

SADDLEBACK

CATALOG 2014-2015



ADDENDUM 2015

Saddleback College Catalog Addendum 2015

The Saddleback College Catalog Addendum represents course and program revisions made since the last publication of the catalog, updates important for students planning on transferring to a UC campus, and corrections to the 2014-15 Catalog.

The content of this catalog addendum, along with the remainder of the existing 2014-2015 catalog, should now be used by students, faculty, and staff. The addendum notes whether programs are new or modified, if they replace an existing program, and the page number in the 2014-2015 Catalog a change would refer to.

Students are strongly encouraged to seek advice from the Counseling Division and department chairs regarding program requirements in the development of their academic plan. While every effort has been made to ensure the accuracy of the information provided in the catalog and the addendum, Saddleback College reserves the right to make changes as necessary, and to change, without notice, any of the information, requirements, and regulations as required for compliance with State regulations.

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Catalog 2014-15 Corrections

Catalog program description correction: see also (pg. 35) in the 14-15 catalog

CORRECTION TO DESCRIPTION

Suspension of VA Benefits Due to Probation

Saddleback College enforces a Standards of Academic Progress Policy for veterans receiving VA education benefits. These standards require the college Veterans Office to suspend, for one semester, the VA education benefits of students who have been on academic or lack-of-progress probation for two consecutive semesters. The college Veterans Office is also required to notify DVA of this suspension.

VA benefits reinstatement: In addition to not receiving VA education benefits for one semester, students must have a written evaluation completed by an academic counselor. The evaluation must certify that the student has a reasonable chance of academic success in future semesters.

Once VA benefits are re-instated, students are required to maintain a 2.0 semester GPA every semester until they achieve a 2.0 cumulative GPA. Failure to do so will result in immediate suspension of VA education benefits for another semester. Please call the college Veterans Office at 949-582-4871 for further details.

AS PRINTED IN 2014-15 CATALOG BELOW

Suspension of VA Benefits Due to Probation

~~Saddleback College is responsible for enforcing the Department of Veterans Affairs' (DVA) standards of academic progress.~~ These standards require the college Veterans Office to suspend, for one semester, the VA education benefits of students who have been on academic or lack-of-progress probation for two consecutive semesters. The college Veterans Office is also required to notify DVA of this suspension.

VA benefits reinstatement: In addition to not receiving VA education benefits for one semester, students must have a written evaluation completed by an academic counselor. The evaluation must certify that the student has a reasonable chance of academic success in future semesters. ~~Students who change their academic programs must satisfy more stringent requirements, including submission to VA of a request for reinstatement of benefits.~~

Once VA benefits are re-instated, students are required to maintain a 2.0 semester GPA every semester until they achieve a 2.0 cumulative GPA. Failure to do so will result in immediate suspension of VA education benefits for another semester. Please call the college Veterans Office at 949-582-4871 for further details.

Catalog 2014-15 Corrections

Missing Course Unit correction: see also (pg. 74) in the 14-15 catalog

Associate of Arts Degree in Communication Studies for Transfer

The curriculum in the Associate in Arts in Communication for Transfer is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers, earning the Associate degree may support attempts to gain entry-level employment in social services or promotion.

Please refer to page 49 for more information on transfer degree requirements

Program Student Learning Outcomes

Students who complete this program will be able to:

- Use enhanced awareness to describe ethical ways of interacting.
- Effectively communicate in front of audiences.
- Demonstrate proficiency in research and citation technique.
- Correctly apply communication theories to enhance the quality of their interactions in their everyday lives.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required Courses:		
SP 1	Communication Fundamentals	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
Select two of the following courses (6 Units)		
CTVR/JRN 1	Mass Media and Society	3
CTVR 124*	Television Production I	3
MATH 10*	Introduction to Statistics	3
SP 20	Intercultural Communication	3
SP 106	Forensics Activity	3
SP 30/TA 30	Introduction to Oral Interpretation	3
Select one of the following courses or any of the courses not selected above (3 Units)		
ANTH 2	Cultural Anthropology	3
ENG 1B*	Principles of Composition II	3
JRN 2	News Writing	3
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
Total Units for the Major		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Catalog 2014-15 Corrections

Catalog program description correction: see also (pg. 115) in the 14-15 catalog

CORRECTION TO DESCRIPTION

Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The Administrative Medical Assistant program prepares the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage electronic health records and other medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217*.

