects of weather, solar radiation, temperature, seasonal changes, atmospheric moisture, air pressure, winds, air masses and fronts, weather forecasting, climate and climate cycles past, present and future.

[CSU; UC; CSU-GE, AREA B1; IGETC, AREA 5]

MUSIC

MUS-1A. Music Appreciation-Historical Perspective (3)

All Terms

Lec *54 Hrs*

A survey of Western music from the 6th century C.E. until the present, covering the important style periods along with the composers who created them and the resources they used.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

[C-ID MUS 100]

MUS-2. Music Fundamentals (3)

All Terms

Lec *54 Hrs*

An introduction to the notation and primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation and aural identification of musical phenomena is expected.

[CSU; UC]

[C-ID MUS 110]

MUS-5. Ethnic Musics in the United States (3)

All Terms

Lec *54 Hrs*

Introduction to selected ethnic musics that flourish in the United States including: Hispanic/Latino, Chicano/Mexican- American, Black African-American, Native American, Asian- American, Pacific Islander, and European traditions. The course focuses on the relation of musical genres and movements to the history of the United States and to the society and culture of the country.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

MUS-6. Hawaiian Music (3)

Fall/Spring

Lec *54 Hrs*

Music of Hawaii from ancient to modern times. Covers chants and chanting styles, hula kahiko and auwana, and contemporary music. Incorporates elements of Hawaiian language, culture and dance (hula). Includes the impact of foreigners on Hawaiian music and culture, and Hawaii's impact on the musical world. Musical instruments are covered in depth, plus their impact on other music.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

MUS-7. Jazz Appreciation (3)

Fall/Spring

Lec *54 Hrs*

A survey of the history of vocal and instrumental jazz music from the late 1800's to the present covering the important jazz styles along with the artists who created them and the cultural, social, political, and economic factors which influenced the art form. The influence of such social themes as slavery, racial segregation, the civil rights movement, and immigration on jazz will be studied.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

MUS-8. American Popular Music (3)

All Terms

Lec *54 Hrs*

A historical survey of American popular music, tracing their development from roots in blues, jazz, gospel, and country music to the music of today including (but not limited to) top 40, rap, reggae, world music, heavy metal, soul and all types of rock. This course is intended to help you think creatively and critically about popular music. Themes explored will include: (1) the interaction of European American, African American, and Latin American traditions, (2) the role of popular music as an expression of racial and gender identity, and (3) the influences of mass media on popular culture.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

MUS-10. Applied Music - Voice (1)

Fall/Spring

Lab *54 Hrs*

Class instruction in the art of singing. Topics include physical and mental poise, breathing, use of the organs of articulation, vowels, tone production, and vocal literature.

[CSU; UC]

MUS-11. Applied Music - Instrumental (0.5)

Prerequisite: *Audition is required.*

Fall/Spring

Lab *27 Hrs*

Provides opportunities for students to get feedback about their performance on a musical instrument in a supportive environment. Course may be repeated 3 times.

[CSU; UC] [C-ID MUS 160]

MUS-13A. Beginning Piano I (1.5)

Advisory: *MUS-2*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Beginning piano study including introduction to the keyboard and music reading. Piano classes may be repeated at the appropriate level, but total piano enrollments are limited to four.

MUS-13B. Beginning Piano II (1)

Advisory: *MUS-2*

Prerequisite: *MUS-13A with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Continuation of beginning piano study. Piano classes may be repeated at the appropriate level, but total piano enrollments are limited to four.

[CSU; UC]

MUS-14. Intermediate Piano (1)

Prerequisite: *MUS-13B with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Intermediate piano study covering the fundamentals of technique, style and interpretation. Solo and ensemble performance from standard piano literature. Piano classes may be repeated at the appropriate level, but total piano enrollments are limited to four.

[CSU; UC]

MUS-15. Advanced Piano (1)

Prerequisite: *MUS-14 with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Advanced piano study, a continuation of MUS-14. Piano classes may be repeated at the appropriate level, but total piano enrollments are limited to four.

[CSU; UC]

MUS-17A. Beginning Guitar I (1.5)

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Class instruction on guitar at the beginning level. Covers position, right and left hand playing techniques, tuning, and the basics of musical notation. Students must bring their own unamplified guitar.

[CSU; UC]

MUS-17B. Beginning Guitar II (1.5)

Prerequisite: *MUS-17A with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Class instruction on guitar at the beginning level. Covers position, right and left hand playing techniques, tuning, and the basics of musical notation. Students must bring their own unamplified guitar.

[CSU; UC]

MUS-17C. Intermediate Guitar I (1.5)

Prerequisite: *MUS-17B with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Instruction on guitar to include playing in 2nd and 3rd position, study of classical and contemporary solos and etudes, and an introduction to ensemble playing. Students must bring their own unamplified guitar.

MUS-17D. Intermediate Guitar II (1.5)

Prerequisite: *MUS-17C with a grade of "C" or better.*

Fall/Spring

Lec *18 Hrs;* ***Lab*** *36 Hrs*

Continued instruction on guitar at the upper intermediate level including 2nd and 3rd positions, vibrato, harmonics, classical and contemporary solos and etudes, and ensemble playing. Students must bring their own unamplified guitar.

[CSU; UC]

MUS-20. Hartnell College Choir (1)

Prerequisite: *Audition is required.*

Fall/Spring

Lab *54 Hrs*

A performance group studying the choral literature ranging from works of the early masters to modern composers. This course is not limited to music majors. Students majoring in vocal music are expected to enroll in the choir for two years. May be repeated for credit to a maximum of 4 units.

[CSU; UC] [C-ID MUS 180]

MUS-21. Hartnell Chamber Singers (1)

Prerequisite: *Audition is required.*

Fall/Spring

Lab *54 Hrs*

A vocal ensemble devoted to the study and performance of musical literature suited to a small group of singers. May be repeated for credit to a maximum of 4 units.

[CSU; UC] [C-ID MUS 180]

MUS-23.1. Hartnell Chorale-Renaissance/ Baroque Emphasis (1)

Prerequisite: *Audition required.*

Advisory: *Intended for persons with previous choral experience.*

Fall Only

Lab *54 Hrs*

A choral group of mixed voices which rehearses and performs a wide range of musical literature with special emphasis on the study of techniques for performing Renaissance and Baroque music.

[CSU; UC] [C-ID MUS 180]

MUS-23.2. Hartnell Chorale-Classic/Romantic Emphasis (1)

Prerequisite: *Audition required.*

Advisory: *Intended for persons with previous choral experience.*

Spring Only

Lab *54 Hrs*

A chorale group of mixed voices which rehearses and performs a wide range of musical literature with special emphasis on the study of techniques for performing Classic and Romantic music.

[CSU; UC] [C-ID MUS 180]

MUS-23.3. Hartnell Chorale-20th Century Emphasis (1)

Prerequisite: *Audition required.*

Advisory: *Intended for persons with previous choral experience.*

Fall Only

Lab *54 Hrs*

A chorale group of mixed voices which rehearses and performs a wide range of musical literature with special emphasis on the study of techniques for performing 20th Century music.

[CSU; UC] [C-ID MUS 180]

MUS-23.4. Hartnell Chorale-20th Century "Pops" Emphasis (1)

Prerequisite: *Audition required*

Advisory: *Members selected from the Hartnell Choir by audition.*

Spring Only

Lab *54 Hrs*

A chorale group of mixed voices which rehearses and performs a wide range of musical literature with special emphasis on the study of techniques for performing 20th Century "pops" music.

[CSU; UC] [C-ID MUS 180]

MUS-23.5. Hartnell Chorale-21st Century Emphasis (1)

Prerequisite: *Audition required.*

Advisory: *Intended for persons with previous choral experience.*

Fall Only

Lab *54 Hrs*

A chorale group of mixed voices which rehearses and performs a wide range of musical literature with special emphasis on the study of techniques for performing 21st Century music.

[CSU] [C-ID MUS 180]

MUS-25. Hartnell College Wind Ensemble (1)

Prerequisite: *Audition is required.*

Fall/Spring

Lab *54 Hrs*

A performance group studying literature for the small wind ensemble. Performances include concerts and playing at college and community events. Open to all students who play a wind or percussion instrument. Music majors specializing in instrumental music are expected to participate for two years. May be repeated for credit to a maximum of 4 units. Audition is required**.**

[CSU; UC]

MUS-26. Jazz Ensemble (1)

Prerequisite: *Audition is required.*

Fall/Spring

Lab *54 Hrs*

A performance group studying literature for the jazz ensemble. Performances include concerts and playing at college and community events. Open to all students who play piano, bass, drums, guitar, saxophone, trumpet or trombone. May be repeated for credit to maximum of 4 units.

[CSU; UC] [C-ID MUS 180]

MUS-36. Jazz Combo (1)

Fall/Spring

Lab *54 Hrs*

Performance of jazz literature in small ensembles.

[CSU; UC]

MUS-37. Chamber Music Ensemble (1)

Advisory: *Ability to play a musical instrument.*

Fall/Spring

Lab *54 Hrs*

Students will study and perform chamber music repertoire for strings, woodwinds, brass, percussion, and piano.

[CSU; UC]

MUS-42. Electronic Music (3)

Fall/Spring

Lec *54 Hrs*

Introduction to music composition using electronic media. Includes basic acoustics, fundamentals of audio recording, basics of digital audio, multi-track recording, WAV/MIDI file creation, and microphone selection/ placement. Creation of original "sound design" projects.

[CSU]

MUS-43. MIDI Sequencing (3)

Prerequisite: *MUS-42 with a grade of "C" or better.*

Fall/Spring

Lec *54 Hrs*

Introduction to MIDI sequencing using a computer. Includes hardware and software selection and set-up, click tracks, quantizing, looping, multi-timbral operations, step-time recording, CD creation, MIDI for web pages. Creation of original MIDI sequences.

[CSU]

MUS-46. Music Theory and Musicianship I (4)

Prerequisite: *MUS-2 with a grade of "C" or better.*

Advisory: *Familiarity with musical notation and the piano keyboard.*

Fall Only

Lec *45 Hrs;* ***Lab*** *81 Hrs*

The diatonic system of harmony from an analytical and practical point of view, including the basic elements of voice leading, musical analysis and chord usage, concentrating on the aesthetic and cultural qualities of the music. Students will do sight-singing and ear training using diatonic materials. Not open to students who have completed both MUS-50A and MUS-51A with a "C" grade or better.

[CSU; UC] [C-ID MUS 120] [C-ID MUS 125]

MUS-47. Music Theory and Musicianship II (4)

Prerequisite: *MUS-46 with a grade of "C" or better.*

Spring Only

Lec *45 Hrs;* ***Lab*** *81 Hrs*

Continuation of MUS-46. The diatonic system of harmony from an analytical and practical point of view, including voice leading, musical analysis and chord usage, concentrating on the aesthetic and cultural qualities of the music. Students will continue to do sight-singing and ear training using diatonic materials. Not open to students who have completed both MUS-50B and MUS-51B with a "C" grade or better.

[CSU; UC] [C-ID MUS 130] [C-ID MUS 135]

MUS-48. Music Theory and Musicianship III (4)

Prerequisite: *MUS-47 with a grade of "C" or better.*

Fall Only

Lec *45 Hrs;* ***Lab*** *81 Hrs*

Chromatic harmony, form, musical analysis, and orchestration. Students will do sight-singing and ear training using chromatic materials. Not open to students who have completed both MUS-52A and MUS-53A with a "C" grade or better.

[CSU; UC] [C-ID MUS 140] [C-ID MUS 145]

MUS-49. Music Theory and Musicianship IV (4)

Prerequisite: *MUS-48 with a grade of "C" or better.*

Spring Only

Lec *45 Hrs;* ***Lab*** *81 Hrs*

Continuation of chromatic harmony and introduction of 20th century harmonic techniques, form, musical analysis, and orchestration. Students will do sight-singing and ear-training using the literature of the music of the 19th and 20th centuries. Not open to students who have completed both MUS-52B and MUS-53B with a "C" grade or better.

[CSU; UC] [C-ID MUS 150] [C-ID MUS 155]

MUS-420. Ensemble Performance for Older Adults (0)

Pass/No Pass Only

Students will rehearse and perform a wide range of musical literature. Designed to enrich the quality of life for older adult learners by emphasizing the cognitive and emotional benefits of playing music. These benefits include the ability to manage the stresses and alleviate the pain common to older adults.

NURSING-REGISTERED

NRN-46. Health Promotion and Foundational Health Concepts across the Lifespan (6.5)

Prerequisite: *Admission to Associate Degree Registered Nursing Program.*

Fall Only

Lec *54 Hrs* ***Lab*** *189 Hrs*

Focuses on foundational concepts necessary for the provision of safe nursing care to diverse individuals across the lifespan with a focus on health promotion and professional role acquisition. Application of knowledge and skills occurs across the care continuum: in simulation lab, acute care facilities, and community settings. The core values of comportment, competence, caring, collaboration, and curiosity are introduced.

[CSU]

NRN-47. Social Determinants of Health (with Special Populations)(1.5)

Prerequisite: *Admission to Associate Degree Registered Nursing Program.*

Fall Only

Lec *18 Hrs* ***Lab*** *27 Hrs*

Focuses on concepts of health promotion, health disparities, culture/spirituality, and family dynamics when providing safe nursing care in non-acute medical-surgical and community settings. Incorporates nursing interventions that considers the impact of social determinants of health and demonstrates sensitivity to the values of others across the life span. The core values of caring and collaboration are emphasized.

[CSU]

NRN-48. Nursing Assessment and Interventions (1.0)

Prerequisite: *Admission to Associate Degree Registered Nursing Program.*

Fall Only

Lab *54 Hrs*

Focuses on application of foundational concepts when performing fundamental nursing skills in a laboratory setting. Emphasizes collection of subjective data from the health interview and objective data from physical examination as the basis for clinical reasoning and sound clinical judgment across the health-to-illness continuum. The core value of competence is emphasized.

[CSU]

NRN-49. Introduction to Pharmacology and Medication Administration (1.5)

Prerequisite: *Admission to Associate Degree Registered Nursing Program.*

Fall Only

Lec *18 Hrs* ***Lab*** *27 Hrs*

Focuses on professional nursing and health care concepts and pharmacological principles associated with safe medication administration. Develops competency in medication administration skills across the health-illness and lifespan continuums using care studies, scenarios and simulation. Includes calculation of medication dosages, evaluation of client responses to drug therapy, and use of reliable references. The core values of competence and curiosity are emphasized.

[CSU]

NRN-50.41. Supervised Nursing Skills Practice I (0.5)

Other: *Currently enrolled in the first semester of the Associate Degree nursing program or approval from the Dean of NAH.*

Pass/No Pass Only

Fall Only

Lab *27 Hrs*

Designed for the registered nursing student during the first semester of study. It facilitates through supervised practice the mastery of fundamental nursing skills in a simulated patient care environment.

[CSU]

NRN-50.42. Supervised Nursing Skills Practice II (0.5)

Corequisite: *NRN-42.3*

Other: Currently enrolled in NRN-225, 226, 227, or 228.

Pass/No Pass Only

Spring Only

Lab *27 Hrs*

Designed for the registered nursing student during the second semester of study. It facilitates through supervised practice the mastery of fundamental nursing skills in a simulated patient care environment.

[CSU]

NRN-50.43. Supervised Nursing Skills Practice III (0.5)

Corequisite: *NRN-43.3*

Other: *Currently enrolled in NRN-225, 226, 227, or 228.*

Pass/No Pass Only

Fall Only

Lab *27 Hrs*

Designed for the registered nursing student during the third semester of study. It facilitates through supervised practice the mastery of fundamental nursing skills in a simulated patient care environment.

[CSU]

NRN-50.44. Supervised Nursing Skills Practice IV (0.5)

Corequisite: *NRN-44.1*

Other: *Currently enrolled in NRN-225, 226, 227 or 228.*

Pass/No Pass Only

Spring Only

Lab *27 Hrs*

Designed for registered nursing student during the fourth semester of study. It facilitates through supervised practice the mastery of fundamental nursing skills in a simulated patient care environment.

[CSU]

NRN-56. Care of Diverse Individuals and Families with Stable conditions (8.0)

Prerequisite: *NRN-46 with a grade of "C" or better.*

Spring Only

Lec *72Hrs* ***Lab*** *216 Hrs*

Focuses on concepts necessary for provision of safe nursing care to diverse individuals across the lifespan with stable conditions, including care for childbearing and childbearing families. Integrates multiple nursing concepts related to health, illness, and professional practice. Application of knowledge and skills occurs in a variety of settings allowing coordination across the continuum of care. The core values of comportment, competence, caring, collaboration, and curiosity are integrated into all aspects of the course. **[CSU]**

NRN-57. Nursing Interventions and Scenarios (0.5)

Spring Only

Lab *27 Hrs*

Focuses on application of nursing concepts and clinical judgment associated with the performance of advanced nursing skills. Students will refine and practice psychomotor skills and select nursing interventions based on priority needs in simulated care situations. The core value of competence is reinforced.

[CSU]

NRN-58. Application of Pharmacology for Nursing Practice across the Lifespan (0.5)

Spring Only

Lec *9 Hrs*

Builds upon and expands NRN-49 course content as pharmacological principles are integrated with health, illness and professional practices concepts across the lifespan. Reinforces the core values of competence and curiosity as essential components of safe nursing practice.

[CSU]

NRN-66. Care of Clients with Complex and Psychological Conditions (8.0)

Prerequisite: *NRN-56 with a grade of "C" or better.*

Fall Only

Lec *72 Hrs* ***Lab*** *216Hrs*

Focuses on concepts necessary for provision of safe nursing care to diverse individuals with complex physiological and psychological conditions. Builds upon previously learned concepts related to health, illness, and professional practice as students manage the care of multiple clients and demonstrate refined clinical judgment. Application of knowledge and skills occurs in a variety of acute care, community, and mental health settings as the core values of comportment, competence, caring, collaboration, and curiosity are demonstrated. **[CSU]**

NRN-70. Growth and Development Across the Lifespan for the Healthcare Professional (3)

Advisory: *ENG-1A*

All Terms

Lec *54 Hrs*

Promotion of wellness across the life span. Critical thinking skills are used emphasizing normal physical, cognitive, ethnic, socio-cultural, sexual, and personality development extending from conception to death. Focus on how accomplishment of developmental tasks is impacted by disease. Required for entry into the Hartnell College LVN Program and for students in a variety of disciplines including early childhood education and baccalaureate-level registered nursing programs. Not open to students who have completed NVN-131 or NVN-70 with a 'C' grade or better

[CSU; UC; CSU-GE; AREA E; IGETC, AREA 4]

NRN-76. Care of Clients with Potential or Actual Multi-system Failure (7.0)

Prerequisite: *NRN-66 with a grade of "C" or better.*

Spring Only

Lec *54Hrs* ***Lab*** *216 Hrs*

Focuses on concepts necessary for provision of safe nursing care to diverse individuals with potential or actual multi-system failure. Builds upon previously learned nursing concepts related to health, illness, and professional practice with emphasis on alterations gas exchange and perfusion. Students assume the role of leader while demonstrating core values of comportment, competence, caring, collaboration, and curiosity. Designed to prepare students to function as entry-level professional nurse generalists in acute care, transitional care, and community settings.

[CSU]

NRN-77. Role Transition and Care Coordination Seminar (1.0)

Spring Only

Lec *18Hrs*

Focuses on concepts relevant to health care delivery and essential competencies for coordinating care within and across health care systems, taking into account social determinants of health, professional behaviors and attitudes, legal=ethical principles, and quality indicators. Prepares nurse-generalists to function in innovative roles as leaders, advocates, and care coordinators across the health-illness care continuum in a variety of settings.

[CSU]

NRN-99. Nurse Residency (3 - 8)

Prerequisite: *NRN-44.1 with a grade of "C" or better.*

Pass/No Pass Only

Fall Only

This course provides a structured first-work experience to bridge the transition from student to professional RN. A combination of classroom and acute care-clinical experience focuses on issues pertinent to the development of nursing practice skills and professional growth.

[CSU]

NRN-110. Foundations for Success for Registered Nursing Students (1)

Prerequisite: *NRN-41*

Advisory: *Admissions to the Registered Nursing Program.*

Pass/No Pass Only

Fall Only

Lec *5.40 Hrs;* ***Lab*** *38 Hrs*

Introduction to professional behaviors, attitudes, and values that lead to academic and professional success in nursing. Historical trends that influenced the role of the nurse as a knowledge-worker and current educational preparation will be explored. Individual working and learning styles, communication methods, and stress reduction are key concepts. A learning environment is created to foster collaboration and curiosity.

NRN-224. Success Strategies for Nursing: Returning Students (1)

Pass/No Pass Only

Fall/Spring

Lab *54 Hrs*

Designed for students returning to the nursing program after a personal or academic leave OR for students transferring into Hartnell's Nursing program after partial completion of a nursing program at another college. Individualized for each student based on identified learning needs and program/semester requirements. Other: Approval of the Dean of Nursing and Allied Health following withdrawal or academic classroom failure in any semester of the registered nursing program.

NRN-225. Success Strategies for 1st Semester RN Students (0.5)

Corequisite: *NRN-41*

Pass/No Pass Only

Fall Only

Lab *27 Hrs*

Designed for first semester registered nursing students interested in reinforcing content presented in NRN-41 nursing courses. The course is individualized for each student based on identified learning needs. The values of curiosity and competency in nursing practice are emphasized.

NRN-226. Success Strategies for 2nd Semester RN Students (0.5)

Corequisite: *NRN-42*

Pass/No Pass Only

Spring Only

Lab *27 Hrs*

Designed for second semester registered nursing students interested in reinforcing nursing concepts and skills presented in NRN-42 nursing courses with emphasis on stable and unstable conditions. Individualized for each student based on identified learning needs. The values of curiosity, collaboration, and competency in nursing practice are reinforced.

NRN-227. Success Strategies for 3rd Semester RN Students (0.5)

Corequisite: *NRN-43*

Pass/No Pass Only

Fall Only

Lab *27 Hrs*

Designed for third semester registered nursing students interested in reinforcing content and skills presented in NRN-43 nursing courses with emphasis on complex physiological and psychological conditions. Individualized for each student based on identified learning needs. The values of curiosity, collaboration, and competency in nursing practice are reinforced.

NRN-228. Success Strategies for 4th Semester RN Students (0.5)

Corequisite: *NRN-44*

Pass/No Pass Only

Spring Only

Lab *27 Hrs*

Designed for fourth semester registered nursing students interested in reinforcing content presented in NRN-44 nursing courses with emphasis on multi-system failure and leadership concepts. Individualized for each student based on identified learning needs. The values of curiosity, caring, collaboration, competence, and comportment in nursing practice are reinforced.

