



## **VERIFICATIONS OF COMPLETION**

## ART AND DESIGN

### OCCUPATIONAL PREPAREDNESS IN DESKTOP PUBLISHING/JOURNALISM

#### VERIFICATION OF COMPLETION

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

#### SELECT 12 UNITS FROM THE FOLLOWING: UNITS

ART 188	Design for Digital Publishing	3
ART 192	Photoshop/Digital Imaging	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 107A	College Newspaper	3

#### Plus one course from the following:

ART 182A	Lettering and Typography	3
ART 186	Computer Graphics with Adobe Illustrator	3
BA 110	Advertising	3
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)
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		15

## DIGITAL GRAPHICS FOUNDATION

#### VERIFICATION OF COMPLETION

#### REQUIRED COURSES UNITS

ART 186	Computer Graphics with Adobe Illustrator	3
ART 192	Photoshop/Digital Imaging	3
		—

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The 3D Animation Foundation Verification of Completion is designed to include the following objectives: a) to gain proficiency in vector and bitmap graphic applications b) to develop knowledge of digital photographic manipulation c) to explore various digital illustration techniques d) to develop confidence in digital imaging e) to help the participant update software skills.

A Verification of Completion in the Digital Graphics Foundation will be granted by the division upon completion of 6 units.

## DIGITAL LAYOUT FOUNDATION

#### VERIFICATION OF COMPLETION

#### REQUIRED COURSES UNITS

ART 186	Computer Graphics with Adobe Illustrator	3
ART 188	Design for Digital Publishing	3
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TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The Digital Layout Foundation Verification of Completion is designed to include the following objectives: a) to explore various text layout design problems b) to develop knowledge of digital typesetting c) to explore various digital illustration techniques d) to gain proficiency in desktop publishing applications e) to help the participant update software skills.

A Verification of Completion in the Digital Layout Foundation Certificate will be granted by the division upon completion of 6 units.

## 3D ANIMATION FOUNDATION

#### VERIFICATION OF COMPLETION

#### REQUIRED COURSES UNITS

ART 195	3D Modeling for Animation	3
ART 191A	3D Computer Animation	3
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TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The 3D Animation Foundation Verification of Completion is designed to include the following objectives: a) to develop fundamental 3D Computer modeling skills b) to explore traditional animation principles and apply them to digital animation c) to create original 3D models with Photographic texture maps d) to create animated short films e) to help the participant update software skills.

A Verification of Completion in the 3D Animation Foundation will be granted by the division upon completion of 6 units.

## AUTOMOTIVE

### AUTOMOTIVE COLLISION REPAIR

#### VERIFICATION OF COMPLETION

#### STRUCTURAL DAMAGE SPECIALIST

AB 51	Non-Structural Repair	4.5
AB 59M	Computerized Measuring Training	2
AB 59P	Structural Repair Planning	2
AB 59U	Unitized Structural Repair Analysis	2
AB 59F	Full Frame Repair Analysis	2
AB 181	Non-Structural Damage Estimating	3
AB 281	Structural Damage Analysis for Estimators	1
AB 282	Steering, Suspension and Powertrain Analysis for Estimators	1
		—

17.5

#### AUTOMOTIVE CUSTOMIZING AND FABRICATION

AB 56	Non-Structural Automotive Welding	2
or AB 57	Structural Automotive Welding	(2.0)
AB 75	Body Panel Customizing	4.5
or AB 51	Non-Structural Repair	(4.5)
AB 76	Partial-Panel Fabrication	4.5
AB 77	Full-Panel Fabrication	4.5
		—

15.5

## Curriculum and Requirements for Verifications of Completion

### CUSTOM PAINTING

AB 61	Preparation and Spot Refinishing	3
AB 61L	Automotive Refinishing Lab	1.5
AB 64	Automotive Air Brush Painting	2.5
AB 65	Mix and Adjusting Color	2
AB 66	Lettering, Striping and Design	2.5
AB 67	Automotive Custom Painting	2
		—
		13.5

### AUTOMOTIVE DAMAGE APPRAISAL

AB 181	Non-Structural Damage Estimating	3
AB 182	Structural Damage Estimating	3
AB 183	Computerized Damage Estimating	1.5
or AB 83A	Computerized Damage Estimating-Audatex	(1.5)
or AB 83P	Computerized Damage Estimating-Pathways	(1.5)
or AB 83U	Computerized Damage Estimating-Ultramate	(1.5)
AB 188	Introduction to Automotive Claims Handling	2
AB 285	Collision Repair Management	3
AB 287	Advanced Collision Repair Management	2
AB 288	Advanced Automotive Claims	2
		—
		16.5