AS PRINTED IN 2014-15 CATALOG BELOW

Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The Administrative Medical Assistant program ~~is designed to articulate into the Health Information Technology (H.I.T.) program and~~ prepares the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage electronic health records and other medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217*.

Catalog 2014-15 Corrections

Missing Course from chart correction: see also (pg. 144) in the 14-15 catalog

Enrollment Limitations for Active Participatory Courses That Are Related in Content

KINESIOLOGY *(continued)*

Category	Courses
Volleyball	KNES 76 KNES 77 KNES 78 KNES 81 KNES 84 (formerly KNES 184) KNES 185

Catalog 2014-15 Corrections

Course Title correction: see also (pg. 173) in the 14-15 catalog

CORRECTION TO COURSE TITLE

CIMW 105

WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL

3 Units; 3 hours lecture;

3 hours learning center

Transfers: CSU

Introduction to databases, Web server-side databases and the Structured Query Language (SQL). Course uses MySQL, to create, manipulate, and query databases. Covers the fundamentals of a relational database, single table queries, multiple table queries, updating data, MySQL database administration, querying data, joins, views, sorting, triggers, constraints, indexes and basic introduction to PLSQL (formerly CIM 205A). *NR*

AS PRINTED IN 2014-15 CATALOG BELOW

CIMW 105

INTRODUCTION TO DATABASES, & SQL QUERIES USING MYSQL

3 Units; 3 hours lecture;

3 hours learning center

Transfers: CSU

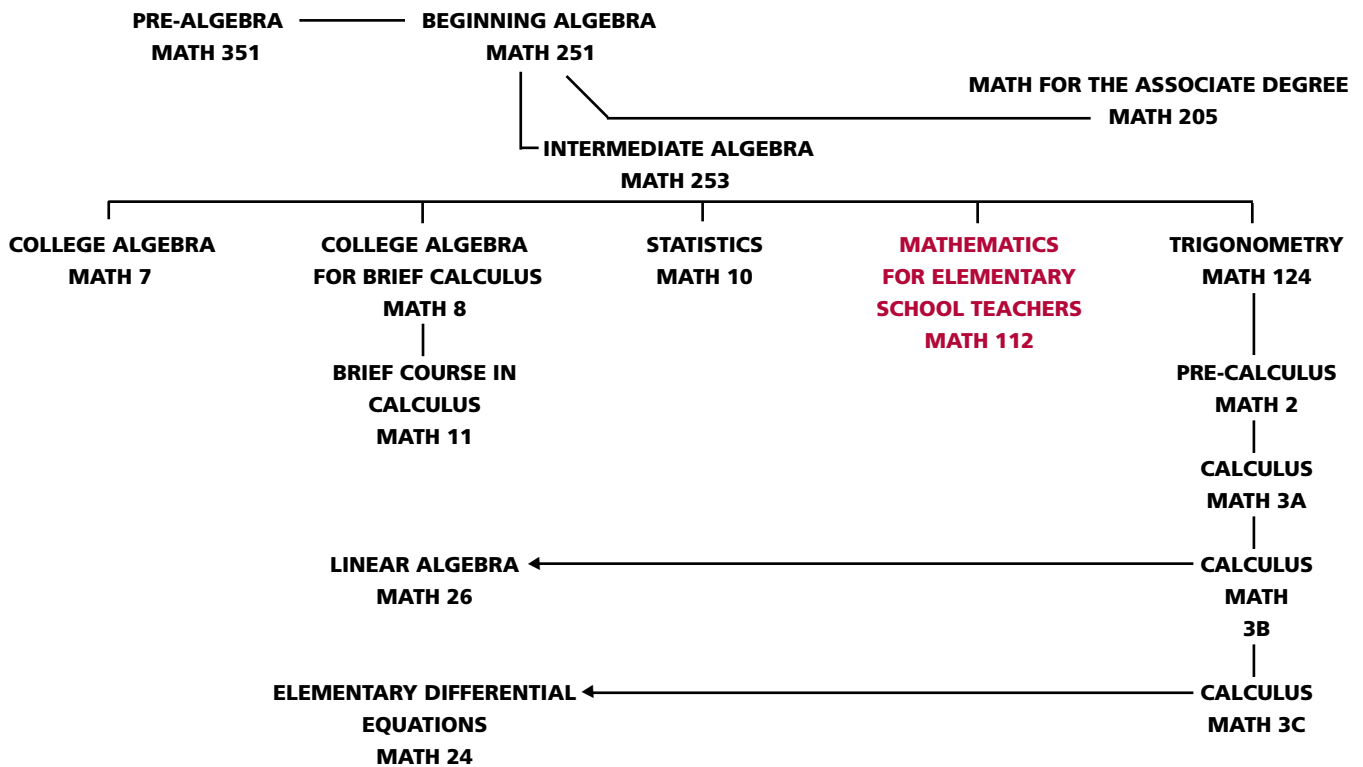
Introduction to databases, Web server-side databases and the Structured Query Language (SQL). Course uses MySQL, to create, manipulate, and query databases. Covers the fundamentals of a relational database, single table queries, multiple table queries, updating data, MySQL database administration, querying data, joins, views, sorting, triggers, constraints, indexes and basic introduction to PLSQL (formerly CIM 205A). *NR*