NUTRITION

NUTR-1. Nutrition (3)

Advisory: *Eligibility for ENG-1A; Completion of CHM-60 (or CHM-22 or one year of high school chemistry), BIO-6 and MAT-121 are recommended.*

Pass/No Pass Option

Lec *54 Hrs*

Basic nutrition principles are presented, with an emphasis on nutrition needs throughout the life cycle. An in-depth description of the body's essential nutrients, including the relationship of medical nutrition therapy to a variety of diseases. Also addressed are food safety practices and the challenges of global nutrition. Required for nursing and Family and Consumer Studies majors. Formerly FCS-23. Not open to students who have completed FCS-23 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA E] [C-ID NUTR 110]

NUTR-51. Essentials of Nutrition (3)

Advisory: *Eligibility for ENG-1A, Basic math computations (percentages and fractions).*

Pass/No Pass Option

Lec *54 Hrs*

Basic nutrition principles are presented with an emphasis on practical application. A broad overview of the relationship between diet and health, the importance of physical activity and which foods offer benefits for weight management. Required for LVN applicants; suggested for ECE majors and general public. Formerly FCS-22. Not open to students who have completed FCS-22 with a grade of "C" or better.

[CSU]

NURSING-VOCATIONAL

NVN-70. Growth and Development Across The Lifespan (3)

Advisory: *ENG-1A with a grade of "C" or better.*

All Terms

Lec *54 Hrs*

Promotion of wellness across the life span. Critical thinking skills are used emphasizing normal physical, cognitive, ethnic, socio-cultural, sexual, and personality development extending from conception to death. Focus on how accomplishment of developmental tasks is impacted by disease. Required for entry into the Hartnell College LVN Program and for students in a variety of disciplines including early childhood education and baccalaureate-level registered nursing programs. Not open to students who have completed NVN-131 with a "C" grade or better.

[CSU; UC; CSU-GE, AREA E; IGETC, AREA 4]

NVN-110. Foundations for Success for Vocational Nursing Students (1)

Advisory: *Conditional admission to the Vocational Nursing Program.*

Spring Only

Lec *5.40 Hrs;* ***Lab*** *37.80 Hrs*

Introduction to professional behaviors, attitudes, and values that lead to academic and professional success in nursing. Historical trends that influenced the role of the nurse as a knowledge-worker and current educational preparation will be explored. Individual working and learning styles, communication methods, and stress reduction are key concepts. A learning environment is created to foster collaboration and curiosity.

NVN-119. Vocational Nursing Theory I: Fundamentals (4)

Prerequisite: *Admissions to the Vocational Nursing Program*

Corequisite: *NVN-130A*

Spring Only

Lec *72 Hrs*

Fundamental nursing concepts specific to the role of the vocational nurse. Not open to students who have completed NVN 119A with a grade of "C" or better.

NVN-119.1. Vocational Nursing Clinical I: Fundamentals (4)

Prerequisite: Admission into the Vocational Nursing Program.

Corequisite: *NVN-119*

Spring Only

Lab *216 Hrs*

Application of the nursing process for the acquisition and practice of fundamental vocational nursing skills. Not open to students who have completed NVN 119B with a grade of "C" or better.

NVN-121. Vocational Nursing Theory II: Health Promotion and Maintenance Across the Lifespan (6.5)

Prerequisite: *NVN-70, NUTR-51 and NVN-119 with a grade of "C" or better.*

Fall Only

Lec *117 Hrs*

Health promotion and maintenance across the lifespan from preconception to older adulthood specific to the role of the vocational nurse. Not open to students who have completed both NVN 120A and NVN 121A with a grade of "C" or better.

NVN-121.1. Vocational Nursing Clinical II: Health Promotion and Maintenance Across the Lifespan (6.5)

Prerequisite: *NVN-119.1 with a grade of "C" or better.*
Corequisite: *NVN-121*
Fall Only
Lab *351 Hrs*

Application of the nursing process for health promotion and maintenance across the lifespan from preconception to older adulthood specific to the role of the vocational nurse. Not open to students who have completed all of the following: NVN 120B, NVN-120C, NVN-121B, and NVN-121C with a grade of "C" or better.

NVN-123. Vocational Nursing Theory III: Coordination of Care (6.5)

Prerequisite: *NVN-121 with a grade of "C" or better.*
Spring Only
Lec *117 Hrs*

Coordination of care for multiple clients with acute, or life altering conditions, including mental health issues specific to the role of the vocational nurse. Nursing leadership and preparation for a successful career is integral to the course. Not open to students who have completed both NVN-122A and NVN-123A with a grade of "C" or better.

NVN-123.1. Vocational Nursing Clinical III: Coordination of Care (6.5)

Prerequisite: *NVN-121.1 with a grade of "C" or better.*
Corequisite: *NVN-123*
Other: *Students who have passed 122B, 122C, and 123C with a grade of "C" or better are not eligible for this course.*
Spring Only
Lab *351 Hrs*

Application of the nursing process for the coordination of care specific to the role of the vocational nurse. Utilization of leadership principles for completion of a leadership project in clinical setting. Not open to students who have completed all of the following: NVN-122B, NVN-122C, and NVN-123C with a grade of "C" or better.

NVN-130A. Basic Pharmacology A (1)

Prerequisite: *Admission into the Vocational Nursing program*
Corequisite: *NVN-119*
Spring Only
Lec *18 Hrs*

Application of the nursing process for the study of pharmacology for vocational nurses. Emphasis is on medication concepts and medication safety. Topics included are pharmacokinetics, pharmacodynamics, the nursing process, medication administrations, and calculations required for medication administration

NVN-130B. Basic Pharmacology B (1)

Prerequisite: *NVN-130A with a grade of "C" or better.*
Corequisite: *NVN-121*
Fall Only
Lec *18 Hrs*

Application of the nursing process for the study of pharmacology for vocational nurses. Emphasis is on medications that enhance oxygenation and perfusion, and those medications utilized in treatment of diabetes. Additionally the course will cover pharmacodynamics and pharmacokinetics across the lifespan.

NVN-130C. Basic Pharmacology C (1)

Prerequisite: *NVN-130B with a grade of "C" or better.*
Corequisite: *NVN-123*
Spring Only
Lec *18 Hrs*

Application of the nursing process for the study of pharmacology for vocational nurses. Emphasis is on analgesics, gastrointestinal medications, and medications that affect the neurologic system.

NVN-210. Intravenous Therapy and Blood Withdrawal Techniques (2)

Prerequisite: *NVN-123C with a grade of "C" or better or status as a Licensed Vocational Nurse*
Fall/Summer
Lec *32 Hrs;* ***Lab*** *9 Hrs*

This course provides the licensed vocational nurse with the knowledge and skills to safely initiate venipuncture and blood withdrawal. Current concepts, techniques, and measures are emphasized. Course content has been approved by the California Board of Licensed Vocational Nursing for the issue of certificate to the LVN.

NVN-224. Success Strategies for Nursing: Returning Students (1)

Pass/No Pass Only
Fall/Spring
Lab *54 Hrs*

Designed for students returning to the nursing program after a personal or academic leave OR for students transferring into Hartnell's Nursing program after partial completion of a nursing program at another college. Individualized for each student based on identified learning needs and program/semester requirements. Other: Approval of the Dean of Nursing and Allied Health following withdrawal or academic classroom failure in any semester of the vocational or registered nursing program.

NVN-226. Success Strategies for Vocational Nursing: Health Promotion (0.5)

Prerequisite: *NVN-121*
Pass/No Pass Only
Fall Only
Lab *27 Hrs*

Designed for vocational nursing students interested in reinforcing content presented in the vocational nursing program. The course is individualized for each student based on identified learning needs. Emphasis is on health promotion and maintenance across the lifespan. The values of curiosity and competency in nursing practice are emphasized.

NVN-227. Success Strategies for Vocational Nursing: Care Coordination (0.5)

Prerequisite: *NVN-123 with a grade of "C" or better. Approval for readmission into the Vocational Nursing Program.*
Pass/No Pass Only
Spring Only
Lab *27 Hrs*

Designed for licensed vocational nursing students taking one or both of the last two modules interested in reinforcing content presented throughout the vocational nursing program. NCLEX readiness and professional practice will be emphasized. The course is individualized for each student based on identified learning needs. The values of curiosity and competency in nursing practice are emphasized.

OCEANOGRAPHY

OCN-1. Oceanography (3)

Lec *54 Hrs*

The geological, physical, chemical and biological aspects of the ocean environment. It includes the origin of the oceans, nature of the ocean basins, plate tectonics, causes and effects of currents, coastal geology, waves, tides and tidal currents, as well as the biological and environmental aspects of the oceans.
[CSU; UC; CSU-GE, AREA B1; IGETC, AREA 5]

PHILOSOPHY

PHL-2. Introduction to Philosophy (3)

Advisory: *Eligibility for ENG-1A*
All Terms
Lec *54 Hrs*

An introduction to philosophical ideas and methods focusing on major branches of philosophy. Topics explored are major issues in epistemology, metaphysics, issues of values, ethics, political philosophy, aesthetics, and philosophy of mind.
[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID PHIL 100]

PHL-10. Ethics (3)

Advisory: *Eligibility for ENG-1A*
All Terms
Lec *54 Hrs*

Presents an in depth analysis of major ethical theories and their application to contemporary moral, social, and personal issues. Students will learn to analyze and differentiate the concepts, principles, and operational rules of major ethical theories. Analytically comparing and contrasting these theories, students will develop and use this analytic framework to evaluate contemporary moral issues.
[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3]
[C-ID PHIL 120]

PHL-15. Critical Thinking and Logic (3)

Advisory: *Eligibility for ENG-1A*
Pass/No Pass Option
All Terms
Lec *54 Hrs*

Introduces principles of valid reasoning with emphasis on deductive logic. Includes a study of formal techniques of sentential logic and the use of inductive reasoning, language, and fallacies. The concepts of induction, deduction, validity, soundness, strength, and cogency are explored in detail.
[CSU; UC; CSU-GE, AREA A3] [C-ID PHIL 110]

PHOTOGRAPHY

PHO-1. Introduction to Photography (3)

All Terms
Lec *54 Hrs*

Introduces students to the technical knowledge, skill sets, and creative applications of all photographic media. A survey of the historic development of photography is included. Students will provide their own cameras.
[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

PHO-2. Beginning Black and White Photography (4)

Fall/Spring
Lec *54 Hrs;* ***Lab*** *54 Hrs*

A course designed to teach the skills of Black and White photography through the production of prints of high technical and artistic value. It includes the study of film processing, contact printing, enlarging, composition, after-work, and mounting.
[CSU; UC]

PHO-3. Advanced Photography Lab (3)

Prerequisite: *PHO-2 with a grade of "C" or better.*
Fall/Spring
Lec *36 Hrs;* ***Lab*** *72 Hrs*

This course is an extension of PHO-2 with special emphasis on the study of photography as an art form and profession. Assignments are given in a wide variety of photographic topics, technologies, and methods in order to develop student skills and proficiencies in Black and White film as well as related issues in digital media.
[CSU]

PHO-4. Portfolio Photography (3)

Prerequisite: *PHO-3 with a grade of "C" or better.*

Fall/Spring

Lec *36 Hrs;* ***Lab*** *72 Hrs*

Emphasizes the development of a photographic portfolio in which the student establishes near professional level skills in their choice of photographic mediums.

[CSU]

PHYSICAL EDUCATION

PEAC-32. Core Strengthening and Flexibility (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed to increase muscle flexibility and physical movement. Balance, core strengthening and muscle awareness will be emphasized through a series of exercise and routines. Formerly PE-1.243. Not open to students who have completed PE-1.243.

[CSU; UC]

PEAC-36. Yoga (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Practice and philosophy of Yoga through Yoga poses. Yoga exercises linked to movement, mind, and breath to bring about a feeling of balance, relaxation, and harmony.

[CSU; UC]

PEAC-37. Intermediate Baseball (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Intermediate concepts and skills developed to be a successful athlete on a collegiate baseball team. Lecture, demonstration and field participation will be required. Implementation of offensive and defensive fundamentals, positional strategies, physical fitness and rules will be emphasized.

[CSU; UC]

PEAC-38. Advanced Baseball (1 - 1.5)

Advisory: *High school varsity baseball experience or previous collegiate baseball experience is highly recommended.*

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Instruction and practice in offensive and defensive fundamentals with emphasis on strategies and techniques of baseball.

[CSU; UC]

PEAC-40. Speed Training and Conditioning (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

The development of strategies and techniques to increase speed and improve agility utilizing the fitness components of cardiovascular/respiratory conditioning, muscular strength and endurance, and flexibility.

[CSU; UC]

PEAC-41. Beginning Futsal (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Provides instruction in skills and strategies of Futsal/indoor soccer for the beginning student.

[CSU]

PEAC-42. Hydro-Fitness (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Cardiovascular exercise program performed in the pool. The workouts will include a warm up, a series of arm and leg exercises using "Hydro-Fit" system apparatus, and a cool down.

[CSU; UC]

PEAC-43. Strength Training (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A progressive weight training course designed to provide instruction in techniques and training of muscular strength, muscular endurance and muscle definition through the use of free weights and machines. Students may only take four of the following courses: PEAC-43, PEAC-46, PEAC-47, PEAC-49, PEAC-50 or PEAC-69. Each course is not repeatable. Formerly PE-1.228. Not open to students who have completed PE-1.228 with a grade of "C" or better

[CSU; UC]

PEAC-44. Water Jogging (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A water exercise class emphasizing cardiovascular endurance, muscular development and flexibility using Hydro-Fit jogging cuffs and Aqua jogger belts.

[CSU; UC]

PEAC-46. Circuit Endurance Training (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Circuit training to develop cardiovascular efficiency, strength, endurance and flexibility. Self-monitoring of heart rate emphasized throughout the class. Students may only take four of the following courses: PEAC-43, PEAC-46, PEAC-47, PEAC-49, PEAC-50 or PEAC-69. Each course is not repeatable. Formerly PE-1.204. Not open for credit to students who have completed PE-1.204 with a "C" or better.

[CSU; UC]

PEAC-47. Strength Conditioning Lab (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A progressive weight training and conditioning course involving the use of weight machines, free weights and cardiovascular equipment to develop muscular strength, endurance and general fitness.

[CSU; UC]

PEAC-49. Aerobic Strength Conditioning (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Develop cardiovascular efficiency, strength, endurance, and flexibility through the use of weight machines, free weights and cardiovascular equipment. Emphasis is placed on improving overall fitness while exercising safely. Students may enroll in PEAC-43, PEAC-46, PEAC-47, PEAC-49, PEAC-50 or PEAC-69 up to four times for credit. Each course is not repeatable.

[CSU; UC]

PEAC-50. Power Lifting (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Power lifting utilizing primarily free weights. Emphasis is on lifting for strength and power by concentrating on the core power lifts and other multiple joint exercises. Course provides the opportunity for students to improve their flexibility, muscular definition and endurance. Formerly PE-1.197. Not open to students who have completed PE-1.197 with a grade of "C" or better.

[CSU; UC]

PEAC-51. Wellness through Walking (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Fundamentals of walking are introduced for the student's enhancement in cardiovascular fitness and weight control through exercise, stretching, and progressive endurance walks. Nordic walking sticks will be introduced.

[CSU; UC]

PEAC-52. Volleyball (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Develop and improve fundamental volleyball skills including passing, setting, digging, serving, spiking, and blocking. Students practice offensive and defensive strategies and utilize these skills and strategies during game play. Formerly PE-1.186. Not open to students who have completed PE-1.186.

[CSU; UC]

PEAC-55. Soccer (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Instruction in the fundamental skills of soccer including dribbling, heading, trapping, passing, and team play. Formerly PE-1.183. Not open to students who have completed PE-1.183.

[CSU; UC]

PEAC-56. Self-Defense/Martial Arts (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Course will examine the various methods of self-defense/martial arts for men and women that will have an emphasis on the protection from assaults and use of defensive techniques and strategies. Students will learn Katas required for belt promotion.

[CSU; UC]

PEAC-58. Beginning Tennis (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Develops basic skills necessary to play tennis. Emphasis is placed on the fundamental techniques, rules, scoring, history, and tennis etiquette. Students will supply their own tennis racquet and two cans of tennis balls.

[CSU; UC]

PEAC-59. Intermediate Tennis (1 - 1.5)

Advisory: *The student should have previous playing experience in high school or a United States Tennis Association (USTA) skill rating of 3.0 or higher according to the National Tennis Rating Program (NTSP) or completed PEAC-58, Beginning Tennis, with a grade of "C" or higher prior to enrolling in Intermediate Tennis.*

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Develops intermediate techniques necessary to play tennis. Emphasis on intermediate techniques, tennis terminology, scoring and rules of the game. Students will supply their own tennis racquet and two cans of tennis balls.

[CSU; UC]

PEAC-61. Beginning Swimming (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Beginning skills and techniques introduced and practiced, allowing the student to become comfortable in the water.

[CSU; UC]

PEAC-62. Intermediate Swimming (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Intermediate skills and techniques introduced and practiced. Introduction to diving and the use of springboard will be covered. The students should be able to swim strokes such as the crawl, beginning back stroke, back crawl and side stroke.

[CSU; UC]

PEAC-63. Advanced Swimming (1 - 1.5)

Advisory: *Intermediate skill level competency or completed PEAC-62, with a "C" or higher prior to enrolling in Advanced Swimming.*

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Advanced skills and techniques introduced and practiced in both swimming and springboard diving. The students should be proficient in strokes such as the crawl, back stroke, butterfly and side stroke and also be skilled in jumping and diving into the pool from the deck, low and high boards.

[CSU; UC]

PEAC-64. Beginning Golf (1)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Course provides instruction in the fundamental skills and techniques of golf including, stance, grip, basic rules, and course etiquette.

[CSU; UC]

PEAC-66. Zumba Aerobics 1 (1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Zumba is a Latin-inspired, dance-fitness aerobics class that incorporates Latin and International music and dance movements. Zumba workouts are designed to increase cardiovascular efficiency, strength, endurance, and flexibility by incorporating nonstop rhythmic exercise to Latin and international music. Class activity includes a warm-up, aerobic activity and a cool down. Formerly PE-1.137. Not open to students who have completed PE-1.137.

PEAC-68. Swim Fitness (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Intermediate swimming techniques practiced while improving endurance and cardiovascular fitness. Formerly PE-1.134. Not open for credit to students who have completed PE-1.1.34 with a grade of "C" or better.

[CSU; UC]

PEAC-69. Introduction to Weight Training (1 - 1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A progressive weight training program to increase flexibility, strength, endurance and skills. Course will begin with a health screening and baseline or functional capacity fitness assessment. Formerly PE-1.131. Students may only take four of the following courses: PEAC-43, PEAC-46, PEAC-47, PEAC-49, PEAC-50 or PEAC-69.

[CSU; UC]

PEAC-70. Basketball (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A course designed to develop a thorough understanding of the game of basketball. Individual game skills, popular systems of play and strategy, and the rules of the game will be discussed and analyzed. Course will begin with a health screening and baseline or functional capacity fitness assessment. Formerly PE-1.110. Not open to students who have completed PE-1.110.

[CSU; UC]

PEAC-72. Intermediate Basketball (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed to develop fundamental skills, techniques, and the physical conditioning necessary to play intermediate basketball. Students practice offensive and defensive strategies and use these skills and strategies during game play. Formerly PE-1.112. Not open to students who have completed PE-1.112 with a grade of "C" or better.

[CSU; UC]

PEAC-74. Advanced Volleyball (1 - 1.5)

Advisory: *Intermediate skill level competency or completed PEAC-52, with a "C" or higher prior to enrolling in Advanced Volleyball.*

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed to give experienced volleyball players an opportunity to strengthen his/her skills. Emphasis will be placed on performance in competitive situations during class time as preparation for life-long fitness.

[CSU; UC]

PEAD-78. Adaptive Core Strengthening (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

This course is designed for students with disabilities that desire to improve their core strength, posture and overall fitness level. This course will utilize and adapt exercise techniques such as Yoga, Pilates, Strength Training and Functional Training. This class is offered on an open entry/open exit basis. Students should complete an application in the DSPS Office for verification of eligibility for this class.

[CSU; UC]

PEAD-80. Adaptive Swimming (1.5)

Pass/No Pass Option

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

A course designed for students with disability to acquire basic fundamental skills and functional knowledge of safety to enable the student to successfully participate in swimming. Students should complete an application in the DSPS Office for verification of eligibility for this class.

[CSU; UC]

PEAD-84. Adaptive Circuit Endurance Training (1 - 1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the physically challenged students to enhance their strength and cardiovascular endurance by using progressive resistance machines to develop muscle strength, endurance flexibility, and heart health. This class is offered on an open/entry, open/exit basis. Students should complete an application in the DSP&S Office for verification of eligibility for this class.

[CSU; UC]

PEIN-17. Intercollegiate Basketball (1.5)

Lec *13.5 Hrs* ***Lab*** *40.5 Hrs*

Advanced techniques and strategies for competitive intercollegiate basketball competition. Approximately twenty-eight intercollegiate scheduled games. May be taken up to four times for credit.

[CSU; UC]

PEIN-19. Intercollegiate Football (3)

Lab *162 Hrs*

Advanced techniques and strategies of competitive intercollegiate football competition. Approximately ten intercollegiate scheduled games. Formerly PE-3.513. May be taken up to two times for credit.

[CSU; UC]

PEIN-20. Intercollegiate Soccer (3)

Lab *162 Hrs*

An advanced course designed to develop techniques and strategies of intercollegiate soccer competition. Approximately twenty-five games are scheduled. May be taken up to four times for credit.

[CSU; UC]

PEIN-21. Intercollegiate Softball for Women (3)

Lab *162 Hrs*

Advanced techniques and strategies of competitive intercollegiate softball competition. Thirty-two intercollegiate games.

[CSU; UC]

PEIN-22. Intercollegiate Volleyball (3)

Lab *162 Hrs*

Advanced techniques and strategies of women's competitive intercollegiate volleyball competition. Approximately twenty-eight scheduled games. Formerly PE-3.516. May be taken up to four times for credit.

[CSU; UC]

PEIN-23. Intercollegiate Cross Country (3)

Lab *162 Hrs*

Advanced course designed to develop techniques and strategies for intercollegiate cross country competition. Approximately ten intercollegiate meets are scheduled. Formerly PE-3.530. May be taken up to four times for credit.

[CSU; UC]

PEIN-24. Intercollegiate Track and Field (3)

Lab *162 Hrs*

Intercollegiate track and field using advanced skills, techniques, and strategies. Eighteen intercollegiate competitions. Formerly PE-3.531. May be taken up to three times for credit.

