

Saddleback College Catalog Update

The Saddleback College Catalog Update represents course, program and content revisions made since the publication of the catalog.

The update notes whether courses or programs are new or modified, any changes are highlighted in **RED**.

Students are strongly encouraged to seek advice from the Counseling faculty 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.

All revisions are as of January 29, 2018

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Online Catalog – Degrees, Certificates, and Awards

Anthropology Associate in Arts

Anthropology is a diverse discipline that investigates the biological and cultural life of human beings at all times and in all places. An anthropology degree provides students with an appreciation of other ways of life, different systems of belief, and different ways of constructing knowledge, and, perhaps most importantly, a better understanding of the world in which they live. The curriculum in the Anthropology program is designed to provide the transfer student the opportunity to achieve an Associate in Arts (AA) in Anthropology degree by providing the necessary breadth in the field and an introduction to the methods used. While a baccalaureate or higher degree, which can be achieved through transfer, is recommended for those considering professional careers in anthropology, an associate degree may support attempts to gain entry-level employment as lab technicians, research assistants, museum workers, cultural resource conservators, and other related positions.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe the historical development and breadth of anthropology, including the "four-field approach" in American anthropology and be able to characterize anthropology's distinctive theoretical and methodological approaches with respect to other disciplines.
- Explain the processes of human biological evolution and discuss the importance of the scientific method in anthropological research and also describe modern human biological diversity and articulate an informed position on the question of race.
- Define and critically analyze the concepts of culture and cultural relativism and to demonstrate the ability to think holistically and comparatively in describing human cultural diversity.
- Demonstrate an understanding of the processes of social and cultural change through time and discuss the politics of inclusion and exclusion both locally and globally as well as to articulate an anthropological perspective in relation to contemporary issues and concerns.
- Identify the correct methods for the undertaking of ethnographic, linguistic, and/or archaeological fieldwork.
- Identify the ethical responsibilities and concerns in the conducting of anthropological research including to critically evaluate information sources about different peoples and culture.

Required Courses:

ANTH 1 BIOLOGICAL ANTHROPOLOGY **3 Units**

or

ANTH 1H HONORS BIOLOGICAL ANTHROPOLOGY **3 Units**

ANTH 2 CULTURAL ANTHROPOLOGY **3 Units**

or

ANTH 2H HONORS CULTURAL ANTHROPOLOGY **3 Units**

ANTH 3 CULTURE AND LANGUAGE **3 Units ***

ANTH 9 INTRODUCTION TO ARCHAEOLOGY **3 Units**

Select from Restricted Electives **6 Units**

Total Units for the Major: 18

Restricted Electives:

ANTH 4 NATIVE AMERICAN CULTURES **3 Units**

ANTH 5 ANTHROPOLOGY OF LATIN AMERICA-CULTURE, IDENTITY, AND POWER **3 Units**

ANTH 6 GLOBAL ISSUES IN ANTHROPOLOGICAL PERSPECTIVE **3 Units***

ANTH 7 NATIVE AMERICAN CULTURES OF SOUTHERN CALIFORNIA **3 Units**

ANTH 8 WORLD PREHISTORY **3 Units**

ANTH 10 CELTIC CULTURES **3 Units**

ANTH 13 MAGIC, WITCHCRAFT, AND RELIGION **3 Units**

ANTH 14 INTRODUCTION TO VISUAL CULTURE **3 Units**

ANTH 15 THE WORLD OF PRIMATES **3 Units**

ANTH 16 ARCHAEOLOGICAL FIELDS METHODS **1 Unit ***

ANTH 17 THE BIOLOGICAL EVOLUTION OF HUMAN NATURE **3 Units**

ANTH 19 FORENSIC ANTHROPOLOGY **3 Units ***

ANTH 21 WOMEN, GENDER, AND CULTURE - CROSS-CULTURAL PERSPECTIVES **3 Units**

ES 1 MULTICULTURAL EXPERIENCES IN THE UNITED STATES **3 Units**

ES 3 INTRODUCTION TO CHICANA(O)AND LATINA(O) CULTURES **3 Units**

*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.

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Early Childhood Teacher Education Associate in Science

This degree prepares students to be competent and effective teachers and caregivers for young children ages 0-8. Developmental and learning theory as well as appropriate strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and can be employed in children's settings such as child care centers, church schools, employee sponsored child care, and early Head Start as teachers and caregivers. With an appropriate general education pattern students are also prepared to transfer to Child Development and Early Childhood studies baccalaureate degrees. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher Permit.