Catalog 2014-15 Corrections

Missing Course from chart correction: see also (pg. 226) in the 14-15 catalog

Guidelines for Enrollment in Mathematics

MATHEMATICS COURSE SEQUENCE



Courses

Catalog 2014-15 Corrections

*Courses Newly Approved as UC Transferable Effective Fall 2014 correction;
for more information please consult a Counselor and/or ASSIST.org*

COURSE ID	COURSE TITLE	PAGE NUMBER	FALL 2014 TRANSFER DATA	FALL 2014 CORRECTION TRANSFER DATA
ANTH 100	Forensic Anthropology	148	CSU	CSU, UC
BIO 105	Research in Biology and Biochemistry B	159	CSU	CSU, UC
BUS 13	Legal Environment and Business Law	160	CSU, UC	CSU, UC Limitation on credit: Students taking BUS 12, 13, and 14 will only receive credit for one course.
CD 107	Child Growth and Development	163	CSU	CSU, UC
DANC 115	Repertory I	179	CSU	CSU, UC
DANC 116	Repertory II	179	CSU	CSU, UC
DANC 128	Yoga for Dancers	179	CSU	CSU, UC
DANC 171	Advanced Ballet	179	CSU	CSU, UC
DANC 172	Advanced Modern Dance	179	CSU	CSU, UC
DANC 173	Advanced Jazz Dance	179	CSU	CSU, UC
DANC 175	Advanced Tap Dance	179	CSU	CSU, UC
DANC 177	Dance Activities: Latin Aerobics	179	CSU	CSU, UC
DANC 178	Hip Hop	179	CSU	CSU, UC
ENV 126	Environmental Disasters	191	CSU	CSU, UC
KNES 115	Intermediate Cycling/Spinning	222	CSU	CSU, UC
KNES 116	Intermediate Cardio Kickboxing	222	CSU	CSU, UC
KNES 160	Anatomy and Fundamentals of Yoga	222	CSU	CSU, UC
KNES 161	Teaching of Yoga	222	CSU	CSU, UC
KNES 162	Philosophy of Yoga	222	CSU	CSU, UC
KNES 185	Advanced Beach Volleyball	222	CSU	CSU, UC
KNES 186	Backpacking	223	CSU	CSU, UC
KNES 198	Introduction to Qigong	223	CSU	CSU, UC
MUS 194	Musicianship III	235	CSU	CSU, UC