[CSU; UC]

PEIN-25. Intercollegiate Sports Conditioning (1.5)

Lab *81 Hrs*

Advanced strategies for competitive intercollegiate sports competition through the development of cardiovascular endurance, flexibility and strength through the use of weights and cardiovascular equipment with emphasis on specific strategies dependent on the sports activity. Formerly PE 1.146. May be taken up to four times for credit.

[CSU; UC]

PEIN-26. Intercollegiate Baseball (3)

Lab *162 Hrs*

Advanced techniques and strategies of competitive intercollegiate baseball competition. Approximately thirty-two intercollegiate games. Formerly PE-3.510. May be taken up to three times.

[CSU; UC]

PEIN-27. Intercollegiate Swim and Dive (3)

Lab *162 Hrs*

Advanced techniques and strategies of competitive intercollegiate swimming and diving competition. Approximately eleven intercollegiate meets are scheduled.

[CSU; UC]

PEIN-30. Preseason Sport Conditioning, Basketball (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level. Course content will emphasize methods to give basketball players an opportunity to improve fitness, strength, and flexibility to minimize injury potential to men/women interested in intercollegiate basketball in a preseason setting. May be taken up to 4 times.

[CSU; UC]

PEIN-32. Pre-Season Sport Conditioning (1)

Lec *13.5 Hrs;* ***Lab*** *14 Hrs*

Designed for the student who wishes to compete at the intercollegiate level. Course content will emphasize pre-season conditioning for one of the following sports: baseball, track, cross country, soccer, softball, swimming and diving, and volleyball. It is an intensive training program based upon improving basic skills, speed, flexibility, agility, reaction time, coordinated movement and cardiovascular endurance. Students should have previous organized athletic experience. Students will enroll in the appropriate conditioning class that corresponds to their sport participation. May be taken up to 4 times.

[CSU; UC]

PEIN-40. Nontraditional Season, Basketball (1)

Lec *13.5 Hrs;* ***Lab*** *14 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced basketball players an opportunity to improve skills, fitness levels, and tactical understanding of basketball. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of Basketball. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaws 3.17.1. May be taken up to 4 times for credit.

[CSU; UC]

PEIN-41. Nontraditional Season, Soccer (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced soccer players an opportunity to improve skills, fitness level, and tactical understanding of soccer. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of Soccer. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1 May be taken up to 4 times.

[CSU; UC]

PEIN-42. Nontraditional Season, Volleyball (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced volleyball players an opportunity to improve skills, fitness levels, and the tactical understanding of volleyball. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of Volleyball. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1. May be taken up to 4 times.

[CSU; UC]

PEIN-43. Nontraditional Season, Baseball (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced baseball players an opportunity to improve skills, fitness levels and tactical understanding of baseball. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of baseball. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1. May be taken up to 4 times.

[CSU; UC]

PEIN-44. Nontraditional Season, Softball (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced softball players an opportunity to improve skills, fitness levels and tactical understanding of softball. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of softball. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1. May be taken up to 4 times.

[CSU; UC]

PEIN-45. Nontraditional Season, Track and Field (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced track and field participants an opportunity to improve skills, fitness levels and tactical understanding of track. Emphasis will be placed on performance in competitive situations during class and participants in California Community College Athletic Association's Nontraditional Season of Track and Field. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw, 3.17.1. May be taken 4 times.

[CSU; UC]

PEIN-46. Nontraditional Season, Football (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced football players an opportunity to improve skills, fitness levels and tactical understanding of football. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of Football. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1. May be taken up to 4 times.

[CSU; UC]

PEIN-47. Nontraditional Season, Swim and Dive (1.5)

Lec *13.5 Hrs;* ***Lab*** *40.5 Hrs*

Designed for the student who wishes to compete at the intercollegiate level and gives experienced swimmers and divers an opportunity to improve skills, fitness levels, and the tactical understanding of swim and dive. Emphasis will be placed on performance in competitive situations during class and participation in California Community College Athletic Association's Nontraditional Season of swim and dive. Students must have a current medical physical on file to participate in nontraditional competitions. CCCAA Bylaw 3.17.1. May be taken up to 4 times.

PETH-1. Introduction to Kinesiology (3)

Lec *54 Hrs*

Introductory course in the interdisciplinary approach to the study of human movement. Provides an overview of the importance of the sub-disciplines in Kinesiology along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

[CSU; UC; CSU-GE, AREA E] [C-ID KIN 100]

PETH-2. Care and Prevention of Athletic Injuries (4)

Lec *54 Hrs;* ***Lab*** *54 Hrs*

This course is designed to prepare prospective coaches, athletic trainers, and physical educators in the recognition, evaluation and care of athletic injuries. Laboratory activities will be included that provide direct application of classroom content.

[CSU; UC]

PETH-3. Concepts of Fitness and Wellness (3)

Lec *54 Hrs*

Basic concepts of fitness, nutrition, health promotion and disease prevention. The students will gain knowledge to make appropriate choices that contribute to a healthy lifestyle. The course will incorporate both lecture and physical activity laboratory assignments.

[CSU]

PETH-4. Mental Skills for Sports Performance (3)

Lec *54 Hrs*

Students will learn techniques for developing and refining psychological skills to enhance athletic growth and performance. In addition, they will improve their coaching skills and establish a culture of providing positive instruction. Course topics will assist students to maximize their athletic skill and development as well as addressing such issues as confidence, attention, goal setting, coping with injury and injury prevention.

[CSU; UC; CSU-GE, AREA E]

PETH-5. Sport in Society (3)

Lec *54 Hrs*

An overview of the historical development of sport and current roles of sport in society. Includes interaction of sport with societal values and ethics and outcomes affecting professional and collegiate sports.

[CSU; CSU-GE, AREA D; UC]

PETH-10A. Theory and Analysis of Football I (2)

Lec *36 Hrs*

Beginning techniques and strategies of football as played at the intercollegiate and professional levels. Advanced skills, strategies and rules of the game are discussed and analyzed.

[CSU; UC]

PETH-10B. Theory and Analysis of Football II (2)

Lec *36 Hrs*

Beginning and intermediate techniques and strategies of football as played at the intercollegiate and professional levels. Advanced skills, strategies, computer analysis, and rules of the game are discussed and analyzed.

[CSU; UC]

PHYSICS

PHY-2A. College Physics I (4)

Prerequisite: *MAT-24 with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

This is the first course in a two-semester sequence that satisfies the physics requirement for some majors. Core topics include: kinematics, dynamics, work and energy, momentum, rotational motion, fluids, and simple harmonic motion.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID PHYS 105] [C-ID PHYS 100S with PHY-2B]

PHY-2B. College Physics II (4)

Prerequisite: *PHY-2A with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

This is the second course in a two-semester sequence that satisfies the physics requirement for some majors. Core topics include; mechanical waves and sound, electrostatics, magnetism, DC circuits, optics and modern physics.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID PHYS 110] [C-ID 100S with PHY 2A]

PHY-4A. General Physics I/ Mechanics (4)

Prerequisite: *MAT-3A with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Core topics include vectors and scalars, translational kinematics, Newton's laws, gravitation, statics and dynamics, work and energy, momentum, rotational kinematics and dynamics, fluids, and simple harmonic motion. Part of a three-semester calculus-based physics sequence intended for students majoring in the sciences and engineering.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID PHYS 205]

PHY-4B. General Physics II/ Electricity and Magnetism (4)

Prerequisite: *PHY-4A with a grade of "C" or better.*

Corequisite: *MAT-3B*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Core topics include electrostatics, fields, potentials, Gauss's Law, resistivity, capacitors, DC and AC circuits, magnetism, Faraday's and Lenz's Laws, Ampere's Laws, and Maxwell's equations. Part of a three-semester calculus-based physics sequence. It is intended for students majoring in the sciences and engineering.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID PHYS 210]

PHY-4C. General Physics III/ Waves, Heat, Light, Sound and Modern Physics (4)

Prerequisite: *PHY-4A with a grade of "C" or better.*

Corequisite: *MAT-3B*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

Core topics include mechanical waves, laws of thermodynamics, optics, and selected topics in modern physics. Part of a three-semester calculus-based physics sequence. It is intended for students majoring in the sciences and engineering.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]
[C-ID PHYS 215]

PHY-10. Introduction to Physics (4)

Prerequisite: *MAT-123 with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An overview of some of the more important and interesting phenomena in physics including falling bodies, Newton's laws of motion, satellite and planetary motion, heat, light, sound, waves, atomic structure, nuclear physics, energy, electricity and magnetism. Emphasis is on developing a practical understanding of principles rather than a detailed mathematical treatment. Not open to students who are concurrently enrolled in or who have completed Physics 2A, 2B, 4A, 4B, or 4C with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA B1, B3; IGETC, AREA 5]

PHY-32. Survey of Chemistry and Physics (4)

Prerequisite: *MAT-121 with a grade of "C" or better.*

Lec *54 Hrs;* ***Lab*** *54 Hrs*

An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors including elementary education.

[CSU, UC; CSU-GE, AREAS B1, B3; IGETC, AREA 5A, 5C]
[C-ID PHYS 140]

POLITICAL SCIENCE

POL-1. American Political Institutions (3)

All Terms

Lec *54 Hrs*

Introduction to the U.S. Constitution, American political institutions, and California state government. Topics include basic concepts from political philosophy, constitutional law, institutions of the federal government, political parties and elections, federalism, public opinion, the media, interest groups, and civil liberties and civil rights. Contemporary issues in political science will be presented from a variety of viewpoints.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID POLS 110]

POL-2. Contemporary Governments Abroad (3)

Advisory: *Eligibility for ENG-1A*

Spring Only

Lec *54 Hrs*

This course is focused on comparative studies regarding contemporary governments abroad and their role in the on-going process of political and economic globalization. The forms of government studied in this course include parliamentary democracy, federal republic, direct democracy, authoritarian regime, and theocracy. Studies focus on a country's critical junctures, political economy and development, governance and policy-making, representation and participation, and politics in transition. Contemporary issues in comparative government will be presented from a variety of viewpoints.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID POLS 130]

POL-3. Introduction to International Relations (3)

Advisory: *Eligibility for ENG-1A*

Fall Only

Lec *54 Hrs*

Focused on the practice and theory of international relations within the framework of traditional orientations and alternative approaches to international politics. Traditional orientations and alternative approaches to international politics are utilized to analyze divergent political orientations, organizational structures, approaches to conduct, pursuing peace, and the global economy. Topics include the evolution of world politics, levels of analysis and foreign policy, nationalism, globalization and transnationalism, the nation-state, intergovernmental organizations, diplomacy, international law and human rights, and international political economy. Contemporary issues in international relations will be presented from a variety of viewpoints.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID POLS 140]

POL-5. Chicano Politics and the American Political System (3)

Advisory: *ENG-1A and POL-1*

Fall Only

Lec *54 Hrs*

A survey of U.S. and California political institutions, including the U.S. Constitution as it relates to Chicanos. Chicano organizations, political models, ideology, political participation, and leadership will be studied. The role of race, class, immigration status, sex, gender, identity and the struggle for social justice, equality and political participation will be examined. The role of the media and polling will also be examined. Not open to students who have completed ETH-5 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

POL-6. Introduction to Political Theory & Thought (3)

Spring Only

Lec *54 Hrs*

This course is an introduction to various theoretical approaches to politics and basic political problems and proposed solutions as developed over the course of 2,500 years of Western political thought. Course topics include the correlation between ideology and democracy, liberalism, conservatism, socialism, and contemporary liberation ideologies as applied to the politics of identity. Contemporary issues in political theory will be presented from a variety of viewpoints.

[CSU; UC; CSU-GE; AREA D; IGETC, AREA 4]

PSYCHOLOGY

PSY-2. General Psychology (3)

Advisory: *Eligibility for ENG-1A*

All Terms

Lec *54 Hrs*

Introduction to the fundamental principles and concepts of human behavior and mental processes. Topics include psychology as a science, biological bases of behavior, lifespan development, perception, conditioning and learning, memory, cognition, motivation and emotion, personality, psychological disorders, methods of therapy, and social and applied psychology. Recommended for college and university transfer students. Not open to students who have completed PSY-1A with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID PSY 110]

PSY-6. Social Psychology (3)

Advisory: *PSY-2; Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs*

Survey of scientific theories and research on the nature, causes, and consequences of group and individual behavior within a social context. Topics include aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, social cognition, and altruism.

[CSU; UC; CSU-GE, AREA D; IGETC AREA 4]
[C-ID PSY 170]

PSY-9. Research Methods in Psychology (4)

Prerequisite: *PSY-2 and MAT-13 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs* ***Lab*** *54 Hrs*

Scientific methods of investigating behavior and mental processes. Students will understand and apply basic research methods in psychology, including research design, review of professional literature, data analysis, and interpretation. The ethics of research with human and animal subjects will be included. In laboratory sessions students will conduct research, analyze data and interpret results.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4] [C-ID PSY 205B]

PSY-10. Introduction to Biological Psychology (3)

Prerequisite: *PSY-2 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs*

An advanced consideration of the relationship between the brain and behavior emphasizing the structure and function of neurons and other components of the nervous system. The contributions, philosophy, and ethics of research on humans and animals will be examined. Other topics include brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, motivation, learning, memory, language, and cognition as well as disorders that arise from nervous system malfunctioning.

[CSU; UC; CSU-GE, AREA B2; IGETC, AREA 5]
[C-ID PSY 150]

PSY-12. Theories of Personality (3)

Advisory: *PSY-2; Eligibility for ENG-1A*

Fall Only

Lec *54 Hrs*

A comparative analysis of the major theories of personality theory integrating research and assessment techniques. Theoretical perspectives will include psychoanalytic, psychodynamic, humanistic, behavioral, cognitive, trait, social learning, and cross-cultural approaches.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

PSY-14. Child Psychology (3)

Advisory: *Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs*

A survey of the psychological growth from conception through adolescence. Particular emphasis is given to physical, cognitive, and emotional development as well as biological and social influences. Topics will include an analysis of classic and contemporary theories and issues within the field of child psychology.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]

PSY-15. Human Sexuality (3)

All Terms

Lec *54 Hrs*

A current and comprehensive introduction to the topic of human sexuality from the psychological, biological, sociocultural, and historical perspectives. Laboratory and survey research, findings from clinical experience, and historical sources will be analyzed. Topics to be discussed include (but are not limited to) sexual anatomy, sexual beliefs, values and expression, and concerns related to human sexuality. The various methods of contraception and safer sex practices will be evaluated. Current sex norms and aspects of interpersonal and individual sexual adjustment will be explored.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]
[C-ID PSY 130]

PSY-22. Abnormal Psychology (3)

Prerequisite: *PSY-2 with a grade of "C" or better.*

Advisory: *Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs*

An introduction to the research and theories regarding the major types of psychopathology, including schizophrenia, and the anxiety, mood, dissociative, somatoform, and personality disorders. Emphasis on understanding the symptoms, causes, treatments and prevention of the disorders as viewed from the psychological, social and biological perspectives.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID PSY 120]

PSY-25. Developmental Psychology: Lifespan (3)

Advisory: *Eligibility for ENG-1A*

Fall/Spring

Lec *54 Hrs*

Investigates psychological development from conception through adulthood and the end of life. Focus areas include physical, cognitive, social and personality development as well as the current theoretical and research approaches which contribute to an understanding of human development over the lifespan.

[CSU; UC; CSU-GE, AREA D, AREA E1; IGETC, AREA 4]
[C-ID PSY 180]

PSY-30. Forensic Psychology (3)

Spring Only

Lec *54 Hrs*

Introduction to the fundamental principles and concepts of forensic psychology. Topics include the role of psychology in the criminal and civil courts, identifying criminal behavior, evaluating fitness for trial, the insanity defense, helping victims of crime, family violence, dealing with offenders, investigation and prosecution, evaluating civil matters including family court.

[CSU]

PSY-33. Personal and Social Adjustment (3)

Advisory: *Eligibility of ENG-1A*

Spring Only

Lec *54 Hrs*

Designed for students interested in applications of psychology to everyday life situations. The course considers various psychological perspectives and theoretical foundations and how they are applied across the lifespan, taking into account the influence of culture, gender, ethnicity, historical context, and socio-economic status. Includes a broad understanding of how scientists, clinicians and practitioners study and apply psychology and how psychology is related to other social sciences.

[CSU; CSU-GE, AREA D9, E] [C-ID PSY 115]

PSY-41. Psychology of Human Relations (3)

Fall Only

Lec *54 Hrs*

A psychological study of human relations. Principles of communication will be emphasized as they relate to the development and maintenance of human relationships. Other topics include relationship dynamics, intimacy, managing difficult emotions, conflict resolution and relationships over the lifespan.

[CSU; CSU-GE; AREA D, E]

PSY-42. Psychology of Women (3)

Lec *54 Hrs*

An examination of the psychological, cultural, social and biological factors influencing women's beliefs and behaviors across the life span. Topics include gender stereotypes, development of gender roles, gender comparisons, women and work, love relationships, women's physical and mental health, violence against women, and women in later adulthood. Students who take this course will acquire an understanding of what it means to be female in the U.S.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]

RESPIRATORY CARE

RCP-50. Respiratory Care Practitioner Responsibilities (1.5)

Prerequisite: *Admission to the Respiratory Care Practitioner Program*

Corequisite: *RCP-53*

Fall Only

Lec *27 Hrs*

Introduces the language of healthcare as professional communication skills are developed. The history of respiratory care as a discipline, the professional organizations that support the discipline, and ethical considerations are reviewed. Evidence-based medicine, critical thinking, health care reimbursement, infection control, and patient education are emphasized.

[CSU]

RCP-51. Pharmacology and Medication Administration (3)

Prerequisite: *Admission to the Respiratory Care Practitioner Program*

Corequisite: *RCP-53*

Fall Only

Lec *54 Hrs*

Focuses on pharmacological principles related to respiratory care. Medications pertinent to cardiopulmonary function including therapeutic gases and inhaled medications are reviewed. Drug routes, adverse reactions, and responsibilities of administration are discussed. Specific delivery devices using oxygen and aerosol therapy are emphasized. Critical thinking strategies are introduced as patient outcomes are evaluated.

[CSU]

RCP-52. Cardiopulmonary Anatomy and Physiology (2)

Prerequisite: *Admission to the Respiratory Care Practitioner Program*

Corequisite: *RCP-53*

Fall Only

Lec *36 Hrs*

Expands on specific concepts of normal cardiopulmonary anatomy and physiology. Cardiopulmonary anatomy and the processes of ventilation and circulation are emphasized.

[CSU]

RCP-53. Foundation Skills (1)

Prerequisite: *Admission to the Respiratory Care Practitioner Program*

Corequisite: *RCP-50, RCP-51, RCP-52 and RCP-54*

Fall Only

Lab *54 Hrs*

Basic respiratory care procedures are introduced and practiced in the lab and clinical settings. Hand washing, vital signs, universal precautions, oxygen, humidity and aerosol therapy, and basic bronchodilator medication delivery methods are practiced. Full respiratory assessment including auscultation, general appearance, and level of consciousness are practiced. Troubleshooting of equipment and maintenance of patient safety are emphasized.

[CSU]

RCP-54. Supervised Practice: Foundations (0.5)

Prerequisite: *Entrance into the Respiratory Care Practitioner Program*

Corequisite: *RCP-53*

Pass/No Pass Only

Fall Only

Lab *27 Hrs*

Application of the respiratory care process for the study of fundamental respiratory care skills required for bedside care. Emphasis is on infection control, basic physical assessment and cardiopulmonary assessment that is necessary to provide care for the hospitalized patient. The value of competence in infection control and cardiopulmonary assessment skills emphasized.

[CSU]

RCP-60. Diagnostics Studies & Respiratory Care (3)

Prerequisite: *RCP-50 with a grade of "C" or better.*

Corequisite: *RCP-63*

Spring Only

Lec *54 Hrs*

Cardiopulmonary assessment, cardiac monitoring and critical thinking skills are used to guide respiratory care. Diagnostic studies are analyzed as they relate to respiratory care. Invasive and non-invasive cardiopulmonary monitoring, polysomnography, pulmonary rehabilitation, and home care evaluation are presented.

[CSU]

RCP-61. Respiratory Therapeutics (3)

Prerequisite: *RCP-51 with a grade of "C" or better.*

Corequisite: *RCP-63*

Spring Only

Lab *36 Hrs* ***Lec*** *54 Hrs*

Basic ventilation and airway management strategies in various settings are described. Arterial blood gas sampling and analysis are reviewed and demonstrated with the focus on patient safety. Lung function test and diagnostic imaging are reviewed.

[CSU]

RCP-62. Cardiopulmonary Pathophysiology (2)

Prerequisite: *RCP-52 with a grade of "C" or better.*

Corequisite: *RCP-63*

Spring Only

Lec *36 Hrs*

Various cardiopulmonary disorders including; infection, cancer, obstructive conditions, restrictive conditions and pulmonary vascular disease. Patient care plans for specific disease processes are discussed for use in multiple health care settings.

[CSU]

RCP-63. Beginning Clinical Experience (4)

Prerequisite: *RCP-53 with a grade of "C" or better.*

Corequisite: *RCP-60, RCP-61, RCP-62 and RCP-64*

Pass/No Pass Only

Spring Only

Lab *216 Hrs*

Beginning respiratory care procedures and therapeutics are introduced in lab and clinical settings. Oxygen delivery devices, aerosol therapy, sputum mobilization techniques, suctioning and airway inflation strategies are practiced. Utilizing professional communication and critical thinking skills, the student will assess the patient's clinical manifestations, pertinent history, laboratory and diagnostic data to plan patient care.

[CSU]

RCP-64. Supervised Practice: Beginning (0.5)

Prerequisite: *RCP-54 with a grade of "C" or better.*

Corequisite: *RCP-63*

Pass/No Pass Only

Spring Only

Lab *27 Hrs*

Application of the respiratory care process for the study of beginning respiratory care skills required for bedside care. Emphasis is on cardiopulmonary assessment, interpretation of lab data, obtaining an arterial blood gas (ABG) sample, oxygen delivery, and medication administration that is necessary to provide care for the hospitalized patient. The value of competence in cardiopulmonary assessment, ABG, oxygen delivery, intubation and medication administration are emphasized.

