Program Learning Outcomes (PLOs)

**Program Learning Outcomes (PLOs)**

**Anthropology Program**

**A.A.-T Degree: Anthropology**

**About This Award**

The Associate in Arts in Anthropology for Transfer degree includes lower division coursework that is required for transfer. Anthropology examines the broad conditions and experiences of becoming and being human through a myriad of lenses: genetics and evolution, comparative primate anatomy and behavior, the bioarchaeological record, language forms, and culture. The Associate in Arts in Anthropology for Transfer degree will provide foundational training for students in anthropological concepts, methods of inquiry, and theories of human variation, change and adaptation. All academic subfields of anthropology are emphasized at MUC, including biological anthropology, cultural anthropology, linguistic anthropology and archaeology. Students will learn how to utilize and apply anthropology and its scientific and humanistic modalities. Across broad coursework, students will discover the uniqueness of being biologically human and engage the role of culture and language in the histories and politics of an interconnected, global world.

The Associate in Arts in Anthropology for Transfer degree is intended for students who plan to complete a bachelor's degree in Anthropology at a California State University campus. Students completing this degree are guaranteed admission to the CSU System, but not to a particular campus or Anthropology. Students transferring to a CSU campus that accepts this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU System. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

**The Following is Required for the AA Degree in Anthropology for Transfer:**

1. A minimum of 18 semester units or 27 quarter units in the major. If students have already completed a bachelor's degree in Anthropology, they may request a transfer degree by submitting an application for a Bachelor of Arts or Bachelor of Science in Anthropology.
2. Completion of 60 semester units or 90 quarter units using the CSU-GE Breadth or the IGETC pattern.
3. Exact 60 semester units or 90 quarter units are required for the degree.

**Program Learning Outcomes**

Upon satisfactory completion of this award, the student should be prepared to:

1. Describe the basic concepts, methods of inquiry, and the theories of biological, cultural, linguistic and archaeological anthropology.
2. Explain how the scientific method serves as a foundation for understanding the observed variation, change and adaptation of humans and their environments.
3. Use anthropological perspectives to interpret evolutionary, historical and contemporary issues.

**Required Core: (9 Units)**

- ANTH 101 [NP] Biological Anthropology
- ANTH 102 [NP] Cultural Anthropology
- ANTH 130 [NP] Archaeology and Cultural Prehistory

**List A: (3 Units)**

- ANTH 104 [NP] Linguistic Anthropology
- ANTH 105 [NP] Biological Anthropology Lab
- MATH 134 [NP] Elementary Statistics

**List B: Select One to Two (3-5 Units)**

- ANAT 125 [NP] Human Anatomy
- EASCI 161 [NP] Earth Science
- GEOG 161 [NP] Physical Geography
- PHIL 107 [NP] Philosophy of Science
- PSYCH 102 [NP] Research Methods

**List C: 3 Units**

- ANTH 107 [NP] Forensic Anthropology Introduction
- ANTH 140 [NP] Magic, Witchcraft, and Religion
- ANTH 150 [NP] Native Peoples of North America
- ANTH 174 [NP] Anthropology Summer Field Studies

**Total Units Required in A.A.-T Major**: 19-27

**Total Units That May Be Double-Counted**: 21-22

**Units Required for IGETC/CSU Breadth**: 7-39

**CSU Transferable Electives (as Needed)**: 15-25

**Total Units Required for A.A.-T Degree**: 60

*Note: Double counting courses in GE and the major is permissible. MUC Guidance and Activities requirements are not required for this degree.*

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**Art Program**

**A.A.-T Degree: Art History**

The Associate in Arts in Art History for Transfer degree is intended for students who plan to complete a bachelor's degree in Art History or another related subject (Humanities, History, Philosophy, Interdisciplinary Studies, etc.) at a CSU campus. Coursework will provide students with the study and critical analysis of great works of human expression and imagination and will allow students to identify the role of the visual arts in traditional and contemporary cultures. This degree is intended to provide meaningful interpretation of art and art forms. Students who plan to transfer to a particular campus or to a university or college that is not part of the CSU system, or to a university or college that is not part of the CSU System, in all cases, students should consult with a counselor for more information on university admission and transfer requirements.

**Program Learning Outcomes**

Upon satisfactory completion of this award, the student should be prepared to:

1. Demonstrate preparedness to successfully continue studies in Art History or a related subject at an upper-division level.
A.S. DEGREE: BOOKKEEPING

In the Bookkeeping program, students learn to analyze and enter transactions in journals, post to ledgers, complete worksheets, prepare the company's payroll, calculate employer payroll taxes, prepare the federal and state payroll tax forms, use various bookkeeping registers, prepare adjusting and closing entries, prepare classified earnings and capital statements, and prepare balance sheets. Students also learn about depreciation, bad debts, cost of goods sold, notes receivable, notes payable, inventory valuation and business taxes. The use of computers is also an important part of the bookkeeping program.

PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this award, the student should be prepared to:

1. Recognize and analyze ethical issues as they apply to the business environment.
2. Obtain employment as an entry-level bookkeeper.
3. Demonstrate the working knowledge required to perform the various tasks necessary in a complete accounting cycle.

To earn an associate in science degree in this major, the student must complete the requirements detailed in the Career Technical Education Pathway (p. 109) or the University Preparation Pathway (p. 105) which include completion of the requirements below.

REQUIRED COURSES - COMPLETE 22 UNITS

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BUSAD 110</td>
<td>Bookkeeping 1</td>
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<td>BUSAD 120</td>
<td>Bookkeeping 2</td>
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<tr>
<td>BUSAD 200</td>
<td>Spreadsheet Skills for Financial Accounting</td>
<td>2</td>
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<tr>
<td>BUSAD 201</td>
<td>Machine Accounting</td>
<td>3</td>
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<tr>
<td>BUSAD 202</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>BUSAD 203</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 204</td>
<td>Tax Accounting</td>
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ELECTIVE COURSES - COMPLETE 6 UNITS

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<tr>
<td>OFADM 101</td>
<td>Intermediate Accounting</td>
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<tr>
<td>OFADM 301</td>
<td>Records Management</td>
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<tr>
<td>BUSAD 210</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BUSAD 220</td>
<td>Personal Finance</td>
<td>3</td>
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<tr>
<td>BUSAD 240</td>
<td>Principles of Management</td>
<td>3 OR</td>
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<tr>
<td>BUSAD 248</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSAD 377</td>
<td>Human Relations in Business</td>
<td>3 OR</td>
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<tr>
<td>BUSAD 274</td>
<td>Human Resources Management</td>
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</tbody>
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TOTAL UNITS FOR A.S. AWARD: 28

CERTIFICATE OF ACHIEVEMENT: BOOKKEEPING

The Bookkeeping Certificate is designed for students planning to enter the job market at the entry level as a bookkeeper after completing the required program courses. Students should have keyboarding skills. If not, they should take a beginning keyboarding course. Degrees and Certificates are awarded to students in recognition of completion of specified requirements, which indicate proficiency. All Required Courses must be passed with a "C" grade or better. Interested students should consult Business Administration faculty advisors.

PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this award, the student should be prepared to:

1. Recognize and analyze ethical issues as they apply to the business environment.
Program Learning Outcomes

The Clerical program is designed to prepare students for various types of office occupations in the clerical field. Clerical training involves the study of various procedures, duties, and practices applicable to many business offices, as well as the development and acquisition of basic skills necessary for success in those positions. Students learn keyboarding, records management, human relations, office software, and business computations. Career possibilities in the clerical field are numerous. Jobs exist in governmental agencies, schools, health facilities, stores, and in private businesses. Some of the career alternatives for clerical graduates are records clerk, file clerk, general office clerk, mail clerk, receptionist, word processor, and office assistant.

A.S. DEGREE: CLERICAL

The Clerical program is designed to prepare students for various types of office occupations in the clerical field. Clerical training involves the study of various procedures, duties, and practices applicable to many business offices, as well as the development and acquisition of basic skills necessary for success in those positions. Students learn keyboarding, records management, human relations, office software, and business computations. Career possibilities in the clerical field are numerous. Jobs exist in governmental agencies, schools, health facilities, stores, and in private businesses. Some of the career alternatives for clerical graduates are records clerk, file clerk, general office clerk, mail clerk, receptionist, word processor, and office assistant.

REQUIREDS COURSES - COMPLETE 18 UNITS
CLOV 101 [1] Principles and Practices of Teaching Young Children .......................... 3
CLOV 103 [1] Child Growth and Development ..................................................... 3
CLOV 107 [2] Introduction to Curriculum .............................................................. 3
CLOV 120 [1] Guidance of Young Children .......................................................... 3
CLOV 127 [3] Infant/Toddler Practicum ................................................................. 3 OR
CLOV 128 [3] Preschool Practicum .................................................................... 3

ELECTIVE COURSES - COMPLETE 6 UNITS
CLOV 125 [4] Infant and Toddler Development and Care ................................. 3
CLOV 167 [4] Observation and Assessment ......................................................... 3
CLOV 262 [4] Diversity in Educational Settings .................................................... 3

TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT AWARD ...................... 24

REQUIRED COURSES
OFADM 202 [1] Intermediate Keyboarding ....................................................... 2
OFADM 231 [2] Intermediate Word Processing .................................................. 3
OFADM 303 [1] Keyboarding for Speed and Accuracy ...................................... 0.5
OFADM 304 [2] Professional English for Business ............................................ 3
OFADM 313 [1] Office Skills ............................................................................. 3
OFADM 359 [3] Introduction to Spreadsheet Software ..................................... 1
OFADM 362 [3] Introduction to Business Presentation Software ....................... 1
OFADM 375 [4] 10-Key on the Computer ......................................................... 1

TOTAL UNITS IN A.S. MAJOR ........................................................................... 29.5

CERTIFICATE OF ACHIEVEMENT: CLERICAL

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