Catalog 2014-15 Corrections

Correction for Theatre Arts AA-T Degree: see also (pg. 128) in the 14-15 catalog

Associate in Arts Degree in Theatre Arts for Transfer

The Associate in Arts in Theatre Arts for Transfer degree will provide the student a broad introduction to making theatre. This degree is designed for the student with an interest in pursuing theatre as a profession who has not yet decided where to specialize. As such the student will receive a broad overview of the many aspects of theatre, including performance, design, theatre history, lighting, costumes, and stagecraft. Students who complete the Associate in Arts in Theatre Arts for transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

Please refer to page 49 for more information on transfer degree requirements

Program Student Learning Outcomes

Students who complete this program will be able to

- Recognize standard practices of ensemble playing in a rehearsal/performance environment.
- Compare and analyze the theories and techniques of acting from a historical perspective.
- Analyze texts and scripts as they pertain to performance.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements.
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character.
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script.

Course ID	Title	Units
Required Core Courses: (9-10 units)		
TA 20	Theatre Appreciation	3
TA 1	Fundamentals of Acting	3

Select 3-4 units in Rehearsal and Performance Production; courses may be repeated:

TA 15*	Rehearsal and Performance: Drama	2
TA 16*	Rehearsal and Performance: Comedy	2
TA 17*	Rehearsal and Performance: Mixed Genres	2
TA 18*	Rehearsal and Performance: Dance	1
TA 113*	Rehearsal and Performance: Children's Theatre	2

OR

Select a maximum of 3 units in Technical Theatre in Production

ETT 142*	Theatre Production	1
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List A: Select three courses (9 units)

TA 2*	Scene Study I	3
ETT 41*	Stage Lighting	3
ETT 42	Costume Design	3
ETT 40	Stagecraft	4
TA 15*•	Rehearsal and Performance: Drama	2
TA 16*•	Rehearsal and Performance: Comedy	2
TA 17*•	Rehearsal and Performance: Mixed Genres	2
TA 18*•	Rehearsal and Performance: Dance	1
TA 113*•	Rehearsal and Performance: Children's Theatre	2
ETT 142•	Theatre Production	1

Total Units for the Major 18-19

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

• A maximum of three units may be taken in Rehearsal and Performance Production (TA 15, 16, 17, 18, 113) OR Technical Theatre in Production (ETT 142) to be counted toward List A requirements. Courses taken to fulfill core requirements may not be taken again to meet List A requirements.

Catalog 2014-15 Revisions

Grade Grievance Policy was updated: see (pgs. 28-30) in the 14-15 catalog

Grade Grievance

I. General Provisions

A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, Section 76224(a).

B. California Education Code Section 76224(a)

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 incompetence, shall be final.

This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and administrative regulations.
5. Financial claims against the District.

II. Definitions

- A. Mistake: an unintentional act, omission or error by the instructor or the college.
- B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.
- C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code Section 66250 et. seq. (including, but not limited to, Section 66270) and Title 5, California Code of Regulations, Section 593000 et. Seq. If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was the results of discrimination or harassment the grade may be changed as a remedy for the discrimination or harassment.
- D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.
- E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.
- F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and the provisions herein.
- G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- H. The College President: The President of the College or a designated representative of the College President.
- I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.