[CSU]

RCP-70. Neonatal and Pediatric Respiratory Care Responsibilities (2)

Prerequisite: *RCP-60 with a grade of "C" or better.*
Corequisite: *RCP-73*
Fall Only
Lec *36 Hrs*

Assessment and care of neonatal and pediatric patients are introduced. Fetal development, maternal high risk conditions and neonatal resuscitation are reviewed. Specific neonatal and pediatric cardiopulmonary disorders are identified. Invasive and non-invasive cardiopulmonary monitoring and diagnostic testing are discussed.
[CSU]

RCP-71. Basic Mechanical Ventilation (3)

Prerequisite: *RCP-61 with a grade of "C" or better.*
Corequisite: *RCP-73*
Fall Only
Lec *36 Hrs;* ***Lab*** *54 Hrs*

Mechanical ventilation is introduced as patient safety is emphasized. Indications for intubation and mechanical ventilation are discussed. Classifications of mechanical ventilators, modes of operation, and internal and external components of ventilators are introduced. Effects of positive pressure ventilation on body systems are reviewed. Patient management, mechanical ventilation and cardiopulmonary monitoring, mode selection with rationale, and trouble-shooting of mechanical ventilation are reviewed.
[CSU]

RCP-72. Neurologic & Traumatic Conditions (2)

Prerequisite: *RCP-62 with a grade of "C" or better.*
Corequisite: *RCP-73*
Fall Only
Lec *36 Hrs*

Neurological effects on respiratory function are explored. The pathophysiology of motor and sensory injury to the cardiopulmonary system is reviewed. Patient assessment, respiratory interventions, pain management and Acute Respiratory Distress Syndrome (ARDS) are discussed. Emergency, acute and long-term cause and effects of pulmonary injury are evaluated. The role of the Respiratory Care Practitioner (RCP) in supporting oxygenation and ventilation in situations of neurological and traumatic injury is emphasized.
[CSU]

RCP-73. Intermediate Clinical Experience (4)

Prerequisite: *RCP-63 with a grade of "C" or better.*
Corequisite: *RCP-74*
Pass/No Pass Only
Fall Only
Lab *216 Hrs*

Intermediate respiratory care practitioner skills including intubation and mechanical ventilation are practiced in lab and clinical settings. Building on previously learned skills, clinical experiences include neonatal, pediatric and critical care areas.
[CSU]

RCP-74. Supervised Practice: Intermediate (0.5)

Prerequisite: *RCP-64 with a grade of "C" or better.*
Corequisite: *RCP-73*
Pass/No Pass Only
Fall Only
Lab *27 Hrs*

Application of the respiratory care process for the study of intermediate respiratory care skills required for bedside care. Emphasis is on pediatric and neonatal cardiopulmonary assessment, setting up a ventilator and ventilator monitoring that is necessary to provide care for the hospitalized patient. The value of competence in applying skills across the lifespan, and ventilator set up and monitoring is emphasized.
[CSU]

RCP-80. Advanced Life Support Responsibilities (1.5)

Prerequisite: *RCP-70 and RCP-72 with a grade of "C" or better.*
Corequisite: *RCP-83*
Pass/No Pass Only
Spring Only
Lec *18 Hrs;* ***Lab*** *27 Hrs*

Neonatal resuscitation, pediatric advanced life support, and advanced cardiac life support will be explained and demonstrated. Upon completion of each specialty class, the student will apply knowledge and skills to written and practical demonstration tests created by the American Heart Association and the American Academy of Pediatrics. Successful completion of both criteria will result in certification in each specific category.
[CSU]

RCP-81. Advanced Mechanical Ventilation (3)

Prerequisite: *RCP-71 with a grade of "C" or better.*
Corequisite: *RCP-83*
Spring Only
Lec *54 Hrs*

Advanced critical care strategies including interpretation of airway flow and waveform graphics are reviewed. Laboratory data, radiographic results, acid-base balance, and kidney function are analyzed related to ventilation status. Indications and hazards of intubation, chest drains, fiberoptic bronchoscopy, and in-hospital transport from infancy through adulthood are discussed. Advanced ventilator applications and weaning strategies are discussed, and cardiopulmonary pharmacology is reinforced. Patient and family education and support is promoted.
[CSU]

RCP-82. Clinical Reasoning Seminar (2)

Prerequisite: *RCP-72 with a grade of "C" or better.*
Corequisite: *RCP-83*
Spring Only
Lec *36 Hrs*

Critical thinking strategies are utilized as students actively participate in case study discussions. Emphasis is on developing and evaluating plans of care for patients with a variety of respiratory conditions encountered in multiple health care settings.
[CSU]

RCP-83. Advanced Clinical Experience (4)

Prerequisite: *RCP-73 with a grade of "C" or better.*
Corequisite: *RCP-84*
Pass/No Pass Only
Spring Only
Lab *216 Hrs*

Advanced respiratory care practitioner skills, including waveform analysis and ventilator adjustments, are practiced in the lab and clinical setting. Integration and mastery of skills learned in previous semesters is expected, ensuring competence. Communication, leadership, and management skills are demonstrated in variety of clinical settings.
[CSU]

RCP-84. Supervised Practice: Advanced (0.5)

Prerequisite: *RCP-74 with a grade of "C" or better.*
Corequisite: *RCP-83*
Pass/No Pass Only
Spring Only
Lab *27 Hrs*

Fourth-semester respiratory care students reinforce content presented within the scope of the respiratory care program. The course is individualized for each student based on his/her identified learning needs. This course provides the student the opportunity to discuss theoretical concepts and practice clinical skills to increase student success within the respiratory care program.
[CSU]

RCP-110. Foundations for Success (1.5)

Pass/No Pass Only
Fall Only
Lec *13.5 Hrs;* ***Lab*** *41 Hrs*

Introduction to professional behaviors, attitudes, and values that lead to academic and professional success as a respiratory care practitioner. Historical trends that influenced the role of the respiratory care practitioner as a knowledge-worker and current educational preparation will be explored. Test taking strategies, study skills, individual learning styles, communication, and stress reduction are explored. The learning environment is created to foster collaboration and curiosity. Prerequisite: Admission to the Respiratory Care Practitioner Program

RCP-225. Success Strategies for 1st Semester RCP Students (0.5)

Pass/No Pass Only
Fall Only
Lab *27 Hrs*

Designed for first semester respiratory care practitioner students interested in reinforcing content presented in RCP 50 series courses. The course is individualized for each student based on identified learning needs. The value of competency based education in respiratory care practice is emphasized. OTHER: Admission to the RCP program or permission of the Director of RCP program following withdrawal from a failure in any RCP 50 series course (RCP 50, 51, 52, 53, 54)

RCP-226. Success Strategies for 2nd Semester RCP Students (0.5)

Other: *Concurrent enrollment in the 2nd semester of the RCP program or approval of Director of RCP program following withdrawal or failure in RCP-60, RCP-61, RCP-62, RCP-63, or RCP-64.*
Pass/No Pass Only
Spring Only
Lab *27 Hrs*

Designed for second semester respiratory care practitioner students interested in reinforcing content presented in RCP 60 series courses. The course is individualized for each student based on identified learning needs. The value of competency based education in respiratory practice is emphasized.

RCP-227. Success Strategies for 3rd Semester RCP Students (0.5)

Corequisite: *RCP-74*
Other: *Permission of the Director of RCP program following withdrawal or failure in RCP 70 series courses (RCP 70, 71, 72, 73, 74).*
Pass/No Pass Only
Fall Only
Lab *27 Hrs*

Designed for respiratory care practitioner students interested in reinforcing content presented in RCP 70 series courses. The course is individualized for each student based on identified learning needs. The value of competency based education in respiratory practice is emphasized.

RCP-228. Success Strategies for 4th Semester RCP Students (0.5)

Corequisite: *RCP-84*
Other: *Permission of the Director of RCP program following withdrawal or failure in RCP 80 series courses (RCP 80, 81, 82, 83, 84).*
Pass/No Pass Only
Spring Only
Lab *27 Hrs*

Designed for respiratory care practitioner students interested in reinforcing content presented in RCP 80 series courses. The course is individualized for each student based on identified learning needs. The value of competency based education in respiratory practice is emphasized.

SCIENCE

SCI-124. Internship Preparation for Science, Technology, Engineering and Mathematics (1)

Lab *54 Hrs*

This course provides assistance for students to develop knowledge, skills, and attitudes for success in Science, Technology, Engineering and Mathematics (STEM) internship programs. Student preparation will focus on identification of and application for internships, abstract writing, poster creation, resume development, data analysis, project management, presentation delivery, and discipline specific skills. Prospective interns will work to develop attitudes that promote discussion, observation, teamwork, network building, and personal confidence.

SOCIAL JUSTICE

SJS-20. Introduction to Social Justice (3)

Advisory: *ENG-101*

Fall/Spring

Lec *54 Hrs*

Interdisciplinary study in race, class, gender, ethnicity, and marginalization in the United States. Examines social justice movements in relation to marginalized groups in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4] [C-ID SJS 110]

SJS-22. Introduction to Women's Studies (3)

Fall/Spring

Lec *54 Hrs*

Introduction to the theoretical frameworks and concepts of women's studies and feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, disability, age, religion, and other systems of difference.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4] [C-ID SJS 120]

SOCIOLOGY

SOC-1. Introduction to Sociology (3)

Advisory: *Eligibility for ENG-1A*

All Terms

Lec *54 Hrs*

Sociology is the scientific study of the relationship between the individual and society. Sociological concepts, theoretical approaches, and methods are examined. Topics include the analysis and explanation of social structure, group dynamics, socialization, inequality, social stratification, globalization, social change, demography and urbanization. Course objectives include the ability to make sociology relevant and applicable to students' everyday lives.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]
[C-ID SOCI 110]

SOC-5. Introduction to Social Problems (3)

Advisory: *Eligibility for ENG-1A; SOC-1*

All Terms

Lec *54 Hrs*

This course is a sociological analysis of social problems in the United States. It analyzes how sociologists understand, identify, and address social problems. Social problems include racism, sexism, poverty, crime, immigration, health, aging, family, education, the environment to urbanization. Examination and evaluation of sociological perspectives are applied to improve student's understanding of social problems.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]
[C-ID SOCI 115]

SOC-15. Sociology of Immigration and Identity in the U.S. (3)

Advisory: *SOC-1, SOC-42 and Eligibility for ENG-1A*

Spring Only

Lec *54 Hrs*

An introduction to the sociological study of immigration and settlement in the United States. Particular emphasis is given to the historical, social, economic, and political factors shaping migration, immigration, and transnationalism. Topics include acculturation, incorporation, assimilation, inter-ethnic relations, identity pressures, stereotypes and discrimination, immigration policy, struggles for equality, labor force participation, unauthorized immigrants, and unaccompanied children. Special attention is given to how race, age, gender, class, and immigration status shape immigrants identities and experiences.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

SOC-20. Sociology of Gender and Society (3)

Advisory: *SOC-1; Eligibility for ENG-1A*

Fall/Summer

Lec *54 Hrs*

A current and comprehensive sociological examination of masculinity and femininity as socially constructed from a macro-analysis of how institutions shape gender and micro-analysis of how individuals are socialized and "do" gender in the United States. Topics to be discussed may include socialization, gender and globalization, gender stereotypes, institutions on gendered experiences, women in leadership and social movements, gendered migration, and diaspora. An intersectional framework (gender, class, race, ethnicity, sexuality, age, disability, immigration status) is utilized in understanding gender relations. Contemporary issues in society will be presented from a variety of theoretical perspectives.

[CSU; UC; CSU-GE, AREA D] [C-ID SOCI 140]

SOC-30. Sociology of Latinxs in U.S. Society (3)

Advisory: *SOC-1 or SOC-42 or SOC-15 and Eligibility for ENG-1A*

Fall Only

Lec *54 Hrs*

Introduces students to the sociological examination of Latinx in the United States-tracing their development from its historical inception to contemporary experiences. Topics to be examined include legacy of conquest, identity and ethnic and racial labeling, media, culture and artistic expressions, gender and sexuality, racism, education, immigration, and family. Similarities and differences between Latinxare examined using an intersectional analysis of race, class, gender, sexuality, nationality, and immigration status.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 4]

SOC-41. Marriage and the Family (3)

Spring Only

Lec *54 Hrs*

Examines the family as a social institution with an emphasis on contemporary theory and research findings pertinent to family life. Topics include trends in family form, issues, problems, and functioning of the family in American society, as well as family organization in different ethnic, cultural, and historic settings.

[CSU; UC; CSU-GE, AREA D, E; IGETC, AREA 4]
[C-ID SOCI 130]

SOC-42. The Sociology of Minority Relations (3)

Advisory: *SOC-1; ENG-1A*

Fall/Spring

Lec *54 Hrs*

An examination of dominant minority group relations in the United States, with emphasis on contemporary America. The experiences of minority groups, including Latinos, African-Americans, Asian-Americans, and Native Americans, will be considered from various sociological perspectives.

[CSU; UC CSU-GE, AREA D; IGETC, AREA 4]
[C-ID SOCI 150]

SPANISH

SPA-1. Elementary Spanish (5)

Pass/No Pass Option

All Terms

Lec *90 Hrs*

Fundamentals of Spanish with emphasis on the development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the life, people, and cultures of the Spanish speaking world. Course designed for students with no prior background in Spanish. Not open to students who have completed SPA-1S or SPA-1X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]
[C-ID SPAN 100]

SPA-1S. Elementary Spanish for Spanish Speakers (5)

Pass/No Pass Option

All Terms

Lec *90 Hrs*

A parallel SPA-1 course for Spanish speakers conducted totally in Spanish with emphasis on grammar and writing. An oral command of the Spanish language required. Not open to students who have completed SPA-1 or SPA-1X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]

SPA-1X. Elementary Spanish for Chicano Students (5)

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

A parallel SPA-1 and SPA-1S course designed for English-dominant Chicano students whose home languages include Spanish. This course will serve any student who has an auditory comprehension and a basic oral command of Spanish. Course conducted primarily in Spanish with emphasis on speaking, reading, writing, and grammar. Not open to students who have completed SPA-1 or SPA-1S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]
[C-ID SPAN 100]

SPA-2. Elementary Spanish (5)

Prerequisite: *SPA-1 or SPA-1S or SPA-1X or two years of high school Spanish with a grade of "C" or higher or demonstration of language proficiency to level.*

Pass/No Pass Option

All Terms

Lec *90 Hrs*

Continuation of SPA-1 with further development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the cultures of the Spanish speaking world. Not open to students who have completed SPA-2S or SPA-2X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2, IGETC, AREA 6]
[C-ID SPAN 110]

SPA-2S. Elementary Spanish for Spanish Speakers (5)

Prerequisite: *SPA-1 or SPA-1S or SPA-1X, or demonstration of language proficiency to level. All prerequisites must be completed with a grade of "C" or better.*

Pass/No Pass Option

All Terms

Lec *90 Hrs*

A parallel SPA-2 and SPA-2X course designed for Spanish speakers. This course is conducted totally in Spanish with emphasis on reading, writing, and grammar. Not open to students who have completed SPA-2 or SPA-2X with a grade of "C" or better.

[CSU; UC; CSU-GE; AREA C2; IGETC, AREA 6]
[C-ID SPAN 110]

SPA-2X. Elementary Spanish for Chicano Students (5)

Prerequisite: *SPA-1 or SPA-1S or SPA-1X, or demonstration of language proficiency to level. This proficiency is determined according to Hartnell College's Prerequisite Clearance and Challenge processes. All prerequisites must be completed with a grade of "C" or better.*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

A parallel SPA-2 and SPA-2S course designed for English dominant Chicano students whose home languages include Spanish. This course will serve any student whose first language is not Spanish, but who has an oral command of Spanish. This course is conducted primarily in Spanish with emphasis on speaking, reading, writing, and grammar. Not open to students who have completed SPA-2 or SPA-2S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]
[C-ID SPAN 110]

SPA-3. Intermediate Spanish (5)

Prerequisite: *SPA-2 or SPA-2S or SPA-2X, or demonstration of proficiency to level. This proficiency is determined according to Hartnell College's Prerequisite Clearance and Challenge processes. All prerequisites must be completed with a grade of "C" or better.*

Pass/No Pass Option

Fall Only

Lec *90 Hrs*

Course conducted totally in Spanish with further emphasis on grammar, reading, and writing, including a strong cultural and literary component. Not open to students who have completed SPA-3S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3B, 6]
[C-ID SPAN 200]

SPA-3S. Intermediate Spanish for Spanish Speakers (5)

Prerequisite: *SPA-2 or SPA-2S or SPA-2X, or demonstration of language proficiency to level. This proficiency is determined according to Hartnell College's Prerequisite Clearance and Challenge Processes. All prerequisites must be completed with a grade of "C" or better.*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

A parallel SPA-3 course for Spanish speakers, conducted totally in Spanish with further emphasis on grammar, reading, and writing, including a strong cultural and literary component. Not open to students who have completed SPA-3 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3B, 6]
[C-ID SPAN 220]

SPA-4. Intermediate Spanish (5)

Prerequisite: *SPA-3 or SPA-3S, or four years of high school Spanish, or demonstration of proficiency to level. This proficiency is determined according to Hartnell College's Prerequisite Clearance and Challenge Processes.*

Pass/No Pass Option

Lec *90 Hrs*

Continuation of SPA-3. A course conducted totally in Spanish with further emphasis on oral proficiency, advanced grammar, reading and writing, including a strong cultural and literary component. Not open to students who have completed SPA-4S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6]
[C-ID SPAN 210]

SPA-4S. Intermediate Spanish for Spanish Speakers (5)

Prerequisite: *SPA-3S or SPA-3, or demonstration of proficiency to level. This proficiency is determined according to Hartnell College's Prerequisite Clearance and Challenge processes. All prerequisites must be completed with a grade of "C" or better.*

Pass/No Pass Option

Fall/Spring

Lec *90 Hrs*

A parallel SPA-4 course for Spanish speakers conducted totally in Spanish with further emphasis on advanced grammar, intensive reading and writing, including a strong cultural and literary component. Not open to students who have completed SPA-4 with a grade of "C" or better.

[CSU; UC CSU-GE, AREA C2; IGETC, AREA 3B, 6]
[C-ID SPAN 230]

THEATRE ARTS AND CINEMA

TAC-1. Introduction to Theatre (3)

Pass/No Pass Option

Lec *54 Hrs*

Provides the student with a basic definition of theatre, its historical foundations, genres, and current production practices leading to an appreciation of theatre. Students will be required to attend theatre performances for education and edification. Introduction to Theatre is required of all theatre arts majors. Formerly THA-1. Not open to students who have completed THA-1 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]
[C-ID THTR 111]

TAC-2. Script Analysis (3)

Lec *54 Hrs*

Introduces students to the essential elements of dramatic structure as manifest in the playscript. Students will learn how to read a play for its structure, scrutinizing the playwright's methods of creating theatre through plot, character and imagery, and understanding what scripts "mean" to the professional theatre artist and theatre-goer as distinct from other forms of literature. Students will undertake an in-depth study of dramatic play structure from both an historical and an aesthetic perspective, analyzing and understanding play scripts in a variety of genres and styles intended for production. Principles, theories and techniques of play script analysis for theatrical production will be the focus of the course. Not open to students who have completed THA-2 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]
[C-ID THTR 114]

TAC-3. History of the Theatre (3)

Lec *54 Hrs*

The study of the history of 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 analysis of structure, plot, character and historical relevance. Formerly THA-3. Not open to students who have completed THA-3 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA3]
[C-ID THTR 113]

TAC-7. Chicano Theatre (3)

Advisory: *ENG-1A*

Pass/No Pass Option

Lec *54 Hrs*

Introduces students to Chicano Theatre of North and South America. The course examines the rich history and ongoing developments in the culture and identity of the Chicano through exploration of the historical and contemporary Chicano way of life illustrated in stage production. Not open to students who have completed ETH-7, Chicano Theatre with a grade of "C" or better.

[CSU; UC; CSU-GE AREA C1; IGETC AREA 3]

TAC-10. Acting I (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

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: memorization, stage movement, vocal production, and interpretation of text. Attendance of a live performance for the purpose of evaluation. Formerly THA-10. Not open to students who have completed THA-10 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 151]

TAC-11. Acting II (3)

Prerequisite: *TAC-10 with a grade of "C" or better.*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

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.

[CSU; UC] [C-ID THTR 152]

TAC-15. Acting for the Camera (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduces the theory and technique of acting for cinema and video, focusing on the differences between stage acting and acting for the camera. Scenes and commercials are enacted and played back on videotape for class critiquing. Field trips may be required. Not open to students who have completed THA-5 with a grade of "C" or better.

[CSU]

TAC-17. Devised Theatre Performance - Creation Workshop (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Explores social needs and provides an overview of devising strategies in the theatre to address those needs. Students will explore the history of devised theatre, including happenings, creative collaboration, social-practice theatre/arts, and actor-generated theatre- and will study contemporary developments and applications of devised theatre methodologies. Students will develop skills and strategies for creating their own socially-conscious performance works. Course will culminate in an original, collaborative devised theatre production, with potential for service learning public presentation and with potential for entry in regional KCACTF Devised Theatre competition. Not open to students who have completed THA-7 with a grade of "C" or

[CSU]

TAC-20. Introduction to Ensemble Play Production (3)

Prerequisite: *Audition needed.*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

An introduction, for the actor, to the production of the ensemble play in production, with attention to script analysis, design elements, rehearsal and performance techniques; culminating in participation in the ensemble itself in a fully realized theatrical production. Not open to students who have completed THA-20 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 191]

TAC-21. Introduction to Modern Play Production (3)

Prerequisite: *Audition needed.*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

An introduction, for the actor, to the production of the modern play with attention to script analysis, design elements, rehearsal and performance techniques; culminating in participation in the performance itself in a fully realized theatrical production. Not open to students who have completed THA-21 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 191]

TAC-22. Introduction to Musical Theatre Production (3)

Prerequisite: *Audition needed.*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

An introduction to the production of the musical play with attention to directorial concept, script analysis, design elements, and performance techniques; culminating in participation in performance of a fully realized musical theatre production. Not open to students who have completed THA-23 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 191]

TAC-23. Introduction to Theatre for Social Change (3)

Pass/No Pass Option

Lec *54 Hrs*

Provides students with an understanding of the broad applications of theatre in the social sphere, as harbinger of change, justice, education, and civic engagement. Drawing from longstanding traditions in theatre and the arts, the course will survey a broad swath of artistic movements across time, culminating in the study of contemporary practices - local and global.

[CSU; UC; CSU-GE, AREA D; IGETC, AREA 3, 4]

TAC-24. Introduction to World Theatre Production: Concept and Development (3)

Prerequisite: *Audition needed.*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

An introduction, for the actor, to the production of the world theatre play with attention to directorial concept, script analysis, design elements, rehearsal and performance techniques; culminating in participation in a fully realized theatrical production. Not open to students having completed THA-130A, THA-130B or THA-130C. Formerly THA-24. Not open to students who have completed THA-24 with grade “C” or better.

