



HARTNELL COLLEGE
hartnell.edu

2023-2024 Course Catalog Addendum



HARTNELL COLLEGE

2023-2024 COLLEGE CATALOG ADDENDUM

This supplemental addendum reflects new and revised policies, programs and courses approved after the 2023-2024 Catalog was published.

**411 Central Avenue
Salinas, CA 93901
(831) 755-6700
www.hartnell.edu**

ACCREDITATION

Hartnell College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949 (415) 506-0234), The California Board of Registered Nursing, the California Board of Vocational Nursing and Psychiatric Technicians, the Accreditation Commission for Education in Nursing (ACEN). Accreditation by the ACEN is voluntary and insures that Hartnell College's ADN and LVN programs meet the highest standards in nursing education at both the state and national level, the Commission on Accreditation for Respiratory Care (CoARC), Monterey County Emergency Medical Services (EMS), and the California Community Colleges Board of Governors. It has the approval of the State Department of Education to train veterans under Public Law 874 and Public Law 550. It also has the approval of the U.S. Immigration and Naturalization Service to educate foreign students.

HARTNELL COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

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ACCURACY STATEMENT

The Hartnell Community College District has made every reasonable effort to ensure that information in this catalog is accurate. Courses and programs that are offered, along with other matter contained herein, are subject to change without notice by Hartnell College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add to, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

HARTNELL COLLEGE EMERGENCY COMMUNICATIONS

Campus Security:
(831) 755-6888

Maintenance:
(831) 755-6950

Facility Emergency Hotline:
(831) 755-6700, x5700

Office of Student Affairs:
(831) 755-6822

Office of Academic Affairs:
(831) 770-7090

Advanced Technology Office:
(831) 755-6960

Website Pop-Up Emergency Notice:
<https://www.hartnell.edu/about/safety/emergency/>

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

E-mail: 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

CSU GE Certification:

“Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called “pass along certification”. Courses taken at CSU campuses, participating private colleges and universities*, and other California Community Colleges will be certified in the subject areas (CSUGE AREA A - F) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in a California Community College Certification Pattern. Courses deemed equivalent would be certified in the areas (CSUGE AREA A - F) in which the equivalent courses have been approved.

*Participating private colleges and universities include: Fashion Institute of Design & Merchandising, Humphreys College, Marymount College, and San Joaquin Valley College.

IGETC Certification:

“Certification” means that Hartnell College has verified that a student has completed the lower division general education requirements for the University of California and/or the California State University. Certification is important because without it students will be held to the general education requirements specific to the UC campus to which the student transfers. Courses from other colleges and universities may be considered for certification through a process called “pass along certification”. Courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 7) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course on a California Community College IGETC Certification Pattern. Courses deemed equivalent would be certified in the subject areas in which the equivalent CCC courses have been approved.

Credit for External Examinations

For all Credit for External Examinations:

- Units granted will not count toward the residence requirements of Hartnell College.
- Students must have the official score reports sent to the Hartnell College Admissions and Records Office to receive credit.
- Credit by exam is noted and listed first on a student’s transcript.
- Units and subject credit granted at Hartnell College do NOT reflect units or subject credit granted by a transfer institution except as listed below for general education purposes. Use of credit varies at each transfer institution and by major.

Advanced Placement Exams (CEEB)

Hartnell College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the college’s sequence of courses.

Students enrolled at Hartnell College will receive credit for Advanced Placement Examinations, after official scores are sent to the college. The College will confirm the credit granted after receiving the official scores and a Request for Evaluation form is submitted. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with a Hartnell College Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

Refer to the following AP chart for information on specific course credit awarded and general education areas cleared to meet Hartnell College’ general education requirements as well as the transfer general education areas cleared for CSU-GE and/or IGETC certification. Some universities will not award credit for an AP exam for a course that is part of a major area of study or concentration or will require a higher score than a 3.

Credit for External Exams

Advanced Placement (AP) standardized exams are designed to measure how well a student has mastered the content and skills of AP courses. A student must score three or higher on the AP exams to earn college credit. Each campus in the CSU system determines how it will apply external examinations toward credit in the major. For the most up to date CSU information, visit: <https://www.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. For the most up to date UC information, visit: <https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/>