III. Informal Resolution

Any student who believes he or she has a grade grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing,

and shall attempt to resolve the problem with the faculty member with whom the student has the grievance or that person's dean or designee. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

IV. Formal Grievance Process

A. Written Statement of Grievance

Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within 5 days after the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw his/her written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the appropriate dean or designee. The dean or designee shall notify the affected faculty member in writing within 5 days that the student has withdrawn the grievance and no further action may be taken.

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.
2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing. **During the summer, given that many faculty and most students are not on campus, it may not be possible to convene a Hearing Panel in 15 days, but it will be scheduled no later than 15 days after the first day of fall semester instruction.**
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
 - a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
 - b. The grievant is a student as defined in these procedures and;
 - c. The grievant is personally and directly affected by the alleged grievance and;
 - d. The grievance was filed in a timely manner and;

- e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.
4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).
5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing. **During the summer, given that many faculty and most students are not on campus, it may not be possible to convene the grievance hearing within 45 days. It will be scheduled no later than 30 days after the first day of fall semester instruction, or 45 days after the first panel, whichever comes later.**
- D. Hearing Procedures
1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
 2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.
 3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.
 4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.
 5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.
 6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.
7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.
- E. Hearing Panel Decision
- Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.
- V. Appeal Process
- A. Written Statement of Appeal
1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.
 2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.
 3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.
 4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.
 5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

Catalog 2014-15 Revisions

Revised Certificate: for A.S. see (pg. 52) in the 14-15 catalog

Accounting Certificate Program

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this certificate is helpful in securing entry-level accounting positions in business and industry. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Prepare a set of basic financial statements.
- Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.
- Demonstrate proficiency in processing the accounting cycle for a business.
- Demonstrate proficiency in communicating financial information in the subject area.
- Present an oral presentation in the designated subject area.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
	<i>or</i>	
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 275*	Auditing	3
BUS 12	Business Law	3
	<i>or</i>	
BUS 14	Legal Environment of Business	3
Select from Restricted Electives		3
Restricted Electives:		
ACCT 120	Introduction to Financial Planning	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 221*	Accounting Information Systems	3
Total Units for the Certificate		26-27

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Suggested coursework not required for the major: ACCT 214; BUS 1, 102, 103, 104, 125; CIM 1, 112, **CIMN 100, 100A, CIMA 104, 106**; ECON 2, 4.

Catalog 2014-15 Revisions

Revised Program: see also (pg. 61-2) in the 13-14 catalog

Business Administration Degree Program

The curriculum in the Business Administration Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers, earning the Associate degree may support attempts to gain entry-level employment or promotion.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate preparation for transfer to a four-year institution with the required business, accounting, economics, math, and other learning.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Communicate clearly, effectively, and appropriately in writing and orally.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
<i>or</i>		
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
CIM 1	Computer Information Systems	4
<i>or</i>		
CIM 10	Introduction to Information Systems	3
<i>or</i>		
CIM 112	Microsoft Office	3
ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 3A*	Analytic Geometry and Calculus	5
<i>or</i>		
MATH 11*	A Brief Course in Calculus	5
	Total Units for the Major	31-32

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Arts Degree

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: BUS 116, 120, 125, 135, 150; MATH 9, 10; PHIL 12 or 15.

Catalog 2014-15 Revisions

Revised Certificate: see also (pg. 80) in the 14-15 catalog

Cosmetology Certificate Program

The Cosmetology program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program. Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

A career in cosmetology offers men and women personal satisfaction in one of the nation's largest service industries. It provides a pleasant environment with year-round employment and full-time and part-time employment opportunities. Licensed graduates may be employed as hair dressers, salon managers or owners, hair coloring specialists, hair stylists, make-up artists, facial specialists, manicurists, nail technicians, wig stylists, manufacturers' field representatives, demonstrators and lecturers, receptionists, laboratory technicians, and cosmetic buyers.

Students enrolling in the Cosmetology Program are required to purchase an equipment kit that will be used during the program.