[CSU; UC] [C-ID THTR 191]

TAC-25. Introduction to Revival Play Production (3)

Prerequisite: *Audition needed.*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

An introduction to the production of the revival play with attention to directorial concept, script analysis, design elements, rehearsal and performance techniques, and the ensemble itself; culminating in participation in a fully realized theatrical production. Not open to students who have completed THA-25 or THA-140A with a grade of "C" or better.

[CSU; UC] [C-ID THTR 191]

TAC-26. Stage Scenic Construction (3)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

Designed to teach the basic skills, concepts, and methods of beginning and intermediate scenic construction execution for the stage, providing practical experience in the application of production responsibilities in stage scenic construction. Covers the theater plant, theater personnel, scene construction, and scene painting. Students will work on a series of projects which will culminate in finished scenery for fully realized play, musical or a series of the two. Not open to students who have completed THA-26 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 192]

TAC-27. Scenic Painting, Properties, and Technical Production Techniques (3)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

Designed to teach the basic skills, concepts, and methods of beginning and intermediate scenic painting and properties execution for the stage, providing practical experience in the application of production responsibilities in scenic painting, properties and technical theatre. Covers the theater plant, theater personnel, scenic painting and properties execution, technical theatre elements, and their applications. Students will work on a series of projects which will culminate in finished scenic painting and properties and technical production execution for a fully realized production of a play, musical or a series of the two. Not open to students who have completed THA-27 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 192]

TAC-28. Makeup/Hair Techniques for the Stage (3)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

Designed to teach the basic techniques for the effective application of theatrical makeup and hair at the beginning level for the stage. The student will gain a practical, working knowledge of the principles of highlighting, shadowing, and contouring the human face with makeup. Explorations into the basic techniques involved in working with crepe hair, and various three-dimensional processes shall also be undertaken as the character and/or design requires. The relationships between the makeup designer, costume designer, wardrobe mistress, and makeup/dressing crew member will be emphasized. Students will work on a series of projects which will culminate in finished make-up design for a play, musical or a series of the two. Not open to students who have completed THA-28 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 192]

TAC-29. Stage Lighting and Sound (3)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

Designed to teach the basic skills, concepts, and methods of beginning and intermediate lighting, sound and rigging execution for the stage, with emphasis on equipment, control, color and their relationship to design. Students will work on a series of projects which will culminate in finished lighting, as well as sound, and/or rigging requirements for a play, musical or series of the two. The relationships between the lighting and sound designers, master electrician, and lighting and sound crew and technical director will be discussed. Not open to students who have completed THA-29 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 192]

TAC-30. Fundamentals of Theatre Design (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

Students will be offered a survey and historical overview of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, research, creative application and laboratory experience. Emphasis will be on contemporary developments in design and in formal theatrical applications. Not open to students who have completed THA-30 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 172]

TAC-40. Stage Costuming Practicum (3)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *108 Hrs*

Designed to teach the basic skills, concepts, and methods of beginning and intermediate costume construction and execution, through costuming for a fully realized theatrical production. The course will cover the theater plant, theater personnel, costume construction, and related technical and aesthetic applications. Students will work on a series of projects which will culminate in finished costume design/s for a play, musical production or a series of the two. Not open to students who have completed THA-40 with a grade of "C" or better.

[CSU; UC] [C-ID THTR 192]

TAC-50. Introduction to Film: History Up to the 1960'S (3)

Prerequisite: *Eligibility for ENG-101 or ESL-101.*

Lec *54 Hrs*

This course introduces the history and close analysis of film and early television texts from 1849-1960. The course examines the broad questions of form and content, aesthetics and meaning, and history and culture within the context of film, cinematic, and television media. Students will explore the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, acting styles, visual design, editing, sound, genre, ideology and critical analysis. Not open to students who have completed ENG-50 with a "C" or better.

[CSU; UC; CSU-GE, AREA C1; IGETC, AREA 3]

TAC-51. Beginning TV Studio Production (3)

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

This course introduces theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production.

[CSU]

TAC-52. Introduction to Stop-Motion Animation (3)

Lec *36 Hrs****; Lab*** *54 Hrs*

Introduces students to the fundamentals of animation. Surveying the history of stop-frame theatre and cinema, the course will provide a brief overview of animation history and contemporary applications. Students will provide materials.

[CSU]

TAC-53. Playwriting and Screenwriting (3)

Advisory: *Eligibility for ENG-1A*

Pass/No Pass Option

Lec *54 Hrs*

An introduction to the fundamentals of the craft of dramatic writing. Elements of plot construction and character development are emphasized through writing exercises, superior models of drama, and drafting and revision of an original script for stage or screen. Attending an out-of-class live drama performance and viewing an original screenplay may be required. Formerly THA-52. Not open to students who have completed THA-52 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C1]

TAC-54. Video Production Lab - Single Camera (3)

Prerequisite: *Eligibility for ENG-1A*

Advisory: *TAC-30*

Pass/No Pass Option

Lec *36 Hrs****; Lab*** *54 Hrs*

An introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. This course focuses on the aesthetics and fundamentals of scripting, producing, directing on location, post-production, and exhibition/distribution. Formerly THA-50. Not open to students who have completed THA-50 with a grade of "C" or better. Students will provide materials.

[CSU]

TAC-55. Directing (3)

Advisory: *Eligibility for ENG-1A*

Lec *36 Hrs****; Lab*** *54 Hrs*

An introduction to theatrical directing. Includes the process of preparing and analyzing a script for production, casting the show, blocking and rehearsing actors, and dealing with technical and promotion needs. It also includes directing scenes and preparing a prompt book. Formerly THA-51. Not open to students who have completed THA-51 with a grade of "C" or better.

[CSU; UC]

TAC-57. Introduction to Electronic Media (3)

Pass/No Pass Option

Lec *54 Hrs*

This course introduces the history, structure, function, economics, content and evolution of radio, television, film, the Internet, and new media, including traditional and mature formats. The social political, regulatory, ethical and occupational impact of the electronic media are also studied.

[CSU; UC]

TAC-58. Introduction to Media Writing (3)

Advisory: *ENG-1A*

Pass/No Pass Option

Lec *54 Hrs*

Basic introductory course in writing for film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual, and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.

[CSU; UC]

TAC-59. Beginning Audio Production (3)

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

This course serves as an introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software.

[CSU; UC]

TAC-91. New Works Project: Implementation and Practice (4)

Pass/No Pass Option

Lab *216 Hrs*

This course will guide a previously identified concept/text for a new theatrical work through additional stages of drafting, revision and preparation for presentation. Development may include adaptation of non-dramatic text into dramatic form, drafting of a play from an original idea; putting scenes from a dramatic text into workshops to determine the project's potential as a musical; improvisation to suggest new treatments, etc. Formerly THA-91B. Not open to students who have completed THA-91B with a grade of "C" or better.

[CSU; UC]

TAC-92. Children's Theatre (3)

Pass/No Pass Option

Lec *36 Hrs;* ***Lab*** *54 Hrs*

This course will involve students in theatrical production for young audiences. Participating in the production of a children's theatre performance, students will explore elements of design, technical theatre, performance, and stage management, as well as basic dramatic forms for the K-12 level student target audiences.

[CSU; UC] [CSU-GE, AREA C1, IGETC, AREA 3A]

WELDING

WLD-99. Occupational Cooperative Work Experience Education (1 - 8)

Fall/Spring

Pass/No Pass Option

Designed for students employed or volunteering in a field related to their college major or career goals to assist them in the development of skills and responsibilities related to their career choice. Structured objectives are developed and agreed upon by the student, college instructor, and employer. Students are eligible to earn 1 unit for 60 hours of volunteer work or for 75 hours of paid work. A maximum of four credit hours per semester may be earned up to a total of 16 semester credit hours in the Parallel Plan. A maximum of eight credit hours may be earned during one enrollment period up to a total of 16 semester credit hours for the Alternate Plan.

[CSU]

WLD-150. Introduction to Arc Welding (3)

Pass/No Pass Option

Fall/Spring

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Introductory level study and safe practice in shielded metal arc welding, gas metal arc welding, flux core arc welding and gas tungsten arc welding. Introduction to metallurgy, metal identification, destructive and non-destructive weld testing, welding symbols, and basic practices in metal repair and maintenance. A service course for other trades.

WLD-151. Introduction to GTAW/TIG Welding (3)

Pass/No Pass Option

Fall/Spring

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Introductory level study and safe practice in Gas Tungsten Arc (also known as TIG) Welding. Emphasis will be placed on the out of position welding of steel, aluminum and stainless steel joints and pipe fittings. Included will be study of ferrous and non-ferrous metallurgy and common practices of metal repair and maintenance.

WLD-152. Sheet Metal Fabrication (2)

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Introduction and basic training in sheet metal forming, fastening and pattern making skills. Students learn to develop patterns and fabricate a variety of sheet metal projects. Skills training in the safe and proper use of sheet metal related equipment. Formerly WLD-52. Not open to students who have completed WLD-52 with a grade of "C" or better.

WLD-153. Welding Fabrication (3)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Advisory: *WLD-151*

Pass/No Pass Option

Fall Only

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Practical experience in metal fabrication, production welding and maintenance welding techniques. Study and practice in measurement, blueprint reading, layout techniques, material selection, weight and cost estimation. Students are assigned various fabrication projects on industrial and agricultural equipment that require the use of the oxy-fuel, plasma, GMAW and GTAW processes. Not open to students who have completed WLD-53 with a grade of "C" or better.

WLD-154. Advanced Arc Welding (3)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Advisory: *WLD-151*

Pass/No Pass Option

Fall Only

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Advanced study of theory and practice of SMAW, GTAW, GMAW, FCAW, and various cutting practices. A course designed to prepare students for qualification in welding methods used in the agriculture, construction, pipeline and pressure vessel welding industries. Emphasis on destructive and nondestructive testing.

WLD-155. Ornamental Ironwork (2)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Advisory: *WLD-151*

Pass/No Pass Option

Spring Only

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Introductory level study of the practical application of traditional and modern metal working techniques. Focus is on the history, development and present day practices used in the fabrication of architectural ornamental ironwork. Emphasis is on applied safety and process fundamentals including mig welding, oxy-fuel and plasma cutting, metal forming and traditional hot forging practices.

WLD-156. Toolmaking (2)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Advisory: *WLD-151*

Pass/No Pass Option

Lec *18 Hrs;* ***Lab*** *54 Hrs*

An introductory level metalworking course that focuses on the making of basic hand tools for the trades. Introduction to basic steel metallurgy, hot forging, heat treating and grinding operations performed on tooling. Emphasis is on safety in the use of metalworking equipment and understanding of process fundamentals. Not open to students who have successfully completed WLD-56.

WLD-157. Pipe Welding (3)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Advisory: *WLD-151*

Pass/No Pass Option

Spring Only

Lec *27 Hrs;* ***Lab*** *81 Hrs*

Advanced study in SMAW and GTAW with full emphasis on pipe welding techniques. Students practice welding in the 2G, 5G and 6G positions on pipe and tubing.

WLD-158. Hard Facing and Surfacing (2)

Prerequisite: *WLD-150 with a grade of "C" or better.*

Pass/No Pass Option

Spring Only

Lec *18 Hrs;* ***Lab*** *54 Hrs*

Advanced study in arc welding methods with full emphasis on the practice of hardfacing and surfacing techniques used in the agricultural and construction industries. Students will practice applying surfacing with a variety of hardfacing electrodes using SMAW, OFW, FCAW, and spray surfacing methods.

JPA ADMINISTRATIVE OF JUSTICE

South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Hartnell College offers courses for students who are interested in Correctional officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by member colleges to provide vocational specific training which may require special facilities, special training conditions, or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center campus. Although open to the public, the majority of these courses are intended to serve those who are already employed in these fields. If you have questions about these courses, or if you would like information about a career in any of these areas, please call (408) 270-6458 or visit the South Bay webpage at www.theacademy.ca.gov

JFA and JFS courses do not follow the Hartnell College numbering pattern. All courses are degree applicable; courses followed by a [CSU] notation transfer to CSU

JAJ-1. PC 832 Laws of Arrest (1)

Prerequisite: *Requires each applicant not sponsored by a local or other law enforcement agency, or not a peace officer employed by a state or local agency, department, or district, submit written certification from the Department of Justice (Penal Code section 1311.5) that he/she has no criminal history background that would disqualify him/her from owning, possessing, or having a firearm under his/her control.*

Lec *4 Hrs;* ***Lab*** *36 Hrs*

This 40-hour course covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications, and arrest techniques. The PC 832 Arrest and Control is the minimum training standard for California peace officers as specified in Commission Regulation 1005. This training may be met by successful completion of a basic training course (e.g., Regular Basic Course, Specialized Investigators' Basic Course, and Level III Modular Format Course) or as a separate stand-alone certified course. **[CSU]**

JAJ-001. Dispatch Field Training Program (2 - 24)

Lec *40 Hrs;* ***Lab*** *200 Hrs*

This course is designed to provide a training continuum which integrates the acquired knowledge and skill from the Dispatcher Academy with the practical application of dispatch services. The Dispatch Training Program introduces newly assigned dispatchers to the personnel, procedures, policies and purposes of the individual agency and provides training specific to the agency. Students work one-on-one with a certified Communications Training Officer during daily duties required of the dispatcher. The Field Training Programs emphasis shall be on both training and evaluation of trainees.

JAJ-2. Basic Police Academy, Re-Qualification (3)

Prerequisite: *Requires each applicant not sponsored by a local or other law enforcement agency, or not a peace officer employed by a state or local agency, department, or district, submit written certification from the Department of Justice (Penal Code section 1311.5) that he/she has no criminal history background that would disqualify him/her from owning, possessing, or having a firearm under his/her control. Proof of completion of POST basic course or modular level.*

Pass/No Pass Only

Lec *4 Hrs;* ***Lab*** *132 Hrs*

This 136-hour course is certified by POST guidelines for Regular Basic course requalification requirements. Required for individuals who have successfully completed the Regular Basic Course (e.g. Basic Course, Basic Academy Modular, or the State Investigators Basic course) and who have not been hired nor experienced a three-year break in service. Also required for applicants who are seeking appointment or reappointment and who meet the minimum criteria as determined by POST to enter the course (out-of-state applicants).

[CSU]

JAJ-11. Special Weapons & Tactics (SWAT) (3 - 5)

Prerequisite: *POST Basic Certificate and Penal Code Section 13511.5 requires that each applicant for admission to a course of training certified by the Commission (including the PC 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, or possessing, or having under his or her control a firearm.*

Pass/No Pass Only

Lec *20Hrs;* ***Lab*** *180 Hrs*

This course, which meets the training requirements of the California Commission on POST, is designed to prepare law enforcement officers for the demands of departmental special teams (e.g., SWAT, SRT, ERT, MERGE). Includes qualification courses of fire, tactical, and combat shooting.

[CSU]

JAJ-12. Canine Update (4-9)

Pass/No Pass Only

Prerequisite: *POST Basic Certificate or equivalent.*

This course is designed to provide students with officer safety tactics, K-9 bite work, indoor/outdoor searches, apprehension and obedience work. Utilizing a field environment, and scenarios.

JAJ-13. Firearms Update (0.25 - 1)

Pass/No Pass Only

Lab *16-48 Hrs*

Provides POST required instruction to officers on tactical firearms and lethal force; consists of hands-on, practical skills firearms training for in-service officers. Emphasis is on safety, knowledge of weapons, and manipulative skills testing.

[CSU]

JAJ-14. Officer Safety/Field Tactics (0.5 - 1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Prerequisite: *POST Basic certificate or equivalent*

Focuses on officer safety tactics and skills including basic field techniques of officer safety, firearms, and arrest and control techniques. Examines contemporary and safe, techniques, legal mandates and new laws relative to each topic.

[CSU]

JAJ-15. Radar Training (0.5)

Pass/No Pass Only

Lab *32 Hrs*

Prerequisite: *POST Basic certificate or equivalent*

Proper use of RADAR (Radio Detection and Ranging) and LIDAR (Light Detection and Ranging) speed-measuring device to improve speed enforcement. Covers RADAR operations, enforcement principles of stationary and moving RADAR/LIDAR, and case law.

[CSU]

JAJ-16. Gang Training (0.5)

Advisory: *Completion of basic English Writing and Reading.*

Prerequisite: *POST Basic Certificate or equivalent.*

Pass/No Pass Only

Lab *24 Hrs*

This course is directed from a regional point of view to students in the identification and investigative techniques involved in gang activity and prosecution. The material presented is consistent with other information on gang activity throughout the state. The instructors are subject matter experts who meet with others to address gang problems in the region.

JAJ-17. Accident Investigation (1)

Prerequisite*: POST Basic Certificate or Equivalent Valid California Driver's License*

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed to provide students with necessary investigative skills that will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular collisions. The course is structured to augment training in vehicle accident investigation which students have already received, and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations.

[CSU]

JAJ-22. Law Enforcement Seminar/Conference (0.5 - 1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

This 8-40 hour variable course is designed as a symposium in Law Enforcement. Topics are designed for the in-service education and training requiring annual training to maintain employment.

JAJ-24. Perishable Skills Program (0.5)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *24 Hrs*

Prerequisite: *POST basic Certificate and compliance with Penal code section 13511.5.*

This variable-unit 8-24 hour course is designed to meet POST requirements for the Perishable Skills Program. In-service peace officers receive training in courses such as Driver Training, Arrest and Control, Tactical Communication, and Firearms.

[CSU]

JAJ-27. Crisis Intervention Training Academy (1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

The purpose of this curriculum is to facilitate law enforcement officers in the safe and secure assessment and transport to an appropriate designated mental health facility of an individual who is in a crisis as a result of a mental disorder and who meets the criteria established in Welfare & Institution Code #5150.

JAJ-28. Defensive Tactics Instructor (2)

Pass/No Pass Only

***Lec** 8 Hrs; **Lab** 72 Hrs*

This course meets the training requirements of the Commission on Peace Officers Standards and Training (POST). Covers control techniques, weapon retention, legal issues, and training for currently employed law enforcement officials to become instructors in defensive tactics. This course may be repeated for new content, ongoing training or updating.

[CSU]

JAJ-34. Motorcycle Instructor (2)

This course is designed to develop instructors for both basic and in-service motorcycle training. Prepares students to become Motorcycle Course Instructors and to teach students to safely and effectively operate a police motorcycle while performing a variety of law enforcement duties. Prerequisite: Possession of valid driver's license with a motorcycle endorsement POST certification of completion from 80 hour Basic Motorcycle Course At least one year of current enforcement riding experience

JAJ-35. Homicide Investigation (0.5 - 1)

***Lec** 0.47 Hrs; **Lab** 1.88 Hrs*

Provides training in the highly specialized field of Homicide Investigation to law enforcement investigators. Topics include the legal aspects of death investigation, homicide crime scene procedures, autopsy, psychological profiling, criminal psychology, laboratory work, gunshots, asphyxia, drowning, burning, cutting, stabbing, and interviewing techniques.

[CSU]

JAJ-99. Basic Motorcycle (2)

***Prerequisite**: 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Officer Safety.*

Proper and safe arrest and control technique. Proper and safe ground fighting technique

Pass/No Pass Only

Provides basic skills for motorcycle traffic patrol duties. Course includes Car Stop, Safety, Cone patterns, inspection and skill review.

[CSU]

JAJ-103. Field Training Officer (1)

***Prerequisite:** Must complete POST Basic Course or equivalent.*

Pass/No Pass Only

***Lec** 4Hrs; **Lab** 36 Hrs*

This 40-hour course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training officers and follows the guidelines and standards under 832.3 of the Penal Code.

[CSU]

JAJ-107. Instructor Development (0.5 - 1)

Pass/No Pass Only

***Lec** 9 Hrs; **Lab** 31 Hrs*

This POST-certified 24-40 hour variable-unit course is designed to provide instruction for POST Academy instructors in adult learning principles, including instructional planning skills and presentation and facilitation techniques.

[CSU]

JAJ-109. First Aid CPR/AED First Responder (0.5 - 1)

Pass/No Pass Only

***Lec** 8 Hrs; **Lab** 32 Hrs*

This 8-40 hour variable course provides First Responder CPR (adult, child, infant). Automated External Defibrillator (AED, and basic first-aid measure for a number of medical emergencies and conditions Public Safety Officers may encounter as a First Responder. Meets POST certification requirements. Can be adapted to a basic CPR and First Aid for civilians.

[CSU]

JAJ-110. Counselor Officer Training (0.5 - 4)

Pass/No Pass Only

Provides the training for the UCLA, Gang, Homicide, Counselors. Includes expectations, legal issues, child development, programs, youth development, safety and emergency procedures, active shooter and evacuations. The training ranges from active listening, and behavioral management to lecture and case scenarios. Training complies with POST, American Association Standards for Counselors and ADA.

JAJ-153. Traffic Collision Investigations Intermediate (2)

Pass/No Pass Only

The proper techniques for scene assessment, vehicle assessment, physical evidence, photography, definitions and terminology, and field and practical exercises in traffic collision investigation. Prerequisite: POST Basic Certificate or Equivalent

JAJ-159. Traffic Collision Investigation Advanced (2)

Prerequisite: *Basic POST Certificate or Equivalent*

Advisory: *JAJ-153*

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *72 Hrs*

Builds on concepts learned in the basic and intermediate courses. This course examines in detail the human environmental and vehicle factors of a traffic collision. Concepts taught include: a review of algebra and physics, interviewing techniques, roadway and environmental factors, advanced methods for processing collision scenes and creating scale diagrams, vehicle damage assessments, lamp analysis, occupant restraints, basic vehicle dynamics and occupants kinematics. Determination of speed based on projectile motion, and methods of conducting time-distance studies.

JAJ-164. Crime Scene Investigation (1)

Prerequisite: *POST Basic Certificate or Equivalent*

Pass/No Pass Option

Lec *10 Hrs;* ***Lab*** *30 Hrs*

Designed for students who desire and introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence.

JAJ-165. Active Shooter (0.25-0.5)

Prerequisite: *POST Basic Certificate or Equivalent*

Pass/No Pass Option

Lec *10 Hrs;* ***Lab*** *32 Hrs*

This course provides students with skills on Active Shooter and Critical Incidents as well as legal update on use of force issues, county protocol and departmental policy.