A minimum grade of "C" in each course is required to receive the degree and/or qualify for the Child Development Permit

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8.
- Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice (DCLAP), and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

Core Courses

CDE 101 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN **3 Units** *

CDE 15 CHILD, FAMILY, AND COMMUNITY **3 Units** *

CDE 7 CHILD GROWTH AND DEVELOPMENT **3 Units** *

or

CDE 7H HONORS CHILD, GROWTH AND DEVELOPMENT **3 Units***

CDE 110 INTRODUCTION TO CURRICULUM **3 Units** *

CDE 111 CHILD GUIDANCE AND COMMUNICATION **3 Units** *

CDE 112 HEALTH, SAFETY, AND NUTRITION **3 Units** *

CDE 117 TEACHING IN A DIVERSE SOCIETY **3 Units** *

CDE 120 OBSERVATION AND ASSESSMENT **3 Units** *

CDE 121 Practicum-The Student Teaching Experience **5 Units***

Supervised Field Experience Courses

CD-121 PRACTICUM: THE STUDENT TEACHING EXPERIENCE **5 Units***

Lab placement must be in a setting that serves children ages 3-5

General Education (16 units)

A course in each of the following 4 areas must be included:

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English or Language Arts

Science or Math

Social Sciences

Humanities or Fine Arts

16 Units

Total Units for the Major: 45 29

*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. Students intending to transfer must complete IGETC or CSU pattern general education courses.

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.

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Gerontology

Certificate of Achievement

The Gerontology Certificate Program is a multidisciplinary approach to the study of aging, the aging process, and working with older adults. Biological, sociological, and psychological aspects of aging are explored. The program aims to educate individuals seeking a career in Gerontology, pursuing advancement in their careers, and who desire to expand their knowledge for personal growth. The certificate program allows students to choose elective courses and provides suggested pathways and career objectives. Employment opportunities may include: business, marketing, environmental design, nutrition, health, recreation, fitness, food services/preparation, social/human services, senior communities, home health care, caregiving, and travel. Additional certification, degrees, and/or training may be required for the fields listed depending on the employer and occupation.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Explain the key concepts associated with the study of aging and gerontology.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging and gerontology.
- Describe the physical, social, familial, and community support networks for aging individuals.
- Explain end-of-life issues and decisions, as well as the topics of bereavement, grief, and mourning.
- Identify and evaluate community support services, agencies, and careers focused on the aging community.
- Demonstrate skills in one of the suggested pathways of study within the certificate program.

Core/Required Courses

SOC 180 INTRODUCTION TO GERONTOLOGY **3 Units**

SOC 126 DEATH AND DYING **3 Units**

PSYC 125 PSYCHOLOGY OF AGING **3 Units ***

SOC 125 SOCIOLOGY OF AGING **3 Units**

Select from Restricted Electives: **9-10 units**

Total Units for the Certificate: 21-22

Restricted Electives

Pathways are suggested areas of focus, but completion of any of the courses on the restricted electives list can be used to complete the elective unit requirement.

Pathway 1 - Business

ACCT 120 INTRODUCTION TO FINANCIAL PLANNING **3 Units**

BUS 416 PERSONAL LAW, STREET LAW 3 Units

BUS 135 MARKETING **3 Units**

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

Pathway 2 - Environmental Design

ARCH 124A ARCHITECTURAL DRAWING I **4 Units**

ARCH 219 RESIDENTIAL AND COMMERCIAL SPACE PLANNING **4 Units***

ARCH 163 INTERNATIONAL BUILDING CODE INSPECTION **4 Units**

ID 214 BATH DESIGN **3 Units ***

or

ID 215 KITCHEN DESIGN **3 Units ***

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

Pathway 3 - Food/Nutrition

FN 50 FUNDAMENTALS OF NUTRITION **3 Units**

FN 110 FOOD PREPARATION ESSENTIALS **3 Units ***

FN 161 NUTRITION FOR HEALTH OCCUPATIONS **2 Units ***

FN 169 LIFECYCLE NUTRITION **3 Units ***

FN 210 SERVSAFE IN FOOD PRODUCTION **1 Unit**

FN 232 TECHNIQUES OF HEALTHY COOKING **2 Units ***

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

Pathway 4 - Health

HLTH 1 CONTEMPORARY HEALTH ISSUES **3 Units**

HLTH 2 FIRST AID, CPR, AND AUTOMATED EXTERNAL DEFIBRILLATOR **1.5 Units**

HSC 233 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION **3 Units**

HSC 291 MANAGEMENT OF AGGRESSIVE BEHAVIOR IN HEALTHCARE SETTINGS **0.5 Unit**

HIT 203 ALTERNATIVE HEALTHCARE DELIVERY SYSTEMS **2 Units**

MA 206 INTRODUCTION TO MEDICAL ASSISTING **3 Units**

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

Pathway 5 - Recreation/Fitness

HSC 151 INTRO TO THERAPY AND CAREER EXPLORATION OF REHABILITATION **3 Units**

or

KNEA 151 INTRO TO THERAPY AND CAREER EXPLORATION OF REHABILITATION **3 Units**

KNES 51 INTRODUCTION TO KINESIOLOGY **3 Units**

KNES 52 FUNDAMENTALS OF HUMAN MOVEMENT **3 Units**

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

Pathway 6 - Human Services

HS 100 INTRODUCTION TO HUMAN SERVICES **3 Units ***

HS 140 GROUP LEADERSHIP AND GROUP PROCESS **3 Units**

HS 174 CASE ADMINISTRATION, CRISIS INTERVENTION AND REFERRAL **3 Units**

HS 220 BENEFITS AND ENTITLEMENT **3 Units**

HS 285 ETHICAL ISSUES AND CLIENT'S RIGHTS **3 Units**

SOC 10 INTRODUCTION TO MARRIAGE AND THE FAMILY **3 Units**

HS 131 MULTICULTURAL AND DIVERSE POPULATIONS IN THE UNITED STATES **3 Units**

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

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Nursing

The Nursing Program at Saddleback College offers a curriculum that qualifies the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program provides graduates with the education necessary to become competent entry level registered nurses, to obtain employment in a variety of settings, and to provide quality patient centered care.

Enrollment Procedures

In order to apply, a student must complete BIO 11* (Anatomy), BIO 12* (Physiology), BIO 15* (Microbiology), and ENG 1A* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12* (Physiology) must have been completed within the past seven years. **Every required prerequisite and core class must be completed with a "C" or better.**

Students qualified for application will be ranked according to their total points achieved on all of the admission criteria. Those with the highest scores will be admitted. The admission criteria includes: previous academic degrees, work experience/certificates, GPA in the science prerequisites, completion of relevant course work towards the ADN degree, life experience, proficiency/course work in a second language, ATI-TEAS testing scores.

Applications will be taken each semester for approximately a two week period at the beginning of February (for fall admission) and the beginning of September (for spring admission). Procedures for applying to the Nursing program and applications packets are available in the Health Sciences and Human Services division office and on the Nursing program website. Prospective nursing students are encouraged to attend an RN Information Session.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

The program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

California Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 94244
916-322-3350 or <http://www.rn.ca.gov>

Accrediting Commission for Education in Nursing, Inc.
3343 Peachtree Road, NE, Suite 850
Atlanta, Georgia 30326
404-975-5000 or www.acenursing.org

Registered Nursing Associate in Science

The Nursing Program offers evidence based theory and clinical nursing courses that build upon a foundation of biological, psychological, and social sciences, as well as communication skills, and critical thinking, to prepare competent entry level professional registered nurses. The ADN Program focuses on a strong medical surgical foundation, and the application of nursing process across the lifespan in a variety of healthcare settings to deliver high quality health care. Leadership skills and lifelong learning are emphasized as the nurse takes on the role of the professional RN.

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.

Required prerequisites prior to Nursing Clinical Sequence:

BIO 11 HUMAN ANATOMY **4 Units** *
BIO 15 GENERAL MICROBIOLOGY **5 Units** *
BIO 12 HUMAN PHYSIOLOGY **4 Units** */***
ENG 1A PRINCIPLES OF COMPOSITION I **4 Units** */****

Or

ENG 1AH Honors Principles of Composition I **4 Units** */****

Total Prerequisite Units: 17

Eligible for Entry into Nursing Clinical Sequence

Semester I

N 160 PHARMACOLOGY FOR NURSING **3 Units** */**
N 165 LIFECYCLE 1, FUNDAMENTALS OF AGING **1.5 Units** **
N 170 NURSING PROCESS **3 Units** *
N 170 NURSING PROCESS LAB **4.5 Units** *#
N 171 MENTAL HEALTH NURSING **2 Units** *#
N 171 MENTAL HEALTH NURSING LAB **1 Unit** *#

Total Units for the Semester: 15

Semester II:

PSYC 1 INTRODUCTION TO PSYCHOLOGY **3 Units** **

Or

PSYC 1H INTRODUCTION TO PSYCHOLOGY **3 Units** **

N 161 LIFECYCLE 2, GROWTH AND DEVELOPMENT **1.5 Units** **
N 172 MEDICAL-SURGICAL NURSING **3.5 Units** *
N 172 MEDICAL-SURGICAL NURSING LAB **5 Units** *#

Total Units for the Semester: 13

Semester III:

N 173 NURSING CARE OF CHILDREN AND FAMILIES **1.5 Units** *
N 173 NURSING CARE OF CHILDREN AND FAMILIES LAB **2 Units** *#
N 174 WOMEN'S HEALTH NURSING **1.5 Units** *
N 174 WOMEN'S HEALTH NURSING LAB **2 Units** *#

Total Units for the Semester: 7

Semester IV:

SP 1 COMMUNICATION FUNDAMENTALS **3 Units** **

Or

SP 1H HONORS COMMUNICATION FUNDAMENTALS **3 Units** **

Or

SP 5 INTERPERSONAL COMMUNICATION **3 Units** **
N 176 ADVANCED NURSING **3 Units** *
N 176 ADVANCED NURSING LAB **5 Units** *#

Total Units for the Semester: 11

Total Units for the Major: 63

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

** Courses can be taken prior to entry into the program

*** Human Physiology must have been completed within the last 7 years

**** Freshman Composition 3-unit equivalent course will be accepted

Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

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

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Online Catalog – Degrees, Certificates, and Awards

Nursing

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Registered Nursing Certificate of Achievement

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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.

Required prerequisites prior to Nursing Clinical Sequence:

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BIO 15 GENERAL MICROBIOLOGY **5 Units** *
BIO 12 HUMAN PHYSIOLOGY **4 Units** */***
ENG 1A PRINCIPLES OF COMPOSITION I **4 Units** */****

Or
ENG 1AH Honors Principles of Composition I **4 Units** */****

Total Prerequisite Units: 17

Eligible for Entry into Nursing Clinical Sequence Semester I

N 160 PHARMACOLOGY FOR NURSING **3 Units** */**
N 165 LIFECYCLE 1, FUNDAMENTALS OF AGING **1.5 Units** **
N 170 NURSING PROCESS **3 Units** *
N 170 NURSING PROCESS LAB **4.5 Units** *#
N 171 MENTAL HEALTH NURSING **2 Units** *#
N 171 MENTAL HEALTH NURSING LAB **1 Unit** *#

Total Units for the Semester: 15

Semester II:

PSYC 1 INTRODUCTION TO PSYCHOLOGY **3 Units** **

Or
PSYC 1H INTRODUCTION TO PSYCHOLOGY **3 Units** **
N 161 LIFECYCLE 2, GROWTH AND DEVELOPMENT **1.5 Units** **
N 172 MEDICAL-SURGICAL NURSING **3.5 Units** *
N 172 MEDICAL-SURGICAL NURSING LAB **5 Units** *#

Total Units for the Semester: 13

Semester III:

N 173 NURSING CARE OF CHILDREN AND FAMILIES **1.5 Units** *
N 173 NURSING CARE OF CHILDREN AND FAMILIES LAB **2 Units** *#
N 174 WOMEN'S HEALTH NURSING **1.5 Units** *
N 174 WOMEN'S HEALTH NURSING LAB **2 Units** *#

Total Units for the Semester: 7

Semester IV:

SP 1 COMMUNICATION FUNDAMENTALS **3 Units** **

Or
SP 1H HONORS COMMUNICATION FUNDAMENTALS **3 Units** **

Or
SP 5 INTERPERSONAL COMMUNICATION **3 Units** **
N 176 ADVANCED NURSING **3 Units** *
N 176 ADVANCED NURSING LAB **5 Units** *#

Total Units for the Semester: 11

Total Units for the Major: 63

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

** Courses can be taken prior to entry into the program

*** Human Physiology must have been completed within the last 7 years

**** Freshman Composition 3-unit equivalent course will be accepted

Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

~~Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Advanced Placement Option~~

~~The Nursing program is designed so that Licensed Vocational Nurses (LVNs) can enter as advanced placement students and continue their education so that upon graduation they are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Procedures for applying to the Nursing Program and application packets are available in the Health Sciences and Human Services~~

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Nursing Certificate of Achievement Continued from page 6

division office and on the Nursing website. Prospective nursing students are encouraged to attend an LVN to RN Information Session.