### AUTOMOTIVE MECHANICAL REPAIR

#### VERIFICATION OF COMPLETION

#### INSTALLER

AUTO 1	Engine Maintenance	0.5
AUTO 2	Fuel Systems	0.5
AUTO 3	Lubrication and Cooling	0.5
AUTO 4	Electrical Systems	0.5
AUTO 5	Brakes and Suspension	0.5
AUTO 6	Transmission and Drive Train	0.5
AUTO 7	Air Conditioning and Heating	0.5
		—
		3.5

### BUSINESS ADMINISTRATION

#### BUSINESS ADMINISTRATION MINOR

#### VERIFICATION OF COMPLETION (9 UNITS)

Complete with a grade of Pass or "C" or higher, BA 100 and two additional Business Administration courses which have been determined in consultation with a full-time business instructor, or counselor, to enhance the student's individual employment success.

Upon receiving your Verification of Completion or A.A. Degree, a statement will be placed on your official transcript that you have completed the requirements for a Minor in Business Administration.

A separate certification of completion of the requirements for a Minor in Business Administration can also be issued. Check with department for details.

**NOTE:** Although many of these courses are transferable, this Verification of Completion is non-transferrable.

Please see Business Counselors or the respective department chairperson for additional alternatives.

### COMPUTER AND INFORMATION SCIENCES

#### COMPUTER SUPPORT TECHNICIAN

#### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 58A	PC Operating System A+ Certification	3.5
CIS 58B	PC Core Hardware A+ Certification	3.5
CIS 200A	Apple Mac OS Support Essentials	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		10.5

A verification of completion in the A+ Certification Preparation will be granted by the division upon completion of 7 units.

#### SYSTEMS ANALYST

#### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 186	Visual Basic.NET Programming	3.5
CIS 201	Systems Analysis and Design	3
CIS 202A	Project Management for Information Technology	3.5
CIS 202B	Microsoft Project	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		17

A Computer Information Systems Analyst Verification of Completion will be granted by the division upon completion of 17 units.

#### CYBERSECURITY

#### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 70A	Networking Fundamentals	3.5
CIS 70K	Introduction to Wireless Networking	3
CIS 70L	Cybersecurity Fundamentals	3.5
CIS 169D	Special Topics in Security	3.5
CIS 213H	Microsoft Windows Security	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		17

A Cybersecurity Verification of Completion will be granted by the division upon completion of 17 units.

#### DATABASE APPLICATION DEVELOPMENT FOR MICROSOFT ACCESS

#### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 155	Microsoft Access	3
CIS 186	Visual Basic.NET Programming	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		10

# Curriculum and Requirements for Verifications of Completion

**NOTE:** CIS 103 can be replaced by CIS 180 or CIS 182 with the approval of the certificate advisor.

A Database Application Development for Microsoft Access verification of completion will be granted by the division upon completion of 10 units.

## IBM ISERIES 400 SERVER OPERATORS

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 141	iSeries 400 Operations	3
CIS 141A	Operations Navigator iSeries (AS/400)	1.5
CIS 240	iSeries 400 Control Language Programming	3
TOTAL VERIFICATION REQUIREMENTS		11

An IBM iSeries 400 Server Operator verification of completion will be granted by the division upon completion of 11 units.

## LINUX APPLICATION PRODUCTIVITY

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 101	Introduction to Computer Information Systems	3
CIS 214	Unix and Linux Operation Systems	3
TOTAL VERIFICATION REQUIREMENTS		6

A verification of completion in the Linux Application Productivity Verification will be granted by the division upon completion of 6 units.

## MICROSOFT SYSTEMS ADMINISTRATOR

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 212	Introduction to Microsoft Windows Administration	3.5
CIS 213A or CIS 213J	Microsoft Windows Active Directory Services Implementing a Microsoft Windows 2003 Active Directory	3.5 (3.5)
CIS 213B or CIS 213I	Microsoft Advanced Network Infrastructure Implementing a Windows 2003 Network Infrastructure	3.5 (3.5)
CIS 213F	Microsoft Windows 2003 Server Administration	3.5
CIS 213K	Designing a Windows Active Directory and Network Infrastructure	3.5
TOTAL VERIFICATION REQUIREMENTS		17.5

A Microsoft Systems Administrator verification of completion in the will be granted by the division upon completion of 17.5 units.