JAJ-166. Crime Scene & Forensic Photography (0.5)

Prerequisite: *POST Basic Certificate or Equivalent.*

Pass/No Pass Only

Lec *4Hrs;* ***Lab*** *20Hrs*

Provides the student with intensive knowledge and practical experience pertinent to crime scene and forensic photography of physical evidence, and latent prints found or developed on evidence. Equipment and procedures pertinent to crime scene and forensic photography and the detection and preservation of physical evidence will also be covered. Additional topics include: the proper selection of cameras, lenses, tripods, films, filters, specialized lighting techniques and high energy forensic lights.

JAJ-202. Law Enforcement Field Training Program (1 - 12)

Pass/No Pass Only

The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skill from the Regular Basic Police Academy with the practical application of law enforcement services. This 80-960 hour variable course is certified by Peace Officers Standards and Training (POST). Prerequisite: POST Basic Certificate or Equivalent Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm. Valid California Driver's License

JAJ-204. Annual Training for Corrections (0.5)

Pass/No Pass Only

Lab *24 Hrs*

This 24-hour course fulfills the California Corrections Standards Authority annual training requirements for eligible staff to remain current and to upgrade knowledge and skills. Content reflects state standards and agency education and training objectives for probation officers, adult institutions and juvenile institutions staff.

JAJ-205. Background Investigation (0.5)

Prerequisite: *POST Certificate or Equivalent Valid California Driver's License*

Pass/No Pass Only

Lab *35 Hrs*

Designed to give students the skills necessary to become an accomplished Background Investigator, this course applies the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. This course is certified by POST.

[CSU]

JAJ-206. Citizen Police Academy (0.5)

Pass/No Pass Only

Lec *4 Hrs;* ***Lab*** *36Hrs*

Enhances the relationship of the Police Department with the community by educating the citizen in various aspects of police operations. Intended for citizens who want to gain first-hand knowledge of police duties and responsibilities. The citizen becomes more aware of police services, the methodologies and strategies behind police programs and tactics, and other aspects of law enforcement.

JAJ-207. Skills & Knowledge Modular Training (0.5 - 2)

Prerequisite: *1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with Active Shooters, Knowledge of Vehicle Operations, and Familiarity with Pursuit, Familiarity with Defensive Tactics, Knowledge of Use of Force, and Familiarity with Firearms, Familiarity with Officer Safety, and Familiarity with Racial Profiling*

Pass/No Pass Only

Lec *8 Hrs* ***Lab*** *72Hrs*

This 8-80 hour variable course consists of modules dealing with different aspects of public safety training. Each module is 8 hours long and is either certified through Peace Officers Standards of Training (POST) or State Board of Corrections - Correctional Standard Authority (CSA) or the Office of the State Fire Marshall. Students will choose three (3) or more modules per semester to earn from 0.5 to 2 units. Each module may be repeated for credit every 2 years due to required updating of content as prescribed by changes in laws, regulations and procedures.

JAJ-208. Campus Law Enforcement (1)

Pass/No Pass Only

Lec *8 Hrs* ***Lab*** *32Hrs*

Students will be provided knowledge of school police officers responsibilities in the educational environment, school structure and their legal authority both on and off duty.

JAJ-211. Public Safety Dispatch – Update (1-5)

Pass/No Pass Only

Lab *250Hrs*

This 40-200 variable course is designed to provide necessary and required continuing professional training to public safety dispatches as required by The Commission on Peace Officer Standards and Training (POST). Students will learn radio procedures, ratio systems, telephone procedures, legal updates and emergency dispatching techniques.

JAJ-212. Emergency Medical Dispatch (0.5-1)

Prerequisite: *JAJ-210 with a grade of "C" or better.*

Pass/No Pass Only

Lec*8Hrs* ***Lab*** *32Hrs*

Designed to provide public safety dispatchers with the general knowledge how the emergency system operates and the services that are available. Includes medical dispatch orientation, basic telecommunications, allocation of EMS resources, medico-legal considerations, introduction to the Pre-Arrival Instruction Program, treatment sequence cards, pre-arrival instruction cards, interactive scenarios, multi-casualty incident/disasters, quality assurance program, and critical incident stress management.

JAJ-214. Basic Police Academy (22 - 27)

Prerequisite: *POST approved pre-entry English skills and physical abilities assessment examinations provided by the Academy. Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm. Medical clearance by a licensed physician and a valid driver's license.*

Lec *110Hrs;* ***Lab*** *970Hrs*

This 880-1080 variable hour course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance.

JAJ-216. Basic Fire Dispatcher (1 - 2)

Prerequisite: *Commission on Police Officer Standards & Training (POST) certified basic public safety dispatch academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: 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 skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced dispatch training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with Communication Center Radio Equipment, Familiarity with Penal, Vehicle, Welfare & Institutions, Health & Safety, Business & Professions, Government Code, and Municipal / County code books, Familiarity with types of critical incidents, Ability to read maps and street guides, knowledge of telephone answering procedures and technology, knowledge of interview techniques and call types.*

Pass/No Pass Only

This 80-hour course is designed to familiarize public safety dispatchers with field operations and provide them with the necessary skills to effectively receive and dispatch emergency calls for service.

JAJ-220. Advanced Officer Training (0.5 - 2)

Prerequisite: *1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with Active Shooters, Knowledge of Vehicle Operations, Familiarity with Pursuit, Knowledge of First Aid, Familiarity with Defensive Tactics, Knowledge of Use of Force, Familiarity with Firearms, Familiarity with Officer Safety, Familiarity with Racial Profiling*

Pass/No Pass Only

This course covers a series of updated training topics such as Active Shooter, Driver Awareness, First Aid, CPR, Arrest and Control Techniques, Firearms, Legal Updates, and Harassment Policies. This updated training meets the requirements of the California Commission of Peace Officer Standards and Training. This course accommodates all agencies individual training requirements. 54 hours - 1 unit

JAJ-222. Advanced Officer Skills (1 - 3)

Pass/No Pass Only

Prerequisite*: POST Basic Police Academy certification or equivalent.*

Lec *20 Hrs* ***Lab*** *100 Hrs*

This course provides agency discretionary training and/or required mandated training according to the Commission on Peace Officer Standards and Training (POST) and Correction Standards Authority (CSA). 40-120 hours.

JAJ-223. Narcotics Enforcement 11550 (0.5 - 1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in field recognition or identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Includes identification of narcotics, narcotics users, abuses of controlled substances, use and development of informants, development of probable cause, testifying in court, organization and execution of arrests, and officer survival during drug arrests.

[CSU]

JAJ-224. Communications Training Officer (1)

Prerequisite: *POST Dispatch Certificate or Equivalent*

Pass/No Pass

Lec *4 Hrs;* ***Lab*** *36 Hrs*

This 40-hour course is designed to provide the Communications Training Officer with the skills to effectively train new dispatchers. Includes the Role of the Trainer, Elements of Instruction, Legal Aspects and Liability, Evaluation and Documentation, Critical Incident Stress, Adult Learning Theory, and practical exercises.

JAJ-225. Bicycle Patrol (0.5)

Prerequisite: *Required verbiage from CCCCO: POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee of equivalency for state regulatory or licensing agencies who also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate, all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with officer safety and survival; Familiarity with the tactical considerations vehicle pullovers; Knowledge of lifetime fitness; Familiarity with the California Vehicle Code; Familiarity with patrol techniques and tactical considerations; Knowledge of the elements of a lawful arrest; Familiarity with arrest and control techniques; Familiarity with the use of reasonable force; Knowledge of the usage and effects of OC spray; Familiarity with impact weapons techniques. Other: Students should have access to a bicycle.*

Lec *6Hrs* ***Lab*** *18 Hrs*

This course is designed to give students basic knowledge of the use of the bicycle in police patrol and improve their bicycle riding skills. Covers physical fitness, subject/suspect contact, off-road bicycle-handling skills, maintenance, and the history of the bicycle.

JAJ-227. Livestock Theft/Rural Crime (1)

Prerequisite: *JAJ 214: Basic Police Academy with a grade of "C" or better 1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with evidence presentation, Knowledge of investigative report writing, Familiarity with hazardous materials, Knowledge of criminal law.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

This course includes instruction on basic livestock theft investigation, breed and brand recognition, individual case studies, rural crime, criminal law, expert testimony, commodity enforcement, livestock killings and slaughters, and fish and game and enforcement.

JAJ-230. DUI-Field Sobriety Testing (0.5)

Prerequisites: *JAJ-214 with a grade of "C" better.*

Pass/No Pass Only

Lec *4 Hrs* ***Lab*** *20 Hrs*

Provides peace officers with the knowledge, skills, and tools to effectively increase the deterrence of Driving under the Influence (DUI) violations, resulting in a reduction of the number of collisions, deaths, and injuries caused by impaired drivers.

JAJ-231. Search Warrant Investigations (0.5)

Prerequisites: *Commission on POST certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction.*

Pass/No Pass Only

Lec *4 Hrs* ***Lab*** *20 Hrs*

This course will cover search warrant law and procedure; knock notice, affidavit preparation, problems of search warrant preparation, the actual preparation of a search warrant by each participant, knock and talk. In addition, the course will provide the knowledge, skills and tactics necessary to properly serve and execute a search warrant effectively and safely. The student will develop a sound operational plan for the execution of a search warrant. This is a pass/no pass course.

JPA FIRE SCIENCE

JFS-5. Fire Investigation 1A - Fire Cause & Origin Determination (1)

Prerequisite: *1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with penal codes, Familiarity with health codes, Familiarity with structural fires, Familiarity with vehicular fires, and Familiarity with wildland fires.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

This 40-hour course provides an introduction and basic overview of fire scene investigation and investigative tools required to collect, document, and preserve evidence. The focus of this course will be on providing information about fire scene indicators and determining the fire's origin.

[CSU]

JFS-6B. Fire Apparatus Driver/Operator 1B-Pump Operations (1)

Lec *4 Hrs;* ***Lab*** *36 Hrs*

Provides students with information, theory, methods, and techniques for operating fire service pumps. Includes types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations.

[CSU]

JFS-10. Rescue Systems I - Fundamentals of Heavy Rescue (1)

Lec *8 Hrs;* ***Lab*** *32Hrs*

This 40-hour course is designed for all emergency personnel. Includes team organization, rescue and environmental considerations, use of ropes, knots, rigging and pulley systems, descending, repelling, and belaying tools and techniques, subsurface rescue techniques, use of cribbing, wedges, cutting/prying and hydraulic tools, use of fire service ladders in specialized rescue situation, and day- and night- simulated rescue exercises.

JFS-14. Fire CDF Academy (2)

Lec *20 Hrs;* ***Lab*** *60 Hrs*

This course provides a basic firefighter course oriented toward the equipment utilized on CDF engines. Fundamentals of wildland fire control, pumping skills, incident command and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations.

[CSU]

JFS-15. CDF Fire Academy Seasonal Refresher (0.5 - 2)

Prerequisite: *JFS-14 with a grade of "C" or better.*

Lec *9 Hrs;* ***Lab*** *71 Hrs*

Refresher course for the Basic CDF Firefighter Academy. Returning fire fighters must pass the returning firefighter written examination before working on an emergency incident. Intended to give the Firefighter 1 a basic knowledge which is needed prior to emergency response. Students are required to meet the minimum standard as noted in the behavioral objective for each subject/topic. Candidates for qualification under this course must meet the basic requirements for employment as a CDF Firefighter 1.

[CSU]

JFS-18. Helitack Academy (1)

Lec *8 Hrs;* ***Lab*** *32 Hrs*

This 40-hour course is designed for the pilots/students of the California Department of Forestry (CDF) Air Program. Students will demonstrate Helitack specific tactics and competently perform all operational functions including crew, bucket and tank deployment, medical evacuation and the use of hand signals.

[CSU]

JFS-30. Paramedic Core (11 - 14)

Lec *126 Hrs;* ***Lab*** *374Hrs*

Designed to guide students to successful completion of the National Registry EMT-Paramedic exam; meets the training requirements mandated by the State of California, California Code of Regulations Title 22. The didactic instruction represents the delivery of primarily cognitive material. This is the first part of a three-part program. Students must successfully complete the didactic portion of training prior to progressing to Clinical training. (440-560 hrs.).

[CSU]

JFS-40. California ROSS Dispatcher (0.5 - 1)

Advisory: *Students must be qualified as (Fire) Support Dispatchers.*

Pass/No Pass Only

Lec *04 Hrs;* ***Lab*** *36 Hrs*

This 24-40 hour-variable interactive course is designed to instruct Support Dispatchers students on the Dispatch portion of the Resource Ordering and Status System (ROSS). Divided into two sections, the main portion of this class is intended for all students. The second portion of this course contains advanced topics that focus on pre-planning and non-emergency response actions.

JFS-41. Incident Command for High Rise Firefighting Operations (0.5)

Lec *4 Hrs;* ***Lab*** *12 Hrs*

Designed to assist emergency response officers in organizing high-rise incidents by organizing resources, developing strategies, and managing tactical operations and interagency coordination to protect life and minimize damage at high-rise incidents.

[CSU]

JFS-150. Emergency Medical Technician (6)

Lec *60 Hrs;* ***Lab*** *129 Hrs*

This course is designed to prepare personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation, with emphasis on field application, practices, and techniques vital to the interaction of EMT-1 personnel with all levels of emergency medical personnel. This course is a variable course so we may accommodate multiple agency requirements for course hours. May be repeated three times for credit.

[CSU]

JFS-151. Emergency Medical Technician-Refresher (0.5 - 1)

Prerequisite: *JFS-150 with a grade of "C"or better.*

Pass/No Pass Only

Lec *8Hrs;* ***Lab*** *32Hrs*

This 24-40 hour EMT-Basic Refresher curriculum is competency based. Divided into six modules that follow the National Standard Curricula. EMTs who successfully complete this course must demonstrate competency over the knowledge and skills outlined in this refresher education program.

[CSU]

JFS-161. I-300 Intermediate Incident Command System (0.5)

Pass/No Pass Only

Lab *27 Hrs*

A 27-hour class in the Incident Command System designed for Fire Officers who have a working knowledge of ICS. Consists of five modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Expands upon Basic ICS, but does not repeat any information. Provides in dept description and details of ICS, covers management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident event planning. This class may be repeated 3 times for credit. This is a pass/ no pass course.

JFS-162. I-400 Advanced ICS (0.5)

Prerequisite: *California State Marshal certified Fire Fighter 1 Academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies with also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with the Incident Command System, Knowledge of Fire Service Organization, and Familiarity with Fire Fighter verbal communication.*

Pass/No Pass Only

Lec *8Hrs;* ***Lab*** *16Hrs*

This Incident Command System course is designed for Chief Officers. Consists of four modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Advanced ICS expands upon much of the material covered in the I-300 class. Emphasizes large-scale development; roles and relationships of primary staff, the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. Describes the application of Area Command and the importance of inter-agency coordination on complex incidents and events.

[CSU]

JFS-201. Auto Extrication (0.5)

Pass/No Pass Only

Lec *4 Hrs;* ***Lab*** *12 Hrs*

Familiarization and knowledge of automobile construction technology and the equipment used at auto accidents to free trapped patients are essential factors in the safe performance of basic firefighter duties. It is the responsibility of the firefighter to operate tools and equipment in the most efficient and safe manner possible on the emergency scene.

JFS-202. Hazardous Materials 1A Basic Chemistry of Hazardous Materials (1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed to provide students with a basic foundation in chemistry and physics as they relate to hazardous materials incidents. Topics include an overview of chemical and physical properties, chemical structures and formulas, covalent and ionic bonding, different types of chemical compounds, DOT hazard classes, and the combustion process as it relates to hazardous materials.

JFS-203. Hazardous Materials 1B-APPLIED Chemistry Field ID of Chemicals (1)

Prerequisite*: JFS-202 with a grade of "C" or better*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed for hazardous materials emergency responders. Emphasizes application of topics learned in Hazardous Materials 1A. Includes the use of field monitoring and detection devices, sample collection of equipment, and field identification procedures for verifying, identifying, and classifying unknown chemicals.

JFS-204. Hazardous Materials 1C - Incident Consideration (1)

Prerequisite: *JFS-203 with a grade of "C" or better.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed for hazardous materials emergency responders. Provides an introduction to the Haz Mat Incident Command System, concepts associated with haz mat response activities, and an in-depth study of incident-specific considerations influencing haz mat emergencies. Introduction to site planning, contingency planning, protective action options, and meteorological considerations.

JFS-205. Hazardous Materials 1D - Tactical Field Operation (1)

Prerequisite: *JFS-204 with a grade of "C" or better.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Designed for hazardous materials emergency responders. Provides "hands-on" training in haz mat confinement and control operations, including diking dams, absorbent materials, methods and procedures of plugging, patching, sampling, and over packing. Use of chemical protective equipment and decontamination methods and procedures. Information on other tactical considerations, such as haz mat triage, sabotage, preservation of evidence, and EMS considerations is also provided.

JFS-206. Hazardous Materials 1F- Special Mitigation Techniques (1)

Prerequisite: *JFS-205 with a grade of "C" or better.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Intensive "hands-on" introduction to specialized mitigation techniques employed by the Hazardous Materials Specialist. Instruction includes plugging, patching, and repairing railroad cars, intermodel tanks, and highway cargo tank cars, advanced chemical field identification testing procedures, and fixed facility repair considerations.

JFS-207. Hazardous Materials 1G - Advanced Field Operations (1)

Prerequisite: *JFS-206: Hazardous Materials 1F - Special Mitigation Techniques with a grade of "C" or better.*

Lec *8 Hrs;* ***Lab*** *32 Hrs*

Culmination of Modules 1A-1F in an environment of "hands-on" full-scale exercises. Includes evaluation of performance as a member of a haz mat team in a series of simulated haz mat incidents.

JFS-208. Fire Officer Supervisor (2)

Prerequisite: *Employment with a Fire Department as a full time first line officer.*

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *72 Hrs*

This is an 80-hour management program designed to teach supervision and management skills to current first-line officers in the fire service. Candidates are chosen from amongst eligible supervisors by department administrators.

[CSU]

JFS-210. First Aid/CPR Instructor (1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *32 Hrs*

This course prepares students to present instruction and certify physical skills in accordance with Title 22, California Code of Regulations. At the conclusion of the course, students will be prepared to develop a POST-certified First Aid/CPR/AED course compliant with Title 22 regulations established April 1, 2015 and present the course.

JFS-211. Haz Mat-Awareness/Operational (0.5)

Lec *8 Hrs;* ***Lab*** *16 Hrs*

Designed for fire department respondents to releases or potential releases of hazardous materials as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. Provides defensive tactics to contain the release from a safe distance, keep it from spreading, and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

JFS-212. Hazardous Materials-Incident Commander Training (0.5)

Lec *1 Hrs;* ***Lab*** *23 Hrs*

Designed to provide the Incident Commander with the skills and competency necessary to mitigate an emergency incident, initiate action, and ensure the restoration of normal services with a comprehensive resource-management approach.

JFS-214. Wildland Fire Chain Saws (0.5)

Prerequisite: *Firefighter I Academy certificate or equivalent.*

Pass/No Pass Only

This course provides introductory level training for firefighters on the use of chainsaws in wild land fire management, tactical fireline application.

JFS-216. Fire Continued Professional Training (3)

Prerequisite: *Fire Fighter 1 Academy or equivalent*

Pass/No Pass Only

This course is designed to update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include structure firefighting, emergency medical skills, first responder operations, firefighter rescue and survival techniques, and required updates on sexual harassment prevention and OSHA mandates. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

JFS-218. Paramedic-Internship (12 - 18)

Prerequisite: *1. certified basic EMT certificate or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with anatomy, Familiarity with scene size-ups, Knowledge of patient care, Familiarity with trauma patients, Familiarity with documentation techniques, Familiarity with interpersonal communications, Familiarity with the administration of medication, Familiarity with respiratory emergencies, Familiarity with cardiac emergencies, and Knowledge of patient transfer. JFS 30: Paramedic Core with a grade of "C" or better JFS 219: Paramedic-Clinical with a grade of "C" or better.*

Pass/No Pass Only

Application of paramedic knowledge and skills in the clinical setting as an intern responding on a 911 ambulance to ill and injured patients while being instructed and evaluated by a field preceptor. The student will have the task of initiating, providing and directing entire emergency patient care while under the supervision of a preceptor. This ambulance field internship is required for certification as an EMT-Paramedic in California.

JFS-219. Paramedic-Clinical (4 - 7)

Pass/No Pass Only

Lab *398 Hrs*

Application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. The students will rotate through specialty areas of the hospital departments: pediatrics, pediatric intensive care unit, labor and delivery, surgery (airway management), respiratory therapy, other selected hospital areas, assisted Living, Skills Nursing Facilities, and facilities for the mentally and physically challenged.

JFS-225. Fire Fighter I Academy (18)

Prerequisite: *1. Certified Emergency Medical Technician diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with patient assessment, Familiarity with effective communication, Familiarity with the administration of medication, Familiarity with obstetrics, pediatrics and geriatrics JFS 30: Paramedic Core with a grade of "C" or better*

This academy includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum is intended to provide the minimum required training required by the State of California Fire Marshal in the field of fire technology as it relates to firefighters.

JFS-272. Wildland Fire Origin and Cause Determination

FI-210 (0.5)

Prerequisite*: JFS 8: Fire Fighter I Academy with a grade of "C" or better 1. State Fire Marshall certified basic fire fighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: 1.Firefighter safety 2.Knowledge of wildland firefighting personal protective equipment, including fire shelter 3.Knowledge of fuel types, precautions, and suppression method(s) 4.Effective verbal communication used in fire fighting 5.Knowledge of the methods of heat transfer 6.Familiarity with wildland fire behavior conditions 7.Familiarity with wildland fire suppression tools.*

Pass/No Pass Option

This 32-hour course is designed to meet the requirements of the National Wildfire Coordinating Group (NWCG) for Wildland Fire Investigator certification, as outlined in the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and the Position Task Book. This course provides the necessary knowledge and basic skills required for the position. The concepts taught in this course meet the minimum national performance standards for a Wildland Fire Investigator. The course consists of eight formal classroom lecture/discussion units, three practical exercises, one practical examination, and a final written examination. Students will have the opportunity to practice new skills in the exercise portions of the class.

JFS-289. Low-Angle Rope Rescue (0.5 - 1)

Pass/No Pass Only

Lec *8 Hrs;* ***Lab*** *16 Hrs*

This 16-24 hour variable course is designed to teach fire personnel techniques and methods for using rope, webbing, hardware friction devices, and litters in low-angle rescue situations. Covers rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems, and single and two-line rescue systems.

JFS-290. Intermediate Wildland Fire Behavior Determination FI-210 (1)

Prerequisite: *Required Training: Introduction to Wildland Fire Behavior, S-190. Prerequisite Experience: Satisfactory performance at the wildland fire Firefighter Type 2 level.*

This variable course is intended to meet S-290 requirements for wildland fire management. The course addresses wildland fire behavior, safe and effective tactics, and scene management. Activities includes wildfires, fire use and prescribed fire. Prerequisite: Required Training: Introduction to Wildland Fire Behavior, S-190. Prerequisite Experience: Satisfactory performance at the wildland fire Firefighter Type 2 level.

JFS-301. Outdoor Emergency Care Update (0.5)

Prerequisite: 1. Completion of Outdoor Emergency Care course or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with well being of the rescuer; Knowledge of CPR/AED and First aid; Familiarity with mass casualty incidents; Familiarity with patient assessment; Familiarity with environmental emergencies; Familiarity with snowsport emergencies; Familiarity with mountain biking emergencies; Knowledge of rescue techniques.

This 28 hour update is designed to maintain and update skills and knowledge vital to Outdoor Emergency Care.

JFS-700. Fire Continued Professional Training (0.5 - 2)

Prerequisite: *1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: .Firefighter safety. Don and use SCBA and PASS device, emergency procedure for SCBA failure. Determination of air supply in a hazardous atmosphere Knowledge of all firefighting personal protective equipment, including hand and eye protection. Characteristics and Functions of Nozzles .Knowledge of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies .Fuel types, precautions, and suppression method(s) . Attack technique for an interior structure fire .Appropriate use of class A, B, and C fire extinguishers .Rescue knots such as bowline, clove hitch, figure eight on a bight, half hitch, Becket, and safety knots. Radio procedures .Effective verbal communication used in fire fighting.*

Pass/No Pass Only

This course provides training recommended and required by the California State Fire Marshall to keep students current with new equipment, policies, laws and skills needed to be prepared in the line of duty. It also provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur.

Administration and Faculty

Dr. Raúl Rodríguez, Interim Superintendent/President

Vice President of Academic Affairs ..... Dr. Cathryn Wilkinson
- Dean of Academic Affairs ..... Clint Cowden
  - Assistant Dean of Academic Affairs ..... Sharon Albert
    - Director of Academic Affairs, Early Childhood Education ..... Anne Adamson
    - Director of Academic Affairs, Career Training Programs ..... Melissa Casillas
- Dean of Academic Affairs ..... Mostafa Ghous
- Dean of Academic Affairs ..... Joy Cowden
  - Director of Academic Affairs, Western Stage Education and Artistic Programs ..... Melissa Chin-Parker
  - Director of Academic Affairs, Teacher Pathway Program ..... Jihan Ejan
- Dean of Academic Affairs ..... Dr. Sachiko Matsunaga
  - Director of Academic Affairs, Student Academic Support ..... Dr. Jainesh Singh
  - Director of Academic Affairs, Foster and Kinship Care Education/Independent Living Programs ..... Margaret Wiebusch
  - Director of Academic Affairs, South County Education Services ..... Ana Gonzalez
- Dean of Academic Affairs ..... Dr. Debra Kaczmar
- Dean of Academic Affairs (Interim) ..... Mohammed Yahdi
  - Director of Science and Math Institute ..... Joel Thompson
  - Director of Academic Affairs, K-12 STEM Programs ..... Julie Stephens Carrillo
- Dean of Academic Affairs, Athletics, Physical Education, and Kinesiology ..... Dan Teresa

Vice President of Student Affairs ..... Dr. Romero Jalomo
- Dean of Student Affairs, Enrollment Services ..... Maria Ceja
  - Director of Student Affairs, Financial Aid ..... Jessica Tovar
- Dean of Student Affairs, Student Success ..... Carla Johnson
  - Director of High School Equivalency Program ..... Laura Zavala
  - Director of Student Affairs TRIO Programs (Upward Bound) ..... Cesar Velazquez
  - Director of Student Affairs, DSPS ..... Michelle Peters
  - Director of Student Affairs, Student Life ..... Augustine Nevarez
  - Director of Student Affairs, EOPS/CARE and CalWORKs ..... Paul Casey
  - Director of Student Affairs TRIO Programs (SSS) ..... Manuel Bersamin
  - Director of Student Affairs, College Readiness ..... Laurencia Walker
  - Director of Student Affairs, Equity Programs ..... Bronwyn Moreno

Vice President of Administrative Services ..... Steven Crow
- Controller ..... David Techaira
  - Accounting Manager ..... Alicia Gregory
- Executive Director of Facilities, Planning, and Construction Management ..... Joseph Reyes
  - Director of Maintenance and Operations ..... Marc Riggillo
  - Food Services Manager ..... Kenneth Skinner
  - Director of Public Safety and Emergency Management ..... Daniel Scott

Vice President of Information and Technology Resources ..... Dave Phillips
- Director of Information Technology Systems ..... Balamurali Kappagantula

Vice President of Advancement and Development ..... Jacqueline Cruz
- Director of Grants Development ..... Michele Peregrin
- Director of Workforce Development, Agriculture and Healthcare Sector Partnerships ..... Rosie Armstrong

Dean of Institutional Planning, Research, and Effectiveness ..... Dr. Brian Lofman
- Director of Institutional Research ..... Matthew Trengove

- Director of HSI Initiatives ..... Moises Almendáriz

ADAMS, LAWRENCE
Political Science
BA, CSU Chico
MA, St. John's University

ADAMSON, ANNE
Director of Academic Affairs, Early Childhood Education
BS, Fresno State University
MA, National University

AINSWORTH, CYNTHIA
Librarian
BA, Chapman University
MLIS, San Jose State University

ALBERT, SHARON
Assistant Dean of Academic Affairs
AA, Monterey Peninsula College
BS, Golden Gate University
MA, San Jose State University

ALEXANDER, MITZI
Counselor
BA, CSU Fresno
M.Ed., Cal Poly San Luis Obispo

ALMENDARIZ, MOISES
Director of HSI Initiatives
BA, Angelo State University
MA, Our Lady of the Lake University

ALMODOVAR, MAYRA
Early Childhood Education
BFA, Ed.D., University of Massachusetts
MS, Pratt Institute

ANDERSON, TONY
Counselor
BS, MA, San Jose State University

ARMSTRONG, ROSIE
Director of Workforce Development, Agriculture and Healthcare Sector Partnerships
BA, UC Santa Barbara

ARTEAGA, SONIA
Computer Science
BA, San Diego State University
Ph.D., UC Santa Cruz

BARMINSKI, ROBERT
Geology/Oceanography
BS, Sul Ross State University
MS, San Jose State University, Moss Landing Laboratories

BECK, JAMES C.
English as a Second Language
BA, Cal Poly San Luis Obispo
MA, San Jose State University

BERSAMIN, MANUEL
Director of Student Affairs, TRIO Programs (SSS)
BA, UC Irvine
MA, Stanford University

BERTOMEN, LINDSEY
Administration of Justice
BS, Roger Williams University
MS, CSU East Bay

BEYMER, DAVID
Physical Education
BS, Central Washington University
MS, University of Arizona

BOATES, TAMMY
Early Childhood Education
BA, MS San Diego State University

BRANDT, EMILY
Respiratory Care Practitioner
AAS, Tyler Junior College
BS, Boise State University

BRAVO, GABRIEL
Counselor
BA, UC Berkeley
MA, San Jose State University

BUTLER, JAMES
Mathematics
BS, San Diego State University
MS, CSU Hayward

CALVERT, PETER
Business
BA, University of Massachusetts/ Boston State
MBA, Golden Gate University

CASEY, PAUL
Director of Student Affairs, EOPS/CARE and CalWORKS
AA, Hartnell College
BS, University of San Francisco
MS, University of La Verne

CASILLAS, MELISSA
Director of Academic Affairs, Career Training Programs
BA, UC Santa Barbara

CEJA, MARIA
Dean of Student Affairs
BA, CSU Monterey Bay
MA, CSU, Sacramento
MA, San Jose State University

CHIN-PARKER, MELISSA
Director of Academic Affairs, Western Stage Education and Artistic Programs
BS, CSU Sacramento

COLLINS, MATT
Physical Education
BA, Sonoma State University
MA, Saint Mary's College

CONTRERAS, LETICIA
Mathematics
BA, CSU Stanislaus
MS, Cal Poly San Luis Obispo

CORIA, JOSE
Computer Science
BS, UCLA
MS, Naval Postgraduate School

COWDEN, CLINT
Dean of Academic Affairs
BS, M.Ag.Ed., Cal Poly San Luis Obispo

COWDEN, JOY
Director of Science and Math Institute
BS, M.Ag.Ed., Cal Poly San Luis Obispo

CRUZ, JACQUELINE
Vice President of Advancement and Development
AA, Hartnell College
BA, Chapman University

CUEVAS, NORMA ISELA
Counselor
BA, MS, Fresno State

DAVIS, LISA
Nursing
AAS, Ameritech College of Healthcare
BSN, Grand Canyon University
MS, Western Governors University

DEHART, MARK A.
Diesel Technology
BS, MBA, University of Phoenix

DeJESUS-RILEY, ANN
History/Ethnic Studies
BA, CSU Stanislaus
MA, San Francisco State University

DEL REAL, MERCEDES
Counseling/Career & Transfer Center Coordinator
BA, UC Berkeley
MA, San Jose State University

DIAMOND, DENISE
Nursing
BS, MS, Western Governors University

DIAZ, SERGIO
Counselor
BA, MS, CSU Fresno

EDELEN, ALICIA
Psychology
BA, CSU Northridge
MA, San Francisco State University

EDENS, ALEXANDER
Biology
BS, San Jose State University
Ph.D., UC Santa Cruz

EJAN, JIHAN
Director of Academic Affairs, Teacher Pathway Program
BA, UC Davis
MS, San Francisco State University

ENTEKHABI, PARVIZ
Computer-Aided Design/ Engineering
BS, MS, Murray State University

ESCOTO, PEDRO
Automotive Technology
AS, Hartnell College

ESPARZA-LUNA, CHRISTINA
Economics
BA, UC Santa Barbara
MBA, Monterey Institute of International Studies

ESTRELLA, ELIZABETH
Counselor
AA, Hartnell College
BA, UC Santa Barbara
M.Ed., San Diego State University
Ed.D., University of LaVerne

ETTINGER, STEVE
Music
BA, UCLA
MM, University of Oregon

DAVIS, MICHAEL
Welding
Hartnell College

FATUZZO, LAURA
Physics
BS, Gonzaga University
MS, University of Oregon

FLORES, JANET
Spanish
BA, MA, CSU Fresno

FOLEY, BROOKSLEY
Counselor
BA, MA, San Jose State University

GABRIEL, ASHLEY
Physical Education
BS, CSU Fresno
MS, A.T. Still University

GHOUS, MOSTAFA
Dean of Academic Affairs
AS, Modesto College
BS, UC Santa Cruz
MA, University of the Pacific

GLAZIER, MARNIE
Theatre Arts/ Communication Studies
BA, MA, Trinity College
MFA, University of Iowa
Ph.D., Southern Illinois University

GONZALEZ, ANA
Director of Academic Affairs, South County Education Services
BA, Stanford University
MA, Golden Gate University

GRAY, PETER
English
BA, University of San Diego
Ph.D., SUNY Albany

GUERRERO, ALBAR IVAN
Physical Education
AA, Hartnell College
BS, CSU Northridge
MS, Southern New Hampshire University

GUTIERREZ, EMILY
Computer Science
BA, Chico State University
MS, California State University, Fullerton
M.Ed., Concordia University Irvine

HARLEY, DIANE
English/English as a Second Language
BA, University of Arizona
MA, Arizona State University
Ph.D., Indiana University of Pennsylvania

HO, TANYA
Respiratory Care Practitioner Program
BA, Thompson Rivers University
MA, CSU Long Beach

HOBSON, CAROL
Business
BS, Cal Poly Pomona
MBA, Colorado State

HOOPER, MICHAEL
English
BA, MA, San Francisco State University

HORNSTEIN, MELISSA
Engineering
BS, Rutgers University
MS, Ph.D., Massachusetts Institute of Technology

HOUGH, JASON
Communication Studies
BA, Southwestern Oklahoma State University
MS, John Brown University
MA, Ed.D., University of Arkansas

HUGHEY, JEFFERY R.
Biology
BA, MA, Sonoma State University
Ph.D., University of North Carolina, Chapel Hill

HUSSAIN, MOHAMMAD
Mathematics
BA, Albion College
MS, University of Southern California
M.Ed., Harvard University
MBA, Columbia University

JALOMO, ROMERO
Vice President of Student Affairs
BA, CSU Chico
MPA, CSU Dominguez Hills
Ph.D., Arizona State University

JIMENEZ, HORTENCIA
Sociology
BA, MA, San Jose State University
Ph.D., University of Texas at Austin

JIMENEZ, MELVIN
Academic Follow-Up Services Faculty
AA, Rio Hondo Community College
BA, UCLA
M.Ed., San Diego State University

JOHNSON, CARLA
Dean of Student Affairs, Student Success
BA, Biola University
MS, CSU Fullerton

JONES, FORREST
Agriculture
BS, MS, California Polytechnic State University

KACZMAR, DEBRA
Dean of Academic Affairs, Nursing & Allied Health
BS, Southern Connecticut State University
MS, San Jose State University
Ph.D., University of Phoenix

KING, CAROL
English as a Second Language
BA, UC Davis
MA, University of Hawaii at Manoa

LANKA, SUNITA
English
BA, Andhra University
MA, Ph.D., Osmania University

LOCKE, KELLY
Mathematics
BA, Whitman College
MS, Eastern Washington University
DPA, Golden Gate University

LOFMAN, BRIAN
Dean of Institutional Planning, Research, and Effectiveness
BA, University of Connecticut
MA, MBA, UCLA
Ph.D., University of Bradford

LOPEZ, DANIEL
Communication Studies
BA, CSU Long Beach
MS, Illinois State University

LOPEZ, GABRIELA
Counselor
BA, MS, University of Southern California

MADRIGAL, MILLICENT
Counselor
BA, Rhode Island College
MS, University of Rhode Island

MANRIQUE, MIGUEL
Mathematics
BA, University of Southern California
MA, UC Santa Cruz

MARCIEL, JACOB
Alcohol and Other Drugs
BA, MSW, CSU Stanislaus

MARQUEZ, MARIA
Spanish
AA, Hartnell College
BA, UC Santa Cruz
MA, San Jose State University

MATSUNAGA, SACHIKO
Dean of Academic Affairs
BA, University of Oregon
MA, Ph.D., University of Hawaii at Manoa

MATSUSHITA-ARAO, YOSHIKO
Psychology
BA, CSU Fresno
M.Ed., Ph.D., UC Santa Barbara

MATURINO,VALERIE
Counselor
BA, San Diego State University
MS, University of La Verne

MAYFIELD, MARGARET
Head Librarian
AA, Hartnell College
BS, San Diego State University
MA, San Jose State University
MS, CSU East Bay

McCARTHY, MICHAEL
Chemistry
BS, University of Puget Sound
MS, University of Washington

McCLARY, KELLEY
English
BA, UC Davis
MFA, Naropa University

McELHENIE, MATTHEW
Emergency Medical Technology
BS, California Polytechnic State University
MS, Lewis University
DPA, CA Baptist University

MCKOWN, JOEL
BA, UC Santa Cruz
MA, San Jose State University

MENDOZA-LEWIS, RHEA
English
BA, MA, UC Santa Barbara

MENDOZA-WENGER, VIOLETA
Counselor
BA, CSU Monterey Bay
MA, San Jose State University

MOORHOUSE,JENNIFER
Mathematics
BA, University of Michigan – Flint
Ph.D., University of Virginia

MOSS, CHRIS
Mathematics
BA, MA, UC Santa Cruz

MOTH, PIMOL
Physics/Astronomy
BA, UC Berkeley
MS, Ph.D., University of Florida

O'DONNELL, CHERYL
Computer Information Systems
BS, Cal Poly San Luis Obispo
MS, Louisiana State University
MS, CSU Hayward

ORTEGA, DANIEL
Physical Education
BA, San Jose State University
MSS, United States Sports Academy

PACHECO, SAMUEL
History
BA, San Jose State University
MA, CSU Hayward

PALMER, BRIAN
Mathematics
BA, MA, UC Santa Cruz

PANGGAT, ROSSER
Biology
BS, University of the Philippines
MD, De La Salle University

PASQUALE, NICHOLAS
Mathematics
BA, BS, Boston University
MA, Sacramento State University

PEDROZA, JAMIE
Physical Education
BS, MA, CSU Monterey Bay

PEREGRIN, MICHELE
Director of Grants Development
BA, UCLA
MA, New York University

PEREZ, DANIEL
English
BA, San Jose State University
MA, University of San Francisco

PEREZ, JOHN
Mathematics
AS, Cabrillo College
BS, San Jose State University
MS, Drexel University

PERKINS, GREGORY
Mathematics
BA, CSU Fresno
MA, UC Santa Barbara

PETERS, MICHELLE
Director of Student Affairs, DSPS
BA, University of Iowa
M.Ed., St. Ambrose University

PETERSEN, DANIEL
English
AB, UC Berkeley
MA, San Francisco State University

PHILLIPS, DAVID
Vice President of Information and Technology Resources
BS, University of Phoenix
MBA, Western Governors University

PLUMB, MEAGAN
English
BA, UC Berkeley
MA, San Francisco State University

RAYAPPAN, MARY
Mathematics
BS, MS, University of Madras
MBA, Indira Gandhi University
Ph.D., Indian Institute of Science

REYES, NANCY
Counselor
BA, UC Berkeley
MA, San Jose State University
Ed.D., San Francisco State University

ROCHA-TABERA, HERMELINDA
Early Childhood Education/Ethnic Studies
BA, MS, San Diego State University

RODRIGUEZ, HEATHER
Counselor
BA, National University
MA, Point Loma Nazarene University

RODRIGUEZ, JOSE VALENTIN
Diesel Technology
AA, Hartnell College

RODRIGUEZ, LESHA
Digital and Visual Arts
BA, UC Santa Cruz
MA, UC San Diego

RODRIGUEZ, RAUL
Interim Superintendent/President
BA, Bowling Green State University
MA, Fairfield University
Ph.D, University of Santa Cruz

RUSTAD, EMILY
Agriculture
BS, Michigan State University
Ph.D., UC Davis

SANCHEZ, JORGE
Anthropology
BA, UCLA
MA, San Diego State University
Ph.D., El Colegio de Michoacan, Mexico

SCHUR-BEYMER, NANCY
Nursing
AA, Saddleback College
BS, UC Irvine
MSN, CSU Dominguez Hills

SCOTT, DANIEL
Director of Public Safety and Emergency Management
BA, MA, Fresno Pacific University

SINGH, JAINESH
Director of Academic Affairs, Student Academic Support
BS, CSU Monterey Bay
MA, Brandman University
Ed.D., CSU Sacramento

SOTO, ANDREW
Philosophy
BA, University of the Pacific
M.Ed., Ph.D., Texas A&M University

STEPHENS, DEBORAH
Librarian
BA, UC Santa Cruz
MLIS, San Jose State University

STEPHENS-CARRILLO, JULIE
Director of Academic Affairs (K-12 STEM Program)
BS, CSU Fresno
MS, Walden University

STORM, LISA
Administration of Justice
BA, UC Davis
JD, Hastings College of Law

SULLINGER, SEANEEN
Nursing
BS, UC Davis
BS, University of San Francisco
MS, Walden University

SVENDSEN, CHRISTINE
Computer Information Systems
AS, Hartnell College
BA, CSU Monterey Bay
MS, CSU Hayward

SZAMOS, ARON
Counselor
BA, CSU Monterey Bay
MS, San Francisco State University
Ph.D, Colorado State University

TERESA, DANIEL
Dean of Academic Affairs, Athletics, Physical Education & Kinesiology
BS, CSU Sacramento
MA, Saint Mary's College of California

TEUTSCH, MARIA
English
BA, University of North Carolina, Wilmington
MA, Appalachian State University
MFA, New England College

THORPE, DEBORAH
Nursing
BS, MS, CSU Dominguez Hills

TORRES, JOEL
Counselor
BA, MS Sacramento State University

TRIANO, STEVEN
Agriculture
BS, CSU Chico
Ph.D., UC Davis

URIBE-CRUZ, GEMMA
Counselor
BA, CSU Monterey Bay
MA, San Jose University

URTECHO, JEAN-BAPTISTE
Biology
BS, MS, Fresno State University

VASHER, ANDREW
Physical Education
BS, United States Sports Academy
MS, Northern Arizona University

VAZQUEZ, SENORINA
Mathematics
BA, UC Santa Cruz
MA, Bethany College
MS, San Jose State University

VELAZQUEZ, CESAR
Director of Student Affairs TRIO Programs (Upward Bound)
BA, CSU Monterey Bay

WADDY, RONALD
English
BA, CSU Dominguez Hills
MA, CSU Long Beach

WALKER, LAURENCIA
Director of Student Affairs, College Readiness
BA, UC San Diego
MA, San Francisco State University

WILKINSON, CATHRYN
Vice President of Academic Affairs
MA, Ph.D., University of Iowa

WILLIAMS, TRAVIS
Business
BA, California Institute of the Arts
MBA, University of Phoenix

YAHDI, MOHAMMED
Dean of Academic Affairs, Math, Science & Engineering
MS, San Diego State University

YEE, LAWRENCE
Chemistry
BS, UC Berkeley
MS, San Francisco State University
MS, UCLA

YELLAND, HETTY
English
BA, UC Davis
MA, University of the Pacific
Ph.D., University of Tulsa

ZARATE, ANDREA
Early Childhood Education
BS, College of St. Theresa
M.Ed., College of Notre Dame

ZAVALA, LAURA
Director of High School Equivalency Program
AA, Hartnell College
BA, CSU Monterey Bay
MA, San Jose State University