Subject Exam	Minimum Score	Hartnell College AA degree Credit Award			CSU		IGETC for UC and CSU		
		Hartnell Equivalent	Hartnell Units Awarded	Associate Area	CSU GE Area ²	CSU GE Units Awarded ¹	IGETC Area ³	IGETC Units Awarded	
College Board Advanced Placement (AP) Tests									
AP Art – Art History	3	ART 1A or 1B	3.0	Humanities	C1 or C2	3.0	3A or 3B	3.0	
AP Art - Studio -Art 2D Design	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
P Art - Studio- Art 3D Design	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
AP Art - Studio Art- Drawing	3	3.0-GE	3.0	Humanities	n/a		n/a	0.0	
AP Biology	3	BIO 10 + 2 Elective	6.0	Nat. Sci.	B2 & B3	4.0	5B & 5C	4.0	
AP Chemistry	3	CHM 1A + 1 Elective	6.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	4.0	
AP Chinese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B and 6A	3.0	
AP Comparative Gov't & Policies	3	3.0-GE	3.0	Soc. & Beh.	D8	3.0	4	3.0	
AP Computer Science A ⁴	3	CSS 2A	4.0	Lang. & Rat.	n/a		n/a	0.0	
AP Computer Science AB ⁴	3	CSS 2A + 2 Elective	6.0	Lang. & Rat.	n/a		n/a	0.0	
AP Computer Science Principles	3	None-Elective Only	3.0	n/a	B4	3.0	n/a	0.0	
AP Economics - Microeconomics	3	ECO 5	3.0	Soc. & Beh.	D2	3.0	4	3.0	
AP Economics - Macroeconomics	3	ECO 1	3.0	Soc. & Beh.	D2	3.0	4	3.0	
AP English - Lang. & Composition	3	ENG 1A + 3 Elective	6.0	Lang. & Rat.	A2	3.0	1A	3.0	
AP English - Lit. & Composition <i>Does not meet A3/1B Critical Thinking requirement for transfer.</i>	3	ENG 1A & ENG 1B	6.0	Lang. & Rat. and Humanities	A2 & C2	6.0	1A or 3B	3.0	
AP Environmental Science ³	3	BIO 48 + BIO 48L	4.0	Nat. Sci.	B1 & B3	4.0	5A & 5C	3.0	
AP French - French Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B & 6	3.0	
AP German Language and Culture	3	5-GE + 1 Elective	6.0	Humanities	C2	3.0	3B & 6	3.0	
AP US Government & Politics.	3	POL 1	3.0	Soc. & Beh.	D8 + US 2	3.0	4 + US 2	3.0	

AP History - European History	3	HIS 4A + 3 Electives	6.0	Soc. & Beh.		C2 or D6	3.0		3B or 4 ²	3.0
AP History - United States History	3	HIS 17A + 3 Electives	6.0	Soc. & Beh.		(C2 or D6) + US 1	3.0		3B or 4 and US 1 ²	3.0
AP History - World History	3	HIS 5A + 3 Electives	6.0	Soc. & Beh.		C2 or D6	3.0		3B or 4 ²	3.0
AP Human Geography	3	3.0 GE	3.0	Soc. & Beh.		D5	3.0		4	3.0
AP Italian Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6	3.0
AP Japanese Language and Culture	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6	3.0
AP Latin - Latin	3	5-GE + 1 Elective	6.0	Humanities		C2	3.0		3B and 6	3.0
AP Latin Literature or Latin: Vergil									3B and 6	3.0
AP Math Statistics	3	MAT 13	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus AB) ⁴	3	MAT 27	6.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus AB) ⁴	4 or 5	MAT 3A	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus BC) ⁴	3	MAT 3A	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus BC) ⁴	4 or 5	MAT 3B	4.0	Lang. & Rat.		B4	3.0		2	3.0
AP Math (Calculus BC) AB Subscore ⁵	3	MAT27	6.0	Lang. & Rat.		B4	3.0		2	3.0
AP Physics 1 ⁶	3	PHY 2A	4.0	Nat. Sci		B1 & B3	4.0		5A & 5C	4.0
AP Physics 2 ⁶	3	PHY 2A	4.0	Nat. Sci		B1 & B3	4.0		5A & 5C	4.0
AP Physics C ⁶ (Mechanics)	3	PHY 4A	4.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	3.0
AP Physics C ⁶ (Electricity & Magnetism)	3	4-GE	4.0	Nat. Sci.		B1 & B3	4.0		5A & 5C	3.0
AP Psychology	3	PSY 2	3.0	Soc. & Beh.		D9	3.0		4	3.0
AP Seminar	3	None-Elective Only	3.0	n/a		n/a	0		n/a	0.0
AP Spanish - Spanish Language and Culture	3	SPA 1, 1S or 1X + 1 Elective	6.0	Lang. & Rat. or Humanities		C2	3.0		3B and 6	3.0
AP Spanish - Spanish Literature and Culture	3	3-GE + 3 Electives	6.0	Humanities		C2	3.0		3B and 6	3.0

CSU-bound transfer students will still need to take a course to fulfill the Area US-3: California State and Local Government CSU graduation requirement.