## NETWORK ADMINISTRATOR

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 70A	Network Fundamentals	3.5
CIS 70B	Network+ Certification	3.5
CIS 70D	Introduction to TCP/IP	1.5
CIS 70E	Router Configurations and Protocol	3.5
CIS 70F	Advanced Switching and Routing	3.5
TOTAL VERIFICATION REQUIREMENTS		15.5

A verification of completion in Network Administration will be granted by the division upon completion of 15.5 units.

## PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 151	Microsoft Excel for Information Systems/ Information Technology	3.5
CIS 201	Systems Analysis and Design	3
CIS 202A	Project Management for Information Technology	3.5
CIS 202B	Microsoft Project	3.5
TOTAL VERIFICATION REQUIREMENTS		13.5

A verification of completion in Project Management for Information Technology will be granted by the division upon completion of 13.5 units.

## SOFTWARE DEVELOPMENT IN C++/VISUAL C#

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 180	Programming in C/C++	3
CIS 280	Object-Oriented Programming in C++	3
TOTAL VERIFICATION REQUIREMENTS		9.5

CIS 103 may be replaced by CIS 182 with the approval of the department or the requirement may be met by successfully submitting a Requisite Clearance Request form.

A verification of completion in Software Development in C++/Visual C# will be granted by the division upon completion of 9.5 units.

## SOFTWARE DEVELOPMENT IN DATABASE APPLICATION

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 186	Visual Basic.NET Programming	3.5
CIS 207	Database Design and SQL	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		10.5

A verification of completion in the Software Development in Database Application will be granted by the division upon completion of 10.5 units.

## SOFTWARE DEVELOPMENT IN JAVA

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 182	Java Programming	3.5
CIS 282	Advanced Java Programming	3.5
CIS 283A	Java Server Pages (JSP) Programming	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		14

The CIS 103 requirement may be met by successfully submitting a Requisite Clearance form or a Requisite Challenge and Waiver form.

A verification of completion in Software Development in Java will be granted by the division upon completion of 14 units.

## SOFTWARE DEVELOPMENT IN THE UNIX/LINUX ENVIRONMENT

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 180	Programming in C/C++	3
CIS 214	Unix and Linux Operating Systems	3
		—
TOTAL VERIFICATION REQUIREMENTS		9.5

A verification of completion in the Software Development in the Unix/Linux Environment will be granted by the division upon completion of 9.5 units.

## SOFTWARE DEVELOPMENT IN VISUAL BASIC.NET

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 186	Visual Basic.NET Programming	3.5
		—
TOTAL VERIFICATION REQUIREMENTS		7

CIS 103 may be replaced by CIS 180 or CIS 182 with the approval of the department, or the requirement may be met by successfully submitting a Requisite Clearance Request form or a Requisite Challenge & Waiver form.

A verification of completion in the Software Development in Visual Basic.NET verification of completion will be granted by the division upon completion of 7 units.

## WEB PAGE DEVELOPMENT

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 160	Web Page Development	3.5
CIS 205	Programming in HTML for the World Wide Web	1.5
		—
TOTAL VERIFICATION REQUIREMENTS		8.5

A Web Client Development verification of completion will be granted by the division upon completion of 8.5 units.

## WEB SERVER DEVELOPMENT

### VERIFICATION OF COMPLETION

REQUIRED COURSES		UNITS
CIS 103	Computer Programming Logic	3.5
CIS 186	Visual Basic.NET Programming	3.5
CIS 205	Programming in HTML for the World Wide Web	1.5
CIS 285A	ASP.NET Programming	3.5
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TOTAL VERIFICATION REQUIREMENTS		12

A Web Server Development verification of completion will be granted by the division upon completion of 12 units.