LVN to RN students are admitted from a wait list on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited Vocational Nursing (VN) program or a current California VN license.
2. Completion of all the core science courses: BIO 11*, 12*, 15*, and ENG 1A* or equivalent, with a grade of "C" or better.
3. Completion of N 162* (lecture), N 162* (lab), and N 164* with a grade of "C" or better within a maximum of 3 semesters of program entry.
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in science prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Pre-Admission test validated by CCCCQ at or above designated cut scores.
9. Proof of completion of a minimum of one (1) year of direct patient care.

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.

Students admitted under the Advanced Placement Option are eligible for either the Registered Nurse Certificate and/or Associate in Science Degree upon completion of program requirements.

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Correction

Printed Catalog – Page 134-135

Online Catalog – Degrees, Certificates, Programs

Information in red was omitted from the printed catalog

German Associate in Arts

The German Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in German. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate comprehensive knowledge of German vocabulary.
- Use proficient conversational skills in their language of study.
- Read and write in German.
- Demonstrate introductory cultural and historic knowledge of German speaking people.

Required Courses

GER 1 ELEMENTARY GERMAN **5 Units** *

GER 2 ELEMENTARY GERMAN **5 Units** *

GER 3 INTERMEDIATE GERMAN **5 Units** *

GER 4 INTERMEDIATE GERMAN **5 Units** *

GER 901 GERMAN LANGUAGE LAB **0.25 Units** *

GER 902 GERMAN LANGUAGE LAB **0.25 Units** *

GER 903 GERMAN LANGUAGE LAB **0.25 Units** *

GER 904 GERMAN LANGUAGE LAB **0.25 Units** *

Select one course from restricted Electives **3 Units**

Total Units for the Major: 24

Restricted Electives

ARAB 21 INTRODUCTION TO ARABIC CULTURE **3 Units** *

CHI 21 INTRODUCTION TO CHINESE CULTURE AND INFLUENCE IN THE U.S. **3 Units** *

FR 10 INTERMEDIATE CONVERSATIONAL FRENCH **3 Units** *

FR 21 INTRODUCTION TO FRENCH LANGUAGE AND CULTURE **3 Units** *

GER 10 INTERMEDIATE CONVERSATIONAL GERMAN **3 Units**

ITA 21 INTRODUCTION TO ITALIAN CULTURE **3 Units** *

JA 21 INTRODUCTION TO JAPANESE CULTURE **3 Units** *

SPAN 10 INTERMEDIATE CONVERSATIONAL SPANISH **3 Units** *

SPAN 20A CIVILIZATION OF SPAIN THROUGH 1898 **3 Units** *

SPAN 20B CIVILIZATION OF SPAIN 1898 TO PRESENT **3 Units** *

SPAN 21A CIVILIZATION OF LATIN AMERICA THROUGH 1900 **3 Units** *

SPAN 21B CIVILIZATION OF LATIN AMERICA 1900-PRESENT **3 Units** *

SPAN 21C HISPANIC CULTURE AND LITERATURE IN THE UNITED STATES **3 Units** *

*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

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Catalog 2017-18 New Program

Business Communications Certificate of Achievement

Completion of the Business Communication Certificate prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While a vast array of occupations requires communications skills, occupations *specific* to communications include, but are not limited to, Media and Communication workers, Public Relations Assistants, Sales and Marketing Assistants, Office Assistants, Event Planners, Dispatchers, Fundraising Specialists, and Supervisors.

This certificate builds or “stacks” onto the Business Communication Skills Certificate and adds depth to students’ familiarity with business functions and environments that provide the contexts for communications.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply principles, planning, organization, and styles to written and oral business communications, including consideration of ethical, cultural, gender, and other aspects of the communication.
- Use principles of effective business communication to create written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. They will use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills; use appropriate interviewing techniques, business etiquette, presentation skills, as well as nonverbal communications.
- Consider relevant fundamentals of legal systems, and social, ethical, and political forces affecting the operation and communications of businesses; apply familiarity with the functions of business including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate, to business communications.
- Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Create classic and contemporary marketing communications, including product and service planning, pricing, distribution, promotion, and uses of new technologies, including social media and e-commerce.

