

# Evergreen Valley College

CATALOG 2010-2011

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Evergreen Valley College is part of the San José Evergreen Community College District. We are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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# PRESIDENT'S MESSAGE

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**Dr. David Wain Coon, a participant of many campus activities such as the Desi Fashion Show and the Poetry Festival, hosts the popular Presidents Speaker Series, welcoming renowned political, social and arts luminaries from around the country.**

**DR. DAVID WAIN COON**  
PRESIDENT  
EVERGREEN VALLEY COLLEGE

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Every year, I meet a new group of students entering Evergreen Valley College and say goodbye to the previous group. What impresses me most are the unique gifts, talents, and life experiences each student brings to us.

What are the talents and experiences you will bring to our campus? What legacy will you leave behind? And what will you take away? These are the questions that intrigue me and keep me working hard year after year to support our programs and services.

In the eastern foothills of San José, we offer a peaceful campus where you can discover, explore, and master a subject you're interested in. Our Library was listed as one of the ten coolest buildings on any college campus worldwide. Our campus is home to a gorgeous observatory, a lively lecture series and numerous cultural events organized by our diverse student body. We are also fortunate to be opening the doors of a new Center for the Arts, thanks to the generous support of private donors, local voters, and the State, by fall of 2009. We hope to see you here soon, either in the audience or as a participant.

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# CHAPTER 1: COLLEGE PROFILE



## IN THIS CHAPTER:

- Profile
- History
- Mission
- Strategic Initiatives
- Schedule
- Leadership
- Accreditation
- South Bay Regional Public Safety Training Consortium

## PROFILE

At Evergreen Valley College, a community college located on a 175-acre site in the eastern foothills of San José, we take great pride in our approach to education. We place our students' realities first. For instance, will they need help with their language skills? Are they carrying other responsibilities like children or full-time jobs? Are they the first in their family to graduate from college? To all learners--those directly out of high school, in mid-career or mid-family transitions, and those who are enjoying their golden years--we offer a supportive environment that values their intrinsic experiences.

## HISTORY

Evergreen Valley College opened its doors in 1975 to 3,000 students and currently hosts over 12,000 students from more than 70 countries. The rich variety of cultures, which both enhances and enriches campus life, comprises one of the most diverse student bodies within the California Community College System.

Planning for the college began on July 1, 1964, when the San José/Evergreen Community College District officially became an independent college district. The site was purchased in 1967 and named Evergreen Valley College in 1970. When the first two buildings were complete in 1975, we welcomed our first graduating class.

In recent years, bond measures have allowed us to build much needed facilities: classrooms and labs for biological sciences and nursing education programs, a robust Library, a center to accommodate vibrant student life, and the Montgomery Hill Observatory. Our new Center for the Arts opened Fall 2009.

## MISSION

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College's mission is to empower and prepare students from diverse backgrounds to succeed academically and to be civically responsible global citizens.

We meet our mission through a wide spectrum of educational experiences, flexible methodologies, and support services for our students:

## STRATEGIC INITIATIVES

1. **Student-Centered:** We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
  - Access
  - Curriculum and Program Development
  - Student Service Offerings
2. **Community Engagement:** We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:
  - Visibility



- Strategic Partnerships
  - College in the Community
3. Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
- Community Building
  - Employee Development
  - Transparent Infrastructure

### SCHEDULE

While we offer classes year-round, students can enroll throughout the year for traditional Fall, Spring and Summer sessions or for short-term and evening classes. We provide options for those who are working towards an associate degree or vocational certificate and for those who wish to transfer to a baccalaureate granting institution. We also offer options to continuing students who need an additional class or just want to pursue an interest.

### LEADERSHIP

Dr. David Wain Coon, President  
Kuni Hay, Vice President of Academic Affairs  
Irma Archuleta, Vice President of Student Affairs  
Lynette Apen, Dean of Nursing and Allied Health  
Keith Aytch, Dean of Language Arts and Library & Learning Resources  
Octavio Cruz, Dean of Enrollment Services  
Tammeil Gilkerson, Dean of Counseling and Matriculation  
Mark Gonzales, Dean of Social Science, Humanities, Arts, & Physical Education  
Dr. Jonathan King, Dean of Business & Workforce Development  
Dr. Wei Zhou, Dean of Math, Science and Engineering

### ACCREDITATION

Evergreen Valley College operates by authority of the Board of Governors of the California Community Colleges and the Board of Trustees for the San José/Evergreen Community College District. We are fully accredited as a two-year degree-granting institution by the Western Association of Schools and Colleges.

Credit from EVC is transferable to other collegiate institutions, including community colleges, the University of California, California State University, and many private universities.

### SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM

Our district is a participant and sponsor of the South Bay Regional Public Safety Training Consortium, which is a joint powers agency created by local community colleges to present certified courses associated with public safety. These include Law Enforcement, Reserves, Corrections, Probation, Fire Technology, Emergency Medical Services, Hazardous

Materials, and Dispatch. The intent is to enhance the campus-based degree and certificate programs, giving students the option to go directly into Academy-type skill development training presented through the Central Consortium. Phone: (408) 270-6458.





# CHAPTER 2: ADMISSIONS/REGISTRATION/FEES/FINANCIAL AID



## IN THIS CHAPTER:

- Eligibility for Admission
- Application for Admission
- Residency Requirements
- International Students
- Transcripts from other Colleges
- Transfer Credit
- Credit for Military Service
- Credit by Examination
- Advanced Placement Program
- Open Enrollment & Registration Priorities
- Classification of Students
- Student Status (Full-time/Part-time)
- Minimum Unit Requirements
- Maximum Unit Load
- Repeating Courses
- Adding Classes
- Dropping Classes
- Grades
- Grade Challenge
- Matriculation
- Student Fees
- Official Withdrawal from College
- Refunds
- Financial Aid Programs
- Return to Title IV Aid Policy

## ELIGIBILITY FOR ADMISSION

### Regular Admission

Any person who meets one of the following requirements and who is capable of benefiting from the instruction offered shall be admitted:

- Be 18 years of age or older
- Be a high school graduate
- Pass the California Proficiency Examination
- Hold a GED, OR
- Be officially released from his or her high school district if under 18

### Special Part-time/Full-time Admission (Concurrent Enrollment of high school students)

Any student seeking special admission must have consent from a parent (or legal guardian) and the principal (or other designated person) of the high school and meet one of the following criteria:

- The student is of an age or class equal to 9-12 grade.
- The student is home-schooled or no longer affiliated with a recognized high school with age or class equal to 9-12 grade.
- The student is of an age or class below grade 9 with parental petition approved by the president or designee.

For more information, visit the Admissions and Record office or call (408) 270-6441.

## APPLICATION FOR ADMISSION

All new, returning, high school, and transfer students must complete a formal application for admission prior to registering. Applications are available at the Office of Admissions and Records, in the schedule of classes and online at <http://cccapply.org>. Applications must be complete and submitted to the Office of Admissions and Records.

The following programs have additional admissions criteria and forms, which students must complete before being admitted to these programs:

- Corrections
- Law Enforcement
- Nursing
- Honda Certificate Program
- International Students

See the respective programs for forms and other information. Admission to these programs is not guaranteed; however students pending notification of acceptance may enroll in regular EVC courses.

**Notice To All Applicants:**

State legislation has suspended the use of the Social Security Number as a student identifier. A unique college ID number is automatically assigned to EVC student records at the time an admissions application is submitted. Students will be required to use this ID number for all services with the college. This number is also printed on the Student ID which is used for access to the library and other student services.

**HOW TO BECOME AN EVC STUDENT**

- 1. Apply for Admission**
- 2. Apply for Financial Aid**
- 3. Take Placement Tests**
- 4. Attend an Orientation**
- 5. Register for Classes**
- 6. Pay Your Fees**
- 7. Buy Your Books**
- 8. Attend Your Classes**

**High School Student Application/Registration:**

1. Complete a Concurrent Enrollment Packet that includes an application and an "Attendance for Special Part-Time High School Students" (R-40) form. The R-40 should:
  - Be signed by your high school principal or another designated official.
  - Be signed by your parent/legal guardian.
  - Indicate specific courses for which you have been approved to register.
2. Schedule and complete Assessment if you are registering for English, Math, or other courses for which you have not met prerequisites.
3. Register for class(es) in person at Admissions and Records.  
 Note: High school students must submit an admissions application and a new R-40 form each term they enroll.

High school students should be aware of several factors when registering for EVC courses:

1. They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Educational Rights and Privacy Act (FERPA).
2. They must identify EVC as a college attended on all future college applications, and include a transcript of EVC work where required.
3. They are held to the same standards as regular students in terms of class conduct and course requirements.
4. They will need to request transcripts for their high schools if EVC units will be used to fulfill high school graduation requirements.
5. They may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.)

High school students approved to take more than 11 units will be responsible for paying full fees as a regular student.

6. They may not enroll in PE or basic skills (300 Level) courses. Courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools.
7. They may not register for courses not on an R-40 form. Additional R-40 forms may be required.
8. Courses completed at their high schools do not guarantee adequate preparation for college level courses; assessment and/or SAT/AP scores may be used to determine placement levels.

**Admission of Homeschooled or other non-high school students under 18:**

- A parent of a student under 18 who is not attending high school, is homeschooled, or has a student who has not completed the 8th grade, may petition the Dean of Enrollment Services for special admission of his/her child as a part-time student.
- In addition to following the same procedures as concurrent enrollment students, students should complete the additional R-42 form and will be asked to submit academic transcripts which will also be used in determining appropriate course placement.
- Concurrent Enrollment, Special Admit Part-time Students—High School Student (HS): This program is a partnership between Evergreen Valley College and local area high schools. Under this program students may attend Evergreen Valley College as a special part-time student. Students may take courses to supplement their high school education program. Basic skills courses are NOT available to concurrently enrolled students. Concurrent Enrollment is designed for students who can benefit from advanced academic and vocational courses. The high school principal, or designee, decides which student qualifies to participate by completing the Concurrent Enrollment Form (R40). This form identifies the specific college courses that may be taken. Students may enroll in up to 11 units although it is highly recommended that students take no more than 6 units in a semester.

**Other Important Facts for Concurrent Enrollment Students**

- You may only register for up to 11 units (Spring and Fall Semesters)
- If you choose to enroll in 12 or more units, you will be responsible for paying full fees as a regular student
- The courses must be vocational, enrichment, or advanced courses not available at the high school
- You may not register for PE courses or remedial courses (e.g. Math 311, English 394)
- You may not enroll in courses available through the high school, except in summer or under special circumstances (supplemental petition from the high school counselor is required and will be reviewed by the Dean of Enrollment Services)
- Any courses taken at EVC will appear on your permanent academic record

\* Forms R40 and R42 Affidavit are available in the Office of Admissions and Records; the R40 form is also available online at [www.evc.edu/admissions/pdfs/R40\\_Form.pdf](http://www.evc.edu/admissions/pdfs/R40_Form.pdf).

## RESIDENCY REQUIREMENTS

### Out-of-state Students

Out-of-state applicants who are admitted to the college will be required to pay non-resident tuition, in addition to registration fees. US citizens, and students with certain visa statuses, may submit a residency change form and new application once they have lived in California at least one year and one day prior to the first day of the term, and have the intent of maintaining their California residency. **The District Board of Trustees sets tuition annually. As of this publication the spring term, 2010, the current non-resident tuition is set at \$199.00 per unit, plus a \$25.00 Capital Outlay fee. Consult the current Schedule of Classes for registration related fees.**

### Residency Requirements

All students not meeting the requirements below will be classified as "non-residents" and are subject to non-resident tuition, Capital Outlay, and enrollment fees. Students shall receive resident student classification if they qualify under one of the following conditions:

- If the student (age 18) and the student's parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
- If the student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
- If the student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
- In addition, if the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must be able to certify that they have applied for some form of permanent immigration status at least one year and one day prior to the beginning of the semester.
- Beginning January 1, 2002, AB 540 allows certain non-resident and undocumented students, who have completed three years of high school in California and received a California high school diploma or equivalent, be exempted from paying non-resident tuition.
- California residency can also be exempted or established in other ways. Please consult the staff in the Office of Admissions and Records for specific residency requirements. The Office of Admissions and Records is

located near the bus turn-around area on the south end of campus. For information, please call (408) 270-6441.

### California Residency Status Change

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Out-of-state residency will not be changed automatically or without documentation. State law requires consideration of financial independence for students seeking reclassification.

## INTERNATIONAL STUDENTS

Evergreen Valley College encourages international student applicants, and admits international students from many different countries. International student applicants, current international students wishing to transfer to EVC from other U.S. colleges, or others interested in international student information, should see the Dean of Enrollment Services located in the Office of Admissions and Records.

International Student Application packets are available year-round in the Office of Admissions and Records. The spring semester application is due no later than October 15. Fall semester applications are due no later than April 15. Applications must include:

1. International (F-1) Student Application Form.
  2. Application for Admission to Evergreen Valley College.
  3. \$100 Application Processing Fee (non-refundable) Checks must be drawn on a U.S. bank and be made out to Evergreen Valley College.
  4. TOEFL (Test of English as a Foreign Language). Minimum score based on test type: 500 paper based exam; 173 computer based exam; 61 internet based exam.
- Note:** If applicant has completed degree applicable courses in English with a grade of "C" or better (at an accredited U.S. college/university), the TOEFL may be waived.
5. Original bank verification (signed by certifying official) with a minimum balance of \$16,734 (U.S. currency) from parent/sponsor dated within 6 months of application date.
  6. Letter of Financial support, or Affidavit of Support Form (notarized) from parents or sponsor.
  7. Official transcripts from all prior colleges/universities.
  8. Passport sized photograph.
  9. TB Skin Test results. If results are positive, a chest x-ray report will be required. Exams must be dated within 6 months of application date.

International students who plan to transfer to Evergreen Valley College should contact the Office of Admissions and Records regarding additional documentation that may be required.

Incomplete applications and applications not submitted by the deadlines may not be considered.

Each international student must pay the non-resident tuition at the beginning of each term (\$199 per unit as of Spring 2010), plus a \$25 Capital Outlay fee, registration, and other fees which are subject to change without notice. Payment can be made by cash, credit card, money order or check. Students

who fail to pay tuition will not be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

Each international student is strongly urged to carry a health insurance policy. Regardless of whether or not health insurance is purchased, each international student is asked to have a tuberculin (TB) skin test prior to admittance to Evergreen Valley College.

An international student must complete 12 units each Fall and Spring semester, with an average grade of "C" or better. All 12 units must be taken at Evergreen Valley College, unless you have prior approval from the International Student Counselor.

International students must inform the International Student Office, located in the Office of Admissions and Records, whenever he/she: moves, changes name, drops below 12 units, wishes to travel outside the continental U.S., or otherwise fails to uphold the regulations dictated by law. Failure to do so may jeopardize the student's visa status in the United States.

International students must be familiar with and adhere to Immigration regulations, and EVC student contact and enrollment requirements.

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### **TRANSCRIPTS FROM OTHER COLLEGES**

Academic work from another college may be used to verify prerequisites, or to meet graduation requirements. Unofficial transcripts may be used when meeting with a counselor to verify or clear prerequisites; however, official transcripts are required when using this academic work for graduation.

Students may meet with a counselor and submit transcripts from other accredited colleges for prerequisite verification and/or to establish reading and writing levels prior to registration. Transfer students should submit official transcripts to the Office of Admissions and Records where applicable. Unofficial copies of transcripts or grade reports may be used for counseling purposes.

Official transcripts from all colleges attended are required of students who have applied for graduation and are candidates for the A.A. or A.S. degree. Failure to provide the transcripts will result in degree denial.

Prior high school and college transcripts must be sent directly to the Office of Admissions and Records. Transcripts may be hand-delivered, but the seal must be unbroken. Official transcripts become the property of the college, and will not be returned to or copied for the student.

All students applying for Veterans Benefits and to the Nursing Program are required to file official transcripts from all previous colleges with the Office of Admissions and Records when applying to EVC.

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### **TRANSFER CREDIT**

Students may request that units earned at other regionally accredited collegiate institutions be reflected on their EVC transcript. To receive such credit, the student must have official transcripts of the prior work sent directly to the Office of Admissions and Records. Transcripts may also be hand-

delivered if the seal remains unbroken. Upon evaluation, acceptable transfer units of credit will be included in the student's permanent record. Evergreen Valley College follows the guidelines in the Transfer Credit Practices published by the American Association of Collegiate Registrars and Admissions Officers (ACCRAO) to determine which institutions have been granted regional accreditation.

Courses completed at other colleges, which have been granted regional accreditation by ACCRAO, may be evaluated as meeting requirements for graduation and/or general education with petition to the Office of Admissions and Records. Counselors are available to assist the student in this process.

Transcripts from former institutions that are on file in the Office of Admissions and Records are destroyed three years after the student's last semester of enrollment at Evergreen Valley College.

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### **CREDIT FOR MILITARY SERVICE**

Students who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service after submitting a copy of their Discharge (DD214). Additional units, for certain military technical schools, may be granted upon evaluation of the student's American Council on Education Registry Transcript.

Veterans receiving VA benefits must file the DD-214 with the Office of Veterans Affairs and complete an application for benefits prior to certification. Credit granted for military schools is based upon recommendation of the American Council on Education.

For more information please contact the Veterans Coordinator in the Office of Admissions and Records, or by calling (408)270-6430, or visit the website at <http://www.evc.edu/admissions/va.htm>.

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### **CREDIT BY EXAMINATION**

#### **Departmental Credit by Exam**

Students may earn college Credit by Examination under specified conditions, however not all courses can be challenged using Credit by Examination. Students may not earn more than 12 units of Credit by Examination, and must have earned a total of 12 EVC units prior to applying for Credit by Exam. Students must be registered at Evergreen Valley College at the time they apply and take the examination. The appropriate instructional dean must approve an application for credit by examination. The \$26 per unit enrollment fee will be charged for credit by exam. Credit By Exam is available only to registered students in good standing and only for courses listed in the EVC Catalog.

#### **Non-collegiate Courses**

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the  
(continued on page 15)



ADVANCED PLACEMENT PROGRAM

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

College credit will be granted to students who provide the college with official test results showing at least a minimum passing score. Evergreen Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Examination Board (CEEB). To receive credit, students must send an official copy of the AP results to the Evergreen Valley College Admissions and Records Office for evaluation. To use AP results for completion of GE areas for transfer using either CSU GE or IGETC patterns, students must request a GE Certification from Evergreen Valley College upon transfer. To determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see an Evergreen Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at Evergreen Valley College. **Course credit and units granted at Evergreen Valley College may differ from course credit and units granted by a transfer institution.**

EXAM	EVC AA/AS GE)	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	Area C, Fine Arts 3 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
Art (Studio)		N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Area B, Science with Lab AS/AA: B2 and B3 3 semester units	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units	8 quarter/5.3 semester units
Calculus AB	Area B, Math for AA Math Competency for AS 3 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/2.7 semester units**
Calculus BC	Area B, Math for AA Math Competency for AS 3 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/5.3 semester units**
AP CALCULUS EXAM LIMITATIONS			*Only one exam may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	Area B, Science with Lab AS/AA: B1 and B3 5 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Area C2, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	3 semester units	N/A	3 semester units**	N/A	2 quarter/1.3 semester units***
Computer Science AB	3 semester units	N/A	6 semester units**	N/A	4 quarter/2.7 semester units***
AP CS EXAM LIMITATIONS			**Maximum one exam toward transfer		***Maximum 4 quarter/2.7 semester units for both
Economics - Macroeconomics	Area D 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	Area D 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English - Language & Composition	Area A, Written Communication 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units*
English - Literature & Composition	Area A, Written Communication and Area C, Humanities 6 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter units/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS					*8 quarter/5.3 semester units maximum for both
Environmental Science	Area B, Science with Lab AS/AA: B1 and B3 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units
French Language	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Literature	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units

REGISTRATION

EXAM	EVC AA/AS GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
German Language	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics - Comparative	Area D 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics - U.S.	Area D and American Institutions US-2 3 semester units	Area D8 and US 2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
		<b>*Does not fulfill AHI California Government requirement</b>	<b>Student can satisfy the AHI requirement after transfer</b>		
History - European	Area D, or Area C, Humanities 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	Area D, Meets American and California History, Government and Institutions Req. American Institutions US-1 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - World	Area D, 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	Area D 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	Area C2 – Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Area C2 – Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin - Vergil	Area C, Humanities 3 semester units	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin - Literature	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Music Theory	Area C, Fine Arts 3 semester units	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	Area B, Science with Lab AS/AA: B1 and B3 3 semester units	B1 and B3 4 semester units*	6 semester units*	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units**
Physics C - Mechanics	Area B, Science with Lab AS/AA: B1 and B3 3 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
Physics C - Magnetism	Area B, Science with Lab AS/AA: B1 and B3 3 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
<b>AP PHYSICS EXAM LIMITATIONS</b>			<b>*Maximum 4 semester units toward GE and 6 semester units toward transfer</b>		<b>**Maximum 8 quarter/5.3 semester units for both</b>
Psychology	Area D 3 semester units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature	Area C, Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	Area B, Math for AA or Math Competency for AS 3 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter/2.7 semester units

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

**IGETC:** AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.



Instructional Guide for Non-Credit Courses published by the American Council of Education.

Credit shall be posted only when a student has completed at least 12 units of study at Evergreen Valley College.

**OPEN ENROLLMENT & REGISTRATION PRIORITIES**

All courses (except those exempted by statute or regulation) shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets prerequisites established in accordance with state regulations.

Students will be assigned registration priority in accordance with Title V and a board-approved system based on units earned at Evergreen Valley College. The first two weeks of any registration cycle are dedicated to continuing students. New, returning, and transfer students will be given registration dates following the first two weeks of continuing student registration or when they apply. High school and students in middle school may register after they have completed all admissions requirements. **Please see the Eligibility for Admission section for Admissions criteria.**

**CLASSIFICATION OF STUDENTS**

- New Student - A student who has never enrolled at any college. High school students are always considered "new students."
- Continuing Student - A student who was enrolled at Evergreen Valley College the preceding semester.
- Former (Returning) Student - A student who has previously attended Evergreen Valley College but not during the preceding semester.
- New Transfer Student - A student who has attended a college other than Evergreen Valley College.
- International Student - A student from any country other than the United States who has applied to Evergreen Valley College and has been accepted into the International Student Program. All NEW international students are required to contact the International Student Representative in the Admissions & Records office prior to registration (408) 270-6423.
- Nonresident Student - A student who has not met California residency requirements and must pay nonresident tuition unless he/she meets AB 540 requirements.

**STUDENT STATUS (FULL-TIME/PART-TIME)**

**Fall and Spring Semesters:**

- Full-time student: registered for 12 or more units
- Half-time student: registered for 6-11 units
- Part-time student: registered for less than 5.5 units

**Summer Session:**

- Full-time student: registered for 4 or more units
- Half-time student: registered for 2-3 units
- Part-time student: registered for less than 4 units

**MINIMUM UNIT REQUIREMENTS**

To maintain eligibility in the following programs, a student must carry minimum units as noted below. (There are no minimum unit requirements for EVC college enrollment; the list below relates to benefits or special eligibility):

1. International Students: 12 units per semester.
2. Social Security, California State Disability, and PL 674: Check with respective benefits offices for requirements.
3. Veteran's Dependents and PL 634: See Veterans Coordinator in Admissions and Records, call (408) 270-6430 for specific requirements.
4. Students in special programs such as EOP&S, FasTrack, Financial Aid, etc.

**MAXIMUM UNIT LOAD**

Regular students are restricted each semester to a maximum load of 18 units during a regular semester or 7 units during a summer or January intersession session.

Students who wish to take more than the maximum load in any term must petition and obtain approval from a counselor. Students need to bring the completed and signed excess units petition to Admissions & Records in order to register for additional courses.

Concurrently enrolled high school students are restricted to 11 units maximum, but are strongly recommended to enroll in no more than one or two courses at any given time. If you choose to enroll in 12 or more units, you will be responsible for paying full fees as a regular student.

**REPEATING COURSES**

Students may repeat any course in which they receive a grade of D or F twice. Under certain extenuating circumstances a student may repeat a course for a third time with approval of the Dean of Counseling & Matriculation. Courses in which students received a final grade of "C" or better may not be repeated unless it is specifically designated. See list below:

Repeatable Courses:

- ASTRO 010L
- ATHM 060
- ATHW 060
- AUTO 132, 145, 147, 147A, 147B, 147C
- BIOL 080
- BIS 104, 160, 162
- BUS 060L
- CADD 146A, 146B, 146C
- CIT 097
- DANCE 014
- DISP 172, 182
- DRAMA 014
- ENGL 001L 194 310L, 321, 321L, 322L, 394
- ESL 100L, 194, 310L, 320L, 330L, 341L
- FREN 001L, 002L
- GUIDE 104, 110A, 110B, 112, 115, 150, 394
- II 210, 394

IDIS 090, 190  
 JOURN 065  
 LE 116, 172, 173, 179  
 LA 008  
 MATH 300, 310  
 MUSIC 101  
 PED 034, 051, 056A, 062, 064, 069H  
 SSCI 050

Other course repetition options:

- If a course is legally mandated training requirement as a condition of continued of paid or volunteer employment a student may take this course any number of times
- If a student is enrolled in credit special class offered by the Disabilities Support Program
- If a significant lapse of time (3 years) has passed

PLEASE NOTE: [Title 5, section 55041: If the activity course involves the same primary activity or different levels of the same educational activity, combined enrollment across these similar courses is limited to four times. Students are permitted to repeat an activity course a maximum of three times. Activity courses include physical education courses or visual or performing arts courses in music, fine arts, theater, and dance]

The following repeatable courses are grouped according to similarity in activity and fall into the above Title 5 regulations:

ART 025\*  
 ART 055A\*, 055B\*  
 ART 060\*, 061\*  
 DANCE 010\*, 011\*  
 DANCE 020\*, 021\*  
 DANCE 040\*  
 DANCE 050\*, 051\*  
 DANCE 022\*, 064\*, 065\*, 066\*, 067\*  
 MUSIC 023, 047, 053A, 053B  
 MUSIC 020\*, 050A\*, 050B\*  
 PED 023\*, 055\*  
 PED 056\*, 058\*  
 PED 041\*, 043\*, 044\*  
 PED 053, 070  
 PED 052\*  
 THEAT 002\*, 003\*, 004\*  
 THEAT 030\*, 031\*, 032\*, 034\*, 035\*  
 THEAT 033\*, 036\*

\*\* All disciplines 138\* (total 16 units)  
 \*\* All disciplines 098\* (total 9 units)  
 \*\* WE 088\*, 088A\* (total 6 units)

\* Course(s) taught at SJCC and/or EVC and can only be taken a total of 4 times district-wide  
 \*\* Can only be taken for amount of units in parenthesis district-wide

**ADDING CLASSES**

**BEFORE CLASSES BEGIN**

Students may change their class schedule via MyWeb, STAReg, or in person at Admissions and Records, prior to the start of the semester if:

- The regular semester has not started.
- The class has seats available.
- And the class has no waiting list.

**AFTER CLASSES BEGIN**

Students may petition a class during the first two weeks of the semester. To petition a class you must:

- Go to the class as soon as possible.
- Ask the instructor if you can add the class.
- Obtain add code from instructor.
- Process add code by calling STAReg at 408.223.0300.
- Verify your class was added by calling the STAReg system at 408.223.0300
- If you experience problems with your add code, bring it to Admission and Records Office immediately for processing.

\* No late adds for semester classes will be accepted after the second week of the semester. If extenuating circumstances exists, students are encouraged to obtain a LATE ADD PETITION from the respective division office.

STAReg (408.223.0300) is available Monday, 6:15 am – 11:00 pm, Tuesday – Sunday, 12:00 AM to 11:00 PM. You have until 11:00 PM on September 12, 2010 to add a regular 16 week course by phone using the Add Code; after that, the authorization code is no longer valid.

Students cannot be added to a course if:

- They do not meet the prerequisite
- They have already completed the course, unless it is repeatable—see listing of courses under Repeating Classes
- They have a time conflict. For more information see Class Conflicts under Attendance
- They do not have a current application on file
- They have a hold for academic standing or fees owed
- They do not have high school approval (R-40)
- They are already enrolled in 18 units
- September 12, 2010 - 11:00 PM has elapsed for regular 16 week courses only

**What if I have trouble registering?**

If you're having trouble registering for one of the reasons above, contact the Office of Admissions and Records at 408.270.6441. If you are having problem accessing MyWeb, or are having problems with your password, contact MyWeb Technical Support Center at 408-270-6411.

**DROPPING CLASSES**

Students are responsible for dropping their classes; classes are not dropped automatically for non-attendance. A student may drop a class by calling the StaReg (408) 223-0300, using MyWeb.sjeccd.edu, or in-person at the Office of Admissions and Records. The following rules apply to dropping a class:

1. No "W" (Withdrawal) symbol or record of the course will occur on the student's permanent record if the student drops by September 24, 2010.

2. A "W" (Withdrawal) symbol will be assigned if the student drops the course after September 24, 2010, but before November 19, 2010 of the regular semester.
3. Students must receive an evaluative grade (A-F; P/NP) if they do not drop by the deadlines above.
4. Students may be granted a "W" (Withdrawal) symbol after November 19, 2010 of the term only for extenuating circumstances. "Extenuating circumstances" are defined as verifiable cases of accidents, illness, or other circumstances beyond the students' control.
5. Students are responsible for all associated fees for classes they do not officially drop.

NOTE: Instructors may drop students for attendance related reasons. See information on attendance in Chapter 6.

**GRADES**

Grades are issued by instructors at the end of each semester for each class. All grades are final and will not be changed unless any of the following can be demonstrated: mistake, fraud, bad faith, or incompetence. Grades cannot be changed on a basis of student completing course work after the assignment of the final grade. If a student believes that an error has been made in recording a grade, the student must request a grade change with their instructor within one year of the semester the grade was recorded.

**GRADE CHALLENGE**

Students who believe a grade was assigned incorrectly should first attempt to resolve the matter with the instructor. If unsuccessful, they should contact the Division Dean; and, finally submit a petition to the Vice President of Academic Affairs.

**MATRICULATION**

**Matriculation Rights And Responsibilities**

Evergreen Valley College is a partner in every student's educational pursuit. When students succeed, we succeed. One of our main objectives in this partnership is to adhere to all the rules and regulations regarding course work, as well as to all the special services that can help students succeed in their classes. To meet these objectives, we provide an array of campus services. EVC encourages all students to take advantage of our services.

**Matriculation Aims for Student Success**

The primary goal of matriculation is to ensure student success. To accomplish this goal, counselors and students work together to generate a Student Educational Plan and to define the various processes and activities that will lead to academic success. Academic and student services across campus provide additional materials and resources to help students reach their academic goals. The matriculation partnership includes responsibilities for both the college and the student.

College Responsibilities:

- Provide an enrollment service that will enable the

college to collect required information on students.

- Provide student assessments and employ multiple measures to determine student's academic readiness in English, Reading, Math, and ESL (English as a second language).
- Provide student orientation to familiarize students with college programs, services, facilities, academic expectations, and college policies and procedures.
- Provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support programs and services.
- Provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or require academic follow-up.
- Establish a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
- Assist students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

Student Responsibilities:

- Submit official transcripts from high schools and colleges previously attended.
- Read the college catalog, schedule of classes, and other materials which detail college policies and procedures.
- Indicate an educational goal upon admission.
- Declare a specific major or educational goal after completing 15 units.
- Participate in Assessment, Orientation, Counseling/Advisement services and other follow-up support services deemed necessary by the college in order for students to achieve their stated educational goals.
- Attend all classes and complete all course assignments.
- Complete courses and maintain progress toward stated educational goals.

**Matriculation Exemption Policy**

The San José/Evergreen Valley Community College District encourages all students to fully participate in each college's matriculation program. A student may be exempt from the Assessment, Orientation, and/or Counseling/Advisement component of matriculation if one or more of the following exemption criteria are met.

New students may be exempted from the Assessment component of matriculation if they:

- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.

- Possess an Associate, Baccalaureate, or other college degrees.

Previous reading, writing, and math coursework successfully completed (with a C grade or better) may be used for placement purposes in lieu of the corresponding assessment test(s).

New students may be exempted from the Orientation, and/or the Counseling components of matriculation if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

All students are included in the follow-up component.

**Assessment**

EVC offers an assessment process to help students determine the best starting point in English and Mathematics based on their past academic experience and abilities. The campus is committed to using multiple measures in all aspects of evaluation. Additional assessments are available to students for whom English is not their native language, so appropriate courses in reading, writing, listening and speaking, may be taken.

Student assessments are available throughout the academic year. Other assessments such as career assessments are available in the Career Center. Students returning to college following a long absence from education and unsure of their level for testing may see a counselor for a Math Assessment “practice packet” to help determine the level of testing. Sample questions are also available online at <http://www.evc.edu/admissions/assessment>.

Questions regarding assessment should be directed to the Assessment Center at (408) 274-7900 ext. 6636 or the Counseling Office at (408) 270-6475.

**Orientation**

Orientation provides general information regarding EVC’s services and programs as well as each student’s rights and responsibilities. Students learn the importance of transfer and degree requirements, vocational programs, and student services.

Other topics include:

- Assessment placement advice.
- Academic expectations.
- EVC’s facilities and resources.
- Student complaint procedures.
- Achieving academic success.
- District policies such as: Sexual Harassment, ADA, Discrimination, Non-Smoking, etc.

**Early Alert**

About three weeks into each semester, students registered for course work who may be having academic difficulty are notified that they should meet with their instructor and/or seek additional assistance. Faculty prepares the notifications based on classroom performance. The intention for the “Early Alert” is to help

students realize that intervention is needed to achieve academic success. Early Alert refers students to available support services on campus.

**STUDENT FEES**

**Enrollment Fees**

All regular students are required to pay enrollment fees at the time of in-person registration. Registration fees made online or by phone are due by published deadlines or students might be dropped. Courses added after the first day of classes must be paid in full or dropped before the Census (typically the second Friday of the semester).

California residents are currently charged \$26 per unit. The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled.

High school students attending classes part-time in the SJECCD will NOT be charged enrollment fees, but other fees may be required, such as parking, books, and materials. High school students attending full-time will be charged all fees per California state requirements.

**Fee Waivers**

Students may be eligible for fee waivers. These include:

- Enrollment Fee Waivers (Board of Governor’s Fee Waiver—BOGFW).
- TANF (formerly AFDC).
- SSI (Supplemental Social Security).
- General Assistance.
- Others who meet low-income guidelines.

Students with demonstrated need or income/dependent eligibility should also see Financial Aid.

Applications for the fee waiver are available in the Office of Financial Aid, in the Schedule of Classes, or online at <http://www.evc.edu/fao/forms.htm>

**Parking Permits and Fees**

Semester Parking Permits are \$40 automobile / \$14 motorcycle and are available for purchase online at <https://MyWeb.sjeccd.edu>. There are no refunds for parking permit purchases. If you are a Financial Aid student receiving a Board of Governors Fee Waiver (BOGFW), your parking discount will be automatically applied online. Every online purchase of a permit will include a temporary permit that can be printed and used immediately. Daily permits are \$2 cash and are available from vending machines located in Student Parking Lots. Paid parking is enforced Monday through Saturday; parking without a permit or parking along Yerba Buena or San Felipe Roads may result in a parking ticket fine. Permits and daily parking tickets are good at both EVC and SJCC campuses. A parking permit does not guarantee a parking space, but merely gives the student the convenience of not buying daily permits.

Students who receive a Board of Governors Fee Waiver (BOGFW) will only be required to pay \$20 per term.



**Student Health Services Fees**

The District provides a Health Clinic to assist students (see Student Health Services for list of services provided and location).

The Health Services fee is \$17 per semester, payable at the time of registration. The fee is non-refundable unless the student withdraws from all classes prior to the end of the 10th class day of the term, or the District cancels all of the student's classes.

Mandatory Health Fee with the Following Exceptions:

- Concurrently enrolled high school students with an approved R-40 and R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (with proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bonafide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students taking Friday evening, Saturday, or Sunday classes only
- Students taking only short-term classes which meet on campus seven times or less
- Waiver or refund of the AS Activity Fee or the Health Fee may be requested in the Office of Admissions & Records. These requests should be made during the beginning of each semester.

Note: Fees are subject to change by the Legislature. Effective Spring 2009 the BOGFW will no longer cover the health fee.

**Associated Students (AS) Fee**

Funds collected from this \$5 fee (optional/refundable) are used to support various educational, academic, cultural, athletic, social, recreational, and community activities including scholarships for students. Stickers are issued at the time of registration through Admissions and Records.

**Student Representation Fee**

The Student Representation Fee is a \$1 nonrefundable fee collected at registration. This fee was approved by popular student vote. The fee ensures EVC students representation of every form of government. Concurrently enrolled high school students with an approved R-40 on file are exempt from paying this fee.

**Material Fees**

Many classes require a material fee. The rates vary by class. Please check individual course offerings for the amount required. Nursing courses are assigned substantial material fees. These fees must be paid prior to the beginning of the term in which the material will be provided.

**Non-Resident/International Student Tuition**

In addition to fees paid by regular students, non-resident students and International Students are required to pay \$199.00 per unit in tuition and a Capital Outlay fee of \$25.00.

Students in this classification are required to pay by cash, check, credit card or money order at the time of registration.

**Miscellaneous Fees**

- **Verification of Enrollment**  
Upon written request to the Office of Admissions and Records, a student will receive an official verification of enrollment for courses taken at Evergreen Valley College only. Each official Verification of Enrollment at the college will be assessed a \$4 fee.  
Third-party agencies must request verifications through the National Student Clearinghouse at: [www.studentsclearinghouse.org](http://www.studentsclearinghouse.org).
- **General Education Certification**  
Upon written request, the Office of Admissions and Records will conduct a General Education Certification for a fee of \$5.
- **Transcripts**  
Upon written request to the Office of Admissions and Records, students are provided with the first two copies of their official transcripts free of charge; thereafter, a fee of \$4 per copy applies. Emergency transcripts are available at \$10 per copy.  
The college does not re-issue or certify copies of transcripts from other institutions for distribution. Transcripts must be ordered directly from the institution where the work was completed.
- **Student ID Card Replacement Fee**  
Student Identification Cards are issued free at the time of registration in the Admissions and Records Office. The ID cards are used to access the College Library, Health Center, and other services. The ASB sticker is also placed on the ID card for access to special AS Services and discounts. Replacement photo ID cards cost \$7 (non-refundable).  
If the student has registered online or using StaReg, and all fees have been paid, the Student ID may be picked up at Admissions and Records.
- **Student's Schedule**  
Students may access their schedules online at MyWeb. [sjeccd.edu](http://sjeccd.edu) free of charge.

**Payment Methods And Deadlines**

- **Payment When Registering**  
A person may pay in person, online, or by phone. When registering in person fees will be due upon registration. Payments may be made by cash, check, traveler's check, money order, or Visa/Master Card. Credit card payments may be made on StaReg - (408) 223-0300 or online at [MyWeb.sjeccd.edu](http://MyWeb.sjeccd.edu)  
(A \$10 processing fee is charged for each returned check.)
- **Payment Deadlines**  
Students are responsible for paying all fees by the published deadlines, and may be dropped for non-

payment prior to the first day of the term. Note: If students are dropped for non-payment, they will be notified by letter from the college. Simply not showing up or not continuing to attend may result in an "F," and Financial Aid Students may need to pay back some of the financial aid monies received.

- **Payment When Adding Classes**

When adding courses after the term begins, students will be held responsible for fees, even if they do not attend the classes for which they enroll. (Please also refer to guidelines for dropping classes to avoid fee penalties.)

- **Fines And Holds**

Library/Media: Students with overdue library materials will be charged a fine for the late return of materials. Until overdue materials are returned or their replacement cost paid, a hold will be placed on the student's record and no access to registration or records will be available.

**Failure To Clear Financial Obligations**

A student is responsible for paying all financial obligations at the College. The College and the District will deny further services to a student who does not pay their fees by published deadlines.

Students with a "fee hold" cannot register for subsequent semesters, request a copy of transcripts or transfer I-20 records.

**OFFICIAL WITHDRAWAL FROM COLLEGE**

**Withdrawal - New Proposed Changes to Title V Section 55024**

Section 55024 authorizes districts to establish policies on withdrawal and describes requirements on limiting the number of times a student could withdraw, receive a "W," and re-enroll in a course to no more than four "Ws" as a result of withdrawal from the same credit course. Districts are allowed to adopt more restrictive policies or to adopt policies permitting additional withdrawals based on a petition from the student demonstrating that the need for withdrawal is due to extenuating circumstances. Although the San Jose Evergreen Community College District has not officially adopted the regulation as a formal board policy, it is likely to become effective in Spring 2011. This notation is being made as an information item only.

**Withdrawal from All Classes**

A student leaving the college is responsible for paying all college related debts. Students with balances due will not be able to enroll, receive transcripts, or receive other services until all debts have been paid.

Students on Financial Aid who wish to withdraw from all classes must submit a Complete Withdrawal Form and complete an exit interview with the Financial Aid Director. See Return of Title IV Aid Policy section on page 22.

**Military Withdrawal**

Military withdrawal occurs when a student who is a member of the U.S. Military, receives orders necessitating a

withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations." Further, the following courtesies are available to the student:

- Instead of a MW symbol, a student may directly petition the faculty member for an incomplete (I) grade. If granted, the student will receive an IMW. This grade will default to MW as opposed to the standard letter grades if the student fails to complete the class.
- In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District will, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

**Unofficial Withdrawal - FW**

Students who withdraw without permission & without having achieved a final passing grade are subject to being assigned the withdrawal symbol of "FW" on their academic record. If applicable, the Financial Aid Office will apply the Return to Title IV funds formula.

**REFUNDS: ENROLLMENT FEES, NON-RESIDENT AND FOREIGN STUDENT TUITION, HEALTH FEES**

The college does not issue refunds automatically.

- Students must file written refund requests with the Office of Admissions and Records generally by the Friday of the second week of the semester. (See the Schedule of Classes for specific dates, including short-term courses and Summer/Intersession deadlines).
- The District does not carry credit balances over semesters; students who do not apply for refunds forfeit any credit balances they may have.
- Students who have paid for their courses, and then apply for and receive a fee waiver, have until the last Friday of the first month of the semester to request a refund.
- Refunds for canceled classes will be honored only if requested during the term in which the classes were canceled.

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refund requests normally take four to six weeks after the deadline to process, and are mailed directly to the student.

There is a \$10 processing fee for all registration-associated refund requests (California Administrative Code 58508). Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees "related to refund requests are limited to enrollment fees only." Students may choose to donate refunds to the District Foundation for student scholarships or College support. Such donations are tax deductible.

For information on textbook refunds, please refer to the CAMPUS STORE section of the College Schedule of Classes for refund policies on textbooks.



**FINANCIAL AID PROGRAMS**

**General Information**

Financial Aid at Evergreen Valley College is available from both Federal and State sources and in the following forms:

- Grants (financial aid funds that do not have to be paid back).
- Loans (borrowed funds that have to be paid back with interest).
- Job Opportunities (funds earned through work to help pay for college costs).

Each funding source and program has its own set of eligibility criteria and regulations. The following programs are available to qualified students.

**Federal Student Financial Assistance Programs**

- **Federal Pell Grant:**  
Pell Grants provide financial assistance to eligible part-time and full-time students and are based on a student's enrollment and Expected Family Contribution (EFC).
- **Federal Supplemental Education Opportunity Grant (FSEOG):**  
The Federal Supplemental Educational Opportunity Grant is a limited grant fund for Pell-eligible students with the lowest EFC who meet the priority filing deadlines and are enrolled at least half-time.
- **Academic Competitiveness Grant (ACG):**  
The ACG is a grant program for Pell-eligible students who have completed a rigorous high school program and maintain a 3.0 G.P.A. while in college. Students cannot have attended college before.
- **Federal Direct Loans:**  
The Direct Loan program is designed to assist students with educational expenses while attending at least half-time in an eligible program of study. Direct loans are processed and serviced by the federal government.
- **Federal Work-Study:**  
Federal Work-Study is a program that provides jobs for students who demonstrate financial need and are enrolled at least half-time in an eligible program. Eligible students are placed into work-study jobs usually, on campus.
- **Student Support Services Grant (FasTrack):**  
See FasTrack section of this catalog.

**State Of California Financial Assistance Programs**

- **Cal Grant:**  
Cal Grants are state funded, need-based, cash grants given to California college students to help pay for college.
  - **Cal Grant B:**  
Cal Grant B is for students who are from disadvantaged or low-income families who otherwise would not be able to pursue higher education. This grant may be used at a community college or a university for up to four years.

- **Cal Grant C:**  
Cal Grant C helps vocationally oriented students who do not plan to transfer to a university. Training must lead to a recognized occupational goal: diploma, associate degree or certificate. Cal Grant financial criteria must be met.
- **Extended Opportunity Programs and Services (EOP&S).**  
Grants, Work-Study, and CARE.  
See the EOP&S section of this catalog.
- **Chafee Grant -** provides educational funding for current and former foster youth.
- **Board of Governors Fee Waiver –** (See below for more information).

**Eligibility Requirements For Federal And State Financial Aid**

Students seeking Financial Aid should:

- Have a high school diploma or equivalent, GED, pass the Ability to Benefit (ATB) test or have completed 6 degree applicable units.
- Be enrolled in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Demonstrate financial need.
- Register with Selective Service (males only).
- Have a valid Social Security Number.
- Not owe a repayment of a federal grant.
- Not be in default on a federal educational loan.
- Maintain satisfactory academic progress. To meet this requirement students should:
  - Maintain a minimum 2.0 GPA.
  - Not exceed 150% of the program length (for example, completing more than 90 units for a degree that requires 60 units for completion).
  - Complete a minimum number of units each term based on enrollment status. Full-time students (12+ units) must complete 10 units, 3/4-time students (9-11.5 units) must complete 7.5 units, and half-time students must complete 5 units.
- Submit all requested forms to Financial Aid Office.

<b>2010-2011 Nine Month Student Expense Budget*</b>		
	Living at Home w/ No Dependents	Not Living at Home
Fees**	\$764	\$764
Books/Supplies	\$1638	\$1638
Personal/Miscellaneous	\$3096	\$2826
Transportation	\$1044	\$1170
Maintenance	\$4806	\$11556
<b>TOTAL</b>	<b>\$11348</b>	<b>\$17954</b>

\* Pro-rated for programs shorter or longer than the 9-month academic calendar.

\*\* Fees include Enrollment fee @ \$26/unit, Health fee, and Student Representation fee.

Other factors that could affect an expense budget:

- Non-resident fee.
- Dependent care (must be documented).
- Actual out-of-pocket disability-related expenses (allowable on a case-by-case basis).
- Maintenance and personal/miscellaneous expenses are excluded from the cost of attendance in the case of a Federal Pell Grant for a less than half-time student.

**Board of Governors Fee Waiver (BOGFW)**

The BOGFW was designed to assist students in paying for their enrollment fees. This program is financial assistance that does not need to be repaid. You may be eligible for a fee waiver even if you are not eligible for other financial aid. The application is simple to complete. Regardless of the number of units, the enrollment fee may be waived. Applicants need to apply only once to have fees waived for the academic year, beginning in summer session. Recipients also have their college health fees waived and receive a waiver on parking fees in excess of \$20.

**Eligibility**

If you are a California resident, there are three ways to qualify for financial aid:

- **Method A (Requires verification documents):**  
For families who are receiving TANF/Cal WORKs, SSI/SSP, or General Assistance, please complete the BOGFW application.
- **Method B – Qualification subject to meeting the income criteria (see chart below):**  
Dependent students need to report only parents' income. Income includes adjusted gross income (as reported on a federal tax return), wages not reported on a tax return, all untaxed income, cash received, or any money paid on your behalf. Please complete the BOGFW application.

<b>2010-2011 Income Standards for BOGFW Part B Eligibility</b>	
Family Size	2009 Income
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$49,905
8	\$55,515
Each additional family member	\$5,610

- **Method C – Complete the FAFSA:**  
The Financial Aid Office will determine your unmet need after a valid EFC has been established. A BOGFW will be issued to anyone with at least \$1 of unmet need. Please complete the FAFSA form to apply.

**Special Classifications (You must file the BOGFW application)**

You have certification from the California Department of Veterans Affairs or the California National Guard Adjutant General that you are eligible for a dependent's fee waiver.

You are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or as a dependent of a victim of the September 11, 2001 terrorist attack.

You are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

The Financial Aid Office at Evergreen Valley College welcomes all students who are interested in applying for financial aid. For applications and detailed information please visit the Financial Aid Office (SSC 123), or our website at [www.evc.edu/fao](http://www.evc.edu/fao). You may also contact the office by phone at (408) 270-6460, or by email: [evcfa@evc.edu](mailto:evcfa@evc.edu).

**RETURN TO TITLE IV AID POLICY**

Students who receive Federal Student Aid and who withdraw from all classes before the 61% point of the semester may be responsible for returning grant and/or loan funds received through Federal Student Aid Programs. These students are subject to the "Return to Title IV Aid Policy" as prescribed by the U.S. Congress. This policy mandates a calculation to determine whether the student earned the funds received and whether the institution earned the enrollment fees assessed to the student, based on the withdrawal date. Both the student and the institution are responsible for returning a portion of the federal funds disbursed. The student must repay all unearned Federal Funds. Students who receive all FW, and/or NP grades will be considered an unofficial withdrawal at the 50% point of the semester. Some students who withdraw from all classes may be eligible for a post withdrawal disbursement depending on the amount of funds received. For more information, contact the Office of Financial Aid at (408) 270-6460.



# CHAPTER 3: GRADUATION/TRANSFER/GENERAL EDUCATION



## IN THIS CHAPTER:

- Associate Degree
- Certificates
- Graduation Requirements - A.A. & A.S
- General Education Requirements - A.S.
- General Education Requirements - A.A.
- General Education Reciprocity
- Certification of General Education for State Universities and Colleges
- CSU General Education Pattern
- Certification List for the CSU System General Education Requirements
- Transfer/Admission to the CSU System
- CSU General Education
- Transfer/Admission to the UC - All Campuses
- Intersegmental General Education Transfer Curriculum (IGETC)
- IGETC - General Education Pattern for EVC

Evergreen Valley College is authorized by the Board of Governors of the California Community Colleges to grant the Associate in Arts (A.A.) and Associate in Science (A.S.) degrees. Upon recommendation by the faculty of Evergreen Valley College, the Board of Trustees of the San José/ Evergreen Community College District will grant the Associate in Arts (A.A.) or Associate in Science (A.S.) degrees to those students who complete all requirements for graduation.

## ASSOCIATE DEGREE

The Associate in Arts (AA) and Associate in Science (AS) Degrees are offered to meet the needs of three groups of students:

1. Students who seek general knowledge.
2. Students wanting to prepare for employment after the equivalent of two years of college training.
3. Students who plan to transfer to a four-year institution and earn a baccalaureate degree (BA or BS).

Within each AA and AS degree, there is a required general education component (see pages 25 and 26). General Education courses are grouped into several broad areas and are designed to cultivate intellect and imagination and to broaden awareness of the relationship and interdependence of ideas and disciplines, while requiring additional courses to provide the necessary foundation for specialized fields of study related to a chosen degree.

A student may qualify for and be awarded an unlimited number of degrees but will be awarded only one degree per semester. When applying for the Associate in Arts or Associate in Science degree, students may meet the graduation requirements in any Evergreen Valley College catalog under which they are enrolled at Evergreen Valley College, provided that the catalog is not more than seven years old. Written appeal of the seven-year rule may be made at the Office of Admissions and Records. Students who do not wish to pursue a degree objective may select any courses that are of interest to them and for which they are qualified.

## CERTIFICATES

Certificates will be awarded to qualified students in designated occupational programs. The College will specify the standards to be met and the courses required for each certificate. Students may submit requests for certificates during the first six weeks of the last semester in the prescribed sequence of courses. Requests should be presented to the Office of Admissions and Records.

Evergreen Valley College offers three types of certificates.

- Certificate of Achievement (12 units or more).
- Certificate of Specialization (0.5–11.5 units).
- Certificates of Course Completion may be issued to students upon completion of a course with a grade of “C” or above.

Grades earned in nondegree applicable courses do not count in their GPA used in relationship to an A.A. or A.S. degree.

Per Title 5 Section 55002 (b)

**GRADUATION REQUIREMENTS FOR A.A. AND A.S. DEGREES**

To be awarded the Associate Degree from San José City College or Evergreen Valley College, all students, regardless of intent to transfer or not, shall complete a minimum of 60 units of instruction with an average grade of at least “C” (2.0 grade point average) in all units attempted in a curriculum which the college accepts toward a degree, and complete the following minimum requirements:

1. A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field OR a general studies area.
2. A general education pattern that shall include:

		A.S. Degree	A.A. Degree
CONTENT AREA		(Units)	(Units)
<b>A. English Communication</b>			
Written Communication	List <sup>1</sup>	3	3
Oral Communication	List	3	3
Critical Thinking	List	0	3
		<b>6</b>	<b>9</b>
<b>B. Scientific Inquiry and Quantitative Reasoning</b>			
Science with Lab (Physical or Life Science)	List	3	3
Science with/without Lab (Physical or Life Science)	List	0	3
Mathematics	List	competency	3
		<b>3</b>	<b>9</b>
<b>C. Arts and Humanities</b>			
Arts (Art, Dance, Music, Theater)		3	3
Humanities (Literature, Philosophy, foreign Language)		3	3
Arts or Humanities		0	3
		<b>6</b>	<b>9</b>
<b>D. Social Sciences and Humanities</b>			
	List <sup>2</sup>	6	6
Social Science		0	3
		<b>6</b>	<b>9</b>
<b>E. Lifelong Understanding and Self Development</b>			
	List	3	3
		3	3
<b>Required Minimum</b>		<b>24</b>	<b>39</b>

“List” means that the college will publish a list of courses approved by the colleges’ curriculum committees for a particular area or degree.

List<sup>1</sup> Area A. Written Communication List – English 1 A

List<sup>2</sup> Area D. Social Science List –  
History 17 A and History 17 B **OR**  
History 1 and Political Science 1

A minimum of 3 units is required in the Sciences area for the A.S. degree and 6 units for the A.A. degree. One course with laboratory activity must be included in this area. Students completing majors requiring 10 or more science units will have satisfied this requirement.

3. Cultural Pluralism/Ethnic Studies  
Three units may be taken in either the Arts and Humanities area OR the Social and Behavioral Sciences area for the A.A. or the A.S. degree.  
The following courses meet the Cultural Pluralism/Ethnic Studies requirement:  
ANTHROPOLOGY 090, ENGLISH 033, 060, 062, 080, 082A, 082B, ETHNIC STUDIES 010, 011, 030, 035, 040, 042, HISTORY 009, 021, 022, PSYCHOLOGY 035, SOCIAL SCIENCE 020, THEATER ARTS 025A, WOMEN’S STUDIES 010  
Note: Students graduating in Spring 1998 or thereafter have the Area C option to take an Arts and a Humanities course without being required to take Humanities 001 specifically. EVC and SJCC students graduating in Spring 1999 or thereafter are able to take a cultural pluralism/ethnic studies class in either Area C or Area D for both the A.A. and the A.S. degree.
4. The Area E requirement may be met by any 3-unit course approved for use within Area E.
5. Within Requirements I and II, courses may satisfy only one graduation requirement except for Cultural Pluralism and courses required in the major, which also fulfill general education requirements.
6. Competency in reading, written expression, and mathematics to be demonstrated by satisfactory completion of the following:
  - a. Reading: ENGL 001 A, English Composition
  - b. Written expression: ENGL 001 A, English Composition
  - c. Mathematics  
A.S. Degree –  
MATH 013, MATH 014, **OR** equivalent Math Course  
**OR** Intermediate Algebra competency exam  
A.A. Degree –  
College-level Math course, with Math 013 as prerequisite  
If a student uses an approved or equivalent course to fulfill the competency requirement in reading, written expression, or Mathematics, a grade of “C” or better must be earned in that course.
7. Elective, major, and general education—Applicable courses to total at least 60 units.
8. Residency requirement:
  - a. Prior to the fulfillment of graduation requirements, **no less than 12 units must have been earned within the District and no less than 6 of these units must have been earned at the college awarding the degree.** An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.
  - b. A minimum of two advanced courses (no less than 6 units) must have been completed in the major at the college awarding the degree. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.
9. Physical Activity  
A minimum of 1 unit of physical activity must be taken unless the student is exempted by a doctor’s excuse or prior military credit.



**GENERAL EDUCATION REQUIREMENTS – ASSOCIATE IN SCIENCE**

The General Education Program encourages noteworthy progress toward becoming a truly educated person through a breadth of study in major fields of knowledge; to have gained an understanding of principles, methodologies, thought processes, and value systems employed in understanding ourselves and our world; to communicate orally and in writing; to listen and read carefully; to understand and perform quantitative functions; to think clearly and logically; to know how to locate and critically examine information; to become more knowledgeable concerning cultural endeavors and legacies of civilization; and to become more aesthetically appreciative and aware.

<b>AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING</b>	Minimum 6 units
<b>ORAL COMMUNICATION</b> Communication Studies 010, 020, 040, 045  <b>WRITTEN COMMUNICATION ("C" grade or better)</b> English 001A	
<b>AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS</b>	Minimum 3 units
<b>SCIENCE WITH LAB:</b> Astronomy 010L*, Biology 001, 020, 021, 064, 071, 072, 074, Chemistry 001A, 001B, 015, 030A, 030B, Environmental Science 010, Physics 001, 002A, 002B, 004A, 004B, Physical Science 012	
<b>AREA C: ARTS AND HUMANITIES</b> <i>(one course from Arts and one course from Humanities)</i>	Minimum 6 units
<b>ARTS (Art, Dance, Music, Theater)</b> Art 090, 091, 092, 093, Dance 002, Ethnic Studies 011, Music 008A, 008B, 083, 090, 091, 092, 095, 099, Theater Arts 020, 024M, 024S, 025A, 040, 045  <b>HUMANITIES (Literature, Philosophy, and Languages other than English)</b> English 001B, 021, 028, 033, 035, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, Ethnic Studies 010, 030, 040, 042, French 001A, 001B, 002A, 002B, Humanities 002, Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Vietnamese 001A, 001B	
<b>AREA D: SOCIAL AND BEHAVIORAL SCIENCES</b>	Minimum 6 units
<b>MUST COMPLETE OPTION 1 OR OPTION 2 (Graduation Requirement)</b>  <b>Option 1: History 017A and 017B <u>OR</u></b> <b>Option 2: History 001 and Political Science 001</b>  <b>OTHER SOCIAL AND BEHAVIORAL SCIENCE</b> A.J. 010, 011, 014, Anthropology 062, 063, 090, Economics 010A, 010B, 012, Engineering 001, Ethnic Studies 010, 030, 035, 040, 042, FCS 070, Geography 010, 011, History 003A, 003B, 005, 009, 010A, 010B, 012, 015, 021, 022, 040, 045, Interdisciplinary Studies 010, Journalism 010, Psychology 001, 035, 047, 092, 096, 099, 100, Social Science 020, 050, Sociology 010, 011, Women's Studies 010	
<b>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</b>	Minimum 3 units
Family Consumer Studies 019, 050, 070, Guidance 080, 095 Health Ed 011, P.E. 031, Psychology 060, 92, 096, 100	

\*Must take ASTRO-010 with ASTRO-010L to satisfy requirement

**THE FOLLOWING COURSES MEET THE CULTURAL PLURALISM/ETHNIC STUDIES EVC GRADUATION REQUIREMENT:**

ANTHROPOLOGY 090, ENGLISH 033, 060, 062, 080, 082A, 082B, ETHNIC STUDIES 010, 011, 030, 035, 040, 042, HISTORY 009, 021, 022, PSYCHOLOGY 035, SOCIAL SCIENCE 020, THEATER ARTS 025A, WOMEN'S STUDIES 010

## CHAPTER 3: GRADUATION/TRANSFER/GENERAL EDUCATION

### GENERAL EDUCATION REQUIREMENTS – ASSOCIATE IN ARTS

The General Education Program encourages noteworthy progress toward becoming a truly educated person through a breadth of study in major fields of knowledge; to have gained an understanding of principles, methodologies, thought processes, and value systems employed in understanding ourselves and our world; to communicate orally and in writing; to listen and read carefully; to understand and perform quantitative functions; to think clearly and logically; to know how to locate and critically examine information; to become more knowledgeable concerning cultural endeavors and legacies of civilization; and to become more aesthetically appreciative and aware.

## GENERAL EDUCATION

<b>AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING</b> <i>Minimum 9 units – One course from each area (“C” grade or better)</i>
<b>A1: Communication Studies</b> - COMS 010, 020, 040, 045 <b>A2: Written Communication</b> - ENGL 001A <b>A3: Critical Thinking</b> – COMS 040, ENGL 001C, IDIS-060, PHIL 060
<b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> (“C” Grade or better in area B4) <i>Minimum 9 units – One course from area B1, B2 and B4 (at least one course with lab)</i>
<b>B1: Physical Science</b> – ASTRO 010, 014, 016, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, OCEAN-010, PHYS 001, 002A, 002B, 004A, 004B, PHYS 012 <b>B2: Life Science</b> – BIOL001, 020, 021, 064, 071, 072, 074, BOT 062, ENVIR 010 <b>B3: Laboratory Activity:</b> ASTRO 010L*, BIOL 001, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, PHYS 001, 002A, 002B, 004A, 004B, PHYS 012 <b>B4: Mathematics/Quantitative Reasoning</b> – MATH 021, 022, 025, 052, 061, 063, 071, 072, 073, 078, 079, COMPSC 072 *Astronomy 10L will be acceptable only if student has completed Astronomy 10 previously or concurrently.
<b>AREA C: ARTS AND HUMANITIES</b> <i>Minimum 9 units – at least one course from C1 and one course from C2</i>
<b>C1: Arts: Arts, Cinema, Dance, Music, Theater</b> ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 083, 090, 091, 092, 095, 099, THEAT 020, 024M, 024S, 025A, 040, 045 <b>C2: Humanities - Literature, Philosophy and Language Other Than English</b> ENGL 001B, 021, 028, 033, 035, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, ETH 010, 030, 040, 042, FREN 001A, 001B, 002A, 002B, HUMNT 002, PHIL 010, 011, 012, 065, 070, SL 001A, 001B, 002A, 002B, SPAN 001A, 001B, 002A, 002B, 020A, 020B, VIET 001A, 001B
<b>AREA D: SOCIAL SCIENCES</b> <i>Minimum 9 units – One course from at least two categories</i>
<b>D1: Anthropology and Archeology</b> – ANTH-062, 063, 090, SSCI 020 <b>D2: Economics</b> – ECON010A, 010B, 012 <b>D3: Ethnic Studies</b> – ENGL060, 080, 082A, 082B, ETH 010, 030, 035, 040, 042, HIST 009, 021, 022, SSCI 020 <b>D4: Gender Studies</b> – ENGL 033, HIST 009, PSYCH 035, WOMS 010 <b>D5: Geography</b> – GEOG 010, 011 <b>D6: History</b> – HIST001, 003A, 003B, 005, 009, 010A, 010B, 012, 015, 017A, 017B, 021, 022, 040, 045 <b>D7: Interdisciplinary Social and Behavioral Science</b> – ENGR 001, ETH 030, 040, 042, IDIS 010, JOURN 010, SSCI 050 <b>D8: Political Science, Government and Legal Institutions</b> – IDIS 090, POLSC 001 <b>D9: Psychology</b> – FCS 070, PSYCH 001, 035, 047, 060, 092, 096, 099, 100 <b>D0: Sociology and Criminology</b> – AJ 010, 011, 014, ETH 035, SOC 010, 011  <b>U.S. HISTORY CONSTITUTION AND AMERICAN IDEALS (GRADUATION REQUIREMENT FOR CSU AND EVC)</b> <b>Option 1: History 017A and 017B OR</b> <b>Option 2: History 001 and Political Science 001</b>
<b>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</b> <i>Minimum 3 units</i>
FCS 019, 050, 070, GUIDE 080, 095, HED 011, P.E. 031, PSYCH 060, 92, 096, 100

#### THE FOLLOWING COURSES MEET THE CULTURAL PLURALISM/ETHNIC STUDIES EVC GRADUATION REQUIREMENT:

ANTHROPOLOGY 090, ENGLISH 033, 060, 062, 080, 082A, 082B, ETHNIC STUDIES 010, 011, 030, 035, 040, 042, HISTORY 009, 021, 022, PSYCHOLOGY 035, SOCIAL SCIENCE 020, THEATER ARTS 025A, WOMEN’S STUDIES 010



**GENERAL EDUCATION RECIPROCITY**

The San José/Evergreen Community College District has entered into a mutual agreement with nine other Community Colleges to accept the General Education of these colleges "as completed." In addition to Evergreen Valley College, participating institutions include Chabot, De Anza, Foothill, Gavilan, Las Positas, Mission, Ohlone, San José City, and West Valley colleges.

Students who obtain a "Certification of Completion of Associate Degree General Education" at any one of the participating colleges will have both their General Education course work and graduation proficiencies accepted "as completed" at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all major courses and prerequisites needed for a degree.

The process for obtaining a Certification of Completion of EVC's General Education is the following:

1. Student works with a counselor and requests General Education Certifications from the Office of Admissions and Records.
2. Official reciprocity certification will be completed by the counselor, verified by the evaluations specialist, and mailed to the community college of transfer. Student will be given a copy of the certification.
3. If transcripts are to be used from other colleges, official copies must be on file with the Office of Admissions and Records.
4. Evergreen Valley College will honor the certification presented from the participating college only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that only community colleges listed above participate in the agreement at this time, and these agreements are subject to change. Check with a counselor by calling 408-270-6475 or visiting the counseling office at SC-230A for a counseling appointment.

**CERTIFICATION OF GENERAL EDUCATION FOR STATE UNIVERSITIES AND COLLEGES**

Since the Fall of 1981, all entering students or students who have not been enrolled in a college at least one semester in each academic year must satisfy the current pattern of General Education requirements to graduate from any of the campuses of the California State University System (San José State, Hayward State, San Francisco State, Chico State, Humboldt State, Sacramento State, Cal Poly, etc.).

Students attending the San José/Evergreen Community College District may satisfy the lower division General Education requirements by meeting the requirements shown in each area and requesting a certification of completion when transferring to a CSU campus.

**CSU GENERAL EDUCATION PROGRAM**

The General Education Program encourages noteworthy progress toward becoming a truly educated person through a breadth of study in major fields of knowledge; to have gained

an understanding of principles, methodologies, thought processes, and value systems employed in understanding ourselves and our world; to communicate orally and in writing; to listen and read carefully; to understand and perform quantitative functions; to think clearly and logically; to know how to locate and critically examine information; to become more knowledgeable concerning cultural endeavors and legacies of civilization; and to become more aesthetically appreciative and aware. Many college graduates have indicated, in follow-up surveys, that the General Education part of their college degree was, over the long term, the most meaningful and valuable part of their college education.

The General Education Program requires a minimum of 48 units, 39 of which may be taken in lower division (at Freshman and Sophomore levels); the remaining units must be taken at a campus that grants the Bachelor's Degree.

Responsibility for fulfilling all lower division requirements varies considerably from college to college; it is essential that, early in their planning, students consult the current catalog of the institution to which they intend to transfer. Catalogs of the major universities and colleges are available for reference use in the Library, the Transfer/ Career Center, and the counselors' offices.

**CERTIFICATION LIST FOR THE CSU SYSTEM GENERAL EDUCATION REQUIREMENTS**

General Education Breadth Requirements are designed so that, taken with the major and electives, they will assure that graduates have made noteworthy progress toward becoming truly educated persons. Particularly, the purpose of these requirements is to ensure that graduates have:

- Knowledge of Human Cultures and the Physical and Natural World
- Intellectual and Practical Skills
- Personal and Social Responsibility
- Integrative Learning

The preceding paragraphs are an excerpt from Executive Order No. 1033, Office of the Chancellor, the California State University and Colleges, Certification of General Education Breadth Requirements by regionally accredited institutions.

This Executive Order supersedes Executive Order No. 595 and is issued pursuant to Title 5, California Code of Regulations, Sections 40402.1, 40403, 40405, 40405.1, 40405.2, 40405.4, and 40508, and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University.

The requirements, policies, and procedures adopted pursuant to this Executive Order shall apply to students enrolling in fall 2008 and subsequent terms who have not previously been enrolled continuously at a campus of the CSU or the California Community Colleges and who have not satisfied lower division general education requirements according to the provisions of Sections 40405.2 or 40405.3 of Title 5.

When a course is approved for more than one area, it may be counted toward only one of the areas. A course may count only once. Evergreen Valley College may certify a maximum of 39 units toward the total general education units required at a CSU campus. A minimum total of 48 units will be required by

CSU, 9 units of which must be taken in the upper division.

Up to 6 semester units taken to meet the United States History, Constitution, and American Ideals Requirement (Title 5 of the California Code of Regulations, Section 40404) may be credited toward satisfying General Education Breadth Requirements at the option of the campus.

**TRANSFER/ADMISSION TO THE CALIFORNIA STATE UNIVERSITY SYSTEM**

Students who plan to meet the upper division transfer requirements to the California State University (CSU) must complete at least 60 transferable units with a cumulative 2.0 or higher grade point average (GPA) in all transferable courses and satisfy minimum admission requirements.

**Lower Division Transfer**

Students who were eligible for admission to a CSU as a freshman when they graduated from high school, may apply for transfer admission before completing 60 transferable units. Such students must maintain a 2.0 or higher grade point average for all transferable course work completed at the community college attended and satisfy minimum admission requirements for first-time freshmen. High school eligibility is based on test scores, SAT or ACT, grade point average, and completion of specific subjects. Consulting with a counselor can help students decide on the best transfer plan.

**Upper Division Transfer**

Students who have completed a minimum of 60 transferable units with a 2.0 or higher grade point average in all transferable course work are eligible to transfer. The 60 transferable units must include at least 30 units of General Education and one course each from A1, A2, A3, and B4 of the General Education Pattern. Discuss your transfer goals with your counselor and ask about the Transfer Admission Agreement (TAA) and the required criteria. Careful planning with a counselor will enhance your transferability to the University as a junior and see that you meet the TAA criteria for your major. While we encourage students to arrange for a TAA if possible, an agreement is not required for transfer admission.

**Major Requirements**

Students are strongly encouraged to complete as many lower division major preparatory requirements as possible prior to transfer. Grade point average requirements are higher for more competitive campuses or majors. A maximum of 70 transferable semester units in a community college may be applied to the baccalaureate degree. Courses above 70 units not meeting general education or major requirements may be accepted as electives.

Individual colleges may require supplemental preparation that must be met prior to transfer. Students planning to transfer from Evergreen Valley College to a California State University should plan to take both general education and major courses of the college to which they plan to transfer. It is advisable to meet with your counselor once a semester.

Students should consult the current catalog of the institution to which they intend to transfer for specific details. Catalogs of major universities and colleges are available for reference use in the Library and the Transfer/Career Center. Information

about transfer to various institutions is also available online from [www.csumentor.edu](http://www.csumentor.edu) and [www.assist.org](http://www.assist.org).

The San José State University transfer major sheets are currently available through counselors, in the Office of Counseling and Matriculation. For more information, call (408) 270-6474 or (408) 270-6475 or the Transfer Center at (408) 274-7900 X6620. The major sheets specify only the lower division transfer requirements, which may not fulfill graduation major requirements of Evergreen Valley College in that particular major.

**Transfer Admission Agreements (TAA)**

A TAA is a written agreement that outlines the courses you must complete before transferring, the grade point average you must earn, and lists specific requirements for selective majors. Complete a Transfer Admission Agreement (TAA) and you will be given first consideration for admission to selected colleges and universities. Work with a counselor to develop a TAA and to ensure you complete required general education and major courses and meet the minimum GPA.

A TAA is written after you complete at least 30 semester units of transferable course work. Agreements are written approximately one year before you transfer, except for private colleges. TAA's are accepted in the fall term at most four year institutions. While we encourage students to arrange for a TAA if possible, an agreement is not required for transfer admission. Consult your counselor or the Transfer Center for deadlines for TAA's. Check with the Transfer Center at (408) 274-7900 X6620 or the EVC website for the latest list of TAA institutions.

The following institutions offer Transfer Admission Agreements for EVC Students: San José State University, San Francisco State University, CSU Monterey Bay, Cal State East Bay, Sonoma State University, Menlo College, National Hispanic University, University of San Francisco, Santa Clara University, and Universities of California Davis, Irvine, Santa Barbara, Riverside, and Santa Cruz along with our latest, Hawaii Pacific University. Application filing periods: CSU's: Fall Oct 1 – Nov 30, Winter June 1 – 30, Spring Aug 1 – 31, Summer Feb 1 – 28. UC's: Fall Nov 1 – 30, Winter July 1 – 31, Spring Oct 1 – 31 All campuses accept students for fall admission, many do not accept for spring, winter or summer. Consult a counselor or the campus website for details about a specific campus. Apply at [www.csumentor.edu](http://www.csumentor.edu) for CSU's and [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) for UC's. You must complete an application along with the TAA to the institutions of your choice.

**Students should plan to meet with a counselor as early as possible in order to develop an effective educational plan. All EVC Counselors can write TAA's and communicate the transfer eligibility requirement to specific CSU's and UC's.**

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

2010-2011

Students intending to transfer to a California State University to complete a Bachelor of Science or Bachelor of Arts degree can complete their lower division General Education requirements by following this pattern.

	MET	IN PROGRESS	NEED
<b>AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING</b> <i>Minimum 9 units – One course from each area (“C” grade or better in each course)</i>			
<b>A1: COMMUNICATION STUDIES</b> - COMS 010, 020, 040, 045			
<b>A2: WRITTEN COMMUNICATION</b> English 001A			
<b>A3: CRITICAL THINKING</b> – COMS-040, ENGL-001C, IDIS-060, PHIL-060			
<b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> (“C” Grade or better in area B4) <i>Minimum 9 units – One course from area B1, B2 (at least one course with lab) and B4</i>			
<b>B1: PHYSICAL SCIENCE</b> – ASTRO-010, 014, 016, CHEM 001A, 001B, 015, 030A, 030B, ENVIR-010, OCEAN-010, PHYS-001, 002A, 002B, 004A, 004B, PHYSC-012			
<b>B2: LIFE SCIENCE</b> – BIOL 001, 020, 021, 061, 064, 065, 071, 072, 074, BOT 062, ENVIR 010			
<b>B3: LABORATORY ACTIVITY:</b> ASTRO 010L, BIOL 001, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, PHYS 001, 002A, 002B, 004A, 004B, PHYSC 012			
<b>B4: MATHEMATICS/QUANTITATIVE REASONING</b> – MATH 021, 022, 025, 052, 061, 063, 071, 072, 073, 078, 079, COMPSC 072 <i>*Astronomy 10L will be acceptable only if student has completed Astronomy 10 previously or concurrently.</i>			
<b>AREA C: ARTS AND HUMANITIES</b> <i>Minimum 9 units – at least one course from C1 and one course from C2</i>			
<b>C1: ARTS - ARTS, CINEMA, DANCE, MUSIC, THEATER</b> ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 083, 090, 091, 092, 095, 099, THEAT 020, 024M, 024S, 025A, 040, 045			
<b>C2: HUMANITIES - LITERATURE, PHILOSOPHY AND LANGUAGES OTHER THAN ENGLISH</b> ENGL 001B, 021, 028, 033, 035, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, ETH 010, 030, 040, 042, FREN 001A, 001B, 002A, 002B, HUMNT 002, PHIL 010, 011, 012, 065, 070, SL 001A, 001B, 002A, 002B, SPAN 001A, 001B, 020A, 020B, VIET 001A, 001B			
<b>AREA D: SOCIAL SCIENCES</b> <i>Minimum 9 units – One course from at least two categories</i>			
<b>D1: ANTHROPOLOGY AND ARCHEOLOGY</b> – ANTH-062, 063, 090, SSCI 020			
<b>D2: ECONOMICS</b> – ECON-010A, 010B, 012			
<b>D3: ETHNIC STUDIES</b> – ENGL 060, 080, 082A, 082B, ETH 010, 030, 035, 040, 042, HIST 009, 021, 022, SSCI 020			
<b>D4: GENDER STUDIES</b> – ENGL 033, HIST 009, PSYCH 035, WOMS 010			
<b>D5: GEOGRAPHY</b> – GEOG 010, 011			
<b>D6: HISTORY</b> – HIST 001*, 003A, 003B, 005, 009, 010A, 010B, 012, 015, 017A*, 017B*, 021, 022, 040, 045			
<b>D7: INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE</b> – ENGR 001, ETH 030, 040, 042, IDIS 010, JOURN 010, SSCI 050			
<b>D8: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS</b> – IDIS 090, POLSC 001*			
<b>D9: PSYCHOLOGY</b> – FCS-070, PSYCH 001, 035, 047, 060, 092, 096, 099, 100			
<b>D0: SOCIOLOGY AND CRIMINOLOGY</b> – AJ 010, 011, 014, ETH 035, SOC 010, 011			
<b>*U.S. HISTORY CONSTITUTION AND AMERICAN IDEALS</b> (CSU GRADUATION REQUIREMENT) <b>Option 1: History 017A and 017B</b> <u>OR</u> <b>Option 2: History 001 and Political Science 001</b>			
<b>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</b> <i>Minimum 3 units</i>			
FCS 019, 050, 070, GUIDE 080, 095, HED 011, P.E. 031, PSYCH 060, 92, 096, 100			

TRANSFER

**TRANSFER/ADMISSION TO THE UNIVERSITY OF CALIFORNIA – ALL CAMPUSES**

Students who plan to transfer to the University of California should plan their program at Evergreen Valley College to include the required freshman and sophomore (lower division) courses of their major or college within the University. Specific details regarding breadth and major requirements of the University are outlined in the general catalog and in other publications from the University.

University of California (UC) College Catalogs and other UC publications are available for reference use in the Library, the Transfer Career Center, and in the Office of Counseling and Matriculation. Students are encouraged to consult a counselor for help in using these materials to ensure that their choice of courses at the community college will fulfill both major and breadth requirements for the campus to which they plan to transfer. The requirements for admission in advanced standing vary according to the high school record. Students who have completed less than 12 quarter or semester units of transferable college credit since high school graduation must also satisfy high school subjects and the examination requirement for freshman applicants. Each applicant must present from the last accredited college or university attended a statement of good standing and an academic record with a grade point average of 2.4 or above on courses transferable to UC.

Students who have attended any college, other than a summer session following immediately after graduation, are considered by the University of California to be advanced standing applicants, and must meet one of the following conditions:

1. If you were eligible for admission to the University as a freshman, you may be admitted in advanced standing if you have established an overall grade point average of 2.0 or better in transferable college work.
2. If you were not eligible for admission as a freshman only because you had not studied one or more of the required high school subjects, you may be admitted after you have:
  - a. Established an overall grade-point average of 2.0 or better in another college or university.
  - b. Completed, with a grade of C or better, appropriate college courses in the high school subjects that you lacked.
  - c. Completed 12 or more quarter or semester units of transferable college credit since high school graduation or successfully passed the CEEB tests required of freshman applicants.
3. If you were not eligible for admission as a freshman because of low scholarship or a combination of low scholarship and a lack of required subjects, you may be admitted after you have:
  - a. Established an overall grade point average of 2.4 or better in another college or university in courses transferable to the University.
  - b. Completed, with a grade of C or better, appropriate college courses in high school subjects that you lacked. Up to 2 units (a unit is equal to a year's course) of credit may be waived for University admission.

- c. Completed 60 semester units of college credit in courses accepted by the University for transfer.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

The Intersegmental Committee of the Academic Senates have approved a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The series of courses, known as IGETC, provide an option to the California State University General Education Requirements and replace the University of California Transfer Core Curriculum.

The IGETC permits a student to transfer from a community college to a campus in either the CSU or UC system without the need, after transfer, to take additional lower division general education courses to satisfy campus General Education requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill the lower division general education requirements of the CSU or UC systems prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

In order to be accepted by CSU and UC, all course work applicable to the IGETC must be completed and certified. Courses may be certified in only one area. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UC, Oral Communication is not required but the certification must include satisfaction of the foreign language proficiency requirement. In order for the IGETC to be honored by the UC or CSU, each course certified must have a minimum grade of "C".

Ordinarily, students who choose the IGETC option must complete it entirely prior to transfer or be subject to the lower division general education requirements of the campus or college to which they transfer.

However, beginning with the 1999-2000 academic year, the Board of Governors adapted the IGETC After Transfer Policy. This policy provides students with a demonstrated need the opportunity to complete one or two IGETC courses after transferring to UC or CSU, providing that they are not courses required for admission (Areas 1 and 2, English Communication and Math). To be eligible for completion of IGETC After Transfer, the reason must involve a good cause such as illness, unavailable or cancelled course, military service, or unexpected hardship such as family or employment problems in the final term before transfer. Students requesting to complete IGETC After Transfer must fill out the petition for Eligibility to Complete IGETC After Transfer, which is available in the Counseling Office. The completed petition is to be returned to the Counseling Office. The College's designated counselor will review the petition for good cause and notify the student of the decision. A student with an approved petition has one calendar year to complete the missing courses. If a petition is denied, the student may appeal the decision to the Dean of Counseling and Matriculation.



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)  
2010-2011

The Intersegmental General Education Transfer Curriculum (IGETC), originally implemented in Fall 1991, is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. All coursework applicable to IGETC must be completed and certified in order to be accepted by the CSU or UC. Each course certified must have a minimum of "C" grade.

<b>AREA 1: ENGLISH COMMUNICATION</b>	<i>Minimum 9 units – One course from each area</i>
<b>1A: ENGLISH COMPOSITION – ENGL-001A</b> <b>1B: CRITICAL THINKING/ENGLISH COMPOSITION – ENGL-001C</b> <b>1C: ORAL COMMUNICATION (NOT REQUIRED FOR UC) – COMS 010, 020, 040, 045</b>	
<b>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>	<i>Minimum 3 units</i>
<b>2A: MATHEMATICS – MATH 021, 025, 052, 061, 063, 071, 072, 073, 078, 079, COM PSC 072</b>	
<b>AREA 3: ARTS AND HUMANITIES</b>	<i>Minimum 9 units – at least one course from Arts and one from Humanities</i>
<b>3A: ARTS – ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 083, 090, 091, 092, 095, THEAT 020, 024M, 024S, 025A, 040, 045</b> <b>3B: HUMANITIES – ENGL 001B, 021, 028, 033, 035, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, ETH 010, 030, FREN 001B, 002A, 002B, HIST 010A, 010B, HUMNT 002, PHIL 010, 011, 012, 065, 070, SPAN 002A, 002B, 020A, 020B</b>	
<b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCE</b>	<i>Minimum 9 units – One course from at least two Academic Disciplines</i>
<b>4A – ANTHROPOLOGY AND ARCHEOLOGY – ANTH 062, 063, 090</b> <b>4B – ECONOMICS – ECON 010A, 010B, 012</b> <b>4C – ETHNIC STUDIES – ETH 010, 030, 040, 042, SSCI 020</b> <b>4D – GENDER STUDIES – HIST 009, PSYCH 035, 100, WOMS 010</b> <b>4E – GEOGRAPHY – GEOG 010, 011</b> <b>4F – HISTORY – HIST *001, 003A, 003B, 009, 015, *017A, *017B, 021, 022, 040, 045</b> <b>4G – INTERDISCIPLINARY, SOCIAL &amp; BEHAVIORAL SCIENCES – ETH 030, 040, 042, ENGR 001, SSCI 020</b> <b>4H – POLITICAL SCIENCE – POLSC *001</b> <b>4I – PSYCHOLOGY – PSYCH 001, 035, 092, 096, 100</b> <b>4J – SOCIOLOGY &amp; CRIMINOLOGY – SOC 010, 011</b>  *THE FOLLOWING MAY BE USED TO SATISFY THE U.S. HISTORY CONSTITUTION AND AMERICAN IDEALS <b>CSU</b> GRADUATION REQUIREMENT <b>HISTORY 017A AND 017B    <u>OR</u></b> <b>HISTORY 001 AND POLITICAL SCIENCE 001</b>	
<b>AREA 5: PHYSICAL AND BIOLOGICAL SCIENCE</b>	<b>7-9 units</b> <i>(2 courses required - one Physical Science course and one Biological science course; at least one must include a laboratory). Courses in <b>Bold</b> contain a laboratory component.</i>
<b>5A - PHYSICAL SCIENCE – ASTRO 010, 016, <b>CHEM 001A, 015, 030A, 030B, *ENVIR 010, PHYSC 012, PHYS 002A, 002B, 004A, 004B</b></b>  <b>5B - BIOLOGICAL SCIENCE – <b>BIOL 001, 020, 021, 061, 064, 065, 071, 072, 074, BOT 062, *ENVIR 010</b></b> *Environmental Science 010 may be certified for general education in either Physical or Biological Science, but may only be certified once.	
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH (UC Requirement only)</b>	<b>(Proficiency equivalent to two years of high school study in the same language)</b>
French 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Sign Language 001B, Vietnamese 001A, 001B	

TRANSFER



# CHAPTER 4: DEGREES AND CERTIFICATES

## Associate Degree and Certificate Offerings at Evergreen Valley College

Major	Associate in Arts	Associate in Science	Certificate	Page
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Art and Design - Studio Practice 2-D		.		34
Art and Design - Studio Practice 3-D		.		34
Automotive - Advanced Automotive Training			.	35
Automotive - American Honda Program			.	35
Automotive - Basic Skills Entry Level Employment			.	35
Automotive - Drivetrain and Chassis		.	.	34
Automotive - Engine Service			.	35
Automotive - Fuel & Electrical		.	.	34
Automotive - Smog Specialist			.	36
Biology	.			36
Business Administration	.			37
BIS - General Business		.	.	37
BIS - Information Processing Specialist		.	.	37
Chemistry	.			38
Communication Studies			.	38
Computer Aided Design & Drafting		.		38
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- Mechanical CADD			.	39
- Mechanical Drafting & Design			.	39
- Architectural CADD			.	39
- 3D CADD			.	39
Computer Information Technology		.		39
Engineering	.	.		39
English	.			40

Major	Associate in Arts	Associate in Science	Certificate	Page
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General Studies, Emphasis in Health Science	.			41
General Studies, Emphasis in Natural Science	.			41
General Studies, Emphasis Sociology	.			42
General Studies, Emphasis in Women's Studies	.			42
Law Enforcement (Police Academy)			.	43
Liberal Studies, Emphasis in Elementary Teacher Preparation	.			43
Nursing		.		44
Paralegal Studies	.	.	.	51
Performing Arts			.	52
Psychology	.			52
Retail Management (WAFC)		.	.	52
Surveying and Geomatics	.	.	.	53

### FOR FURTHER INFORMATION

<b>Business &amp; Workforce Development</b>	<b>(408) 270-6434</b>
<b>Language Arts</b>	<b>(408) 223-6775</b>
<b>Math, Science, &amp; Engineering</b>	<b>(408) 270-6490</b>
<b>Nursing &amp; Allied Health</b>	<b>(408) 270-6448</b>
<b>S.S.H.A.P.E.</b>	<b>(408) 223-6792</b>
<b>SBRPSTC</b>	<b>(408) 270-6458</b>

**ACCOUNTING**

This curriculum provides training for entry-level accounting positions including general accounting clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring technical skills in general accounting and computerized bookkeeping. A grade of "C" or better in each major course is required to graduate. Accounting 62 and 63 must be taken at Evergreen Valley College, or equivalent courses at other accredited colleges must be approved by the discipline.

**ASSOCIATE IN SCIENCE DEGREE** **UNITS**

ACCTG 020	Financial Accounting	5.0
ACCTG 021	Managerial Accounting	5.0
ACCTG 030	Computerized Accounting	3.0
ACCTG 062	Cost Accounting	5.0
ACCTG 063	Intermediate Accounting	5.0
ACCTG 097	Accounting for Income Tax	3.0
BIS 102	Microsoft Excel	3.0
BUS 071	Legal Environment of Business	3.0

<b>Major Requirements</b>	<b>32.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Any AA/AS Elective</b>	<b>4.0</b>
<b>Total Units</b>	<b>60.0</b>

**CERTIFICATE OF ACHIEVEMENT** **UNITS**

(Complete the following with "C" or better)

ACCTG 020	Financial Accounting	5.0
ACCTG 021	Managerial Accounting	5.0
ACCTG 030	Computerized Accounting	3.0
ACCTG 097	Accounting for Income Tax	3.0
BIS 102	Microsoft Excel	3.0
BIS 007A	Bus Writing Skills	3.0
BUS 001	Business Math	3.0
BUS 071	Legal Environment of Business	3.0

<b>Total Units</b>	<b>28.0</b>
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**ADMINISTRATION OF JUSTICE**

The Administration of Justice Program offers the Associate in Arts Degree or Associate in Science Degrees. Both degree programs have been articulated with the California State University system and, specifically, with San José State University. The two-year, sixty-unit program is intended to academically prepare candidates for professional careers in the criminal justice field. Students will complete a series of courses in the major and supporting disciplines intended to develop an understanding of the nature of crime and deviance and society's response to criminal and deviant behavior. The program also focuses on enhancing student written and verbal communication skills, investigative techniques, cultural sensitivity, and a fundamental knowledge of legal principles. For the Associate in Science degree, students will take the five "core courses" then complete the degree by fulfilling Option 1, Option 2, or Option 3. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

**ASSOCIATE IN ARTS DEGREE** **UNITS**

AJ 010	Introduction to Administration of Justice	3.0
AJ 011	Criminal Law	3.0
AJ 013	Criminal Procedures	3.0
AJ 014	Contemporary Police Issues	3.0
AJ 015	Introduction to Investigation	3.0

<b>Major Requirements</b>	<b>15.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Approved Electives*</b>	<b>5.0</b>
<b>Physical Activity (graduation requirement)</b>	<b>1.0</b>
<b>Total units</b>	<b>60.0</b>

\*Approved Electives: AJ 110, AJ 111, AJ 112, AJ 113, AJ 114, AJ 115, AJ 116, AJ 117, Psych 035, Psych 047, Psych 099, Soc. 010, Soc. 011, Foreign Language(6 units maximum).

**ASSOCIATE IN SCIENCE DEGREE** **UNITS**

**Core Courses**

AJ 010	Introduction to Administration of Justice	3.0
AJ 011	Criminal Law	3.0
AJ 013	Criminal Procedures	3.0
AJ 014	Contemporary Police Issues	3.0
AJ 015	Introduction to Investigation	3.0

**AND**

Complete one of the following three options:

**Option 1:** Complete 15 units from the following list:

AJ 110, AJ 111, AJ 112, AJ 113, AJ 114, AJ 115, AJ 116, AJ 117, Psych 035, Psych 047, Psych 099, Soc. 010, Soc. 011, Foreign Language(6 units maximum).

**Option 2:** Complete the following full "Reserve Officer Training Sequence" 23.5 units

LE 160 Basic Police Academy, Modular Format, Level III  
LE 161 Basic Police Academy, Modular Format, Level II  
LE 162 Basic Police Academy, Modular Format, Level I

**Option 3:** Complete LE 154 Basic Police Academy 22.0 units

Plus 5\*\* units of electives (if needed to complete 60 units) – See approved electives above.

<b>Major Requirements</b>	<b>30.0-38.5</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Electives**</b>	<b>0-5.0</b>
<b>Physical Activity (graduation requirement)</b>	<b>1.0</b>
<b>Total Units</b>	<b>61.0-62.0</b>



AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 141*	The Clean Air Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO173	Automotive Service Operations	2.0
<b>Total Major Units</b>		<b>38.5</b>
<b>General Education Requirements</b>		<b>24.0</b>
<b>Total Units</b>		<b>62.5</b>

**CERTIFICATE OF ACHIEVEMENT**

**UNITS**

Students must complete each major course and major elective course with a grade of "C" or better to be awarded the certificate.

**ADVANCED AUTOMOTIVE TRAINING**

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprinting	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Auto Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 141*	The Clean Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0
<b>Total Units</b>		<b>58.0</b>

**AMERICAN HONDA CERTIFICATE PROGRAM**

Note: In order for participating students to receive this certificate, American Honda requires that all program requirements be met. Please contact David Ames at (408) 274-7900 ext. 6555 for further information.

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Auto Electronics	2.0

AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 132	Individualized Skills Training Lab	2.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 141*	The Clean Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0
<b>Total Units</b>		<b>58.0</b>

**BASIC SKILLS ENTRY LEVEL EMPLOYMENT**

The Automotive Certificate of Achievement is designed to prepare students for entry level employment in the automotive field as a light line technician. The courses in this certificate program will introduce students to the tools and equipment used for repair and diagnostic work, as well as demonstrate how procedures for troubleshooting electrical and mechanical problems should be carried out. Students will also study the relationships of the Auto industry and the opportunities it presents.

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 119	Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
<b>Total Units</b>		<b>12.0</b>

**DRIVETRAIN & CHASSIS**

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0
<b>Total Units</b>		<b>28.0</b>

**ENGINE SERVICE**

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprinting	2.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
<b>Total Units</b>		<b>18.0</b>

**FUEL & ELECTRICAL**

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5

AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Auto Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 141*	The Clean Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0

**Total Units 36.0**

**SMOG SPECIALIST**

The Smog Specialist certificate is one of several degrees and certificate options offered through the Automotive Technology Department at Evergreen. This certificate will prepare students (without a smog license or one expired more than 2 years) for the position of a BAR certified California Smog Technician. Students will learn the laws, regulations, procedures, consumer rights and obligations, licenses, tools, and diagnostic skills that are needed to be successful in the workplace. Students must individually obtain ASE certifications by passing ASE A6, A8, and L1 certifications, or BAR Equivalent and necessary educational technical training as required by the Bureau of Auto Repair to meet minimum requirements. Students must complete 13.5 units of course requirements and maintain a grade of "C" or better in each course to be awarded the certificate.

AUTO 133**	Computerized Engine Management	2.5
AUTO 134**	Advanced Engine Performance	2.5
AUTO 141*	The Clean Car Course	5.0
AUTO 145**	Enhanced Emission Diagnostics	2.0
AUTO 147X	BAR Update (Offered biannually)	1.0
AUTO 138	Auto Work Experience	0.5

**Total Units 13.5**

**NOTE:** Students with current EB or EA license are not required to take all courses listed above. See Automotive Department for courses to be waived.

\*\*Courses have prerequisites.

**\*California Apprenticeship requires a grade of "B" or better (for this course)**

**BIOLOGY**

The purpose of the associate degree in Biology is to provide a lower division science foundation for those interested in pursuing biology as a major field of study. This major prepares students to transfer to any California State University or University of California campus. Students considering careers in research, teaching, medical fields, biotechnology, or other related fields require a foundation in biological sciences. The Biology major is an ideal academic preparation for entry into these professions. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

**ASSOCIATE IN ARTS DEGREE UNITS**

<b>Major Requirements</b>		
BIOL 001*	General Principles of Biology	5.0

BIOL 002	Organismal Biology	5.0
BIOL 003	Cell and Molecular Biology	4.0
CHEM 001A *	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0

**Required Major Electives (8 units from the following)**

BIOL 025	Forensic Biology	3.0
BIOL 033	Introduction to Biotechnology	3.0
BIOL 061	Human Heredity	3.0
BIOL 063	Ecology	3.0
BIOL 064	Marine Biology	4.0
BIOL 065	Wildlife Biology	3.0
BIOL 071	Human Anatomy	5.0
BIOL 072	Human Physiology	5.0
BIOL 074	General Microbiology	5.0
BIOL 080	Natural History Field Program	1.0
BOT 062	Plants and Human Welfare	3.0
ENVIR 010	Environmental Science	3.0

**Recommended Chemistry/Math Preparation**

CHEM 012A	Organic Chemistry	
CHEM 012B	Organic Chemistry	
MATH 063	Elementary Statistics	
MATH 071	Calculus I with Analytic Geometry	
MATH 072	Calculus II with Analytic Geometry	

**General Education Requirements**

Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

**Area A: English Language Communication & Critical Thinking (One course from each area) 9.0**

A1	Oral Communications
A2	Written Communication (English 001A)
A3	Critical Thinking

**Area B: Scientific Inquiry and Quantitative Reasoning (One course from B1, B2 B4; 1 w/lab) 3.0\***

B1	Physical Science*
B2	Life Science*
B4	Mathematics/Quantitative Reasoning

**Area C: Arts & Humanities (Minimum one course from each area) 9.0**

C1	Arts: Arts, Cinema, Dance, Music, Theater
C2	Humanities: Literature, Philosophy, Language Other than English

**Area D: Social Sciences (3 courses in at least 2 categories) 9.0**  
(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:

HIST 017A and 017B OR POLSC 001 and HIST 001)

**Area E: Lifelong Learning and Self Development 3.0**

<b>Major Requirements</b>	<b>24.0</b>
<b>General Education Requirements</b>	<b>33.0*</b>
<b>Required Electives</b>	<b>8.0</b>
<b>Physical Activity</b>	<b>1.0</b>
<b>Total Units</b>	<b>66.0</b>

\*6 units of G.E. Requirements (Area B1 and B2) can be met with CHEM-001A and BIOL-001



**BUSINESS ADMINISTRATION**

This major qualifies for Transfer to a California State University. The lower division courses required for all students majoring in Business: Accounting, Finance, or Management. Aside from the thirty-four units in Business and Business related courses, thirty units of General Education courses are required for the A.A. Degree. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

<u>ASSOCIATE IN ARTS DEGREE</u>	<u>UNITS</u>
ACCTG 020 Financial Accounting	5.0
ACCTG 021 Managerial Accounting	5.0
CIT 010 Introduction to Computing & Information Systems	3.0
BUS 060 Fundamentals of Business Statistics	3.0
BUS 071 Legal Environment of Business	3.0
BUS 082 Introduction to Business	3.0
ECON 010A Principles of Macroeconomic Theory	3.0
ECON 010B Introduction to Microeconomic Theory	3.0
ENGL 001B English Composition	3.0
MATH 061 Finite Mathematics	3.0
<b>Major Requirements</b>	<b>34.0</b>
<b>General Education Requirements</b>	<b>30.0</b>
<b>Total Units</b>	<b>64.0</b>

**NOTE: Students must take BUS 060 for the A.A. degree. MATH 063 will not be accepted.**

**BUSINESS INFORMATION SYSTEMS**

ASSOCIATE IN SCIENCE DEGREE UNITS  
Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

<u>ASSOCIATE IN SCIENCE DEGREE</u>	<u>UNITS</u>
<b>GENERAL BUSINESS</b>	
ACCTG 030 Computerized Accounting	
ACCTG-101 Bookkeeping for Small Business	3.0
BIS 012 Business Document Production	3.0
BIS 039 Professional Image	1.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 102 Microsoft Excel	3.0
BIS 109 Microsoft Office	3.0
BIS 121 Introduction to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
BUS 001 Business Math	3.0
BUS 082 Introduction to Business	3.0
BUS 084 Introduction to Marketing Principles	3.0
CIT 010 Introduction to Computing and Information Technology	3.0
<b>Major Requirements</b>	<b>35.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Major Electives*</b>	<b>1.0</b>
<b>Total Units</b>	<b>60.0</b>
<b>INFORMATION PROCESSING SPECIALIST</b>	
BIS 007A Business Writing Skills	3.0
BIS 012 Business Document Production	2.0
BIS 039 Professional Image	1.0
BIS 095 Microsoft Windows	1.0

BIS 101 Written Business Communications	3.0
BIS 102 Microsoft Excel	3.0
BIS 104 Microsoft Access	3.0
BIS 106 Microsoft Word	3.0
BIS 109 Microsoft Office	3.0
BIS 121 Introduction to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
CIT 010 Introduction to Computing & Information Technology	3.0
CIT 040 Internet Publishing	3.0

<b>Major Requirements</b>	<b>29.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Major Electives*</b>	<b>7.0</b>
<b>Total Units</b>	<b>60.0</b>

**\*Major Electives:**

Electives should come from the following lists:

**Accounting/Business Electives:** ACCTG 030, 101, BUS 001, 060, 060L, 067, 071, 082, 084

**BIS Electives:** BIS 016, BIS 017, BIS 105, BIS 160, BIS 161, BIS 162

<u>CERTIFICATE OF ACHIEVEMENT</u>	<u>UNITS</u>
Students must complete each course with a grade of "C" or better to be awarded the certificate.	

**GENERAL BUSINESS**

ACCTG 030 Computerized Accounting	3.0
ACCTG 101 Bookkeeping for Small Business	3.0
BIS 012 Business Document Production	2.0
BIS 039 Professional Image	1.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 102 Microsoft Excel	3.0
BIS 109 Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
BUS 001 Business Math	3.0
BUS 082 Intro to Business	3.0
CIT 010 Introduction to Computing and Information Technology	3.0
<b>Total Units</b>	<b>32.0</b>

**INFORMATION PROCESSING SPECIALIST**

BIS 007A Business Writing Skills	3.0
BIS 011 Computer Keyboarding	1.0
BIS 012 Business Document Production	2.0
BIS 039 Professional Image	1.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 102 Microsoft Excel	3.0
BIS 106 Microsoft Word	3.0
BIS 109 Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
CIT 010 Introduction to Computing and Information Technology	3.0
CIT 040 Internet Publishing	3.0
<b>Total Units</b>	<b>30.0</b>



<b>Major Requirements</b>	<b>30.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Electives</b>	<b>6.0</b>
<b>Total Units</b>	<b>60.0</b>

**CERTIFICATE OF SPECIALIZATION** **UNITS**

**MECHANICAL CADD**

CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD	2.0
CADD 133	Using Autodesk Inventor	2.0
CADD 134	Advanced Autodesk Inventor	2.0
CADD 139	Using Solidworks	2.0
<b>Total Units</b>		<b>11.0</b>

**MECHANICAL DRAFTING AND DESIGN**

CADD 133	Using Autodesk Inventor	<b>OR</b>	
CADD 139	Using Solidworks	<b>OR</b>	
CADD 132	Using Mechanical Desktop		2.0
CADD 140A	CADD Applications – Basic Drafting		2.0
CADD 140B	CADD Applications – Detailing and Assemblies		2.0
CADD 141	CADD Applications – Design		2.0
CADD 142	Modern Dimensioning and Tolerancing		2.0
<b>Total Units</b>			<b>10.0</b>

**AutoCAD**

CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	2.0
CADD 132	Using Mechanical Desktop	<b>OR</b>
CADD 133	Using Autodesk Inventor	2.0
<b>Total Units</b>		<b>7.0</b>

**ARCHITECTURAL CADD**

CADD 144A	Architectural CADD Applications – Basics	2.0
CADD 144B	Architectural CADD Applications – Design Project	2.0
CADD 145	Architectural CADD Applications – Landscaping	<b>OR</b>
CADD 135	Introduction to Autodesk Land Desktop	2.0
<b>Total Units</b>		<b>6.0</b>

**3D CADD Certificate**

CADD 133	Using Autodesk Inventor	2.0
CADD 139	Using Solidworks	2.0
CADD 134	Advanced Autodesk Inventor	<b>OR</b>
CADD 132	Using Mechanical Desktop	2.0
<b>Total Units</b>		<b>6.0</b>

**COMPUTER AND INFORMATION TECHNOLOGY**

The Computer and Information Technology Program offers an Associate in Science Degree. This curriculum is supported by a solid foundation of core courses that focus on problem solving and communication skills for Information Technology professionals involved in computer network environments.

The degree program was developed in partnership with the National Science Foundation, Sun Microsystems, Oracle Corporation, Workforce Silicon Valley and an advisory board of members drawn from business and industry, academia and government.

The A.S. degree will be awarded to students who complete 18 units of the core course requirements in the major, 12 additional units of CIT courses, 6 units of approved electives, and 24 units of General Education. It is strongly recommended that students complete at least 12 units in an area of specialization. Additional units (if required to complete 60 units) may be chosen from any associate degree applicable courses. The degree will be awarded to those who complete all the units with a "C" or better.

**ASSOCIATE IN SCIENCE DEGREE**

**UNITS**

CIT 010	Introduction to Computing and Information Technology	3.0
CIT 020	Program Design and Development	3.0
CIT 030	Telecommunications and Computer Networks	3.0
CIT 040	Internet Publishing	3.0
CIT 060	Introduction to Database Systems	3.0
CIT 090	Communication Skills for IT Professionals	3.0

**Major Requirements**

**18.0**

**12 units of CIT courses**

**12.0**

**General Education Requirements**

**24.0**

**Approved Electives\***

**6.0**

**Total Units**

**60.0**

**Approved Electives\***

**BIS** 109, **CIT** 022, 024 (or 24A, B, & C), 041X, 041J, 042 (or 42A, B, & C), 043A, 044 (or 44A, B, & C), 045, 046, 048, 050 (or 50A, B, & C), 052 (or 52A, B, & C), 054 (or 54A, B, & C), 055, 056 (or 56A, B, & C), 061, 061B, 064A, 064B, 065, 066, 067, 071, 072, 080, 082, 084, 086, 087, 097, 136, **COMSC** 072, 075, 076

**ENGINEERING**

Evergreen Valley College offers a two-year lower division Engineering Program which allows students to transfer to any four-year California College or University offering degree in Engineering. The lower division Engineering Core Courses recommended by the Engineering Liaison Committee of the State of California have been coordinated between community colleges and the four-year colleges and universities throughout California.

The Associate in Arts and the Associate in Science Degrees are available for Engineering students. The Engineering Degree Programs consist of the Engineering Core courses plus General Education courses which satisfy graduation requirements. Students wishing to transfer to a four-year institution in a branch of engineering, but do not wish to obtain an Associate Degree must complete the Engineering Core courses and obtain a Verification of Completion Form from the office of Admissions & Records before transferring. It is recommended that students complete as much of their General Education requirements as possible. To facilitate the application process to four-year institutions, students should request a Verification of Completion Form from the Office of Admissions and Records for verification of completion of the lower division Engineering Core courses. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
ENGR 010	Engineering Processes & Tools	3.0
ENGR 018	Engineering Design & Graphics	3.0
ENGR 050	Introduction to Computing	4.0
ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
CHEM 001A	General Chemistry	5.0
ENGL 001A	English Composition (or equivalent)	3.0
MATH 071	Calculus I w/Analytical Geom.	5.0
MATH 072	Calculus II w/Analytical Geom.	5.0
MATH 073	Multivariable Calculus	5.0
MATH 078	Differential Equations	3.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0
<b>Major Requirements</b>		<b>61.0</b>
<b>General Education Requirements</b>		<b>24.0</b>
<b>Total Units</b>		<b>85.0</b>

<u>ASSOCIATE IN SCIENCE DEGREE</u>		<u>UNITS</u>
ENGR 010	Engineering Processes & Tools	3.0
ENGR 018	Engineering Design & Graphics	3.0
ENGR 050	Introduction to Computing	4.0
ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
CHEM 001A	General Chemistry	5.0
ENGL 001A	English Composition (or equivalent)	3.0
MATH 071	Calculus I w/Analytical Geometry	5.0
MATH 072	Calculus II w/Analytical Geometry	5.0
MATH 073	Multivariable Calculus	5.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0
<b>Major Requirements</b>		<b>53.0</b>
<b>General Education Requirements</b>		<b>21.0</b>
<b>Total Units</b>		<b>74.0</b>

**ENGLISH**

Students considering careers in advertising, communication, film writing, electronic and printing journalism, library science, public relations, publishing and editing, or teaching find the English major and ideal academic preparation for entry into these professions. In addition, the English major readies students for graduate programs, including communication, history, law, and medicine. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
<b>Core Classes</b>		
ENGL 001B	English Composition	3.0
ENGL 084A	Survey of American Literature	3.0
ENGL 084B	Survey of American Literature	3.0
ENGL 086A	Survey of English Literature I	3.0
ENGL 086B	Survey of English Literature II	3.0
<b>Total Core Units</b>		<b>15.0</b>
<b>Major Electives</b>		
<u>Select three courses from the following list:</u>		
ENGL 021	Introduction to Poetry	3.0

ENGL 028	Introduction to World Mythology	3.0
ENGL 033	Women in Literature	3.0
ENGL 072	Fundamentals of Creative Writing	3.0
ENGL 073	Introduction to Shakespeare	3.0
HUMNT 002	Introduction to World Literature	3.0
English Courses that meet the Humanities/Cultural Pluralism Requirements:*		
ENGL 033	Women in Literature	
ENGL 060	Japanese & Japanese-American Literature	
ENGL 062	Asian/Asian American Literature	
ENGL 080	Mexican American Literature	
ENGL 082A	African American Literature	
ENGL 082B	African American Literature	
<b>Major Core</b>		<b>15.0</b>
<b>General Education Requirements</b>		<b>39.0</b>
<b>Major Electives</b>		<b>9.0</b>
<b>Total Units</b>		<b>63.0</b>

\*Three units of Cultural Pluralism/Ethnic Studies must be taken in either the Arts and Humanities area or the Social and Behavioral Sciences area.

**GENERAL STUDIES WITH EMPHASIS IN ASTRONOMY**

The AA Degree in General Studies with Emphasis in Astronomy provides a lower division science foundation for those interested in the field of astronomy. Astronomy amateurs, planetarium operator, science teachers, and future astronomy baccalaureate majors are potential students in this program. It incorporates courses in physics, requiring familiarity with the laws of physics to describe and predict astronomical events. The program outlines a course of study that emphasizes breadth in the physical sciences. This program also provides a good focus for students interested in obtaining a credential in elementary science education. Students must complete each required area of emphasis course with a grade of "C" or better.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
<b>Area of Emphasis Requirements</b>		
ASTRO 010	Introduction to Astronomy	3.0
ASTRO 010L	Introductory Astronomy Lab	1.0
ASTRO 014	Solar System Astronomy	3.0
ASTRO 016	Stars Galaxies and the Origin of the Universe	3.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0
		<b>20.0</b>

**General Education Requirements**

Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

<b>Area A: English Language Communication &amp; Critical Thinking (One course from each area) 9.0</b>		
A1	Oral Communications	
A2	Written Communication (English 001A)	
A3	Critical Thinking	
<b>Area B: Scientific Inquiry and Quantitative Reasoning (One course from B1, B2, B4; one with lab) 9.0</b>		
B1	Physical Science (Phys 4A Recommended)	



B2	Life Sciences	
B4	Mathematics/Quantitative Reasoning	
<b>Area C:</b>	<b>Arts &amp; Humanities</b> ( <i>Minimum one course from each area</i> )	<b>9.0</b>
C1	Arts: Arts, Cinema, Dance, Music, Theater	
C2	Humanities: Literature, Philosophy, Language Other than English	
<b>Area D:</b>	<b>Social Sciences</b> ( <i>3 courses in at least 2 categories</i> )	<b>9.0</b>
(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement: HIST 017A &017B OR POLSC 001 & HIST 001)		
<b>Area E:</b>	<b>Lifelong Learning &amp;Self Development</b>	<b>3.0</b>
<b>Area of Emphasis Requirements</b>		<b>20.0</b>
<b>General Education Requirements</b>		<b>39.0</b>
<b>Physical Activity</b>		<b>1.0</b>
<b>Total Units</b>		<b>60.0</b>

**GENERAL STUDIES WITH EMPHASIS IN HEALTH SCIENCE**

The AA Degree program in General Studies with Emphasis in Health Science outlines a course of study for students interested in allied health careers. Students will learn to apply scientific methods to explore human structure and function, and health aspects of microbiology. The program satisfies CSU GE requirements and includes courses for students planning careers in health science fields. Students must complete each required area of emphasis course with a grade of "C" or better.

<b><u>ASSOCIATE IN ARTS DEGREE</u></b>	<b><u>UNITS</u></b>
<b><u>Area of Emphasis Requirements</u></b>	
CHEM 030A Introduction to Chemistry	3.0
BIOL 071 Human Anatomy	5.0
BIOL 072 Human Physiology	5.0
BIOL 074 General Microbiology	5.0
	<b>18.0</b>

**General Education**  
Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

<b>Area A:</b>	<b>English Language Communication &amp; Critical Thinking</b> ( <i>One course from each area</i> )	<b>9.0</b>
A1	Oral Communications	
A2	Written Communication (English 001A)	
A3	Critical Thinking	
<b>Area B:</b>	<b>Scientific Inquiry and Quantitative Reasoning</b> ( <i>One course from B1, B2, B4; one with lab</i> )	<b>9.0</b>
B1	Physical Science	
B2	Life Sciences ( <i>BIOL-061 Recommended</i> )	
B4	Mathematics/Quantitative Reasoning	
<b>Area C:</b>	<b>Arts &amp; Humanities</b> ( <i>Minimum one course from each area</i> )	<b>9.0</b>
C1	Arts: Arts Cinema, Dance, Music, Theater	
C2	Humanities: Literature, Philosophy, Languages Other than English	

<b>Area D:</b>	<b>Social Sciences</b> ( <i>3 courses in at least 2 categories</i> )	<b>9.0</b>
(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement: HIST 017A &017B OR POLSC 001 & HIST 001)		
D9	<i>Psych-001 Recommended</i>	
<b>Area E:</b>	<b>Lifelong Learning &amp;Self Development</b>	<b>3.0</b>
<b>Area of Emphasis Requirements</b>		<b>18.0</b>
<b>General Education Requirements</b>		<b>39.0</b>
<b>Electives</b>		<b>2.0</b>
<b>Physical Activity</b>		<b>1.0</b>
<b>Total Units</b>		<b>60.0</b>

**GENERAL STUDIES WITH EMPHASIS IN NATURAL SCIENCE**

The AA Degree program in General Studies with Emphasis in Natural Science outlines a course of study that emphasizes breadth in the physical and life sciences. Students will learn to apply scientific methods to investigate both physical and biological aspects of the environment. Students completing this program will satisfy lower division science and general education requirements for CSU. Students must complete each required area of emphasis course with a grade of "C" or better to be awarded the degree.

<b><u>ASSOCIATE IN ARTS DEGREE</u></b>	<b><u>UNITS</u></b>
<b><u>Area of Emphasis Requirements</u></b>	
Select a minimum of 10 units from the following Life Science courses:	
BIOL 025 Forensic Biology	10.0
BIOL 064 Marine Biology	3.0
BIOL 065 Wildlife Biology	4.0
BIOL 080 Natural History Field Program	3.0
BOT 062 Plants & Human Welfare	1.0
ENVIR 010 Environmental Science	3.0
	4.0*
Select a minimum of 8 units from the following Physical Science courses:	
ASTRO 010 Introduction to Astronomy	8.0
CHEM 015 Fundamentals of Chemistry	3.0
ENVIR 010 Environmental Science	4.0
OCEAN 010 Oceanography	4.0*
PHYS 002A General Physics	3.0
	4.0

\*Note: Envir 010 can satisfy either Life Science or Physical Science requirement

<b><u>General Education</u></b>		
Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.		
<b>Area A:</b>	<b>English Language Communication &amp; Critical Thinking</b> ( <i>One course from each area</i> )	<b>9.0</b>
A1	Oral Communications	
A2	Written Communication (English 001A)	
A3	Critical Thinking	
<b>Area B:</b>	<b>Scientific Inquiry and Quantitative Reasoning</b> ( <i>One course from B1, B2, B4; one with lab</i> )	<b>9.0</b>



B1	Physical Science ( <i>PHYSC-012 Recommended</i> )	
B2	Life Forms	
B4	Mathematics/Quantitative Reasoning	

**Area C: Arts & Humanities 9.0**  
(Minimum one course from each area)

C1	Arts: Arts Cinema, Dance, Music, Theater
C2	Humanities: Literature, Philosophy, Languages Other than English

**Area D: Social Sciences 9.0**  
(3 courses in at least 2 categories)

(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:  
HIST 017A & 017B OR POLSC 001 & HIST 001)

**Area E: Lifelong Learning & Self Development 3.0**

<b>Area of Emphasis Requirements</b>	<b>18.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Electives</b>	<b>2.0</b>
<b>Physical Activity</b>	<b>1.0</b>
<b>Total Units</b>	<b>60.0</b>

**GENERAL STUDIES WITH EMPHASIS IN SOCIOLOGY**

The Associate of Arts Degree in General Studies with Emphasis in Sociology is designed to provide students with an opportunity to study a broad range of topics within Sociology and related courses. Issues of Diversity, Equality, and Social Justice are core to this area of emphasis. While the courses that comprise this degree are all transferable, students who intend to transfer should consult a counselor for information as to the requirements for their intended baccalaureate major.

**Note:** Many CSUs have unique admissions and preparation-for-the-major requirements beyond minimum requirements. Students should consult the specific university catalog and website, [www.assist.org](http://www.assist.org), and an Evergreen Counselor for further information and assistance.

Students wishing to earn an Associate of Arts Degree in General Studies with Emphasis in Sociology must complete each required area of emphasis course with a grade of "C" or better.

**ASSOCIATE IN ARTS DEGREE UNITS**

<b><u>Area of Emphasis Requirements</u></b>	
ETH 010	Introduction to Ethnic Studies 3.0
MATH 063	Elementary Statistics 3.0
SOC 010	Introduction to Sociology 3.0
SOC 011	Social Problems 3.0

**(Select Two of the Three Courses) 6.0**

ETH 030	Chicana/o Culture (3.0)
ETH 040	Vietnamese American Culture & Experience (3.0)
SSCI 020	African American Culture (3.0)

**General Education Requirements**

Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

**Area A: English Language Communication & Critical Thinking (One course from each area) 9.0**

A1	Oral Communications
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A2	Written Communication (English 001A)
A3	Critical Thinking

**Area B: Scientific Inquiry and Quantitative Reasoning (One course from B1, B2 B4; 1 w/lab) 9.0**

B1	Physical Science
B2	Life Science
B4	Mathematics/Quantitative Reasoning

**Area C: Arts & Humanities (Minimum one course from each area) 9.0**

C1	Arts: Arts, Cinema, Dance, Music, Theater
C2	Humanities: Literature, Philosophy, Language Other than English

**Area D: Social Sciences 9.0**  
(3 courses in at least 2 categories)

(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:  
HIST 017A and 017B OR POLSC 001 and HIST 001)

**Area E: Lifelong Learning & Self Development 3.0**

<b>Area of Emphasis Requirements</b>	<b>18.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Electives</b>	<b>2.0</b>
<b>Physical Activity</b>	<b>1.0</b>
<b>Total Units</b>	<b>60.0</b>

**GENERAL STUDIES WITH EMPHASIS IN WOMEN'S STUDIES**

The General Studies with Emphasis in Women's Studies AA degree is an interdisciplinary field of study that examines the experiences, concerns, and needs of women from a psychological, historical, social, political, economic and cultural perspective. The courses in the degree critically examine sex, gender, class, and feminist theory as they relate to women's complex roles in the family, work place, society, and the world. Students analyze how their lives are influenced by personal experience as well as by social, economic and political forces. Each course emphasizes community engagement, social activism and social justice. Students completing this program will satisfy lower division requirement necessary to pursue a Baccalaureate Degree in Women's Studies, Social Science, Psychology, or other related fields.

Students will be required to complete 18 units of core courses and 3 units of electives with a grade of "C" or better in each course. In addition, students are required to complete a total of 40 hours of Service-Learning or community Service.

**ASSOCIATE IN ARTS DEGREE**

**Core Courses**

EDIT 024	Women in Technology	3.0
ENGL 033*	Women in Literature	3.0
HIST 014*	Women in American History	3.0
PSYCH 035*	Introduction to Psychology of Women	3.0
SOC 011	Social Problems	3.0
WOMS 010*	Introduction to Women's Studies	3.0

**Select 3 units from the following: 3.0**

**Approved Electives**

LIB-015	Electronic Research and the Internet (3.0)
PSYCH-092	Developmental Psychology (3.0)

PSYCH-096 Marriage and Family (3.0)  
 PSYCH-100 Human Sexuality (3.0)

**Service-Learning/Community Service Option – Select One**

- Option #1: 40 hours of Service-Learning in core and elective courses.
- Option #2: 40 hours of Community Service. Service must directly address the real needs of young girls and or women in the community. Site must be approved and documented by EVC Center for Service-Learning and Public Service.

**General Education Requirements**

Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

**Area A: English Language Communication & Critical Thinking** (One course from each area) **9.0**

- A1 Oral Communications  
 A2 Written Communication (English 001A)  
 A3 Critical Thinking

**Area B: Scientific Inquiry and Quantitative Reasoning** (One course from B1, B2 B4; 1 w/lab) **9.0**

- B1 Physical Science  
 B2 Life Science  
 B4 Mathematics/Quantitative Reasoning

**Area C: Arts & Humanities** (Minimum one course from each area) **9.0**

- C1 Arts: Arts, Cinema, Dance, Music, Theater  
 C2 Humanities: Literature, Philosophy, Language Other than English

**Area D: Social Sciences** (3 courses in at least 2 categories) **9.0**

(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:  
 HIST 017A and 017B OR POLSC 001 and HIST 001)

**Area E: Lifelong Learning & Self Development** **3.0**

<b>Core Requirements</b>	<b>18.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Approved Electives</b>	<b>3.0</b>
<b>Physical Activity</b>	<b>1.0</b>
<b>Total Units</b>	<b>61.0</b>

\*Course meets Cultural Pluralism/Ethnic Studies graduation requirement.

**LAW ENFORCEMENT/POLICE ACADEMY**

The Evergreen Valley College Police Academy Law Enforcement program is designed for individuals who wish to pursue a career in Law Enforcement. This program is certified by the Peace Officer Standards of Training to meet the statutory basic training requirement. The program requires both academic and physical skills as well as a significant commitment in time and dedication. Evergreen Valley College is a member of the South Bay Regional Public Safety Training Consortium. The consortium is funded by all colleges regionally to provide vocational specific training which may require special

facilities, special training conditions or is presented outside of the regular schedule of college classes. The application and registering process is completed at the South Bay Regional Public Safety Training Consortium Center located near the Evergreen Valley College campus. Students have a choice of the 880 hour intensive format or the 920 hour modular format. Students will learn and perform the necessary academic and skill functions of a Peace Officer at the accepted proficiency level.

<b>CERTIFICATE OF ACHIEVEMENT</b>	<b>UNITS</b>
LE 154 Basic Police Academy	<b>22.0</b>
<b>OR</b>	
LE 160 Basic Police Academy, Modular, Level III,	4.0
LE 161 Basic Police Academy, Modular, Level II	6.5
LE 162 Basic Police Academy, Modular, Level I	<u>13.0</u>
	<b>23.5</b>

**LIBERAL STUDIES WITH EMPHASIS IN ELEMENTARY TEACHER PREPARATION**

This AA Degree is designed primarily for students interested in teaching in elementary or middle school and transferring to SJSU. Alternatively, the AA Degree can be used for students wishing to transfer with a broad background in liberal education. Preparation for this degree includes 39 units of general education requirements.

Students who choose Liberal Studies will meet *minimum* CSU transfer admission requirements, fulfill all lower division CSU GE, prepare for the baccalaureate major, and meet Evergreen Valley College's Associate in Arts Degree requirements. Students planning to transfer should meet with an Evergreen counselor to develop an educational plan.

**Note:** Many CSUs have unique admissions and preparation-for-the-major requirements beyond minimum requirements. Students should consult the specific university catalog and website, [www.assist.org](http://www.assist.org).

Students wishing to earn an Associate in Arts Degree in Liberal Studies with Emphasis in Elementary Teaching Preparation must complete each required area of emphasis course with a grade of "C" or better.

<b>ASSOCIATE IN ARTS DEGREE</b>	<b>UNITS</b>
<b>Area of Emphasis Requirements</b>	
BIOL 020 Human Biology (B2 and B3)	4.0
EDIT 010 Computers in Education	3.0
ENGL 001B English Composition (C2)	3.0
MATH 052 Mathematics for Elementary Education (B4)	3.0
MUSIC 099 Introductory Music (C1)	3.0
CHEM 030A Introduction to Chemistry or CHEM 015 Fundamentals of Chemistry or PHYS 001 Introductory Physics (B1 and B3)	3.0
FCS 070 Child Development or PSYCH 092 Developmental Psychology (E)	3.0

**General Education Requirements**

Complete the entire 39 unit (minimum) CSU Lower Division General Education requirements. Students should see a counselor in order to select the best method to meet their academic goals.

<b>Area A: English Language Communication &amp; Critical Thinking</b>	<b>9.0</b>
<i>(One course from each area)</i>	
A1	Oral Communications
A2	Written Communication (English 001A)
A3	Critical Thinking
<b>Area B: Scientific Inquiry and Quantitative Reasoning</b>	<b>9.0</b>
<i>(One course from B1, B2 B4; 1 w/lab)</i>	
B1	Physical Science
B2	Life Science
B4	Mathematics/Quantitative Reasoning
<b>Area C: Arts &amp; Humanities</b>	<b>9.0</b>
<i>(Minimum one course from each area)</i>	
C1	Arts: Arts, Cinema, Dance, Music, Theater
C2	Humanities: Literature, Philosophy, Language Other than English
<i>(ENGL-052, HUMNT-002 Recommended)</i>	
<b>Area D: Social Sciences</b>	<b>9.0</b>
<i>(3 courses in at least 2 categories)</i>	
(2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement: HIST 017A and 017B <b>OR</b> POLSC 001 and HIST 001)	
<b>Area E: Lifelong Learning &amp; Self Development</b>	<b>3.0</b>
<b>Area of Emphasis Requirements</b>	<b>22.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Physical Activity</b>	<b>1.0</b>
<b>Total Units</b>	<b>62.0</b>

**NURSING**

The San José/Evergreen Community College District Governing Board approves the Nursing Program. The California State Board of Registered Nursing (1625 North Market Boulevard, Suite N217, Sacramento, California, 95834; telephone: 916-322-3350; web site: [www.rm.ca.gov](http://www.rm.ca.gov)), approves the Nursing Program and the National League for Nursing Accrediting Commission (61 Broadway, New York, New York 10006; telephone: 1-800-669-1656 extension 153; web site: [www.nlnac.org](http://www.nlnac.org)) accredits the Nursing Program. Graduates of the program are eligible to apply to take the National Council's Licensing Examination for Registered Nurses (NCLEX-RN). Nursing students have the same responsibilities and privileges as other college students. The Nursing Program encourages male and female students from culturally diverse backgrounds to become eligible and apply for admission. Students are admitted annually with 50.0% enrolled fall semester and 50.0% enrolled spring semester.

Once admitted, the program is a full-time course of study that can be completed in two academic years. In the clinical education component, principles derived from academic study are applied to clinical nursing practice. Students are placed in local acute care hospital settings and community health care agency settings.

Nursing Program Information Workshops, conducted throughout the school year, provide additional information about the Nursing Program and selection procedure. For more information regarding the nursing program, contact the Nursing Program Office at (408) 270-6448 (Sequoia S207) or access the Evergreen Valley College web site: [www.evc.edu](http://www.evc.edu) (Quick Link to Nursing).

The San José/Evergreen Community College District reserves

the right to add, amend or repeal any of the rules, regulations, policies and procedures consistent with applicable laws.

**Program Purpose**

The Evergreen Valley College Nursing Program provides an optimal learning environment that will enable the culturally diverse learner to begin the process of life-long learning as a registered nurse. By earning an associate of science degree in nursing, program graduates are eligible to apply to take the NCLEX-RN, and are prepared for entry-level practice into the profession of nursing.

**Program Philosophy**

Nursing faculty concur with the mission, vision and values of Evergreen Valley College and share in the responsibility of the total educational program. Within this framework, nursing faculty have defined a unique program philosophy.

Faculty value each person as distinct individuals with rich cultural experiences and a unique potential for growth.

Faculty believe that the environment is a dynamic state where multi-faceted life experiences occur.

Faculty believe that health is an individual's perception of his/her well being and their ability to engage in life experiences. They believe that health is an evolving state that occurs on a health-illness continuum.

Faculty define nursing according to Nursing's Social Policy Statement as: "The protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations" (American Nurses Association, 2003). In addition, faculty believe that nursing is a dynamic, collaborative process based on principles from the biological, physical and behavioral sciences which focuses on the diagnosis and treatment of actual or potential health problems.

Faculty believe that nursing supports human responses to health and illness by providing caring interventions that facilitate the client's ability to achieve optimal quality of life or to die in comfort with dignity. Nurses engage in lifelong learning that utilizes critical thinking to support and advocate for culturally sensitive care within a community.

Faculty define learning as an interactive, meaningful process that integrates visual, auditory and kinesthetic learning styles. The goal of learning is to become a faster, independent, creative, critical thinker. This is best achieved when the reflective learner develops reasoning abilities through self-assessment and self-awareness. Faculty believe in the capacity of the individual to learn, grow and change in a culturally diverse environment.

Support for student success in learning starts at the college level with a strong foundation in liberal arts and sciences. Faculty enhance student success by building on general education principles and empowering students in an environment where faculty function as teachers, mentors and supervisors.

**References**

American Nurses Association. (2003). Nursing's social policy statement, 2nd ed., American Nurses Publishing, Washington, D.C.

**Conceptual Framework**

The unifying curriculum theme is an adaptation of the “Client Needs Model,” a comprehensive framework for identifying nursing actions and competencies necessary for client care in a variety of settings and throughout the life span. This model relies on meta-paradigm beliefs about the person, environment, health and nursing as outlined in the program’s philosophy.

The client, defined as an individual, family, group or community, is the primary focus of care. Client needs for care are organized around five (5) key concepts: a) Safe and Effective Care Environment; b) Health Promotion and Maintenance; c) Physiological Integrity; d) Psychosocial Integrity and, e) Professional Role of the Nurse. These five (5) concepts form the foundation for the program’s student learning outcomes that culminate in the achievement of program outcomes. Critical thinking, nursing process, cultural sensitivity and caring are the processes that integrate the key concepts throughout the curriculum.

**Program Outcomes**

**At the completion of the Nursing Program, the graduate competently performs in the following areas.**

## a. Safe and Effective Care Environment

The graduate will:

- i. Implement nursing care based on the nursing process to meet client needs throughout the life span in a variety of settings.
- ii. Facilitate achievement of optimal client outcomes, through advocacy and delegation, by directing client care throughout the life span in a variety of settings.

## b. Health Promotion and Maintenance

The graduate will:

- i. Act as a client advocate to promote access and enhance quality of care throughout the life span in a variety of settings.
- ii. Utilize teaching/learning principles to promote optimal health throughout the life span in a variety of settings.

## c. Psychosocial Integrity

The graduate will:

- i. Utilize therapeutic communication when providing client care throughout the life span in a variety of settings.
- ii. Incorporate cultural sensitivity when providing client care throughout the life span in a variety of settings.
- iii. Implement caring behaviors that support mental, emotional and social well-being of the client throughout the life span in a variety of settings.

## d. Physiological Integrity

The graduate will:

- i. Prioritize nursing care utilizing critical thinking skills based upon knowledge of biological sciences, pathophysiology, nutrition, pharmacology and growth and development to achieve maximum physiological integrity and reduce the risk potential for the client.

## e. Professional Role of the Nurse

The graduate will:

- i. Utilize leadership and management principles, as a member of the health care team, in providing and delegating the delivery of client care.
- ii. Demonstrate accountability for providing and evaluating nursing care that adheres to professional standards and incorporates legal and ethical responsibilities of the nurse.
- iii. Demonstrate autonomy in recognizing one’s own need for life-long learning, personal transformation and professional growth.

**Summary Statement**

Graduates of the Evergreen Valley College Associate of Science Degree Nursing Program function in the common domain of nursing practice after licensure. Completing program outcomes will enable graduates, following registered nurse licensure, to give direct patient care in collaboration with other health care professionals, and to perform independent, dependent and interdependent nursing interventions. Graduates are prepared and empowered to practice successfully within the rapidly changing health care systems of a multicultural society. Faculty recognize the role of the nurse is changing due to influences internal and external to the nursing profession. Therefore, graduates will continue learning through the process of experience and ongoing continuing education.

**Application Procedure (for additional information, see Nursing Admission Policy available at <http://www.evc.edu/nursing>)**

1. If you are not currently a student at either San José City College or Evergreen Valley College, you must submit a completed application for Evergreen Valley College to the Office of Admissions and Records. College applications are obtained from the Office of Admissions and Records or the college’s web site: [www.evc.edu](http://www.evc.edu).
2. Nursing Program applications and instructions will be available on October 1st through October 29th at <http://www.evc.edu/nursing> and outside of the Nursing Program’s Office, S207.
3. The application period is October 1st – October 29th, for enrollment in the following academic year. Once selection is determined, the student will be assigned to begin nursing coursework in either the Fall or Spring semester. **In order to apply to the nursing program, the student must have completed the prerequisite courses.**

**Eligibility Criteria for the Nursing Program:**

- a. High School Graduation or Equivalent
- b. Human Anatomy with Lab\* (Minimum 4.0 semester units)
 

**Note:** Applicants with Combined Anatomy and Physiology must also have Human Physiology with Lab \* Minimum 4 semester units within 5 years. Beginning Fall 2010, one semester of combined A&P will no longer meet the requirement for Anatomy.
- c. Physiology with Lab\* (Minimum 4.0 semester units within 5 Years)
- d. Microbiology with Lab\* (Minimum 4.0 semester units)



- e. ENGL 001A\*
  - f. Cumulative GPA of 2.5 or Higher
- \*With grade of “C” or higher

**If there are more qualified applicants than spaces available, selection will be as follows:**

- Students who have met the eligibility requirements are put into the State Chancellor’s Office validated “Model Prerequisites for Enrollment in ADN Programs” formula.
- This formula includes cumulative GPA (all colleges attended), prerequisite science GPA, science repeats (a Withdrawal, D or F will count as repetitions), and English 1A GPA. The formula generates a composite score (cut score), which will be utilized in the selection process.
  - Students who meet the EVC designated cut score, 68%, are randomly selected to take the TEAS test (see information below). The TEAS score requirement is 72% (adjusted composite score).
    - Pass TEAS→ admitted to program
    - Not Pass TEAS→ Remediation/Enrichment
      - One year to complete plan successfully (including passing score on the TEAS)
      - Admit students in the next possible enrollment cycle

Note: The Nursing Program uses the ATI Test for Essential Academic Skills (TEAS) to determine overall scholastic readiness for enrollment in the nursing program. For information on the TEAS, please visit <http://www.atitesting.com/global/students/teas-faq.aspx>

**Entrance Requirements**

**Students must submit a record of:**

1. Basic Cardiac Life Support (BCLS) for health care providers through the American Heart Association (CPR:cardiopulmonary-resuscitation).
2. Physical Examination with clearance of essential capabilities (including the ability to lift and carry 50lbs, push/pull 100 lbs, bend/stoop/squat/crawl)
3. Immunization Record including TB clearance (2-step TB followed by annual TB test)
4. Criminal Background Check and urine drug screening (see policy for student background checks and urine drug screening)
5. All records must be submitted by the stated due date.

**Tuition Fees**

Resident students pay California Community College enrollment fees each semester (approximately \$1,100 dollars both years). Non-resident students pay enrollment fees as established by the District.

**Approximate Costs Related To The Program**

1. Uniforms, laboratory coat, shoes, books, syllabi and miscellaneous supplies: approximately \$1,500.00 total both years.
2. CPR training approximately \$35.00.
3. Physical exam and immunizations, variable costs.

4. Student supply kits \$65.
5. Annual Mask Fitting \$25.
6. Background check/Drug screening \$68.

Students are responsible for their own meals, housing and transportation to campus and assigned clinical agencies. For students who qualify for financial aid, financial aid and loan applications are available at the Financial Aid Office.

**Material Fees**

Arm Patches: \$2.00 Each  
 Material Fees: Approximately \$80.00 - \$110.00 per semester

**Program Enrollment And Progression**

Enrollment in nursing courses is limited to students who have been admitted to the Nursing Program. Once enrolled, students must complete each course in the nursing program with a grade of “C” or higher to progress through the program.

**Definition Of A College Unit**

The Nursing Program abides by the college definition of a “unit.” This definition is: “A unit is defined as the course credit equal to approximately one attendance hour per week of lecture-recitation, seminar, or other approved course activity throughout a semester. A unit of credit may also be granted for approximately three (3) hours per week of laboratory (clinical). The following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.”

**Nursing Major Coursework**

**Pre-Nursing Course Prerequisites: All completed with a grade “C” or better (must be completed prior to applying to the nursing program)**

BIOL 071* Human Anatomy	5.0
BIOL 072* Human Physiology (taken within 5 years of application)	5.0
BIOL 074* General Microbiology	5.0
<b>*Will accept a minimum of 4.0 semester units if taken at another college</b>	
ENGL 001A English Composition	3.0

**Major Requirements: All completed with a grade “C” or better**

NURS 001 Fundamentals in Nursing	9.5
NURS 002A Basic Medical-Surgical Nursing	5.0
NURS 002B Maternity Nursing	4.0
NURS 003 Adv Pediatrics/Medical-Surgical Nursing	8.5
NURS 004 Adv Medical-Surgical/Geriatric/Leadership and Management Nursing	10.0

**Course Supportive of the Major:**

PSYCH 001 General Psychology	3.0
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**General Education Courses:**

Communication Studies Course (COMS 010, 020, 040, 045)	3.0
Fine Arts	3.0
Humanities (ETH 010, 030, 040, or 042; ENGL 033, 060, 062, 080, 082A or 082B <i>Meets humanities and cultural pluralism for EVC graduation</i> )	3.0
HIST 17A and 17B OR HIST-001 and POLSC 001	6.0
PE or DANCE	1.0

College designated minimum score on Algebra Placement OR completion of MATH 013, its equivalent or any higher math course.



<b>Pre-requisite Courses</b>	<b>15.0 – 18.0</b>
<b>Course Supportive of the Major</b>	<b>3.0</b>
<b>General Education Courses</b>	<b>16.0</b>
<b>Nursing Major Courses</b>	<b>37.0</b>
<b>Total Program Units</b>	<b>71.0 – 74.0</b>

**Note for students with Bachelors degree:** SB 1393: students who have earned a Baccalaureate or higher degree from an accredited college\* are only required to complete the coursework required for the registered nursing program, including prerequisites and nursing coursework. These students are not required to complete any other courses to meet graduation requirements for the associate degree.

However, to apply for licensure through the CA Board of Registered Nursing (BRN), additional coursework may be required. EVC nursing program graduates are required to complete 3.0 units of each of the following courses or equivalent courses: General Psychology (Psych 001), Oral (verbal) communications (COMS 010,020,035,040,045) and Societal/Cultural Pattern (ETH 010,011,030,035,040,042, SOC 010,011, SSCI 020,050, ANTH 063).

\*Accredited College: Bachelors degree obtained from a college or university accredited by one of the following regional accrediting bodies: (1) Western Association of Schools and Colleges (WASC); (2) Middle States Association of Colleges and Schools (MSA); (3) New England Association of Schools and Colleges (NEASC); (4) North Central Association of Colleges and Schools (NCA); (5) Northwest Commission on Colleges and Universities (NWCCU) or (6) Southern Association of Colleges and Schools (SACS).

**IV. Nursing courses not part of nursing major**

NURS 100	Introduction to Nursing	2.0
NURS 101	Clinical Application of Critical Thinking Skills	1.0-2.0
NURS 104	Pharmacology in Nursing	2.0
NURS 116	Professional Issues in Nursing	1.0
NURS 131A	Nursing Resource Center, Lab 1	1.0
NURS 131B	Nursing Resource Center, Lab 2	1.0
NURS 132A	Nursing Resource Center, Lab 3	1.0
NURS 132B	Nursing Resource Center, Lab 4	1.0
NURS 170	Strategies for Student Nursing Success: Entry Level	2.0
NURS 175	Strategies for Student Nursing Success: Advanced Level	2.0
NURS 118	Graduate Nurse Preceptorship	5.0
NURS 119	Nursing Pathophysiology	2.0

**Advanced Placement**

Students with previous nursing education may apply for advanced placement. This includes both students who are transferring from other state approved pre-licensure Nursing Programs and California Licensed Vocational Nurses (LVNs). LVNs are eligible for advanced placement into the Nursing Program either as generic students or 30-Unit Option students. All advanced placement students are admitted on a space available basis, and are selected in the following order: students returning from military service; students returning to the nursing program (after one program separation); LVN advanced placement students; students transferring from another nursing program in good academic standing; foreign trained nurses needing CA BRN remediation; and students

transferring from another nursing program with a failing grade.

**Advanced Placement: Transfer students**

Students transferring from other nursing programs who request advanced placement must meet all eligibility criteria for the Nursing Program, including achieving a qualifying score on the Test for Essential Academic Skills (TEAS). Advanced placement students must meet all nursing major requirements and general education requirements in order to receive the Associate of Science Degree in Nursing.

**In order to be eligible, transfer students must:**

1. Complete an EVC college application
2. Complete the "Request for transfer from another nursing program:" (available at <http://www.evc.edu/nursing>)
3. Provide transcripts verifying nursing coursework
4. Provide a college catalog with course description as well as course syllabi
5. Meet with the nursing counselor to determine GE coursework and transfer application completion
6. Bring application and supporting documents to the nursing office, S207, to determine potential placement

**Advanced Placement: LVN To RN Bridge Program**

LVNs who request advanced placement as generic students must meet all eligibility criteria for the Nursing Program. In addition they must complete the following:

1. Complete an EVC application.
2. Complete the "LVN Application" (available at <http://www.evc.edu/nursing>): these will be reviewed annually at the end of October.
3. Attend scheduled meeting with the Dean of Nursing (offered in November)
4. Completion of the Fundamentals of Nursing Final with a "C" or better (offered in December)
5. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January)
6. Completion of the Role Transition Course (N005) with a "C" or better (offered in spring or summer session) Upon completing the criteria, LVNs will be randomly selected for open spaces in the third semester. LVNs admitted as generic students must meet all nursing major requirements and general education requirements in order to receive the Associate of Science Degree in Nursing.

**LVN to RN Bridge Coursework**

**Prerequisites: All completed with a grade "C" or better**

BIOL 071*	Human Anatomy	5.0
BIOL 072*	Human Physiology (within 5 Years)	5.0
BIOL 074*	General Microbiology	5.0
*will accept a minimum of 4.0 semester units		
ENGL 001A	English Composition	3.0
NURS 005	Role Transition	1.5

**Course supportive of Major and General Education:**

Same as Nursing Coursework Above	19.0
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**Nursing Major Courses**

**First Semester:**

NURS 003	Advanced Pediatrics and Medical-Surgical Nursing	8.5
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**Second Semester:**

NURS 004	Advanced Medical-Surgical/Geriatric/Leadership and Management Nursing	10.0
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**Unit Breakdown:**

<b>Prerequisite Courses</b>	<b>16.5 – 19.5</b>
<b>General Education Courses</b>	<b>19.0</b>
<b>Nursing Major Courses</b>	<b>18.5</b>
<b>Total Units</b>	<b>54.0–57.0</b>

**For more information contact the Nursing Program Office at (408) 270-6448 (Sequoia S207) or access the Evergreen Valley College web site: [www.evc.edu/nursing](http://www.evc.edu/nursing).**

A 30-Unit Option is available for California LVNs that fulfills the California State Board of Registered Nursing requirements. (See Section 1429 of Title 16 – California Code of Regulations Nurse Practice Act.) Courses in the 30-Unit Option are completed in addition to the courses required for Vocational Nurse Licensure. Section 1429 provides that no more than thirty (30) semester units in nursing and related science subjects can be required. LVNs choosing the 30-Unit Option are not required to meet course recency requirements or to complete college placement testing. Following completion of the designated ten (10) units of Human Physiology and General Microbiology, with a “C” or better, LVNs apply to complete the remaining twenty (20) units in the Nursing Program. LVNs choosing the 30-Unit Option must complete a form stating this intention prior to commencing coursework. 30-Unit LVNs are admitted on a space available basis only. LVNs choosing the 30-unit option must complete the following:

1. Complete an EVC application.
2. Complete the “LVN Application” and indicate 30 unit option (available at <http://www.evc.edu/nursing>): these will be reviewed annually at the end of October.
3. Attend scheduled meeting with the Dean of Nursing (offered in November)
4. Completion of the Fundamentals of Nursing Final with a “C” or better (offered in December)
5. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January)
6. Completion of the Role Transition Course (N005) with a “C” or better (offered in spring or summer session). Upon completing the criteria, LVNs will be randomly selected for open spaces in the third semester

**LVN 30-Unit Option Coursework**

**Prerequisites: No recency required**

BIOL 072	Human Physiology	5.0
BIOL 074	General Microbiology	5.0
NURS 005	Role Transition	1.5

**Nursing Major Courses**

**First Semester:**

NURS 003	Advanced Pediatrics and Medical-Surgical Nursing	8.5
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**Second Semester:**

NURS 004	Advanced Medical-Surgical/Geriatric/Leadership and Management Nursing	10.0
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**Unit Breakdown**

<b>Prerequisite Course</b>	<b>11.5</b>
<b>Nursing Major Courses</b>	<b>18.5</b>
<b>Total Units</b>	<b>30.0</b>

**Following completion of the 30-Unit Option, LVNs are eligible to apply to take the NCLEX-RN. Completing the 30-Unit Option does not constitute graduation from the Nursing Program. In addition, completing the 30-Unit Option may limit the ability to gain licensure endorsement in other states or impact employment mobility in some health care institutions.**

California Code Of Regulations, Section 1444, Regarding Criminal Conviction

In accordance with California Code of Regulations, Section 1444, a person convicted of any offense other than a minor traffic violation may not qualify to be licensed as a Registered Nurse. If there are questions regarding this matter, further information is available at the board’s web site: [www.rn.ca.gov](http://www.rn.ca.gov).

**Policy For Impaired Nursing Students (Emotional Illness And Substance Abuse)**

- A. Purpose
 

Recognize inappropriate behaviors and performance, which may be attributed to substance abuse and/or emotional illness.
- B. Applicability
 

Students seeking enrollment or currently enrolled in Evergreen Valley College Nursing Program.
- C. Impaired Nursing Student Statement
 

Client safety is an overriding principle in the delivery of health care. For the health care professional to provide safe care, the health care professional must be able to make sound judgments. Thought processes and decision making can be adversely affected by excessive stress, and poor mental health and substance abuse. Impaired by the aforementioned factors, the health care professional can easily make unsafe decisions and thereby jeopardize client safety.

As health care professionals, we recognize that excessive stress, poor emotional and physical health and substance abuse are conditions that can be treated by early recognition and rehabilitation. Rehabilitated students are encouraged to re-enter the education process for successful completion of a health care program.

The student whose thought processes and decision-making ability is impaired by excessive stress, and/or poor emotional health and/or the abuse of substances will be considered to be unsafe to provide health care services and will be removed from the clinical setting. The student’ performance will be subject to faculty review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid for such conditions that could, if left unattended, lead to disciplinary action and

may prevent them from being licensed to practice nursing in the State of California.

#### D. Program Philosophy

The philosophy of the Evergreen Valley College Nursing Program concurs with the California State Board of Registered Nursing in relation to nursing students who are impaired by substance abuse or emotional illness. The Nursing Program's philosophy is:

1. We recognize that substance abuse and emotional illness are treatable diseases.
2. We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients.
3. We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover.
4. We believe that the nursing student has the primary responsibility to seek treatment.
5. We are committed to confidential handling of recognition and treatment of these diseases.

#### E. Signs and Symptoms of Impaired Nursing Students

Signs and symptoms of nurses abusing alcohol, drugs, or experiencing emotional impairment include, but are not limited to, the following:

Lack of enthusiasm-increasing absenteeism, arriving late and wanting to leave early, frequently requesting time off, taking extended meal and coffee breaks and refusing difficult or additional assignments; odor of alcohol or marijuana on breath; slurred or incoherent speech; chronic drowsiness and /or sleepiness; Tremors of hands; disorientation; unusually aggressive behavior; unexplained work errors; lack of coordination; unreasonable resentment, suspiciousness, overreaction to criticism; controlling behavior and inflexibility; isolation and withdrawal; irritability and mood swings; blaming, defensiveness and frequent conflicts; difficulties with interpersonal relationships; forgetfulness; frequent trips to the bathroom; repeated use of breath mints or mouth wash; deteriorating appearance; blackouts; unexplained nausea and vomiting or diarrhea; tremors, anxiety and "spaciness"; hangovers; unexplained diaphoresis; Unexplained sniffing, sneezing, watery eyes; unusual, unexplained weight loss or gain; frequent complaints of illness or injury; excessive bruising on arms, ankles, and hands.

#### F. Rehabilitation

It is the responsibility of the student to provide the Dean of Nursing and Allied Health with sufficient evidence of rehabilitation before reinstatement will be considered.

1. Evidence of completion of an accepted/ recognized inpatient or outpatient diversion program.
2. Letters from recognized recovery programs attesting to current sobriety and the length of time of sobriety if there has been a history of drug and/or alcohol abuse.
3. A current mental status examination by clinical licensed psychologist or psychiatrist. The evaluation should address the likelihood of similar acts in the future, and should speak to the suitability of the

student nurse for the profession.

#### G. Reinstated Students

Students who are considered for readmission to the Nursing Program must supply sufficient evidence from the recognized program or individual supporting continued compliance with the treatment plan. This evidence must be given to the Dean of Nursing and Allied Health before the student will be allowed to re-enter the program. Program re-entry will be on a space available basis only.

#### Americans With Disabilities Act Compliance Statement

The nursing program does not discriminate against qualified individuals with disabilities and complies with the 1990 Americans with Disabilities Act (ADA).

#### Disability is defined in the Act as:

1. Physical or mental impairment that substantially limits one or more of the major life activities of such individuals.
2. A record of such impairment.
3. Being regarded as having such an impairment.

For the purpose of Nursing Program compliance, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential requirements of Evergreen Valley College Nursing Program. These requirements are described in the following: Essential Capabilities and Functional Requirements.

#### A. Essential Capabilities

Evergreen Valley College Nursing Program students must have abilities and skills of five (5) varieties: Cognitive-Conceptual, Behavioral and Social Attributes, Communication, Sensory, and Motor. A student should be able to perform in a reasonably independent manner without the use of a surrogate. To function effectively and safely the student must be able to do the following:

Cognitive-conceptual: Critical thinking and clinical judgment are essential abilities of the professional nurse. These abilities include measurement, calculation, reasoning, analysis and synthesis.

Behavioral And Social Attributes: Students must possess the emotional stability required for full utilization of their intellectual abilities. The prompt completion of all responsibilities inherent to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients are essential. Students must be able to tolerate physically taxing workloads and to multitask effectively and efficiently under stress. They must be able to adapt to changing environments; to display flexibility and learn to function effectively, despite the uncertainties inherent in the clinical situations; to interact and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Compassion, integrity, honesty, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be demonstrated throughout the education process.

Communication: Students must be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. Students must be able to communicate effectively and sensitively with patients, colleagues, and other personnel. Communication

includes not only speech but also reading and writing. Students must be able to communicate in English effectively and efficiently in oral and written form with all members of the health care team, patients, and families. (See specific Functional Requirements.)

**Sensory:** Students must be able to observe a patient accurately. Observation necessitates the functional use of the senses of vision, smell, touch, hearing and somatic sensation. (See specific Functional Requirements.)

**Motor:** Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. Students should be able to execute gross and fine motor movements required to provide general care and emergency treatment of patients. Many actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. (See specific Functional Requirements which are based on community standards of health care agencies.)

These capabilities must be demonstrated in the clinical, laboratory, and theory (classroom) interactions and evaluations.

**B. Functional Requirements**

The Functional Requirements described below are representative, but not limited, to those that must be met by an individual to successfully perform the essential functions of a professional nurse.

**Communication Ability:**

1. Communicate effectively and efficiently in English with patients, families, and other health care providers, both verbally and in writing. (Example: explain treatment procedures, teach patients and families, and document in charts.)
2. Effectively adapt communication for intended audience.
3. Interact, establish rapport with individuals, families, and groups from a variety of social emotional, cultural and intellectual backgrounds.
4. Assume the role of a health care team member.
5. Function effectively under supervision.

**Sensory Capability:**

1. Coordinate verbal and manual instruction.
2. Assess a patient from 10 feet away to observe posture and response to treatment.
3. Respond to a timer, alarm or cries for help.
4. Auditory, visual, and tactile ability sufficient to assess a patient status and perform treatments. (Example: color changes in skin, hear heart and lung sounds.)

**Motor Capability:**

1. Move from room to room and maneuver in small spaces.
2. Transfer patients who may require physical assistance.
3. Guard and assist patients with ambulation.
4. Perform exercise techniques, including applying resistance during exercise.

5. Lift and carry up to 50 pounds, and exert up to 100 pounds force or push/pull.
6. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
7. Use hands repetitively; use manual dexterity.
8. Perform CPR.
9. Travel to and from academic and clinical sites.
10. Able to spend 75.0% to 90.0% of clinical time standing/walking.

**Policy for Student Criminal Background Checks And Urine Drug Screening**

**A. Policy Statement**

All students entering the nursing program are required to obtain a criminal background check and urine drug screen.

**B. Purpose**

The 2004 Manual for Hospitals published by the Joint Commission on Accreditation of hospitals and Healthcare Organizations (JCAHO), the major accreditation body for hospitals, requires that all staff members, student, faculty and volunteers meet standards relating to criminal background checks and freedom from drugs.

**C. Policy**

**Overview:** Students are responsible for costs associated with the criminal background check and drug screen. Students must further agree that all results are available to the nursing program and the clinical sites associated with the program. The program is responsible for ensuring that students comply with individual hospital policy regarding disclosure of results. Should a clinical agency refuse to place a student based on the outcome of either the background check or drug screen, the program has no responsibility for arranging an alternative clinical placement.

**1. Criminal Background Check:**

Upon acceptance in the nursing program, students must clear a criminal background check. Failure to complete this process will result in dismissal from the program. If the background check indicates criminal behavior, the student may be dismissed from the program.

**2. Urine Drug Screen:**

The nursing program maintains a no tolerance policy regarding substance abuse. All students must clear a urine drug test. Failure to undergo this test will result in dismissal from the program. If the drug screen comes back diluted the student will be allowed one (1) retest. If the student fails the second test, the student will be dismissed from the program.

**Policy for Students Returning to the Program**

**A. Policy Statement:**

The policy is intended to clarify the number of times a student can return to the EVC Nursing program. Students can request to return to the nursing program one (1) time within two years of program separation due to course failure or course withdrawal from any nursing major course.

**B. Purpose:** To establish guidelines for students requesting to



return to the EVC Nursing Program

1. Definition of Returning Student

A "returning student" is defined as a student who has at any time been enrolled in one (1) or more courses in the Evergreen Valley College Nursing Program. All students who have enrolled in an EVC nursing major course and attended class at least one (1) day will be considered an "enrolled" student.

2. Exceptions

Please note the following exceptions.

1. Students who leave the program because of being called to active military duty are able to return to the program.

3. Procedure

1. Students eligible to return to the program must complete the "Request to Return to the Nursing Program" form.
2. Requests must be submitted by the posted due dates.
3. Students eligible to return must demonstrate written evidence of compliance with faculty recommendations for remediation. Faculty and Dean will evaluate each student's request to return on an individual basis.
4. Students eligible to return will be selected on a space available basis according to the following priority:
  - i. Students continuing in the program
  - ii. Students returning from active military duty
  - iii. Students granted a medical or personal leave if the reasons for their medical or personal leave have been resolved
  - iv. Students who request to return to the nursing program one (1) time following program separation with evidence of following through on the recommended plan for academic remediation (if applicable).
  - v. LVNs entering the LVN to RN Bridge Program
  - vi. Students requesting to transfer from another nursing program who have a "C" or higher grade in every nursing major course and meet all eligibility requirements of the EVC Nursing Program (Transfer students who have been previously enrolled in the EVC Nursing Program and have two (2) course failures in the EVC Nursing Program are not eligible to apply for transfer back to the program.)
  - vii. Foreign educated nurses needing CA BRN remediation
  - viii. Students requesting to transfer from another nursing program who leave that program with a failing grade in a nursing major course and meet all eligibility requirements of the EVC Nursing Program (Transfer students who have been previously enrolled in the EVC Nursing Program and have two (2) course failures in

the EVC Nursing Program are not eligible to apply for transfer back to the program.)

**Further Information**

For further information about the Nursing Program contact the Nursing Program Office at (408) 270-6448 (Sequoia 207) or access the Evergreen Valley College web site: [www.evc.edu](http://www.evc.edu) for specific questions on financial aid and counseling/testing.

**PARALEGAL STUDIES**

The paralegal profession is one of the fastest growing job fields in the nation. Paralegals hold increasingly important and high paying positions at large and small law firms, Fortune 500 corporate legal departments, government agencies, banks, real estate and insurance companies, nonprofit organizations, and startup firms. Evergreen Valley College's Paralegal Studies Program prepares graduates to work as a "paralegal" or "legal assistant" under the educational standards set by California Business and Professions Code Section 6450. To qualify for an Associate in Arts degree complete each major and major elective course with a grade of "C" or better and the general pattern of 39 units. To qualify for an Associate in Science degree complete each major and major elective course with a grade of "C" or better, the general education pattern of 24 units, and recommended electives to total 60 units. The Paralegal Studies Certificate of Achievement prepares students for employment as a paralegal or legal assistant. To be awarded the certificate, a grade of "C" or better is required in each major requirement.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
CIT 010	Intro. to Computing & Information Tech.	3.0
LA 010	Introduction to Law, Legal Research, the Constitution and Ethics	3.0
BUS 071	Legal Environment of Business	3.0
LA 071	Legal Research and Writing - A	3.0
LA 072	Legal Analysis and Writing	3.0
	Legal Specialty Courses from list below	12.0
<b>Total Units</b>		<b>27.0</b>
<u>Legal Specialty Courses</u>		
LA 008	Legal Terminology (2.0)	
LA 012	Legal Ethics (1.0)	
LA 014	Civil Litigation (3.0)	
LA 016	Introduction to California Courts (3.0)	
LA 020	Legal Technology and Software (3.0)	
LA 030	Bankruptcy (3.0)	
LA 033	Tort and Personal Injury Law (3.0)	
LA 036	Real Estate and Property Law (3.0)	
LA 038	Family Law (3.0)	
LA 040	Criminal Law (3.0)	
LA 042	Law of Corporations, Partnership and Sole Proprietorship (3)	
LA 044	Intellectual Property Law (3.0)	
LA 046	Basic Immigration Law (3.0)	
LA 048	Mediation Principles and Practices (3.0)	
LA 050	Constitutional Law (3.0)	
<b>Major Requirements</b>		<b>27.0</b>
<b>General Education Requirements</b>		<b>39.0</b>
<b>Total Degree Requirements</b>		<b>66.0</b>



<u>ASSOCIATE IN SCIENCE DEGREE</u>		<u>UNITS</u>
CIT 010	Intro. to Computing & Information Tech.	3.0
LA 010	Introduction to Law, Legal Research, the Constitution and Ethics	3.0
BUS 071	Legal Environment of Business	3.0
LA 071	Legal Research and Writing - A	3.0
LA 072	Legal Analysis and Writing	3.0
	Legal Specialty Courses from list below	12.0
		<b>27.0</b>

Legal Specialty Courses

LA 008	Legal Terminology	2.0
LA 012	Legal Ethics	1.0
LA 014	Civil Litigation	3.0
LA 016	Introduction to California Courts	3.0
LA 020	Legal Technology and Software	3.0
LA 030	Bankruptcy	3.0
LA 033	Tort and Personal Injury Law	3.0
LA 036	Real Estate and Property Law	3.0
LA 038	Family Law	3.0
LA 040	Criminal Law	3.0
LA 042	Law of Corporations, Partnership and Sole Proprietorship	3.0
LA 044	Intellectual Property Law	3.0
LA 046	Basic Immigration Law	3.0
LA 048	Mediation Principles and Practices	3.0
LA 050	Constitutional Law	3.0

<b>Major Requirements</b>	<b>27.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Electives</b>	<b>9.0</b>
<b>Total Degree Requirements</b>	<b>60.0</b>

<u>CERTIFICATE OF ACHIEVEMENT</u>		<u>UNITS</u>
LA 010	Introduction to Law, Legal Research, the Constitution and Ethics	3.0
BUS 071	Legal Environment of Business	3.0
LA 071	Legal Research and Writing - A	3.0
LA 072	Legal Analysis and Writing	3.0
	Legal Specialty Courses from list above	12.0
<b>Total Units</b>		<b>24.0</b>

PERFORMING ARTS

Complete each course with a "C" grade or better

<u>CERTIFICATE OF SPECIALIZATION</u>		<u>UNITS</u>
DANCE 010	Ballet, Beginning	1.0
MUSIC 047	All College Chorus	1.5
<b>Select One Unit from the following:</b>		
DANCE 011	Ballet, Intermediate	1.0
DANCE 021	Jazz Dance, Intermediate	1.0
DANCE 051	Modern Dance, Intermediate	1.0
<b>Select Two Units from the following:</b>		
DANCE 020	Jazz Dance, Beginning	1.0
DANCE 022	Social Dance	1.0
DANCE 040	Tap Dance	0.5-1.0
DANCE 050	Modern Dance, Beginning	1.0
<b>Select Four Units from the following:</b>		
THEAT 002	Beginning Acting	3.0
THEAT 004	Acting II	3.0
DRAMA 014	Theater Workshop, Studio Production	0.5-2.0
<b>Total Units</b>		<b>9.5</b>

PSYCHOLOGY

This major prepares students to transfer to California State Universities and University of California campuses for those interested in a Bachelor's Degree in Psychology. In addition, the psychology major will provide a background for further study and careers in psychology, education, business, law, law enforcement, other social sciences, medicine and the allied health field. A grade of "C" or better is required in each major course.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
<b>Core Requirements</b>		
PSYCH 001	General Psychology	3.0
PSYCH 018	Introduction to Research Methods	3.0
PSYCH 030	Intro to Biological Psychology	3.0
MATH 063	Elementary Statistics	3.0

<b>Major Electives</b> (6 units from the following)	<b>6.0</b>	
PSYCH 035	Intro to Psychology of Women	3.0
PSYCH 047	Family Violence	3.0
PSYCH 060	Personal Growth and Adjustment	3.0
PSYCH 092	Developmental Psychology	3.0
PSYCH 096	Marriage and Family	3.0
PSYCH 099	Abnormal Psychology	3.0
PSYCH 100	Human Sexuality	3.0

Recommended Electives from Related Disciplines

ANTH 062	Introduction to Physical Anthropology	3.0
ANTH 063	Introduction to Cultural Anthropology	3.0
BIOL 020	Human Biology	4.0
BIOL 021	General Biology	4.0
BIOL 071	Human Anatomy	5.0
SOC 010	Introduction to Sociology	3.0
SOC 011	Social Problems	3.0

<b>Major Requirements</b>	<b>12.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Psychology Electives</b>	<b>6.0</b>
<b>Other Electives</b>	<b>3.0</b>
<b>Total Units</b>	<b>60.0</b>

RETAIL MANAGEMENT (W AFC)

The Retail Management Program offers both an Associate in Science Degree as well as a Certificate of Achievement in Retail Management. A student will qualify for an Associate in Science Degree by completing the core courses, 3 units of recommended electives, plus general education pattern to total 60 units. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

<u>ASSOCIATE IN ARTS DEGREE</u>		<u>UNITS</u>
ACCTG 101	Bookkeeping for Small Business	3.0
BIS 101	Written Communication	3.0
BIS 109	Microsoft Office	3.0
BIS 135	Human Relations in the Workplace	3.0
BUS 001	Business Math	3.0
BUS 063	Employee-Employer Relations	3.0
BUS 065	Concepts of Management	3.0
BUS 066	Retail Store Management	3.0
BUS 069	Human Resource Management	3.0
BUS 082	Introduction to Business	3.0
BUS 084	Introduction to Marketing Principles	3.0

COMS 020 Oral Communication*	3.0
<b>Major Requirements</b>	<b>36.0</b>
<b>General Education Requirements</b>	<b>21.0</b>
<b>Approved Electives**</b>	<b>3.0</b>
<b>Total Units</b>	<b>60.0</b>

\*COMS-020 fulfills 3 units of G.E. Requirements

\*\*Approved Electives: BUS 060, 067, 071, COMS 010, 045

**CERTIFICATE OF ACHIEVEMENT** **UNITS**

The certificate will be awarded to those who satisfactorily complete each course with a grade of "C" or better.

ACCTG 101 Bookkeeping for Small Business	3.0
BIS 101 Written Communication	3.0
BIS 109 Microsoft Office	3.0
BIS 135 Human Relations in the Workplace	3.0
BUS 001 Business Math	3.0
BUS 063 Employee-Employer Relations	3.0
BUS 065 Concepts of Management	3.0
BUS 066 Retail Store Management	3.0
BUS 069 Human Resource Management	3.0
BUS 084 Introduction to Marketing Principles	3.0
COMS 020 Oral Communication	3.0
<b>Total Units</b>	<b>33.0</b>

**SURVEYING AND GEOMATICS**

Evergreen Valley College offers the only Surveying and Geomatics program in the South Bay area. The program trains students with the necessary skills to become a land surveyor. It provides students with the formal theoretical and laboratory course work necessary to prepare for the Land Surveyors-In-Training Examination and the Professional Land Surveyors Examination. The program provides students with three options: An Associate in Arts Degree, an Associate in Science Degree, and a Certificate of Achievement.

In order to be awarded the degree or certificate, a grade of "C" or better is required in each major course and major elective.

**ASSOCIATE IN ARTS DEGREE** **UNITS**

**Core Classes:**

ENGR 018 Engineering Design and Graphics or	
CADD 130 Fundamentals of AutoCAD	3.0
ENGR 060 Surveying	3.0
ENGR 061 Plane Surveying	3.0
ENGR 063 GIS for Civil Engineering and Surveying	3.0
SG 100* Applied Math for Land Surveying	1.0
SG 141 Boundary Control and Legal Principles	3.0
SG 142 California Coordinate System	1.0
SG 143 Photogrammetry	1.0
SG 145 Astronomy for Surveyors	1.0
SG 146 CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147 Global Positioning for Surveyors	3.0
SG 148 Maps, the Subdivision Map Act and the Land Surveyors Act	3.0

<b>Core Units</b>	<b>28.0</b>
<b>General Education Requirements</b>	<b>39.0</b>
<b>Total Units</b>	<b>67.0</b>

\* Math 22 also satisfies this requirement.

**ASSOCIATE IN SCIENCE DEGREE** **UNITS**

**Core Classes:**

CADD 130 Fundamentals of AutoCAD or	
ENGR 018 Engineering Design and Graphics	3.0
ENGR 060 Surveying	3.0
ENGR 061 Plane Surveying	3.0
ENGR 063 GIS for Civil Engineering and Surveying	3.0
SG 100* Applied Math for Land Surveying	1.0
SG 141 Boundary Control and Legal Principles	3.0
SG 142 California Coordinate System	1.0
SG 143 Photogrammetry	1.0
SG 145 Astronomy for Surveyors	1.0
SG 146 CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147 Global Positioning for Surveyors	3.0
SG 148 Maps, the Subdivision Map Act and the Land Surveyors Act	3.0

**Nine Elective Units from the Courses below** **9.0**

ENGL 001A English Composition	
ENGR 010 Engineering Processes and Tools	
LA 071 Legal Research and Writing A	
BUS 065 Concepts of Management	
BUS 067 Organization Management	
BUS 082 Introduction to Business	

<b>Core Units</b>	<b>28.0</b>
<b>General Education Requirements</b>	<b>24.0</b>
<b>Elective Units</b>	<b>9.0</b>
<b>Total Units</b>	<b>61.0</b>

**CERTIFICATE OF ACHIEVEMENT** **UNITS**

CADD 130 Fundamentals of AutoCAD or	
ENGR 018 Engineering Design and Graphics	3.0
ENGR 060 Surveying	3.0
ENGR 061 Plane Surveying	3.0
ENGR 063 GIS for Civil Engineering and Surveying	3.0
SG 100* Applied Math for Land Surveying	1.0
SG 141 Boundary Control and Legal Principles	3.0
SG 142 California Coordinate System	1.0
SG 143 Photogrammetry	1.0
SG 145 Astronomy for Surveyors	1.0
SG 146 CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147 Global Positioning for Surveyors	3.0
SG 148 Maps, the Subdivision Map Act and the Land Surveyors Act	3.0
<b>Total Units</b>	<b>28.0</b>

\* Math 22 also satisfies this requirement.

# CHAPTER 5: COURSE DESCRIPTIONS AND INFORMATION



## IN THIS CHAPTER:

- Course Information Keys
- Course Prerequisites and Corequisites
- Advisories on Recommended Preparation (Advisory Levels)
- Open Curriculum
- Advisory Math Levels
- Advisory Writing Levels
- Advisory Reading Levels
- Course Numbering
- Repeating Courses
- Course Descriptions

## COURSE INFORMATION KEYS

### GRADING

- L** = Letter Grade Only
- K** = Mandatory Pass/No Pass
- O** = Optional Pass/No Pass
- N** = Non-Graded

### DEGREE APPLICABLE

- A.A.** = Applies to an A.A. Degree
- A.S.** = Applies to an A.S. Degree
- NAA** = Offered In credit mode but does not apply to an A.A. or A.S. Degree
- NC** = No credit course

**District G.E.** = Meets criteria for District General Education

**CSU G.E.** = Meets criteria for California State University General Education

**IGETC** = Meets criteria for IGETC (applicable to both CSU and UC system)

### TRANSFER STATUS

**CSU** = Course has been accepted by the CSU and will be on Baccalaureate list for Fall 2000

**UC** = Course has been accepted by the University of California System

**UC+** = UC will accept a total 6 units of these courses with some stipulations

**Course Sequence:** Capital letters following the course number indicate that two (A, B) or more semesters form a sequence. The A semester must be completed before the B, etc., unless specifically noted in the course description.

**Course Number and Titles:** Course is identified by a course number and brief title.

**Course Description:** A brief statement identifies the scope and purpose of the course, and in many instances, the students who should take it.

A course may not be repeated for credit unless it is stated at the end of the course description. A counselor may require the student to obtain the instructor's written consent before instructing the student to enroll in a course if it is to be repeated for credit.

**Units:** Identifies the number of units that are earned upon successful completion of the course, or courses in a sequence.

**Grading:** Indicates the type of grading available for that course. For example, . Grading: L means the course may be taken for letter grade only. All courses may be offered in the day, evening, and/or weekend sessions. The offering of any course described is contingent upon adequate enrollment.

**COURSE PREREQUISITES AND COREQUISITES****Definitions**

“Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

“Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**Note:** Prerequisites and Corequisites are listed under each course in the schedule of classes and catalog.

**Prerequisite Challenge**

A prerequisite or corequisite may be challenged for any of the following reasons:

1. The student has the knowledge or ability to succeed despite not meeting the prerequisite
2. The prerequisite has not been made reasonably available to the student
3. The prerequisite has not been established in accordance with the District’s process for establishing prerequisites.
4. The prerequisite is discriminatory or applied in a discriminatory manner
5. The prerequisite was established in violation of Title 5

**Verification Of Equivalency**

If the student believes that he/she has completed the prerequisite(s) or corequisite(s) for this course as listed in the schedule of classes or catalog based on previous coursework at another institution, he/she should have transcripts or other evidence of meeting the course prerequisite.

**Challenge Process**

If the student believes that he/she has completed the prerequisite(s) or corequisite(s) for this course as listed in the schedule of classes or catalog based on previous coursework or personal experience, he/she may do the following:

1. Pick up a Prerequisite Challenge Form at the Office of Admissions and Records, and complete the required information. Attach transcripts or other evidence of meeting the course prerequisite.
2. Turn in completed form to Admissions and Records and register for the class. This registration is temporary pending approval of the prerequisite challenge process.
3. See a Counselor or Instructor if additional information is needed.
4. If still unresolved student can meet with the Instructional Dean in the discipline, to present his/her case.

The College will provide a final response to the prerequisite challenge within 5 working days.

**ADVISORIES ON RECOMMENDED PREPARATION (ADVISORY LEVELS)****Definition**

“Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required to meet before, or in conjunction with, enrollment in a course or educational program.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are very strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

**Location**

Advisory Levels are listed under each course in the schedule and catalog.

**OPEN CURRICULUM**

An Open Curriculum class is a class that has no prerequisites of any kind. However, some courses, such as English 321 and Math 310, may require that placement test results be on file prior to the first day of class. Classes such as this with an additional requirement are marked with an \* after the words “open curriculum.”

**ADVISORY MATH LEVELS**

Math levels are advisory only for courses outside of the math discipline.

**Advisory Math Level 1:** arithmetic skills including fractions, decimals, and percentages

List of courses that will provide this skill level:

1. 3 units of MATH 310 with a P grade or
2. BUS 001 or 060 or
3. ACCTG 101

**Advisory Math Level 2:** beginning algebraic skills

List of courses that will provide this skill level:

1. Math 011A or 011R or 011S with C grades or higher

**Advisory Math Level 3:** intermediate algebraic skills

List of courses that will provide this skills level:

1. MATH 013 with a C grade or higher or
2. BUS 060

**Advisory Math Level 4:** advanced algebraic and trigonometric skills (sometimes called pre-calculus)

List of courses that will provide this skills level:

1. MATH 025 or (MATH 021 and 022) with a C grade or higher

**Advisory Math Level 5:** first semester calculus

List of courses that will provide this skills level:

1. MATH 071 with a C grade or higher



**Advisory Math Level 6:** second semester calculus

List of courses that will provide this skills level:

1. MATH 072 with a C grade or higher

**Advisory Math Level 7:** multivariate calculus or differential equations or linear algebra.

List of courses that will provide this skills level:

1. MATH 073 or 078 or 079, with a C grade or higher

**ADVISORY WRITING LEVELS**

**Advisory Write Level 1:** having the ability to use correct word forms, parts of speech and basic sentence structure; link sentences into a unified paragraph.

List of courses that provide this skill level:

1. ENGL 341
2. ESL 312

**Advisory Write Level 2:** having the ability to write simple, compound, and complex sentences; develop a written paragraph; and to use correct grammar and spelling.

List of courses that provide this skill level:

1. ENGL 330 or ENGL 335 (4 units) or
2. ESL 302

A "P" grade is required in all of these courses or placement based on assessment.

**Advisory Write Level 3:** having the ability to write a well-organized five-paragraph essay, use rhetorical modes and methods of organization, write paragraphs with unity and coherence, and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that provide this skill level:

1. ENGL 104 or ENGL 092 or
2. ESL 091 (6 units)

A "P" grade is required in all of these courses or placement based on assessment.

**Advisory Write Level 4:** having the ability to write a well organized paragraph essay in support of a clearly stated thesis' apply an analytical understanding of college-level text; apply basic research skills and critical thinking skills; and recognize audience, purpose, and tone.

List of courses that provide this skill level:

1. ENGL 001 A: C grade required

**ADVISORY READING LEVELS**

**Advisory Read Level 1:** having the ability to find stated and implied main ideas in simple passages; identify important details; understand the use of new vocabulary in textbook reading passages, utilize textbook reading strategies, and understand what it means to read critically.

List of courses that provide this skill level:

1. ENGL 321 or READ 350 or
2. ESL 312

**Advisory Read Level 2:** having the ability to find the state and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

List of courses that provide this skill level:

1. ENGL 322 or READ 301 or
2. ESL 302

A "P" grade is required in all of these courses or placement based on assessment.

**Advisory Read Level 3:** having the ability to identify the thesis statement in college materials, understand and identify main ideas and supporting details, recognize and identify organizational patterns, make complex inferences, summarize and paraphrase information, separate fact from opinion, recognize connotation and denotation, detect bias, recognize errors in reasoning, use a college level vocabulary, use rate flexibility in reading a wide range of college materials, and use range of other college level reading skills.

List of courses that provide this skill level:

1. ENGL 102 or READ 101 or
2. ESL 091 (6 units)

A "P" grade is required in all of these courses or placement based on assessment.

**Advisory Read Level 4:**

List of courses that provide this skill level:

1. ENGL 001D: C grade required

**COURSE NUMBERING**

**1-99**

Courses numbered 1-99 generally qualify for the Associate in Arts and Associate in Science degrees and usually include courses that are transferable to meet requirements at four-year institutions.

**94**

Individualized Skills Laboratory in any discipline. This course provides a framework for any of the disciplines listed in the Catalog to offer transferable individualized instructional courses and modules which are designed to enrich or broaden the students' experiences beyond that which is available through the regular curriculum. Units are transferable as elective credit.

**98**

This number is assigned to Independent Directed Study courses in any of the disciplines listed in the catalog. Directed Study courses are approved by the curriculum committee for one of 2 purposes:

1. To allow a student to take an alternative class to fulfill a course requirement for a certificate, major, or associate degree.
2. To allow a student to be able to complete a certificate, major, or associate degree when the course is not being

offered during the current semester or is being offered at a time that the student cannot attend. Directed Study courses should be limited to 5 or fewer students. This course requires an individual contract between the student, instructor, and the discipline dean. Units are transferable as elective credit.

### 100-199

Courses numbered 100-199 also may qualify for the Associate in Arts and Associate in Science degrees, are acceptable for elective credit, and may have transfer value for major field requirements in particular baccalaureate programs.

### 194

Individualized Skills Laboratory in any discipline. This nontransferable course provides a framework for any discipline listed in the catalog to offer individualized instruction modules designed to enrich or broaden the students' experience beyond what is available through the regular curriculum.

### 200-299

These are no-credit courses in which no letter grade is received. They may not be used to satisfy degree requirements of any type.

### 300-399

These are qualifying courses designed to prepare one for entry to basic college courses in the subject field. These courses carry no credit toward the Associate Degree requirement and may not be used to satisfy General Education, Associate Degree, or major requirements. They are not transferable to four-year institutions.

### 394

Individualized Skills Laboratory in any discipline. This nontransferable course provides a framework for any of the disciplines listed in the catalog to offer remedial-level individualized instructional modules that are designed to develop or support the students' experiences below what is available through the regular curriculum.

## REPEATING COURSES

Students may repeat any course in which they receive a grade of D or F twice. Under certain extenuating circumstances a student may repeat a course for a third time with approval of the Vice President of Student Affairs. Courses in which students received a final grade of "C" or better may not be repeated unless it is specifically designated. See list below:

Repeatable Courses:

ASTRO	010L
ATHM	060
ATHW	060
AUTO	132, 145, 147, 147A, 147B, 147C
BIOL	080
BIS	104, 160, 162
BUS	060L
CADD	146A, 146B, 146C

CIT	097
DANCE	014
DISP	172, 182
DRAMA	014
ENGL	001L 194 310L, 321, 321L, 322L, 394
ESL	100L, 194, 310L, 320L, 330L, 341L
FREN	001L, 002L
GUIDE	104, 110A, 110B, 112, 115, 150, 394
II	210, 394
IDIS	090, 190
JOURN	065
LE	116, 172, 173, 179
LA	008
MATH	300, 310
MUSIC	101
PED	034, 051, 056A, 062, 064, 069H
SSCI	050

Other course repetition options:

- If a course is legally mandated training requirement as a condition of continued or paid or volunteer employment a student may take this course any number of times
- If a student is enrolled in credit special class offered by the Disabilities Support Program
- If a significant lapse of time (3 years) has passed

PLEASE NOTE: [Title 5, section 55041: If the activity course involves the same primary activity or different levels of the same educational activity, combined enrollment across these similar courses is limited to four times. Students are permitted to repeat an activity course a maximum of three times. Activity courses include physical education courses or visual or performing arts courses in music, fine arts, theater, and dance]

The following repeatable courses are grouped according to similarity in activity and fall into the above Title 5 regulations:

ART	025*
ART	055A*, 055B*
ART	060*, 061*
DANCE	010*, 011*
DANCE	020*, 021*
DANCE	040*
DANCE	050*, 051*
DANCE	022*, 064*, 065*, 066*, 067*
MUSIC	023, 047, 053A, 053B
MUSIC	020*, 050A*, 050B*
PED	023*, 055*
PED	056*, 058*
PED	041*, 043*, 044*
PED	053, 070
PED	052*
THEAT	002*, 003*, 004*,
THEAT	030*, 031*, 032*, 034*, 035*
THEAT	033*, 036*

\*\* All disciplines 138\* (total 16 units)

\*\* All disciplines 098\* (total 9 units)

\*\* WE 088\*, 088A\* (total 6 units)

\* Course(s) taught at SJCC and/or EVC and can only be taken a total of 4 times district-wide

\*\* Can only be taken for amount of units in parenthesis district-wide

**Accounting****ACCTG-020 - Financial Accounting Units: 5**

This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 101 or BUS 001 or MATH 011A or MATH 011R or MATH 011S or MATH 012; all with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-021 - Managerial Accounting Units: 5**

This transfer course introduces students to managerial decision-making using accounting information. Topics include the master budget; static and flexible budgets; Statement of Cash Flows; capital budgeting techniques; cost-volume-profit relationships; contribution margin approach to decision-making; cost behavior analysis; job order and process costing; activity-based costing and just-in-time manufacturing; standard costing; responsibility accounting; cost performance reporting; special business decisions; financial statement analysis; incremental analysis; break-even analysis; and pricing under absorption and variable costing.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 020 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-022 - Payroll Accounting Units: 4**

This course is an introduction to payroll accounting laws and procedures that affect payroll calculations, benefits, and deductions for federal and state tax filing and forms. The material is presented through lecture, discussion and a comprehensive payroll project.

Lecture Hours: 4 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ACCTG 020 or ACCTG 101, with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-030 - QuickBooks Units: 3**

The course provides students with hands-on computer-based accounting using QuickBooks, including behind-the-scenes accounting. Proper use of QuickBooks business forms for recording sales and receivables, payables and purchases, and payroll will be presented. Students will explore methods of business problem solving.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: ACCTG 101 or ACCTG 020, both with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-041 - Accounting for Governmental and Nonprofit Entities Units: 5**

This course is an introduction to fund accounting used by governmental and nonprofit organizations. The material is presented through lecture, discussion, current events and the use of case problems.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ACCTG 020, with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-062 - Cost Accounting Units: 5**

This course provides students with cost accounting principles, including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as costing concepts for products, services, and customers. Topics covered in this course are of significant value in personal financial management as well.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 021 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-063 - Intermediate Accounting Units: 5**

This course will cover comprehensive and up-to-date accounting topics. Topics will include the conceptual framework of accounting, income statement, balance sheet and statement of cash flows, inventory, plant assets, depreciation, intangible assets and investments. Emphasis will be placed on the study of Generally Accepted Accounting Principles and their impact on the financial statement presentation required by the Financial Accounting Standards Board.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 021 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-095 - Individual Income Tax CTEC Approved Units: 5**

This is a comprehensive Income Tax Course (Part I--Basic; and Part II--Intermediate) with materials prepared by "The Income Tax School." "The Income Tax School" has received approval by the California Tax Education Council (CTEC) to provide a comprehensive Federal and California State Income Tax Course to fulfill the 60-hour qualifying education requirement mandated by California State Law. The material is presented through lecture, discussion, and review problems.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Recommended: ACCTG 020, C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-097 - Accounting for Income Taxes Units: 3**

This course provides students with an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is given to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions, and tax credits. Tax planning techniques will be explored. Other tax entities, such as corporations, partnerships and fiduciaries will be discussed. Issues of gift and estate taxation will be reviewed. A comparative analysis of California tax law will be provided.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 1  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ACCTG-101 - Bookkeeping for Small Business Units: 3**

An introduction to accounting principles and procedures that apply to the operations of a small business. The material is presented through lecture and simulation activities and may include microcomputer and/or WebCT Applications for discussion groups and general information. Transactions are analyzed and processed, financial statements are developed, and records are adjusted and closed for a complete accounting cycle for service and merchandising businesses. This course prepares students for positions as accounting assistants or entry level bookkeepers.

Lecture Hours: 3      Lab Hours: 1      Repeatable: No      Grading: O

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ACCTG-138 - Work Experience Units: 1 - 8**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 15      Grading: O

**Corequisite:** Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 2  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

***Administration of Justice*****AJ-010 - Introduction to Administration of Justice Units: 3**

This course covers the history and philosophy of administration of justice as it evolved throughout the world. It involves in-depth study of the American system and the various sub-systems; study of the roles and role expectations of criminal justice agents in their interrelation to the procedures of the justice system. (This course is required for the major.)

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: D0                  District GE: D0                  IGETC: None

**AJ-011 - Criminal Law Units: 3**

This course covers the historical development and philosophy of law. It includes definitions and classifications of crimes as well as the elements of common felonies and misdemeanors. Criminal intent, affirmative defenses, as well as select crimes against persons, property, public order and morality, and the government are also explored. (Course required for major.)

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: D0                  District GE: D0                  IGETC: None

**AJ-013 - Criminal Procedures Units: 3**

This course focuses on constitutional rights associated with the 4th, 5th, 6th, 8th, and 14th Amendments. Current laws relating to arrests, searches, seizures, as well as post arrest procedures associated with criminal prosecution are analyzed. An introduction to rights of indigents, plea negotiation, bail, and the study of state and federal appellate court decisions is also included. (Required for major.)

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AJ-014 - Contemporary Police Issues Units: 3**

This course focuses on both the historical and contemporary role of police in society. Emphasis is placed on discussion and research of police hiring and training procedures, ethical issues, use of police discretion, police corruption, and the role of women and minorities in law enforcement.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: D0                  District GE: D0                  IGETC: None

**AJ-015 - Introduction to Investigation Units: 3**

This course covers the fundamentals of investigation, including techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation, and follow-up investigation. (This course is required for the major.)

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None



**AJ-110 - Narcotics and Drug Abuse Units: 3**

Examination of problems caused by legal and illegal psychoactive drugs in society. Identification, classification and patterns of use. Historical trends relating to criminalization, legalization, intervention and treatment. Relationships between drug use and criminal behavior.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L  
Credit by Exam: Yes

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-111 - Juvenile Law and Procedures Units: 3**

This course covers the application of specific statutes from the Welfare and Institutions Code and the California Penal Code to the juvenile justice system. Particular focus is placed on the role of law enforcement, probation services, schools, and parents/guardians in responding to delinquency issues. Also included are discussions relating to gangs, juvenile sex offenders, mentally ill juvenile offenders, and juvenile victimization and exploitation.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-112 - Introduction to Evidence Units: 3**

The laws of evidence relating to burden of proof, admission and exclusion of evidence, the hearsay rule and its exceptions, relevance, the use of writings and real evidence, judicial notice, order of proof and presumptions, and issues relating to witness examination, competency and privileges.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-113 - Crime and Violence in America Units: 3**

This course introduces theories of violence, predictors of violence, and approaches to crime measurement. Different forms of criminal homicide, sexual offenses, terrorism, gang and hate crimes, marital violence and elder abuse are addressed. The course examines the impact of violence on quality of life issues as well as exploring crime prevention and intervention strategies.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-114 - Terrorism Units: 3**

This course covers the ideology, history, motives and causes of domestic and international terrorism. Terrorist behavior, typologies of terrorism and extremism as a basis for terrorist behavior, as well as the response of the government and law enforcement in combating terrorism in multiple arenas are addressed.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-115 - Forensic Science Units: 3**

This course discusses practices used by forensic scientists in the identification, collection, comparison, and analysis of different types of physical evidence. Emphasis is given to biological fluids, ballistics, tool marks, fingerprints, questioned documents, drugs, and explosives.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-116 - Introduction to Corrections Units: 3**

This course covers the history and philosophy of correctional theory and practice in America. Emphasis is placed on adult and juvenile correctional institutions, jails, probation, parole, the effects of institutionalization, and alternatives to incarceration. Attention will also focus on specific issues in correctional systems, such as prisoner due process rights, overcrowding, ethnicity, gender, and aging.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-117 - Cybercrime Units: 3**

This course will introduce students to various computer crimes and the appropriate investigative procedures used in collection, documentation, and presentation of evidence in court. The course includes a computer lab component.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Anthropology****ANTH-062 - Introduction to Physical Anthropology Units: 3**

This course is the study of the origin, antiquity, and races of man; the criteria of racial classification, race problems; fossil man and prehistory will be covered.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1 District GE: D1 IGETC: 4A

**ANTH-063 - Introduction to Social and Cultural Anthropology Units: 3**

This course introduces the student to an overview of the field of social and cultural anthropology. Topics include the development of the field of Anthropology, the concept of culture, language and communication, patterns of subsistence and economic systems. Other topics covered are sex and marriage, family, kinship and descent, political systems, spirituality, religion, the arts and the challenge of globalization.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1 District GE: D1 IGETC: 4A

**ANTH-090 - Introduction to Pre-Cuauhtemoc Mexico Units: 3**

This course will examine the origins, evolution, and experiences of the major indigenous civilizations from Pre-Columbian Mexico. Students will be exposed to the dominant groups from this particular time period which include the Olmecas, Maya, Teotihuacanes, Zapotecas, Mixtecas, Toltecas and the Mexicas. Particular attention will be paid to their geographical location, subsistence patterns, religion, political structure, economy, education, family and marriage patterns, warfare, music, art and the decline of these groups. The course will also examine how this rich heritage has impacted the modern Chicana/o (Mexican American).

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1 District GE: D1 IGETC: 4A

**ANTH-098 - Directed Study in Anthropology Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Art****ART-012 - Two Dimensional Design Units: 3**

This course is an introduction to the theories and applications of two-dimensional (flat surface) form in visual art and design. The student will use a variety of media, tools and techniques in studying line form, volume, space, value, texture, balance, proportion, movement, light and contrast. The course may include field trips.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ART-013 - Three Dimensional Design Units: 3**

This course is an introduction to the theories and applications of design in three-dimensional form in space. Students study the elements and principles of design, using a variety of tools, techniques, and mediums which may include wire, cardboard, clay, wood, plaster, and other materials at the instructor's discretion, in a studio lab setting. Concepts are introduced and clarified through instructor lecture and demonstrations. Field trips may be included. This course is 3 units, with two hours of lab for every hour of lecture. Three-Dimensional Design is a core foundation art course for AA degree and transfer.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ART-014 - Color Units: 3**

This course is a study of the attributes of color. Lecture and studio practice explore the theories and creative use of color in visual art and design. Color is a core art course for AA degree and transfer art program.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ART-024 - Beginning Drawing****Units: 3**

This course is an introduction to the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools and techniques in studying the elements and principles of drawing, including line, shape, value, texture, perspective and composition. This course may include field trips.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-025 - Expressive Drawing****Units: 3**

Expressive Drawing is a further study of drawing elements, principles and techniques with an emphasis on the expressive nature of drawing. Students will explore the process of turning marks on paper into the visualization of emotions, ideas and reactions. Students will use both outside references and work from their imaginations in a series of drawings developing personal imagery and content. A variety of traditional and non-traditional techniques will be explored, including achromatic and color media. In addition to the initial 3 units of credit, this course is repeatable three times for a total of 12 units. Prerequisite: ART 024.

Lecture Hours: 2      Lab Hours: 4      Repeatable: 3      Grading: O

Prerequisite: ART 024, with C or better or equivalent

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-026A - Representational Drawing****Units: 3**

This course is designed to provide a rigorous study of drawing based on observation. Emphasis is on building skills to render what is observed in a naturalistic and illusionistic manner, which includes a study of line, shade, texture, volume, mass, spatial relationships, and linear perspective.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: L

Prerequisite: ART 024, with C or better

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-035 - Graphic Design I****Units: 3**

This course is a survey of graphic design fundamentals utilizing traditional media, techniques, and computers. Students are introduced to visual thinking and to the process of graphic design, a process which begins and ends with clear conceptual and aesthetic objectives. Balancing conceptual and technical aspects of design, students develop the skills needed to solve design problems and present solutions effectively in class projects. This course is recommended for graphic design, DTP, illustration students and those pursuing careers in multimedia and web design. This course is the same as BIS 35.

Lecture Hours: 3      Lab Hours: 1      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-036 - Computer Visual Design****Units: 3**

This course is an introduction to form and design emphasizing the use of the computer as a tool for visual design. Multifaceted projects help students develop problem-solving skills while learning computer design fundamentals. Content will include: composition and communication, structures, and formal organization. Software and techniques are chosen on the basis of what is most appropriate for the design problem. This course is the same as BIS 036.

Lecture Hours: 3      Lab Hours: 1      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-038 - Graphic Design II****Units: 3**

This course builds on the visual language achieved in Graphic Design I and further develops communication skills, concepts and theories that create successful visual design. Topics include combining and utilizing design principles and exploration of visual organization theory and informational theory. Emphasis is placed upon developing an aesthetic which recognizes the visual impact of typographic choices. Students who complete this course will gain a further understanding of the principles of design and learn specific uses of design in advertising, corporate identity design, Web, and interactive media.

Lecture Hours: 2.5      Lab Hours: 1.5      Repeatable: No      Grading: L

Prerequisite: ART 035 or BIS 035 with C or better

Recommended: Proficiency in basic computer skills, ie....file management, saving, navigating.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-042 - Sculpture I****Units: 3**

This is a studio/lecture course which emphasizes three dimensional design projects in clay, plastic, wood, stone, and metal. A survey of sculptural form, both historic and contemporary, parallels individual student work. Many types of sculptural forms such as relief sculpture, sculpture in the round, mobiles, stabiles, environmental, monolithic, linear, etc., as well as representational and abstract forms are examined. Group projects, field trips, and slide lectures are included in this course.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*      Read: None      Write: None      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-043 - Sculpture II****Units: 3**

This course is a continuation of Art 42, with the opportunity for students to explore more fully their particular interests in sculptural media, methods and ideas. The types and meaning of sculpture in contemporary society are examined. Critiques, group projects, field trips, and slide lectures supplement this course.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Prerequisite: ART 042

CAN:

*Advisory Level:*      Read: None      Write: None      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**ART-055A - Life Drawing I****Units: 3**

This is a beginning course in drawing from the living human figure. Fundamentals of life drawing will be covered, including drawing shape, volume, mass, proportion, sub-structure, foreshortening and the basics of human anatomy. Techniques include contour, gesture, surface modeling, hatching, cross-hatching and tonal shading using a variety of drawing media.

Lecture Hours: 2      Lab Hours: 4      Repeatable: 3      Grading: L

Prerequisite: ART 024 with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-055B - Life Drawing II****Units: 3**

This course is a continuation of drawing the human figure, with emphasis on continued practice of technique while developing a personal artistic direction. Topics covered will include development of full-page composition, use of multiple figures, integration of color, theme development, and refinement of personal style. Traditional and non-traditional approaches will be explored.

Lecture Hours: 2      Lab Hours: 4      Repeatable: 3      Grading: L

Prerequisite: ART 055A, with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-060 - Beginning Painting I****Units: 3**

In this studio course, students will learn the fundamentals of painting technique including application of color theory, development of composition, and various practices of applying paint. Along with the development of technical skills, students will gain an understanding of how the qualities of the painting medium can be used to express personal values, observations and ideas. Traditional modes of representation as well as contemporary approaches will be explored.

Lecture Hours: 2      Lab Hours: 4      Repeatable: 3      Grading: O

Prerequisite: ART 014 and ART 024, both with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-061 - Beginning Painting II****Units: 3**

ART 061 expands the knowledge and technologies gained in Art 060, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique to further explore and develop their aesthetic style. This course is repeatable for a total of 12 units. Prerequisite: ART 060.

Lecture Hours: 2      Lab Hours: 4      Repeatable: 3      Grading: O

Prerequisite: ART 060, with C or better, or equivalent

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-066 - Jewelry Casting****Units: 3**

This is an introductory course in jewelry and metalsmithing with an emphasis on casting techniques. Students will study the history of jewelry from earliest times to the present. Students will learn and use the elements of art structure and principles of design to create their own unique works of art. Assignments will focus on design while exploring wax modeling, core casting, photo transfer etching, and other methods for making cast jewelry. Field trips to exhibitions may supplement the course.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-067 - Fabrication Jewelry****Units: 3**

This is an introductory course in jewelry and metalsmithing with an emphasis on fabrication techniques. Students study the history of jewelry from earliest times to the present. Assignments focus on design, while exploring a wide range of fabricating techniques such as piercing, texturing, soldering, cutting, forming, bezel, and prong setting of stones, hydraulic die, enameling, etc. Field trips to museums and exhibitions may supplement the course.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-068 - Jewelry Raising****Units: 3**

In this course metalsmithing techniques such as raising, shell forming, die forming, mold making, chasing, repousse, and electroplating are introduced. Individual projects in jewelry and hollowware, tool making, and other utilitarian objects are studied. Studio planning and layout, health hazards of the metalsmith, job and career opportunities, and other topics are covered. Field trips and slide lectures on historic and contemporary jewelry and metalsmithing supplement project assignments.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: None                          Degree Applicable: NAA  
 CSU GE: None                  District GE: None                  IGETC: None

**ART-069 - Jewelry Forging****Units: 3**

In this course individual projects of special interest to each student are encouraged. Advanced design assignments and technical projects in forging nonferrous metals and metal forming are given. Critiques of contemporary gold and silversmiths' work and the development of individual styles of personal expression in jewelry and metalsmithing are explored. Local and regional career opportunities are discussed. Field trips and slide lectures on historic and contemporary jewelry and metalsmithing supplement project assignments.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Prerequisite: ART 068

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: None                          Degree Applicable: NAA  
 CSU GE: None                  District GE: None                  IGETC: None



**ART-070 - Art as a Business Units: 3**

In this course students will build on the technical skills learned in previous Art classes. Image development, marketing strategies, manufacturing techniques and business skills are applied to art production. Students use serial production techniques and other commercial production skills to design and create a product for which they develop a generic business plan. Pricing art (both wholesale and retail), as well as advertising, publicity, photography, tax considerations, licenses, insurance and security are covered. This is a lecture/lab class and the production of artwork is a major portion of the course.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O  
Prerequisite: ART 043 or ART 060 or ART 066 or ART 067 or ART 068 or ART 069

CAN:  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**ART-075 - Advanced Jewelry Techniques Units: 3**

Students learn advanced jewelry and metalsmithing techniques including forging, raising, casting, hydraulic press die forming, and photography for portfolio development. Individual studio planning and layout, studio health hazards and safety procedures, job and career opportunities in the jewelry profession and metal arts are other subjects covered in this course. Students design and make individual projects in jewelry, hollowware, and utilitarian objects. Field trips, slide lectures on historic and contemporary metal arts, guest speakers, and discussion of career opportunities may be included.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O  
Prerequisite: ART 066 or ART 067

CAN:  
Advisory Level: Read: None Write: None Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**ART-090 - Art Appreciation Units: 3**

This is an introductory course to the appreciation of the visual arts. It examines the visual arts drawn from a wide variety of media, cultures and time periods. Students will learn to analyze art forms, technical procedures and the content of the works. The function and communication of visual arts within societal contexts will be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C1 IGETC: 3A

**ART-091 - Survey of Art History: Prehistoric Through Gothic Units: 3**

In this illustrated survey of art history from prehistoric times through the Middle Ages, students will learn about architecture, sculpture, and painting and other art forms from important centers of the western world. Students will learn to evaluate Art and do comparative analysis of aesthetics and gain an understanding of how social, political, and religious ideas affect art and how Art is affected by the values and philosophy of its time. Topics include prehistoric art, ancient Egypt and Mesopotamia, Greek and Roman civilizations and medieval Christian and Islamic art. Field trips may be included and attendance is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C1 IGETC: 3A

**ART-092 - Survey of Art History: Renaissance to the Present Units: 3**

In this illustrated survey of Western art history beginning with the Italian Renaissance in the 14th century and continuing to the present day, students will develop an awareness of how social, political, and religious ideas have influenced artistic expression. Painting, sculpture and other art forms are covered. Presentation of material is through visual presentation using current technologies that include comparative analysis and critical evaluation of aesthetics. Field trips may be included and attendance is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C1 IGETC: 3A

**ART-093 - History of Modern Art Units: 3**

This illustrated history of modern art explores painting, sculpture, design, architecture, photography, and other art forms. Major schools of artistic expression explored include: Impressionism, Nabis, Symbolism, Expressionism, Cubism, Dadaism, Modernism, Social Realism, Abstract Expressionism, Op, Pop, New Realism, Surrealism, Futurism, and Constructivism. These will be studied as precursors of contemporary styles, attitudes, and issues. Students learn to evaluate art critically, and gain an understanding of how social, political, and philosophical ideas affect art.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C1 IGETC: 3A

**ART-098 - Directed Study in Art Units: 0.5 - 6**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**ART-098A - Service-Learning Directed Study Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**ART-098P - Digital Media Design Portfolio (Directed Study) Units: 2**

This studio course focuses upon the development of an effective digital media design portfolio-refining existing work and also defining and executing additional portfolio projects to meet a student's need for transfer application or employment in the field. The course will emphasize each student's unique style, strengths and address his/her limitations and gaps in knowledge. Assignments focus on self marketing techniques and professional practices. This course is the same as BIS 98P. This course is offered as a directed study.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: ART/BIS 035, ART/BIS 036, and BIS 128 or BIS 183

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Astronomy****ASTRO-010 - Introduction to Astronomy Units: 3**

Astronomy 010 is an introductory course in general astronomy. Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way, the birth and death of stars, galaxies, and the search for extraterrestrial life. The scientific method and the fundamental laws of physics are stressed. Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy. Astronomy 010 satisfies the requirement for a general education course in Physical Science without lab.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: B1      District GE: B1      IGETC: 5A

**ASTRO-010L - Introductory Astronomy Lab Units: 1**

Astronomy 10L is an introductory laboratory course in general astronomy. It can be taken alone or in conjunction with Astronomy 10. The course includes the use of telescopes and other tools of the astronomer, exploration of the motions of the planets, stars and galaxies, and the search for intelligent life in the Universe.

Lecture Hours: None      Lab Hours: 3      Repeatable: 1      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 1

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: B3      District GE: B3      IGETC: None

**ASTRO-014 - Solar System Astronomy Units: 3**

Solar System Astronomy is an introductory course in general astronomy of the Solar System for non-science majors. It describes planetary evolution and presents the main results of current space missions to several objects of our solar system. Additional topics include a complete and updated inventory of our solar system, and a description of planet formation, asteroids, Kuiper belt objects and comets in general. Special attention is given to the physical description of planets and their orbiting satellites, and the search for extraterrestrial life. This course satisfies the requirement for a general education course in Physical Science without lab.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: B1      District GE: B1      IGETC: None

**ASTRO-016 - Stars, Galaxies, and the Origin of the Universe Units: 3**

Stars, Galaxies, and the Origin of the Universe is an introductory course in stellar properties, interstellar medium, galaxies, and the structure of the universe for non-science majors. It describes the main phases of stellar evolution, the stellar population of the Milky Way Galaxy, the different types of galaxies and the properties of our universe in large scale. Additional topics include the development of the Big Bang theory, the Hubble flow, and the presence of dark matter in the galactic halo and dark energy in the intergalactic space. This course satisfies the requirement for a general education course in Physical Science without lab.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: B1      District GE: B1      IGETC: 5A

**Athletics Intercollegiate Men****ATHM-060 - Intercollegiate Soccer Units: 3**

This is a physical education soccer activities course with an emphasis on intercollegiate competition in team sports. The course involves physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play.

Lecture Hours: None      Lab Hours: 10      Repeatable: 3      Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*      Read: None      Write: None      Math: None

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Athletics Intercollegiate Women****ATHW-060 - Intercollegiate Soccer Units: 3**

This is a physical education soccer activities course with an emphasis on intercollegiate competition in team sports. The course involves physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play.

Lecture Hours: None      Lab Hours: 10      Repeatable: 3      Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*      Read: None      Write: None      Math: None

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**ATHW-061 - Intercollegiate Volleyball Units: 3**

This is a physical education volleyball activity course with an emphasis on intercollegiate competition in team sports. The course involves physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play.

Lecture Hours: 0      Lab Hours: 9      Repeatable: 3      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Automotive Technology****AUTO-096 - Auto Principles Units: 2**

This course is designed as an elective for the general student who wants to know how an automobile works. Students will become knowledgeable about the automobile, both as a machine they use on a daily basis and as an example of a technology within our society. Also included will be an overview of basic diagnostic procedures and generally accepted service and repair procedures.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: NC

CSU GE: None District GE: None IGETC: None

**AUTO-098 - Directed Study in Automotive Technology Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**AUTO-102 - Automotive Systems Units: 3**

The course will present the working principles of the various automotive systems. Students will work with the tools and equipment used for repair and diagnostic work, and carry out procedures for troubleshooting electrical and mechanical problems. Students will also study the relationship of the automotive industry to economic development and the opportunities it presents.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Credit by Exam: Yes

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**AUTO-103 - Light Line Technician Units: 2**

This course will prepare students for entry level employment in the automotive field as a light line technician. The course will also introduce students to the training that the American Honda Program provides. Each student is assigned a Honda vehicle and performs more than 75 different maintenance tasks that are commonly performed at Honda dealerships. In addition to gaining hands-on experience, successful students will build teamwork and cooperative skills, improve their time management practices, and develop sound workmanship values.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: AUTO 102 with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-105 - Suspension, Steering, and Alignment Units: 3**

This course will cover, in both theory and practice, the proper diagnosis and repair of manual and power steering systems including: recirculating ball, rack and pinion, tie rods, idler arms, pitman arms, steering columns, air bags, and other steering components, also McPherson Strut and SLA suspension systems including: ball joints, knuckle assemblies, bushings, shocks, coils, torsion bars, pneumatic springs, and active suspension systems, also tire and wheel technology, TPM, VSA, computerized four wheel and thrust alignment procedures including: caster, camber, toe, included angle, setback, scrub radius, TOT, drift or pull correction, and cradle adjustment.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: AUTO 102 with C or better

Recommended: AUTO 172, recommended or concurrent with grade of C or better.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-106 - Brake Systems Units: 2**

This course is a study of mechanical and hydraulic brake components and systems. Emphasis will be on system operation, adjustment, testing, replacement and repair procedures. Both drum and disc brake systems will be covered.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: AUTO 102

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-107 - Valve Train Units: 2**

This is an advanced course that studies the latest valve train and cylinder head designs. Precision instruments and test equipment are utilized to diagnose and adjust modern valve train components. Cylinder head repairs and service are emphasized using machine shop equipment and techniques as they would be in industry. This course prepares its students to pass the national ASE test "Cylinder Head Specialist"

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: Auto 102 and Auto 171, with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-108 - Engine Short Block Units: 2**

This is an advanced course that studies the latest cylinder block component designs. Precision instruments and test equipment are utilized to diagnose and test modern automotive engines. Cylinder block repairs and service are emphasized using machine shop equipment and techniques, as they would be used in industry. This course prepares its students to pass the national ASE tests "Cylinder Block Specialist" (M-2) and "Engine Assembly" (M-3).

Lecture Hours: 1 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: Auto 102 and Auto 171, with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-109 - Engine Blueprint****Units: 2**

This is a high performance engine-machining course with theory and practice utilizing modern machine shop equipment. Comparisons will be made between engine blueprinting practices and production rebuilding techniques. This class will cover aftermarket upgrades in engine technology and how they affect engine life and performance.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 102 with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-111 - Auto Welding****Units: 1**

This course will introduce the student to the oxygen acetylene apparatus and its use for welding, brazing, cutting, and heating as well as to the different types of metal that are weldable. Proper use and care of equipment and safety procedures and precautions are also covered.

Lecture Hours: 0.5      Lab Hours: 1.5      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-118 - Fuel Systems/Emission Controls****Units: 3**

This course covers automotive fuel systems, including: tanks, pumps, lines, filters, idle and vacuum control devices, electronic fuel injection, and emission control devices. Emphasis will be placed on combustion chemistry and emission testing procedures, and the diagnosis and repair of fuel and emission control system components. Students will diagnose and repair hard start, no-start, poor performance, and emission failures on a range of vehicles using the latest test equipment and methods. This course provides significant preparation and experience for those pursuing licensing as CA emission technicians.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: L

Prerequisite: AUTO 102 with a C or better.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-119 - Introduction to Engine Performance****Units: 2.5**

This course is part of the Basic Skills track emphasizing engine systems relevant to performance and driveability. Using classroom theory, engine analyzers and test equipment will be utilized to diagnose modern automobile engine systems. Engine diagnostic strategies will be performed in the lab as they would be in industry.

Lecture Hours: 2      Lab Hours: 2      Repeatable: No      Grading: L

Prerequisite: Auto 102 with C or better or equivalent industry experience

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 1  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-120 - Automatic Transmission****Units: 2.5**

This course will prepare students to diagnose and repair front wheel drive and rear wheel drive automatic transmission systems. Stall and pressure testing, torque converters, planetary, CVT, and helical gear systems, overhaul practices, valve body repair, and on-car service techniques will be covered in both theory and practical application. Computerized powertrain diagnosis and repair will also be explored. Additional electronic transmission diagnosis and repair techniques are studied in Auto 174, Body Chassis Electronics. Both courses are recommended preparation for the ASE Automatic Transmission Exam.

Lecture Hours: 1.5      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 102 with C or better

Recommended: Completion of Auto 172 with a C or better grade.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-121 - Manual Transmission****Units: 2**

This course will prepare students to diagnose and repair front and rear wheel drive, manual transmission systems, clutches, drive lines, differentials, and CV axles. Planetary, helical, hypoid, bevel, and straight cut gear systems will be studied including ratio calculation and torque multiplication. Overhaul practices, including teardown, measurement, inspection, repair, and reassembly will be covered. Four wheel drive systems such as automatic locking hubs, transfer cases, and electronic shift on the fly are also studied.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 102, with a grade of C or better.

Recommended: Completion of Auto 172, with grade of C or better.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-122 - Advanced Electrical Systems****Units: 3**

This is an advanced automotive electrical course stressing diagram-based diagnostic methods. Students will design and build functioning circuits and systems, as well as compute and measure all aspects of performance. Students will learn to diagnose and repair a wide variety of circuit, system, and component faults in general electrical, starting, charging, lighting, instrumentation, accessory, climate control, audio, navigation, and SRS systems. Critical thinking skills and use of specialized test equipment will be stressed to provide students with excellent and highly marketable diagnostic abilities.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: L

Prerequisite: Auto 170 with C or better

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-125 - Automotive Electronics****Units: 2**

This course explores the application of electronic components and systems within a modern vehicle. Students will learn basic semiconductor theory, and operation and testing of a wide variety of input and output devices. Also covered will be multiplex (vehicle intranet) systems, serial communications, and diagnostic practices.

Lecture Hours: 1.5      Lab Hours: 1.5      Repeatable: No      Grading: L

Prerequisite: Auto 170 with C or better

Recommended: Auto 118, 122, 127, 129

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 1  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None



**AUTO-127 - Ignition Systems****Units: 2**

This course covers the theory, diagnosis and repair of modern automotive DI and EI ignition systems. Topics include: ignition system function, combustion requirements, primary system triggering, switching components and operation. Included are secondary ignition components and operation, ignition timing devices, electronic spark timing function and strategy, as well as distributorless ignition systems i.e. Waste Spark and Coil-on-plug. System testing methods, fault isolation techniques, DSO, GDMM, Oscilloscope testing, waveform interpretation, as well as maintenance/driveability fault corrections are also included.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 102 with C or better

CAN:

Advisory Level:      Read: 3      Write: 3      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-129 - DSO, GDMM, Scan Tool Diagnosis**      **Units: 1**

This laboratory oriented course explores the many aspects of advanced engine performance testing. Students will develop proficiency using analog and digital storage oscilloscopes, current clamps, graphing multimeters, scan tools, and other diagnostic equipment. Emphasis will be placed on waveform and PID interpretation, and the effects erroneous signals/information can have on vehicle performance.

Lecture Hours: 0.5      Lab Hours: 1.5      Repeatable: No      Grading: L

Prerequisite: AUTO 170 with C or better

CAN:

Advisory Level:      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-132 - Individualized Skills Training Lab**      **Units: 0.5 - 7.5**

This course allows Automotive Students to complete Honda Individualized Training Modules or other automotive topics not covered in regular classes. Topics include brakes, engine repair, suspension, steering, electrical, driveability, water leak repair, body adjustments, transmission, drivetrain, fuel systems, and air conditioning.

Lecture Hours: None      Lab Hours: 1.5 - 22.5      Repeatable: 14      Grading: L

Open Curriculum: An assessment test is required prior to first day of class

CAN:

Advisory Level:      Read: None      Write: None      Math: None

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-133 - Computerized Engine Management**      **Units: 2.5**

This is an advanced automotive course covering electronic engine and powertrain management. Systems covered are fuel, ignition, emissions, idle, transmission, throttle control, variable valve timing, and climate control. Critical thinking skills and use of specialized test equipment will be stressed to provide students with excellent and highly marketable diagnostic abilities.

Lecture Hours: 2      Lab Hours: 2      Repeatable: No      Grading: L

Prerequisite: Auto 125 with C or better.

CAN:

Advisory Level:      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-134 - Advanced Engine Performance****Units: 2.5**

This is an advanced automotive course for student/technicians possessing a solid background in mechanical/electronic engine control systems and general diagnostic procedures. Advanced diagnostic techniques include scan-tool, break-out box, DSO/GDMM, five gas, and OBD-II mode 6 diagnosis of electronic powertrain management and related sub-systems. Successful completion of this course will prepare students for the ASE L-1 Advanced Engine Performance test and California Smog licensing exam, in addition to providing practical diagnostic knowledge needed to repair modern engine control systems.

Lecture Hours: 2      Lab Hours: 2      Repeatable: No      Grading: L

Prerequisite: AUTO 133 with C or better or equivalent industry experience

CAN:

Advisory Level:      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-135 - Fundamentals of Air Conditioning**      **Units: 2**

This course will prepare students to diagnose and repair modern heating ventilation and air conditioning systems. Topics studied include systems inspection, diagnosis, and repair, leak testing, performance testing, mode control, refrigerant identification, recovery, flushing, evacuation, recharging, and safe handling procedures. Students will also learn to diagnose component malfunctions and related electrical systems. Automatic temperature control systems will also be explored. Auto 135 and 174 prepares students for the ASE Air Conditioning exam.

Lecture Hours: 1.5      Lab Hours: 1.5      Repeatable: No      Grading: L

Prerequisite: AUTO 102, with C or better

CAN:

Advisory Level:      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-138 - Occupational Work Experience**      **Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in automotive technology course(s). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 15      Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-141 - Clean Air Car Course**      **Units: 5**

This course covers details of the California Smog Inspection Program. Successful completion is required for technicians wishing any level of California smog license. It covers rules, regulations, licenses, consumer rights, inspection procedures, equipment usage, safety, diagnostic techniques, failure diagnosis and periodic updates of new technology. Incorporates portions of previous BAR Updates for OBD2, 2003, 2005, and 2007.

Lecture Hours: 5      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: AUTO 102 with C or better

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-142 - Automotive Electrical/Electronic Systems Units: 1**

This course is intended to build on the basics of automotive electricity and electronics. Emphasis will be placed on the diagnosis of electrical/electronic systems. Additionally, this lecture/demonstration course will help prepare the student for ASE test A6, Electrical/Electronic Systems. Completion of this course and posttest will satisfy the bureau of Auto Repair's ASE A6 text requirement for entrance into the Clean Air Car Course (Auto 141).

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: AUTO 170 with C or better or equivalent experience

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-143 - Engine Performance Units: 1.5**

This course is intended to build on the basics of automotive engine performance. Emphasis will be placed on the diagnosis of engine performance and driveability. Additionally, this lecture/demonstration course will help prepare the student for ASE test A8, Engine Performance. Completion of this course and posttest will satisfy the Bureau of Auto Repair's ASE A8 test requirement for entrance into the Clear Air Car Course (Auto 141).

Lecture Hours: 1.5      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: AUTO 170 with C or better or equivalent experience

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-144 - BAR OBD2 Update Training Units: 1.5**

This course covers the Second Generation of vehicle electronic engine control On Board Diagnostics, (OBD2). The course meets state of California requirements for "update" training for both Basic (EB) and Enhanced Area (EA) technicians seeking licensure after January 31, 2001. Students will learn about legislation, monitor strategy, diagnostic standards, failure criteria, OBD2 trip criteria, along with related OBD2 vehicle demonstrations. Meets California smog licensing requirements for OBD2 diagnostic standards.

Lecture Hours: 1.5      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: AUTO 141 with C or better or hold current Calif. Smog Technician License

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU    Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-145 - Enhanced Emission Diagnostics Units: 2**

This course covers advanced testing, diagnostic and repair procedures for automotive emission systems. The course meets State of California BAR licensing requirements for smog certification and licensure. Students will utilize diagnostic equipment including digital storage scopes and the BAR97 dynamometer to test, certify, and diagnose emission problems. Instruction will include five gas analysis, baseline techniques, loaded mode testing, advanced waveform patterns, NOx diagnosis, catalytic converter testing, and O2 sensor diagnosis.

Lecture Hours: 2      Lab Hours: 0.5      Repeatable: 3      Grading: L

Prerequisite: AUTO 141 with C or better or hold current CA Smog Technician License.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: None                                  Degree Applicable: AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-146 - BAR-97 Transition Course/Loaded Mode Emission Testing Units: 0.5**

This course covers advanced emissions testing procedures using a loaded mode dynamometer and five gas emissions analyzer. The course meets state of California requirements for Advanced Emission Specialist technicians desiring to operate a BAR-97 Emissions Inspection (EIS) System. Completion of this course provides an endorsement to an existing Advanced Emission Specialist license. The course covers testing procedures using the BAR-97 EIS, and NOX emissions diagnostic procedures. To pass course, students must successfully complete all laboratory assignments and pass a written examination (35+ of 50 Questions answered correctly).

Lecture Hours: 0.5      Lab Hours: None      Repeatable: 3      Grading: L

Prerequisite: AUTO 141 with C or better or hold current Calif. Smog Technician License

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1  
 Transfer Status: CSU    Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-147 - BAR Update Training and Recertification Units: 1**

This is a California Bureau of Auto Repair (BAR) Update training course. This course is required of all new and renewing technicians before they can qualify to take the State Smog Exam. This course consists of wideband lean air-fuel sensors, OBD2 data-stream analysis, and BAR updates. This class includes both lecture and required lab examinations. Attendees passing the final exam will be given a BAR course completion certificate to be used in applying for smog testing. This course does not replace any past or future BAR update courses.

Lecture Hours: 1      Lab Hours: 0.06      Repeatable: 3      Grading: L

Recommended: Auto 102 and/or prior engine performance training and/or experience. Recommended for current or prior Smog licensees or those seeking licensure.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: NAA  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-147A - BAR 2005 Update Training Units: 1**

The California Bureau of Auto Repair (BAR) Update training for 2005 is required of all new and renewing technicians before they can qualify to take the state smog exam. This course consists of discussion of wideband lean air-fuel sensors, OBD2 data-stream analysis, and recent BAR updates. This course includes both lecture and required BAR lab examinations. Attendees passing this course AND Auto 141 will be given a BAR course completion certificate to be used in applying for smog testing and eventual licensing. This course does not replace any past or future BAR update courses.

Lecture Hours: 1      Lab Hours: 0.06      Repeatable: 4      Grading: L

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: NAA  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-147B - BAR 2007 Update Training Units: 1**

The California Bureau of Auto Repair (BAR) Update training for 2007 is necessary for new Smog Licenses or biannual renewals. The course covers BAR Updates, a review of Sensor/Actuator/PCM interaction, use of manufacturer websites to obtain TSBs, PCM reprogramming, and aftermarket reprogramming. Discussion of Mode 6 and OBD2 EVAP Diagnosis, CAN (controller area networks).

Lecture Hours: 1      Lab Hours: 0.06      Repeatable: 5      Grading: L

Recommended: Purchase required textbook for Auto 147B from EVC Bookstore prior to first day of class. Contact EVC Bookstore for hours. As per BAR, complete the 50 question homework test at the end of the book and turn in at the beginning of class.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: None                                  Degree Applicable: NAA  
 CSU GE: None                  District GE: None                  IGETC: None

**AUTO-147C - BAR 2009 Update Training Units: 1**

The California Bureau of Auto Repair (BAR) Update Training for 2009 is necessary for new Smog Licenses or biannual renewals. The course covers BAR Updates, ETC (Electric Throttle Controls), CAN C & Multiplexing, PID nomenclature, updates to Mode 6 and the application of diagnostic strategies to identify emission failure problems.

Lecture Hours: 1 Lab Hours: 0.06 Repeatable: 5 Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**AUTO-147D - BAR 2011 Update Training Units: 1**

California Bureau of Auto Repair (BAR) Update Training for 2011, necessary for new Smog Licenses or biannual renewals. The course covers latest BAR Updates, review of proper vehicular testing procedures, catalytic converter diagnosis, use of BAR references to determine after-market parts suitability.

Lecture Hours: 1 Lab Hours: 0.057 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**AUTO-165 - Diesel Engines Ford Asset Units: 2**

This course includes the study of basic diesel engine design applicable to light and medium duty Ford Motor Company vehicles. Emphasis will be placed on operational differences with conventionally fueled engines and their specific adjustments and repairs.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-169 - Ford Scan Tool Diagnostics Units: 2.5**

This advanced automotive electronics course will cover Ford Motor Company automotive data transmission protocols relevant to multiplexed electronics used in drivetrain, body, audio, and chassis systems. Inter-module communications, their inputs and outputs, parameter identifications (PIDs), on-board diagnostics, PID value graphing, data record functions, and active command modes will be discussed and demonstrated. Students will gain familiarity with the NGS Ford scanners. This course is not for beginning technicians.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: L

Prerequisite: AUTO 167

CAN:

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-170 - Electrical Systems Units: 3**

This course introduces students and entry level automotive technicians to the automotive electrical system. The course covers electrical theory, magnetism, Ohm's law, series and parallel circuits and system dynamics. Students learn to calculate and measure voltage, resistance and current in theoretical and live circuits, build and test working models of typical automotive electrical systems using table top components and industry specific simulators, and practice diagnosis and repair procedures on a variety of vehicles. Students will also develop an understanding of modern electrical test equipment, such as DMMs, GDMMs, and DSO's, and industry standard troubleshooting and repair procedures.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: Auto 102 with C or better.

CAN:

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-171 - Engine Systems Units: 2.5**

This is an intermediate level course that covers engine theory and repair procedures. This is a unique class, wherein the student will start an engine in the first class session. Throughout the course, the student will completely disassemble and study each component and the system it relates to. During the last few class meetings the student will have the engine properly assembled, running, and thoroughly tested. This course prepares students to pass the national Automotive Service Excellence (ASE) "Engine Repair" test given in the spring and fall of each year.

Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: AUTO 102 with C or better

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-172 - Chassis and Drivetrain Systems Units: 2.5**

This course will introduce students to the service and repair procedures of drive-train systems, brakes, clutches, steering, suspension, alignment, and related measurement practices. Auto 172 is designed to prepare students for the chassis drive-train track and stresses inspection and routine maintenance services of under-car systems such as CV axles, brake friction components, universal joints, clutch systems, and transmissions. Satisfactory completion of this course is required for either automotive degree option.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: L

Prerequisite: AUTO 102, with C or better

CAN:

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-173 - Automotive Service Operations Units: 2**

This course will provide overview information about careers in Automotive Technology. Preparation for "on job" experience will include presentations and discussions about professionalism, work ethics, diplomacy, consumerism, safety, hazardous wastes, tools and equipment, as well as employee, employer, and customer relations.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-174 - Body & Chassis Electronics Units: 2**

This course provides the student with the marketable skills needed for the repair and diagnosis situations of modern electronic body & chassis control systems. It is designed to complement Auto 105 and Auto 106, Chassis/Drivetrain classes by introducing students to anti-lock brake systems, electronically controlled steering and suspension systems, and supplemental restraint (air bag) systems. Hands-on exercises will include diagnosis and repair techniques using state-of-the-art equipment.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 170 and AUTO 172

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-175 - Welding and Fabrication Units: 2**

This course will introduce students to the hands-on skills needed to plan and fabricate components for the purpose of manufacturing. Specialized tools such as mills, lathes, MIG welders, chop saws, as well as a variety of hand tools, will be covered. In addition to gaining hands-on experience, successful students will build teamwork and cooperative skills, improve time management practices, and develop sound workmanship values.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: AUTO 111, with C or better or equivalent industry experience

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**AUTO-181A - Introduction to Alternative Fuel and Hybrid/Electric Vehicles Units: 2**

This course will examine a variety of alternative fuels and propulsion systems used in modern automotive vehicles. The advantages and limitations of alternative fuels used in internal combustion engines (ICE) will be discussed. The topics on alternative propulsion systems will include the basic theory of operation, construction, and safety. The unique dangers surrounding alternative fuel and propulsion vehicles will be explored, and how to minimize the risks. This course will also cover what is needed to operate safely and effectively around these vehicles. The program includes a quick guide comparison chart of the different hybrid electric automobiles.

Lecture Hours: 1.5      Lab Hours: 1.5      Repeatable: No      Grading: L

Prerequisite: Auto 102, with C or better or equivalent industry experience

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-181B - Hybrid Electric Vehicle Maintenance and Repair Units: 2**

This is an advanced course that provides an in-depth study of the technology, maintenance, and repair of hybrid electric light duty passenger vehicles. Basic diagnostic, repair, and maintenance procedures of the unique systems associated with hybrid electric vehicles will be discussed and practiced. Special tools and diagnostic equipment will be used during the laboratory exercises.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: Auto 102, Auto 170, Auto 181A, all with a grade of C or better.

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**Biology****BIOL-001 - General Principles of Biology Units: 5**

Biology 1 is the introductory course to a three term sequence for students exploring a career in the life sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes fundamental biological principles and the process of science. During the first half of the term, students will learn about the cell, focusing on its chemistry, structure, energetics, and reproduction. The remainder of the course will provide the student with a strong foundation in genetics, evolution, and ecology. Field trips may be required.

Lecture Hours: 5      Lab Hours: 0      Repeatable: No      Grading: L

Prerequisite: MATH 013 with C or better or equivalent

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: B2,B3      District GE: B2, B3      IGETC: 5B

**BIOL-002 - Organismal Biology Units: 5**

BIOL 002 is the second course in a three-course series for students pursuing careers in the life sciences. This majors-level lecture and laboratory course will emphasize the organismal biology of plants and animals. A central theme of the course is the comparative analysis of the characteristic morphology and physiology, and evolutionary relationships among the major plant and animal taxa studied. Field trips may be required.

Lecture Hours: 3      Lab Hours: 6      Repeatable: No      Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), all with C or better

Recommended: Strong English reading and writing skills are essential for success in the course.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**BIOL-003 - Cell and Molecular Biology Units: 4**

Biology 003 is a course for majors covering the cellular, chemical, and molecular nature of living systems; integrating cells structure with macromolecular and biological reactions; gene regulation; cell interaction and development. Field trips may be required. This course is one of three in the biology series for all biological science and related pre-professional majors.

Lecture Hours: 3      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015); all with C or better

Recommended: A solid command of the English language, particularly strong reading and writing skills.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 3

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**BIOL-020 - Human Biology Units: 4**

This course is intended for non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

Lecture Hours: 3      Lab Hours: 3      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: B2,B3      District GE: B2, B3      IGETC: 5B



**BIOL-021 - General Biology Units: 4**

This is an introductory biology course for non-science majors. The course covers the general principles and basic concepts of biology including the characteristics and classification of living systems, cells, metabolism, development, health, reproduction, genetics, evolution and ecology. This course is not open to biology or related pre-professional majors.

Lecture Hours: 3      Lab Hours: 3      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: B2,B3      District GE: B2, B3      IGETC: 5B

**BIOL-025 - Forensic Biology Units: 3**

This course is a general education science lecture course intended for those who have a general interest in the application of science to forensic science. Students will examine case studies involving crimes to demonstrate how the principles of science are used to analyze physical evidence. Scientific method, mathematical computations, and fundamental principles of physics, chemistry and biology will be applied to various forms of evidence to derive information about a crime scene.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 3  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIOL-030 - Introduction to Molecular Biology Lab Skills Units: 1**

Biology 030 is a course that introduces lab skills used in molecular biology courses that include a lab. Students are introduced to standard labware and its uses. This course covers lab safety, basic techniques in microbiology and molecular biology, use of pipets and micropipets, chromatography, gel electrophoresis, and spectrophotometry. Additional activities may be included. One or more field trips may be required.

Lecture Hours: 0      Lab Hours: 3      Repeatable: No      Grading: O

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2  
 Transfer Status: None      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIOL-033 - Biotechnology and Society Units: 3**

This course focuses on some aspects of biotechnology's impact on society. Basic concepts in biotechnology are introduced in a non-technical manner to examine advances in medicine, agriculture, and other fields. Public perception and ethical issues are also considered.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIOL-034 - Biotechnology Laboratory Methods Units: 3**

Biology 034 is a first course in biotechnology laboratory methods. Topics covered include: lab safety; documentation of procedures and experimental data; measurement techniques; basic math appropriate to preparing materials used in the lab; solution and media preparation; separation techniques; microbiology techniques; and manipulation of DNA. Laboratory work emphasizes skill development in: use of standard lab equipment; documentation; safety practices; basic microbiology; DNA manipulation; solution and media preparation; and separation techniques. Field trips may be required.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Recommended: CHEM 015 and BIOL 033, both with grade of C or better

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 3  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIOL-061 - Human Heredity Units: 3**

This course stresses the importance of human heredity in one's daily life, how to keep up with the rapidly changing areas of human heredity, and how to learn more about specific genetic disorders that are of interest to students and their families. It covers the role and importance of genetic counselors and the genetic tests for disorders. The course includes the role of genetics in medicine, agriculture, and recombinant DNA technology.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 2  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: B2      District GE: B2      IGETC: 5B

**BIOL-064 - Marine Biology Units: 4**

BIOL-64 is a lecture and laboratory course introducing students to the study of marine life. The course will cover physical and biological aspects of life in the sea including marine geology, physical oceanography, marine ecology, a comparative study of major marine taxa, and human exploitation and oceanic history. Special topics and required field trips to local marine habitats are an integral part of the course.

Lecture Hours: 3      Lab Hours: 3      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 3  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: B2,B3      District GE: B2, B3      IGETC: 5B

**BIOL-065 - Wildlife Biology Units: 3**

A General Education biological science course, without a lab, designed for non-science majors. This is a course emphasizing conservation. Its purpose is to identify local flora and fauna, and to become aware of human impact on plants and animals living in the area; and to motivate students to take constructive action to conserve wildlife and natural resources. Field trips may be required.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Recommended: A general science course at the high school level.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: 3  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: B2      District GE: B2      IGETC: 5B

**BIOL-071 - Human Anatomy Units: 5**

This course covers the structure of the human body including identifying parts, understanding interrelationships, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as OT, PT, RT, and Chiropractic.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: BIOL 021, with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: 3  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: B2, B3 IGETC: 5B

**BIOL-072 - Human Physiology Units: 5**

This course begins with an introduction to cellular physiology and metabolism. The majority of the course involves the physiological processes of the human body systems including nervous, endocrine, muscular, urinary, respiratory, sensory, digestive, cardiovascular and reproductive. There is also discussion of disease and the loss of homeostasis in the body. This course is designed for college degrees in nursing, physical and occupational therapy, and certain science and preprofessional majors.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (ANAT 001 or AP 003 or BIOL 071) and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A) and MATH 013; all with grade of C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: B2, B3 IGETC: 5B

**BIOL-074 - General Microbiology Units: 5**

General Microbiology covers the structure and activities of microorganisms, including bacteria, viruses, protozoa, fungi, helminths, and algae. This course also covers principles of microbial control, metabolism, environmental microorganism genetics, genetic engineering, disease, modes of infection, and immunity. Emphasis is on aseptic laboratory technique, and the application of microbiology to human welfare.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 032A or CHEM 065 or CHEM 089) and (AP 003 or ANAT 001 or BIOL 001 or BIOL 071 or BIOL 072 or PHYSO 060); all with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: 3  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: B2, B3 IGETC: 5B

**BIOL-080 - Biology Field Program Units: 1**

The Biology Field Program introduces students to the human and natural histories of a variety of ecosystems including the California seacoast, coastal and Sierra Nevada ranges, and deserts and canyon lands of the southwest. Emphasis will be given to general ecological principles, the flora and fauna of the areas visited, and the tenets of leave-no-trace. Each offering of the course focuses on one of the above areas, and involves on-campus lectures and the equivalent of one week in the field. Participation in the course requires camping, some hiking, and automobile travel. This course may be repeated for credit up to four times. Additional fees are required.

Lecture Hours: 0.25 Lab Hours: 2.25 Repeatable: 3 Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIOL-098 - Directed Study in Biology Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Botany****BOT-062 - Plants and Human Welfare Units: 3**

This course is a lecture-demonstration course dealing with the world of plants and their ecological importance to humans; their impact on the development of civilizations; the need for conservation; and an appreciation for plants in the total environment. At least one field trip is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2 District GE: B2 IGETC: 5B

**Business****BUS-001 - Business Math Units: 3**

This course provides a general review of basic mathematics needed for success in business. Topics include percentage, discounts, payroll, interest, retailing, and other business applications. Students will develop business math competencies for fields such as accounting, management, retailing, real estate, administrative assistant, or marketing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: 3 units of MATH 310 with CR or placement based on assessment

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**BUS-060 - Fundamentals of Business Statistics Units: 3**

This course introduces statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Topics include: collection and presentation of data, measures of central value and spread, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation. This course requires the use of quantitative skills acquired in intermediate algebra and finite math. Concurrent enrollment in the business 60 Lab is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 with C or better

Recommended: Math 061 Finite Mathematics, with C or better, or equivalent.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-060L - Statistics Laboratory Units: 0.5 - 1**

Business 60 Lab is a recommended corequisite course to Business 060, Fundamentals of Business Statistics. This course provides hands-on computer experience using software to augment and demonstrate concepts presented in the Business 060 class.

Lecture Hours: None Lab Hours: 1.5 - 3 Repeatable: 1 Grading: O

Corequisite: BUS 060

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-063 - Employee-Employer Relations Units: 3**

This course deals with employee-employer relationships in the areas of state and federal labor laws, collective bargaining, and dispute resolution. The rights and obligations of employees, union, and employers, employment discrimination, the rights to organize, picket, and strike, collective bargaining, & the structures & procedures of regulatory agencies are examined. The labor contract is examined with attention on its purpose, structure, functions and grievance procedure. Students will examine how labor and management negotiate and collaborate in determining conditions of employment, such as wages, training, promotion. Alternative dispute resolution systems will be evaluated for solving workplace problems.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUS 082 with C or better or equivalent.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**BUS-065 - Concepts of Management Units: 3**

This course covers the principles and concepts of management. It includes planning, organizing, coordinating and controlling in the firm; social responsibility and ethics in business, decision-making, communications, and budgetary control.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-066 - Retail Store Management Units: 3**

This course will address the principles and practices used in the management of retail stores. Site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function will be covered.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUS 082 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**BUS-067 - Organizational Management Units: 3**

This course provides a study of business organizations in the context of an economic and political system such as operates in the United States. It examines the way in which business is structured, emphasizing the five functions of management. It stresses the importance of employee involvement in the decision making process in order to assure high levels of efficiency and productivity. It is designed for management-oriented business majors in transfer programs.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-069 - Human Resources Management Units: 3**

This course is an introduction to the management of human resources. Understanding the impact and accountability to the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union/nonunion practices, comparable work, employee compensation and benefits, and employee rights will be covered and emphasized.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: BUS 082 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**BUS-071 - Legal Environment of Business Units: 3**

This course covers laws and regulations affecting business decisions including legal concepts and cases in areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-082 - Introduction to Business Units: 3**

This course introduces students to understand the business functions and practices as they have developed over time in the U.S. economic system. Students will be introduced to topics including organizational structure and behavior, management, marketing, finance and accounting, operations and information systems, and ethical responsibilities of corporations. Special emphasis will be placed on the emergence of global business, its impact and the significance of small businesses.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 2  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BUS-084 - Introduction to Marketing Principles Units: 3**

This course will cover consumer markets, planning and forecasting, product adaptation, wholesale selling, retailing, advertising, pricing strategy, nonprofit marketing and international marketing.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BUS-098 - Directed Study in Business Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.5 - 27      Repeatable: 17      Grading: L

CAN:

*Advisory Level:*    Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BUS-138 - Work Experience Units: 1 - 8**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 15      Grading: O

Coresquisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**Business Information Systems****BIS-003 - Electronic Calculator Units: 1**

Students will develop skills and concepts for the workplace. Emphasis is placed on proficiency on the use of the calculator, mastery of basic math skills, and application of concepts to business problems. The student completes business problems, such as payroll calculations, expenses, interest/trade discounts, and cash/chain discounts.

Lecture Hours: None      Lab Hours: 3      Repeatable: No      Grading: O

Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIS-007A - Business Writing Skills Units: 3**

Students will review and apply business English skills for business letter writing. Areas covered include grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics including examples of applying these to business writing. The Internet and other forms of communications used today will be discussed. Successful completion of this course prepares the student for BIS 101, Written Business Communication.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:

*Advisory Level:*    Read: 2      Write: 2      Math: None  
 Transfer Status: None      Degree Applicable: AS  
 CSU GE: None      District GE: None      IGETC: None

**BIS-011 - Computer Keyboarding Units: 1**

The course will cover keyboarding basics-- touch typing, correct keyboarding technique, review of language arts and correct spacing. Students will also acquire a minimum speed of 15 net words per minute on a three-minute timed test. This course is for students with or without experience in keyboarding. Students with keyboarding experience will be able to build their speed to a higher rate.

Lecture Hours: 0.5      Lab Hours: 1.5      Repeatable: No      Grading: O

Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: None      Degree Applicable: NAA  
 CSU GE: None      District GE: None      IGETC: None

**BIS-012 - Business Document Production Units: 2**

This course will introduce students to basic business documents such as, letters, memos, tables, reports, and employment documents. Students will learn to create and format business documents. Students will also increase their speed and accuracy to a production level commensurate to that of industry standards. Students must have completed BIS11 with a C grade or better or must be able to type at least 25 gross words a minute with 5 or less errors using the touch method.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: BIS 011 with C or better

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**BIS-016 - Medical Office Projects Units: 2**

Students will apply a diversity of skills in a medical office setting. Hands-on experience working with a computer-driven software will prepare the students to work with medical forms, setting up appointments, and any other tasks expected in a medical environment. Students will transcribe documents accurately. Decision making involving clients will also be emphasized.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: O

Prerequisite: BIS 011A and BIS 011B and BIS 011C and type 30 wpm.

Recommended: BIS 007A or BIS 157

CAN:

*Advisory Level:*    Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None



**BIS-017 - Medical Terminology Units: 1**

Students will be introduced to various areas of the medical field. Emphasis will be placed on mastering medical terminology, abbreviations, spelling rules for component parts, body systems, combining forms, prefixes, suffixes. Students will learn how to apply the correct terminology when preparing medical reports.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-039 - Professional Image Units: 1**

The importance of image to success in the business world will be discussed. Students will learn to how to project a positive and confident image. The appropriate attire for the different working environments will be covered. Etiquette, ethics, and communications that complements a professional image will be emphasized. Students will develop a professional wardrobe for a career.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-095 - Microsoft Windows Units: 1**

This course introduces students to the use of Windows (the standard graphical user interface for the personal computer), its accessories, and utilities. It also prepares the student to use the computer in a more efficient manner through proper use of the Windows system.

Lecture Hours: 1 Lab Hours: 0.5 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-098 - Directed Study in Business Information Systems Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-101 - Written Business Communication Units: 3**

This course covers the content development and presentation of business correspondence. Planning, developing, composing, and editing of a variety of business documents are emphasized. Preparing a business research report and a resume are also included. Students will review current letter styles and formatting. The course will also cover how changes in technology affect written communications. This course is equal to SJCC's BUS 007B course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL 104 or ESL 091 or BIS 007A or BUS 007A with grade of C or better.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-102 - Microsoft Excel Units: 3**

In this course, students will gain practical hands-on experience in creating business documents using the current version of MS Office applications. Students will learn to create, format and integrate Word and Excel documents using current features. Students will also learn to create, format and integrate Access databases and PowerPoint presentations using the current features.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Recommended: BIS 011, or type 25 words per minute

CAN:

Advisory Level: Read: 3 Write: 3 Math: 3  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-104 - Microsoft Access Units: 1.5 - 3**

In the first 1.5 units of this class students will use Microsoft Access to create and modify database tables, forms, reports, and queries. To earn 3 units, students will manipulate table data, customize forms and sub-forms, reports and sub-reports, and queries. This, course will also include integrating Access with other programs, using Access wizards and database tools, and defining relationships between database tables.

Lecture Hours: 1.5 - 3 Lab Hours: 0.5 - 1 Repeatable: 1 Grading: O

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-105 - Record Systems Units: 2**

This course explores the nature and purpose of records, the development of records systems, automated methods, and career opportunities. Course content includes filing methods, an overview of equipment and supplies, retrieval and transfer procedures, micrographics, and electronic filing.

Lecture Hours: None Lab Hours: 6 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-106A - Beginning Microsoft Word Units: 1.5**

This course is for students who want to use Microsoft Word for word processing. Basic word processing functions include creating, editing, enhancing, and printing documents and document file management. Also included are procedures for working with tables, pictures and charts. BIS 106A has the same content as the first 1.5 units of BIS 106.

Lecture Hours: None Lab Hours: 4.5 Repeatable: No Grading: O

Prerequisite: BIS 011C or type 40 wpm

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-106B - Advanced Microsoft Word Units: 1.5**

Students will use Microsoft Word to prepare complex documents using the following MS Word functions: Sort lists, paragraphs, and tables; bookmarks, watermarks, columns and column breaks, links with Excel, mail merge, labels, macros, forms, comments, convert to HTML. Completion of BIS 106A and B will prepare students for the Microsoft Office User Specialist certification test. BIS 106B has the same content as the second part of BIS 106.

Lecture Hours: 0 Lab Hours: 4.5 Repeatable: No Grading: O

Prerequisite: BIS 106A or 1.5 units of BIS 106

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-107 - Microsoft PowerPoint Units: 1.5**

Students will create presentations with Microsoft PowerPoint using design templates, graphic elements (tables, charts, clip art, animation, transitions), and customized components for effective delivery of business material.

Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-109 - Microsoft Office Units: 3**

In this course, students will gain practical hands-on experience in creating business documents using the current version of MS Office applications. Students will learn to create, format and integrate Word and Excel documents using current features. Students will also learn to create, format and integrate Access databases and PowerPoint presentations using the current features.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Recommended: CIT 010

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-121 - Introduction to the World Wide Web Units: 1**

Students will gain a basic knowledge of the Internet. A widely used software browser will be used to access the World Wide Web. Students will use different information retrieval tools to access and retrieve information from the WWW. Students will be introduced to the Hypertext Transfer Protocol, Hypertext Markup Language, and will learn how to create a Web home page. This course covers the first half of BIS 123. (Introduction to the Internet and the World Wide Web.)

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-135 - Human Relations in the Workplace Units: 3**

This course will expound on the importance of human relations. Customer service will also be covered. In addition, attitude, good work habits, time management, ethics, personality styles, management styles, teamwork, leadership, diversity will be discussed. A hands-on approach will be used to demonstrate how employees can use soft skills effectively in the workplace and in personal situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-160 - Computerized Medical Billing Units: 1 - 2**

This self-paced course introduces students to the basic functions of processing medical insurance claims. The computer-based program offers students the opportunity to practice completing common medical insurance forms.

Lecture Hours: None Lab Hours: 3 - 6 Repeatable: 1 Grading: L

Prerequisite: BIS 011A with C or better or equivalent.

Recommended: BIS 017

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**BIS-161 - Computerized Medical Office Procedures Units: 1**

This self-paced class introduces students to computer systems in the medical office. Students will learn how to input patient information, schedule appointments, handle billing, and produce patient lists and reports.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: BIS 011A

Recommended: BIS 017

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-162 - Medical Coding Units: 1 - 2**

Students will learn step-by-step coding used in the medical field. Students will also prepare for certification in medical coding.

Lecture Hours: 0 Lab Hours: 3 - 6 Repeatable: 1 Grading: L

Recommended: BIS 017

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Chemistry****CHEM-001A - General Chemistry Units: 5**

This course is required for students majoring in Biology, Chemistry, Geology, Physics, Forestry, Pharmacy, Veterinary Medicine, Dentistry, and Medicine. Chem 1A also meets the one semester chemistry requirement for all engineering majors. This course covers basic chemical principles: atomic structure, bonding, periodicity, nomenclature, chemical reactions, stoichiometry, thermochemistry, physical states of matter, solutions, acid-base, and dynamic equilibrium. The role that chemistry plays in everyday life, industry, and human welfare is emphasized.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 015 with C or better, and MATH 013 with C or better, or equivalent.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A

**CHEM-001B - General Chemistry Units: 5**

This course is a continuation of Chemistry 001A, the second semester of a one year college level general chemistry sequence. The content includes thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, nuclear chemistry, and organic chemistry. The laboratory emphasizes qualitative and quantitative analyses of inorganic compounds and introduces electronic instrumentation. The course is required for students majoring in physical and biological sciences and pre-professional majors such as pre-medicine and dentistry. The course also completes the basic chemistry requirements for students majoring in chemical and materials engineering.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: None

**CHEM-012A - Organic Chemistry Units: 5**

This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms and their kinetics. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem-solving techniques will be used to elucidate mechanistic, structural and stereochemical features of reactions and molecules. Lecture and laboratory will cover synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001B with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CHEM-012B - Organic Chemistry Units: 5**

This is the second semester of a year-long organic chemistry course designed to follow Chemistry 012A. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds (such as amino acids, proteins, and nucleic acids). Problem-solving techniques will be used to elucidate mechanistic, structural, and stereochemical features in chemical reactions. Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 012A with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CHEM-015 - Fundamentals of Chemistry Units: 4**

Chemistry 015 covers the fundamentals of modern inorganic chemistry with emphasis on atomic structure, chemical bonding, chemical formulas, nomenclature, equations, stoichiometry, gas laws, solutions, and related topics. Chemistry 015 is intended primarily as a preparation for the Chemistry 001A and 001B sequence. The central nature of chemistry among other branches of science is stressed, and examples of the important role that chemistry plays in our lives are presented. The course also meets the general education requirements for a laboratory science.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 011A or MATH 011R or MATH 011S; all with C or better or equivalent

Recommended: MATH 013 may be taken prior to or concurrent with CHEM 015.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A

**CHEM-030A - Introduction to Chemistry Units: 3**

This course covers the basic principles of chemistry and tends to be more descriptive rather than quantitative. Content includes: measurements; matter and energy; atomic structure, periodicity; chemical bonding and nomenclature; chemical reactions and equations; gases, solutions and colloids; oxygen, hydrogen and water; and acids, bases and salts. CHEM 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for nursing and other allied health majors. The course meets the General Education requirements for a laboratory science.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 011A or MATH 011R or MATH 011S, minimum grade C

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A

**CHEM-030B - Introduction to Chemistry Units: 3**

This course covers the basic principles of introductory organic and biological chemistry. It is designed for allied health, and industrial technology majors. Content includes hydrocarbons, alcohols, ethers, carbonyl compounds, carboxylic acids, esters and amines; and an introduction to structures and properties of carbohydrates, lipids, and other biopolymers.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: CHEM 030A or CHEM 015 or CHEM 001A, with grade of C or better

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: B1,B3                  District GE: B1, B3                  IGETC: 5A

**Chinese****CHIN-091A - Conversational Mandarin, Level 1 Units: 3**

This course introduces the students to the elementary communication skills of Mandarin. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Basic Pin Yin pronunciation and writing will be introduced. Instruction also provides cultural information.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**Communication Studies****COMS-010 - Interpersonal Communication Units: 3**

This course provides students with an understanding of basic principles of general and interpersonal communication. It enables them to develop better interpersonal effectiveness through discussion of both effective and ineffective communication techniques, emphasizing the practice of constructive interactive skills.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: A1                  District GE: A1                  IGETC: 1C

**COMS-020 - Oral Communication Units: 3**

This course offers students the opportunity to learn, improve, and practice the oral communication process. The course covers critical listening, audience situation and analysis, research methods, managing communication apprehension, organization and delivery. Skills are developed through multiple speaking situations.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: A1                  District GE: A1                  IGETC: 1C

**COMS-040 - Introduction to Argumentation Units: 3**

This course provides students with an understanding of how to support intelligent decisions by using reasoned discourse. Instruction in: logical analysis of modern controversies; the formulation of propositions for argument; construction of arguments; application through discussion and debate. This course emphasizes the importance of competent advocacy in a free society.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: A1,A3                  District GE: A1,A3                  IGETC: 1C

**COMS-045 - Small Group Communication Units: 3**

In this course emphasis is on two perspectives within the group context: communication and decision making. Communication is the organizing means of the group; decision making is the purpose of the group. Concepts such as group process, leadership and status, social conflict and deviance, roles and rules, power, and decision-making will be investigated. Public speaking skills in group situations or as a group.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: A1                  District GE: A1                  IGETC: 1C

**COMS-098 - Directed Study in Communication Studies Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 17      Grading: O

CAN:  
*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**Computer & Information Technology****CIT-010 - Introduction to Computing and Information Technology Units: 3**

This course covers the basic concepts and terminology of computers and information technology. Students will be introduced to computer hardware, software, data and procedures, as well as the impact and application of computers in business and the changes the computer has made on society as a whole. Software applications used in business such as word processing, electronic spreadsheets, database management systems, e-mail systems and graphic/presentation packages will be introduced. Students may develop and deliver presentations in teams.

Lecture Hours: 3      Lab Hours: 1      Repeatable: No      Grading: L  
 Credit by Exam: Yes

CAN:  
*Advisory Level:*    Read: 2                  Write: 2                  Math: 2  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None



**CIT-020 - Program Design and Development Units: 3**

This course is an introduction to computer programming and the fundamentals of software engineering. The focus is on problem solving and algorithm design within the context of the software development cycle, including analysis, design, coding and testing. Students will use systematic problem solving techniques to develop and test program specifications and detailed logic plans. Students will code their designs in a programming language that introduces and reinforces the concepts and techniques needed for object-oriented design solutions. Debugging and testing will be treated as extensions of the coding task.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Prerequisite: MATH 013 with C or better.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 3  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-024 - Visual Basic Programming Units: 3**

Students will learn Visual Basic, a programming language that allows rapid development of Windows applications with graphical user interface. This course covers Visual Basic concepts, tools, and programming methodology.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: CIT 020 with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-024A - Visual Basic Programming, Part A Units: 1**

Students will learn how to use the Visual Basic Interactive Development Environment (IDE) to create Microsoft Windows Applications with simple Graphical User Interfaces. This course covers the basic tools of the IDE, event driven programming concepts, properties and behaviors of objects, Visual Basic primitive data types, and how to use Forms, Labels, Buttons and TextBox components. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 020 with C or better

Recommended: Basic computer literacy.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-024B - Visual Basic Programming, Part B Units: 1**

Students will learn how to use the Visual Basic Programming Structures of Decision, Repetition, and Decomposition (procedures). Additional built-in procedures will be covered including some specific to String Manipulation. Both Visual Basic Sub Routines and Functions will be studied along with Pass by Value and Pass by Reference parameters. Recommended for workforce preparation.

Lecture Hours: 0 - 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIT-020 with C or better

Recommended: CIT 024 or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-024C - Visual Basic Programming, Part C Units: 1**

Students will learn how to create and use arrays, read and write sequential date files, use Try/Catch error handling, create user defined Structures and variables of those Structures, and create user defined Classes and object of those Classes. Additional controls (such as CheckBox, RadioButton and ListBox) will be studied. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 020 with C or better

Recommended: CIT 024A and CIT 024B or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-030 - Telecommunications and Computer Networks Units: 3**

This course is intended for students who want a general introduction to telecommunications systems, network design and implementations, network applications, communications hardware, network management, and security, controls, and protocols.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: CIT 010 with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-040 - Internet Publishing Units: 3**

This course teaches basic skills in HTML, CGI, JavaScript, and Multimedia techniques. These techniques will be used to design, develop, and maintain professional Web sites. Basic knowledge of computers, understanding of operating systems and Web browsers are required as prerequisites. Students are required to register in CIT 200 in order to complete supplementary exercises.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: CIT 010

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-041J - JavaScript/Dynamic HTML Units: 3**

This course is intended for students with some knowledge of programming. Students learn to use JavaScript language to dynamically modify nearly all aspects of a web page, including images, links, text, and styles. Students also use JavaScript to validate forms, create data that persists across pages, and handle user input, including mouse and keyboard events. The course also introduces the standard Document Object Model that is used to represent web pages, and is also used by other technologies such as XML. Students study debugging techniques and best practices for writing code.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 020

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-041X - Introduction to XML Units: 3**

XML is the basis for the next generation of Web technology, is a notation for generating custom markup languages. Students will create their own XML-based markup, validate it, and integrate different markup languages in a single document. They will use stylesheets to display their XML documents in a browser. Students will also use tools from the XML family of technologies to transform documents and adapt them for multiple purposes.

Lecture Hours: 2.5 Lab Hours: 1.5 Grading: L

Prerequisite: CIT 040

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-042 - Perl Programming Units: 3**

This course is intended for students with some knowledge of programming, and covers most of the Perl programming language. The course includes a review of programming basics and continues on to object-oriented programming, networking, and graphics. Students will learn how to find additional Perl resources on the Internet and create their own networks and Web services. Students are required to register in CIT 200 in order to complete supplemental course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Recommended: Basic computer literacy, familiarity with programming concepts (such as those taught in CIT-020)

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-042A - Perl Programming, Part A Units: 1**

This course is intended for students with some knowledge of programming, and covers the fundamental aspects of the Perl programming language. The course includes a review of programming basics and continues with the basic data types of the Perl language. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 020 or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-042B - Perl Programming, Part B Units: 1**

This course is intended for students with some knowledge of programming, and covers intermediate level aspects of the Perl programming language. The course covers regular expressions, directory manipulation, and CGI scripts. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT-020 and CIT-024A or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-042C - Perl Programming, Part C Units: 1**

The course covers advanced topics in Perl. Students will learn how to create Perl scripts that interact with web pages and databases over a network. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 020, CIT 024A and CIT 024B or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-043A - PHP and MySQL Units: 3**

This course will introduce students to PHP and MySQL. This course will cover installation, configuration, and administration of PHP and MySQL. Students will use PHP for server-side processing of their dynamic web pages. Students will use SQL to build MySQL databases and tables, to access, insert, delete, and modify database content, and to administer user accounts. This course will use PHP to interact with MySQL database for simple Web-based applications. Students are required to register in CIT 200 in order to complete supplemental coursework.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 020

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-044 - Java Programming Units: 3**

This course is intended for students with some knowledge of programming who want to develop Java applets and stand-alone applications. Java interfaces, class inheritance, threads and exceptions will be covered. Applications covering I/O, graphics and networking will also be addressed. Students are required to register in CIT 200 in order to complete supplementary exercises.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: COMSC 075 or CIT 022 or CIT 024 or CIT 042 or equivalent programming knowledge

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-044A - Java Programming, Part A Units: 1**

This course is an individualized instructional lab course for students learning the Java Programming Language. Introduction to Java and elements of the language will be covered. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042 or equivalent programming knowledge.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-044B - Java Programming, Part B Units: 1**

This course is an individualized instructional lab course for students learning the Java Programming Language. This second course will introduce Applets and Graphics User Interfaces. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042 or equivalent programming knowledge.

Recommended: CIT 044A or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-044C - Java Programming, Part C Units: 1**

This course is an individualized instructional lab course for students learning the Java Programming Language. This third course will introduce intermediate elements of the Java programming language, such as, packages, interfaces, multithreading, file input/output streams. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042, or equivalent programming knowledge.

Recommended: CIT 044A and CIT 044B or equivalent experience.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-045 - Advanced Java Programming Units: 3**

This course extends what was learned in the Java Programming course by addressing topics that include Java graphical user interface design, multi-threading, I/O streams, networking, database connectivity, and security. Students will gain practical experience in designing a vertical solution for a Java application that will interact with a networked database server.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 044 or equivalent programming language.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-046 - Object-Oriented Analysis and Design for Java Technology Units: 3**

This course covers object-oriented analysis and design for Java technology. The course teaches system developers how to use object-oriented methodologies to perform analysis and design using the Unified Modeling Language (UML). Students will implement their designs using the Java programming language.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 044 or equivalent programming knowledge.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-050 - Introduction to UNIX/Linux Units: 3**

This is an introductory course in the UNIX/ Linux operating system. It covers a basic editor, file and directory manipulation, processes, standard files, access permission, mail, write and talk. The course also addresses the Bash Shell, including the shell command line, setup, customizing the shell environment, the alias mechanism, pipes, filters, and I/O redirection. Additionally, document formatting packages and system administration are briefly introduced.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Recommended: Computer literacy

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-050A - UNIX/Linux Operating System, Part A Units: 1**

This is an introductory course in the UNIX/ Linux operating system. It covers file and directory manipulation, processes, standard files, access permission, mail, write and talk. The course also addresses the Bash Shell, including the shell command line, set up the alias mechanism, pipes, filters, and I/O redirection. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-050B - UNIX/Linux Operating System, Part B Units: 1**

This is the second part to the Introduction to UNIX/Linux course. It is primarily concerned with learning the commands used with vim, entering basic scripts, customizing the shell environment and performing commands with a UNIX/Linux based graphical user interface. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 050A or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-050C - UNIX/Linux Operating System, Part C Units: 1**

Students will be introduced to writing UNIX/Linux scripts, variables, control structures, archiving and system administration. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 050A and CIT 050B, or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-052 - UNIX/Linux Shell Programming Units: 3**

This is a beginning course in UNIX Shell Programming using different shell programs available with the UNIX operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands and looping mechanisms. Students will also learn passing arguments to shell scripts, I/O redirection, terminal/file I/O, subshells and using special UNIX commands. Additionally, this course will include use of restricted shell "rsh" and introduction to Korn shell commands. Students are required to register in CIT 200 in order to complete supplementary exercises.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Recommended: Basic computer literacy, familiarity with UNIX/Linux systems such as taught in CIT 050.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-052A - UNIX/Linux Shell Programming, Part A Units: 1**

This is a beginning course in UNIX/Linux Shell Programming using different shell programs available with the Linux™ and other UNIX-based operating systems. This beginning course will concentrate on Bourne Again Shell concepts, with information about other UNIX and Linux shells. These concepts include interpretation of different quote characters and shell meta-characters. Students will use regular expressions in shell commands and the "grep" utility. They will also learn the "sed" utility. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 050 or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-052B - UNIX/Linux Shell Programming, Part B Units: 1**

This is an intermediate course in UNIX and Linux Shell Programming which concentrates on the use of the awk utility for analyzing and reformatting output of shell commands. Students will learn to use variables, conditional statements, loops, arrays, and functions in awk. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 050 and CIT 052A or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-052C - UNIX/Linux Shell Programming, Part C Units: 1**

This is an advanced course in UNIX/Linux Shell Programming using different shell programs available with the Linux™ and other UNIX-based operating systems. This advanced course will concentrate on the use of variables, positional parameters, conditional and repetition statements, functions, and signals in UNIX and Linux shells. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CIT 050, CIT 052A, and CIT 052B, or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-054 - UNIX System Administration Units: 3**

This course includes review of basic UNIX commands, bringing up/shutting down the system and monitoring processes using administration tools, mounting and unmounting the file systems, adding and removing users from the system, backing up and restoring the file system. Students learn to utilize UNIX tools to administer user accounts and groups and administer devices, printers and networking services. Also included is planning, setting up and administering mail services, customizing send mail configuration files, use of Shell programming, UNIX tools to administer hardware and troubleshooting file access problems. Students are required to register in CIT 200 in order to complete supplementary course work

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 050

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-054A - UNIX/Linux System Administration, Part A Units: 1**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux stand-alone system. The student will review basic UNIX/Linux commands, bring up and shut down the system, add or remove users from the system, and monitor processes with administrative tools. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 050 or (CIT 050A and CIT 050B and CIT 050C); all with C or better or equivalent knowledge of UNIX/Linux.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-054B - UNIX/Linux System Administration, Part B Units: 1**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux standalone system. The student will work with the UNIX/Linux filesystem, administering, backing up, and restoring files and filesystems, and with the network services. Administration of user accounts, groups, printers, and other devices will be done with administrative tools and with command line interface with shell scripts. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 50 or (CIT 50A and CIT 50B and CIT 50C); all with C or better, or equivalent knowledge of UNIX/Linux

Recommended: CIT 054A or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-054C - UNIX/Linux System Administration, Part C Units: 1**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux standalone system. The student will install and configure the UNIX/Linux operating system on a computer, plan, install, and configure mail services, troubleshoot hardware and file access problems. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 50 or (CIT 50A, CIT 50B, CIT 50C), all with grade of C or above) or equivalent knowledge of UNIX/Linux

Recommended: CIT 054A and CIT 054B or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-055 - Advanced UNIX System Administration Units: 3**

This is an advanced course in the UNIX System Administration series. This course includes set-up, configuration, maintenance and performance issues of Domain Name Servers (DNS), Network File System (NFS), Network Information Services (NIS), and Network Information Service Plus (NIS+) on a networked UNIX system. The course also includes configuration, setting up and mounting Berkeley Internet Name Domain (BIND), troubleshooting DNS and BIND, Shell programming with nslookup, and use of Service Access Facility (SAF). Students are required to register in CIT 200 in order to complete supplementary course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 054

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-056 - UNIX Network Administration Units: 3**

This is a course on Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX networking. It includes assembly, set-up and configuration of the UNIX Ethernet networks, host and router configurations, send mail, firewalls, remote access, and execution. An introduction to distributed programming using sockets, TLI (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostics utilities are addressed. Students are required to register in CIT 200 in order to complete supplementary course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 054

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-056A - UNIX/Linux Network Administration, Part A Units: 1**

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. It includes review of network basics, introduction to TCP/IP and OSI, configure and install a Ethernet network, configure and install the networking software, set up IP addresses and use diagnostic tools, check routing tables, and set up name resolution for the network. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIT 054 or (CIT 054A, CIT 054B, CIT 054C); all with C or above or equivalent knowledge of UNIX/Linux System Administration.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-056B - UNIX/Linux Network Administration, Part B Units: 1**

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. It includes setting up subnets for Local Area Networks, installing and administering Network Information Systems, configuring and using automounted disks, and setting and administering UUCP on the network. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 054 or (CIT 054A and CIT 054B and CIT 054C); all with C or better or equivalent knowledge of UNIX/Linux System Administration.

Recommended: CIT 056A or equivalent experience.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-056C - UNIX/Linux Network Administration, Part C Units: 1**

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. This course includes establishing a FTP server, a web server, and an electronic mail server. Security issues with ethical and privacy concerns are discussed as well as setting up a firewall with access policies. Recommended for workforce preparation.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CIT 54 or (CIT 54A and CIT 54B and CIT 54C); all with C or better or equivalent knowledge of UNIX/Linux System Administration.

Recommended: CIT 056A and CIT 056B or equivalent experience.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-060 - Introduction to Database Systems Units: 3**

This course covers the basics of data modeling and database design. Students will learn a systematic approach to database design using entity-relationship models, normalization, and relational database design. The course also includes extensive up-to-date treatments of the standard database languages, SQL (Structured Query Language). The increasingly important areas of object-based and object-relational database management systems will also be addressed.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 010

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-061 - Introduction to Oracle Units: 3**

This course covers the basics of Structured Query Language (SQL). It will also include how to design and create database structures to store, retrieve, update and display data in an Oracle database. Students are required to register in CIT 200 in order to complete supplemental course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Recommended: Basic Computer Skills

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-061B - PL/SQL Programming Units: 3**

This course covers the basics of PL/SQL, Oracle's procedural language, creating procedures and functions, creating packages and working with object types. Students are required to register in CIT 200 in order to complete supplemental course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 061 or CIT 062

Recommended: Basic Computer Skills

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None



**CIT-064A - Oracle Database Administration Units: 3**

This course covers the key tasks and functions required of a database administrator in a production environment. Elementary Operating Systems concepts necessary for database administration will be introduced. GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations will be reviewed and utilized. Students will gain hands-on experience creating and starting up a database, managing data, expanding the size of the database, implementing basic security and integrity measures and granting data access privileges to individual users. Students are required to register in CIT 200 in order to complete supplemental coursework.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 061 or CIT 062

Recommended: It is strongly recommended that the student has either taken CIT 50, has knowledge of the UNIX operating system, or knows GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-064B - Advanced Oracle Database Administration Units: 3**

This course covers the major tasks of a database administrator in maintaining a production environment and having the database accessed. GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations will be reviewed and utilized. Students will practice implementing backup and recovery strategies. With Oracle database on a network, students will implement basic connections between a client and a server using various naming methods. The students will configure and simulate middle tier systems, such as a Names server and Connection Manager. Students are required to register in CIT 200 in order to complete supplemental coursework.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 064A

Recommended: It is strongly recommended that the student has either taken CIT 50, has knowledge of the UNIX operating system, or knows GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-065 - Oracle Performance Tuning Units: 3**

This course demonstrates and explains a series of tuning steps which can be used to diagnose and improve the performance of the Oracle Server. The focus is on database rather than operating system performance issues. The course follows a structured tuning methodology. GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations will be reviewed and utilized. Students are required to register in CIT 200 in order to complete supplemental coursework.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 064 or CIT 064A

Recommended: It is strongly recommended that the student has either taken CIT 50, has knowledge of the UNIX operating system, or knows GUI and command-line commands, such as file creation, file modification, directory creation, and text editor operations.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-066 - Oracle Forms: Build Internet Applications Units: 3**

Students will learn how to customize forms through user input items and how to control data access by creating event-related triggers while working in a rapid development environment. In this practical course, students will also learn how to test and debug Web applications through the Forms environment.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 061B or CIT 062

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-071 - Develop Database Applications with Java Units: 3**

This course covers how to develop Java code for database applications using the Oracle database. Topics include the JDBC and SQLJ standard protocols for database access with Java, how to develop Java stored procedures and triggers in Oracle, how to create visual, data-aware forms and applications, how to use Oracle's JDeveloper as the development environment to create and deploy code, and to construct JavaServer Pages and complex Javabeans. Students are required to register in CIT 200 in order to complete supplemental course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 044 and CIT 061

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 2  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-072 - Develop Enterprise Applications with Business Components Units: 3**

This course covers how to develop component-based Java/Oracle applications using Enterprise JavaBeans, structure distributed applications, develop database applications using Business components for Java, deploy business component applications. Students are required to register in CIT 200 in order to complete supplemental course work.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 071

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-080 - Introduction to Information Security Units: 3**

A broad overview of the information security field. This course covers the terminology of the field, the history, and an overview of how to manage an information security program.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIT 010

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**CIT-082 - Security Management and Operations Units: 3**

Security management entails the identification of an organization's information assets and the development, documentation, and implementation of policies, standards, procedures, and guidelines, such as Business Continuity Plans. Management tools with risk assessment/analysis, are used to identify threats, classify assets, and rate system vulnerabilities so that effective controls can be implemented. Concepts of security architecture will include principles, structures, and standards used to design, monitor, and secure operating systems, equipment, networks, and applications. Students are required to register in CIT 200. This course will include a discussion of the Code of Ethics for the Security Professions.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 080 with C or better

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-084 - Firewalls and Access Controls Units: 3**

This course will examine how firewalls are used for information security. Students will implement firewalls and policies to secure networks. DMZs, proxy servers, and Virtual Private Networks (VPNs) will be discussed. Access controls are a collection of mechanisms that work together to create a security architecture to protect the assets of the information system. Physical security relates to the tangible, visible, and logical controls that an organization should implement to ensure that potential security breaches on the physical environment are minimized. Students are required to register in CIT 200. This course will include a discussion of the Code of Ethics for the Security Professions.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 080 with C or better

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-086 - Intrusion Detection, Platform and Applications Security Units: 3**

This course will discuss intrusion detection systems and their use against unauthorized system entry. The student will use several tools for defending their systems. The course will discuss defensive methods used by persons to gain unauthorized entry. A comprehensive look into the vulnerabilities of various operating systems and application programs will be examined. A historic overview of Malware will be given. Operations of Malware programs as to recognition and defenses will be discussed. All computer lab work will be done during class hours. This course will include a discussion of the Code of Ethics for the Security Professions.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 080, with C or better

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-087 - Computer Forensics, Law, and Ethics Units: 3**

This course is an introduction to digital investigations-- how to acquire and analyze digital evidence. Discussion will cover the current state of law in Information technology in areas such as e-commerce, anti-trust, licensing, patents, and trade secrets. Different ethical situations in information technology will be discussed and examined. All computer lab work will be done during class hours. This course will include a discussion of the Code of Ethics for the Security Professions.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIT 080, with C or better

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-090 - Communication Skills for IT Professionals Units: 3**

This course covers the skills that are required of an IT professional in the new communications era. Topics include: making oral presentations, teamwork, conflict resolution, and interviewing skills. Student will also learn to write effective business letters, memos, and resumes that are both stylistically and grammatically correct. The course culminates in the writing of a substantial research paper.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: CIT 010

CAN:  
*Advisory Level:* Read: None Write: 4 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-097 - Current Topics in Computers and Information Technology Units: 3**

This course familiarizes students with the terminology, use, and administration of systems and applications that are at the leading edge of Computer and Information Technology development.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: 1 Grading: L

Recommended: Basic Computer Literacy

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-098 - Directed Study in Computer and Information Technology Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CIT-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Computer Aided Design & Drafting****CADD-010 - Basic Drawing Units: 3**

This course is an entry level drafting course where the students will learn the basic elements of technical drafting. The students will learn how to apply standard concepts of graphic presentation (such as freehand sketching, emulative projection, sectioning, auxiliaries, dimensioning, and pictorial illustration) when drawing clear and accurate solutions to problems. In this course, the students will learn manual drafting techniques, and, an introduction to CADD will be included.

Lecture Hours: 2      Lab Hours: 4      Repeatable: No      Grading: O

Recommended: 3 units of Math 310 with CR or placement based on assessment.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1

Transfer Status: CSU                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-098 - Directed Study in Computer Aided Design and Drafting Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.5 - 27      Repeatable: 17      Grading: O

Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None

Transfer Status: CSU                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-130 - Fundamentals of AutoCAD Units: 3**

This course is a computer-aided drafting and design (CADD) course in which the students will learn the fundamentals of using AutoCAD software. The students will learn basic CADD techniques that are used to draw and edit drawing entities; manipulate screen displays; write text; lay out drawings; print and plot drawings; apply dimensions; and manage drawing files. An introduction to computer use will be included in this course and previous knowledge of computers or computer programming is not required.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: O

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-131 - AutoCAD 2 Units: 2**

This course is a computer-aided drafting and design (CADD) course where students will learn intermediate to advanced applications of AutoCAD software. Specific areas to be covered in this course include: working in model and paper space; drawing and viewing in 3-D space; creating 3-D models; using blocks with attributes; working with external references; rendering; understanding user coordinate system; AutoCAD and the Internet; advanced drawing, editing, and configuration procedures; and an introduction to user-level system customization.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: O

Recommended: CADD 130 or equivalent coursework or work experience.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-132 - Using Mechanical Desktop Units: 2**

Mechanical Desktop is an integrated CADD package of advanced 3-D modeling tools, and 2-D drafting and drawing capabilities that help conceptualize, design, and document mechanical products. This course is an advanced computer-aided drafting and design (CADD) course where students learn to use Mechanical Desktop software.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: O

Recommended: CADD 130 or equivalent coursework or work experience.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-133 - Using Autodesk Inventor Units: 2**

Inventor is a feature-based, solid modeling tool intended for people who want to create and develop mechanical designs in a 3-D environment. This course is a computer-aided drafting and design (CADD) course wherein the students will learn the fundamentals of Autodesk Inventor software.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: O

Recommended: Basic computer skills.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-134 - Advanced Autodesk Inventor Units: 2**

This advanced Autodesk Inventor course extends what was learned in the Using Autodesk Inventor course by addressing topics that include advanced model creation techniques, sheet metal design, top-down assemblies, use of design elements, and creation of presentations.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: O

Recommended: Prior Inventor training and/or experience is recommended.

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-135 - Introduction to Autodesk Land Desktop Units: 2**

CADD 135 is a computer-aided drafting and design course that focuses on the use of Autodesk Land Desktop software. In this course, students will become familiar with the interface and command sets of Land Desktop while learning to create typical civil engineering project data. Working with points, creating surfaces, performing terrain modeling, drawing and editing lines and curves, layout of parcels and performing labeling tasks are concepts included in the project work for this course.

Lecture Hours: 0      Lab Hours: 6      Repeatable: No      Grading: O

Recommended: CADD 130 or equivalent coursework or work experience

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: 1

Transfer Status: None                                  Degree Applicable: AS

CSU GE: None                  District GE: None                  IGETC: None

**CADD-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CADD-139 - Using Solidworks Units: 2**

Solidworks is a feature-based, solid modeling tool intended for people who want to create and develop mechanical designs in a 3-D environment. This course is a computer-aided drafting and design (CADD) course wherein the students will learn the fundamentals of Solidworks software.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: 2

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-140A - CADD Applications - Basic Drafting Units: 2**

This course is a beginning level drafting/CADD course focusing on the standardized concepts of technical drafting. The fundamental drafting concepts of orthographic projection, sketching, section views, auxiliary views, dimensioning practices, and drawing annotations used in a variety of industrial, civil architectural and business applications will be covered.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: O

Recommended: Prior CADD training and/or experience

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-140B - CADD Applications - Detailing and Assemblies Units: 2**

This course is a CADD course focusing on the application of drafting concepts using orthographic projection, sketching, section views, auxiliary views, dimensioning practices, and drawing annotations. The creation of detail and assembly drawing documentation typically done in a variety of industries will be covered.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: O

Recommended: CADD130 and 140A or equivalent coursework or work experience.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-141 - CADD Applications - Design Units: 2**

This course is a drafting/design/CADD course where students learn to use 2-D and 3-D CADD techniques when designing single objects and assemblies of objects. Analysis of current design practices and/or manufacturing processes will be included through research of standards, catalogs, data sheets, drawings, and other reference sources. Students will prepare layouts and formal drawings of their designs, and all documentation will be expressed using appropriate conventions. A variety of typical industrial and business design problems, typically done using CADD techniques, will be explored.

Lecture Hours: None Lab Hours: 6 Repeatable: No Grading: O

Recommended: CADD 130 and 140A or equivalent coursework or work experience.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-142 - Modern Dimensioning and Tolerancing Units: 2**

CADD 142 is a theory course that focuses on a study of dimensioning and tolerancing based on ASME Y14.5M-1994 standards. Emphasis will be given to geometric dimensioning and tolerancing concepts, tolerance studies, general dimensioning and tolerancing techniques and theory. An introduction to the newest related standard, ASME Y14.41-2003 Digital Product Definition Data Practices, will be included.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O

Recommended: Prior knowledge of drafting and/or manufacturing processes.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-143 - Computer Aided Design and Drafting Product Data Management Units: 1**

Introduction to product data management for CADD and engineering environments, including document lifecycle; access, storage, tracking, and linking documents; red lining and revision; and EDMS systems.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O

Credit by Exam: Yes

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**CADD-144A - Architectural CADD Applications Units: 2**

CADD 144A is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems. The drawing and detailing of floor plans, foundation plans, sections, interior and exterior elevations and plot plans will be included in this course. All drawing projects will enhance the students' knowledge of the nomenclature and methods applied to the architectural and building industries.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: O

Recommended: CADD 130 or equivalent coursework or work experience.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-144B - Architectural CADD Applications Units: 2**

CADD 144B is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems. The application and creation of typical drawings, details and specifications to an architectural design project will be the focus of this course.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: O

Recommended: CADD 130 and 144A or equivalent coursework or work experience.

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-145 - Architectural CADD Applications-Landscaping Units: 2**

CADD 145 is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems. The drawing, detailing and design of landscaping elements of typical residential or commercial architectural sites will be the focus of this course.

Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-146A - AutoCAD Software Updates Units: 0.5 - 2**

CADD 146A is a computer-aided drafting and design course that offers students lab training in the updates and new features included in latest release of AutoCAD software.

Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-146B - Inventor Software Updates Units: 0.5 - 2**

CADD 146B is a computer-aided drafting and design course that offers students lab training in the updates and new features included in the latest release of Inventor software.

Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-146C - Solidworks Software Updates Units: 0.5 - 2**

CADD 146C is a computer-aided drafting and design course that offers students lab training in the updates and new features included in latest release of Solidworks software.

Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**CADD-150 - CADD Document Management Units: 2.5**

This course is a document management course in which the student will study a variety of methods used to manage documents in CADD and engineering environments. The student will learn about workflow and lifecycle concerns associated with CADD drawings, specifications, manufacturing instructions sheets, and other related documents. Computer applications used to view, access, and manage files will be explored and the students will learn to work within typical EDMS (Electronic Document Management System) systems. It is recommended that students taking this course have some previous knowledge of industrial documentation procedures.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: O

CAN:  
*Advisory Level:* Read: None Write: 2 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**Computer Science****COMSC-072 - Discrete Mathematics for Computer Science Units: 4**

This course is an introduction to the discrete and combinatorial mathematics that finds application in computer science. Topics include: logic, predicates and quantifiers, algorithms with control structures, validity of argument, circuits, mathematical proof techniques (including induction), sets, recursive algorithms, functions, relations, cardinality, Big Oh and its application to the efficiency of searches and sorts, finite state automata, elementary combinatorics, and an introduction to graphs and trees.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 21 and 22 or MATH 25; all with C or better.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: None

**COMSC-075 - Computer Science I: Introduction to Program Structures Units: 4**

An introduction to computer programming concepts from a computer science perspective. Programming structures of sequential, selection and repetition are covered using a high-level object oriented language. Using existing classes and creating classes, methods, argument passing, program and data abstraction (including arrays) are covered. Documentation, programming style, and program design and development are addressed throughout the course.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 025 or MATH 021 and MATH 022, all with C or better.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**COMSC-076 - Computer Science II: Introduction to Data Structures Units: 4**

This course covers abstract data types and structures in an Object Oriented environment and the use of advanced programming techniques. Students will learn to reason mathematically about programs, including Big-O methods. The principles of encapsulation, abstraction, and polymorphism will be applied to large programming projects. The course will cover data structures and algorithms for such task as searching, sorting, and collections, using sets and list implement with arrays and link-list and to implement stacks, queues, trees, graphs, iterators and hashing.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: COMSC 072 or MATH 070 and COMSC 075, all with a C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**COMSC-098 - Directed Study in Computer Science Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.81 Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**COMSC-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Computerized Individual Instruction****CII-205 - Introductory Keyboarding Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. Students will be introduced to computer keyboarding. Practical experience is emphasized. This course prepares students for a more comprehensive BIS keyboarding class. Students pursuing BIS certificates should enroll in BIS 11A instead of this course.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-215 - Introductory Word Processing Units: 0.5**

This course is a self-paced individualized course offered to students with very little or no experience on a computer. Students will be introduced to computer word processing. Emphasis is on practical experience. The course is targeted for students who have little (or no) experience with word processing. This course prepares students for a more comprehensive BIS word processing class and gives students the skills to complete their school assignments.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-220 - Introductory Email and Internet Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. Students will be introduced to the Internet and email. Practical experience is emphasized. Students pursuing the BIS certificates should enroll in BIS 121 instead of this course.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-225 - Introductory Spreadsheet Units: 0.5**

This course is a self-paced individualized study course offered to students with very little (or no) experience with a computer. During this course students will be introduced to computer spreadsheets. Emphasis is on practical experience. The course is targeted at students who have little or no experience with spreadsheets. Students pursuing the BIS certificates should enroll in BIS 102B instead of this course.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-230 - Introductory Presentations Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course students will be introduced to computer presentation skills. Emphasis is on practical experience. The course is targeted for students who have had little (or no) experience with computer presentations. This course prepares students for a more comprehensive BIS presentation class such as BIS 107.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-235 - Introductory to Windows Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course students will be introduced to the Windows operating system. Emphasis is on practical experience. The course is targeted for students who have had little (or no) experience with Windows. This course prepares students for a more comprehensive BIS class such as BIS 95.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-240 - Introductory Desktop Publishing Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course students will be introduced to desktop publishing. Emphasis is on practical experience. This course prepares students for a more comprehensive publishing or graphics class such as BIS 035.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-245 - Introductory Database Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course students will be introduced to databases. Emphasis is on practical experience. This course prepares students for a more comprehensive database class such as BIS 104.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-250 - Basic Web Page Units: 0.5**

In this self-paced individualized study course, students learn basic web page design skills using templates or wizards and how to apply those skills. Students learn to add graphics and print web pages. Students should already know the very basic skills needed to access the Internet. Emphasis is on practical experience. This course prepares students for a more comprehensive BIS class such as BIS 121 or BIS 125.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-270 - Introductory Course Management System (CMS) Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course, students will be introduced to CMS tools skills.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**CII-275 - Basic Computer Literacy Units: 0.5**

This is a self-paced individualized study course which introduces basic computer skills that are recommended for EVC students. Topics covered include definition and introduction to word processing, graphics, computer-assisted instruction, Internet, and email. Emphasis is on practical experience such as mouse moves, starting and exiting programs, renaming, saving and retrieving files, and general computer terms.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**Corrections****CORCT-101 - Corrections Officer Basic Units: 5**

This Core training course is designed to meet the State Board of Corrections regulations for entry level training of Correctional Officers for adult institutions. Course presents the lecture and practical application skills and knowledge to work in local adult jail facilities.

Lecture Hours: 9.14 Lab Hours: 2.29 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CORCT-103 - Juvenile Counselor Core Course Units: 4**

The juvenile counselor core course is designed to meet the California Board of Corrections requirements for entry level training of juvenile institution staff.

Lecture Hours: 6.8 Lab Hours: 2.3 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CORCT-105 - Supervisor's Update**

**Units: 2**

This 80 hour course includes: values and ethics, role identification, leadership styles, assertive leadership, legal/liability issues, employee performance appraisal, counseling, discipline, employee relations, administrative support, press relations, planning and organizing, communications, report review, investigations, stress and the transition. This course is updated regularly for currency. Repeatable to a maximum of 6 units.

Lecture Hours: 2      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: None  
 Transfer Status: None      Degree Applicable: AS  
 CSU GE: None      District GE: None      IGETC: None

**CORCT-110 - Standards and Training for Corrections**

**Units: 0.5**

This course fulfills the California State Board of Corrections annual training requirements for eligible staff to remain current and to upgrade knowledge and skills. Content reflects advisory board, state standards and agency education and training objectives for probation officers, adult and juvenile institution staff.

Lecture Hours: 0.5      Lab Hours: 0.9      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**CORCT-111 - Probation Officer Core Course**

**Units: 5**

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of a Probation Officer within the State of California and prepare the graduate for the job. The course is certified by the State Board of Corrections, Training and Standards for Corrections (STC). Testing on the various topics covered will be both written and practical in nature. This course includes 200 hours of training.

Lecture Hours: 8      Lab Hours: 3.4      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**Dance**

**DANCE-002 - Dance Appreciation**

**Units: 3**

Students survey the art of dance, its development as an art form, and elements present in all dance. The course examines the diversity of people and culture leading to the development of theatrical dance forms of the world and Western cultures. Basic movements, use of performing space, and dynamic qualities are explored in a variety of contexts.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: C1      District GE: C1      IGETC: 3A

**DANCE-010 - Ballet, Beginning**

**Units: 1**

In this course students will focus on the fundamentals of ballet technique while learning traditional French ballet terminology through barre and centre work. Students will be introduced to principles of alignment, port de bras, coordination and musicality while developing strength, flexibility, control and performance quality. The student will gain an appreciation of his/her own unique body in relation to ballet as a classical art form. Attendance at a live dance performance may be required. Students may take no more than 4 units of the combined DANCE 010 and DANCE 011 courses.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: O

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: E      District GE: E      IGETC: None

**DANCE-011 - Ballet, Intermediate**

**Units: 1**

This course furthers the student's artistry and skill in classical ballet. The student will apply fundamentals of theory and technique with attention to musicality and performance in the execution of intermediate level barre and centre combinations. The intermediate class will draw from the fundamentals of the beginning ballet while increasing the difficulty in coordination, complexity, tempo and stamina. The student will gain fluency in the use of traditional French vocabulary. Attendance at a live dance performance may be required. Students may take no more than 4 units of the combined DANCE 011 and DANCE 010 courses.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: L

Prerequisite: DANCE 010, minimum grade C, or equivalent

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: E      District GE: E      IGETC: None

**DANCE-014 - Dancers' Workshop**

**Units: 0.5 - 2**

This is a course in dance rehearsal process which culminates in public performance. Students participate as dancers, rehearsing and performing repertory reconstructions, folkloric arrangements, and original student and faculty choreography. Repeatable to a maximum of 8 units.

Lecture Hours: None      Lab Hours: 2 - 6      Repeatable: 15      Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*      Read: None      Write: None      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**DANCE-020 - Jazz Dance, Beginning**

**Units: 1**

This course introduces the student to the elementary skills of jazz dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities, basic rhythms and musical phrasing unique to jazz dance, will be a focus of the course. The student will gain an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required. Between DANCE 020 and DANCE 021 students may take no more than 4 units.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: O

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: E      District GE: E      IGETC: None

**DANCE-021 - Jazz Dance, Intermediate Units: 1**

This course is a continuation of the elements taught in beginning jazz dance. Students build a solid technical foundation of strength, flexibility, alignment, and coordination at the intermediate level. Students will perform faster combinations with increased complexity and artistry. Attendance at a live performance may be required. Between DANCE 020 and DANCE 021 students may take no more than 4 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

Prerequisite: DANCE 020, minimum grade C

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**DANCE-022 - Social Dance Units: 1**

This class introduces students to social dance of European and Latin American origin. Students will learn basic steps, rhythms, and partnering techniques for various social dance forms including Waltz, Fox-Trot, Tango, Rhumba, Cha-Cha, Salsa, and Swing Dance, as well as their stylistic origins and evolution in social and historical contexts.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 1 Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**DANCE-040 - Tap Dance Units: 0.5 - 1**

This course is a progressive applied study of tap dance, theory and technique through lecture, demonstration, and practice. The student follows a progression from an elementary competence level through an intermediate level of performance. May be repeated to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels  
 CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**DANCE-050 - Modern Dance, Beginning Units: 1**

This course introduces students to the elementary skills of modern dance technique. The student will learn basic positions, gestures, traveling and jumping steps, turns and level changes. The students will learn the fundamentals of spatial orientation and will gain an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. Attendance at a live dance performance may be required. Students may take no more than 4 units of the combined DANCE 050 and DANCE 051 courses.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**DANCE-051 - Modern Dance, Intermediate Units: 1**

This course furthers the student's artistry and skills in modern dance. The student will apply knowledge of basic positions, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. The student will work towards a deeper level of artistry and expression through musicality and dynamic qualities of movement. Attendance at a live performance may be required. Students may take no more than 4 units of the combined DANCE 051 and DANCE 050 courses.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

Prerequisite: DANCE 050, minimum grade C

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**DANCE-098 - Directed Study in Dance Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the division dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Dispatch**

**DISP-170 - Basic Public Safety Dispatch Academy Units: 3**

This course is designed to provide dispatchers with the necessary skills and knowledge to perform their job. Curriculum includes computer systems familiarization, legal updates, communication techniques, etc. It may contain POST curriculum, as well as local training mandates.

Lecture Hours: 1.67 Lab Hours: 5 Repeatable: No Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**DISP-172 - Public Safety Dispatcher-Update Units: 1 - 5**

This variable unit course is designed to provide necessary and required continuing professional training to public safety dispatches as required by The Commission on Peace Officer Standards and Training (POST). Students will learn radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques.

Lecture Hours: 0.91 - 4.69 Lab Hours: 1.37 - 6.74 Repeatable: Yes Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Dispatch**

**EVC Course Catalog**

**DISP-173 - Emergency Medical Dispatching Units: 1**

This 40-hour course is designed to provide public safety dispatchers with a general knowledge of how the emergency system operates and the services that are available.

Lecture Hours: 1.7 Lab Hours: 0.6 Repeatable: No Grading: L

Prerequisite: Current CPR certification

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**DISP-178 - Communications Training Officer Units: 1**

This course is to educate communications trainers to their responsibilities and roles in training new dispatchers. This course will provide students with the skills necessary to effectively manage the demand of their specific training assignment.

Lecture Hours: 1.8 Lab Hours: 0.5 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**DISP-182 - Fire Dispatcher Update Units: 0.5 - 2**

This course is designed to provide experienced fire dispatchers with the skills and knowledge necessary to maintain job skills. It completes and updates requirements for the basic fire dispatch course.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 3 Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Drama**

**DRAMA-014 - Theater Workshop Studio Production Units: 0.5 - 2**

Students participate in studio theater rehearsals and public performances as an actor or technician. A studio theater performance emphasizes audience intimacy and adaptation of available performance spaces and technical resources. Repeatable to a maximum of eight units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 15 Grading: O

Prerequisite: Audition required.

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**DRAMA-025 - Children's Theater Units: 3**

Children's Theater rehearses students in the skills necessary to create and perform for young audiences. Students will adapt stories from literature, perform plays written for young audiences, adapt adult plays for young audiences, create performances of their own, and learn how to conduct performance workshops for young audiences. Students wishing to participate in the performance company should register for one unit of Drama 098.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: O

Prerequisite: DRAMA 013 or audition

Recommended: Familiarity with Children's literature.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**DRAMA-026 - From Page to Stage Units: 3**

Students read and analyze plays being mounted in the Bay Area. Students rehearse and perform scenes from these plays in class. Students then attend productions of these plays, and in a post-production class discuss and compare interpretation and production values to those of the staged version.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Recommended: Familiarity with dramatic structure and dramatic action.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**DRAMA-098 - Directed Study in Drama Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Economics**

**ECON-010A - Principles of Macroeconomic Theory Units: 3**

This course explains the forces affecting national economies: variations in money and credit, income, output, productivity, employment, prices and inflation. Econ 10A examines monetary and fiscal theories, explains the role the government plays in the U.S. and other national economies as a result of monetary and fiscal policies and through the exercise of its regulatory powers. The course also provides an overview of how changes in inflation rates, interest rates, and the international value of the dollar reflect variations in the economy. This course provides an overview of the effects the government has upon businesses and households as a result of its taxation and spending policies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D2 District GE: D2 IGETC: 4B



**ECON-010B - Introduction to Microeconomic Theory Units: 3**

Microeconomics focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. An analysis of the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. It explores some of the more urgent micro-economic problems such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes and welfare.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D2 District GE: D2 IGETC: 4B

**ECON-012 - Introduction to Global Economics Units: 3**

This Introduction to Global Economics course will be a cornerstone and foundational component for students pursuing degrees in International Business, and an invaluable supplement for those in other areas of business or economics. With the diverse student body of EVC, rich with first- and second-generation residents, this Global Economics course and the language/cultural skills and connections of the students will broaden their ambitions. This course will catalyze their academic and career success.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: Math 013 with C or better

Recommended: ECON 010A or ECON 010B, prior or concurrent enrollment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D2 District GE: D2 IGETC: 4B

**Education****EDUC-010 - Education in a Multicultural Society Units: 3**

This course introduces the role and function of the educational system in American society. The promise and problems associated with education in the United States will be explored. The experience of different cultural, socioeconomic and linguistic groups, and the implications of the changing American population for the future of the American educational system will be explored. Contemporary issues, historical perspectives and the challenges today's teachers face will be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDUC-012 - Field Experience in Reading Units: 3**

The course is designed to provide students interested in pursuing a career in elementary school teaching with theory and hands-on experience working with children in early literacy at a local elementary school. The course includes work with reading and writing materials, assessment, methodology, and the school environment. A current TB test is required. The course includes 50 hours of on-site field experience in a local elementary school.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDUC-012MS - Math and Science Future Teacher Seminar Units: 3**

This course is designed to provide students interested in pursuing a career in secondary school math or science teaching with theory and hands-on experience working with children in math and science skills at a local elementary school. The course includes work with mathematics and science materials, assessment, methodology, and the school environment. The course includes 50 hours of on-site field experience, as a service learning component, in a local elementary school.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDUC-013MS - Math and Science Future Teacher Seminar II Units: 3**

This is the second course designed to provide students interested in pursuing a career in secondary school math or science teaching with theory and hands-on experience working with children in math and science skills at a local middle, or high school. The course includes work with mathematics and science materials, assessment, methodology, and the school environment. The course includes 50 hours of on-site service learning field experience as a classroom assistant in a local middle or high school.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: MATH- 013 and EDUC-012MS; both with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 4

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDUC-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Educational Instruction Technology****EDIT-005 - Introduction to Online Learning Units: 1**

This course is an introduction to the learning technologies, strategies and tools needed to be successful in an online course. Online courses use a standard set of tools for communication and to deliver content. The course teaches how to use those tools and the technology required. Students will learn how online courses are structured and strategies for being successful in an online course. This course is recommended preparation for all students enrolling in online courses at Evergreen Valley College.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Recommended: Use of keyboard and mouse and experience using Windows or Mac programs.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: 2

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**EDIT-010 - Computers in Education Units: 3**

This course will demonstrate how to effectively implement instructional technology into an educational environment. Students will explore how Internet and online learning technology, combined with pedagogy and application programs (e.g. word processing, spreadsheets, etc.,) can be used for teaching and learning.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**EDIT-012 - Online Learning Technologies, Tools and Techniques Units: 3**

This course provides an overview of the communications technologies and instructional tools used in presenting and developing online curriculum. It is designed to help educators explore various tools available to create a virtual classroom and the instructional issues involved in the implementation of teaching and learning online. Participants draw from their own teaching experiences to develop actual online curriculum using tools such as interactive whiteboards, email, threaded discussions, virtual classroom software, chat rooms, and a variety of synchronous and asynchronous learning tools.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Recommended: Computer skills should include familiarity with the Internet and file management.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**EDIT-022 - WebCT to Develop Online Courses Units: 1 - 3**

This course teaches educators the skills and knowledge necessary to create effective online learning environments with WebCT. Educators will explore examples of WebCT content, learn to navigate the WebCT interface, add tools and content, and perform basic course management functions. The course also emphasizes customizing and managing a publisher-provided course. Participants will learn to customize their course, communicate with students, use evaluation tools, and manage student records. This course can be taken from 1.0 to 3.0 units depending on the level of proficiency desired.

Lecture Hours: 0.5 - 1.5 Lab Hours: 1.5 - 4.5 Repeatable: No Grading: O

Recommended: Some familiarity with computers.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**EDIT-024 - Women in Technology Units: 3**

Through a collaborative learning environment utilizing different application software, multimedia, web resources, and an online social network, students will explore the relationship between women and technology around the world, as well as the contributions women have made in technology. Students will identify effective strategies for extending access to technology for women in order to close the gender gap that maintains a male-dominated hold on advanced technology. They will also investigate the restrictions in technology education and technology careers for women.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Engineering****ENGR-001 - Technology and Society Units: 3**

This course will explore the interrelationships between technology and the social sciences. Specifically, the course will investigate the societal factors which impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society (language, art, music, psychology and sociology). This course is appropriate for students in both technical and non-technical majors.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D7 District GE: D7 IGETC: 4G

**ENGR-010 - Engineering Processes and Tools Units: 3**

This course introduces students to the engineering profession and the devices, processes, and techniques utilized in solving engineering problems. Computers and associated components, hardware and software, are introduced. The use of spreadsheets and mathematical software in engineering problem solving and data presentation is discussed. Engineering report writing and technical presentations are practiced in the class. Students also learn the engineering process through a term project.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: Math 021 or Math 025, with a C or better

Recommended: 1. Be able to operate a personal computer.  
 2. Be able to work with the Windows operating system.  
 3. Experience with mechanical and electronic tools helpful.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ENGR-018 - Engineering Design and Graphics Units: 3**

This course covers the principles of design and its graphical presentation in engineering as well as computer-aided design (CAD) and programming. Major topics include the engineering design process, orthographical projection, multiview drawing, pictorial drawings, dimensioning and tolerancing, and VBA programming. Engineering graphical presentation is based on ANSI standard. Students will learn to use CAD software in producing engineering drawings.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: MATH 014 with C or better, or equivalent.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**ENGR-050 - Introduction to Computing Units: 4**

Mechanical, thermal, electrical, magnetics and chemical properties of materials are studied. Effect of atomic and crystal structure and various bonding mechanisms on the above properties are discussed. Diffusion and phase analysis in various material are studied. Defects and failure in materials including the effect of heat treatment on strength of material are investigated. Various laboratory experiments such as impact, tensile and compression, torsion, fatigue, corrosion, thermal conduction and expansion, electrical conduction, magnetic strength, composite structure, rubber and polymer resilience, and photomicrograph are conducted to provide enhanced knowledge of material properties.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 071 with C or better

- Recommended: 1. Engr 010  
 2. Be able to operate a personal computer.  
 3. Be able to work with the Windows operating system.  
 4. Be able to use wordprocessing software.  
 5. Be able to use spreadsheet software.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-060 - Surveying Units: 3**

This course introduces the students to the basic theory and practice of surveying or geomatics as related to engineering practices. Basic concepts, standards, errors and statistical handling are presented. Linear and angular measurements, profile leveling and traversing are discussed. The concepts of bearings and azimuths as well as related computations are explained. Theory, use and care of surveying instruments in establishing horizontal and vertical control are studied. In addition, students will gain practical experience through laboratory and field work.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: MATH-022, or SG-100 or equivalent, either with grade of C or better. Or, SG-100 may be taken concurrently.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-061 - Plane Surveying Units: 3**

This course introduces students to various plane surveys and calculations. The types of surveys covered include topographical, control, boundary and construction surveys. The public land survey system is discussed. The types of calculations include coordinate geometry computations, and area and volume calculations from survey data. Horizontal and vertical curve computations and layout are also discussed. Least squares adjustments, GPS and GIS are introduced.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: ENGR 060 with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-063 - GIS for Civil Engineering and Surveying Units: 3**

This course introduces the fundamentals of Geographical Information System as related to civil engineering and surveying and how the Multipurpose Cadastre (MPC), Land Information System (LIS) and Geographical Information System (GIS) fit together. Geodetic reference frame, base map, cadastral overlay, and linkage mechanisms are also discussed. Data quality and accuracy, privacy, ethics, institutional, governmental and technological issues associated with GIS are explored. The Arc GIS software is taught and used in the course. GIS applications and existing case studies are presented. Federal Geographical Data Committee (FGDC) standards and future trends of GIS are addressed.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR 060 and ENGR 018

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-066 - Properties of Materials Units: 3**

Mechanical, thermal, electrical, magnetics and chemical properties of materials are studied. Effect of atomic and crystal structure and various bonding mechanisms on the above properties are discussed. Diffusion and phase analysis in various material are studied. Defects and failure in materials including the effect of heat treatment on strength of material are investigated. Various laboratory experiments such as impact, tensile and compression, torsion, fatigue, corrosion, thermal conduction and expansion, electrical conduction, magnetic strength, composite structure, rubber and polymer resilience, and photomicrograph are conducted to provide enhanced knowledge of material properties.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: (CHEM 011A or CHEM 001A) and PHYS 004A; all with C or better

- Recommended: 1. Be able to operate a personal computer.  
 2. Be able to work with the Windows operating system.  
 3. Be able to use wordprocessing software.  
 4. Be able to use spreadsheet software.  
 5. Completion of Engr 010

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-069 - Statics Units: 3**

This course covers the equilibrium characteristics of various structures that are subject to external forces. The effects of various types of forces on the equilibrium of objects are discussed through the application of vector mechanics and the laws of Newton. Topics studied include two and three dimensional rigid structures, free-body diagrams, the concept of centroids, distributed load analysis, moment of inertia analysis, friction and virtual work. Structures considered are primarily trusses, machines and frames.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: PHYS 004A, with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-071 - Introduction to Circuit Analysis Units: 4**

Analyses of DC and AC circuits are performed using Kirchhoff's voltage and current laws. Emphasis is given to resistive, capacitive, inductive, and amplifier circuits powered by independent and dependent sources. The transient nature of first order and second order circuits containing capacitors and inductors are studied. Thevenin's and Norton's theorems are applied to DC and AC circuits and properties of these circuits for maximum power transfer are determined. The concept of impedance is used to analyze AC circuits in the frequency domain as well as to perform power analysis.

Lecture Hours: 3      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: MATH 073 and PHYS 004B, both with C or better

Recommended: 1. Math 078

2. Be able to operate a personal computer.
3. Be able to work with the Windows operating system.
4. Be able to use wordprocessing software.
5. Be able to use spreadsheet software.
6. Completion of Engr 010 and 050

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ENGR-098 - Directed Study in Engineering Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 17      Grading: O

CAN:

*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**ENGR-138 - Occupational Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 15      Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU                                  Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**English****ENGL-001A - English Composition Units: 3**

English 1A is the first course in a transfer level sequence (English 1A, 1B) designed to equip students with the skills necessary for writing college level compositions. The course emphasizes expository writing, critical reading, and research techniques. Students are required to produce a series of academic essays including a documented research paper in conventional format. Analysis of readings and the practice of writing processes create the bases for student essays.

All English 1A students will take a Department Final which will be holistically scored by at least two faculty members and will represent 20% of their course grade.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: Continuing students must complete ((ENGL 104 or ENGL 092 or ENGL 091A) and (ENGL 102 or ENGL 091B or READ 101 or READ 101S)) or ESL 091 or ESL 093; all with C or better. New students will be placed based on the results of assessment.

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: A2                  District GE: A2                  IGETC: 1A

**ENGL-001B - English Composition Units: 3**

English 1B, a second semester college composition course, emphasizes expository and argumentative writing directed toward an analysis of ideas and concepts from a wide variety of literature; English 1B includes discussion of fiction, drama, poetry, the essay, and other expository prose-- stressing critical reading in these genres. All English 1B students will take a Department Final which will be holistically scored by at least two faculty members and will represent 20% of their course grade.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: ENGL 001A with C or better

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: C2                  District GE: C2                  IGETC: 3B

**ENGL-001C - Critical Thinking/Composition Units: 3**

This course presents the elements of critical reasoning and logic. Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. Students will analyze and demonstrate these techniques by writing and critiquing essays and using research strategies. This course is specifically designed to meet the IGETC critical thinking requirement.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: ENGL 001A with C or better

CAN:

*Advisory Level:*    Read: None                  Write: None                  Math: None  
 Transfer Status: CSU/UC                                  Degree Applicable: AA/AS  
 CSU GE: A3                  District GE: A3                  IGETC: 1B



**ENGL-001D - Advanced College Reading Units: 3**

In this transfer-level reading course, students will advance their reading effectiveness for academic, career, and personal growth. The course is designed to empower students to read difficult text at an in-depth level. Students will learn to summarize, to paraphrase, to understand descriptive and scientific language, to analyze writers' strategies, and to interpret abstract concepts. It will give them practice with a range of texts, including texts representing other college courses and primary source material relevant to the transfer major. This course can be taken after completion of English 102 and 104 or ESL 91; concurrently with English 001A; or after English 001A.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: (ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or ESL 091; all with C or better or placement based on assessment; course may be taken concurrently with ENGL 001A or after ENGL 001A.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGL-001L - English Composition Lab Units: 0.5 - 1.5**

Students will learn and use critical thinking/writing skills needed for college level exposition, including paraphrasing, summarizing, development of complex content, revision, sentence techniques, research, evaluation, synthesis, and documentation of sources.

Lecture Hours: None Lab Hours: 1.5 - 4.5 Repeatable: 8 Grading: K

Prerequisite: Placement in ENGL 001A by testing or by completion of (ENGL 104 and ENGL 102) or (ESL 091 or ESL 093)

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-021 - Introduction to Poetry Units: 3**

This course emphasizes reading poetry for analysis and enjoyment. An appreciation of poetry is developed through discussion of theme, tone, imagery, poetic techniques, purpose, and versification.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 092) and ENGL 102 or READ (101 or 4 units of 101S) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-028 - Introduction to World Mythology Units: 3**

The course investigates cross-cultural patterns of myths: gods and goddesses of earth and sky, hunt and harvest; the cycle of the hero; the creation, destruction, and renewal of the world; myths as potent forces today in literature and the arts as well as in everyday life.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-033 - Women in Literature Units: 3**

This introductory survey of literature focuses on the stereotyped and individualized characterizations of women as depicted in drama, short stories, poetry, essays and novels.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2,D4 District GE: C2, D4, E IGETC: 3B

**ENGL-035 - The Short Story Units: 3**

This course is an analysis and interpretation of the short story encompassing short fictional writing. Elements of fiction, critical literary approaches, historical context, author-biographical information, and techniques for writing about literature will be covered.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-052 - Children's/Adolescent Literature Units: 3**

This course traces the historical and cultural development of global literature for both children and adolescents, including its multiple origins and relationships from the oral tradition, myth, nursery rhymes, poetry, fables, folk tales, sacred literature, novels, and literature-related arts such as music, theater, games, film, pictorial arts, and television. The course stresses multicultural elements and ethnic writers as it emphasizes the importance of diverse literature on psychological, sociological, and cultural growth of American college students and children/adolescents in general.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: Continuing students must complete (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101 or READ 101S) or (ESL 091 or ESL 093), all with C or better. New students will be placed based on the results of assessment.

Recommended: Highly recommended: A grade of C or better in ENGL 001A, first semester transfer composition.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-060 - Japanese and Japanese-American Literature Units: 3**

Japanese and Japanese-American Literature is a survey of works in translations by both classical and modern Japanese writers with emphasis on the development of the novel, the diary, the haiku, and the short story. The course includes selected works by Japanese-American authors to develop an awareness of the experiences, culture and literary contributions of Japanese-Americans. English 60 satisfies the General Education Cultural Pluralism requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2, D3 District GE: C2, D3, E IGETC: 3B



**ENGL-062 - Asian/Asian-American Literature Units: 3**

This course introduces students to a variety of literary works from the Asian/Asian-American culture which are significant in illuminating the cultural experience of Asian-Americans. It is designed to provide an awareness and understanding of the experiences and literary contributions of Asian/Asian-Americans by examining Asian/Asian-American literary works from countries such as China, the Philippines, India, Japan, Korea, Vietnam, Malaysia, Indonesia, and the United States. (Satisfies the Ethnic Studies requirement for the Associate Degree.)

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 92) and ENGL (102 or ESL 91 or Reading 101) with a grade of C or better or placement based on assessment

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2, E IGETC: 3B

**ENGL-072 - Fundamentals of Creative Writing Units: 3**

Students will learn to write lucid, well developed pieces of fiction, short dramatic treatments and poetry. Focus on creative writing as a living art form through publication of student work in a literary magazine and performance of student writings through oral interpretation.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL 001A with C or better

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ENGL-073 - Introduction to Shakespeare Units: 3**

Students will study representative Shakespeare as a major figure in our literary heritage and will read selected works, including represented plays, sonnets and poems. Contributions of the Elizabethan era to Western Culture will be explored. The course is designed to heighten awareness of Shakespeare's literature to society and the relationship of the student to his work.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: (ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-080 - Mexican American Literature Units: 3**

This course surveys selected Mexican American authors to develop an awareness of the experiences and literary contributions of Mexican Americans living in the United States. The course is designed to heighten critical awareness of the image of the Mexican American in distinct genres of literature. The focus will be on works written from mid 20th century to the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 91; all with C or better or placement based on assessment

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2,D3 District GE: C2, D3, E IGETC: 3B

**ENGL-082A - African American Literature Units: 3**

English 82A is a detailed study of the African-American experience in America as viewed through the literary works of African-American authors from slavery to 1930. The course is designed to analyze the various and unique social scientific approaches—namely the historical, the psychological, the sociological, and the philosophical—that African-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience. English 82A is not a prerequisite to English 82B. This course satisfies the General Education Cultural Pluralism requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2,D3 District GE: C2, D3, E IGETC: 3B

**ENGL-082B - African American Literature Units: 3**

English 82B is a detailed study of the African-American experience in America as viewed through the literary works of African-American authors from 1930 to present. The course is designed to analyze the various and unique social scientific approaches—namely the historical, the psychological, the sociological, and the philosophical—that African-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience. English 82A is not a prerequisite to English 82B. This course satisfies the General Education Cultural Pluralism requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2,D3 District GE: C2, D3, E IGETC: 3B

**ENGL-084A - Survey of American Literature Units: 3**

Representative American literature from its beginning to 1865 with some emphasis on social and cultural backgrounds. This course includes works of writers of the Colonial, Revolutionary, and Romantic periods.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-084B - Survey of American Literature Units: 3**

Representative American literature from the late 19th Century to the present, with some emphasis on social and cultural backgrounds.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-086A - Survey of English Literature I Units: 3**

First part of a two-part series surveying the development of English (Anglophone) Literature from the earliest writings in English to the Restoration and 18th Century literature. Students will read and discuss significant examples of epic, lyric, drama and prose writings of the finest authors writing in England and the British Empire from the Anglo Saxon, Anglo-Norman, Middle English, Renaissance, Restoration and 18th Century periods. The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, exams, research reports, and class work. This course is required for the English Major at EVC and CSU.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-086B - Survey of English Literature II Units: 3**

The second part of a two part series surveying the development of English (Anglophone) Literature from the 18th Century to the present. Students will read and discuss significant examples of epic, lyric, drama and prose writings of the finest authors writing in England and the British Empire from the Romantic, Victorian, Edwardian, Modern and Postmodern periods. The course will contain lectures, discussions, group work, and other student centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work. This course is required for the English Major at EVC, SJCC, and the CSU system.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-098 - Directed Study Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or 335) or READ 301 or READ 301S and (ENGL 330 or 335); all with C or placement based on assessment

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**ENGL-099 - Grammar for Writers: WST Preparation Units: 3**

This course is designed for students who have passed English 001A, but still require improvement and refinement in grammar, composition, and critical thinking skills. Upon successful completion, the student should attain and surpass the levels necessary for success in passing CSU Writing Skills Tests and for upper division work. English 099 focuses on writing structure and the creative process: mechanics, and composition. It is designed to instruct students in writing the full range of appropriate and effective English sentences, paragraphs, and essays. Basic concepts of the appropriateness of certain structures to specific content are emphasized.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ENGL 001A with C or better

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**ENGL-102 - College Reading Units: 3.5**

English 102 enhances college reading skills and study techniques using academic materials in a variety of disciplines such as the natural sciences, social sciences, humanities and business. Instruction includes literal and interpretive comprehension, rate flexibility, vocabulary expansion, and beginning research. All students in English 102 must complete 1.5 hours of lab work per week in the Reading Lab. This counts as 15% of the final course grade. Concurrent enrollment in English 104 is recommended.

Lecture Hours: 3 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: ESL 302 or ENGL 322 and (330 or 335) or READ 301 and (ENGL 330 or 335); all with C or placement based on assessment.

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**ENGL-104 - Fundamentals of Composition Units: 4**

English 104 is an introduction to academic discourse and to writing short essays. The course develops competence in analytic reading and expository writing. The course stresses paragraph and essay structure through the use of pre-writing, revision, editing, and peer review strategies. Competence in English usage and syntactic variety will also be developed. Students will respond to culturally relevant model writings for general, academic, and special audiences. English 104 includes a three-hour weekly writing lab, which determines 25% of each student's final course grade. Twenty percent of each student's grade will be based on a department final essay exam. The course meets the pre-requisite for ENGL-001A.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: ESL 302 or ENGL 322 or READ 301 and (ENGL 330 or 335); all with C or placement based on assessment.

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**ENGL-194 - Reading Skills Units: 0.5 - 6**

This self-paced course offers an opportunity to increase reading rate through the use of computers and software.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 11 Grading: K

Prerequisite: ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S, all with CR or placement based on assessment

CAN:  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ENGL-310 - Improvement of Spelling Units: 3**

English 310 is designed to help students learn and apply basic spelling rules. Commonly misspelled words and spelling rules are identified and practiced. For words that cannot be spelled by sound, a variety of study techniques and memory devices described and used.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-310L - Basic Spelling Lab Units: 0.5 - 1**

This adjunct lab complements the regular spelling class, English 310, and should be taken at the same time. Based on a pretest, students will be given individual assignments to correct spelling weaknesses.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 1 Grading: K

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-321 - Fundamentals of Reading Units: 0.5 - 3**

English 321, a variable unit course, develops fundamental reading skills using an individualized approach. Emphasis is on vocabulary development, comprehension improvement and basic techniques of study. The course may not be used in satisfaction of written English requirement for AA degree. Concurrent enrollment in English 321L is highly recommended.

Lecture Hours: 0.5 - 3 Lab Hours: None Repeatable: 5 Grading: K

Recommended: English 341

Open Curriculum: An assessment test is required prior to first day of class

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-321L - Reading Laboratory Units: 0.5 - 1**

English 321L is a lab designed to supplement the reading skill development covered in English 321. The lab is individualized and uses self-instructional materials. Students receive assignments to match class work. Concurrent or prior enrollment in English 321 is required.

Lecture Hours: None Lab Hours: 1.5 - 3 Repeatable: 1 Grading: K

Recommended: English 341

Open Curriculum: An assessment test is required prior to first day of class

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-322 - Introduction to College Reading Units: 3.5**

This course strengthens and expands reading and study skills using a variety of teaching approaches and materials. It develops vocabulary, complex comprehension, and study/reference skills. All students in English 322 must complete 1.5 hours of lab work per week in the Reading Lab. This counts as 1/7 of the final course grade. This course may not be used to satisfy the written English requirement for the AA Degree. Concurrent enrollment in English 330 is also highly recommended.

Lecture Hours: 3 Lab Hours: 1.5 Repeatable: No Grading: K

Credit by Exam: Yes

Prerequisite: Completion of (ENGL 321 (3 units) and ENGL341) or 6 units of ENGL 350 or 6 units of Engl 340S or (ESL 312 and ESL 313); all with a CR or placement based on assessment.

Corequisite: XENGL 322L

Recommended: Concurrent enrollment in ENGL 330.

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-322L - Reading Laboratory Units: 0.5**

This optional reading lab, which is separate from the course required lab, offers additional practice in reading for students enrolled in English 322. Concurrent enrollment in English 322 is required. The assignments for this lab do not take the place of or replicate the required lab component of the course.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 2 Grading: K

Prerequisite: Completion of ((English 321 and English 341)) or 6 units of READ 350 or READ 340S or (ESL 312 and ESL 313); all with CR or placement based on assessment.

Corequisite: ENGL 322

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-330 - Improvement of Writing Units: 4**

English 330 is devoted to developing competence in writing (1) standard English sentences, (2) paragraphs, and (3) short compositions by means of a study of grammar and practice in writing. Successful completion of both the lecture and writing center component of this course is required. This course may not be used in satisfaction of English requirements for the Associate Degree, but it is a prerequisite for students who place below the English 104 level on the College Placement Test. ALL English 330 students will take a Department Final Exam which will be holistically scored by at least two faculty members and will represent 20% of their course grade.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: (3 units of ENGL 321 and ENGL 341) or 6 units of READ 350 or 6 units of ENGL 340S or (ESL 312 and 313); all with a CR or placement based on assessment

Corequisite: XENGL 330L

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ENGL-341 - Sentence/Paragraph Development Units: 3**

This course focuses on assisting students in developing strong grammar skills by emphasizing correct use of word forms, parts of speech and basic sentence structure. Ultimately, student competence in sentence skills will help them to successfully link sentences into a unified paragraph. The course may not be used for satisfaction of English requirements for the Associate degree, but it is a prerequisite for students who place below the English 330 level on the College Placement Test.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ENGL-394 - Building Vocabulary Skills for College Students Units: 0.5 - 1**

This individualized course is designed to increase vocabulary skills to prepare students for college level courses. The primary instructional strategy emphasizes the use of contextual clues and word structure; however, building dictionary skills and learning methods to reason through analogies are included. The second half unit focuses on vocabulary in the content areas and using the Internet as a vocabulary building resource.

Lecture Hours: None Lab Hours: 1.5 - 3 Repeatable: 1 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

***English as a Second Language*****ESL-091 - College Reading and Writing 2 Units: 6**

This course is designed for non-native speakers of English. The reading component emphasizes patterns of essay organization, relationships of paragraphs within essays, and understanding of the author's purpose, audience, tone, and mood. Reading and research materials highlight cultural content & contemporary issues in American society & serve as models/prompts for compositions. Essays will focus on research and the development and organization of ideas using complex sentences in coherent, well-developed paragraphs. Upon successful completion, students will progress to the next writing level, English 1A/ESL Focus. Concurrent enrollment in ESL 91L is required for computer assisted, instructor guided practice.

Lecture Hours: 6 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ESL 302 with CR or placement based on assessment

Corequisite: ESL 091L

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**ESL-091L - ESL Skills Development Lab Units: 0.5**

The content of this lab will facilitate skills development for the ESL 091 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor, or to write essays for individual critiques by an ESL instructor. Students must enroll concurrently in ESL 091.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: L

Corequisite: ESL 091

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-100L - ESL Skills Development Lab Units: 0.5 - 2**

The content of this lab will facilitate skills development for ESL 104 and 106 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students must enroll concurrently in ESL 104 or 106. Students may earn a maximum of 2 units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Corequisite: Concurrent enrollment in ESL 104 or ESL 106 is required.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-104 - Academic Listening and Speaking Units: 3**

This class is designed to help non-native speakers of English gain the academic listening and speaking skills required to be successful in the mainstream college level classroom. This course focuses on note-taking, class participation, expression of personal ideas, presentation skills, and gathering information from various audio and visual media. Concurrent enrollment in ESL 91 is highly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 314 or 315 or (ESL 312 and 313); all with CR or placement based on assessment.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-106 - Grammar for Writers 2 Units: 3**

This course is designed to help ESL students improve their writing skills and grammar usage for success in ESL 091. The course focuses on persistent structural problems and offers in depth analysis of English grammar and syntax for advanced ESL college students preparing to pursue academic or vocational studies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 312 with CR or placement based on assessment

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-194 - Individualized Skills Laboratory Units: 0.5 - 6**

This individualized instruction course is designed to strengthen workplace communication skills for automotive technicians. The course assists students to master technical vocabulary and informal speech used by automotive technicians, comprehend both written and oral descriptions and instructions, and critically read automotive manuals and specification data as well as posted signs and notices.

Lecture Hours: None Lab Hours: 1.5 - 18 Repeatable: 11 Grading: K

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-302 - Introduction to College Reading and Writing Units: 6**

ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills using academic texts. ESL 302 may be taught as a learning community with a course in another discipline. Concurrent enrollment in 0.5 unit of ESL 302L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 6 Lab Hours: 0 Repeatable: No Grading: K

Prerequisite: ESL 313 and ESL 312, both with CR or placement based on assessment.

Corequisite: ESL 302L

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-302L - ESL Skills Development Lab Units: 0.5**

The content of this lab will facilitate skills development for ESL 302 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor to write essays for individual critiques by an ESL instructor. Students must enroll concurrently in ESL 302.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: ESL 302

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-306 - Editing and Grammar for Writers Units: 3**

ESL 306 emphasizes proofreading, editing, and grammar for ESL writers at a low-advanced level of English language proficiency. Course content focuses on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in academic writing.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: K

Prerequisite: ESL 312 and ESL 313, or ESL 315 with CR or placement by assessment

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-310L - ESL Skills Development Lab Units: 0.5 - 2**

The content of this lab will facilitate skills development for the ESL 310 series. It is designed to supplement classroom instruction (in the ESL 310 series) by providing students the opportunity to work on an individual basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing and vocabulary development. Students must be enrolled concurrently in ESL 312, 313, or 314 or 316 or 317. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 2 units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Corequisite: ESL 313 or ESL 314 or ESL 315 or ESL 316 or ESL 317

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-312 - Introduction to the Essay Units: 5**

ESL 312 is a high-intermediate writing course for non-native speakers of English. Students read and write paragraphs and short essays on academic topics to acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in ESL 312L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 322 and ESL 323 and ESL 324, all with CR or placement based on assessment.

Corequisite: ESL 312L

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-312L - ESL Skills Development Lab Units: 0.5**

The content of this lab will facilitate skills development for the ESL 312 course. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software and web-based materials previously assigned by the ESL instructor, to attend workshops on grammar and composition, and to receive individual critique by an ESL instructor on assignments written for ESL 312.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: ESL 312

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-313 - Introduction to College Reading Units: 3**

This course is designed for non-native speakers at a high-intermediate level of English proficiency. Course content prepares students to read and respond to college-level texts, demonstrating literal and critical comprehension, and to expand vocabulary for academic purposes. Concurrent enrollment in ESL 312, ESL 314, and ESL 310L is recommended.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: K

Prerequisite: (ESL 322 and ESL 323 and ESL 324) or (ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S) or placement based on assessment

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NC

CSU GE: None District GE: None IGETC: None

**ESL-314 - Advanced Listening and Speaking Skills Units: 3**

Refines listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 324 with CR or placement based on assessment.

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None



**ESL-316 - Grammar for Writers 1 Units: 3**

ESL 316 is an intensive grammar course for ESL writers at a high-intermediate level of language proficiency. Course content focuses on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in oral and written discourse.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 322 with CR

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-317 - English Pronunciation 3 Units: 3**

This course is designed to enable adult learners of English to acquire more native-like speech. Emphasis is placed on global aspects of speech such as stress, intonation and pitch, rhythm, linking, blending, and assimilation of sounds in connected discourse as well as proper articulation of vowels, consonants, and consonant blends and pronunciation of grammatical word endings. Multimedia and online resources supplement the course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 324 with CR or placement by based on assessment

Recommended: Concurrent enrollment in 312 or 313 or 314 strongly recommended

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-320L - ESL Skills Development Lab Units: 0.5 - 2**

The content of this lab will facilitate skills development for the ESL 320 series. It is designed to supplement classroom instruction (in the ESL 320 series) by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students must be enrolled concurrently in ESL 322, 323, or 324. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 2 units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Corequisite: Concurrent enrollment in ESL 322 or ESL 323 or ESL 324 or ESL 327

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-322 - Paragraph Development Units: 5**

ESL 322 is an intermediate writing course for non-native speakers of English. This course focuses on writing well organized and fully developed paragraphs with correct grammar, sentence structure and word choice. Concurrent enrollment in 0.5 unit of ESL 320L is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 332 with CR or placement based on assessment

Recommended: Concurrent enrollment in 323 or 324 or 327 is strongly recommended.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-323 - Reading and Vocabulary Development Units: 3**

This course is designed for non-native speakers at an intermediate level of proficiency in English. Course content and materials focus mainly on reading comprehension and vocabulary development. Integration of discussion and writing activities is also emphasized. Concurrent enrollment in ESL 322, ESL 324, and ESL 320L are recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 333 with CR or placement based on assessment

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-324 - Listening and Speaking Skills Development Units: 4**

This course focuses on developing academic listening and speaking skills at an intermediate level of language proficiency. Emphasis is also placed on acquiring idiomatic language and cultural awareness through the use of multimedia materials. Concurrent enrollment in ESL 322, 323, and ESL 320L is recommended.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 334 with CR or placement based on assessment

Recommended: Concurrent enrollment in (ESL 322 or 323 or 327) and ESL 320L is strongly recommended

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-327 - English Pronunciation 2 Units: 3**

Designed for non-native speakers of English who require further intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 337 with CR or placement based on assessment

Recommended: Concurrent enrollment in ESL 322 or 323 or 324.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-328 - English for Job Search Success Units: 0.5**

This course is designed for non-native speakers at an intermediate level of proficiency in English. Course content and materials focus mainly on job search strategies and skills. A combination of reading, writing, listening, and speaking skills will be practiced in the course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Completion of ESL 332 with CR or placement based on assessment

Recommended: Basic knowledge of keyboarding.

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-330L - ESL Skills Development Lab Units: 0.5 - 2**

The content of this lab will facilitate skills development for the ESL 330 series. It is designed to supplement classroom instruction (in the ESL 330 series) by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students must be enrolled concurrently in ESL 332, 333, or 334. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 2 units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Corequisite: ESL 332 or ESL 333 or ESL 334 or ESL 337

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-332 - Basic Writing Skills 2 Units: 4**

ESL 332 is a low-intermediate grammar/writing course for non-native speakers of English. The grammar and sentence structure of written discourse is recognized and identified in sentences and short passages, practiced in exercises and oral activities and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 330L may be required by the instructor for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 342 with CR or placement based on assessment

Recommended: Concurrent enrollment in 0.5 unit of ESL Skills Development lab is strongly recommended.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-333 - Basic Reading Skills 2 Units: 3**

This course is designed for non-native speakers who are at a low-intermediate level of proficiency in English. Course content and materials expand reading and vocabulary skills by focusing on literal and critical comprehension of text. Development of speaking and writing skills through interactive class activities is also emphasized. Concurrent enrollment in ESL 332, ESL 334, and ESL 330L is recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 343 with CR or placement based on assessment

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-334 - Basic Listening/Speaking 2 Units: 5**

This course is designed for non-native speakers at a low-intermediate level of English proficiency. Class activities and multimedia materials focus on aural comprehension, oral communication and clear pronunciation in a variety of contexts. Concurrent enrollment in ESL 330L, 332, and ESL 333 are recommended.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 344 or ESL 347 with CR or placement based on assessment

Recommended: Concurrent enrollment in ESL 332, ESL 333, and 330L are recommended

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-337 - English Pronunciation 1 Units: 3**

English Pronunciation 1 introduces students to articulatory phonetics and the intonation, stress, and rhythm patterns of English. Concurrent enrollment 0.5 unit in ESL 330L is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Placement based on assessment

Recommended: Concurrent enrollment in ESL 332 or 333 or 334

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-341L - ESL Skills Development Lab Units: 0.5 - 2**

The content of this lab will facilitate language skills development for students enrolling in the ESL entry level courses by providing computer assisted language instruction and workshops. Students will work on an individualized basis to enhance any language skill they need to practice. Students must be enrolled concurrently in any ESL 340 level course. At least twenty-four hours of lab work are required for 0.5 unit of credit.

Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Recommended: Concurrent enrollment in any ESL 340 class strongly recommended.

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-345 - Basic Writing Skills 1 Units: 4**

ESL 345 is a basic grammar and writing course for non-native speakers of English. The grammar and syntax of written discourse is recognized and identified in sentences and short passages, practiced in oral and written activities, and used and edited in a variety of written formats. Concurrent enrollment in ESL 346 and ESL 347 is recommended.

Lecture Hours: 4 Lab Hours: 0 Repeatable: No Grading: L

Open Curriculum: An assessment test is required prior to first day of class

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-346 - Basic Reading Skills 1 Units: 3**

This course is designed for non-native speakers at a high-beginning level of proficiency in English. Course materials develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Emphasis is also placed on discussion, writing, pronunciation, and spelling. Concurrent enrollment in ESL 345, and ESL 347 is recommended.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: K

Recommended: Placement test required before registering

Open Curriculum: An assessment test is required prior to first day of class

CAN:

*Advisory Level:* Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-347 - Basic Listening and Speaking 1 Units: 5**

This course develops basic listening comprehension and speaking skills and furthers understanding of American culture at a high beginning level. Concurrent enrollment in ESL 345 and ESL 346 is recommended.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: K

Open Curriculum: An assessment test is required prior to first day of class

CAN:

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**Environmental Science****ENVIR-010 - Environmental Science Units: 4**

This is an interdisciplinary course that examines the prospects of human civilization, the environment, and the foundations for a sustainable future. Important environmental issues facing humankind are explored including population growth, resource use, and pollution. Fields trips are required. The course is designed for non-science majors to meet general education laboratory science requirements in either biological or physical science.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B2,B3 District GE: B1, B2, B3 IGETC: 5A,5B

**Ethnic Studies****ETH-010 - Introduction to Ethnic Studies Units: 3**

This interdisciplinary course is a combination of Humanities and Social Science. Students will be exposed to the various aspects of major ethnic minority cultures in the U.S. including philosophical and religious thought, art, music, literature, food, customs and traditions. This course will also serve as an introduction to the experiences and perspectives of selected racial/ethnic groups in the U.S. Particular attention will be paid to racial and ethnic group relations in our society. Also of particular concern will be the study of key concepts and social theories pertinent to the study of racial/ethnic groups in the U.S. This course was previously entitled "Survey of Third World Cultures."

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2, D3 District GE: C2, D3, E IGETC: 3B, 4C

**ETH-011 - Ethnic Film: Reel Studies Units: 3**

This course will examine contemporary and classic cinema, focusing primarily on US ethnic films from African American, Native American, Latino, Asian-Pacific Islander, and Middle Eastern American cultures as a tool to explore universal human themes as well as stereotypes.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C1 District GE: C1, E IGETC: 3A

**ETH-030 - Chicana/o Culture Units: 3**

This survey course studies the development of Mexican-American culture in the U.S. Southwest. Emphasis will be on the historical and sociological aspects of Mexican-American culture, including dominant social science and ethnic (in-group) perspectives of community life, value-orientation differences, patterns of assimilation and integration into mainstream American society. The course also identifies the artistic and literary contributions of Mexican-Americans.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2, D3, D7 District GE: C2, D3, D7, E IGETC: 3B, 4C, 4G

**ETH-035 - Sociology of the Chicana/o Experience Units: 3**

This course focuses on Chicanas/os and their relation to U.S. society. It will address some critical areas of the Chicana/o experience in terms of economics, labor, immigration, stereotypes, religion and police Chicano conflict as well. In order to provide a real world analysis of the contemporary role of the Chicana/o in society, this course will focus on the Chicana/o community of San Jose. A central objective of the course is to base both skill development and content on the issues that are of personal and academic interest to the student. The ultimate objective is to use this analysis to come up with strategies for addressing the needs of the Chicana/o and other communities. This course replaces SOC 020.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: D0, D3 District GE: D0, D3, E IGETC: None

**ETH-040 - Vietnamese American Culture and Experience Units: 3**

This course provides students with a basic theoretical background to study the ancestral origin of the Vietnamese Americans, their migration to the U.S., and assimilation into U.S. culture and society. It follows the evolution of their cultural roots into their ethnic heritage, focusing on their religious and philosophical thoughts, customs, and value system. The course traces the emergence of their minority status, identity, and sense of community, and explores their current status and prospects of ethno-social mobility through education, employment, business, entrepreneurship, and politics. This course meets the Humanities and/or Social Sciences requirements.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2, D3, D7 District GE: C2, D3, D7, E IGETC: 4C,4G

**ETH-042 - Asian Pacific American (APA) Culture and Experience Units: 3**

This course covers (1) the Asian backgrounds, migration, ethnic culture (particularly major religious beliefs, philosophical thoughts, value system, customs, and traditions), and American experiences APAs as a whole have in common; (2) unique aspects of each Asian American co-group, with more emphasis on the six largest groups: Chinese, Filipino, Asian Indian, Japanese, Korean, and Vietnamese Americans. Also of special importance are key concepts, theories, and perspectives pertinent to this study, as well as American experiences APAs share with other U.S. racial groups, especially African American and Latino Americans. This course is a combination of the Humanities and Social Sciences.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2, D7 District GE: C2, D7, E IGETC: 4C,4G

**Family and Consumer Studies****FCS-019 - Nutrition Units: 3**

This course provides students an introduction to basic nutrition principles, including physiological, psychological and sociological considerations. Students will analyze the human diet in relation to health, lifestyle choices, personal behaviors, and disease prevention. Individual recommended nutrient intake, the body's use of nutrients, and optimum dietary health across the lifespan will be discussed. Students will also examine the influence of culture, food supply, food choices, and nutritional status, as well as socioeconomic conditions, food fads, and diet fallacies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: E District GE: E IGETC: None

**FCS-050 - Life Management Units: 3**

Life Management provides individuals with skills for understanding and using resources for effective functioning now and in the future. Students will explore day-to-day resources including time, energy, and money. Major topics include steps in value clarification, goal setting, decision making, problem solving, time management, health, money management, education and career planning, communication skills, handling change and stress, and conflict management. In addition, the course explores the effect of cultural forces and future trends on goals, values, standards, and time management.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: E District GE: E IGETC: None

**FCS-070 - Child Development Units: 3**

Child Development is the study of the child from the prenatal period through adolescence. The physical, social-emotional and cognitive aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D9, E District GE: D9, E IGETC: None

**FCS-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**French****FREN-001A - Elementary French-First Semester Units: 5**

This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 001L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations. This course corresponds to two years of high school study.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Corequisite: FREN 001L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 6A

**FREN-001B - Elementary French-Second Semester Units: 5**

This is the second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 1L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 001A or FREN 016

Corequisite: FREN 001L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**FREN-001L - Foreign Language Lab Units: 0.5**

Elementary French Lab supplements classroom instruction in French 001A and French 001B. Students use audiocassettes and/or computer programs for oral, aural, and written drill. Repeatable to a maximum of 1 unit.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 1 Grading: K

Corequisite: FREN 001A or FREN 001B

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FREN-002A - Intermediate French Units: 5**

This course reviews basic grammar structures and an introduction to literature, and culture with numerous readings of progressive difficulty, representative of French and Francophone literature with respects to periods, genres, authors, and geographical origins, allowing for both discussions and the writing of essays about related topics. Emphasis is placed on extending vocabulary, sharpening understanding of texts, and acquiring tools for writing compositions in French.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 001B

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**FREN-002B - Intermediate French Units: 5**

Further development of conversation, composition, review of structure of the French language. Oral and written expression, readings in French literature, and cultural understanding are included in this course.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 002A

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**FREN-002L - Foreign Language Lab Units: 0.5**

The Foreign Language Laboratory supplements classroom instruction for French 002A and French 002B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with French 002A or French 002B. Repeatable to a maximum of 1 unit.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 1 Grading: K

Coresquisite: FREN 002A or FREN 002B

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**FREN-091A - Conversational French Units: 3**

This course deals with the essentials of French conversation, leading to the development of an ability to use the French language in everyday situations. It is designed for students without previous experience in French.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**FREN-091B - Conversational French Units: 3**

This course is a continuation of French 91A. It deals with the essentials of conversation, leading to the development of an ability to use the language in everyday situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 091A

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Geography****GEOG-010 - Introduction to Physical Geography Units: 3**

This course is an investigation of our relationship to his physical environment (atmosphere, weathered climate, water, landforms, soils, and biosphere) and their reciprocal relationships. Spatial location is emphasized. Maps, globes, and atlases are used. Field trips may be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D5 District GE: D5 IGETC: 4E

**GEOG-011 - Introduction to Cultural Geography Units: 3**

This is an inquiry into the relationships between human culture and the natural environment. It emphasizes the varieties of human, social, economic, and political development in different geographical settings.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D5 District GE: D5 IGETC: 4E

**Geology****GEOL-011 - The Changing Earth Units: 3**

This is a lecture course in Physical Science for general education. Students will learn the origin of the Earth, development of continents and ocean basins, geologic history of North America, evolution of animals through geologic time, and the origin of humans. The problem of unraveling the Earth's past is used to illustrate fundamental principles of nature and the methods of science. This is an interdisciplinary course including concepts of biology and physical science.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Guidance****GUIDE-075 - Transfer to Four-Year Institution Simplified Units: 1**

This course assists students through their active participation in all aspects of transfer to a 4-year public or private institution. Major topics include selecting a transfer college or university, choosing a major, examining lower division major and general education requirements, reviewing admission procedures, identifying application deadlines, exploring financial aid and scholarship options, and completing the transfer application.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: K

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**GUIDE-080 - Career Planning**

**Units: 3**

This course assists students with career/major selection. Students will identify personal interests, abilities, goals, values, and lifestyle preferences and relate them to the world of work. Career trends and opportunities, employment outlook and the nature of today's workplace will be examined. Students will learn about personal and professional planning as it relates to careers through job search techniques, resume writing, interviewing, career building and realistic decision making. (Guidance 080 formerly Guidance 096) (Guidance 080 equivalent to Guidance 081, 082 and 083.)

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: E      District GE: E      IGETC: None

**GUIDE-081 - Career Self Assessment**

**Units: 1**

This is the first course in a three-course sequence of career planning and development. This course is designed to assist students identify personal qualities and skills useful in selecting possible career paths. Using inventories and exercises of self-assessment, students will gather information about their abilities, aptitudes, interests, goals, lifestyle preferences, personality and values, and relate these qualities and skills to the world of work. Students will identify personal and workplace stereotypes and barriers that act as impediments to career selection and career exploration (1st course in a three part sequence, one third of Guidance 080).

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: O

CAN:

Advisory Level:      Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-082 - Career Information Gathering**

**Units: 1**

This is the second course in a three course sequence which explores pertinent external factors affecting career selection as well as the decision-making process used in career selection. The course emphasizes where and how to gather, analyze and integrate information about economics, employment, demographic, salary and workplace trends, as well as corporate and entrepreneurial career opportunities that match students' interest, skills, values, aptitudes and abilities. Students will develop and use effective decision-making skills to compare and contrast career options, analyze conclusions and arrive at satisfactory career decisions (Guide 081, 082, 083 are equivalent to Guidance 080).

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: O

CAN:

Advisory Level:      Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-083 - Job Search Techniques**

**Units: 1**

This is the third course in a three course sequence of career planning and development. This course is designed to assist students learn and use job search techniques for finding employment. Students will learn how to network, research companies, write resumes and cover letters, fill out applications, prepare for interviews and identify job lead sources. Included in the course will be strategies for career expansion.

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: O

CAN:

Advisory Level:      Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-085 - Blueprint for Success**

**Units: 1**

This course is designed to develop students self-awareness, self-acceptance and self-confidence, and to increase personal effectiveness in school, and in life. Students will explore and clarify their belief systems, values, and attitudes; identify personal strengths and weaknesses; examine and identify psychological and societal barriers; and overcome obstacles to success through mental strategies and techniques such as time and stress management, and goal setting.

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: L

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-086 - Planning Educational Futures**

**Units: 1**

This course is designed to assist students with their transition from EVC/SJCC to San Jose State University. Students will actively plan the steps for this transition. Students will tour the SJSU campus, become aware of its various academic and non-academic resources and meet with possible mentors from SJSU. Students will do basic career/major exploration, learn about California's higher education system, prepare educational plans and complete a transfer application and TAA. Time management and stress reduction also will be incorporated into the course. This course is part of the Educational Futures Program.

Lecture Hours: 1      Lab Hours: None      Repeatable: No      Grading: O

CAN:

Advisory Level:      Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-095 - College Success**

**Units: 3**

This course surveys effective study skills and methods by contrasting ineffective study habits with techniques that maximize learning and memory. Emphasis is on promoting healthy changes in lifestyle that manage stress, improve health, and overall well-being. Techniques to change behavior are practiced for setting goals, managing time, increasing concentration, and controlling procrastination. Lecture topics include effective listening and note-taking skills, textbook reading, marking and vocabulary systems, memory strategies, and research paper methods using library resources. By mimicking a typical college course structure, this course orients students to college course expectations and procedures.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: O

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: E      District GE: E      IGETC: None

**GUIDE-098 - Directed Study in Guidance**

**Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 17      Grading: O

CAN:

Advisory Level:      Read: 2      Write: 2      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None

**GUIDE-100 - Diagnostic Learning Units: 0.5**

This course is designed for the student whose learning style has impeded academic performance in traditional classroom settings. The primary objectives of the course are to inform students of services and accommodations provided through the Disabled Students Program for those who have a specific learning disability.

Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-104 - Diagnostic Learning - Writing Strategies Units: 1**

This is an individualized course designed for students with specific learning disabilities whose learning problems have impeded the mastery of writing skills such as organization, structure, fluidity, punctuation and grammar. Class size is limited.

Lecture Hours: None Lab Hours: 3 Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-110A - Listening Skills Units: 1**

This course is geared toward students with listening difficulties resulting from learning disabilities, language, cognitive communication, and auditory processing disorders, who require special assistance in order to pursue regular college courses. Students will learn listening strategies that include organization and processing verbally presented material. Instruction is carried out in small group classes. Reenrollment is based on continuing progress as measured by standardized tests and/or professional evaluation.

The instructor will meet the minimum qualification set forth in section 53414 of Title 5 regulations.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-110B - Memory and Study Skills Units: 1**

This course is geared toward students with memory difficulties resulting from learning disabilities, language, cognitive communication, and memory disorders, who require special assistance in order to pursue regular college courses. Instruction is carried out in small group classes. Re-enrollment is based on continuing progress as measured by standardized tests/and/or professional evaluation.

The instructor will meet the minimum qualification set forth in section 53414 of Title 5 regulations.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-110C - Speech and Language Assessment Units: 0.5**

Guide 110C is geared toward students who want to be assessed for specific speech, language, cognitive communication, and / or hearing disorders. This course is recommended for students who may require special assistance in order to pursue regular college courses. Complete speech/language evaluation is performed to determine student cognitive communication deficits and provide the basis for assistance. Instruction is done in the classroom.

The instructor will meet the minimum qualifications set forth in section 53414 of Title 5 regulations

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-112 - Group Experience Units: 0.5 - 3**

This course is designed for students enrolled in special programs, is repeatable up to 3.0 units, and will assist students in increasing their awareness of others as well as themselves-their potentials, strengths & weaknesses. Students will learn how to function more effectively and better deal with problems and decisions confronting them.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 5 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-115 - Computer Assisted Instruction Units: 1**

This is a self-paced course designed for students who are eligible for Disabled Students Program services to improve basic academic skill areas and/or cognitive processes and logical reasoning skills through the use of appropriate computer equipment and software. The type of equipment and software utilized will be individually adapted to the student's disability and major or vocational goal.

Lecture Hours: None Lab Hours: 3 Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-150 - Adaptive Word Processing Units: 2**

This is an introductory word processing class that addresses the needs of students with various disabilities who may require extensive training and/or the use of adaptive computer hardware and/or software in order to successfully use computers.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: 2 Grading: K

Recommended: Knowledge of the keyboard.

CAN:

Advisory Level: Read: 1 Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-193 - New Student Orientation Units: 0.5**

This course explores EVC's programs, services, facilities, resources, policies and procedures. It acquaints students with the basic tools for academic planning, career/major selection, graduation and transfer requirements. Strategies for student success includes study skills.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: K

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**GUIDE-394 - Basic Learning Skills Units: 0.5 - 6**

Individualized instructional modules which are designed to develop or support the students' experience below that which is available through the regular curriculum.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 11 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**GUIDE-395 - Developmental Study Skills Units: 1**

This is a non-transferable course teaching basic study skills. Emphasis will be placed on the fundamental study skills needed for all college students. Basic study tips including note taking from lectures and textbooks will be covered, as well as preparing for and taking tests. Introductory time management and textbook reading skills will be presented.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Health Education**

**HED-011 - Dynamic Health Concepts Units: 3**

This course surveys current health issues. Topics include the latest information on defining health; global and national health issues; mental health; use of tobacco, alcohol and illicit drugs; nutrition; common infectious and non infectious diseases including risk factors and prevention; human sexuality; and environmental health issues. Primary emphasis is directed to the individual's total emotional, intellectual and social health across the life span. Students are empowered to make intelligent, analytical decisions related to personal and community health. This course meets the Health Education requirement for California Teaching Credentials.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**History**

**HIST-001 - Survey of American History Units: 3**

This course surveys the development of U.S. History which, along with Political Science 1, satisfies the District requirement in U.S. History and Constitution, and in state and local government. History 1 is a broad approach to the social, constitutional, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. Students may fulfill the General Education requirements in Social Science either by completing History 1 and Political Science 1, or by completing History 17A and 17B.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D6, US-1 District GE: D6, US-1 IGETC: 4F

**HIST-003A - World History to 1500 Units: 3**

This course introduces students to the world's regions and civilizations as interconnected entities. The course examines the fundamental economic, social, political, and ideological elements of human culture in historical context. This course is intended to be a thematic approach, which introduces the students to the ideas/accomplishments of significant men and women in each period and region. The growth and development of traditional civilizations to 1500 is covered.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D6 District GE: D6 IGETC: 4F

**HIST-003B - World History From 1500 Units: 3**

This course introduces students to the world's regions and civilizations as interconnected entities. The course examines the fundamental economic, social, political, and ideological elements of human culture in historical context. This course is intended to be a thematic approach, which introduces the students to the ideas/accomplishments of significant men and women in each period and region. The transformation of civilizations from 1500 is surveyed.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D6 District GE: D6 IGETC: 4F

**HIST-009 - Women in American History Units: 3**

This is a historical survey course on women in the United States from pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. Also, the course will examine the interaction of race, class, and gender. [Note: Effective Spring 2011, HIST 009 will be replaced by HIST 014]

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D3, D4, D6 District GE: D3, D4, D6, E IGETC: 4D, 4F

**HIST-010A - Development of Western Culture Units: 3**

This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D6                          District GE: D6                          IGETC: 3B

**HIST-010B - Development of Western Culture Units: 3**

This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression since 1600. Emphasis is placed on understanding the facets of modern civilization which traces the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D6                          District GE: D6                          IGETC: 3B

**HIST-012 - East Asian History Units: 3**

This course is a developmental survey of the major cultures of East Asia, including the history, institutions and artistic expressions of China, Korea, and Japan from the ancient period to the present. This course will illustrate not only the regional differences of East Asia, but also the commonalities that are shared, especially with regard to the major Asian philosophies and religions.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: D6                          District GE: D6                          IGETC: None

**HIST-014 - Women in American History Units: 3**

This is an historical survey course on women in the United States from Pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. The course will examine the interaction of race, class, ethnicity and gender. This course will be taught in the form of lectures, reading and discussion of primary and secondary sources, essays quizzes, oral presentations and exams.

Students will analyze the social, political and economic aspects of women in present-day U. S. from Pre-Columbian to present times using primary and secondary sources. [Note: Effective Spring 2011, HIST 014 replaces HIST 009]

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                          District GE: None                          IGETC: None

**HIST-015 - South Asian History Since 1947 Units: 3**

This course examines the political, social, economic, and cultural history of the South Asian subcontinent from independence in 1947 to the present. The focus is upon India, Pakistan and Bangladesh, with Sri Lanka, Nepal and Bhutan also examined when appropriate. The course also situates South Asian history in its local, regional and global contexts in a survey of the tumultuous events of the last half-century.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D6                          District GE: D6                          IGETC: 4F

**HIST-017A - History of the United States Units: 3**

This course surveys the political, economic, cultural, social, and intellectual development of the United States. The course emphasizes the interactions among Europeans, Africans, and American Indians in North America beginning with European colonization, through the creation of the U.S. Republic, its expansion west, and the developments leading up to the Civil War and Reconstruction. Along with History 017B, it meets the District requirement in United States History and Constitution and State and local government. History 001 may not be combined with either History 017A or History 017B to meet the requirement in United States History, Constitution and American Ideals.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D6, US-1, US-2      District GE: D6, US-1, US-2      IGETC: 4F

**HIST-017B - History of the United States Units: 3**

This course surveys the political, economic, cultural, social and intellectual development of the United States from Reconstruction to the present. The course emphasizes the U.S. expansion to the Pacific, its rise as a superpower through WW I and WW II, and the Cold War and the role of major ethnic, gender, and in state and local government. Along with History 17A, it meets the District requirement in United States History, constitution and state and local government. History I may not be combined with either History 17A or History 17B to meet the graduation requirement in United States History, Constitution and American Ideals.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:  
*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D6, US-1, US-3      District GE: D6, US-1, US-3      IGETC: 4F

**HIST-021 - African American History Units: 3**

This course covers the history of Afro-Americans: their cultural backgrounds, slave experience, social and cultural experience since emancipation. The course will also consider race relations between blacks and whites in America.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:  
*Advisory Level:*    Read: 2                  Write: 2                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: D3,D6                          District GE: D3, D6                          IGETC: 4F

**HIST-022 - Mexican-American History Units: 3**

This course presents an historical overview of the Mexican-American experience beginning with Pre-Columbian history to the present. Emphasis will be on addressing the Indigenous contributions to the culture, Spanish conquest of Mesoamerica, exploitation of land, people and resources, occupation of the Southwest, and the dynamics between Anglo-Americans and Mexican-Americans.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D3,D6 District GE: D3, D6 IGETC: 4F

**HIST-040 - United States Military History Units: 3**

This course is a survey of American Military History from 1775 to the present. All major American conflicts are reviewed as well an examination of the influence of the military upon foreign policy, domestic affairs and diplomacy. It examines the reasons, causes, and legal limitations of war, as well as various doctrines developed since the American Revolution.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D6 District GE: D6 IGETC: 4F

**HIST-045 - Post-1945 America Units: 3**

This is a survey course of the United States from the end of World War II to the present. The course will focus on the political, economic, social, and cultural developments in America following the war. It will emphasize the Cold War, America's emerging role as a superpower, the emergence of civil rights, global capitalism, mass culture, and the evolving political contest between liberalism and conservatism.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D6 District GE: IGETC: 4F

**HIST-098A - Service-Learning Directed Study Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Humanities**

**HUMNT-002 - Introduction to World Literature Units: 3**

This course, a chronological survey of great world literature from ancient times until the present, introduces students to a variety of literary works from around the world that are significant in illuminating both the universality and diversity of the human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance—including a mixture of classical and modern poetry, fiction, and drama, from Greece to Argentina; India to England; Japan to Italy; Spain to Africa; France to Mexico; China to North America; Russia to the Pacific Islands.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**Individualized Instruction**

**II-090 - Tutor Training Units: 1**

This course will help students gain knowledge about tutoring in order to provide effective academic assistance to others. Students will learn a variety of tutoring techniques which will address different learning styles, study skills and discipline-specific needs. This course is required during the first semester of employment as a tutor in the EVC Tutoring Centers. Students intending to become teachers would benefit from this course.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**II-210 - Supervised Tutoring Units: None**

Under the direction of a certificated supervisor in the Tutoring Center, students taking this course will receive tutoring assistance in areas of identified academic need. With the recommendation of appropriate faculty, tutors will be employed who have demonstrated competency in a particular subject, skills and/or discipline and who have or will successfully complete the tutor training course.

Lecture Hours: None Lab Hours: None Repeatable: Yes Grading: N

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 CSU GE: None District GE: None IGETC: None

**II-394 - Individualized Basic Skills Laboratory Units: 0.5 - 6**

This non-transferable course provides a framework for any of the disciplines listed in the catalog to offer remedial-level individualized instructional modules which are designed to develop or support the student's experiences beyond that which is available through the regular curriculum. Repeatable for credit within the same discipline to a maximum of nine units; across the disciplines, repeatable to twelve units.

Lecture Hours: 0.5 Lab Hours: None Repeatable: 11 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None



**Interdisciplinary Studies****IDIS-060 - Critical Thinking Units: 3**

This course will enable students to develop and refine their thinking, writing and research skills, and apply these skills in a variety of disciplines. Students will learn basic problem solving and reasoning strategies. Specific skills learned will include distinguishing fact from opinion, reasoned judgement from personal preference, and belief from knowledge to form conclusions based on sound inferences and an understanding of the common fallacies of language and thought.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL 001A with C or better

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: A3 District GE: A3 IGETC: None

**IDIS-090 - Student Leadership Units: 0.5 - 3**

This course is an interdisciplinary approach to student leadership in which students will learn communication, critical thinking and decision making skills. Units on communication technology will also be covered. It is required of all elected and appointed officers in the student government and is open to all students who are serving on college and district committees. This course is also for students who are members or officers of student organizations. It is recommended to all students who are interested in student activities. This course may be repeated to a maximum of six units.

Lecture Hours: 0.5 Lab Hours: None Repeatable: 5 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: D8 District GE: IGETC: None

**IDIS-098 - Directed Study Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized or group learning contracts to enhance their individual instructional programs. The students and the faculty member, in consultation with the Dean, will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**IDIS-190 - Leadership Lab Units: 0.5 - 3**

This course provides guidance for student participation in college activities. Non-transferable college credit, up to three units per semester, is based upon completion of projects and/or participation in activities determined by individual or group contract. This course may be taken in conjunction with or independent of Interdisciplinary Studies 90. (For open curriculum students, it replaces Interdisciplinary Studies 90.) This course is repeatable to a maximum of six units.

Lecture Hours: None Lab Hours: 1.5 - 9 Repeatable: 5 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Journalism****JOURN-010 - Mass Media and Communications Units: 3**

This course provides an introduction to communications media, and their role in reflecting, affecting, creating and molding public opinion, ideas and values, as well as their influence on popular culture. It involves the analysis of the media from the point of view of the audience, and the production of the media from the point of view of the communicator, with technology as its central theme.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D7 District GE: D7 IGETC: None

**JOURN-014 - Newswriting and Reporting Units: 3**

This course explores the fundamentals of gathering, organizing, and writing selected types of news stories. The study of news sources, news values, and interviewing techniques; development of leads and beats, ethical and legal considerations in reporting are also covered.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**JOURN-020 - Photojournalism Units: 3**

This course is an intermediate journalism course that stresses the use of photography as a medium in covering news. Students will learn photographic techniques including digital technology and their applications to journalism and produce photos and photo stories for campus media.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Corequisite: PHOTO 022, or basic understanding of the photographic process.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**JOURN-065 - News Staff Units: 3**

Introduction to newspaper reporting, writing, editing, interviewing, computer graphics and page design using modern computerized desktop publishing programs and technology to produce The Flyer, Evergreen's campus newspaper. The course may be repeated three times.

Lecture Hours: 3 Lab Hours: 4 Repeatable: 2 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**JOURN-098 - Directed Study****Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Law Enforcement****LE-116 - PC 832, Laws of Arrest****Units: 1**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students will learn professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or the Reserve Police Officer Modules.

Lecture Hours: 1.71 Lab Hours: 0.57 Repeatable: 7 Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-138 - Work Experience****Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-154 - Basic Police Academy****Units: 22**

This is an 880 hour course of training certified by the Commission on Peace Officer Standards and Training (POST) to meet the statutory basic training requirements for peace officers. Course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.

Lecture Hours: 30.63 Lab Hours: 19.66 Repeatable: No Grading: L

Prerequisite: POST approved pre-entry English skills assessment exam provided by the academy. Medical clearance by a licensed physician. Criminal History clearance by the Department of Justice pursuant to Penal Code.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-156 - Police Supervisor****Units: 2**

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.

Lecture Hours: 7.6 Lab Hours: 17.2 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-158 - PC 832 - Firearms****Units: 0.5**

This course is designed for public safety personnel requiring annual updates, recertification, or remediation mandated by the Commission on Peace Officer Standards and required Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

Lecture Hours: 0.46 Lab Hours: 0.92 Repeatable: Yes Grading: L

Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-160 - Basic Police Academy, Modular, Level III****Units: 4**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Peace Officers. This course combined with current PC 832 certificate, Level I and Level II certificates meet the regular basic academy requirements.

Lecture Hours: 5.37 Lab Hours: 4 Grading: L

Prerequisite: Completion of POST Level II course Entry Requirements

Medical insurance

Valid California Driver's License

Medical exam clearance by licensed physician

Department of Justice clearance per Penal Code section 13511.5

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-161 - Basic Police Academy, Modular, Level II****Units: 6.5**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. This course combined with Level I and Level III certificates meet the regular basic academy requirements. (6.5 units)

Lecture Hours: 10.9 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: LE 160 with C or better

Completion of POST Level II course Entry Requirements

Medical insurance

Valid California Driver's License

Medical exam clearance by licensed physician

Department of Justice clearance per Penal Code section 13511.5

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-162 - Basic Police Academy, Modular, Level 1 Units: 13**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Peace Officers. This course combined with Level III and Level II certificates meet the regular basic academy requirements. (13 units)

Lecture Hours: 16.6 Lab Hours: 14 Repeatable: No Grading: L

Prerequisite: LE 160 and LE 161, both with C or better

Successful completion of POST Level I course Entry Requirements  
POST entry reading and writing exam  
Academy physical agility test  
Medical insurance  
Valid California Driver's License  
Medical exam clearance by a licensed physician  
Department of Justice clearance per Penal Code section 13511.5

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-166 - Non-Lethal Chemical Agent Training Units: 0.5**

This course includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of the gas mask and applicable penal code sections. This course meets the requirements of PC 13514.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-172 - Advanced Officer Training Units: 0.5 - 1**

This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and that previously learned skills are maintained and reinforced. It will enable the agency to provide a means of correcting deficiencies while satisfying state teaching requirements. New information and changes in the Criminal Justice System affecting police officers, and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements. It is repeatable for credit as the subject continually changes.

Lecture Hours: 0.69 - 1.14 Lab Hours: 0.69 - 1.14 Repeatable: Yes Grading: L

Prerequisite: LE 154 (Basic Academy), with C or better, or Verification of referral by SBRPSTC staff.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-173 - Field Evidence Technician Units: 2**

This is an 80 hour in-service course which provides training for law enforcement investigators at a crime scene where evidence needs to be identified, collected, processed, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching and appropriate reporting.

Lecture Hours: 2.86 Lab Hours: 1.71 Repeatable: 1 Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-174 - Community Service Officer Units: 2**

This 80-hour course provides basic information for newly hired Community Service Officers. These employees provide a variety of law enforcement-related services, freeing sworn officers for tasks requiring higher level skill and training. The course covers criminal law and procedures, first aid/CPR, report writing, and hazardous materials response.

Lecture Hours: 4 Lab Hours: 0.5 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
Transfer Status: None Degree Applicable: NAA  
CSU GE: None District GE: None IGETC: None

**LE-175 - Drug Investigation-11550 Units: 0.5**

This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field for recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Informant development and District Attorney legal updates are also covered. This is an 11550 Health & Safety Code course covering restricted dangerous drugs: Opiates, Cocaine, PCP, etc.

Lecture Hours: 1.4 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-176 - Background Investigation Units: 1**

A POST certified course designed to provide law enforcement officers with the skills to be accomplished in background investigations. Students will learn the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal /non-verbal communication.

Lecture Hours: 2.06 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-178 - Field Training Officer Units: 1**

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officer Standards and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training, and evaluation of Police Officers.

Lecture Hours: 1.6 Lab Hours: 0.69 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**LE-179 - Skills and Knowledge Modular Training Units: 0.5 - 2**

This course offers in-service training curriculum for public safety personnel. Most modules are eight hours long and are either certified through POST or State Board of Corrections-Standards of Training for Corrections (STC) or the Office of the State Fire Marshall.

Lecture Hours: 0.5 - 2 Lab Hours: None Repeatable: Yes Grading: K

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Legal Assistant****LA-008 - Legal Terminology Units: 1 - 2**

This self-paced course introduces students to legal terminology found in the language of the laws. Students will learn the terminology and definitions, synonyms, pronunciation and usage in the different areas of law. Proficient use of a legal dictionary/thesaurus will be emphasized—a skill that is required in this field.

Lecture Hours: None Lab Hours: 3 - 6 Repeatable: 1 Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-010 - Introduction to Law, Legal Research, the Constitution, and Ethics Units: 3**

This course provides an introduction to law, legal research, constitutional law, and legal ethics while helping students build the foundational skills necessary to succeed in legal specialty courses and in professional careers. The course includes an overview of constitutional law and court systems, a survey of legal ethics, an introduction to legal research methods, and an examination of current careers for legal professionals. Course objectives include the development of a working knowledge of the legal system, acquisition of basic legal research skills, and an understanding of current ethical guidelines in the law.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-011 - Overview of Contracts, Property, and Tort Law Units: 3**

This course provides an essential overview of the three main areas of civil law: contracts, property, and tort law. Students will learn the legal requirements of valid contracts and the functions of commonly used provisions as they gain experience drafting and customizing various contracts. Students will also receive an introduction to property law, including the basic concepts involved in the ownership and use of personal property and real property. The class will also cover the fundamentals of tort law, including intentional torts, negligence, strict liability torts, and the policies and procedures of a personal injury law office.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-012 - Legal Ethics Units: 1**

This course is designed to familiarize the student with the major ethical problems that often arise in various legal settings. Issues covered include confidentiality, conflicts of interest, the unauthorized practice of law, safekeeping client property, malpractice, fees, advertising & competence. Students will gain recognition of ethical rules and boundaries established by federal and state regulators. Students also learn how to recognize and report potential ethical problems for legal assistants as they arise using the codes of Professional Responsibility & Ethics.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-014 - Civil Litigation Units: 3**

This course provides students with an understanding of the fundamental principles and preparation of civil cases for trial. Upon completion of this course, students will be able to draft pleadings, motions and other documents required in a civil action, and will understand trial and appeal procedures.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: LA 008 or LA 010 with C or better or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-016 - Introduction to California Courts Units: 3**

This course serves as an introduction to the various courts of law in the California state court system; including the Supreme Court, the Courts of Appeal, the Superior Courts, and the many specialized courts of limited jurisdiction. The course covers the location of courts, local court rules and statewide rules of court procedure. It will also detail the rules and procedures utilized in many of the specialized courts, such as Family Court, Juvenile Court and small Claims Court.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-020 - Legal Technology and Software Units: 3**

This course gives students a thorough overview of technology used in the law office. Students will learn how legal assistants/paralegals can use computer systems and legal software applications to make their jobs easier and improve their value to employers. Topics include word processing, spreadsheets, and databases for the law office; timekeeping and billing; case management/calendaring/docket control; litigation support; computer-assisted legal research; electronic court filing and service of process; courtroom presentation graphics; and specialized legal software. Students will complete online research assignments and use demonstration models of a variety of legal software applications.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: LA 010, with grade of C or better. And, BIS 091 or CIT 010, with grade of C or better, or concurrent enrollment in BIS 091 or CIT 010.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**LA-030 - Bankruptcy Units: 3**

This course provides an overview of conditions and laws of bankruptcy and its alternatives. It prepares the student to research and prepare legal documents for handling Chapter 7, 11, and Chapter 13 bankruptcy cases, whether representing the debtor or creditor or serving as a court appointed trustee.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-033 - Tort and Personal Injury Law Units: 3**

This course prepares the student to assist attorneys and corporations in tort and personal injury law. The primary legal principles of tort and the various means of establishing insurance plans are covered. The student will be trained in the use of specific forms and procedures utilized in tort and personal injury work. Course content includes intentional torts, negligence, causation, proximate cause, strict liabilities, employer's liability, nuisance, misrepresentation, and product liability.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-036 - Real Estate and Property Law Units: 3**

This course covers real property law, purchase and sales agreements, mortgages, leases, easements, deeds, closing and recordings of documents, and title searches. Emphasis will be placed upon interpreting the law, drafting and recording documents related to real property law.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-038 - Family Law Units: 3**

This course covers the substantive law in the area traditionally known as "family law" or "domestic relations." Subjects covered will include dissolution of marriage, adoptions, guardianship, child/spousal/family support, child custody, and paternity. The class will train the student in the skills necessary for working as a legal assistant in the area of family law. Content will include the use of judicial counsel forms, the preparation of pleadings, drafting of declaration, preparation of Income and Expense declarations, the drafting of property settlement agreements, and the use of interviewing checklists.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-040 - Criminal Law Units: 3**

This course provides the student with a comprehensive understanding of the provisions of criminal law and procedure. Content will include the criminal court system and how it functions; the criminal justice system from arrest to trial and sentencing; elements of and defenses to all major crimes; and an overview of the criminal procedure.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or 010 with C or better, or six months full-time-experience as a Legal Secretary, Paralegal or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-042 - Laws of Corporations, Partnerships, and Sole Proprietorships Units: 3**

This course provides students with a general understanding of the various legal structures of businesses and the laws governing business transactions. Students will learn the basic law of contract, partnerships, corporations, and the Uniform Commercial Code. Emphasis will be on drafting documents appropriate to various business transactions.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or LA 010, with C or better, or six months full-time-experience as a Legal Secretary, Paralegal or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-044 - Intellectual Property Law Units: 3**

This course will provide occupational competency for students in the expanding field of patents, copyrights, and trademarks. Course content will include patents, trade protection, semiconductor chip protection, Section 43(a) false advertising, unfair competition, publicity rights, and idea submission. For each major specialty area, coverage will also include: The nature of the protected right; what is protected; the requirements for protection; who may be protected; the duration of protection ownership; transfer of ownership; infringement; and remedies.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 008 or LA 010, with C or better, or six months full-time experience as a Legal Secretary, Paralegal or Legal Assistant.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-046 - Basic Immigration Law Units: 3**

This course covers basic immigration law for the paralegal. This is a hands-on approach to identification of people eligible to immigrate, types of visas, citizenship eligibility and application, and special conditions: topics include I.N.S. structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None



**LA-048 - Mediation Principles and Practice Units: 3**

This course is designed to introduce students to the principles and process of mediation through exercises, lively discussion, mediation simulation, lectures, and relevant reading materials. Students will learn mediation, communication, and negotiation skills and will understand the formal process of mediation by course end.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: O

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-050 - Constitutional Law Units: 3**

This course is designed to present a basic understanding of the U. S. Constitution, from its development to present-day applications. Topics covered include: the formation of the 3 branches of government, state's rights and responsibilities, and the rights afforded individual citizens such as freedom of speech, religion, assembly, and the right to privacy. The course also covers the rights of persons accused of a crime, which are guaranteed by the Constitution and subsequent statutes.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-071 - Legal Research and Writing-A Units: 3**

This course provides the student with a working knowledge of the essential techniques used to research legal issues. The proper use of many law library references are covered including federal and state statutes and codes, Shepard's citations, the West digest and key number systems, legal periodicals, treatises, and the legislative history of statutes and regulations at the federal, state and local levels. Students will also learn how to locate, analyze and brief federal and state case decisions at the county law library.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 010, with grade of C or better. And, BIS 091 or CIT 010, with grade of C or better, or concurrent enrollment in BIS 091 or CIT 010.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-072 - Legal Analysis and Writing Units: 3**

This course provides students with advanced skills training in legal analysis, legal writing, and the use of electronic legal research using databases like WESTLAW and LEXIS. Students will be presented with complex legal problems and will learn how to analyze them using the IRAC method (Issue, Rule, Analysis, Conclusion). Students will learn to present their legal analyses in professional quality written documents, including trial court pleadings, research memoranda, motions, client opinion letters, demand letters, and more.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: LA 010, with C or better

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LA-138 - Work Experience Units: 1 - 8**

Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 15      Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

*Advisory Level:*      Read: 3      Write: 3      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Library Studies**

**LIB-015 - Electronic Research and the Internet Units: 3**

This course provides hands-on training for students doing course-related or personal research using the Internet and other electronic resources. Students will learn criteria for evaluating and comparing print and electronic resources. They will learn how to document and cite sources. The World Wide Web and e-mail will be discussed and used.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: O

Recommended: some familiarity with sending emails and using the computer

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: 1

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LIB-021 - Library Research Strategies Units: 1**

This course is an introduction to academic library research using both traditional resources and current information technologies, including books, electronic databases, and the internet. Students will gain the information competency skills necessary for success in college and university courses. Specifically, students will learn to formulate a search strategy, locate information in a variety of formats, evaluate sources of information, and compile a bibliography.

Lecture Hours: 0.5      Lab Hours: 0.5      Repeatable: No      Grading: O

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU/UC      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LIB-098 - Directed Study-Library Studies Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 17      Grading: O

CAN:

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**LIB-098A - Service-Learning Directed Study Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Mathematics****MATH-011A - Elementary Algebra Units: 5**

This is a five-unit course in elementary algebra. Students will cover topics including operations on real numbers and algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents and operations on polynomials, factoring polynomials and solving quadratic equations by factoring, and operations on rational expressions and solving rational equations.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: 3 units of MATH 310 or MATH 311, with CR or placement based on math assessment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**MATH-013 - Intermediate Algebra Units: 5**

This course continues the Algebra sequence and is a prerequisite to college level math courses. Students will review the first course in algebra and explore further the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions. Content may include determinants, Cramer's rule, matrices, simultaneous solutions of sets of equations, sequences and series, or conic sections.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: MATH 011A or MATH 011R or MATH 011S; all with C or better, or placement based on assessment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**MATH-014 - Geometry Units: 3**

The course involves the study of plane geometric figures and relationships. Students will study logical proofs, constructions, and numerical calculations. Additional topics in solid geometry and analytic geometry may be covered. This course is highly recommended for anyone who has not had or wishes to review high school geometry. This course is a pre-requisite to Precalculus Algebra and Mathematics for Elementary Education.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Credit by Exam: Yes

Prerequisite: MATH 011A or MATH 011R or MATH 011S; all with C or better or placement based on assessment

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**MATH-021 - Precalculus Algebra Units: 3**

This course is designed to prepare students for the level of algebra required in calculus. Topics will include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, and logarithmic functions, matrices and determinants.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-022 - Trigonometry Units: 3**

This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus. Topics will include trigonometric functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and conic sections.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: None

**MATH-025 - Precalculus Algebra and Trigonometry Units: 5**

This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates, analytic geometry, and mathematical induction. Students may not receive credit for both MATH 021 and MATH 025, or both MATH 022 and MATH 025.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-051 - Mathematics for General Education Units: 3**

This course is intended for non-science majors. It fulfills the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, voting theory, graph theory, basic probability and statistics, and concepts in geometry such as symmetry, patterns and the golden rectangle.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MATH-052 - Mathematics for Elementary Education Units: 3**

Mathematics 052 or its equivalent is required of prospective elementary teachers. It covers the structures of the real number system, elementary number theory, and manipulative techniques useful in presenting mathematical concepts to children. Students learn by lecture, problem solving, and participating in projects. An optional Math 052 laboratory is available.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 and MATH 014, both with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: None

**MATH-061 - Finite Mathematics Units: 3**

Finite Mathematics is the application of skills acquired in algebra to problems in economics, behavioral sciences and social science. Content includes systems of linear equations and inequalities, matrices, linear programming, set theory, counting techniques, probability theory, and mathematics of finance. Optional topics include game theory, Markov processes and graph theory.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 013 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-063 - Elementary Statistics Units: 3**

This course is an introduction to the study of statistics. It does not require a knowledge of calculus but does assume a familiarity with the basic concepts of intermediate algebra. Topics to be covered include methods of describing data, common sample statistics, probability theory, random variables, common statistical distributions, point and interval estimation, hypothesis testing, and regression and correlation. Additional topics may include goodness of fit, tests of independence, non-parametric methods, and analysis of variance. Students will be required to use a computer software package or a hand calculator to complete several laboratory projects.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 013 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-071 - Calculus I with Analytic Geometry Units: 5**

This is the first course in calculus and analytic geometry for students majoring in mathematics, physical science, computer science, or engineering. It includes functions and graphs, topics in analytic geometry, the analysis of algebraic and trigonometric functions, limits, derivatives, integrals, and applications.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: (MATH 021 and MATH 022) or MATH 025, all with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-072 - Calculus II with Analytic Geometry Units: 5**

This is the second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. It contains a thorough study of logarithmic and exponential functions, inverse trigonometric functions, topics in analytic geometry, techniques of integration, polar coordinates, infinite sequences and series, further applications of integration, and an introduction to differential equations.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 071 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-073 - Multivariable Calculus Units: 5**

Mathematics 73 completes the three semester calculus sequence begun with Mathematics 71 and Mathematics 72. Mathematics 73 is required of mathematics majors, computer science majors, engineering majors and some physical science majors. In this course the concepts of differential and integral calculus are extended to multivariable functions. The content includes vectors, lines, planes, space curves, partial derivatives, multiple integrals, vector fields, line integrals, surface integrals, and vector calculus.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 072 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-078 - Differential Equations Units: 3**

This is a course on ordinary differential equations and their applications. Methods are developed for solving first order equations, linear equations of arbitrary orders, and linear systems. Students are introduced to Laplace transforms, as well as some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations. Note: Some UC campuses combine differential equations with linear algebra and give transfer credit for Math 78 only when it is transferred together with Math 79. Some CSU campuses offer differential equations as an upper division course and give content credit only for Math 78.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 073 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-079 - Linear Algebra Units: 3**

This course is designed for students majoring in math, statistics, physics, computer science or engineering. Content includes linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvalues and eigenvectors, diagonalization and their applications. Note: Some UC campuses combine differential equations with linear algebra and give credit for Math 079 only when it is transferred with Math 078. Some CSU campuses offer linear algebra as an upper division course and will give content credit only for Math 079.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 072 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-098 - Directed Study in Mathematics Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MATH-300 - Basic Math Skills Units: 1**

This course is offered to students who need basic math experience. This course includes a review of operations (addition, subtraction, multiplication, and division) on whole numbers, decimals and fractions.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**MATH-310 - Basic Mathematics Units: 1 - 3**

This course is designed to give students a basic background in mathematics. Topics include operations and application problems with whole numbers, fractions, decimals and percents, prime numbers, order of operations, units of measurement, perimeters, areas, signed numbers, variables, and simple equations. This class can be offered in a self-paced or lecture format. Repeatable to a maximum of 3 units.

Lecture Hours: 1 - 3 Lab Hours: None Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**MATH-311 - Pre-Algebra Units: 3**

This course is designed for those students who have a foundation in arithmetic but need to further develop skills before taking Elementary Algebra. It is intended to serve as a bridge between arithmetic operations and elementary algebra. Topics include: integers, fractions, decimals, percents, exponents, scientific notation, order of operations, variables, algebraic expressions, equations, basic geometric shapes, and simple applications.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Music****MUSIC-008A - Music History and Literature I Units: 3**

A study of the history of Western art music from antiquity through the Baroque period, including the contributions of other cultures with selected readings and recordings.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C1 District GE: C1 IGETC: 3A

**MUSIC-008B - Music History and Literature II Units: 3**

A study of the history of Western art music from the Classical Period through the present, including the contributions of other cultures with selected readings and recordings.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C1 District GE: C1 IGETC: 3A

**MUSIC-010A - Theory and Aural Skills Units: 4**

This course is the first of a sequence designed to equip the student with the skills necessary to comprehend fully the sound and meaning of music through visual and aural analysis. The student will learn the construction principles and aesthetic qualities of major, minor, and modal scales, as well as those of major, minor, augmented, and diminished triads. The functional capacities of scale tones, the traditional use of primary triads, the principles of chord voicing and voice leading, and aspects of rhythms, and timing will be examined in a variety of contexts. The works of Bach, Mozart, and others will form the basis of investigation and discussion. The student will develop a total approach to musical interpretation and appreciation through the projects that involve listening, analyzing, composing, singing, and in-class presentations.

Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading: O

Credit by Exam: Yes

Prerequisite: MUSIC 099

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-010B - Theory and Aural Skills Units: 4**

This course is designed to provide lab experience in the interpretation of music symbols, and notation through analysis, sight-singing, aural dictation, and basic keyboard skills. The theoretical aspects of music covered include a review of those concepts covered in Music 10A, as well as a concentration on secondary triads, unusual progressions, secondary seventh chords, and elementary modulation. A diatonic part-writing and compositional analysis continues to provide the basis for discussions of musical styles, compositional techniques, and historical periods.

Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading: O

Credit by Exam: Yes

Prerequisite: MUSIC 010A

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-013 - Fundamentals of Technology for Musicians Units: 3**

Hands-on skills development in music hardware and software, including music integration in word processing and graphics, music notation and internet/WWW-based research tools for music majors or non-music majors with some music background.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-020 - Class Piano Units: 1**

This course is designed for intermediate pianists to improve technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, etudes, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. The student will learn approaches to improvisation and other creative activities.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

Prerequisite: MUSIC 050B, with grade C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-023 - Class Voice Units: 1**

This course is designed for experienced singers to improve their technique and performance and interpretive skills. Study and testing materials are drawn from a graduated series of exercises, etudes, and representative vocal solos. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire from the Renaissance through the 20th century. The course will also include individualized instruction in folk songs and classical music indigenous to various cultures. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: MUSIC 053B

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-047 - All-College Chorus Units: 1.5**

This is a mixed choral ensemble for all college students and faculty. Standard choral works from classical and folk repertoire are studied with a public performance given at the end of the semester. Emphasis is given to accompanied works. This course may be repeated to a maximum of 12 units.

Lecture Hours: None Lab Hours: 4.5 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-050A - Beginning Piano Units: 1**

This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The student will study basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: IGETC: None

**MUSIC-050B - Beginning Piano Units: 1**

This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. Students will expand their knowledge of basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

Prerequisite: MUSIC 050A, with grade C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-052A - Beginning Guitar I Units: 1**

This course introduces students to playing the guitar, including music notation and sight-reading, correct position and technique, chords, strums, arpeggios. Students will play with their class members and learn basic ensemble and solo pieces and songs.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 2 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-052B - Beginning Guitar II Units: 1**

A continuation of Music 052A that further develops the student's ability to play guitar, including reinforcement and refinement to read music notation, utilize correct technique, and play chords, arpeggios, and strums. Students will play with and for class members and perform ensembles, solo pieces and songs.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: MUSIC-052A

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**MUSIC-053A - Beginning Voice****Units: 1**

This course provides a basic introduction to voice discipline with an emphasis on the fundamental aspects of singing through breath support and tone placement. Technical exercises and simple vocal pieces of various styles will be learned and performed in a class atmosphere where listening and performing are used as tools of instruction.

Lecture Hours: None    Lab Hours: 3    Repeatable: 3    Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:*    Read: None    Write: None    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: None    District GE: None    IGETC: None

**MUSIC-053B - Beginning Voice****Units: 1**

This course is a continuation of Music 53A, Beginning Voice.

Lecture Hours: None    Lab Hours: 3    Repeatable: 3    Grading: O

Prerequisite: MUSIC 053A

CAN:

*Advisory Level:*    Read: None    Write: None    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: None    District GE: None    IGETC: None

**MUSIC-083 - Exploring The World of Music****Units: 3**

This course introduces the elements of music from a cross-cultural perspective. Religious, cultural societal, and political influences from various geographical locations will be explored.

Lecture Hours: 3    Lab Hours: 0    Repeatable: No    Grading: L

CAN:

*Advisory Level:*    Read: 3    Write: 3    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: C1    District GE: C1    IGETC: 3A

**MUSIC-090 - Music Appreciation: Eastern Civilization****Units: 3**

This course provides studies in music of Eastern cultures for students with no previous experience in music performance or listening. Musical study concentrates on the meaning and significance of music and musical instruments in Eastern cultures, e.g., Chinese, Japanese, Korean, Southeast Asian, Indonesian, Indian, and Moslem, and their relationship to Eastern philosophy and thought.

Lecture Hours: 3    Lab Hours: None    Repeatable: No    Grading: O

CAN:

*Advisory Level:*    Read: 2    Write: 2    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: C1    District GE: C1    IGETC: 3A

**MUSIC-091 - Music Appreciation: Western Civilization****Units: 3**

This course provides the opportunity for students with no previous experience in music performance or listening to learn an appreciation of the music of western cultures through the development of aural listening skills. The first portion of the course concentrates on the development of a musical vocabulary, and the aural identification and recognition of the basic elements of music both individually and compositely. The remaining portion of the course emphasizes the ability to recognize style in relationship to time periods, countries, groups of composers and individual composers. This is accomplished through the study of specific compositions representing the major forms and composers of each period. Also included in each unit of study is a discussion of the influence of government, philosophy, art, and religion on musical composition.

Lecture Hours: 3    Lab Hours: None    Repeatable: No    Grading: O

CAN:

*Advisory Level:*    Read: 2    Write: 2    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: C1    District GE: C1    IGETC: 3A

**MUSIC-092 - Music Appreciation: American Musical Theater****Units: 3**

This course is designed for students interested in developing an appreciation of the American Musical Theater as an art form, and in gaining an understanding of its composition, evolution, philosophical, and multi-cultural basis.

Lecture Hours: 3    Lab Hours: None    Repeatable: No    Grading: O

CAN:

*Advisory Level:*    Read: 3    Write: 3    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: C1    District GE: C1    IGETC: 3A

**MUSIC-093 - Introduction to Film Music****Units: 3**

This course serves as an introduction to the study of Hollywood film music from the 1920's to the present day. The class will explore the relationship between film and sound through original and adopted film scores. This course will explore both historic and technical aspects of film music.

Lecture Hours: 3    Lab Hours: 0    Repeatable: No    Grading: L

CAN:

*Advisory Level:*    Read: 3    Write: 3    Math: None  
 Transfer Status: CSU    Degree Applicable: AA/AS  
 CSU GE: None    District GE: None    IGETC: None

**MUSIC-095 - Music Appreciation: Jazz****Units: 3**

The student, who has little or no previous experience in musical performance or listening to the traditions of jazz music, will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music and trace the evolution of styles and structures of jazz from its inception to the present time.

Lecture Hours: 3    Lab Hours: None    Repeatable: No    Grading: L

CAN:

*Advisory Level:*    Read: 3    Write: 3    Math: None  
 Transfer Status: CSU/UC    Degree Applicable: AA/AS  
 CSU GE: C1    District GE: C1    IGETC: 3A

**MUSIC-098 - Directed Study in Music Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**MUSIC-099 - Introductory Music Units: 3**

This course is designed for the student who wishes to learn the "language" of music, how to read, notate, interpret, perform, and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. It includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Students will discuss style analysis, i.e., what elements of music are organized in various cultures and time periods.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C1 District GE: C1 IGETC: None

**MUSIC-101 - Sight Singing Units: 0.5**

In this course students learn to sing by sight in treble, bass, and alto clef. The class is designed for beginners who have no experience with music, but want to learn to read music in order to participate in music classes or choirs. Course may be repeated to a maximum of two units.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**Nursing**

**NURS-001 - Fundamentals of Nursing Units: 9.5**

This course addresses the health needs of individuals of varied psychosocial and cultural backgrounds. Nursing skills are developed to adapt nutrition, hygiene, comfort, safety and pharmacology for each client. This course is designed to apply the nursing process to the health needs of the adult client utilizing basic nursing skills and caring behaviors to meet physical, social and emotional needs. The Client Needs approach is used as the framework for providing safe and effective nursing care. The course includes clinical experiences in health care facilities.

Lecture Hours: 4.5 Lab Hours: 15 Repeatable: No Grading: L

Prerequisite: BIOL 071, BIOL 072, BIOL 074, ENGL 001A, all with minimum grade of C, and admission into the EVC Nursing Program.

CAN:

*Advisory Level:* Read: Write: 4 Math: 2  
 Transfer Status: CSU Degree Applicable: AA  
 CSU GE: None District GE: None IGETC: None

**NURS-002A - Basic Medical-Surgical Units: 5**

This course focuses on health promotion and health maintenance for the adult client with chronic illness. Course content includes pharmacological therapies, the nurse's role in preventive and rehabilitative services, and the maintenance/restoration of physiological and psychosocial integrity through the application of the nursing process. This course includes clinical experiences in adult health care units.

Lecture Hours: 2.5 Lab Hours: 7.5 Repeatable: No Grading: L

Prerequisite: NURS 001 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**NURS-002B - Maternity Nursing Units: 4**

This course focuses on health promotion and health maintenance for the childbearing client. The course content includes pharmacological therapies, the nurse's role in maternity nursing, and the maintenance/restoration of physiological and psychosocial integrity through the application of the nursing process. This course includes clinical experiences in maternity units.

Lecture Hours: 2.5 Lab Hours: 4.5 Repeatable: No Grading: L

Prerequisite: NURS 001 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**NURS-003 - Advanced Pediatrics and Medical-Surgical Nursing Units: 8.5**

This course includes the application of medical-surgical nursing care for the pediatric, adolescent and adult client with complex disorders. Course content emphasizes pathophysiology, growth and development, nutrition and pharmacology. The nursing process is used to apply these concepts to the maintenance and restoration of physiological and psychosocial integrity of the client. The course includes clinical experiences in pediatric and adult health care settings.

Lecture Hours: 4.5 Lab Hours: 12 Repeatable: No Grading: L

Prerequisite: NURS-002A and NURS-002B, with a C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**NURS-004 - Advanced Medical-Surgical/Geriatric/Mental Health/Leadership and Management Nursing Units: 10**

This course includes mental health nursing, advanced medical surgical nursing, geriatrics, leadership and management, including the preceptorship. Mental health nursing includes the principles of mental health and the social, economic, cultural and physiological factors that predispose a person to mental illness. In advanced medical surgical nursing, critical thinking and leadership concepts are applied to the management and care of multiple clients in adult and geriatric settings. During preceptorship, in collaboration with a registered nurse, the student will provide optimal client outcomes by applying concepts learned throughout the nursing program.

Lecture Hours: 4.5 Lab Hours: 16.5 Repeatable: No Grading: L

Prerequisite: NURS-003 with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**NURS-005 - Role Transition Units: 1.5**

This course prepares LVNs to begin the transition into the role of the Registered Nurse. Emphasis is on the utilization of the nursing process, application of critical thinking and the professional role of the Registered Nurse.

Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: BIOL-072 and MICRO-70, both with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**NURS-098 - Directed Study in Nursing Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**NURS-100 - Introduction to Nursing Units: 2**

Introduction to Nursing provides an overview of nursing roles, responsibilities, job opportunities, and settings for nursing practice. This course will provide a brief overview of nursing theories and the underlying principles of nursing knowledge, and will also include strategies to problem solve utilizing the nursing process and its application. This course is designed for non-nursing and potential nursing majors who would like to explore nursing as a career choice.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**NURS-101 - Clinical Application of Critical Thinking Skills Units: 1 - 2**

This is an optional course for the second year EVC nursing students. Students will integrate nursing skills and knowledge gained during the nursing program through critical thinking strategies. Students may choose to participate in a variety of options: analysis of case studies, clinical simulations, multimedia/auto-tutorial programs, assessment of knowledge in nursing theory, and self-paced learning modules. Through the application of cognitive learning, and decision making/priority setting skills, the student will be better prepared for the NCLEX examination and to enter the demanding world of work.

Lecture Hours: None Lab Hours: 3 - 6 Repeatable: 1 Grading: K

Prerequisite: NURS 114 with C or better

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**NURS-104 - Pharmacology in Nursing Units: 2**

This course is a study of the interaction between drugs and living systems. The major pharmacological classifications will be presented and integrated with the concepts of physical and psychological safety, comfort, communication, teaching, health promotion and restorative/rehabilitative measures. Nursing responsibilities relative to the administration of specific medications will be emphasized. The following concepts will be included: a. pharmacological principles; b. safety; c. nursing role, interventions and implications related to pharmacological therapy; d. nutrition.

Lecture Hours: 2 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: NURS 112 with C or better or entrance as an advanced-standing LVN second year nursing student.

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**NURS-109 - Nurse Assistant Training Units: 6.5**

This course focuses on nursing assistant skills/concepts performed under the direct supervision of a nurse. It is designed to provide a foundation of basic nursing care including vital signs, transfer and feeding techniques, bed making, hygiene, and environmental safety. Communication skills, cultural awareness and sensitivity, client rights, and safety will be stressed. Application of these skills will occur in a skilled nursing facility. Laboratory practice is an essential component. Successful completion of the course qualifies the student to take the California State Certification Exam. Course requirements include high school graduation or GED, Social Security number and background clearance.

Lecture Hours: 4.5 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: High School Graduation or GED required; current Basic Cardiac Life Support for Health Care Providers; Health clearance including physical exam and TB testing; Background clearance and Social Security Number required.

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**NURS-110 - Basic Nursing Concepts Units: 2**

This course is recommended for students interested in a career in registered nursing. The course focuses on the basic concepts which form the foundation of nursing practice, including nursing history, nursing process, communication, legal-ethical principles of practice, socio-cultural factors, and an introduction to the scope of nursing within the health care system. It is designed to provide a foundation of basic nursing care including vital signs, body mechanics, bed making, hygiene and environmental safety. Application of these skills will occur in the nursing program resource center.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: ANAT-001 and BIO-072, both with grade of C or better.

Corequisite: MICRO-070, with a grade of C or better.

CAN:

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**NURS-118 - Graduate Nurse Preceptorship Units: 5**

This course is designed for students who have graduated from an Associate Degree, Baccalaureate Degree, or equivalent Nursing Program and have an Registered Nurse (RN) license or an interim permit from the California Board of Registered Nursing. During this course the student will be assigned to work with a Registered Nurse. Students will be expected to assume the complete assignment of the preceptor by the end of the course. Upon agreement of faculty and the RN Preceptor, the 256 lab hours may be extended over a period of 12 weeks to accommodate working schedules. This course is useful for those wanting to specialize or re-enter the nursing field.

Lecture Hours: None Lab Hours: 15 Repeatable: No Grading: K

Prerequisite: Graduate from an Associate Degree, Baccalaureate Degree, or equivalent Nursing Program and have a Registered Nurse (RN) license or an interim permit from the California Board of Registered Nursing.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**NURS-119 - Nursing Pathophysiology Units: 2**

This course will explore pathophysiology in relation to the physiologic concept threads of physical and psychological safety, comfort, communication, teaching, health promotion, and restorative/rehabilitative measures. Human systems covered include cardiac, cardiovascular, pulmonary, renal, hematological, gastrointestinal, endocrine, neurological and immunity and inflammation. Causes of pathology, sequelae and ultimate outcomes to homeostasis will be examined. Application of physiologic concept threads to disease processes, lab and pharmacological implications and subsequent nursing measures will be analyzed.

Lecture Hours: 2 Lab Hours: 0 Repeatable: No Grading: K

Prerequisite: (ANAT 001 or BIOL 071) and BIOL 072; all with C or better

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**NURS-131A - Nursing Resource Center, Lab 1 Units: 1**

This elective course is recommended to be taken during the first semester of the nursing program. The course correlates with the content of NURS 001, Fundamentals of Nursing. This course provides access to instructor-facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS-001

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**NURS-131B - Nursing Resource Center, Lab 2 Units: 1**

This elective course is recommended to be taken during the second semester of the nursing program. The course correlates with the content of NURS 002A and NURS 002B, Basic Medical-Surgical Nursing and Maternity Nursing. This course provides access to an instructor-facilitated lab in the Nursing Program Resource Center, which includes the Nursing Skills lab and Nursing/Biology computer center.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS 002A

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**NURS-132A - Nursing Resource Center, Lab 3 Units: 1**

This elective course is recommended to be taken during the third semester of the nursing program. The course correlates with the content of NURS 003, Advanced Pediatrics and Medical Surgical Nursing. This course provides access to an instructor-facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS-003

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**NURS-132B - Nursing Resource Center, Lab 4 Units: 1**

This elective course is recommended to be taken during the fourth semester of the nursing program. The course correlates with the content of NURS 004, Advanced Medical-Surgical/Geriatrics/Mental Health/Leadership and Management Nursing. This course provides access to an instructor facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS 004

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**NURS-170 - Strategies for Nursing Success Units: 1**

This course is designed for students who have been provisionally accepted into Evergreen Valley College's Nursing Program, pending successful completion of the TEAS. The course will discuss strategies to enable the learner to be successful in the Nursing Program. These basic strategies will include study skills, critical thinking skills, and goal setting techniques for the entry-level nursing student.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: Provisional acceptance into the Nursing Program pending TEAS test results.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 3  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**NURS-175 - Strategies for Nursing Student Success: Advanced Level Units: 2**

This course is designed either for students who have completed the requirements for the first year of the Evergreen Valley College's Nursing Program or for LVNs who have been admitted for advanced placement. The course will discuss strategies to enable the learner to be successful in the nursing program. These basic strategies will include identifying the basic foundation skills, critical thinking skills, and clinical strategies for the nursing student entering the second year of the program.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: NURS 112 with C or better and enrollment in the EVC Nursing Program.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: None Degree Applicable: AS  
 CSU GE: None District GE: None IGETC: None

**Oceanography****OCEAN-010 - Descriptive Oceanography Units: 3**

This course provides a description of the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, tides, and plant and animal life in the ocean. The course partially fulfills the general education requirement in physical science, without a laboratory.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of Math 310 with "CR" or placement based on math assessment

CAN:

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1 District GE: B1 IGETC: None

**Philosophy****PHIL-010 - Introduction to Philosophy: Metaphysics and Epistemology Units: 3**

Introductory course for philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only basic concepts and ideas, but causes of the development of philosophical history.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-011 - Introduction to Philosophy: Political Philosophy, Aesthetic Philosophy and Religion Units: 3**

This course surveys basic political theory, the nature and value of the arts, and the sources of religious experience, all within the context of ancient and modern thought. Selective readings range from Aristotle to Tillich.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-012 - Introduction to Philosophy: Existentialism: Past, Present, and Future Units: 3**

The various forms of existentialism as expressed in philosophy and literature, its meanings, and its relevance to the development of human values constitute the focus of this course. Selective readings range from Euripides and Kierkegaard to Camus.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-060 - Logic and Critical Thinking Units: 3**

This is an introductory course in informal logic and critical reasoning. Students are instructed in the practical applications of inferential, inductive and deductive reasoning, problem analysis/resolution, the logic systems entailed by language, word-functions, definition, and common fallacies of relevance and ambiguity. There is a strong emphasis on written expression and the application of critical thinking skills in a series of composition assignments.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: A3 District GE: A3 IGETC: None

**PHIL-065 - Introduction to Ethics Units: 3**

This course explores some of the major ethical theories and problems of the past and present. Students learn the application of concepts of good and evil, right and wrong, to current ethical and social issues, and to the processes of formulating and making actual ethics-based decisions. Utilitarian and rule-based systems are studied, and through critical reasoning are applied in analyses, discussions, and in written assignments. Emphasis is on the real, the practical, and the applicable in everyday ethical situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-070 - Religion: The Live Hypothesis Units: 3**

This is an introductory philosophical survey of living religions (Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, Christianity, Native American, and African) using comparative study that focuses on the meaning of religious experience, the forms its expression may take and what it may offer humanity.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-098 - Directed Study in Philosophy Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None



**Photography**

**PHOTO-022 - Beginning Photography Units: 3**

This course introduces students to black-and-white photography, with emphasis on both theory and practical application of pre-visualization and composition, exposing film, negative developing and darkroom printing. Students will learn fundamentals of design and composition. Field trips to museums and galleries may be included as a way of learning the inter-relationship between photography and other art forms. Students must provide their own 35 mm camera.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PHOTO-062 - Intermediate Photography Units: 3**

Intermediate practice and theory of photography. The course will include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will discuss issues within photography, ways to conceptualize the finished image and how photography is used in print and electronic media. Students must provide their own 35 mm camera.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: PHOTO 022

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PHOTO-098 - Directed Study in Photography Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Physical Education**

**PED-009 - Badminton Units: 1**

This is a physical activity class for men and women, designed to teach the skills and knowledge relative to badminton. This class may be offered at the beginning, intermediate or advanced skill level.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-012 - Basketball Units: 1**

This is an activity class for the student who has basic individual basketball skills. Emphasis is on learning team organization, team skills, and team drills.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-017 - Self Defense Units: 0.5 - 1**

This course is an introduction to personal self-defense. It includes preventive and pre-cautionary measures, assault awareness, information, and most commonly needed self-defense skills & techniques for personal safety.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-018 - Karate Units: 0.5 - 1**

This course is designed to teach students the various skills and techniques of the art of karate and other Japanese martial art forms. Analysis and application of movement, individual and group interaction, as well as uses of karate will be studied.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-021 - Step Aerobics Units: 1**

Students will learn the principles and concepts of cardiovascular fitness

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None



**PED-022 - Step Crosstraining Units: 1**

This course teaches the principles and concepts of cardiovascular fitness through activity in step, aerobics with music, walk, and use of variety of aerobic exercise machines. Body mechanics, safe exercise parameters, tracking fitness levels and utilization of supplemental exercise apparatus will be accentuated. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, fitness level, and/or genetics will be explored.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-022A - Adapted Cross Training Units: 1**

This course is designed to provide an individualized program for overall fitness for the student with a disability. The goal is to provide the student with the means to improve the health related components of fitness through a variety of fitness activities.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-023 - Cardio Kickboxing Units: 1**

A course which introduces students to the dynamic kickboxing techniques which can provide a level of conditioning for both the aerobic and anaerobic systems. The freestyle interval format combines boxing and kicking drills specific to martial arts and kickboxing style movements integrating the mind/body elements of attitude, readiness, visualization, reaction and fun. Safe exercise parameters, tracking fitness levels and utilization of supplemental exercise materials will be emphasized. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, and/or genetics will be taught.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-024 - Beginning Golf Units: 1**

This course is designed to teach the fundamentals of a golf swing using irons, fairway woods, and driver. Putting, chipping, and pitching skills will also be covered. Information on rules, scoring, etiquette, and course play will be included. Students will be required to pay for range balls and green fees.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-024A - Intermediate Golf Units: 1**

This course is designed to teach the development of intermediate golf skills through instruction, practice, and golf play on local golf courses. The student will learn advanced swing techniques, practice strategies, strategies for positive mental skills, shot selection, and course management skills. Students will be required to pay for range balls and green fees.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L

Recommended: Beginning Golf Class

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-031 - Lifetime Physical Fitness & Wellness Units: 3**

This course presents an overview of the concepts of physical fitness, training principles, appropriate exercise and health practices with application to lifelong health and exercise habits. It includes lecture, laboratory, exercise and physical fitness tests.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-033 - Introduction to Physical Education and Kinesiology Units: 3**

This course will explore the broad spectrum of Physical Education as an academic discipline and the required preparation and training for occupations involved with human movement, education, fitness, recreation, coaching, and wellness. This course is an in-depth overview of kinesiology, current issues, and professionalism.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-034 - Racquetball Units: 1**

This is an activity class for the student who wants to learn to play racquetball. Basic skills for playing as well as strategies for singles, doubles, and cut-throat will be covered. Information on rules, scoring, etiquette and safety will also be included. Students are required to wear safety goggles. This class may be offered at the beginning, intermediate, or advanced skill level.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-038 - Soccer-Recreational Units: 0.5 - 1**

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing soccer successfully. This class may be offered at the beginning, intermediate or advanced levels.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-039 - Hatha Yoga Units: 1**

Hatha Yoga is a course that integrates the body and mind as the student moves through various postures or positions. The students will learn to focus on the understanding and controlling the body, breath, and mind through exercises and breathing techniques. The student will develop flexibility, muscular endurance and strength by performing the various yoga postures. Method for relieving stress and the promotion of relaxation will be taught.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-040 - Softball Units: 1**

This is a physical activity class which provides a review of the basic skills of hitting, running, catching and throwing. Team play and game strategies for slow-pitch versions of softball are included.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-043 - Pilates Mat Workout Units: 1**

Pilates is a world-renowned method of conditioning and strengthening that emphasizes developing strength and flexibility in the muscles surrounding the spine and torso with a goal of a leaner, more defined, and supportive musculature. This Pilates mat work course is designed to develop strength, flexibility, coordination and balance in participants of all ages, through a safe progression of challenging and functional exercises.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-047A - Tennis, Beginning Units: 1**

This course is designed for individuals having no or very little tennis playing experience. The course includes an introduction to basic ground strokes, serves and volleys, playing rules and beginning level tactics. Students will participate in modified games appropriate to development as well as formal singles and doubles matches.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-047B - Tennis, Intermediate Units: 1**

PED 047B is designed for individuals having some tennis playing experience. Course content includes continued development of forehand and backhand ground strokes for improved power and control, service and service-return, net/midcourt volleys, smashes and lobs. Offensive and defensive tactics will be introduced for singles and doubles play. Students will participate in frequent matches.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-047C - Tennis, Advanced Units: 1**

PED 047C is designed for individuals having competitive tennis playing experience. Course content includes physical conditioning for competitive play, continued development of power and control in all ground strokes and serves, advanced level offensive and defensive tactics, mental preparation for greater success, and performing under pressure. Students will engage in frequent tournaments in competitive singles and doubles play.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: K

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-051 - Table Tennis Units: 1**

This course is designed to teach the rules, etiquette, basic strokes, scoring, offensive and defensive strategy of table tennis. Singles and doubles play will be taught.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-052 - Volleyball Units: 1**

An activity class with emphasis on individual skills of passing, setting, spiking, serving, blocking, and team offense and defense. The class combines all skill levels.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-053 - Walk/Jog Units: 1**

Students will learn the principles and concepts of cardiovascular fitness through the activity of walking or jogging.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-055 - Aerobics with Music Units: 1**

A course which teaches high and low impact rhythmic exercises routines done to music designed to attain improvements in cardiovascular fitness, core strength and flexibility. Safe exercise parameters, tracking fitness levels and utilization of supplemental exercise materials will be emphasized. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, and/or genetics will be taught.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-056 - Weight Training Units: 1**

This is a physical activity course designed to teach students how to use progressive weight resistance exercises to develop muscular strength and endurance while using both free weights and weight machines.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E District GE: E IGETC: None

**PED-056A - Adapted Strength Training Units: 1**

This course is designed to provide an individualized muscle strength and conditioning program for the student with a disability. The student will learn proper skills and techniques and how to adapt fitness equipment to enhance muscle strength and endurance.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-058 - Sports Conditioning Units: 1**

This sports conditioning course is designed for the competitive athlete. The class involves cardiovascular, strength and flexibility development.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN:

Advisory Level: Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PED-062 - Soccer Theory Units: 2**

This a soccer theory course designed to provide in-depth analysis and review of competitive soccer programs and team play.

Lecture Hours: 2 Lab Hours: None Repeatable: 3 Grading: O

Recommended: Competitive playing or coaching experience in soccer.

CAN:

Advisory Level: Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PED-064 - Soccer-Competitive Units: 2**

Competitive soccer is designed for the competitive player having much experience in soccer. This class will prepare student for participation in soccer at the most advanced levels.

Lecture Hours: 0 Lab Hours: 6 Repeatable: 3 Grading: O

Prerequisite: PED 038

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Physical Education**

**EVC Course Catalog**

**PED-068 - Ultimate Frisbee Units: 1**

Students will learn Ultimate Frisbee skills, strategies and physical fitness training.  
 Lecture Hours: 0 Lab Hours: 3 Repeatable: 2 Grading: L  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-069H - Outdoor Education-Hiking Units: 1.5**

Physical activity course in hiking. Students will learn the principles and concepts of environmentally sensitive and safe participation in outdoor education activities.  
 Lecture Hours: 0 Lab Hours: 4.5 Repeatable: 3 Grading: L  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: E IGETC: None

**PED-070 - Fitness Walking Units: 1**

Students will learn the principles and concepts of cardiovascular fitness through the activity of speed walking.  
 Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: L  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PED-098 - Directed Study in Physical Education Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
 Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O  
 Open Curriculum: No prerequisite, corequisite or levels  
 CAN:  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Physical Science**

**PHYSC-012 - Earth Science Units: 3**

Earth Science is an introductory course in the four main areas of earth sciences: geology, oceanography, meteorology, and astronomy. The course content is delivered primarily through laboratory activities, hands-on experiments, and short lectures. Emphasis is on geology: mineral and rock identification, erosion, igneous activity, plate tectonics, and mountain building. Students will tumble and polish rocks. The oceanography section will cover the continental margins and ocean floor, while the meteorology section will focus on the Earth's dynamic atmosphere and gas content. The astronomy section will present an inventory of the solar system and of our own galaxy.  
 Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A

**Physics**

**PHYS-001 - Introductory Physics Units: 3**

Physics 001 is an introductory course in physics. The course content is delivered primarily through laboratory activities, hands-on experiments and short lectures. Students are shown how physical laws work. Among the topics covered are: the physics of motions; the properties of solids, liquids, and gases; heat and thermodynamics; waves and sound; electricity and magnetism; optics.  
 Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
 Prerequisite: Math 11A, 11R, 11S, with C or better, or equivalent.  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B1,B3 District GE: B1, B3 IGETC: None

**PHYS-002A - General Physics Units: 4**

This is the first of a two-semester course in general physics for students not needing calculus based physics. The course begins with basic principles: vectors, Newton's laws of motion, work, and the conservation principles of energy, momentum, elasticity, and thermodynamics.  
 Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L  
 Prerequisite: MATH 013, minimum grade C, or equivalent  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A

**PHYS-002B - General Physics Units: 4**

This is the second of a two-semester course in general physics for students not needing calculus based physics. The basic principles of vectors, Newton's Laws of Motion, work, and the conservation principles of energy, linear, and angular momentum have been introduced in Physics 2A. In Physics 2B, these principles are applied to topics in electrodynamics, optics, and modern physics.  
 Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L  
 Prerequisite: PHYS 002A  
 CAN:  
 Advisory Level: Read: 3 Write: 3 Math: 3  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A



**PHYS-004A - General Physics****Units: 5**

This course is the first in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of mechanics are introduced at an elementary but calculus-based level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, and simple harmonic motion, universal gravitation and fluids. Practical applications of these principles are discussed. A problem solving approach is used emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: MATH 072 with C or better

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: B1,B3                  District GE: B1, B3                  IGETC: 5A

**PHYS-004B - General Physics****Units: 5**

This course is the second in the physics sequence for majors in physics, chemistry, biology, engineering, mathematics or other physical sciences. The general principles of electricity and magnetism are introduced at a calculus-based level. Several technological applications of these principles are discussed. Topics include the electric field, Gauss' Law, electric potential, DC circuits, the magnetic field, electromagnetic induction, AC circuits, Maxwell's equations, and electromagnetic waves. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PHYS 004A, with grade of "C" or better; MATH 073, with grade of "C" or better, or currently enrolled, or equivalent

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: B1,B3                  District GE: BL                  IGETC: 5A

**PHYS-004C - General Physics****Units: 5**

This course is the third in the physics sequence for majors in physics, chemistry, engineering, mathematics and other physical sciences. Students are introduced to general principles of optics and thermodynamics at a calculus-based level. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PHYS 004A, with grade "C" or better; MATH 073, with grade "C" or better, or currently enrolled; or equivalent

Corequisite: Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: None                  District GE: BL                  IGETC: 5A

**Political Science****POLSC-001 - Politics and Government in America****Units: 3**

This course covers the role and importance of the ideal of democracy and the evolution of the American political system. America's political institutions (executive, legislative and judicial) and political processes (voting, lobbying, attitudes) are examined against the backdrop of America's cultural diversity and political history. This course is a study of national, state and local government and politics with emphasis on the United States Constitution and the national government. Note: Combined with HIST 1, meets US HIST & Constitution and State & Local Govt. requirements. Meets California Teachers Credential requirement.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Credit by Exam: Yes

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: D8, US-2, US-3      District GE: D8, US-2, US-3      IGETC: 4H

**Psychology****PSYCH-001 - General Psychology****Units: 3**

This behavioral science course is a basic introduction to the scientific study of the psychological, biological and environmental influences on behavior. It is a survey of traditional and contemporary theories and attitudes about perception, consciousness, learning, memory, thinking, human development, intelligence emotions, motivation, personality, stress/adaptation, abnormal behavior/ treatment, and the social world. It is designed to give insight into oneself and others.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: D9                  District GE: D9                  IGETC: 4I

**PSYCH-018 - Introduction to Research Methods****Units: 3**

This course is an introduction to the experimental and correlational methods used in psychological research. Students will learn to research the literature, perform laboratory experiments, conduct statistical analyses and write reports of the research findings.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PSYCH 001 or PSYCH 010 and MATH 063 with C or better

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**PSYCH-030 - Introduction to Biological Psychology****Units: 3**

This course is designed to provide an overview of biological approaches to understanding behavior. The course will cover the general organization of the neural and neuroendocrine systems and their influences in the control of behavior. Animal and human research findings, within the science of brain-behavior relationships, will be included. This course is designed to prepare students for more advanced courses in behavioral neuroscience, clinical psychology, and other health-related fields. It is required for psychology majors.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: PSYCH 001 or PSYCH 010

CAN:

Advisory Level:    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                          Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**PSYCH-035 - Introduction to the Psychology of Women Units: 3**

This course examines women's significant physical and psychological issues of women within an historical, familial, societal, and cultural framework. A variety of experiences and issues that uniquely concern women, which are traditionally examined from a male point of view, will be explored. The concepts of development, adaptation, well-being, and the diversity of women will be included using psychological theories and current research.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D4, D9 District GE: D4, D9 IGETC: 4D,4I

**PSYCH-047 - Family Violence Units: 3**

This course presents an overview of the psychological, sociological, biological, and cultural aspects of violence in the family. All aspects of family violence are covered including dating violence, spousal, child, parent, sibling, and elder abuse. Current research and legislation in the field is included as well as prevention, intervention, and treatment measures. Local community and national resources for assistance are explored.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: D9 District GE: D9 IGETC: None

**PSYCH-060 - Personal Growth and Adjustment Units: 3**

This course is a study of psychological processes through which people manage to cope with the demands and challenges of everyday life. A broad variety of topics are examined including personality patterns, stress, social and intimate relationships, adjustments to development through the life span and psychological/physical wellness as they influence and are affected by adjustment. Effective and ineffective personal growth and adjustment is analyzed in the context of contemporary and complex society.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9, E District GE: D9, E IGETC: None

**PSYCH-092 - Developmental Psychology Units: 3**

This course is an introduction to developmental psychology. Human development is traced from conception through death. The biological, intellectual, emotional and social factors affecting development and the interaction of these factors throughout the lifespan will be studied. The dynamic nature of biological, societal and cultural influences on individual development will be considered. Developmental tasks and potential developmental crises in contemporary multicultural society are identified for each age group studied.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: PSYCH 001 or PSYCH 010

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9, E District GE: D9, E IGETC: 4I

**PSYCH-096 - Marriage and Family Units: 3**

Students will study the family as an institution from historical and intercultural perspectives in relation to other aspects of society. The study of dating and courtship, the family and personality development, marriage, relationships, child rearing, and elements of family unity will be included. Students will also discuss disorganization, divorce, and restructuring of new relationships.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9,E District GE: D9, E IGETC: 4I

**PSYCH-098 - Directed Study in Psychology Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PSYCH-098A - Service-Learning Directed Study Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**PSYCH-099 - Abnormal Psychology Units: 3**

This introductory course surveys the multidimensional influences on the diagnosis, etiology, and treatment of abnormal patterns of behavior. Traditional psychological models, as well as current research evidence of the reciprocal of biology and behavior, are used to study psychopathology. Clinical cases are used to examine life-span cultural influences on abnormal behavior.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9 District GE: D9 IGETC: None

**PSYCH-100 - Human Sexuality Units: 3**

This course is designed to offer factual information on human sexual functioning. It will include some of the basic questions regarding sexual behavior, learning of sexual roles, anatomy and physiology of sexual response, social patterns of sexual behavior, sexual adjustment and maladjustment. The course will also include areas dealing with the treatment of sexual dysfunction, sex variance, and legal and cultural aspects of sexual behavior.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9,E District GE: D9, E IGETC: 4D,4I

**Service Learning**

**SERV-001 - Introduction to Community Service-Learning Units: 2**

This course offers students community-based learning through classroom instruction, and critical reflection to arrive at a personal understanding of the need and importance for community service, civic responsibility, cultural competence and activism for social justice. The course will include community service in a non-profit organization or school of choice that meets a real need in the community.

Lecture Hours: 2 Lab Hours: 0 Repeatable: No Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Sign Language**

**SL-001A - Introduction to American Sign Language Units: 3**

This is a language course providing beginning American Sign Language instruction in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course satisfies both foreign language requirements, GE requirements, and can lead to bilingual employment certification.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: None

**SL-001B - Intermediate American Sign Language Units: 3**

This course is designed to enable second semester students of American Sign Language to become more fluent in their language acquisition. The student will continue learning vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Students are challenged to sign longer expressive dialogues, to comprehend more complicated dialogues, and self-generated short stories, which will help develop intermediate conversational skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: SL 001A, with C or better, or two years of High School ASL, or the equivalent

Recommended: Review of SL 001A material

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A

**Social Science**

**SSCI-020 - African American Culture Units: 3**

This course is a survey of the Afro-American experience in cultural perspective: a critical examination of past, recent, and evolving social, political, and economic dynamics that create Black Culture.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1,D3 District GE: D1, D3 IGETC: 3B, 4C, 4G

**SSCI-050 - Contemporary Issues Units: 1 - 3**

The purpose of this course is to formulate informed opinions of issues and policies, to introduce relevant literature, and to assist citizens in becoming aware of issues currently influencing their lives. To this end, contemporary issues of social, political, economic and cultural importance will be examined in depth.

Lecture Hours: 1 Lab Hours: None Repeatable: 2 Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: D7 District GE: D7 IGETC: None

**SSCI-098 - Directed Study in Social Science Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Sociology**

**SOC-010 - Introduction to Sociology Units: 3**

This course is a survey of the principles and basic concepts of sociology. It includes the analysis of American culture, social organization, group behavior, social stratification, racial and ethnic groups, and the dynamics of social change and other social processes.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D0 District GE: D0 IGETC: 4J

**SOC-011 - Social Problems Units: 3**

Students will analyze selected contemporary social problems and their impact on society. The relationship between social problems and social change will be addressed and its effect on the family, education, crime, class, poverty, race/ethnicity, population, employment, income distribution, gender inequality, health care, and aging.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D0 District GE: D0 IGETC: 4J

**SOC-098A - Service-Learning Directed Study Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

***Spanish***

**SPAN-001A - Elementary Spanish Units: 5**

This is the first of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain. Not recommended for native speakers of Spanish. This course corresponds to two years of high school study.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Credit by Exam: Yes

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A

**SPAN-001B - Elementary Spanish Units: 5**

This is the second of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Credit by Exam: Yes

Prerequisite: SPAN 001A

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A

**SPAN-002A - Intermediate Spanish Units: 5**

This course continues the development of language skills achieved in Spanish 1B and Spanish 1L. It is designed to review and expand knowledge of the structure of the language. It also comprises aspects of the culture of Spanish-speaking areas around the world.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: SPAN 001B

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**SPAN-002B - Intensive Intermediate Spanish Units: 5**

This course continues the development of language skills achieved in Spanish 2A and Spanish 2L. It is designed to review and expand knowledge of the structure of the language. It also comprises aspects of the culture of Spanish-speaking areas around the world.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: SPAN 002A with C or better

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 3B

**SPAN-020A - Spanish for Spanish Speakers Units: 5**

This is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. This course will focus on the development of 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding of dialectal differences; 3) oral expression and critical thinking through commentary and cultural/historical presentations.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Recommended: Demonstrate basic conversational skills in Spanish as first or home language through a minimum 1 page essay and an interview with the instructor.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**SPAN-020B - Spanish for Spanish Speakers Units: 5**

This is the second in a two-course sequence specially designed to serve the needs of students whose first or home language is Spanish. This course will focus on the continuing development of 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding dialectal differences; and 3) oral expression and critical thinking through commentary and cultural/historical presentations.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN 020A

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A, 3B

**SPAN-031 - History and Theory of Translation and Interpreting Units: 4**

This course will cover translation and interpretation from ancient times to the present. Students will become acquainted with the historical origins, theories, techniques, and practices of translating and interpreting. This course is required for the Translation and Interpreting Certificate.

Lecture Hours: 4 Lab Hours: 0 Repeatable: No Grading: L

Recommended: Native fluency in Spanish (or equivalent) required. Student must see instructor prior to enrollment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-032 - Spanish Grammar and Composition Units: 3**

Students will develop reading and writing skills through the process of composition. Students will also improve such writing skills by applying the rules of grammar and orthography reviewed in class. This course is required for the Translation and Interpreting Certificate.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Recommended: Native fluency in Spanish (or equivalent) required. Student must see instructor prior to enrollment.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-033 - Spanish/English Linguistics Analysis Units: 3**

This course will provide the student with an analysis and description of some of the most relevant aspects of Spanish/English grammar, emphasizing the implications on translation and interpreting.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN 032, with C or better

Recommended: ENGL 001A, minimum grade "C", highly recommended

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-034 - Spanish-English Translation Units: 3**

This course is an introduction to Spanish-English translation. Students will focus on comprehension of source language texts and accurate expression of content and style in translations. Theoretical readings will be used to familiarize students with strategies, techniques, and challenges faced in the translation process.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN 033 with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-035 - Sight Translation Units: 3**

This course will introduce students to the fundamental skill of sight translation. Students will learn how to comply with the legal equivalence requirements of this mode of interpretation. There will be emphasis on reviewing the necessary reading comprehension skills, acquiring the ability to analyze text upon first reading, acquiring vocabulary research skills, expanding vocabulary and understanding the role of the interpreter. Students will practice paraphrasing, chunking, prediction and expanding and condensing exercises to finally develop the skills necessary for performing sight translation of complex texts.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN-034 with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-036A - Consecutive Interpretation I Units: 3**

This course will introduce students to consecutive legal interpretation. Students will learn how to comply with the legal equivalence requirements of consecutive interpretation. They will also be introduced to the proper usage of this mode of interpretation at various settings. There will be a focus on memory building skills as well as note-taking techniques. Students will begin to develop their own notetaking system and symbols. Through guided exercises students will continue to build vocabulary and learn how to deal with various factors encountered when using the consecutive mode of interpretation.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN-035 with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-036B - Consecutive Interpretation II Units: 3**

This course builds on the skills acquired in Consecutive Interpretation I. Students will continue to enhance retention while developing personal note-taking systems in more demanding situations with lengthier messages. There will be an emphasis on complying with the legal equivalence requirement and limiting omissions. Students will learn how to deal with challenges to interpretation and make corrections on the record. Students will acquire terminology related to complex criminal proceedings, administrative hearings and varied medical settings.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN 036A with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-037A - Simultaneous Interpretation I Units: 3**

This course will introduce students to simultaneous legal interpretation. Students will learn how to comply with the legal equivalence requirements of simultaneous interpretation. There will be emphasis on reviewing: the history of simultaneous interpretation, the role of the interpreter, relevant settings and research skills. Students will practice paraphrasing, chunking and shadowing exercises to increase vocabulary and create a strong foundation to begin acquiring simultaneous interpreting skills up to 125 words per minute.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN-035 with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None



**SPAN-037B - Simultaneous Interpretation II Units: 3**

This course will continue to build students simultaneous interpretation skills. Students will begin to interpret more complex legal proceedings at faster speeds. Students will be introduced to testimony of expert witnesses, legal motions, jury instructions, and other complex materials. Students will also acquire the skills necessary to build glossaries for complex proceedings and in the process expand vocabulary to include terminology related to drugs, violence, medical, weapons, DNA and other specialized topics. At the conclusion of course students will be able to interpret proceedings at speeds of 145+ wpm.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: SPAN-037A with C or better

CAN:

*Advisory Level:* Read: Write: 4 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-091A - Conversational Spanish Units: 3**

This three-unit course is designed to develop oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation, and grammar. In addition the students will develop an ability to use the Spanish language in everyday situations and become acquainted with some aspects of the Hispanic culture.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-091B - Conversational Spanish Units: 3**

This is the second of two courses designed to increase oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation and grammar, that will result in the development of an ability to use Spanish language in everyday situations and become acquainted with some aspects of the Hispanic culture.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN 091A, with C or better

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SPAN-098 - Directed Study in Spanish Units: 0.5 - 9**

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

CAN:

*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Surveying and Geomatics****SG-100 - Applied Math for Land Surveying Units: 1**

This course presents math concepts and skills required in land surveying and mapping. The course covers topics in geometry and trigonometry related to surveying problem-solving. Intersections of lines and circles are discussed and so are the formulas used in horizontal and vertical curves.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Completion of geometry, in high school or college, is strongly recommended.

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SG-141 - Boundary Control and Legal Principles Units: 3**

This course provides the student with an understanding of and the ability to apply legal principles and past court rulings to questions of land survey and boundary control. This course will also provide the student with the required background and preparation for areas of the State Land Surveyors Examination, and the Land Surveyors-In-Training examination devoted to this topic. Discussions include ownership, transfer and description of real properties, types of boundaries, boundary laws and presumptions, resurveying and retracing, easement, conveyances and the role of the surveyor.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061  
 2. Surveying experience

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SG-142 - California Coordinate System Units: 1**

This course introduces students to the theory of the California Coordinate System and its application in modern surveying and geomatics practices; conversion of geodetic coordinate system to state plane coordinates and vice versa; zone conversion; and transversing of the grid. It also provides the students with the required background and preparation for areas of the State Land Surveyors Examination and the Land Surveyor-In-Training Examination on this topic.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Recommended: ENGR 060 and SG 100

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SG-143 - Introduction to Photogrammetry Units: 1**

This course provides an introduction to principles of photogrammetry, geometry of photographs, flight planning, ground control, single and double image photogrammetry, stereoscopic plot, orthophoto, photogrammetric mapping, applications, and economic factors. This will also provide the student with the required background preparation for areas of the State Land Surveyors Examination and the Land Surveyors-In-Training Examination devoted to this topic.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061  
 2. Surveying experience

CAN:

*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**SG-145 - Astronomy for Surveyors Units: 1**

This course provides an introduction to astronomical procedures relating to the determination of latitude, time, and azimuth as observed with the surveying instruments. This course will also provide the student with the required background and preparation for related areas of the Land Surveyors Examination and the Land Surveyors-In-Training Examination.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061  
2. Surveying experience

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**SG-146 - CADD for Civil Engineering, Surveying and Land Development Units: 3**

This is a course on computer-aided design and drafting for civil engineering, surveying and land development. The AutoDesk/Land Desktop software program will be utilized. Students will acquire the necessary computer skills to use the software for applications in civil engineering design and land development projects. Topics include basic drawing component management, parcel computations, terrain surface modeling and contours, alignments and stationing, cross sections, volume computation, and profiles. In addition, the course will discuss the creation of design templates and improvement plans in civil engineering land development projects.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR-061 and ENGR-018

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**SG-147 - Global Positioning System for Land Surveying Units: 3**

Fundamentals of the global positioning system (GPS) and its applications in land surveying are introduced. The discussions include the three segments of GPS technology, i.e., the space segment that consists of a constellation of 24 satellites orbiting around the earth, the control segment that consists of five ground monitoring stations, and the user segment that consists of two categories of receivers. Among the topics studied are GPS observables, planning for a GPS field survey, GPS data processing, and GPS surveying techniques. Emphasis is given to practical applications of GPS technology in surveying.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR 061, or equivalent.

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**SG-148 - Maps, Subdivision Map Act and Land Surveyors Act Units: 3**

This course is designed to present both theory and practical mapping experience in the preparation of subdivision maps, records of surveys, topographic maps, route and rights-of-way maps. Requirements of the Subdivision Map Act and the Land Surveyors Act are studied. Techniques of the reduction of field survey notes and the preparation of improvement plans are also presented. This course will provide the student with the required background and preparation for areas of the Land Surveyors-in-Training and the State Land Surveyors examinations.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061  
2. SG 141 or  
3. Engr 63  
4. SG 146

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**SG-149 - 3D Laser Scanning for Land Surveying Units: 3**

This course introduces students to 3D laser scanning for land surveying. The fundamental principles of 3D laser scanning are discussed. The implementation of time-of-flight measurement and interaction of laser beams with various types of surfaces are examined. Students will learn the structure of a 3D laser scanner, its operation in the field, data collection and geo-referencing. Topics on post-measurement processing include data transfer to an office computer, point cloud registration and calibration, data filtering and checking, mesh and surface generations, digital image calibration, 2D drawing generation, feature code management and animations. Several applications in land surveying are discussed.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR 060, with minimum grade C

CAN:

Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

***Sustainable Energy Technologies & Systems*****SETS-010 - Energy Systems and Sustainability Units: 3**

This course provides an overview of the science of energy, and the physical, environmental, and socio-economic impacts of its production and use. Students will examine sustainable energy technologies, including non-conventional fossil fuels, renewable energy sources, and nuclear power. The course will take a systems approach to examining the challenge of achieving a sustainable energy future.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

***Theater Arts*****THEAT-002 - Beginning Acting Units: 3**

Students learn and practice the basic elements of creating character: observation, concentration, and the physical, emotional and psychological resources for acting. Students perform monologues from published plays.

Lecture Hours: 2 Lab Hours: 3 Repeatable: 3 Grading: L

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**THEAT-004 - Acting II Units: 3**

Students practice performance skills in scenes from published plays. Students will learn movement, blocking, listening, stage business, vocal skills, text analysis, style and pacing. Students will study Method, Biomechanics, text and language based theories of creating scenework. Students will become familiar with Linklater vocal technique and Alexander Technique movement skills.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: THEAT 002

CAN:

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**THEAT-006 - Improvisation Units: 3**

Improvisation is a class in which students practice skills necessary to create improvised performances. Students take part in activities that draw upon their ability to relax, concentrate, and respond spontaneously. The course completely engages students' imagination and provides opportunities to integrate current and historical events into dramatic situations.

Lecture Hours: 2      Lab Hours: 3      Repeatable: 1      Grading: O

Recommended: Listening skills/Flexibility in body and mind. Become familiar with Grimms' fairy tales. Students should develop a working knowledge of current events.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**THEAT-008 - Audition Techniques Units: 2**

Students will learn how to prepare for stage, film, print, and TV. and video auditions. Students are actors or technicians during rehearsal and performance of a studio theater production. Students will compose resumes for auditions, learn how to write a cover letter and how to find agents. Students will learn industry protocol. Students will learn strategies to enable them to apply for jobs in the industry and audition for acting roles.

Lecture Hours: 1      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: THEAT 002

Recommended: Listening skills/Flexibility in body and mind.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**THEAT-010 - Beginning Screenwriting Units: 3**

In this course, students are introduced to and use the basic principles of screenwriting to develop story ideas, gain an understanding of narrative structure, character development, write effective dialogue, and become familiar with professional script terminology and format. Students will learn to formulate constructive critiques of their own work and the work of others.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**THEAT-020 - Introduction to Theatre Arts Units: 3**

Students study the aesthetics of drama and theatre from their origin through modern theatre practice. Students will examine: plays, playwrights, theatrical design, acting, directing, theatre architecture, the role of the audience, cultural and socio-political effects, production values and dramatic genres.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                                  Degree Applicable: AA/AS

CSU GE: C1                  District GE: C1                  IGETC: 3A

**THEAT-024M - History of Theatre: Modern Drama Units: 3**

Theatre History will provide all students with an in-depth encounter with specific influential eras in the development of theater and theater craft. Students will study the local and regional socio-political environment in which theatre and drama developed. Students will study influential dramatists, producers, performers, performance theory, literary theory and representative plays. Students will study the effect of plays on culture and culture on plays.

Lecture Hours: 0 - 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                                  Degree Applicable: AA/AS

CSU GE: C1                  District GE: C1                  IGETC: 3A

**THEAT-024S - History of Theatre: Shakespeare Units: 3**

Theatre History offers all students an in-depth encounter with specific influential eras in the development of theatre and theatre craft. Students will study the milieu in which Elizabethan theatre and drama developed local and regional socio-political environment in which theatre and drama developed. Students will study Shakespeare's peers, producers, performers and the performance environment in the late 16th and early 17th century England. We will read and embody representative Shakespeare plays, focusing on his comedies and tragedies. Students will study the effect of plays on culture and culture on plays.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

Recommended: Attend as much live theater as possible.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                                  Degree Applicable: AA/AS

CSU GE: C1                  District GE: C1                  IGETC: 3A

**THEAT-025A - Theatres of Diversity: Chicano/Latino Theatre Units: 3**

This is a survey course designed for the general public to study the history and practice of Chicano/Latino Theatre. Emphasis will be placed on the development of Chicano and Latino theatre in the United States. Specific areas of interest will include the Chicano/Latino theatre movement in San Jose and California. Students will also participate in the elements of creating and performing Chicano/Latino theatre.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

Recommended: Read Latino dramatic literature. Attend teatro performances.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                                  Degree Applicable: AA/AS

CSU GE: C1                  District GE: C1, E                  IGETC: 3A

**THEAT-034 - Studio Theatre Performance Units: 3**

Students participate in rehearsals and performance of a studio theatre production. After enrolling in the class, auditions will be held for performance roles. Attendance is mandatory at all rehearsals and all performances.

Lecture Hours: 1      Lab Hours: 6      Repeatable: 3      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None

Transfer Status: CSU/UC                                  Degree Applicable: AA/AS

CSU GE: None                  District GE: None                  IGETC: None

**THEAT-035 - Main Stage Performance Units: 4**

Students participate in a major production as actors. Attendance is mandatory at all rehearsals and all performances.

Lecture Hours: 2      Lab Hours: 6      Repeatable: 3      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**THEAT-036 - Backstage Assistant Units: 1**

Students participate in rehearsals, technical preparation, and back stage operation of a studio theatre production. Students may be called upon to be stage managers, backstage technicians, or work in publicity and theatre management.

Lecture Hours: 0      Lab Hours: 3      Repeatable: 3      Grading: L

Recommended: Listening skills/Flexibility in body and mind.

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**THEAT-040 - Introduction to Film Units: 3**

This is an introductory course in film studies in which students view classic and recent films to learn the technical and artistic disciplines of film making. Emphasis is placed on the movie industry, its history and business side.

Lecture Hours: 2.5      Lab Hours: 1.5      Repeatable: No      Grading: O

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: C1                  District GE: C1                  IGETC: 3A

**THEAT-045 - Shakespeare on Film Units: 3**

In this course students read and study Shakespeare's plays and view and study Shakespeare's plays on film. They will study the nature of adaptation, character development, story structure, visual style, and compare and contrast different films of the same play.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: C1                  District GE: C1                  IGETC: 3A

**Vietnamese****VIET-001A - Elementary Vietnamese Units: 5**

This is the first course in Vietnamese with emphasis on understanding, speaking, reading and writing. Essential components include pronunciation, vocabulary, grammar and syntax, cultural backgrounds and an introduction to Vietnamese literature and culture. This course corresponds to two years of high school study.

Lecture Hours: 5      Lab Hours: 0      Repeatable: No      Grading: L  
 Credit by Exam: Yes

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: C2                  District GE: C1                  IGETC: 6A

**VIET-001B - Elementary Vietnamese Units: 5**

This is the second course in Vietnamese with emphasis on understanding, speaking, reading and writing. Further training includes pronunciation, vocabulary, grammar, syntax, spelling, intonation, cultural backgrounds. Continuation of an introduction to Vietnamese literature and culture will be analyzed.

Lecture Hours: 5      Lab Hours: 0      Repeatable: No      Grading: L

Prerequisite: VIET 001A with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU/UC                          Degree Applicable: AA/AS  
 CSU GE: C2                  District GE: C1                  IGETC: 6A

**VIET-091A - Conversational Vietnamese and Culture Units: 3**

This course is designed for students desiring a basic, practical conversational approach to learning the Vietnamese language. The course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to actively use the language. Cultural topics will center on Vietnamese customs and traditions, including family concepts, religion, special events and food, as well as the history of Vietnam.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

CAN:

*Advisory Level:*    Read: 2                  Write: 3                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None

**VIET-091B - Conversational Vietnamese and Culture Units: 3**

This is the second course of two covering the essentials of Vietnamese conversation leading to the development of ability to use the Vietnamese language in everyday situations.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O

Prerequisite: VIET 091A, with C or better

CAN:

*Advisory Level:*    Read: 3                  Write: 3                  Math: None  
 Transfer Status: CSU                          Degree Applicable: AA/AS  
 CSU GE: None                  District GE: None                  IGETC: None



**Women's Studies**

**WOMS-010 - Introduction to Women's Studies Units: 3**

This course will explore women's theory and the perspectives of women from different ethnicities, age and social groups and social classes, along with contemporary definitions and values that affect women's livelihoods. Perspectives on cultural, ethnic, and gender similarities and differences will be examined.

Lecture Hours: 3      Lab Hours: 0      Repeatable: No      Grading: L

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU/UC      Degree Applicable: AA/AS  
 CSU GE: D4      District GE: D4, E      IGETC: 4D

**Work Experience**

**WE-088 - General Work Experience Units: 1 - 6**

The Cooperative Work Experience program is designed to assist students expand their career options and develop new job skills. A maximum of 6 six units of General Work Experience may be earned. Internship/Job Placement is not guaranteed.

Lecture Hours: None      Lab Hours: 1.81      Repeatable: 6      Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN:

Advisory Level:      Read: 3      Write: 3      Math: None  
 Transfer Status: CSU      Degree Applicable: AA/AS  
 CSU GE: None      District GE: None      IGETC: None



COURSE DESCRIPTIONS AND INFORMATION





# CHAPTER 6: ACADEMIC POLICIES



## IN THIS CHAPTER:

- Awards of Distinction
- Grades
- Auditing
- Units
- Pass/No Pass Grading
- Attendance
- Class Conflicts
- Course Repetition Policy
- Academic Leave (Leave of Absence)
- Student Records
- Student Access to Records
- Family Education Rights and Privacy Act (FERPA)
- Academic Probation, Dismissal and Reinstatement
- Student Learning Outcomes (SLOs)
- Lost and Found

## AWARDS OF DISTINCTION

### Honors At Graduation

Students graduating with cumulative Grade Point Averages (GPA) between 3.5 and 4.0 are eligible to receive a gold chord to be worn at Commencement. The following awards of distinction are designated in the Commencement Program:

* CUM LAUDE.....	GPA	3.5- 3.74
** MAGNA CUM LAUDE.....	GPA	3.75-3.99
*** SUMMA CUM LAUDE.....	GPA	4.0

## GRADES

Grades are issued by instructors at the end of each semester for each class. All grades are final and will not be changed unless any of the following can be demonstrated:

### Grade Changes/Challenges

- Once awarded, grades are final and cannot be changed except in extenuating circumstances (per Education Code 76224a). Grades will not be changed except in cases involving a) mistake, b) fraud, c) bad faith, or d) incompetency.
- Requests for grade changes must be made within two years of receiving the grade, and will not be permitted after that time period.

### Definition of Letter Grades and Symbols

Letter grades and symbols shall be assigned to students to indicate proficiency or grasp of course material according to the following criteria:

#### Grade "A" – Distinguished

1. The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.
2. The student consistently distinguishes self in examinations, reports, projects, and class participation.
3. The student shows independent thinking in assignments and class discussion.
4. Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.
6. The student complies with class attendance regulations.

#### Grade "B" – Above Average

1. The student consistently shows mastery of the course content, and usually is able to apply it to new situations or to relate it to other knowledge.

2. The student is consistently above average in examinations, reports, projects, and class participation.
3. Work is in proper form, shows evidence of research, and is submitted punctually.
4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills, ability, and performance.
5. The student complies with class attendance regulations.

**Grade “C” – Average**

1. The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student’s competence in the content is sufficient to indicate progression to the next course in the same field.
2. Assignments are completed in good form and on time.
3. If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.
4. The student consistently makes average scores on examinations, projects, and reports.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.
6. The student complies with class attendance regulations.

**Grade “D” – Below Average / Minimum Passing**

1. The student falls below the average in examinations, projects, and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty in completing the next course in the same field.
2. Assignments are completed in imperfect form, are late, or are of inconsistent quality.
3. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable but below-average skills, ability, and performance.
4. The student complies with class attendance regulations.
5. Grade “D” may permit passing to the next course, depending upon course discipline prerequisites.
6. In Optional Pass/No Pass courses the grade of “D” converts to “NP”.

**Grade “F” – Failing Grade/No Credit Earned**

1. The student makes unsatisfactory grades in examinations, projects, and reports.
2. The student does not show evidence of competence in the subject matter.
3. Assignments may be omitted or are incomplete.

4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.
5. The student does not comply with class attendance regulations.
6. The student is suspended from a course or the College.
7. The “F” grade is used in computing the standards of probation and dismissal.

**Grade “P” – Passing Credit Earned**

A “P” grade is equivalent to a “C” or better grade. “P” is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses. (Optional) Grade “P” can be converted to an “A” or “B” or “C” grade.

(Mandatory) Grade “P” may be used to progress to the next higher level only in designated development courses.

The “P” grade is not used to calculate academic probation or dismissal.

**Grade “NP” – Less Than Satisfactory/No Credit Earned**

1. Grade “NP” is used in pass/no pass classes only.
2. The student makes unsatisfactory grades in examinations, projects, and reports.
3. The student does not show evidence of competence in the subject matter.
4. Assignments may be omitted or are incomplete.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability and performance.
6. The student does not comply with class attendance regulations.
7. In optional (Category 1) Pass/No Pass classes a “D” or “F” grade will convert to and “NP” grade.
8. The “NP” grade is used in computing the standards of probation and dismissal.

**Symbol “W” – Withdrawal**

1. No notation (“W” or other) shall be made on the permanent record of the student who withdraws from a course or the College during the first four weeks, or 30% of a term, whichever is less.
2. Withdrawal between the end of the 4th week and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s permanent record.
3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a “W” grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.
4. “W” shall not be used in calculating grade point

average, but excessive “W”s shall be used in calculation of “Progress Probation and Dismissal.”

#### Symbol “MW” – Military Withdrawal

1. Military withdrawal occurs when a student who is a member of the US military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of MW shall be assigned.
2. In stead of an “MW” symbol, a student may directly petition the faculty member for an incomplete (I) grade. If granted, the student will receive an IMW. This grade will default to MW as opposed to the standard letter grades if the student fails to ever complete the class.
3. In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District shall upon petition of the affected student refund the entire enrollment fee for courses in which academic credit is not awarded.
4. Military Withdrawals shall not be counted in “satisfactory academic progress probation and dismissal calculations.

#### Symbol “FW” – Unofficial Withdrawal

1. Unofficial withdrawal occurs when students withdraw without permission and without having achieved a final passing grade.

#### Symbol “I” – Incomplete

The “I” grade may be given only upon written agreement between the student and the instructor. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. In a written record on an “Incomplete” form, the instructor shall state the conditions for removal of the “I” and the grade to be assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. Students requesting an Incomplete must have completed at least 75% of the term and be in good academic standing.

1. The “I” may be made up no later than one year following the end of the term in which it was assigned.
2. The student may not clear the Incomplete by reenrolling in the course.
3. The symbol “I” is assigned no grade points in computing the grade point average.
4. The “I” is used in calculating “Progress Probation and Dismissal.”

#### Symbol “IP” – In Progress

The “IP” symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is “in progress.” The “IP” shall not be used in calculating grade point average. Only the Office of Admissions and Records can assign “IP”.

#### Symbol “RD” – Report Delayed

The “RD” symbol can be assigned only by the Office of Records and Admissions. It is used when there is a delay in reporting the grade. This symbol is not used in the calculation of Probation or Dismissal.

#### Grade Points and Grade Point Average (GPA)

Letter grades and symbols are assigned grade points according to the following system:

A = 4.0	P = 0.0
B = 3.0	NP = 0.0
C = 2.0	W = 0.0
D = 1.0	RD = 0.0
F = 0.0	IP = 0.0
MW = 0.0	

Grade point average is computed by the following formula:  
 Grade Point Average =  $\frac{\text{Total Grade Points Earned}}{\text{Total Semester Units Attempted}}$

Grade criteria for individual courses are found in the Grades section of the Course Syllabus provided by the instructor on the first day of class.

#### AUDITING

District policy does not allow auditing and/or sitting in classes without being registered in those classes.

#### UNITS

A unit is defined as the course credit equal to approximately one attendance hour per week of lecture-recitation, seminar, or other approved course activity throughout a semester. A unit of credit may also be granted for approximately three hours per week of laboratory. The following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

#### PASS/NO PASS GRADING

Students may take some courses on an optional pass/no pass. These are found in the course section of the catalog and have an “O” in the grade designation. A P/NP petition must be submitted to Admissions and Records by published deadlines in the Schedule of Classes. The P grade shall be defined as completion of the course requirements.

#### Credits earned on a Pass (P) or No Pass (NP) basis:

- May be counted toward satisfactory completion of the Associate degree.
- Are not used in computing the grade point average.
- Will be used in calculating Progress, Probation, or Dismissal.
- May not convert to a letter grade by examination.
- May not be converted to a letter grade once 5 weeks, or 30% of the semester has elapsed.

**NOTE:** Once this request is made, the student may not request that the P/NP be converted to letter grade at a later date. Choosing P/NP may affect transfer or Honors at graduation eligibility in the future. Students should see a Counselor or the Transfer Center Coordinator for more information.

**Basic Skills Courses**

All pre-college level courses are graded only on a “P” and “NP” basis. A grade of “P” is entered on the official record for successfully completed courses. If the course work is unsatisfactory, a grade of “NP” is entered. Neither the grade of “P” nor “NP” is considered in computing grade point average.

“P/NP” grades may not be converted to letter grades. Units earned for pre-college level courses are not to be used to satisfy General Education, Associate Degree, or Major requirements, and they are not transferable to a four-year institution.

For specific information about the meaning of the “P” and “NP” grades see the Grades section of this catalog.

**Limits on Basic Skills Units**

Students may not enroll in more than 30 semester units of basic skills courses as restricted by Title V, section 55756(b). The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability.
3. Students who show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses. Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

Basic Skills Courses:

ENGL 194, 310, 310L, 321, 321L, 322, 322L, 330, 341, 394  
 GUIDE 100, 104, 108, 110A, 110B, 110C, 115, 150, 394  
 II 380, 394  
 MATH 011A, 300, 310, 311

**ATTENDANCE**

Students are expected to attend all sessions of each class. Instructors may drop students from class if they do not attend the first class meeting. Absences may lead to disqualification from a course in which the instructor requires attendance and maintains an attendance record. No student shall be dropped from a course whose absences are fewer than the number of times the class meets in one week. A student who simply stops attending without formally dropping may receive an unsatisfactory grade and may be required to repay financial aid funding.

Students who are dropped but feel that extenuating circumstances justify their absences may petition for readmission to the course. Petition For Readmission forms are available in the Office of Admission and Records.

**CLASS CONFLICTS**

Students may register for two or more classes which conflict in day and time only with written authorization of the instructors involved and approval of the Dean of Enrollment Services.

**COURSE REPETITION POLICY**

Students may repeat any course, two times only, for which they have received a “D” or “F” grade at EVC or SJCC.

Courses repeated for a better grade after 2000 will automatically replace the original non-passing grade in the student’s units completed and GPA calculation. (For original courses taken prior to 2000, students should complete an Academic Renewal petition). The change, noted as Academic Renewal (AR), is posted on the Evergreen Valley College transcript. The original non-passing grade will still appear on the transcript, but no longer be calculated in the GPA.

When students must repeat a course for a third time in order to proceed to the next level course, (where a minimum grade of “C” is required), the second non-passing grade (AR) and the third passing grade will be averaged into the student’s GPA. Students repeating a course for the third time will need to see a counselor and petition the Vice President of Student Affairs.

**ACADEMIC LEAVE (LEAVE OF ABSENCE)**

Academic Leave provides students with an opportunity to pursue activities related to their academic program otherwise unavailable at EVC. It is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for an Academic Leave of Absence is available in the Office of Admissions and Records. It requires the Dean of Enrollment Services approval, and must clearly state the basis for and duration of the requested leave. Documentation is required to substantiate a leave for personal or medical reasons. There must be a reasonable expectation that the student will return from the Academic Leave.

Leave may be granted for two consecutive semesters, not to exceed a total of three consecutive semesters. In cases of extreme hardship, the Dean of Enrollment Services may grant extensions.

Students who receive Federal Financial Aid must qualify for an Approved Financial Aid Leave of Absence, which includes the following restrictions:

- Leave may not exceed a total of 180 days in any 12-month period.
- The institution will not assess any additional charges nor may the student’s financial need increase, and therefore, the student is not eligible to receive any additional Federal Student Aid.
- A student returning from an approved leave must continue their academic program at the same point in the academic program that he or she began the leave, unless the student was enrolled in a clock-hour or non-term, credit-hour program.
- Students who fail to return after their approved leave will have their last date of attendance recorded as the Withdrawal Date. In the case of Title IV loan recipients, this could affect the loan repayment terms, including the expiration of the student’s grace period.



Upon approval of the application for Academic Leave of Absence, the student's transcript at the college will be appropriately annotated to reflect the leave for the granted period (AL). Students who fail to return after their approved leave will have their last day of attendance recorded as the Withdrawal Date. (See the Office of Financial Aid for more information.) Once withdrawn, students must reapply to the college if they wish to return.

### STUDENT RECORDS

Official academic records are kept and maintained in the Office of Admissions and Records. These records consist of a complete listing of all course work attempted at the College: the student's academic transcript record, assessment scores, and transcripts from other schools and colleges. Financial aid transcripts and records of students receiving financial aid are kept and maintained by the Financial Aid Office.

Private Records related to students with physical and learning disabilities are kept and maintained by the Disabled Students Program.

Private records related to students receiving health services are kept and maintained by the Health Services Center.

Private Records related to student behavior leading to disciplinary action are kept and maintained by the Office of the Vice-President, Student Affairs.

All student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA).

### STUDENT ACCESS TO RECORDS

Students have the right to access their records and may challenge any records they find to be inaccurate. For more information on accessing records and the process for changing record inaccuracies, please see the Federal Education Rights and Privacy Act section of this catalog.

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Once a student reaches the age of 18, the college considers him/her an adult, and the parents' rights transfer to the student.

- Parents of students under the age of 18, or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then

has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions:
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid awarded to a student.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies.
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. When applying to EVC, students may request, in writing, that their directory information be withheld.

### ACADEMIC PROBATION, DISMISSAL AND REINSTATEMENT

The probation procedure notifies students that their academic performance is below minimum college standards. It is intended to encourage students to take the necessary action to be successful. The process may include a reassessment of educational, vocational, and personal goals. It is essential that the student meet with a counselor.

#### Academic Probation

A student who has attempted a total of 12 semester units of letter grades (A, B, C, D and F), as shown by the permanent record, will be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.

#### Progress Probation

A student who has enrolled in a total of 12 semester units, as shown by the permanent transcript, will be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "I," "W," and "NP" are recorded reaches or exceeds fifty percent (50%).

#### Academic Dismissal

A student who is on Academic Probation twice will be academically dismissed from the College if the student earns, in letter grade classes (A, B, C, D and F), a grade point average of less than 2.0 in the next two terms of enrollment.



**Progress Dismissal**

A student who is on Progress Probation twice will be academically dismissed if at the end of the second subsequent term of enrollment, the number of "I," "W," and "NP" reaches or exceeds 50% of all entries.

**Reinstatement After Dismissal**

A student must petition for reinstatement following dismissal and must make an appointment with a counselor. Petitions for Reinstatement are available in the Counseling Office.

The petition must contain:

1. An explanation of the situation that resulted in dismissal.
2. A plan for future success.
3. A proposed list of classes for the coming semester.
4. A clear justification for re-admission.

**STUDENT LEARNING OUTCOMES**

Learning can take place in many different ways, not just by taking a class and being tested. Student Learning Outcomes (SLOs) are measurable and produce data used to assess what is learned by students within a given class, program or service. All courses, services, and programs are using SLOs to help evaluate, and if needed modify, how learning and services are delivered to best meet student needs.

**LOST AND FOUND**

Items should be turned into the Campus Police Department. To claim a lost item call 408.270.6468. Hours are:

- M-SAT: 7:00 AM - 11:00 PM
- SUN: 7:00 AM - 3:00 PM
- Holidays: 8:00 AM - 4:00 PM



# CHAPTER 7: STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS



## IN THIS CHAPTER:

- Office of Student Life
- Counseling and Guidance
- Disabilities Support Program (DSP)
- Extended Opportunity Program and Services (EOPS)
- Student Support Services (FasTrack) Program
- Health Services
- Learning Resource Center
- Library Services
- Computerized Individual Instruction Program
- Campus Tutoring Program
- Transfer/Career/Co-op Education Center
- Veterans Affairs
- Special Academic Programs

## OFFICE OF STUDENT LIFE

### Philosophy

Involvement is the key to your success at Evergreen Valley College! The Office of Student Life seeks to create a nurturing campus environment by enhancing your co-curricular experiences, which will increase your likelihood to succeed. This office plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. The Office of Student Life serves as the hub of campus events and activities and strives to collaborate with other campus departments, programs, and organizations to meet the various needs of our diverse student population. By visiting the Office of Student Life, you can learn how to join Associated Student Government or one of the many other student organizations that currently exist at EVC.

We encourage you to drop by the Office of Student Life which is located on the 2nd floor of the Gullo Student Center. Ask any Student Life staff member how to get involved, join student government, a student club, or just get campus information. Whether you wish to be a spectator, a participant, or a leader, we can assist you in your journey at EVC.

### Student Activities

Student Activities are guided by the belief that college learning extends beyond the classroom. Leadership and co-curricular events and activities provide a “laboratory” for learning within a collaborative environment. Student activities augment classroom instruction by fostering unique and expanded educational and cultural experiences. These experiences prepare students for future civic and social responsibilities through community service, learning, and leadership development experiences. They also foster personal growth and facilitate interaction between students, faculty, and administrators from varied backgrounds in diverse settings through organization of social and recreational activities.

Understanding that the definition of student activities includes co-curricular as well as social and cultural activities, a wide range of diverse activities is encouraged and sponsored by the students, faculty, and administration. Many student activities are supported by the Associated Students in cooperation with various campus organizations. Programs are funded through the \$5 per semester AS Activities/Membership fee.

### How can students get involved in Student Life at EVC?

- Attend campus events and activities during the year
  - Week of Welcome
  - Spooktacular Student Information Day
  - AS Club Rush (student club information/recruitment)
  - Support events during the year such as Latino Heritage Month, Black History, Women’s History, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities

- Join the Associated Students; participate in campus government
- Join a student organization or start your own
- Plan campus events and activities for students
- Become an EVC Student Ambassador

Students interested in the many activities, organizations, and clubs available at EVC should contact the Office of Student Life located in G-205 or by phone at (408) 274-7900 ext. 6768. Information is also available online at [http://www.evc.edu/student\\_life/](http://www.evc.edu/student_life/)

**Associated Students Government of Evergreen Valley College**

The Associated Students Government of Evergreen Valley College (ASG), with offices located in Gullo II (G2-110), holds open meetings weekly to address issues that affect the entire student body, develops policies that impact and promote student life, and funds student-focused events and activities. Elections are held annually every spring semester, and officers serve for the following academic year. Appointments for various ASEVC positions occur throughout the academic year.

Students interested in Student Government opportunities and activities, should contact the ASG Office in G2-110, or phone (408) 274-7900 ext. 6694. Information is also available online at [http://www.evc.edu/associated\\_students/](http://www.evc.edu/associated_students/)

**Services**

- Coordinating campus-wide (cultural, educational, recreational and social) events & activities for students.
- Gullo Student Center reservations and managing use of facilities.
- Off-campus vendors and information tables.
- Approval for posting of flyers on campus.

**The Gullo Student Centers**

Located In Gullo I:

- Fresh and Natural Food Court (grill, pizza, deli sandwiches, hot entrees, espresso bar, salad bar, fresh fruit & pastries).
- EVC Campus Store (textbooks, supplies, magazines, paper-backs, gift items, candy, computer software, clothing).

The Campus Store is proud to serve students, faculty and staff. We carry course materials, school supplies, logo products, backpacks, greeting cards, candy, and gifts. We are located upstairs in the Gullo Student Center (G-201).

We are committed to keeping the cost of textbooks down by making available as many used books as possible. Our textbook buyback program enables students to recycle their books and to receive cash back on the spot. We pay the highest dollar value during finals week - up to 50% of new book price. We buy back every new and used college textbook for which there is a resale market. To qualify for buyback, a book must be the correct edition, in good condition with all the original pages and components,

and have limited highlighting and writing. Please check individual stores for details.

Our goal is to help students succeed. For more information, call (408) 223-6765; recording ext. 6465; 408) 531-0418 TDD; or visit the campus store website at <http://campusstore.evc.edu>

- ATM Machine (Santa Clara County Federal Credit Union) is located on the lower level in the southeast corner of the cafeteria. ATM is for withdrawals only.
- Game Room (G-111) contains video arcade games, an air hockey table, a foosball table, a jukebox, and coin change machine.
- Pool Table Room (G-112) has a pool table, bar table and chairs for student use.
- Student Lounge (second floor) with Big Screen TV for viewing broadcast television.
- Cyber Lounge (G -201) houses I-Mac computers for Internet access.
- Vending Machines and Microwave (G-106) are available for students.

Located In Gullo II:

- Associated Students Office (G2-110).
- Conference and meeting rooms.

For more information about the Gullo Center hours of operation, and available services check the website at <http://www.evc.edu/gsc/>.

**COUNSELING AND GUIDANCE**

Counseling is available to all Evergreen Valley College students to assist with clarifying educational goals, establishing appropriate academic and career plans, and providing support for social and personal problems. Our counselors work jointly with students to identify their programs of study and create a plan for reaching their educational goals. This may include helping students explore their life goals and career options by evaluating their aptitudes and interests through the use of tests and interviews. Students are encouraged to meet with a counselor on a regular basis and to seek advice from professors in the department of their major interest. Counselors are also available to support students with alleviating their relationship, health or emotional concerns. Matters discussed are held in strict confidence by the counselor. When appropriate, students may be referred to other professional services on campus or in the community.

In addition to providing counseling services, our faculty teach courses to assist students with college orientation, career exploration, study skill success, and the like. These classes are listed in the catalog and schedule under the heading Guidance.

Day and evening counseling services are available on both an appointment and a walk-in basis. For office hours, more information and/or to schedule a counseling appointment, contact the EVC Counseling Department, located in the Student Services Building, Room SC-250, at (408) 270-6475, or visit us online at: <http://www.evc.edu/counseling/>



**DISABILITIES SUPPORT PROGRAM (DSP)**

The Disabilities Support Program (DSP) provides support services and instructional programs for students with disabilities who are attending Evergreen Valley College.

A variety of services are available including academic and vocational counseling, interpreting or captioning services (for students who are deaf), mobility assistance, provision of print materials in alternate formats (for students with visual impairments or learning disabilities), tutorial assistance, and individual adaptive assistance as needed.

Specialized courses offered through the DSP include classes for students with learning disabilities, speech/language impairments, visual limitations, hearing impairments, and mobility limitations. Specific courses in adaptive physical education (APE), assistive computer technology, and learning strategies are offered to accommodate students with various disabilities.

Services offered through the Disabilities Support Program comply with Section 504 and 508 of the Federal Rehabilitation Act of 1973 and its amendment of 1998, Title V of the State of California Education Code, and the Americans with Disabilities Act of 1990.

**High Tech Center for Students with Disabilities**

The High Tech Center, located in the DSP, is available for students who are unable to access the screen, keyboard, or word processing in traditional computer classes. Training is provided in assistive hardware/software to meet the unique needs of students with low vision, orthopedic or learning disabilities, hearing loss, or cognitive disabilities acquired from brain injuries. Students can utilize software designed for cognitive retraining, basic skills development, and problem solving improvement.

For office hours, more information, or a counseling appointment, visit the Disabilities Support Program office in the Student Services Center, Room SC-120, or call (408) 270-6447 (voice) or 912-1657 (for people calling from 408 area code) and (877) 488-0499 (for people calling outside of 408 area code) Information is also available online at <http://www.evc.edu/dsp/>.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

The Extended Opportunity Program and Services (EOPS), offers financial assistance and academic support for obtaining a college education. EOPS is a California funded student support program designed specifically for students facing financial and educational challenges. The mission of EOPS is to provide financial and academic services to eligible students seeking a vocational certificate, associate degree or transfer opportunity to a traditional college or university.

The EOPS program has counselors, outreach specialist, administrative support, student workers and a program director dedicated to the overall success of students coming from diverse cultural, social, educational and economic backgrounds. EOPS welcomes students from all stages of life and perspectives. The program is here to assist in the success of EOPS students.

The EOPS Office is located in the Student Service Center, (SC118). Our office hours are listed in the schedule. Our telephone number is 408-270-6455. You can also visit the website at [www.evc.edu/eops](http://www.evc.edu/eops) for application information.

**To be eligible you must be:**

- A California resident as determined by the Evergreen Valley College Admissions and Records Office.
- Qualify for the Board of Governors Fee Waiver, (BOGFW) Part A or B. Visit the Financial Aid Office to complete and submit the Financial Aid Application form.
- Completed less than 70 units of college-degree applicable credits (including all prior college work).
- Enroll in a minimum of 12 course units per semester.\* (\*Exceptions as approved by the Disabilities Support Program).

**Cooperative Agencies Resources for Education (CARE) Program**

**Assistance for Single Parents**

(CARE) is a California-funded program designed to help EOPS students who are single parents. In conjunction with the Santa Clara County Department of Social Services and other community agencies, the CARE program offers over and above services to single parents pursuing higher education.

The CARE Program provides students with grants, school supplies, child care information, transportation assistance, and food vouchers. These services are in addition to the services provided to EOPS students.

**To be eligible for CARE services you must:**

- Meet all EOPS requirements
- Be a parent and at least 18 years of age
- Be a single head of household
- Have at least one dependent child under the age of 14
- Be receiving Temporary Assistance for Needy Families (TANF), Benefits

Both an EOPS and CARE application are required.

CARE applications are available in the EOPS Main Office, located in the Mauro Chavez Student Service Center. Please call 408/27-6429 for additional information, or access our website at [www.evc.edu/eops](http://www.evc.edu/eops)

**STUDENT SUPPORT SERVICES- FASTRACK (SSS) TRIO**

Student Support Services- FasTrack (SSS) TRIO program designed to assist first-generation, low-income, and disabled students as they prepare to obtain a two-year degree and/or transfer to a four-year university. FasTrack is a program ultimately geared toward student academic success and goal achievement.

**Office Hours/Location:**

FasTrack is located in the Dr. Mauro Chavez Student Center Building, SC-110. Office hours are Monday, Tuesday, Thursday, and Friday 8:00 a.m.-5:00 p.m. Wednesday 8:00 a.m.-7:00 p.m.

**Program Services:**

- Educational and Career Planning
- Associate and Bachelor Degree Completion Readiness
- University Transfer Preparation
- Student Grant Aid (Students who qualify)
- Study Skills/Test Taking Workshops
- Peer Learning Communities
- Academic Counseling/Advising
- Tutoring
- Cultural Enrichment Activities

**Eligibility Requirements:**

Evergreen Valley College students are eligible to receive services from the FasTrack Program if, he or she must meet the federal income eligibility requirements outlined by the United States Department of Education. Applicants must be first generation, low income, and/or have learning or physical disability. The maximum taxable income to be eligible as a low-income participant is \$16,245 for an individual (add \$5,610 for each additional family member). Students must be enrolled in a minimum of six units per semester and maintain satisfactory academic progress. Applications and additional information may be obtained in the Student Support Services-FasTrack office, Room SC-110, or by calling (408) 274-7900 Ext. 6547.

**HEALTH SERVICES**

The Health Clinic offers services for treatment of minor illnesses and emergency medical care as needed. Illness or accidents incurred on campus should be reported immediately to Campus Police who will contact Student Health Services. Student Health Services are not available during summer or winter session.

**All services are completely confidential.**

Services Available

- Physical examinations including PAP Smears and STD Screening
- Treatment for chronic and minor illnesses
- Immunizations and TB skin testing
- Pregnancy tests /Birth Control
- Some low-cost medications
- Medical emergency care when needed
- Referrals to community health agencies
- Psychological Services

Student Health Services do not cover the following:

- Ambulance, family coverage, fees involving off-campus care, hospitalizations, laboratory cost, ongoing medical care, and pharmacy cost, or X-ray cost.

Effective Spring 2009 the BOGFW will no longer cover the health fee. Current health fee is \$17.00, but it is subject to change. Health fees are mandatory with the following

exceptions:

- Concurrently enrolled high school students with an approved R-40 and/or R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bona fide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students taking Friday evening, Saturday or Sunday classes only
- Students taking short-term classes which meet on campus seven times or less

Requests for waiver or refund of Health Fee are made at the Office of Admissions & Records. These requests should be made at the beginning of each semester.

**Accident Insurance Program**

The Community College District also provides to students, visitors, and athletes accident insurance while on campus. Coverage is related to accidents under the following circumstances:

- Students – while attending regularly scheduled classes on the campus, college-sponsored activities, including club activities, and while traveling under college supervision to and from college-sponsored events.
- Student Athletes – while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the College, or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the College.
- Official Visitors – who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not official visitors

This information is provided as a guide, and neither replaces nor supersedes the actual provisions of the insurance program.

**Financial and Legal Limitations**

Although the College provides health services for enrolled students, it is in no way financially responsible for the total medical care of the student nor is it legally liable for accidents occurring on campus.

**Location**

Student Health Services is located in SC-124, on the lower floor of the Student Services Center. For office hours, more information or to make an appointment, please call (408) 270-6480. Information is also available on our website at [http://www.evc.edu/health\\_services/](http://www.evc.edu/health_services/)



**LEARNING RESOURCE CENTER**

The centralized Learning Resource Center (LRC) provides a variety of learning resources for students. These include Library Services, Individualized Instructional Lab, and Campus Tutoring Services.

The mission of the Learning Resource Center (LRC) is to enable students to improve their academic performance and enhance their educational experience by engaging in student-centered learning activities. These include topical workshops, study groups, discipline-based seminars, tutorial sessions, and interactive subject area computer programs.

Students can work at their own pace using computerized instructional material in the faculty supervised Computer Lab. Students have an opportunity to interact with their instructors as well as in small study groups. In an atmosphere carefully structured to be conducive to learning and to meet individual student's academic goals, the student can take advantage of a myriad of instructional activities and learning tools.

The Learning Resource Center is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call (408) 270-6333.

**LIBRARY SERVICES**

The Library is located on the third floor of the Library/Educational Technology Building. It is a place to study and do research. The Electronic Research Area has computers with access to several full-text databases and the Internet, enhancing an excellent collection of books, magazines, audiocassettes, videos, DVD's and music CDs. The online catalog is a database of all materials available in both the Evergreen Valley College and San José City College Libraries.

Additional services and resources include assistive technologies, laptop computers, free (unsecured) wireless access to the Internet, study rooms for groups, research guides, and ongoing cultural/art displays.

Loan rules vary by type of material. Students must obtain an EVC Student ID card from Admissions and Records to check out Library materials or to use computers in the Electronic Research Area.

Many classes come to the Library each semester for workshops tailored to the needs of particular assignments. Interested faculty should call or visit the Reference Desk to make appointments for class visits and to find Library resources in their disciplines.

A 3-unit online course, Electronic Research and the Internet (LIB 015), teaches students information literacy and how to conduct research using current information technologies.

Copy machines and print cards are available for a small fee. Small group rooms are available free of charge in the Library. Reference librarians and library technicians are ready to help. For hours of operation and more information please call (408) 270-6433, or visit our website at <http://www.evc.edu/library/>.

**COMPUTERIZED INDIVIDUAL INSTRUCTION PROGRAM**

The Computerized Individual Instruction Program was developed to augment and supplement classroom instruction. Students meet with an instructor to determine individualized course objectives and learning activities. Later, the students work at their own pace using computerized instructional material in the faculty supervised Computer Lab. Students have an opportunity to interact with their instructors as well as in small study groups. In an atmosphere carefully organized to be conducive to learning and to individual students' academic goals, the students can take advantage of self-paced computer modules developed with two primary focuses:

1. To teach computer skills such as keyboarding, word processing, spreadsheets, database, graphics, desktop publishing, Internet basics, and the Macintosh operating system
2. To supplement classroom instruction in various subject areas, such as math and grammar.

The list of courses is frequently updated to provide individualized instruction and self-paced learning in most current technologies and other subject areas.

The Computerized Individual Instruction Program is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call 274-7900 x6333.

**CAMPUS TUTORING PROGRAM**

Tutorial services are provided to students by qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group tutoring. Tutoring is also provided on a drop-in basis. The Tutoring Centers have been established to provide support, motivation, and encouragement for students. To receive tutoring services, a student must register for an II 210 Supervised Tutoring section in either center. This is a noncredit course, free to students registered at Evergreen Valley College.

Students who are interested in becoming tutors should be enrolled at the college for at least six units (three of which may be at San José City College), have a "B" or better grade in the course that they want to tutor, successfully complete the individualized Tutor Training Seminar (II 90), and be recommended by an instructor. Tutors who complete training receive a certificate from the College Reading and Learning Association.

**Location**

The Campus Tutoring Center is located in the Library Technology Building (LE-200). For center hours or more information please call (408)274-7900 ext. 6802, or visit our website at [http://www.evc.edu/tutoring\\_center/](http://www.evc.edu/tutoring_center/)

The Math and Science Resource Center is located in the Acacia Building Room AD-141. For center hours or more information please phone (408) 274-7900, ext. 6883, or visit online at <http://www.evc.edu/mse/mathCenter.htm>

**TRANSFER/CAREER/CO-OP EDUCATION CENTER**

The Transfer/Career/Co-op Ed Center provides transfer, career, and cooperative education work experience services. This important resource center is staffed by a Transfer counselor/coordinator, Cooperative Education Work Experience Coordinator and a transfer program specialist that are committed to working with students on long range goals as they prepare to transition from Evergreen Valley College to a four year college institution or directly into a career field.

**Transfer Services:**

The successful transfer of EVC students to a wide variety of in-state and out-of-state colleges and universities is a high priority for the college. The Transfer Center is committed to providing services which directly assist potential transfer students in preparing for upper division work at a four-year college or university. Outreach efforts are made to identify and encourage students who have chosen or who may choose transfer as their educational goal. The EVC Transfer Center also works closely with many four-year institutions to facilitate the transfer process. Transfer services include:

- Academic preparation of an educational plan that leads to successful transfer
- Advising sessions with UC, CSU, and Private University Representatives
- Transfer workshops - TAA, TAG, Online Applications, UC & CSU Information, Personal Statement, WST, and others
- Transfer Day – Fall Semester (September)
- Assistance with Transfer admissions procedures and academic planning
- Preparation of Transfer Admission Agreements/ Guarantees (TAA/TAG). To various UC, CSU and Private 4-year colleges and universities
- Campus tours and Field trips to Universities
- Transfer Students Recognition Reception
- Transfer Center Open House – First Month of Fall (September)

**Resources Available in the Center:**

- College/university catalogs
- Applications for admission assistance
- Course schedules
- Articulation agreements
- Scholarship information
- Career and Transfer Reference books
- Computer software programs
- Computers
- ASSIST.org (computerized student-transfer information system)
- Transfer informational brochures

**Cooperative Education Work Experience and Career Services:**

The Cooperative Education Work Experience program is

a cooperative effort by the college and the community to provide opportunities for students to discover their interests and aptitudes. The program serves to develop attitudes, work habits, and understanding of the world of work. The curriculum taught will assist the student in becoming a successful employee. Study and work are integrated, making both more relevant and rewarding.

The Cooperative Education Work Experience Program (Co-op Ed) is designed to help students expand their career options and develop new job skills. General Work Experience allows students to work and earn college credit. Students can earn 3 units of credit for a maximum of six units of credit. Occupation Work Experience allows students to earn college credit in their field of study by providing evidence that they are enrolled in a vocational program. Students can earn up to 8 units per semester to a maximum total of 16 units. In order to participate in the program students must have an internship or employment opportunity approved by program coordinator. Career and Work Experience services include:

- Assistance and support for students participating in the work experience program
- Internships and Employment Opportunities (Placement is not guaranteed)
- Online career assessment through Eureka
- Eureka Searches (computerized career information)
- Career Guidance workshops on Resume Writing, Interviewing Skills, How to Get a Job, Changing Careers
- Career advisement and referrals to alumni or friends of Evergreen Valley College who are established in their careers
- Career Fair
- Employability Workshops and Seminars

**Location**

Second Floor - Dr. Mauro Chavez Student Service Center Building, Counseling Department. For office hours and more information call (408) 270-6470.

Visit online at [http://www.evc.edu/work\\_experience/](http://www.evc.edu/work_experience/)

**VETERANS AFFAIRS**

Evergreen Valley College is approved to enroll veterans by the Council for Private Postsecondary and Vocational Education. Eligible veterans may receive benefits while pursuing a college degree or certificate. Veterans may verify their eligibility by calling the San Francisco Veterans Administration at (800) 827-1000. Veterans and dependents may apply for educational benefits by contacting the Veterans Coordinator in the Office of Admissions and Records, or by calling, (408) 270-6430. After meeting with the Veterans Coordinator, please schedule an appointment to see a VA counselor at (408) 270-6474. A counselor will assist the Veteran to develop an education plan that meets the Veteran’s goals, and complies with Veterans Affairs guidelines.

In compliance with the Code of Federal Regulations Section 21.4253 (d)(4) a veteran or eligible person receiving GI Bill Educational Benefits and placed on academic probation for unsatisfactory progress shall have their benefits terminated if

his or her grade point average remains below 2.0 at the end of two terms on probation. Benefits may be reinstated when the student's progress is satisfactory (i.e. grade point average is 2.0 or above

Effective, January 1, 2008 members of the armed forces in active duty and former members separated from active duty within the last two years, are granted priority registration, along with EOP&S students and students with disabilities.

**SPECIAL ACADEMIC PROGRAMS**

**Accelerated Degree Program**

The Accelerated Degree Program allows working adults to get their degree at or near their place of employment. It is designed so students can complete an Associate in Arts degree in the shortest amount of time while continuing their careers.

The Accelerated Degree Program is a concentrated, focused program with classes scheduled two evenings per week 6- and 8-week blocks. Students concentrate on one course at a time, and can finish the program in 2-1/2 years if they are eligible at the English 001A level. The Accelerated Degree Program is open to everyone; it provides quality education in a fast-paced, organized, conveniently structured environment.

For office hours and information, call the Accelerated Degree Office (S130) at (408) 270-6434, the Accelerated Degree Counselor (408) 274-7900 ext. 6701, or (408) 274-7900 ext. 6475 (the Counseling Office). Visit our website at <http://www.evc.edu/adp/>

**AFFIRM Program**

The AFFIRM (Academic Force for Inspiration, Retention and Matriculation) Program's philosophy is that the classroom experience must be rewarding to students, and that they should be exposed to and/or involved in a variety of specialized learning strategies in supportive learning environments. The major focus of the AFFIRM Program is to assist students in developing positive self-images as successful college students while providing them with the opportunity to acquire a solid foundation of basic skills in a supportive environment.

The AFFIRM program is an academic program and offers Basic skills courses that include English 330, 104, 001A, Math 311 and 011A. Transfer level courses include Guidance 095, 193, and 080, Chemistry 030A, and Political Science 001. All courses offered will enhance success and progress towards the desired goal.

The AFFIRM Program, although specifically designed for African-American students, also serves all students who desire the nurturing services that are offered by the program, regardless of race.

The overall goal of the AFFIRM Program is to provide academic and personal assistance that will significantly increase graduation and transfer rates of all students in the program.

**AFFIRM Program Admissions Criteria**

Students who are admitted to the AFFIRM Program must be at the English 322/330 level (Reading and Writing Level 1); at-level placements can be determined through the placement test scores and/or a writing sample. The AFFIRM counselors are responsible for screening students who enroll in the AFFIRM Program. Students who are not at the English 322/330 levels will be placed in other appropriate classes, and will be eligible to use all other AFFIRM services, such as counseling, tutoring, book loans, scholarships, etc.

**Support Services**

1. Academic Counseling

A counselor is assigned to work specifically with all AFFIRM students. Academic counseling makes it possible for each student to discuss and explore options about their future goals and to develop an educational plan that maps the route by listing courses in sequence that will assist them to attain their goals.

2. Tutoring

Students receive one-on-one assistance with their course work with experienced tutors. This service provides students with the encouragement and support needed to succeed; it has significantly contributed to the increased retention rate of AFFIRM students.

3. Scholarships and book loans

These are made available to assist as many students as possible. The three AFFIRM scholarships are awarded in Spring semester only. The AFFIRM Program also offers book loans for both Spring and Fall semesters.

For office hours and information, call the AFFIRM Program (SC-206) at (408) 274-7900 ext. 6853, or visit online at <http://www.evc.edu/affirm/>

**ASPIRE Program**

The ASPIRE (Asian/Pacific Islander Resources for Excellence) Program is designed to enhance the academic and personal success of Asian/Pacific Islander students, utilizing the commitment and skills of faculty, staff, and mentors. The program welcomes all students who may benefit from the nurturing services that this program offers.

The ASPIRE Program offers courses in Communication Studies, English, Ethnic Studies, Math, and Political Science. Success in these courses will provide the foundation for student achievement of academic and career goals. These courses employ culture-specific course materials and learning strategies.

The key support components of the ASPIRE program are culturally sensitive tutoring, counseling, mentoring, and scholarship opportunities. ASPIRE tutoring helps students succeed in ASPIRE courses and in other college courses.

ASPIRE tutors are trained and supervised by program faculty and staff to provide instructional assistance consistent with program principles and methodologies. ASPIRE counseling incorporates culture-specific strategies to provide academic, career, and personal counseling. The counselor works with program faculty and staff to develop and implement strategies

to maximize student success. ASPIRE campus and community mentors provide students with important advice and guidance. They serve as role models and provide links between the academic and the community/work world. ASPIRE also sponsors several scholarships to help students attain their academic goals.

For office hours and additional information, contact the ASPIRE Program Specialist, in Acacia 5-204, by phone at (408) 274-7900 ext. 6227, or visit our website at <http://www.evc.edu/aspire/>

**Distance Education Program**

The Distance Education Program at Evergreen Valley College offers a variety of college credit courses for students interested in learning on an independent basis. The program includes both Telecourses and Online courses.

A Telecourse is an integrated learning system that uses telecommunications to teach, inform, and provide students with a comprehensive learning experience. Adults can earn college credit at home or at work by enrolling in one of the Distance Education Telecourses offered by EVC. Telecourses are produced by colleges and universities experienced in education technology and instruction design. Students meet on campus to take exams, and attend review/study sessions.

Online courses offer independent learning, which is truly space and time independent. These courses use the internet and other online technologies to deliver instruction. They are ideal for working adults or anyone who cannot attend classes on campus on a regular basis.

Hybrid courses offer both in class and online delivery of instruction. It is ideal for students who need the structured classroom interaction while not having to attend class by using online technologies.

Distance Education courses are available in a variety of disciplines including business, science, computer science, intercultural studies, foreign language, and social science. They are equivalent to on-campus courses, and a majority of the courses meet General Education and transfer requirements. (See the section “Distance Education Programs” in the Schedule of Classes for a listing of available courses and enrollment procedures.)

Distance Education courses are designed for those who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take a course at their convenience. Distance Education courses are ideal for persons working toward a college degree, continuing education students, and business professionals who want to brush up professional skills. Students who are usually successful in the Distance Education Program enjoy learning independently, are highly motivated, and possess good study skills.

The Distance Education Program Office is located in the Library Educational Technology Building, room LE- 208. For office hours and more information, call (408) 270-6422, see our Web page at <http://www.evc.edu/de/>

**ENLACE Program**

The Enlace Program is designed to help Latino/a students succeed. The goals of Enlace are:

- To enable Latino/a students to successfully complete the Enlace English, Math, Science, and Guidance courses.
- To increase the number of Latino/a students who graduate with an Associate of Arts or Associate of Science degree.
- To increase the number of Latino/a students who transfer to four-year colleges and universities.

Latino/a community professionals contribute to the program as mentors; serving as role models; sharing their personal academic, and career experiences; and providing guidance and motivation for the students.

The Enlace Counselor meets with Enlace students to set career goals, take appropriate courses, and prepare to graduate and/or transfer.

Three student organizations help students succeed academically, contribute to the community, and develop leadership skills: the Enlace Student Association (ESA), the Enlace Honors Society (EHS), and SACNAS (Society for the Advancement of Chicanos and Native Americans in the Sciences).

The Enlace office is located in Roble 5-134. For office hours and more information, contact the Enlace Program Specialist at (408) 274-7900, ext. 6598, or visit our website at <http://www.evc.edu/enlace/>

**Honors Program**

The Evergreen Valley College Honors Program serves high achieving students in all majors and interests on our campus by:

- Offering a list of designated Honors Courses each semester.
- Allowing Honors Credit for other academic courses by way of individual class contracts with the instructor, which must be approved by the coordinator.
- Awarding of yearly scholarships to active Honors students.
- Providing specialized counseling.
- Providing priority registration privileges which allow active, qualified Honors students to register early.
- Acknowledging Honors work both on student’s transcripts and at Graduation.
- Inviting all Honors students to participate in campus events, and to use the Honors office for homework, meetings, and other gatherings.

New and incoming students must accrue 12 units of college credit at Evergreen Valley College and achieve a GPA of at least 3.25 before they qualify for the Honors Program. Applications are processed by checking the student’s GPA, then informing the student by mail or email of acceptance. Within one semester following admittance, each Honors



student must submit to the Honors Program Office at least one signed contract from an Evergreen Valley College instructor. The contract must contain a minimum of two of the Honors course criteria, be approved as meeting program standards, be academic in nature and from a transfer level class, and be completed with a grade submitted by the end of the semester. The contract submitted to the Honor Program Office must stipulate the course, the number of units, the instructor, and the Honors project the student will complete in order to remain an Honors student in good standing and an active member of the Honors program, which allows the students to be eligible for priority registration.

Please consider this opportunity if you are a serious student who wants to stand out as exceptional; this continuous academic support during your undergraduate education can make a difference now and when you transfer.

Handouts and information are always available in the office, and the hours of staffing are posted. For more information, contact the Program Coordinator at (408) 274-7900, ext. 6566, visit the office in RE 206, or see our website at <http://www.evc.edu/honors/>

### Service Learning Program

Building Future Leaders and Strengthening Communities Through Service

Service Learning connects academic instruction with community service through reflection and critical analysis. At EVC service experiences are carefully designed so as to enhance the learning objectives of each class, meet real community needs, encourage cross-cultural awareness and promote civic responsibility.

EVC Service Learning Program offers students the opportunity to connect classroom instruction with real life experience through community service. Students can substitute quizzes, midterms, research papers, and other assignments by electing to study in the community. Students who elect a service learning assignment will be asked to reflect, discuss, and write about their service experience and how the service relates to what they are studying in their class. This hands-on approach provides students with opportunities to explore different careers, increase self-confidence, enhance résumé and employment opportunities, as well as transfer and scholarship applications. At the completion of the course, students receive a certificate signed by the college president. Find out how you can make a difference in your life, your studies, and your community.

The Service Learning office is located in Roble D-216. For office hours and more information please call (408) 223-6770, e-mail at [evcservicelearning@evc.edu](mailto:evcservicelearning@evc.edu), or visit our Web site at [http://www.evc.edu/service\\_learning/](http://www.evc.edu/service_learning/)

### WIN Program (Workforce Initiative Network)

The Workforce Initiative Network (WIN) Program is an umbrella program for CalWORKs and Keys to Success. The WIN Program office is located in SC-201. For office hours please call 408-274-7900 x6589 or see online at <http://www.evc.edu/win>.

### CalWORKs Program

The CalWORKs (California Work Opportunities and Responsibility to Kids) provides services to parents receiving TANF (Temporary Aid to Needy Families) or cash aid. The CalWORKs Program is under the WIN (Workforce Initiative Network) umbrella of programs. The WIN/CalWORKs Program offers degree and vocational training programs for TANF students.

Based on a solid foundation of support services, the CalWORKs Program is specifically created to enable students to pursue both educational and career opportunities. The CalWORKs Program helps assist students to manifest economic self sufficiency by pursuing a higher education at our college. Through the college's certificated and degree programs, students obtain directly transferable skills to the marketplace in a variety of disciplines. Our goal is to help students transition from gaining an education in an in-demand field, to finding and securing meaningful employment during their college experience and after they have graduated.

The CalWORKs Program has two work programs, Work/Study and the Subsidized Employment Program. The CalWORKs Program has a strong employment component that assists students with gaining hands-on experience during their education at the college. Each new student meets with the Job Developer to assess their career goals and determine what kind of workplace experience would be most beneficial to them. Our Job Developer meets with students on resume and cover letter preparation, interview techniques, workplace behavior, and managing work and home responsibilities.

To support CalWORKs student in their studies, the program provides a dedicated EVC director of programs, educational counselor, job developer, program assistants, and student mentors who work together to make each student's school to work transition a rewarding experience. Through funding from the County of Santa Clara, students receive: childcare support services, transportation, books, supplies, and other school-related expenses. This program also links with EOP&S/CARE, DSP, Fastrack, Financial Aid, Admissions and Records, Tutoring, and many other community and campus related services. The WIN/CalWORKs Office is located in room SC-201. For more information call (408) 274-7900 ext. 6589, or visit our website at [www.evc.edu/win/](http://www.evc.edu/win/). Office hours are Monday through Thursday 8:00am – 5:00pm. Fridays from 8:00am to 1:00pm.

### Keys to Success Program

The Keys to Success Program is under the WIN (Workforce Initiative Network) umbrella of programs. Keys to Success provides learning disability testing and diagnosis for CalWORKs clients. Included in the program is a three week workshop where clients develop the insight, self-awareness, and understanding of how their learning disabilities may affect their lives. Compensatory strategies will be provided to assist them to deal most effectively with life's challenges.

The Keys to Success Program gives comprehensive written evaluations that outline test results. A student then has an understanding of their learning disability's strengths and weaknesses in a vocational or educational environment.



Based on that information, specific training implications and accommodations can be made for each referred student.

The office is located at 1879 Senter Road, San Jose. For more information, call (408)793-8621.

**Foster and Kinship Care Education Program (FKCE)**

The FKCE program provides parenting and child development training for kinship caregivers. Kinship caregivers are those who care for and parent foster youth. In collaboration with many community based organizations, the FKCE Program ensures that kinship caregivers have the tools and training necessary to successfully parent foster youth. The FKCE Program works together with the County of Santa Clara to ensure that all licensing requirements are met.

The FKCE program is located in the Student Services Center, SC110. For more information, call 408.270.6499 or visit [www.evc.edu/FKCE](http://www.evc.edu/FKCE).

**Youth Empowerment Strategies for Success (YESS)  
(Formerly ILP)**

The YESS program at Evergreen Valley College provides educational, daily living, financial literacy, career planning skills, and on-campus support and resources to foster and probation youth who have been living in out-of-home care (foster homes, kinship families, group homes, or residential placement).

The Evergreen Valley College YESS Program is committed to prepare and support our foster youth in their transition to self-sufficiency by giving them the necessary academic preparation, career planning, and life skills to become successful adults.

The YESS program is located in the Student Services Center, SC110. For more information, call 408.2706499 or visit [www.evc.edu/YESS](http://www.evc.edu/YESS).



# CHAPTER 8: CAMPUS AND DISTRICT POLICIES



## IN THIS CHAPTER:

- Academic Freedom Policy
- Academic Senate
- Classified Senate
- Student-Right-to-Know Act
- Drug-Free Workplace Policy
- Alcohol and Drug Abuse Prevention Program
- Non-Smoking Policy
- Statement of Nondiscrimination
- Policy on Consensual Relationships
- Standards of Student Conduct
- Student Grievance
- SJECCD Public Safety
- Parking information

## ACADEMIC FREEDOM POLICY

Institutions of higher learning exist for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends on the free search for truth and its free expression; to this end, faculty and students hold the right of full freedom of inquiry and expression.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Academic freedom cannot be separated from academic and professional responsibility.

The instructor has the right to study and investigate, interpret findings, and express conclusions based on these findings to students. The instructor has the responsibility to be thorough in investigations and to draw conclusions supported by research. Because human knowledge is limited and changeable, the instructor may present views that are controversial and evaluate opinions held by others while respecting the right of free expression.

The student may express and defend views to question or differ without suffering repression or scholastic penalty. The student has the same responsibility as instructors — to seek and weigh evidence, express supportable conclusions, identify bias, and evaluate opinions held by others while respecting the right of free expression.

## ACADEMIC SENATE

The Academic Senate at Evergreen Valley College is a faculty forum for academic issues. It plays a key role in the college's quadripartite governance structure. The Academic Senate is represented at all Board of Trustees meetings, and its members serve on numerous campus committees, which it either initiates or to which it provides faculty representation.

As the faculty's official representative, and in accordance with Assembly Bill 1725, the Academic Senate is involved in all academic matters affecting instruction. In this regard, the Senate is an important part of the governance structure of the college and an equally important source of information to the campus and outside community.

By representing the widest possible cross section of the faculty, the Academic Senate is an important source for information and opinion gathering. The Academic Senate wants to be informed of all academic problems, concerns, projects, proposals, and activities throughout the campus. Academic Senate meetings are scheduled to coincide with the Board of Trustees meetings twice a month (normally, the first and third Tuesdays of the month, 3-5 p.m.).

Academic Senate office is located in A3-205; hours are Monday through Thursday, 9 a.m. to 5 p.m., and Fridays, 9 a.m. to 4 p.m. Telephone (408) 274-7900, ext. 6533.

**CHAPTER 8: CAMPUS AND DISTRICT POLICIES**

**CLASSIFIED SENATE**

The purpose of the Evergreen Valley College/District Office (EVC/DO) Classified Senate is to participate in the quadripartite system of governance by serving the interests, needs, and viewpoints of all classified staff at Evergreen Valley College. All classified staff are eligible to serve as members of the Senate. Participation is voluntary, and there are no mandatory dues.

The Classified Senate consists of 12 members elected by classified staff from four occupational groups, plus two former members (the Senate Past-President and the California School Employees Association Vice President for EVC/DO). Some of the goals and objectives of the Classified Senate are to:

- Actively participate in the District and Evergreen Valley College governance structure.
- Provide a centralized means of communication between classified staff and the rest of the campus community.
- Articulate the professionalism of the classified staff so that it is properly recognized and valued.
- Provide an opportunity to develop individual leadership among the classified staff, as well as to increase the professional standards of its members.
- Promote and support activities that develop or increase the skills, productivity, and professionalism of the classified staff.

The EVC/DO Classified Senate meets twice monthly during the regular school year, when necessary special meetings may be held.

**STUDENT-RIGHT-TO-KNOW ACT**

In accordance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), the Student Right to Know and Campus Security Act, Evergreen Valley College will collect as of August 1, 1991, and distribute an annual crime report as required by this legislation. Student-Right-to-Know requires all colleges to publish annual transfer and completion rates along with Campus Crime Rates & Security Report. The report is made available to the community by September 1st of each year.

**Federal Regulations**

In compliance with the federal Student- Right- to- Know- Act of 1990, Evergreen Valley College collects and reports statistics regarding criminal activity on campus. The incident report is available at <http://www.sjeccd.org/HTML/District/DistPolice/Campussecurityreports.html>. This information contains daily incidents police personnel are involved in and are called to. The Student-Right- to- Know information is available at each of the police stations on campus for viewing.

**Transfer & Completion Rates**

In conformity with Student- Right- to- Know- Act, EVC makes available its completion & transfer rates to all current perspective students. From 2006-2007 to 208-2009 EVC transferred 1,066 students to California State University and 139 student to the University of California.

**DRUG-FREE WORK PLACE POLICY**

In accordance with the Drug-Free Workplace and the Drug-Free Schools and Communities Acts, it is the policy of the San José/Evergreen Community College District to provide a drug-free campus community and workplace. The unlawful manufacture, possession, distribution, or use of a controlled substance is prohibited on the campuses and District facilities. Violation of this standard may result in dismissal under the applicable regulations of Title V of the California Code of Regulations and will be subject to civil and criminal penalties.

For more explicit information on this policy and its sanctions, contact:

District Human Resources Director  
San José/ Evergreen Community College District Offices  
(408) 270-6406

EVC Director of Student Life  
(408) 274-7900, ext. 6867

**ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT INFORMATION**

A resource list of available community resources and health education materials are located in Health Services, along with psychological services for intervention and support. Students who need information regarding substance abuse are encouraged to visit Student Health Services located at SC124, or call us at 408-270-6480..

**NON-SMOKING POLICY**

Evergreen Valley College is a smoke free campus. Smoking is permitted in the designated areas within the parking lots only.

**STATEMENT OF NONDISCRIMINATION**

It is the policy of the San José/Evergreen Community College District to provide an educational and employment environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Conduct need not arise to the level of a violation of law in order to violate this policy.

**Zero Tolerance**

It is the highest priority of the San José/Evergreen Community College District to maintain a working and learning environment for every student, District employee and campus visitor that is free from discrimination and harassment. Every District employee and student should be treated with dignity and respect. To achieve this goal the District will have zero tolerance against behavior that amounts to discrimination or harassment. Zero tolerance means that in all instances where discrimination or harassment is found, corrective action will



be taken in accordance with state law, the District's collective bargaining agreements and policies. All supervisory personnel will be responsible for maintaining an environment that is free of prohibited discrimination and harassment.

### Discrimination

Discrimination is defined as unfavorable or unfair treatment, or preferential treatment of a person or class of persons, or treatment that has an adverse impact on persons or class of persons, on the basis of any of the above referenced legally protected categories. This policy pertains to all board actions, to all employment practices, to all student related matters, and to the community's ability to access the District's programs, services and use of campus facilities.

### Harassment

Harassment is a form of discrimination and is therefore also prohibited. Harassment means verbal, written, graphic or physical conduct relating to an individual's membership in any of the above referenced legally protected categories that has the purpose or effect of:

- a) Creating an intimidating, hostile or offensive working or learning environment; or,
- b) Substantially or unreasonably interfering with an individual's work or academic performance; or,
- c) Otherwise adversely affecting an individual's employment or academic opportunities.

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of offensive written materials or pictures.

### Discipline

Any individual who is found to have engaged in discriminatory or harassing behavior will be subject to appropriate corrective and/or disciplinary action.

### Complaint Process

The District shall maintain a discrimination complaint procedure for employees, students and campus visitors who believe they have been discriminated against or have suffered some form of harassment.

### Confidentiality

The District recognizes that confidentiality is important to all parties involved in a discrimination or harassment investigation. Confidentiality will be maintained to the extent possible.

### Retaliation Prohibited

The District will not tolerate retaliation against any individual for initiation, pursuit or assistance with a lawful complaint of discrimination or harassment.

### Where To File An Informal Harassment Or Discrimination Complaint

Informal complaints may be filed by contacting the designated District and/or Campus Officers, who may accept informal complaints from any location within the San José/Evergreen Community College District.

### Designated Campus Officers:

Sexual harassment, gender discrimination, and disability discrimination:

Vice-President of Student Affairs SC 205 (408) 223-6738

Discrimination and harassment complaints involving students:  
Dean of Counseling, SC 230A, (408) 274- 7900 ext.6491

All discrimination and harassment complaints:

Director of Diversity, SJECCD Office, Room 9, (408) 274-7900 ext. 6798

Designated District Officer:

Associate Vice Chancellor of Human Resources: Sexual Harassment and discrimination complaints.

### How To File A Formal Harassment Or Discrimination Complaint:

Complaints of sexual harassment or discrimination on the basis of race, color, national origin, ethnic group identification, age, gender, transgender, immigration status, language, accent, religion, sexual orientation, marital status, veteran status, medical condition, physical or mental disability filed against an employee of the District should be directed to the Associate Vice Chancellor of Human Resources or the Diversity Office.

A copy of these procedures, and the District's Unlawful Discrimination Complaint Forms, are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the President of the Associated Student Body, the Diversity Director's Office, and the Disabled Student's program at either campus.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 96 N. Third St. Suite 200, San José, CA 95112, or the Department of Fair Employment and Housing, 2570 North First Street, Suite 480, San José, CA 95131, or the Office of Civil Rights of the U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105 at the time of filing a complaint or during, or after use of the District harassment or discrimination complaint process.

Completed complaint forms are to be given to appropriate department supervisor and one copy mailed or taken to:

Diversity Office  
San José/Evergreen Community College District  
4750 San Felipe Rd,  
San José, CA 95135

### POLICY ON CONSENSUAL RELATIONSHIPS

The District prohibits its employees from engaging in sexual relationships with individuals employed by the District and with whom they have a direct supervisory relationship.

Examples include, but are not limited to: managers, supervisors, and their subordinates. Because of the differential in the level of authority, such relationships could lead to charges of coerced submission or sexual harassment, even if there was apparent consent.

In addition, the District prohibits instructors from engaging in consensual sexual relationships with students who are enrolled in a class that they are currently teaching and counselors from engaging in consensual sexual relationships with students whom they are currently counseling.

A manager's, faculty member's, or supervisor's liability protection under California statute will not protect the individual in subsequent litigation arising from the relationship's effect on the student or employee.

Persons who believe that they have been victims of harassment/discrimination may file a complaint under the District's Procedure for Resolution of Discrimination/ Harassment Complaints with the College Title IX Officer or the District Office of Human Resources

**STANDARDS OF STUDENT CONDUCT**

Students and visitors to San José City College and Evergreen Valley Community College are expected to adhere to academic and behavioral Standards of Student Conduct and Academic standards which include honesty, satisfactory academic performance, and regular attendance.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the District. Violation of these standards on District-owned or controlled property, or at a District-sponsored activity, could result in the consequences outlined in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the college and the California Education Code.

**Academic Standards and Consequences**

**Academic Integrity**

Evergreen Valley College values academic integrity. Students are expected to complete and submit their own work. These values ensure that every student is graded fairly. Academic dishonesty is unethical and does not support student learning.

Violations of standards include the following:

- Altering grades
- Altering or forging college documents, records, or identification
- Copying from someone's test or allowing someone to copy your test
- Copying from an author's work without giving credit (plagiarism)
- Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or

blackmailing someone to do an assignment for you

- Sitting in for someone in class, or on a test, or having someone sit in class for you, if not authorized by the instructor
- Submitting work previously presented in another class if not authorized by the instructor
- During an exam, using or consulting other test or course material not authorized by the instructor
- Possession of an examination or materials not authorized by the instructor

Consequences may include one or more of the following actions by appropriate college officials:

- Receiving a failing grade on the test, paper, or exam
- Course grade lowered, possibly resulting in course failure
- Verbal or written reprimand/warning
- Suspension for a longer specified time
- Expulsion from college

**Behavioral Standards and Consequences**

Evergreen Valley College is committed to fostering a safe, positive, learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair or improper actions by any member of the district community.

Students are expected to adhere to State and Federal laws, and to the rules and regulations of the District, and of the College. Violations may result in disciplinary action against the student.

Violations include but are not limited to the following:

- Applying undue pressure on an instructor to alter a grade
- Threat or act of physical harm directed against a student, visitor, or college employee
- Willful damage to, or theft of, district property
- Threat or act of stalking, sexual assault, or rape (report will be sent to the District Attorney for further legal action)
- Possession of a knife, gun, rifle, or an object used as a weapon to threaten bodily harm (report will be sent to the District Attorney for further legal action)
- Use of fraudulent identification
- Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises
- Unauthorized copying or an attempt to copy, computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus
- Unlawful possession, sale, use of, or being under the apparent influence of illegal drugs or alcohol
- Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction



- Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend).
- Gambling (money or its equivalent exchanged and not part of an approved campus activity/event).
- Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation, or age.
- Bomb or terrorist threat (report will be sent to the District Attorney for further legal action).
- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

Consequences may include one or more of the following actions:

- Verbal Reprimand/Warning: Verbally reprimanding students for inappropriate behavior and warning that the continuation of the conduct will cause disciplinary action.
- Suspension: Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student's file (instructors may suspend a student for the remainder of a class period and the next class period; Administrators or President may suspend a student for a longer specified time).
- Expulsion: Termination of student's right and privileges noted in student's file.

### Due Process Procedures

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report that includes:

- The name of violating student.
- A statement of the alleged violation(s) with date, time, and place.
- Names of witnesses (if any).
- Sanction(s) to be imposed.

Within three working days of receiving the report, the President or designee must notify the student by certified mail of the following:

- Reason or reasons for suspension or dismissal.
- Length of suspension or dismissal.
- Conditions for removal of suspension or dismissal.
- The right to appeal the suspension or dismissal through the college grievance process.

When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement cannot be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for

reinstatement.

If the grievance process finds in the student's favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

## STUDENT GRIEVANCE

### Definition

Student grievances are limited to the following areas:

1. Prejudicial or capricious action in the evaluation of a student's academic performance (see "Grades").
2. Act or threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard to academic due process as specified in college procedures.
5. Violation of student rights described in College Rules and Regulations or the District Standards of Student Conduct.
6. A violation of students' rights as stipulated in the California Education Code, Title IX, or Section 504 of the Rehabilitation Act of 1973, or any other applicable Federal and State Regulations.

A student may institute grievances against another student, a classified employee, a faculty member, or an administrator. However, grievances between students are directed to and resolved by the Director of Student Life. For more information, call (408) 274-7900, ext. 6117.

### Student Grievance Procedures

First Level:

1. The student should have an informal meeting with the faculty or staff member to discuss the difficulty and show an effort to come to a resolution.
2. If the issue is not resolved, the grievance may move to the next level.

Second Level:

1. The student should inform the Director of Student Life.
2. The Director will investigate the matter which may include a meeting with the student and faculty or staff member.
3. Once the investigation is complete, the Director will issue a decision.

If the student is not satisfied with the decision, the grievance may move to level three.

Third Level:

1. The student may appeal to the Vice President of Academic Affairs for instruction and classroom issues, or the Vice President of Student Affairs for other issues.
2. The Vice President will investigate the grievance and issue a decision.

- If the student is not satisfied with the decision of the Vice Presidents and wishes his/her issue to go to the Grievance Board, the Vice President of Student Affairs will convene the Board within 10 days of his/her decision.

**Student Grievance Review Board**

**Purpose**

The Student Grievance Review Board allows a hearing for those students who believe that they have been unjustifiably penalized or suffered grievous personal abuse by actions of any member of the certificated or classified staff of San José/ Evergreen Community College District.

**Membership**

The Review Board consists of two faculty members appointed by the Academic Senate or two classified employees appointed by the CSEA, an administrator appointed by the College President, one counselor appointed by the Dean of Counseling and Matriculation, and two students appointed by the Associated Student Body President. A person shall serve as a member of the Review Board until such time as he/she resigns or is removed by the respective appointing authority.

The College President shall appoint the chairperson of the Student Grievance Review Board.

Whenever a classified employee is involved, the two members of the classified staff shall be substituted for the faculty members to the membership of the Review Board. In the event a substitution of members must be made because of a known conflict of interest, the President or elected representative of that section of the Review Board shall appoint a substitute.

The Review Board shall establish its own procedures and have the authority to require those present to conduct themselves in accordance with the dignity of the proceedings and the right to place reasonable restrictions of time and relevancy upon parties and witnesses. The Review Board may call witnesses.

**Student and Staff Rights**

When a student or staff member appears before the Review Board, he/she shall have the right to:

- Present, hear, or question adverse witnesses pro and con.
- The Review Board shall consider no evidence unless both parties are given the opportunity to challenge the evidence.

Only evidence introduced before the Review Board shall be used in determining the Board's recommendation. Members of the Review Board may not bring any matters of personal knowledge before the Board.

Subsequent to the filing of the request for hearing, no information pertinent to the proceedings shall be released until the filing of the formal report of the hearing.

**Student Grievance Review Board Procedures:**

The Student Grievance Board will meet at the appointed time. The student can invite anyone else to the hearing. The faculty or staff member can invite anyone else to the hearing.

- In the event that either party is unable to attend the

scheduled hearing, due only to a justified emergency, the hearing shall be rescheduled within 10 working days at a time agreeable to all parties. If the student does not appear for the hearing and does not have an excused absence approved by the Hearing Board, the grievance shall be canceled. If the faculty/staff member does not appear and does not have an excused absence approved by the Hearing Board, the Review Board shall proceed with the hearing.

- The recommendation of the Review Board shall be determined by a majority vote.
- The Review Board shall forward its findings and recommendations to all involved parties and the College President for appropriate action.
- If either the student or the staff member involved is not satisfied with the decision or action of the Review Board, an appeal may be made to the College President for his/her consideration. This appeal will take the form of a written memorandum outlining the nature of the basis for the dissatisfaction with the decision or action. Once the College President has reviewed this memorandum and the written communication from the Review Board, the President will schedule a private meeting with all parties, individually or jointly, to discuss the matter.
- The College President, on consultation with the Review Board, may uphold, reverse, or modify the recommendation. The decision will be forwarded to the involved parties in writing, with copies to members of the Review Board.
- If the student or the staff member is not satisfied with the final college-level disposition of the case, that person may appeal directly to the Governing Board of the District.

**Recommendation of Review Board**

The Review Board recommends to the College President that the student not suffer academic penalty if he/she has been required to be absent from class or classes for hearings, and that the instructors be so notified. This protection shall also apply to students who serve as Board members or who are required to serve in other capacities. This provision in no way excludes the obligation of the student to meet course requirements.

While the results of the hearing are pending, the student's right to be on campus will not be suspended unless, in the judgment of the College President or an appointed representative, the student's own safety, the safety and well-being of other students or college personnel, or the protection of college property are threatened. The student's instructors shall be notified immediately of any changes in the student's status.

Subsequent to the filing of the request for hearing, no information pertinent to the proceedings shall be released until the filing of the formal report of the hearing.

For further information, call the Vice President of Student Affairs at (408) 223-6749 located in SC-205.

## SAN JOSÉ EVERGREEN COMMUNITY COLLEGE DISTRICT PUBLIC SAFETY

The San José/Evergreen Community College District maintains a campus Police Department staffed with highly trained officers to help protect the safety and ensure security of students, staff, their property, and the property of the District. District police officers, committed to standards of professional excellence, are required to meet the selection and training requirements of the California Peace Officer Standards and Training Commission. Officers receive the same training and carry the same authority in or near the college campuses as city police officers and county deputy sheriffs.

The District Police Department operates under the direction of a vice chancellor and a chief of police, and offers a wide range of services to the campus community. Services include providing and presenting current crime prevention information, patrolling the college campuses and parking lots, proactive crime suppression, investigating all offenses that occur on the campuses, and informing campus users of the occurrence of crimes specified by federal statute. Officers are authorized to arrest or cite law violators.

### Crime Reporting Procedures

Offenses, accidents, and all emergencies that occur on campus should be reported immediately to the District Police at the number listed below:

Evergreen Valley College Police Station  
Central Utilities Building  
(408) 270-6468

Red emergency call-boxes are available at various locations for anyone who needs to contact the District Police. