

Addendum



**HARTNELL
COLLEGE**

2024-25 COURSE CATALOG



Transfer and External Exam Credit:

Acceptance of Credit from Other Institutions

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

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

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

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

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

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

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

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

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

Upper Division Units

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

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

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

Foreign Coursework

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

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

Academic Evaluation Services

Phone: (813) 374-2020

Email: info@aes-edu.org

Web site: <http://aes-edu.org/website/home/index.cfm>

Educational Credential Evaluators, Inc.

Phone: (414) 289-3412

E-mail: EVAL@ece.org

Web site: www.ece.org

Educational Records Evaluation Service

Phone: (916) 565-7475

E-mail: EDU@eres.com

Web site: www.eres.com

International Education Research Foundation, Inc. Credentials Evaluation Service

Phone: (310) 258-9451

E-mail: info@ierf.org

Web site: www.ierf.org

World Education Services Application for Evaluation of Foreign Educational Credentials

Phone: (800) 414-0142

E-mail: sf@wes.org

Web site: www.wes.org

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

Military Service Credit through Credit for Prior Learning

Four semester units of elective credit will be granted to any actively enrolled student with an approved DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. An approved DD214 may also be used to fulfill the California State University 3 unit Area E General Education Breadth requirement.

In addition, elective credit may be granted to actively enrolled students submitting a military transcript for lower division/baccalaureate level courses completed at schools in the Armed Services of the United States and in accordance with recommendations by the American Council on Education (ACE). The number of units awarded is those recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

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

Transfer General Education Pass along Certification

COURSE LISTINGS

BUS-650, Introduction to PC Applications (Noncredit)

Pass/No Pass Option

Advisory: Keyboarding speed of 25 words a minute recommended

Lec 63 Hrs; **Lab** 27 Hrs

An introduction to computer hardware, operating systems, application software (word Processing, spreadsheet, database, presentation, and e-mail), and the Internet. This course is designed for students with limited knowledge of computer applications.

BUS-690, Career Management (Noncredit)

Pass/No Pass Option

Lec 36 Hrs

Emphasis on career planning, the job application process and documents, job application skills, and career planning.

BUS-699, Introduction to Online Learning (Noncredit)

Pass/No Pass

Lec 18 Hrs

Designed to introduce to students to the online learning environment and the tools used in online learning. In addition, students will learn basic technical, academic, and communication skills needed to succeed in online learning.

SOC-25, Sociology of Latina Sexualities (3 units)

Advisory: SOC-1, SOC-30

Lec 54 Hrs

This course provides a critical examination of the broad spectrum and diversity of Latina sexualities in the United States in terms of historical, socio-cultural, political, economic, and social roles through an intersectional and feminist perspective grounded in social and racial justice. Students explore macro structural (societal/institutional) and micro (individual) behavioral elements that contribute to how Latinas are gendered and raced subjects in contemporary U.S. society. The course will consider various issues related to how racism, capitalism, patriarchy, war, sexual violence, immigration, reproductive justice, sex work, and other systems of power intersect to influence the lives of Latinas and LGBTQ in the United States, as they may relate to work, family, politics, identity, resistance, and cultural expression. Students will also be introduced to body and sexual liberation frameworks.

LSK-210, Writing Skills Development (3 units)

Pass/No Pass Only

Lec 36; **Hrs Lab** 54 Hrs

The writing skills development course provides basic writing skills instruction for students with disabilities. It is intended for students who are registered with the Department of Supportive Programs and Services (DSPS). This course develops grammar, sentence construction, paragraph development, and short essay organization skills using a multi-sensory process approach. Emphasis is on the introduction of a process-based approach to writing and the use of technology tools to facilitate writing skills. Portions of instruction may be offered online; may also be offered fully online. Not applicable for AA/AS degrees.

LSK-215, Reading Skills Development (3 units)

Lec 36 Hrs; **Lab** 54 Hrs

Pass/No Pass Only

The Reading Skills development course is designed to develop basic reading skills for students with disabilities, using a multi-sensory approach to reading. It is intended for students who are registered with the Department of Supportive Programs and Services (DSPS). Emphasis is on a structured approach to reading comprehension and the use of technology tools to enhance vocabulary skills and comprehension. Portions of instruction may be offered online; may also be offered fully online. Not applicable for AA/AS degrees.

LSK-220, Math Skills Development (Non-STEM) (1 unit)***Pass/No Pass Only******Lab 54 Hrs***

The math skills development class is designed to provide specialized mathematics learning support for students with disabilities. It is intended for students who are registered with the Department of Supportive Programs and Services (DSPS). We will explore math skills designed to strengthen students' competency in mathematics by utilizing diverse instructional strategies to support student learning and the use of assistive technology to facilitate the development of these skills. Students' instruction plans will be based on their individualized needs in order to prepare them for college-level courses. This course is offered on a pass no pass basis only. Not applicable for AA/AS degrees.

ENGM-652, English Pronunciation and Spelling (Noncredit)***Lab 54 Hrs******Pass/No Pass Only***

Focuses on English pronunciation and spelling. Includes practice of the sounds, rhythm, and intonation of spoken English. Analyzes English spelling rules and sound-to-letter relationships. Appropriate for intermediate and advanced levels.

MFGT-320A Electrical Test Instruments - Digital Multimeter (Noncredit)***Lab 12 Hrs******Pass/No Pass Only***

Theory and practical operation of common digital multimeters (DMM). Students will use DMM to measure common variables in electric circuits including current, voltage, and resistance. Work appropriate clothing is required for this course including (but not limited to) long pants that cover the wearer to the ankle and closed-toe shoes.

MFGT-320B Electrical Test Instruments - Advanced Testing Instruments (Noncredit)***Prerequisite: MFGT-320A******Lab 12 Hrs******Pass/No Pass Only***

Theory and practical operation of advanced electrical test instruments. These instruments can include megohmmeters, amp clamps, 3-phase meters and motor rotation, oscilloscopes, Highway Addressable Remote Transducer (HART) communicators. Work appropriate clothing is required for this course including (but not limited to) long pants that cover the wearer to the ankle and closed-toe shoes.

PUBLIC HEALTH (AST.PH2)

ASSOCIATE IN SCIENCE FOR TRANSFER

DESCRIPTION:

The Associate in Science in Public Health for Transfer (AS-T in Public Health) is designed to prepare students for leadership roles in public health. Graduates from this program are prepared to engage in community health promotion programming encouraging healthier lifestyles and behaviors, implement disease prevention strategies to control the spread of illnesses, develop environmental health and safety initiatives that ensure safe living and working conditions, and advocate for healthcare policy changes that improve health outcomes at both local and global levels. The degree is interdisciplinary and prepares students for a variety of careers in schools, non-profit organizations, government agencies, hospitals, and wellness programs. The AS-T in Public Health provides a clearly articulated curricular track for students who wish to transfer to baccalaureate degree programs at a California State University (CSU) campus in areas such as Public Health, Health Science, Kinesiology with a Health Education or a Health and Wellness Promotion concentration, Collaborative Health and Human Services with Community Health option, and related fields. For detailed requirements for individual four-year institutions, students should contact the transfer institution and meet with a counselor for specific transfer course requirements in their major.

- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the degree section of the catalog. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern
- No additional local Associate degree requirements are applied.

Required Major Courses (Complete 20 units)

<input type="checkbox"/>	HED-2	Personal Health and Wellness	3.0
<input type="checkbox"/>	HES-1	Introduction to Public Health	3.0
<input type="checkbox"/>	MAT-13	Introduction to Statistics	4.0
<input type="checkbox"/>	BIO-10	General Biology	4.0
	OR		
	BIO-11	Introductory Human Anatomy and Physiology	4.0

Required Major Electives – Select 1 course

<input type="checkbox"/>	CHM-22	The Science of Chemistry	4.0
	OR		
	CHM-1A	General Chemistry I	5.0
<input type="checkbox"/>	BIO-5	Human Anatomy	4.0
	OR		
	BIO-6	Introductory Physiology	3.0
	and		
	BIO-6L	Physiology Laboratory	2.0
<input type="checkbox"/>	BIO-27	Principles of Microbiology	4.0