¹ Students are granted units and subject credit for the Hartnell College Associate degree for College Entrance Examination Board (CEEB) Advanced Placement Tests with scores of 3, 4, or 5; AP credit can also be used to meet CSU GE and IGETC.

² AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

³ Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009, or later, those credits may **only** apply to B1+B3.

⁴ If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate. For Calculus exams, UC will accept 5.3 semester units maximum for both exams; 2.8 semester units for the AB and AB sub score exam, and maximum of 5.3 semester credits for BC exam. CSU will apply only one exam towards the baccalaureate. Additional credit limits may apply based on transfer campus. Please consult a counselor to determine the ideal placement based on your major, and transfer goal.

⁵ Students who take the Calculus BC examination and earn a sub score of 3 or higher on the Calculus AB portion will receive units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

⁶ If a student passes more than one AP exam in physics, only one examination may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

International Baccalaureate (IB)

The International Baccalaureate (IB) exam assesses student work and measures students' academic, intercultural and basic skills. Each campus in the CSU & UC system determines how it will apply external examinations toward credit in the major.

Students may earn units for International Baccalaureate (IB) exams with scores of 5, 6, or 7, on Higher Level (HL) exams. IB credit can be used to meet the Hartnell College AA GE pattern. An acceptable IB score is equivalent to units as listed below. IB exams may also be used for lower division general education areas on the CSU GE and the IGETC.

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

Subject Exam	Minimum Score	Hartnell College AA degree Credit Award			CSU		IGETC for UC and CSU		
		Hartnell Equivalent	Hartnell Units Awarded	Associate Area	CSU GE Area ²	CSU Units Awarded ¹	IGETC Area ³	IGETC Units Awarded	
International Baccalaureate (IB)									
IB Biology HL	5		3.0 GE	Nat. Sci.	B2	3.0 GE + 3 Electives	5B (no lab)	3.0	
IB Chemistry	5		3.0 GE	Nat. Sci.	B1	3.0 GE + 3 Electives	5A (no lab)	3.0	
IB Economics	5		3.0 GE	Soc. & Beh.	D2	3.0 GE + 3 Electives	4	3.0	
IB Geography	5		3.0 GE	Nat Sci. or Soc. & Beh.	D5	3.0 GE + 3 Electives	4	3.0	
IB History (any region) HL	5		3.0 GE	Soc. & Beh.	C2 or D6	3.0 GE + 3 Electives	3 or 4*	3.0	
IB Language A Literature (any language) HL (If in English IGETC only gives Area 3 not LOTE)	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	C2	3.0 GE + 3 Electives	3B & 6A	3.0	
IB Language A Language and Literature (any language) HL (If in English IGETC only gives Area 3 not LOTE)	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	C2	3.0 GE + 3 Electives	3B & 6A	3.0	
IB Language B (any language) HL	4-AA or CSU; 5-IGETC		5.0 GE	Lang. & Rat. or Humanities	n/a	6.0 Electives	6A	3.0	
IB Mathematics HL	5		3.0 GE	Lang. & Rat.	B4	3.0 GE + 3 Electives	2A	3.0	
IB Physics HL	5		3.0 GE	Nat. Sci.	B1	3.0 GE + 3 Electives	5A (no lab)	3.0	
IB Psychology HL	5		3.0 GE	Soc. & Beh.	D9	3.0 GE	4	3.0	
IB Theatre HL	4-AA or CSU; 5-IGETC		3.0 GE	Humanities	C1	3.0 GE + 3 Electives	3A	3.0	

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>.

The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at: http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_3.xlsx

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earn college credit. The CSU requires a passing score of at least 50 on the CLEP exam. Each campus in the CSU system determines how it will apply external examinations toward credit in the major. Students may earn units for College Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credits can be used to meet the Hartnell College AA GE pattern. An acceptable CLEP score is equivalent to semester units as indicated below. Maximum units that may be granted via CLEP are 30. CLEP exams may also be used for lower division general education areas on the CSU GE but **NOT IGETC**.

College Level Examination Program (CLEP)									
Subject Exam	Minimum Score	Hartnell Equivalent	Hartnell Units Awarded	Associate Area	CSU GE Area ²	CSU Units Awarded ¹	IGETC Area ³	IGETC Units Awarded	
CLEP American Literature	50		3.0 GE	Humanities	C2	3.0 GE	n/a	n/a	
CLEP Analyzing and Interpreting Lit.	50		3.0 GE	Humanities	C2	3.0 GE	n/a	n/a	
CLEP Biology	50		3.0 GE	Nat. Sci.	B2	3.0 GE	n/a	n/a	
CLEP Calculus	50		3.0 GE	Lang. & Rat.	B4	3.0 GE	n/a	n/a	
CLEP Chemistry	50		3.0 GE	Nat. Sci.	B1	3.0 GE	n/a	n/a	
CLEP College Algebra	50		3.0 GE	Lang. & Rat.	B4	3.0 GE	n/a	n/a	
CLEP College Algebra-Trigonometry	50		3.0 GE	Lang. & Rat.	B4	3.0 GE	n/a	n/a	
CLEP Financial Accounting	50		3.0 Electives	Lang. & Rat.	n/a	3.0 Electives	n/a	n/a	
CLEP French ⁶ Level I	50		5.0 GE	Humanities	n/a	6.0 Electives	n/a	n/a	
CLEP French ⁶ Level II	59		5.0 GE	Humanities	C2	3.0 GE + 9 Electives	n/a	n/a	
CLEP German ⁶ Level I	50		5.0 GE	Humanities	n/a	6.0 Electives	n/a	n/a	
CLEP German ⁶ Level II	60		5.0 GE	Humanities	C2	3.0 GE + 9 Electives	n/a	n/a	
CLEP History, United States I	50		3.0 GE	Soc. & Beh.	D6 + US 1	3.0 GE	n/a	n/a	
CLEP History, United States II	50		3.0 GE	Soc. & Beh.	D6 + US 1	3.0 GE	n/a	n/a	
CLEP Human Growth and Develop.	50		3.0 GE	Soc. & Beh.	E	3.0 GE	n/a	n/a	
CLEP Humanities	50		3.0 GE	Humanities	C2	3.0 GE	n/a	n/a	
CLEP Info Systems and Computer Applications	50		3.0 Electives	Lang. & Rat.	n/a	3.0 Electives	n/a	n/a	
CLEP Intro Business Law	50		3.0 Electives	n/a	n/a	3.0 Electives	n/a	n/a	
CLEP Intro Psychology	50		3.0 GE	Soc. & Beh.	D9	3.0 GE	n/a	n/a	
CLEP Intro Sociology	50		3.0 GE	Soc. & Beh.	D0	3.0 GE	n/a	n/a	
CLEP Natural Sciences	50		3.0 GE	Nat. Sci.	B1 or B2	3.0 GE	n/a	n/a	
CLEP Pre-Calculus	50		3.0 GE	Lang & Rat.	B4	3.0 GE	n/a	n/a	
CLEP Principles of Accounting	50		3.0 Electives	n/a	n/a	3.0 Electives	n/a	n/a	
CLEP of Macroeconomics	50		3.0 GE	Soc. & Beh.	D2	3.0 GE	n/a	n/a	
CLEP Principles of Management	50		3.0 Electives	n/a	n/a	3.0 Electives	n/a	n/a	
CLEP Principles of Marketing	50		3.0 Electives	n/a	n/a	3.0 Electives	n/a	n/a	
CLEP Principles of Microeconomics	50		3.0 GE	Soc. & Beh.	n/a	3.0 Electives	n/a	n/a	
CLEP Spanish ⁶ Level I	50		5.0 GE	Humanities	n/a	3.0 Electives	n/a	n/a	
CLEP Spanish ⁶ Level II	63		5.0 GE	Humanities	C2	3.0 GE + 9 Electives	n/a	n/a	
CLEP Trigonometry	50		3.0 GE	Lang. & Rat.	B4	3.0 GE	n/a	n/a	
CLEP Western Civilization I	50		3.0 GE	Soc. & Beh.	C2 or D6	3.0 GE	n/a	n/a	
CLEP Western Civilization II	50		3.0 GE	Soc. & Beh.	D6	3.0 GE	n/a	n/a	

Note: The Term Elective(s) means units.

1. These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
2. Areas of California State University- General Education (CSU-GE) Breadth (A1 through E)
3. Areas of Intersegmental General Education Transfer Curriculum (IGETC) (1 through 6)
4. If a student passes more than one AP exam in Calculus or computer science, only one examination may be applied to CSU baccalaureate.
5. If a student passes more than on AP exam in physics, through FA 2015 six units may be applied to the CSU baccalaureate, and four of those units may be applied to certification for CSU-GE-Breadth.
6. If a student passes more than one CLEP test in the same language (other than English), and then only one examination may be applied to the baccalaureate (e.g., two exams in French). For each test in a language other than English, a passing score of 50 is considered Level I and the higher score listed for each test is considered Level II and earns additional credits as noted.