This program is offered on an open enrollment basis, and a waiting list may be maintained for those students who desire to enroll. Interested students should contact the Advanced Technology and Applied Science division office.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Respect the need to deliver worth service for value received in an employer-employee relationship.
- Practice effective communication skills, visual poise, and proper grooming.
- Perform basic manipulation skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform basic analytical skills to determine proper makeup, hairstyle and color application for the clients overall image.
- Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
COS 410A*	Cosmetology Freshman—Level 1 (400 hours)	12
COS 410B*	Cosmetology Intermediate—Level 2 (400 hours)	12
COS 410C*	Cosmetology Advanced—Level 3 (400 hours)	12
COS 410D*	Cosmetology Senior—Level 4 (400 hours)	12
Total Units for the Certificate (1,600 hours)		48

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

The Cosmetology Certificate Program is a nondegree-granting program; the courses in this program may not be used to satisfy Associate degree major elective unit requirements.

Catalog 2014-15 Revisions

Revised Certificate: for A.S. see also (pg. 102) in the 14-15 catalog

Health Information Technology Certificate Program

The Health Information Technician (H.I.T.) program is a two-year certificate and associate degree program that prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Collect, use, analyze, validate, store, and retrieve health care data.
- Manage related data, personnel management, and release of information.
- Demonstrate skill in clinical coding – converting diagnoses and procedure's to numeric codes.
- Demonstrate skills in quality assessment, financial management, and computer science.
- Apply knowledge through clinical experiences in various professional practice health care facilities.
- Demonstrate the knowledge and skills needed to successfully pass entry level HIM certification examinations and the Registered Health Information Technician examination. (RHIT)

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
CIM 112	Microsoft Office	3
HIT 200	Health Information Science	3
BIO 113	Human Anatomy and Physiology	4
HSC 233	Legal and Ethical Aspects of Health Information	3
HIT 203	Alternative Healthcare Delivery Systems	2
HIT 207*	Information Technology/EHR in Healthcare	3
HIT 202	Reimbursement Methodologies	2
HSC 244*	Disease Processes for the Health Sciences	3
HIT 221*	ICD-10-CM	3
HIT 220*	ICD-10-PCS	3
HIT 212*	Reporting Healthcare Data	2
HIT 209*	Management of Resources in Healthcare	3
HIT 204	Performance Improvement in Healthcare	3
HIT 215*	CPT/Ambulatory Care Coding	3
HIT 219*	Directed Practice	3
Total Units for the Certificate		46

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Catalog 2014-15 Revisions

Revised Program: see also (pg. 110) in the 14-15 catalog

Journalism Certificate and Degree Program

The curriculum in the Journalism **program** provides the range of skills necessary for work in editorial departments of **news organizations**, magazines, industrial in-house publications, public relations, **and emerging businesses in media and related industries**. This program provides background and experience needed by persons who may be employed as photographers, **video journalists, designers, and others**.

The journalism program at Saddleback College seeks to give students an understanding of the media industry and First Amendment. Students develop their writing and reporting skills for a variety of news platforms, public relations and new and emerging businesses in the media and related industries.

In production courses, students receive hands-on training producing multi-dimensional content for student news publications on a variety of platforms. In skills classes, students learn the fundamentals of producing news content, interviewing, reporting, writing stories, news judgment, visual journalism, social media and are introduced to media law, ethics and professional standards. An emphasis is placed on emerging technology and journalism.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate a range of skills necessary for work in editorial departments of news organizations, magazines, and industrial in-house publications.
- Demonstrate a range of skills necessary for work in public relations, media and communications organizations, and startups.
- Successfully complete practical experiences needed by persons who may be employed as journalists, editors, photographers, video journalists, designers, and media professionals and related occupations.