Courses

BUS 1 Introduction to Business **3 Units**

or

BUS 1H Honors Introduction to Business **3 Units**

BUS 13 Legal Environment and Business Law **3 Units**

BUS 102 Oral Business Communications **3 Units**

BUS 104 Business Communications **3 Units ***

BUS 103 Business English **3 Units**

or

ENG 1A Principles of Composition I **4 Units ***

or

ENG 1AH Honors Principles of Composition I **4 Units ***

BUS 125 Human Relations in Business **3 Units**

BUS 105 Social Media Marketing **3 Units**

or

BUS 109 E-Commerce Marketing **3 Units**

or

BUS 135 Marketing **3 Units**

BUS 196 Workplace Success Skills **1 Unit**

Select from Restricted Electives **3-4.5 Units**

Restricted Electives: Select 3-4.5 units from the following courses

CWE 180 CO-OP-ED Business **1-3 Units**

CIM 112 Microsoft Office **3 Units**

CIMA 102 Word Processing – Word **3 Units**

CIMA 102A Word Processing – Word Beginning **1.5 Units**

CIMA 102B Word Processing – Word Advanced **1.5 Units**

CIMA 108 Business Presentations - PowerPoint **3 Units**

SP 5 Interpersonal Communication **3 Units**

SP 20 Intercultural Communication **3 Units**

Total Units for the Certificate 25-27.5

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

Catalog 2017-18 New Program

Business Communication Skills Certificate of Achievement

Completion of this certificate provides students with the competencies needed for successful oral and written communication in workplace settings. The program emphasizes the skills demanded by employers regardless of industry. Students learn to create business documents, use effective interpersonal skills, and apply listening skills. This program prepares students for entry- to mid-level jobs in office work and other business areas that require strong communication skills. Furthermore, the required courses of this certificate apply toward the more in-depth certificate (25-27.5 units) in business communications.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. They will use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with work place superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Apply analytical and organizational skills, including the ability to exercise judgment, manage finances and solve work place problems, as well as ability to manage time and prioritize tasks.

Courses

BUS 102 Oral Business Communications **3 Units**

BUS 104 Business Communications **3 Units ***

BUS 103 Business English **3 Units**

or

ENG 1A Principles of Composition I **4 Units ***

or

ENG 1AH Honors Principles of Composition I **4 Units ***

BUS 196 Workplace Success Skills **1 Units**

Select from Restricted Electives **3-4.5 Units**

Restricted Electives: Select 3-4.5 units from the following courses

BUS 1 Introduction to Business **3 Units**

or

BUS 1H Honors Introduction to Business **3 Units**

BUS 13 Legal Environment and Business Law **3 Units**

BUS 16 Personal Law, Street Law **3 Units**

BUS 105 Social Media Marketing **3 Units**

BUS 125 Human Relations in Business **3 Units**

BUS 135 Marketing **3 Units**

BUS 160 Entrepreneurship **3 Units**

CWE 180 CO-OP-ED Business **1-3 Units**

CIM 112 Microsoft Office **3 Units**

CIMA 102 Word Processing – Word **3 Units**

CIMA 102A Word Processing – Word Beginning **1.5 Units**

CIMA 102B Word Processing – Word Advanced **1.5 Units**

CIMA 108 Business Presentations - PowerPoint **3 Units**

SP 5 Interpersonal Communication **3 Units**

SP 20 Intercultural Communication **3 Units**

Total Units for the Certificate 13-15.5

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

Catalog 2017-18 New

Business Information Worker I Certificate of Achievement

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.

This program will provide a foundation in Microsoft Windows and Microsoft Office and skills to prepare students to meet the workforce demands of today's business environment.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Use basic oral and written communications
- Use basic computer application skills, including beginning Excel, Word, and Outlook
- Demonstrate the fundamentals of computer systems
- Use critical thinking and problem solving skills

Courses

CIMA 283B Office Skills—Keyboarding **0.5 Units**

CIMA 283D Office Skills—Windows **0.5 Units**

CIMA 283E Office Skills—Word Processing (Word) **0.5 Units**

CIMA 283F Office Skills—Spreadsheet (Excel) **0.5 Units**

CIMA 283K Office Skills—Business Email (Outlook) **0.5 Units**

CIM 1 Computer Information Systems **4 Units**

BUS 104 Business Communications **3 Units ***

BUS 125 Human Relations in Business **3 Units**

Total Units for the Certificate 12.5

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

Catalog 2017-18 New

Business Information Worker II Certificate of Achievement

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for office and administrative support positions in a variety of fields or businesses.