# Curriculum and Requirements for Verifications of Completion

## ENGINEERING DESIGN TECHNOLOGY

### VERIFICATION OF COMPLETION

#### MACHINE DESIGN AND MANUFACTURING

		UNITS
ENGT 131	Design Fundamentals Including AutoCAD	3
ENGT 138	AutoCAD	4
ENGT 153	Machine Design Applications using Solid Modeling	3
ENGT 237	Statics and Strength of Materials	3
ENGT 258	Design and Production Technology with Solid Modeling	4
		—
		17

#### 3-D PARAMETRIC MODELING DESIGN AND PRESENTATIONS

ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 131	Design Fundamentals Including AutoCAD	3
ENGT 138	AutoCAD	4
ENGT 259	SolidWorks	4
ENGT 260	Advanced Modeling Using Solid Works	4
		—
		17

#### SHEET METAL LAYOUT APPLICATIONS WITH 3-D PARAMETRIC SOLID MODELING

ENGT 131	Design Fundamentals Including AutoCAD	3
ENGT 133	Sheet Metal Layout and Applications using Solid Modeling	2
ENGT 138	AutoCAD	4
ENGT 257	Advanced Modeling Using Inventor	4
ENGT 259	SolidWorks	4
		—
		17

#### ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY

ENGT 116	Blueprint Reading	2
ENGT 131	Design Fundamentals Including AutoCAD	3
ENGT 138	AutoCAD	4
ENGT 265	CATIA I	4
ENGT 266	CATIA II	4
		—
		17

## ENGLISH

### CREATIVE WRITING/SCREENWRITING

#### VERIFICATION OF COMPLETION

##### DIVISION/DEPARTMENT REQUIREMENTS

Choose 6 units from the following courses:

		UNITS
ENGL 240	Creative Writing	3
ENGL 241	Screenwriting	3
or TH 241	Screenwriting	(3)

Choose 6 units from the following courses:

ENGL 227	Current Literature	3
ENGL 228	Shakespeare's Plays	3
ENGL 232	Readings in Poetry	3
ENGL 233	Reading in the Novel	3

ENGL 234	Reading in Short Fiction	3
ENGL 235	Reading in the Drama	3

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 12

All course work required for the verification must be completed with a minimum grade of "C."

## LAW

### LEGAL MINOR

#### VERIFICATION OF COMPLETION (9 UNITS)

The Legal Minor may be obtained by completing three of the following core courses with a grade of Pass or "C" or higher: LAW 101, Introduction to Law; LAW 110, Business Law; LAW 111, Business Law; LAW 113, Fundamentals of Alternate Dispute Resolutions or LAW 161, Consumer Law.

Upon receiving your Certificate of Achievement or A.A. Degree, a statement can be placed on your official transcript that you have completed the requirements for a Legal Minor.

A separate certification of completion of the requirements for a Legal Minor can also be issued. Check with the Law Department for more information.

#### CAREER OPPORTUNITIES

This minor combined with your major provides legal knowledge essential in business, private industry, and self-employment.

\*This minor does not prepare students for a career as a paralegal. This minor is not approved by the American Bar Association.

## LAW (PARALEGAL)

### VERIFICATION OF COMPLETION REQUIREMENTS

The verification helps the student focus on the study of and preparation for entry level employment in paralegal.

		UNITS
LAW 110	Business Law	3
LAW 111	Business Law	3
LAW 113	Fundamentals of Alternate Dispute Resolutions	3

#### COMMERCIAL (LAW)

LAW 106	Bankruptcy Law	3
LAW 220	Landlord and Tenant Law	3
LAW 230	Corporate Law	3
or LAW 110	Business Law	(3)

#### CRIMINAL LAW

LAW 104	Advanced Legal Research	3
LAW 102	Advanced California Civil Procedures	3
or LAW 113	Fundamentals of Alternate Dispute Resolutions	(3)
LAW 116	Criminal Law	3

#### FAMILY LAW

LAW 102	Advanced California Civil Procedures	3
or LAW 113	Fundamentals of Alternate Dispute Resolutions	(3)
LAW 104	Advanced Legal Research	3
LAW 108	Family Law Procedures	3

## Curriculum and Requirements for Verifications of Completion

### LEGAL TECHNOLOGY

LAW 52	Law Office Management	3
LAW 57	Legal Document Production	3
LAW 65	Advanced Legal Technology	3

### LITIGATION

LAW 102	Advanced California Civil Procedures	3
LAW 104	Advanced Legal Research	3
LAW 109	Torts and Personal Injury	3

### PROBATE & ESTATE PLANNING

LAW 107	Probate Procedures	3
LAW 112	Estate Planning for the Paralegal	3
LAW 115	Elder Law	3

## MACHINE TOOL TECHNOLOGY

### MACHINE TOOL TECHNOLOGY - MASTERCAM VERIFICATION OF COMPLETION

MTT 51	MasterCam Milling	3.5
MTT 56	CNC Shop Inspection	2
MTT 59	MasterCam Turning	2.5
MTT 68	Computer-Assisted Inspection Using VeriSurf	2
MTT 71	MasterCam Multi-Axis Milling	2
MTT 92L	MasterCam Laboratory	1
MTT 278	MasterCam Advanced	3.5
TOTAL VERIFICATION OF COMPLETION REQUIREMENTS		16.5

## MANUFACTURING TECHNOLOGY (MFGT)

### VERIFICATION OF COMPLETION REQUIREMENTS

The three to six units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review through the matriculation process.