Course ID	Title	Units
JRN/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 111*	News Media Production and Editing	4
<i>or</i>		
JRN 112*	News Media Production, Blogging and Social Media	4
JRN 113*	Magazine Production for Digital Platforms	3
JRN 107*	News Media Production and Investigative Reporting	4
<i>or</i>		
JRN 109*	News Media Production and Data Reporting	4
JRN 125*†	Magazine Journalism	3
JRN 105	Feature Writing	3
	Total Units for the Certificate	23

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Suggested coursework not required for the major: **JRN 106*, 110***; PHOT 50, 55*.

Catalog 2014-15 Revisions

Revised Program: see also (pg. 116) in the 14-15 catalog

Clinical Medical Assistant Certificate Program

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, practicing medical and surgical asepsis, and working with electronic health records and other medical records. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217B*.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate clinical patient skills
- Describe legal and ethical practices related to medical care
- Demonstrate medical office employability skills

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 211B	Physical-Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260	Computer Applications/EHR in Health Care	3
HSC 233	Legal and Ethical Aspects of Health Information	3
MA 217B*	Medical Assisting Clinical Experience Clinical	3
Total Units for the Certificate		29

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Suggested coursework not required for the major: BIO 113; EMT 207*, 207C*; INSR 200; **MA 211A, 212A, 213A, 224A, 226A*, 228A***.

Catalog 2014-15 Revisions

Revised Program: see also (pg. 116) in the 14-15 catalog

Comprehensive Medical Assistant Certificate Program

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, surgical and laboratory procedures, electronic health records and other medical records management, surgical and laboratory procedures, venipuncture, pharmacology, injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217C*.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe legal and ethical practices related to medical care
- Demonstrate clinical patient skills
- Demonstrate medical office employability skills
- Demonstrate administrative medical skills

A minimum grade of "C" in all courses is required to receive the certificate.

Course ID	Title	Units
HSC 201	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 224A	Basic Medical Insurance	3
MA 211A	Medical Reception Techniques	2.5
MA 213A	Medical Records Management	2.5
MA 226A	Fundamentals of CPT/Ambulatory Coding for Medical Assistants	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260	Computer Applications/EHR in Health Care	3
HSC 233	Legal and Ethical Aspects of Health Information	3
MA 228A*	Fundamentals of ICD Coding	3
MA 211B	Physical – Examination Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 217C*	Medical – Assisting Clinical Experience Comprehensive	3
Total Units for the Certificate		45.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Suggested coursework not required for the major: BIO 113; EMT 207*, 207C*; INSR 200.

Catalog 2014-15 Revisions

Revised Program: see also (pg. 119-120) in the 14-15 catalog

Licensed Vocational Nurse (LVN) to Registered Nurse (RN) 30-Unit Option Certificate

BRN Rules and Regulations

Section 1429 — Preparation Required for Licensed Vocational Nurses

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

Admission of **LVNs** to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12*, BIO 15*, and N 162* with grades of "C" or better and with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. Completion of N 162* (**lecture**) and N 162* (**lab**) with a grade of "C" or better within a maximum of 3 semesters of program entry.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
7. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
8. Proof of completion of a minimum of one (1) year of direct patient care as an LVN.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate sufficient preparation to pass the NCLEX upon first attempt.
- Promote and maintain a safe environment by integrating current evidence-based practice, the nursing process, and skill competency to deliver quality health care.
- Demonstrate the knowledge, skills, and attitudes required of the professional nurse as defined by the California Nurse Practice Act and standards of nursing practice.

Courses Required for the 30-Unit Option:

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1
N 162*	Successful Transition to Professional Nursing Lab	.5

Required Core Classes:

N 165	Lifecycle I: Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	2
N 171*	Mental Health Nursing Lab	1
N 173*#	Nursing Care of Children and Families	1.5
N 173*#	Nursing Care of Children and Families Lab	2
N 174*#	Women's Health Nursing	1.5
N 174*#	Women's Health Nursing Lab	2
N 176*#¥	Advanced Nursing	3
N 176*#¥	Advanced Nursing Lab	5
Total Units for the Certificate		30

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.