Required Major Electives – Select 1 course

<input type="checkbox"/>	HES-2	Health and Social Justice	3.0
<input type="checkbox"/>	HED-6	Multicultural Health Beliefs	3.0

SUBTOTAL: 27-28 UNITS

General Education – Required Courses

Students must complete one of the following General Education Plans:

CSU-GE	39 units
IGETC	37 units

Students can double-count required courses and courses for General Education

■ Electives (Courses Numbered 1-99) required when degree units plus GE units total fewer than 60

RESPIRATORY CARE (BA.RCP)

BACHELOR OF SCIENCE

DESCRIPTION:

The Bachelor of Science in Respiratory Care (BSRC) is an online degree advancement program for licensed registered respiratory therapists (RRTs) who have graduated from a CoARC accredited Associate of Science in Respiratory Care (ASRC) program, or for ASRC graduates eligible for licensure. Entering students must complete the Cal-GETC General Education pattern. All courses designated as an upper division major requirement must be completed with a minimum grade of "C" (or "P") for each course in the major. The Bachelor of Science, Respiratory Care degree program is intended for graduates of a Commission on Accreditation for Respiratory Care (CoARC) accredited associate degree program in the field of respiratory care. The program is 40 credits of upper-division courses that focus on leadership, management, education, research, and advanced clinical practice that provide RRTs with the knowledge, skills, and aptitude needed for the advanced scope of practice, the increasing complexity of clinical skills, and the diversity of care sites emerging in the field. Graduates of the BSRC program may advance their careers in administration/management, education, research, advanced bedside professional practice, and related healthcare fields.

Program Goal: The BSRC program is designed to provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, and/or advanced clinical practice that will enable them to meet their current professional goals and prepare them for practice as advanced degree respiratory therapists.

Program Outcomes: Upon completion of the Bachelor of Science in Respiratory Care program, the graduate should be prepared to

1. demonstrate professional and ethical behavior with enhanced communication skills required for the field.
2. demonstrate readiness to pass specialty credentialing exams such as the Adult Critical Care Specialist (ACCS), Neonatal and Pediatric Specialist (NPS), and Registered Pulmonary Function Technician (RPFT) national board exams
3. apply evidence-based practice to respiratory care

TRANSFER STUDENTS

Transfer eligibility requirements include the following:

- Registered respiratory care practitioners with unencumbered licenses who completed a CoARC accredited A.S., Respiratory Care program
- Students enrolled in the Hartnell College A.S., Respiratory Care program who will be eligible for California licensure upon graduation
- Students enrolled in an accredited AS, Respiratory Care program and will be eligible for California licensure upon graduation

Requirements for Degree Completion:

- Completion of a transfer general education pattern. Students must achieve at least "C" grades in all courses.

Required General Education Courses:

- Completion of the CSU-GE or IGETC Education Pattern

REQUIREMENTS THAT MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO PROGRAM

- ☐ Completion of a CoARC accredited A.S. Respiratory Care Program equivalent to the Hartnell A.S. Respiratory Care Program
- ☐ Possession of a non-encumbered California Respiratory Care Practitioner license or eligibility for licensure.

Required Major Courses (After acceptance into the program) (40 units) All courses designated as an upper division major requirement must be completed with a minimum grade of "C" (or "P") for each course in the major.

Spring Semester (12 units)		Course Title	Units
	PHL-700	Medical & Bioethics	3
	RCP-701	Healthcare Systems	3
	RCP-702	Respiratory Care Education	3
	RCP-703	Healthcare Research	3
Fall Semester (15 units)		Course Title	Units
	COM-700	Communication in Healthcare	3
	RCP-704	Advanced Cardiopulmonary Disease	3
	RCP-705	Leadership in Respiratory Care I	3
	RCP-801	Leadership in Respiratory Care II	3
	RCP-802	Advanced Respiratory Care	3
Spring Semester (13 units)		Course Title	Units
	PSY-700	Psychology of Health and Illness	3
	RCP-803	Advanced Diagnostics in Respiratory Care	3
	RCP-804	Advanced Neonatal and Pediatric Respiratory Care	3
	RCP-805	Capstone Project	4

Total Units: 40 Units

SPANISH (CT.SPA)

CERTIFICATE OF ACHIEVEMENT

DESCRIPTION:

The Certificate of Achievement in Spanish includes four semesters of the study of Spanish, one of the world's most influential languages and the fastest growing language in California. Course offerings provide students with the communication skills in understanding, speaking, reading, and writing in Spanish. In addition, the three series that this program offers allow students to tailor their learning journey whether their focus is to learn to communicate in a second language, to increase their professional opportunities, to improve their language skills, or to better understand their own heritage and culture.