Upon student submitting official AP Score Report to Admissions and Records, college credit will be credited to the student's record. For more information, please see a counselor.

UC CLEP Policies: The University of California currently does not accept CLEP Examinations. CLEP cannot be used on IGETC. However, the CSU has a system-wide policy for CLEP exams and awarding transfer credit for admission based on these exams. The CSU policy for CLEP can be found at http://www.calstate.edu/acadaff/codedmemos/asa-2019-03_attachment_2.xlsx

ENGLISH FOR MULTILINGUAL SPEAKERS—BEGINNING (NCCT.ENGM.BEG)

PROGRAM

- **Certificate of Competency**



DESCRIPTION

The Certificate of Competency in English for Multilingual Speakers–Beginning is awarded upon the successful completion of English for Multilingual Speakers (ENGM) 620, Beginning Reading and Writing, and ENGM 622, Beginning Speaking and Listening. This noncredit program provides students with reading, writing, listening, and speaking skills at the beginning level. The certificate prepares students for further academic and/or employment opportunities.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide English language learners with whole language skills at the beginning level to prepare for further academic study and better employment opportunities. Students will gain academic English skills, which include reading comprehension of short texts, increased academic vocabulary, listening for main ideas, responding to and producing questions, and sentence to paragraph level writing. Students will be able to apply those skills to further English studies, both credit and noncredit, as well as employment opportunities in the Salinas Valley. These are no-cost courses, however, students will pay for required textbooks.

Program Objective: Upon successful completion of this program, a student will be able to respond to and produce information and yes-no questions; understand the topic and main idea of a short talk or text; produce statements about everyday life and personal experiences; and write a short description using coherent English at the high-beginning level.

REQUIRED COURSES

- ENGM-620 – Beginning Reading and Writing 128-144hrs
- ENGM-622 – Beginning Speaking and Listening 64-72hrs

FOR MORE INFORMATION

CALL (831) 755-6916

ENGLISH FOR MULTILINGUAL SPEAKERS—LOW INTERMEDIATE (NCCT.ENG.M.LOW)



PROGRAM

- **Certificate of Competency**

DESCRIPTION

The Certificate of Competency in English for Multilingual Speakers–Low Intermediate is awarded upon the successful completion of English for Multilingual Speakers (ENGM) 630, Low-Intermediate Reading and Writing, and ENGM 632, Low-Intermediate Speaking and Listening. This noncredit program provides students with reading, writing, listening, and speaking skills at the low-intermediate level. The certificate prepares students for further academic and/or employment opportunities.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide English language learners with whole language skills at the low-intermediate level to prepare for further academic study and better employment opportunities. Students will gain academic English skills, which include reading comprehension of short texts, increased academic vocabulary, listening for main ideas, responding to and producing questions, and paragraph level writing. Students will be able to apply those skills to further English studies, both credit and noncredit, as well as employment opportunities in the Salinas Valley. These are no-cost courses however, students will pay for required textbooks.

Program Objective: Upon successful completion of this program, a student will be able to understand the topic and main idea of a short lecture or text, produce questions to request help or more information, write a short paragraph, use the college registration system (PAWS) to find courses and register, and access course information using CANVAS.

REQUIRED COURSES

- ENGM-630—Low-Intermediate Reading and Writing 122-144 hrs
- ENGM-632—Low-Intermediate Speaking and Listening 64-72 hrs

FOR MORE INFORMATION

CALL (831) 755-6916

ENGLISH FOR MULTILINGUAL SPEAKERS—INTERMEDIATE (NCCT.ENGM.INT)



PROGRAM

- **Certificate of Competency**

DESCRIPTION

The Certificate of Competency in English for Multilingual Speakers–Intermediate is awarded upon the successful completion of English for Multilingual Speakers (ENGM) 640, Intermediate Reading and Writing, and ENGM 642, Intermediate Speaking and Listening.

This noncredit program provides students with reading, writing, listening, and speaking skills at the intermediate level. The certificate prepares students for further academic and/or employment opportunities.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide English language learners with whole language skills at the intermediate level to prepare for further academic study and better employment opportunities.

Students will gain academic English skills, which include reading comprehension of short texts, increased academic vocabulary, listening for main ideas, responding to and producing questions, and paragraph level writing.

Students will be able to apply those skills to further English studies, both credit and noncredit, as well as employment opportunities in the Salinas Valley.

These are no-cost courses; however, students will pay for required textbooks.