ZEPEDA, CHRISTOPHER
Physical Education
AA, Cuesta College
BS, MS, CSU Chico

HARTNELL COLLEGE

LEGEND

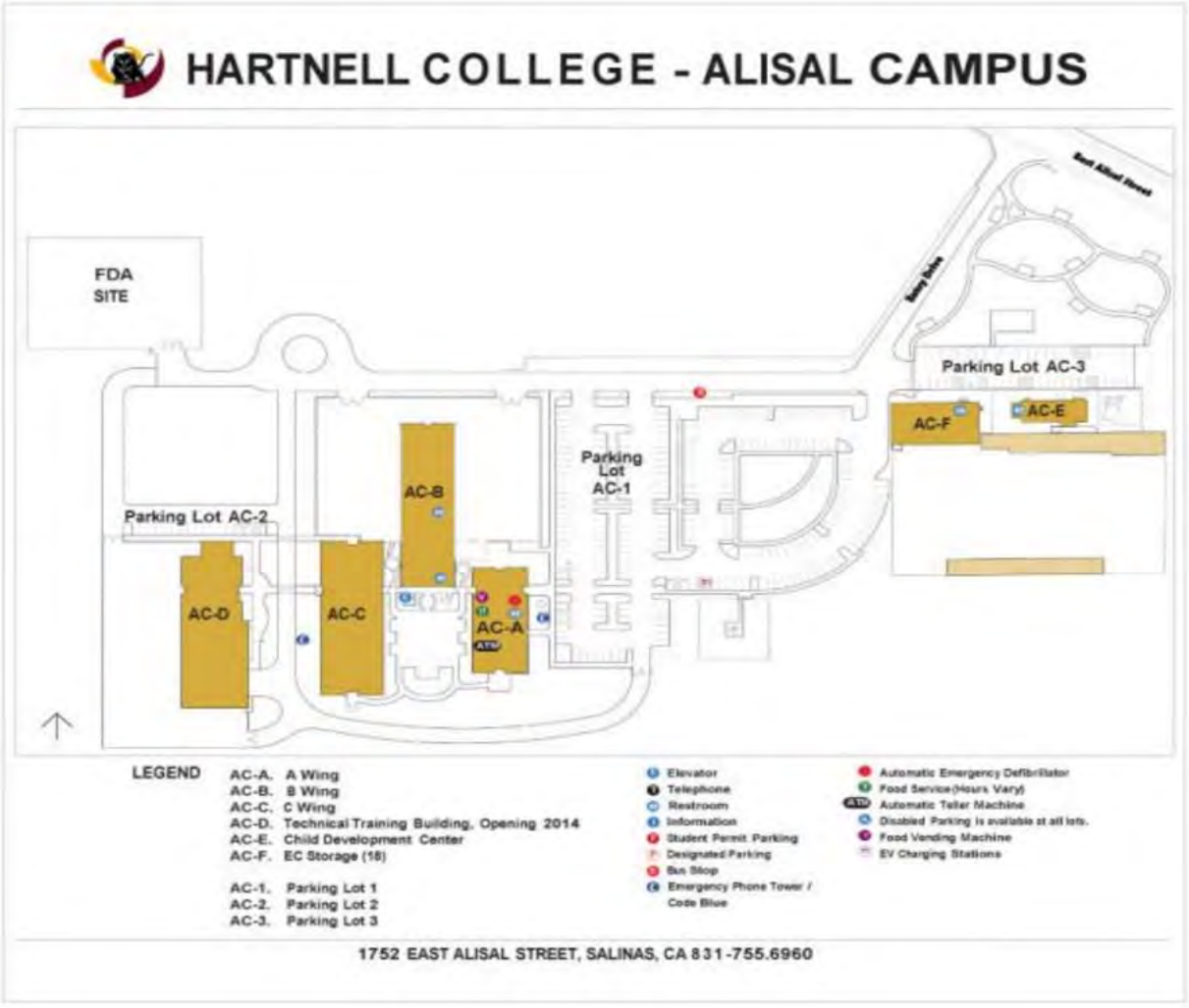
A. Learning Resource Center (LRC)
B. Student Services
C. Student Center
D. CAB - College Administration Building North
E. CAB - College Administration Building South
F. Weightroom
G. Auxiliary Gym
H. Main Gym
J. Visual Arts
K. Performing Arts / Western Stage
L. Maintenance, Operations & Receiving
M. Child Development Center
N. Merrill Hall
P. Fieldhouse
R. Hartnell College Welcome Center
S. Science Building
T. Institutional Planning & Effectiveness
U. Pool
V. Tennis Courts
W. Soccer Field
X. Baseball Field
Y. Track
Z. Softball Field

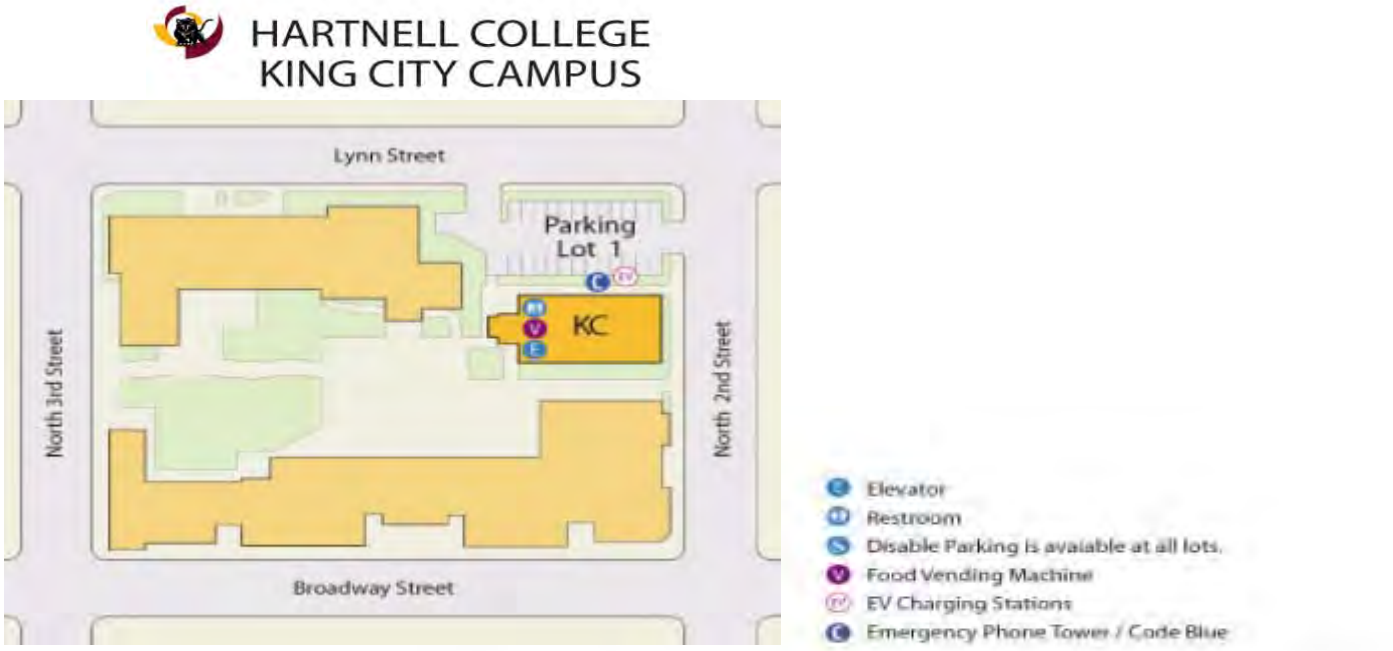
1. Parking Structure
2. Parking Lot 2
3. Parking Lot 3
4. Parking Lot 4
5. Parking Lot 5
6. Parking Lot 6

Elevator
Telephone
Restroom
Information
Student Permit Parking
Designated Parking
Bus Stop

Automatic Emergency Defibrillator
Food Service (Hours Vary)
Automatic Teller Machine
Disabled Parking is avaiable at all lots.
Food Vending Machine
EV Charging Stations
Emergency Phone Tower / Code Blue

411 CENTRAL AVENUE, SALINAS CA 93901 (831) 755 - 6700


HARTNELL COLLEGE - ALISAL CAMPUS
FDA SITE
Parking Lot AC-3
AC-F
AC-E
Parking Lot AC-1
AC-B
Parking Lot AC-2
AC-D
AC-C
AC-A
LEGEND
AC-A. A Wing
AC-B. B Wing
AC-C. C Wing
AC-D. Technical Training Building, Opening 2014
AC-E. Child Development Center
AC-F. EC Storage (16)
AC-1. Parking Lot 1
AC-2. Parking Lot 2
AC-3. Parking Lot 3
Elevator
Telephone
Restroom
Information
Student Permit Parking
Designated Parking
Bus Stop
Emergency Phone Tower / Code Blue
Automatic Emergency Defibrillator
Food Service(Hours Vary)
Automatic Teller Machine
Disabled Parking is available at all lots.
Food Vending Machine
EV Charging Stations
1752 EAST ALISAL STREET, SALINAS, CA 831-755.6960


HARTNELL COLLEGE
KING CITY CAMPUS
Lynn Street
Parking Lot 1
KC
North 3rd Street
North 2nd Street
Broadway Street
Elevator
Restroom
Disable Parking is avaiable at all lots.
Food Vending Machine
EV Charging Stations
Emergency Phone Tower / Code Blue
117 N. SECOND STREET, KING CITY, CA 831-386.7100

Academic Freedom 4
Academic Planning 33
Academic Policies 45
Academic Probation 47
Academic Renewal Procedures 48
Academic Support Services 63
Addiction Studies-Courses 225
Addiction Studies-AS 175
Addiction Studies-Cert 176
Administration and Faculty 337
Administration of Justice-Courses 241
Administration of Justice/AS-T 81
Administration of Justice/AS 82
Administration of Justice/Cert. 83
Admissions & Records 11
Admissions Procedures 11
Advanced Placement (CEEB) 19
Advanced Automotive Tech-Courses 243
AAT-AS 84
Advanced Diesel Technology-Courses 245
ADT-AS 86
Advisories 30
Agriculture—Courses 246
Ag—Business/AS-T 89
Ag—with Emphasis 93
Ag—Plant Science/AS-T 91
Ag—Business/Cert. 94
Ag—Production/Cert. 95
Ag—Food Safety/Cert. 96
Alert System 8
American Indian Services 40
American Sign Language—Courses 251
Anthropology—Courses 251
Application for Admission Information 11
Apprenticeship—Courses 252
Art—Courses 253
Articulation 70
Associated Students of Hartnell College 44
Astronomy—Courses 256
Astronomy/AS 209
Athletics & Athletic Eligibility 63
Attendance Policy 53
Auditing Classes 50
Basic Computer Literacy Cert 97
Basic English Cert 119
Biology—Courses 256
Biology/AS-T 211
Biology/AS 212
Business—Courses 259
Business Administration/AS-T 99
Business Office Technology—Information Processing/AS 104
Business Office Technology—Bookkeeping/Cert. 105
Business Office Technology—Information Processing/Cert. 106
Business Office Worker I—Cert. 101
Business Office Worker II—Cert. 102
CA Promise Grant (formerly BOGW) 35
Cal Grants (A, B & C) 35
California Dream Act 35
California Mini-Corps Program 38
California Residents 11
California State University and University of California Transfer Requirements 71
CalWORKS 37
Campus Security 8
Cars on Campus 6
Catalog Rights 66
Certificate & Degree List 78
Cheating—Disciplinary Action 53
Chemistry—Courses 262
Chemistry/AS-T 214
Chicanx Studies/AA 178
Class Scheduling 6
Code of Student Conduct 54
College Level Examination Program (CLEP) 23
College Store 8
Communication Studies—Courses 263
Communication Studies/AA-T 121
Communications 8
Computer Center 63
Computer Printing Fees 28
Computer Science and Information Systems—Courses 264
Computer Science /AS-T 216
Computer Science Option/AS 218
Computer Science Option/Cert. 219
Digital and Mobile Dev/AS 108
Digital and Mobile Dev/Cert. 109
Digital and Web Dev/Cert. 110
Network & Security Option/AS 221
Network & Security Option/Cert. 222
Concurrent Enrollment 15
Confidentiality Statement 16
Construction—Courses 268
Construction Management and Architecture/AS 112
Cooperative Agencies Resources for Education (CARE) 37
Cooperative Work Experience—Courses 271
Core Competencies 76
Corequisites 30
Counseling—Courses 271
Counseling Services 31
Course Numbering 65
Course Identification (C-ID) 237
Course Listings 236
Credit for Prior Learning 13,51
Criteria for Admission 11
CSU-GE Requirements 70
Cultural Programs 43
Day Classes 6
Degree & Certificate List 78
Department of Supportive Programs and Services (DSPS) 39
Degree Requirements Associate of Arts or Science 67
Digital Arts
Digital Arts/AA 123
Digital Arts/Cert. 124
Dismissal 47
Distribution of Literature to and/or Soliciting Petition Signatures from Students on District Property 10
Dreamers 42

Early Childhood Education—Courses 272
Early Childhood Education/AS-T 180
Early Childhood Education/AS 181
Early Childhood Education/Cert. 182
Economics—Courses 275
Economics AA-T 184
Education—Courses 275
Elementary Teacher Preparation/AA-T 186
Emergency Communications 2
Emergency Medical Technician Courses 276
Enforcement—Parking 7
Engineering—Courses 276
Engineering/AS 224
Engineering/Cert 227
English—Courses 277
English/AA-T 126
English as a Second Language-Courses 280
Enrollment Fees 28
Enrollment in Courses 27
Ethnic Studies—Courses 282
Evening Classes 6
Examinations 46
Excess Units 46
Extended Opportunity Programs and Services (EOPS) 37
Federal Pell Grant 35
Film, TV and Electronic Media/AS-T 128
Financial Aid Programs 35
Foster and Kinship Care Education 44
General Education Course List 68
General Studies with an Area of Emphasis/AA
Ethnic Groups in the United States 188
Humanities 130
Languages and Rationality 130
Natural Sciences 228
Social and Behavioral Sciences 188
Geography—Courses 283
Geology—Courses 283
Geology/AS-T 231
Grade Change Policy 48
Grade Reports 46
Grades and Grade Point Averages 45
Grades K-8 16
Grading 45
Graduation with Honors 66
Graduation Requirements 66
Grants 35
Guaranteed Transfer Agreement 70
Guardian Scholars 44
Hartnell College Alumni Association 62
Hartnell College Foundation 5
Hartnell's Name 5
Hartnell Transcripts 47
Hartnell College Student Right to Know 62
Health Education—Courses 284
Health Services—Courses 284
HEP (High School Equivalency Program) 38
High School Equivalency—Courses 285
High School Equivalency Cert 132
History—Courses 286
History/AA-T 191
Incomplete (Symbol "I") 46
Institutional Student Learning Outcomes 76
Instructional Aide—Courses 287
Instructional Materials Fees 28
Instructional Programs 64
Interdisciplinary Studies—Courses 287
International Student Services 40
International Students F-1 Visa Status 14
Intersegmental General Education Transfer Curriculum (IGETC) 72
Job Bank 38
JPA Administration of Justice—Courses 325
JPA Fire Science—Courses 331
Kinesiology/AA-T 153
Kinesiology/AS 154
Language Lab 63
LAW—Courses 288
Law, Public Policy and Society/AA-T 193
Liberal Arts with an Area of Emphasis/AA
Anthropology 194
Culture and Society 194
Humanities 134
Languages and Literature 134
Philosophy 194
Political Science 194
Psychology 155
Sociology and Social Sciences 194
Library and Learning Resource Center 9
Library Instruction—Courses 288
Lost and Found 8
LSK—Courses 288
Maestro Program 42
Maps 343-344
Manufacturing Technology—Courses 289
Manufacturing Technology/AS 113
Mathematics—Courses 90
Mathematics/AS-T 233
Medical Emergencies—Campus Security 8
Mentoring Programs for Women & Men 42-43
MESA (Mathematics, Engineering, Science Achievement) 41
META Majors
Agriculture, Business and Other 79
Arts and Languages 118
Health Sciences 151
Social Sciences 173
STEM 207
Meteorology Courses 294
Mi CASA 42
Military Withdrawal (Symbol "MW") 46
Mission Statement 3
Money Matters 29
Music—Courses 294
Music/AA-T and AA 137-138
Multiple & Overlapping Enrollments 53
Non-Discrimination and Non-Harassment Policy 10
Non-Evaluative Symbols 46
Non-Resident Tuition 28
Non-Residents 12
Non-Traditional Credit (Military Schools, MOS, etc.) 25
Nursing–Registered—Courses 294

Nursing/AS 159
Nursing–Vocational—Courses 301
Nursing-Vocational /AS 163
Nursing—Vocational/Cert. 165
Nutrition-Courses 301
Oceanography-Courses 303
Off-Campus Instruction 6
Online Education 6
Online Services 27
Open Enrollment 6
Orientation 33
Parking on Campus 7
Pass/No Pass Options 45
Permits—Parking 7
Permit Costs 7
Philosophy—Courses 303
Photography—Courses 303
Photography/AA 140
Photography/Cert. 141
Physical Education—Courses 304
Physics—Courses 309
Physics/AS-T 235
Placement Requirements 27
Political Science—Courses 310
Political Science/AA-T 199
Prerequisites 30
President's Honor Roll and Dean's List 45
Privacy Rights of Students 54
Probation and Dismissal 47
Procedures for High School Students 15
Program Discontinuance 66
Psychology—Courses 311
Psychology/AA-T 201
Psychology/AA 202
Public Health/AS-T 168
Readmission 47
Refund of Enrollment Fees 29
Registration 26
Registration Steps 27
Repetition of Courses 49
Report Delayed (Symbol "RD") 46
Residence Requirements for Admissions 11
Respiratory Care Practitioner—Courses 312
Respiratory Care Practitioner AS 171
Salinas Valley Promise 35, 43
Schedule Changes 28
Schedule of Classes 27
Scholarships 36
Science—Courses 316
Self-Paced Courses 6
Service Member's Opportunity College 24
Service Animals 61
Sexual Harassment Policy 10
Social Justice—Courses 316
Social Justice/AA-T 204
Sociology—Courses 316
Sociology/AA-T 206
Solomon Amendment 54
Spanish—Courses 317
Spanish/AA-T and AA 143-144
Special Occupational Programs 64
Student Activities Fee 28
Student Clubs 44
Student Conduct and Due Process 54
Student Equity & Achievement Prog 31
Student Financial Aid 34
Student Grievances 55
Student Insurance 41
Student Life 44
Student Rights 54
Student Affairs 31
Student Transfer Achievement Reform Act 70/77
Studio Arts/AA-T 146
Subject to Dismissal 47
Teacher Pathway Program 42
Theatre Arts and Cinema—Courses 319
Theatre Arts/AA-T 148
Theatre Arts and Cinema/AA 150
Transfer and External Exam Credit 17
Transfer Center/Career Center 34
Transfer of Credit 33
Transfer Planning 33
Transfer Transcripts 24
TRIO Student Support 40
TRIO Upward Bound Program 41
Veterans' Services 38
Vision Statements 3
Visitors to the College 8
Waitlist 27
Weekend Classes 6
Welding—Courses 322
Welding Technology/AS 116
Welding Technology/Cert. 117
Withdrawal (Symbol "W") 46

HARTNELL COLLEGE
ACADEMIC CALENDAR 2021-2022

JUNE 2021

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	▪ 24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	*20	*21	*22	*23	*24	*25
26	*27	*28	*29	*30	*31	

June 2021

7 - Summer 2021 Term Begins

July 2021

5 - Independence Day

31 - Summer Term Ends

August 2021

27 - Convocation

30 - Fall 2021 Term Begins

September 2021

6 - Labor Day

November 2021

11 - Veterans Day

▪ 24 - No classes starting 4:30 p.m. or later

25-27 - Thanksgiving Day

December 2021

18 - Last Day of Term

* 12/20-1/2 - Winter Break (Closed)

24 - Observe Christmas Day

January 2022

17 - Martin Luther King, Jr. Day

20-21 - Student Success Conference (Flex Days)

24 - Spring 2022 Term Begins

February 2022

18-19 - Observe Lincoln's Day

21 - Observe Washington's Day

March 2022

31 - Cesar Chavez Day

April 2022

11-16 Spring Break

May 2022

♦ 20 - Commencement

21 - Last Day of Term

30 - Memorial Day

June 2022

13 - 8 Week Summer Session Begins

27 - 6 Week Summer Session Begins

July 2022

4 - Independence Day

Aug 6 - Summer Sessions End

First Day of Class
Flex Day
Holiday
Spring Break
Last Day of Instruction
* School Closure
▪ Commencement
♦ No evening classes starting 4:30 p.m. or later

JANUARY 2022

S	M	T	W	TH	F	S
						* 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	♦ 20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2022

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

5 FLEX DAYS - 3 DISTRICT, 2 PERSONAL
91 FALL INSTRUCTIONAL DAYS (M - SAT CLASSES)
92 SPRING INSTRUCTIONAL DAYS (M - SAT CLASSES)
MINIMUM: 175 TOTAL CONTRACTUAL DAY
Title 5: Sections 55720 - 55732; 58120; 58142SLASSES)

BOARD APPROVED: June 2, 2020 - BOARD REVISED: Approved *June 1, 2021*

Hartnell College Meta Majors

AGRICULTURE, BUSINESS & INDUSTRIES

Administration of Justice
Advanced Automotive Technology
Advanced Diesel Technology
Agriculture with Area of Emphasis
Agriculture Business
Agriculture Plant Science
Agriculture (Food Safety, Production)
Basic Computer Literacy
Business Administration
Business Office Technology (Bookkeeping, Business Information Worker & Information Processing)
Construction Management & Architecture
Digital Web & Mobile Development
Manufacturing Technology
Welding

ARTS & LANGUAGES

Basic English
Communication Studies
Digital Arts
English
Film, Television and Electronic Media
General Studies Emphasis - Humanities
General Studies Emphasis - Language & Rationality
Liberal Arts Emphasis - Humanities
Liberal Arts Emphasis - Languages and Literature
Music
Photography
Spanish
Studio Arts
Theater Arts & Cinema

STEM

Astronomy
Biology
Chemistry
Computer Science
Computer Science and Information Systems
Engineering
Engineering Fundamentals
Geology
General Studies Emphasis - Natural Science
Mathematics
Physics

META MAJORS

HEALTH SCIENCES

Kinesiology
Liberal Arts Emphasis - Psychology
Public Health Science
Registered Nursing
Respiratory Care Practitioner
Vocational Nursing

SOCIAL SCIENCES

Addiction Studies
Chicanx Studies
Early Childhood Education
Economics
Elementary Teacher Education
General Studies Emphasis - Ethnic Groups in the US
General Studies Emphasis - Social Behavioral Science
History Law, Public Policy and Society
Liberal Arts Emphasis - Anthropology
Liberal Arts Emphasis - Culture & Society
Liberal Arts Emphasis - Political Science
Liberal Arts Emphasis - Sociology & Social Sciences
Liberal Arts Emphasis - Philosophy
Political Science
Psychology
Social Justice
Sociology

Are you unsure where to start?

We have resources to answer your questions. Contact us to schedule an appointment.

HARTNELL COUNSELING DEPARTMENT

(831) 755-6820

www.hartnell.edu

HARTNELL COLLEGE
www.hartnell.edu
411 CENTRAL AVENUE
SALINAS, CA 93901

INSIDE:

Course Listings

Degree and Certificate Requirements

Academic Policies and Programs

Transfer Information