Program Outcomes

Upon successful completion of the Certificate of Achievement in Spanish, students will be able to:

- converse and write in Spanish at the intermediate level with effective use of grammar, vocabulary, comprehensible pronunciation, and syntax on a range of topics such as personal and family lives, school or work, and current events.
- read and analyze authentic texts in Spanish such as letters, essays, newspaper articles, poems, and/ or short stories.
- demonstrate knowledge of the linguistic, literary, and cultural contributions of the Spanish speaking world.

Required Major Courses (Complete 20 units)

- | | | |
|--------------------------|--|-----|
| <input type="checkbox"/> | SPA-1 – Elementary Spanish 1 | 5.0 |
| | OR | |
| | SPA-1S – Elementary Spanish 1 for Spanish Speakers | 5.0 |
| | OR | |
| | SPA-1X – Elementary Spanish 1 for Chicano Students | 5.0 |
|
 | | |
| <input type="checkbox"/> | SPA-2 – Elementary Spanish 2 | 5.0 |
| | OR | |
| | SPA-2S – Elementary Spanish 2 for Spanish Speakers | 5.0 |
| | OR | |
| | SPA-2X – Elementary Spanish 2 for Chicano Students | 5.0 |
|
 | | |
| <input type="checkbox"/> | SPA-3 – Intermediate Spanish 1 | 5.0 |
| | OR | |
| | SPA-3S – Intermediate Spanish 1 for Spanish Speakers | 5.0 |
|
 | | |
| <input type="checkbox"/> | SPA-4 – Intermediate Spanish | 5.0 |
| | OR | |
| | SPA-4S – Intermediate Spanish 2 for Spanish Speakers | 5.0 |

SUBTOTAL: 20 UNITS

WORKFORCE AND ACADEMIC READINESS (NCCT.WAR)

CERTIFICATE OF COMPLETION

DESCRIPTION:

This certificate prepares students with computer literacy skills, career management expertise, and online learning strategies and concepts. Courses within the certificate are noncredit and ZTC, eliminating financial barriers for students looking to enter college or entry level office jobs.

PROGRAM GOAL

The Workforce and Academic Readiness Certificate will offer students an opportunity to take a selected group of noncredit courses that will provide them with necessary computer skills, as well as soft skills, preparing them to enter either a workforce pathway or an academic pathway. Computer skills that will be acquired include keyboarding, email, internet, file management, and knowledge of basic operating system concepts and office applications. Soft skills that will be acquired include communication, both oral and written, critical thinking, and teamwork. Completion of these courses shall prepare the student to successfully navigate employment in entry level positions such as receptionists and information clerks; hotel, motel, and resort desk clerks; and customer service representatives. Students will also be prepared to enter an academic pathway with computer readiness skills including online learning concepts that will serve them well in their academic journey. This certificate will be a noncredit, zero textbook cost (ZTC) pathway, eliminating the financial burden of tuition or materials for students

PROGRAM OUTCOMES

Upon completion of the Certificate of Completion in Workforce and Academic Readiness, students will:

- Demonstrate proficiency in entry-level computer skills necessary for the workplace or for college success such as keyboarding, file management, word processing, electronic spreadsheets, presentation software, and database management.
- Demonstrate basic oral and written communication skills.
- Prepare a portfolio that includes a cover letter, resume, and a completed job application.
- Demonstrate and apply skills needed to work and/or learn in an online environment.

REQUIRED COURSES

- ☐ BUS-600 – Beginning Keyboarding
- ☐ BUS-650 – Introduction to PC Applications
- ☐ BUS-690– Career Management
- ☐ BUS-699 – Introduction to Online Learning

TOTAL HOURS: 432