Program Objective: Upon successful completion of this program, a student will be able to summarize short academic lectures or texts, express and defend opinions, use past tense when discussing personal or familiar topics, and use CANVAS to submit assignments and communicate with instructors.

REQUIRED COURSES

- ENGM-640—Intermediate Reading & Writing 122-144 hrs
- ENGM-642—Intermediate Listening & Reading 64-72 hrs

FOR MORE INFORMATION

CALL (831) 755-6916

ENGLISH FOR MULTILINGUAL SPEAKERS—HIGH INTERMEDIATE (NCCT.ENG.M.HIGH)



PROGRAM

- **Certificate of Competency**

DESCRIPTION

The Certificate of Competency in English for Multilingual Speakers–High Intermediate is awarded upon the successful completion of English for Multilingual Speakers (ENGM) 650, High-Intermediate Grammar and Writing, and ENGM 658, High-Intermediate Reading and Vocabulary. This noncredit program provides students with reading, writing, listening, and speaking skills at the high-intermediate level. The certificate prepares students for further academic and/or employment opportunities.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide English language learners with whole language skills at the high-intermediate level to prepare for further academic study and better employment opportunities. Students will gain academic English skills, which include reading comprehension of short texts, increased academic vocabulary, use of context clues to identify the meanings of new words, use of the writing process to plan, draft, and revise a paragraph. Students will be able to apply those skills to further English studies, both credit and noncredit, as well as employment opportunities in the Salinas Valley. These are no-cost courses; however, students will pay for required textbooks. Program Objective: Upon successful completion of this program, a student will be able to use a variety of sentence structures, demonstrating correct use of conjunctions; write a unified, cohesive paragraph; identify topics, main ideas, details in low-advanced readings; distinguish fact from fiction; and use context clues to identify the meaning of new vocabulary.

REQUIRED COURSES

- ENGM-650 – High-Intermediate Writing and Grammar 128-144hrs
- ENGM-658 – High-Intermediate Reading and Writing 64-72hrs

FOR MORE INFORMATION

CALL (831) 755-6916

ENGLISH FOR MULTILINGUAL SPEAKERS—ADVANCED (NCCT.ENGM.ADV)

PROGRAM

- **Certificate of Competency**



DESCRIPTION

The Certificate of Competency in English for Multilingual Speakers–Advanced is awarded upon the successful completion of English for Multilingual Speakers (ENGM) 660, Advanced Reading and Writing, and ENGM 662, Advanced Speaking and Listening. This noncredit program provides students with reading, writing, listening, and speaking skills at the advanced level. The certificate prepares students for further academic and/or employment opportunities.

PROGRAM GOALS AND OBJECTIVES:

This noncredit program will provide English language learners with whole language skills at the advanced level to prepare for further academic study and better employment opportunities. Students will gain academic English skills, which include drafting and revising critical response essays, reading comprehension of longer texts, group discussion and class presentation skills, and accurate note taking. Students will be able to apply those skills to transfer-level coursework, as well as employment opportunities in the Salinas Valley. These are no-cost courses; however, students will pay for required textbooks.

REQUIRED COURSES

- ENGM-660– Reading and Writing for College 80-90 hrs
- ENGM-662 – College Speaking and Listening Skills 48-54 hrs

FOR MORE INFORMATION

CALL (831) 755-6916

FIRST LINE SUPERVISOR

PROGRAMS

- **Certificates of Achievement**



DESCRIPTION

This certificate prepares students with a set of soft skills recognized as crucial to performing in a supervisory role in a business setting. Specifically, improving communication skills, understanding the structure and functions of business, and knowledge of human relations in the workplace are all considered essential to the success of business today. It also develops information technology literacy, including computer applications and online research skills.

GAINFUL EMPLOYMENT INFORMATION:

See the certificate program cost and the employment outlook for graduates by clicking the link below:

<http://www.hartnell.edu/gainful-employment-certificate-programs-0>

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

<https://www.hartnell.edu/students/fa/net-price-calculator.html>

LEADS TO CAREER OPPORTUNITIES SUCH AS:

- Supervisors of
 - Food Preparation and Serving Workers
 - Retail Sales Works
 - Administrative Support Workers
 - Farming, Fishing and Forestry Workers
 - Construction Trades and Extraction Workers

FIRST LINE SUPERVISOR (CT.FS)

CERTIFICATE OF ACHIEVEMENT

Program Outcomes: Upon successful completion of this program a student will be able to:

- demonstrate knowledge of the organization and the functions of modern businesses.
- demonstrate basic oral and written business communication skills.
- apply concepts, methods, and tools of management in an ethical manner to typical business operations.
- use technology and software applications effectively for common business operations.
- demonstrate the ability to work effectively with others in a team environment.