Students will initially complete the Business Information Worker I certificate program while will provide a foundation in Microsoft Windows and Microsoft Office. Twelve additional units in the Business Information Worker II program will be completed to acquire skills in PowerPoint and Quickbooks to prepare students to meet the workforce demands of today's business environment.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Use computer skills, including PowerPoint, Quickbooks, and Access
- Use basic oral and written communications
- Use critical thinking and problem solving skills

Courses

COMPLETION OF BUSINESS INFORMATION WORKER I CERTIFICATE OF ACHIEVEMENT **12.5 Units**

CIMA 108 Business Presentations - PowerPoint **3 Units ***

CIMA 104B Spreadsheets – Excel--Intermediate **1.5 Units ***

CIMA 106 Database - Access **3 Units**

CIMA 223A Computerized Accounting – Quickbooks—Beginning **1.5 Units***

CIMA 223B Computerized Accounting – Quickbook - Advanced **1.5 Units ***

BUS 120 Business Management **3 Units ***

Total Units for the Certificate 26

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

Catalog 2017-18

New

General Business Certificate of Achievement

The General Business Skills low-unit certificate prepares students for entry-level positions for many industries. Students learn how businesses operate, under what influences, with what stakeholders. They learn to communicate clearly on business matters, and they develop an understanding of human relations in the workplace. Completion of this low-unit certificate with the BUS13 elective option provides students with the three core courses required of most of the Business Certificates of Achievement. Entry level positions that need the skills learned by students who complete this low-unit certificate include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, and many others across a wide range of industries.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Effectively and appropriately apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. Use correct grammar, style, and format.
- Apply familiarity with the functions of business including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate, to business communications.
- Behave in a professional manner appropriate to organizational expectations, including getting along well with others, exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Apply analytical and organizational skills, including the ability to exercise judgment, manage finances and solve workplace problems, as well as ability manage time and prioritize tasks.

Courses

BUS 1 Introduction to Business **3 Units**

or

BUS 1H Honors Introduction to Business **3 Units**

BUS 104 Business Communication **3 Units***

BUS 103 Business English **3 Units**

or

ENG 1A English Composition **4 Units***

or

ENG 1AH Honors English Composition **4 Units***

BUS 125 Human Relations **3 Units**

BUS 196 Workplace Success Skills **1 Unit**

Restricted Electives **3 units**

BUS 13 Legal Environment & Business Law **3 Units**

BUS 102 Oral Business Communications **3 Units**

BUS 105 Social Media Marketing **3 Units**

BUS 16 Personal Law, Street Law **3 Units**

BUS 135 Marketing **3 Units**

BUS 160 Entrepreneurship **3 Units**

CWE 180 Cooperative Work Experience **1-3 Units**

CIM 112 Microsoft Office **3 Units**

CIMA 102 Word Processing – Word **3 Units**

CIMA 102A Word Processing – Word Beginning **1.5 Units**

CIMA 102B Word Processing – Word Intermediate **1.5 Units**

CIMA 104 Spreadsheets – Excel **3 Units**

CIMA 104A Spreadsheets – Excel – Beginning **1.5 Units**

CIMA 104B Spreadsheets – Excel – Intermediate **1.5 Units**

CIMA 108 Powerpoint **3 Units**

Total Units for Certificate 16-17

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

Catalog 2017-18 New

New Media Marketing Certificate of Achievement

This certificate in New Media Marketing is designed to prepare students for various marketing, sales, and retail store entry-level or management assistant positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open new career opportunities within the marketing field. Upon successful completion of the requirements for this certificate, students will have enough knowledge of marketing to succeed in an entry-level position related to marketing.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply effective classic and contemporary marketing functions, including strategic planning, pricing, distribution, promotion, product and service development and uses of new technologies, including social media and e-commerce.
- Use essential employability skills, including: communication, collaboration, thinking and innovation, professionalism, initiative and self-direction, intergenerational and cross-cultural competence, organizational culture, and legal and ethical practices.
- Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules and ethical practices.

Courses

BUS 105 Social Media Marketing **3 Units**

BUS 135 Marketing **3 Units**

BUS 196 Workplace Success Skills **1 Unit**

Restricted Electives **6 Units**

Restricted Electives select 6 units from the following:

BUS 1 Introduction to Business **3 Units**

or

BUS 1H Honors Introduction to Business **3 Units**

BUS 13 Legal Environment and Business Law **3 Units**

BUS 109 E-Commerce Marketing **3 Units**

BUS 136 Principles of Retailing **3 Units**

BUS 137 Professional Selling Fundamentals **3 Units**

BUS 138 Advertising **3 Units**

CWE 180 CO-OP-ED Business **1 Unit**

CIM 112 Microsoft Office **3 Units**

CIM 274A Web Digital Imagery – Photoshop – Beginning **1.5 Units**

CIMA 102 Word Processing – Word **3 Units**

CIMA 102A Word Processing – Word Beginning **1.5 Units**

CIMA 102B Word Processing – Word Advanced **1.5 Units**

CIMA 108 Business Presentations – Powerpoint **3 Units**

Total Units for the Certificate 13

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

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Online Catalog – Degrees, Certificates, and Awards

Ethnic Studies
Associate in Arts

The curriculum in the Ethnic Studies 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 majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

The Ethnic Studies program is interdisciplinary in scope and will begin with a focus on the history, literature, and cultures of African Americans, Asian Americans, Chicanas(os)/Latinas(os), Middle Eastern Americans, and Native Americans. Courses also explore the relations of these cultures to each other and their relations to the dominant American culture in order to foster understanding about such topics as ethnicity, race, gender, sexuality/sexual orientation, class, and religion. Other groups which have been isolated in a similar manner from the dominant culture in the United States may be included in the Ethnic Studies Program.

Select a minimum of 21 units from the following list of required Ethnic Studies classes. Many of these courses also fulfill general education course requirements.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe the ethnic and cultural landscape of the United States.
- Articulate the historical, social, and cultural contexts of specific racial and ethnic groups within the United States.
- Describe the processes of racialization and social differentiation in historical and geographical context.
- Demonstrate an understanding of the various factors that play a role in the formation of cultural identity.
- Compare representations of borderlands, hybridity, migration, and diaspora from different cultures.
- Critically analyze power and inequality in a multiethnic and multicultural context.
- Analyze the major factors that influence cross-cultural understandings and interactions between ethnic and racial groups in the United States.

Core Requirement

(Both courses are required for the major)

GCS 1 Multicultural Experiences in the United States 3

GCS 2 Multicultural Identities in the United States 3

Breadth Requirements

Social and Behavioral Sciences 6

Humanities/Arts Perspective 6

Restricted Electives 3

TOTAL UNITS FOR THE MAJOR: 21

Social and Behavioral Sciences

Select six units from the following courses:

HIIST 21 Women in United States History—A

Multicultural Perspective 3

HIIST 33 The Political/Social History of the Chicanas/OS

Multicultural Perspective 3

HIIST 81 African American History 3

HS 131 Multicultural and Diverse Populations in the United States 3

PSYC 16 Introduction to Cross-Cultural Psychology 3

SOC 6 Introduction to Asian Cultures in the United States 3

SOC 20 Ethnic Cultures of the United States 3

Or

HIIST 20 Ethnic Cultures of the United States 3

Humanities/Arts Perspective

Select six units from the following courses:

ART 24 Indigenous Arts of the Americas 3

CTVR 7 Cross-Cultural Cinema 3

ENG 24 Ethnic Voices in Literature—The American Experience 3

MUS 27 History of Jazz 3

SL 101 Deaf Culture and its History 3

SPAN 21C Hispanic Culture and Literature in the United States 3

TA 110 Chicana(O) Latina(O) Theatre 3

Restricted Electives

Select one course from the following:

ANTH 5, 21; ARAB 21*; ART 22, 23, 29; CHI 21*; DANC 64;

HIIST 27, 28, 30, 70, 71-72, 74, 75; HIIST/PS 80; JA 21*; KOR 21*;

MUS 23; PHIL 10*, PSYC 16*- SPAN 21A* 21B*.

*Course has a prerequisite, corequisite, limitation, or recommendation 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: FASH 144;

KNES 28, 29.

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