

2019-2020 ADDENDUM

New Programs

Biology A.S., (S0652)

Natural Sciences

The A.S. Biology degree offers the student a flexible way to earn a Biology Associate degree. After completing a one-year general biology sequence, the student chooses one of three tracks, biodiversity, cell and molecular biology, or pre-health professions, and takes three additional courses in biology based on those interests. The biodiversity track is for students interested in ecology, field biology, zoology, botany, and similar fields. The cell and molecular biology track is for students interested in molecular biology, genetics, cell biology, and biochemistry. The pre-health professions track is for students interested in medicine, dentistry, and veterinary medicine. This degree may facilitate transfer to baccalaureate majors in biology, and in many cases may facilitate transfer to more specialized majors such as Botany, Ecology, Environmental Science, Genetics, Molecular biology, Microbiology, or Zoology. Students desiring transfer should see a counselor.

Required Courses

Course Prefix	Course Name	Units
BIOL 2	Plant and Animal Biology	4
BIOL 4	Biology for Majors	4
or BIOL 4H	Biology for Majors - Honors	
CHEM 50	General Chemistry I	5
or CHEM 50H	General Chemistry I - Honors	
CHEM 51	General Chemistry II	5
or CHEM 51H	General Chemistry II - Honors	
MATH 180	Calculus and Analytic Geometry	4
Only required for Cell and Molecular Biology track		0-4
BIOL 8	Cell and Molecular Biology	

Required Electives 11

Biodiversity track electives

BIOL 20	Marine Biology
BIOL 21	Marine Biology Laboratory
BIOL 25	Conservation Biology
BTNY 3	Plant Structures, Functions, and Diversity
MICR 1	Principles of Microbiology
MICR 22	Microbiology
ZOOL 3	Fundamentals of Zoology
BIOL 3	Ecology and Field Biology
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Laboratory

Or

Cell and Molecular Biology track electives

MICR 1	Principles of Microbiology
MICR 22	Microbiology
MICR 26	Introduction to Immunology
CHEM 80	Organic Chemistry I
CHEM 81	Organic Chemistry II
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Laboratory

Or

Pre-Health Professions track electives

ANAT 35	Human Anatomy
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ANAT 36	Human Physiology
ANAT 38	Pathophysiology
BIOL 8	Cell and Molecular Biology
MICR 1	Principles of Microbiology
MICR 22	Microbiology
BIOL 34	Fundamentals of Genetics
BIOL 34L	Fundamentals of Genetics Laboratory

Recommended Electives

PHYS 2AG	General Physics
PHYS 2BG	General Physics
Or	
PHYS 6A	General Physics with Calculus
PHYS 6B	General Physics with Calculus

Total Units 33-37

Print Making (Certificate N0653)

Arts Division

This certificate program is designed to prepare students to apply graphic imaging and fine art printing techniques in their preparation for careers in the field of visual communications. Students are given creative, design and printmaking skills necessary to develop successful artworks in the field of fine art, especially for areas of the exhibiting, publishing and collecting of artworks. This Printmaking Certificate offers students interested in building a career as practicing artists the knowledge to produce finished artwork for the fine art and book art markets. The courses in the certificate offer standard printmaking methods whose knowledge is required in applicable areas of the broad field of visual communication.

Required Courses

Course Prefix	Course Name	Units
ARTD 43A	Introduction to Printmaking	3
ARTD 48A	Letterpress Book Arts	3
ARTD 45A	Printmaking: Introduction to Screenprinting	3
ARTD 46A	Printmaking: Introduction to Monotype	3
ARTD 47A	Printmaking: Photo and Alternative Processes	3

Required Electives 3

ARTC 100	Fundamentals of Graphic Design
or ARTD 20	Design: Two-Dimensional

Total Units 18

New Courses

ASTR 99A
 ASTR 99B
 ASTR 99C
 ASTR 99D
 FASH 84
 ZOOL 3

New Noncredit Programs

Administrative Assistant - Level 2

Certificate of Completion
 #24066

The Level 2 Certificate prepares students for clerical positions where, in addition to general office skills, written communication and advanced word processing skills are needed.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
Completion of the Administrative Assistant - Level 1 coursework as follows:		
VOC CSB10	Office Skills	
VOC CSB15	Microcomputer Applications	
VOC CSB31	Microsoft Word	
PLUS the level 2 coursework as follows:		
VOC B025	Business Communication	
VOC CSB21	Microsoft Excel	
VOC CSB51	Microsoft PowerPoint	

College Readiness for Healthcare Programs

Certificate of Competency

#38783

This is a short-term program to prepare students in noncredit programs and adult schools to successfully transition into healthcare college credit courses. Career development and academic counseling are also provided to increase employability, work skills, and provide a pathway to community college healthcare courses.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
PLUS Choose one (1) course from the following:		
BS HCM1	Transitional Math for Health Careers 1	
VOC HEP	Healthcare Exam Preparation	

Recommended Electives

Course Prefix	Course Name	Units
BS ABE01	Career Information and Guidance	
BS ABE05	Career Development	

Microenterprise

Certificate of Completion

#38725

This certificate is designed to prepare students to start and manage a home-based business for self-employment or obtain a job in the field of business management. Students will gain knowledge and skills in the essentials of starting a small business, requirements of local/state/federal organizations, and best practices in hiring as well as in sales and marketing strategies.

Program Learning Outcomes

- Students will...
- Students will...

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC HBB1	Starting a Home-Based Business	
VOC HBB2	Managing and Growing Your Home-Based Business	
VOC MIT	Mobile Information Technology for the Beginner	

Recommended Electives

Course Prefix	Course Name	Units
VOC ESD02	Production of Boutique Crafts for Retail Sales	
VOC ESD03	Lettering Styles and Advertising Calligraphy	
VOC ESD07	Handcrafted Needlework for Retail Sales	
VOC ESD08	Jewelry Production and Design for Retail Sales	
VOC ESD10	Beginning Decorative Art Production for Retail Sales	
VOC ESD11	Intermediate Decorative Art Production for Retail Sales	
VOC ESD15	Jewelry and Lapidary Production Design	
VOC AGR-G	Home Gardening	

Tutor Training

Certificate of Completion

G8150

Tutor Training certificate emphasizes tutoring strategies, learning styles, problem-solving, and best practices for working with a diverse student population.

Program Learning Outcomes

The goal of the Tutor Training Certificate is to prepare tutors to work effectively with a diverse group of learners. Tutoring strategies, learning styles, problem solving, and best practices for working with a diverse student population will be emphasized. Upon completion of the Tutor Training Certificate, students will be able to demonstrate the following:

- Identify tutor's and tutee's responsibilities.
- Identify adult learning theories and tutoring strategies.
- Develop various skills to promote active, independent learning.
- Develop and establish a protocol for tutoring sessions.
- Compare and contrast tutoring styles and techniques.
- Identify problematic areas for the tutor.
- Explore tutor's role in varied settings such as one-on-one or in groups.
- Identify and address tutor's personal biases to promote an equitable learning environment based on understanding, acceptance, and respect.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC TR10A	Introduction to Tutoring	
Choose one of the following courses:		
VOC TR10B	Tutoring in the English Language	
VOC TR10C	Tutoring - Supplemental Instructor	
VOC TR10D	Tutoring in Mathematics	

New Courses

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