Required Major Courses (16 units)

<input type="checkbox"/> BUS-32—Introduction to Business	3.0
<input type="checkbox"/> BUS-43—Business Information Systems & Info Literacy	4.0
<input type="checkbox"/> BUS-194—Human Relations	3.0
<input type="checkbox"/> BUS-42—Electronic Spreadsheet (Excel)	3.0
<input type="checkbox"/> COM-1—Introduction to Public Speaking	3.0

TOTAL: 16 UNITS

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Hartnell College offers a full array of financial aid programs, federal loan programs, and fee waivers.

<https://www.hartnell.edu/students/fa/net-price-calculator.html>

COURSE LISTINGS

BUS-172, Business Machine Calculations (1 unit)

Pass/No Pass Option

54 Lab Hrs

Use of the 10-key machine calculator to develop speed and accuracy by touch and proficiency in solving practical business problems.

ECE-71, Adult Supervision and Mentoring in ECE Settings (2 units)

Advisory: ENG-1A or ENG-1AX

36 Lec Hrs

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

[CSU]

LSK-1, Introduction to College and Accommodations (1.5 unit)

Pass/No Pass Option

27 Lec Hrs

Our course is designed to prepare students in the transition from high school to college, with a focus on students requiring special classroom accommodations related to disabilities. Throughout the course, students will develop knowledge of the academic policies, resources, and campus programs available to students. Students will learn about the California system of higher education and develop an educational and program plan.

MFGT-113, Applied Agricultural Mechatronics -Processing (4 units)

Prerequisite: MFGT-112B with a grade of "C" or better

36 Lec Hrs 108 Lab Hrs

The third course in the agricultural mechatronics sequence for indoor processing of value-added agricultural products. Students will learn how to install, maintain, calibrate, and program automated equipment used in these facilities. Topics include process control (the movement of water using automation), industrial motor controls, applied Industry 4.0, product identification, smart sensors, advanced programmable logic controllers and human-machine interface, and robotic systems. 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.

MFTGT-114, Advanced Agricultural Process Automation (4 units)

Prerequisite: MFGT-113 with a grade of "C" or better

36 Lec Hrs 108 Lab Hrs

The fourth course in the agricultural mechatronics sequence for indoor processing of value-added agricultural products. Students will use engineering design method and apply advanced troubleshooting techniques on automated processing equipment. Topics include emergency systems, control loops, data networks, programmable logic controllers (PLC), control systems, and troubleshooting of fluid power, electrical, process control, and programming systems. 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.

NUTR-1, Nutrition (3 units)**Pass/No Pass Option**

Advisory: Eligibility for ENG-1A or ENG-1AX, Completion of CHM-60 (or CHM-22 or one year of high school chemistry, BIO-6 and Elementary Algebra are recommended)

54 Lec Hrs

Scientific nutrition concepts are presented, with an emphasis on nutrition needs throughout the life cycle. An in-depth look at the metabolism of the body's essential nutrients, including the relationship of medical nutrition therapy to a variety of diseases. Also addressed are food safety practices and the challenges of global nutrition. Students will learn to assess personal nutritional diet adequacy by evaluating dietary intake via a computerized dietary analysis. Required for Allied Health Science and Nursing majors. Formerly FCS-23. Not open to students who have completed FCS-23 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA E] [C-ID NUTR 110]

SPA-1, Elementary Spanish (5 units)**Pass/No Pass Option****90 Lec Hrs**

Fundamentals of Spanish with emphasis on the development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the life, people, and cultures of the Spanish speaking world. Course designed for students with no prior background in Spanish. Not open to students who have completed SPA 1S or SPA 1X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6] [C-ID SPAN 100]

SPA-1S, Elementary Spanish for Spanish Speakers (5 units)**Pass/No Pass Option****90 Lec Hrs**

A parallel Spanish 1 course for Spanish speakers, conducted totally in Spanish with emphasis on grammar, reading, and writing. An oral command of the Spanish language is required. Not open to students who have completed Spanish 1 or Spanish 1X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6] [C-ID SPAN 100]

SPA-1X, Elementary Spanish for Chicano Students (5 units)**Pass/No Pass Option****90 Lec Hrs**

A parallel Spanish 1 and Spanish 1S course designed for English-dominant Chicano students whose home languages include Spanish. This course will serve any student who has an auditory comprehension and a basic oral command of Spanish. Course conducted primarily in Spanish with emphasis on grammar, reading, and writing. Not open to students who have completed SPA 1 or SPA 1S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6] [C-ID SPAN 100]

SPA-2, Elementary Spanish (5 units)***Pass/No Pass Option***

Prerequisite: SPA-1X or SPA-1S or SPA-1 with a grade of "C" or better or two years of high school Spanish or demonstration of language proficiency to level.