### QUALITY ASSURANCE (QA)

MFGT 55	Quality Control	1.5
MFGT 57	Total Quality Management	1.5
MFGT 60	Quality Assurance Principles	1.5
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		4.5

### QUALITY CONTROL (QC)

MFGT 53	Statistical Process Control	1.5
MFGT 55	Quality Control	1.5
		—
		3.0

### STATISTICAL PROCESS CONTROL (SPC)

MFGT 53	Statistical Process Control	1.5
MFGT 55	Quality Control	1.5
MFGT 65	Applied Math in Manufacturing	3
		—
		6.0

### TOTAL QUALITY MANAGEMENT (TQM)

MFGT 57	Total Quality Management	1.5
MFGT 60	Quality Assurance Principles	1.5
MFGT 58	Benchmarking	1.5
MFGT 59	Lean Sigma	1.5
		—
		6.0

### ISO 9001-2008

MFGT 55	Quality Control	1.5
MFGT 56	ISO 9001:2008	1.5
MFGT 60	Quality Assurance Principles	1.5
		—
		4.5

### ADVANCED QUALITY SYSTEMS (AQS)

MFGT 53	Statistical Process Control	1.5
MFGT 57	Total Quality Management	1.5
MFGT 58	Benchmarking	1.5
MFGT 59	Lean Sigma	1.5
		—
		6.0

### MATERIALS AND PROCESSES

MFGT 100	Manufacturing Processes	3
PMT 63L	Specialty Plastics Lab	.5
PMT 68	Plastics Materials and Process	2.5
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		6.0

## MASS COMMUNICATIONS

### BROADCAST JOURNALISM

#### VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of broadcast news at radio stations and television stations, and in online journalism ventures.

This certificate is one part of a two-part verification combination that prepares the student for an associate degree in Broadcast Media. (See Verification of Completion Radio-TV Announcing)

#### BROADCAST JOURNALISM CERTIFICATE REQUIREMENTS - 12 UNITS

JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3

#### Plus three units of the following:

JOUR 170	Broadcast News/Webcasting*	1
RTV 176	Talk Radio Broadcasting	1
SPCH 100	Fundamentals of Oral Communication	3
SPCH 140	Oral Interpretation of Literature	3
SPCH 240	Oral Interpretation – Reader's Theatre	3
TH 108	Improvisation for the Theatre	3.5
TH 117	Stand-Up Comedy	3
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TOTAL		12

**OCCUPATIONAL PREPAREDNESS IN  
DESKTOP PUBLISHING/JOURNALISM  
VERIFICATION OF COMPLETION**

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

<b>Required Core Courses:</b>	<b>UNITS</b>
ART 188 Design for Digital Publishing	3
ART 192 Photoshop/Digital Imaging	3
JOUR 101 Beginning Newswriting and Reporting	3
JOUR 107 College Newspaper	3

**Plus one course from the following:**

ART 182A Lettering & Typography	3
ART 186 Computer Graphics with Adobe Illustrator	3
BA 110 Advertising	3
JOUR 130 Photo Journalism	3
or PHOT 130 Photo Journalism	(3)
JOUR 157 Principles of Public Relations	3
or BA 157 Principles of Public Relations	(3)

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS	15
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**ONLINE JOURNALISM**

**VERIFICATION OF COMPLETION**

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of online journalism. The verification should be particularly helpful to those who will be helping small publications start online news ventures.

**ONLINE JOURNALISM VERIFICATION REQUIREMENTS - 15 UNITS**

JOUR 100 Mass Communications and Society	3
JOUR 101 Beginning Newswriting and Reporting	3
JOUR 107 College Newspaper	3
JOUR 121 Multimedia Reporting	3
PHOT 110 Introduction to Digital Photography	3
or ART 192 Photoshop/Digital Imaging	(3)

**PHOTOJOURNALISM**

**VERIFICATION OF COMPLETION**

The verification helps the student focus on the study of and preparation for entry level employment in the field of photojournalism. The verification should be particularly helpful to those looking for employment at newspapers, magazines, corporate and government public relations departments and online journalism ventures.