90 Lec Hrs

Continuation of Spanish 1 with further development of listening, speaking, reading, and writing skills, with Spanish as the primary language of instruction. Language acquisition will be enhanced by exposing students to the cultures of the Spanish speaking world. Not open to students who have completed Spanish 2S or Spanish 2X with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2, IGETC, AREA 6] [C-ID SPAN 110]

SPA-2S, Elementary Spanish for Spanish Speakers (5 units)***Pass/No Pass Option***

Prerequisite: SPA-1X or SPA-1S or SPA-1 with a grade of "C" or better or demonstration of language proficiency to level or two years of high school Spanish.

90 Lec Hrs

A parallel Spanish 2 and Spanish 2X course designed for Spanish speakers. This course is conducted totally in Spanish with emphasis on reading, writing, and grammar. Not open to students who have completed Spanish 2 or Spanish 2X with a grade of "C" or better.

[CSU; UC; CSU-GE; AREA C2; IGETC, AREA 6] [C-ID SPAN 110]

SPA-2X, Elementary Spanish for Chicano Speakers (5 units)***Pass/No Pass Option***

Prerequisite: SPA-1X or SPA-1S or SPA-1 with a grade of "C" or better or demonstration of language proficiency to level or two years of high school Spanish.

90 Lec Hrs

A parallel Spanish 2 and Spanish 2S course designed for English dominant students whose home languages include Spanish. This course will serve any heritage speaker of Spanish who has an oral command of the language. This course is conducted primarily in Spanish with emphasis on speaking, reading, writing, and grammar. Not open to students who have completed Spanish 2 or Spanish 2S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6] [C-ID SPAN 110]

SPA-3, Intermediate Spanish (5 units)***Pass/No Pass Option***

Prerequisite: SPA-2 or SPA-2S or SPA-2X with a grade of "C" or better or demonstration of language proficiency to level or three years of high school Spanish.

90 Lec Hrs

Course conducted totally in Spanish with further emphasis on grammar, reading, and writing, including a strong cultural and literary component. Not open to students who have completed Spanish 3S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3B, 6] [C-ID SPAN 200]

SPA-3S, Intermediate Spanish for Spanish Speakers (5 units)

Pass/No Pass Option

Prerequisite: SPA-2 or SPA-2S or SPA-2X with a grade of "C" or better or demonstration of language proficiency to level or three years of high school Spanish.

90 Lec Hrs

A parallel Spanish 3 course for Spanish speakers, conducted totally in Spanish with further emphasis on grammar, reading and writing, including a strong cultural and literary component. Not open to students who have completed Spanish 3 with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 3B, 6] [C-ID SPAN 220]

SPA-4, Intermediate Spanish (5 units)

Pass/No Pass Option

Prerequisite: SPA-3 or SPA-3S with a grade of "C" or better or demonstration of language proficiency to level

90 Lec Hrs

Continuation of Spanish 3. A course conducted totally in Spanish with further emphasis on oral proficiency, advanced grammar, reading and writing, including a strong cultural and literary component. Not open to students who have completed Spanish 4S with a grade of "C" or better.

[CSU; UC; CSU-GE, AREA C2; IGETC, AREA 6] [C-ID SPAN 210]

SPA-4S, Intermediate Spanish for Spanish Speakers (5 units)

Pass/No Pass Option

Prerequisite: SPA-3 or SPA-3S with a grade of "C" or better or four years of high school Spanish with a grade of "C" or better or demonstration of language proficiency to level.

90 Lec Hrs

A parallel Spanish 4 course for Spanish speakers conducted totally in Spanish with further emphasis on advanced grammar, intensive reading and writing, including a strong cultural and literary component. Not open to students who have completed Spanish 4 with a grade of "C" or better.

[CSU; UC CSU-GE, AREA C2; IGETC, AREA 3B, 6] [C-ID SPAN 230]

TAC-61, Beginning Radio and Podcasting Production (3 units)

Pass/No Pass

36 Lec Hrs 54 Lab Hrs

Introductory course in theory and application of audio production techniques for radio and podcasting. Students will gain a basic understanding of audio equipment in both live and pre-recorded broadcasting (podcasting). This includes recording equipment, mixers, digital audio production, radio program formats, broadcast writing and announcing skills.

[CSU]