**PHOTOJOURNALISM**

**VERIFICATION REQUIREMENTS – 17 UNITS**

JOUR 130 Photo Journalism	3
PHOT 100 Introductory Photography	3
PHOT 110 Introduction to Digital Photography	3

**Plus three units of the following:**

BA 100 Fundamentals of Business	3
or ACCT 100 Introduction to Accounting	(3)

**Plus five units from the following:**

BA 110 Advertising	3
JOUR 107A College Newspaper	3
JOUR 160 College Magazine Production	1
JOUR 298 Directed Studies (maximum 1 unit)	1
JOUR 299 Directed Studies (internship-maximum 2 units)	2

**PHOTOGRAPHY**

**DIGITAL PHOTOGRAPHY**

**VERIFICATION OF COMPLETION**

This verification helps the student focus on the practice of digital photography. Emphasis will be placed on achieving the ability to produce state-of-the-art digital files and prints. Completion of this verification will be prepare the student for entry-level employment in the growing field of photographic media.

PHOT 110 Introduction to Digital Photography	3
PHOT 112 Intermediate Digital Photography	3

TOTAL	6
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**FINE ART PHOTOGRAPHY**

**VERIFICATION OF COMPLETION**

This verification helps the student focus on a variety of photographic techniques and genres within contemporary fine art practice. Emphasis will be placed on achieving the ability to produce archival prints of the highest quality using both digital and traditional wet darkroom techniques. Technique is presented as a support for producing meaningful images grounded in a historical awareness of the medium. Understanding the ubiquity of photography in today's image culture is also stressed. Completion of this verification will prepare the student for successful transfer to universities offering a baccalaureate Major Requirements, as well as entry-level expertise in gallery exhibition conventions.

**VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS**

**Select 15 units from the following:**

PHOT 100 Introductory Photography	3
PHOT 102 Intermediate Photography	3
PHOT 122 Color Photography	3
PHOT 160 History of Photography	3
PHOT 234 Portfolio Development	3
PHOT 240 Experimental Photography	3
PHOT 250 Contemporary Photographic Expression	3
PHOT 252 Photography of the Landscape	3
PHOT 298 Directed Studies	1
PHOT 299 Directed Studies	2



## OCCUPATIONAL PREPAREDNESS IN PHOTOGRAPHY

### VERIFICATION OF COMPLETION

The verification helps the student focus on recognizing the variety available to the novice photographer, and focusing on excellence in one or more area of specialization. Completion of this verification will prepare the student for entry-level employment in professional commercial photography.

#### VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS

##### Select 12 units from the following

PHOT 100	Introductory Photography	3
PHOT 110	Introduction to Digital Photography	3
PHOT/JOUR 130	Photo Journalism	3
PHOT 171	Occupational Work Experience in Photography	1
PHOT 230	Portrait Photography	3
PHOT 232	Approaches to Studio Lighting	3
PHOT 234	Portfolio Development	3
PHOT 298	Directed Studies	1
PHOT 299	Directed Studies	2

##### One course must be taken from the following selection

ACCT 100	Introduction to Accounting	3
BA 100	Fundamentals of Business	3
BA 110	Advertising	3
BA 113	Legal Environment of Business	3

## TRADITIONAL BLACK-AND-WHITE PHOTOGRAPHY

### VERIFICATION OF COMPLETION

This verification helps the student focus on the practice of traditional black-and-white photography. Emphasis will be placed on achieving the ability to produce archival prints of the highest quality using traditional wet darkroom techniques combined with advanced exposure applications. Technique is presented as a support for producing meaningful images, rather than as an end in itself.

PHOT 100	Introductory Photography	3
PHOT 102	Intermediate Photography	3
PHOT 200	Advanced Photography	3
TOTAL		9

## PIANO

### VERIFICATION OF COMPLETION

The two-level Verification of Completion piano teaching Major Requirements is designed to include the following objectives:

- To improve skills at the keyboard.
- To develop knowledge of music theory and history.
- To explore group and private piano teaching methods.
- To develop communication and organizational skills.
- To gain resourceful materials in the area of pedagogy and other related areas.

A Verification of Completion in Teaching Beginning Piano will be granted upon completion of 16.5 required units with a minimum grade point of 2.0. A second Certificate of Completion in Teaching

Intermediate Piano will be granted upon completion of 13.5 units with a minimum grade point of 2.0.

### PIANO TEACHING CERTIFICATE COURSES ARE AS FOLLOWS:

#### TEACHING BEGINNING PIANO CERTIFICATE OF COMPLETION

	UNITS	
BA 153	Small Business Management	3
MUS 105	Music Fundamentals	3
MUS 106	Music Theory/Musicianship I	5
or MUS 180	Music Theory/Musicianship I	(4)
MUS 147	Basic Applied Music	1
MUS 148	Private Study/Technique	1
MUS 152	The Art of Teaching Beginning Piano	2
MUS 154	Piano Ensemble	(1.5)
or MUS 216E	Piano Ensemble	1
TOTAL UNITS:		15 -16.5

#### TEACHING INTERMEDIATE PIANO VERIFICATION OF COMPLETION UNITS

MUS 100	Music Appreciation	3
MUS 107	Music Theory/Musicianship II	(5)
or MUS 181	Music Theory/Musicianship II	4
MUS 149	Private Study/Musical Preparation	1
MUS 150	Private Study/Performance Practice	1
MUS 153	The Art of Teaching Intermediate Piano	2
MUS 154	Piano Ensemble	(1.5)
or MUS 216E	Piano Ensemble	1
TOTAL UNITS:		12-13.5

## PHYSICAL EDUCATION

### COACHING VERIFICATION OF COMPLETION

#### CORE REQUIREMENTS

	UNITS	
PE 103	Theory of Coaching	3
HED 200	Nutrition for Health, Fitness, and Physical Activity	3
PE 253	Sport Psychology	3
HED 110	Community First Aid and CPR	3

#### AND ONE COURSE FROM THE FOLLOWING LIST

PE 150A	Swimming, Beginning	1
PE 150B	Swimming, Intermediate/Advanced	2
PE 151	Wrestling, Beginning	1
PE 154A	Badminton, Beginning	1
PE 154B	Badminton, Intermediate	2
PE 156A	Golf, Beginning	1
PE 156B	Golf, Intermediate	2
PE 159A	Tennis, Intermediate	1
PE 159B	Tennis, Intermediate	2
PE 170	Water Polo	2
PE 171A	Softball, Intermediate	1
PE 171B	Softball, Intermediate	2
PE 172A	Volleyball, Intermediate	1
PE 172B	Volleyball, Intermediate	2
PE 175A	Baseball, Beginning	1
PE 175B	Baseball, Intermediate	2

## Curriculum and Requirements for Verifications of Completion

PE 175A	Basketball, Beginning	1
PE 175B	Basketball, Intermediate	2
PE 177	Flag Football	1
PE 178	Football, Intermediate/Advanced	2
PE 179A	Soccer, Beginning	1
PE 179B	Soccer, Intermediate/Advanced	2
PE 200	Baseball	3
PE 201	Baseball Off-Season Conditioning	2
PE 202	Basketball, Men's	3
PE 204	Basketball, Women's	3
PE 206	Cross Country, Men's	3
PE 207	Cross Country Conditioning	1
PE 208	Cross Country, Women's	3
PE 210	Football, Men's	3
PE 213	Intercollegiate Golf	3
PE 217	Soccer, Men's	3
PE 219	Soccer, Women's	3
PE 221	Softball, Women's	3
PE 222	Softball Pre-Season Conditioning	1
PE 223	Swimming, Men's	3
PE 225	Swimming, Women's	3
PE 227	Tennis, Men's	3
PE 228	Tennis Conditioning	1
PE 229	Tennis, Women's	3
PE 231	Track & Field, Men's	3
PE 233	Track & Field, Women's	3
PE 234	Track & Field Conditioning	1
PE 235	Volleyball, Women's	3
PE 236	Volleyball Pre-Season Conditioning	1
PE 238	Wrestling Off-Season Training	1
PE 239	Water Polo, Men's	3
PE 241	Water Polo, Women's	3
PE 243	Wrestling	3

## PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY (PMT)

### VERIFICATIONS OF COMPLETION

In order to obtain a Plastics Specialty, the student is encouraged to complete the required units for the Plastics Manufacturing Technology Degree. The 4.5 to 8 units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review, and consent of the department.

#### Plastics Manufacturing Technology Specialty

PMT 63L	Specialty Plastics Lab	.5
PMT 68	Plastics Materials and Processes	2.5
PMT 100	Plastics Technology	2.5
		—
		5.5

#### Inspection and Testing Specialty

MFGT 54	Ultrasonic Level 1 Testing	1.5
PMT 63L	Specialty Plastics Lab	.5
PMT 68	Plastics Materials and Processes	2.5
		—
		4.5

#### Injection Molding Specialty

PMT 59	Injection Molding I	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 100	Plastics Technology	2.5
		—
		5.5

#### Moldmaking Specialty

PMT 59	Injection Molding I	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 65	Moldmaking	3
or PMT 68	Plastic Materials and Process	(2.5)
		—
		6 (5.5)

#### Fiberglass Specialty

PMT 61	Fiberglass Technology	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 67	Fiberglass Production	2.5
or PMT 76	Vacuum Infusion Process (VIP) Resin Transfer	(3.0)
		—
		5.5 (6.0)

#### Composites Specialty

PMT 61	Fiberglass Technology	2.5
PMT 67	Fiberglass Production	2.5
PMT 70	Composites Technology	2.5
		—
		7.5

#### Composite Technician Specialty

PMT 51	Composites Fabrication	2.5
PMT 53	Composites Repair	2.5
PMT 63L	Specialty Plastics Lab	0.5
or PMT 5	Survey of Composites	(1.5)
PMT 70	Composites Technology	2.5
		—
		8.0 (9.5)

#### Fiberglass/Composite Repair Specialty

PMT 53	Composite Repair	3
PMT 61	Fiberglass Technology	2.5
PMT 67	Fiberglass Production	2.5
		—
		8

#### Tooling Specialty

PMT 58	Industrial Design for Plastics	2.5
or PMT 221	Modelmaking	(2.5)
PMT 63L	Specialty Plastics Lab	.5
or PMT 55	Prototyping	(1.0)
PMT 72	Tooling for Plastics	2.5
		—
		5.5 (6.0)

#### Industrial Design Specialty

PMT 55	Prototyping	1.0
or PMT 63L	Specialty Plastics Lab	(0.5)
PMT 58	Industrial Design for Plastics	2.5
PMT 221	Modelmaking	2.5
		—
		6.0 (5.5)

## REAL ESTATE

### REAL ESTATE DEPARTMENT AWARD – 12/13 UNITS

REQUIREMENTS		UNITS
RE 101	Real Estate Principles	3
ACCT 100	Introduction to Accounting	3
or ACCT 101	Fundamentals of Accounting I	(4)
LAW 111	Business Law	3
BA 121	Sales	3
or BA 114	Marketing	(3)
or BA 110	Advertising	(3)

## AMERICAN SIGN LANGUAGE

### VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
ASL 110	American Sign Language I	4
ASL 111	American Sign Language II	4
ASL 210	American Sign Language III	4
ASL 211	American Sign Language IV	4
TOTAL VERIFICATION REQUIREMENTS		16

Although many of these courses are transferable, this Verification of Completion is nontransferable. Please see counselors or the respective department for additional alternatives.

## THEATRE ARTS

### ENTERTAINMENT TECHNOLOGY

### OCCUPATIONAL PROGRAM

### VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
TH 223	Portable Entertainment Technology - Lighting	3
TH 224	Portable Entertainment Technology - Audio & Staging	3
TH 225	Portable Entertainment Production	2
MUS 146	Recording Techniques	2
TOTAL REQUIREMENTS		10

## WOODWORKING MANUFACTURING TECHNOLOGIES

### VERIFICATION OF COMPLETION

#### CNC WOODWORKING

WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 153	32mm System of Cabinetmaking	4
WMT 181	Introduction to Computer Operations for Cabinetmaking and Design	3
WMT 185	CNC Woodworking	3
		—
TOTAL REQUIREMENTS		14

## ARCHITECTURAL MILLWORK

WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 155	Architectural Millwork	4
WMT 258	Mantels and Wall Systems	4
		—
TOTAL REQUIREMENTS		12

## HAND TOOLS

WMT 101	Introduction to Woodworking	3
WMT 108	Wood Carving for Furniture	2.5
WMT 201	Woodworking with Hand Tools	4
WMT 235	Windsor Chair	3
WMT 241	Special Topics in Handtools	2
		—
TOTAL REQUIREMENTS		14.5

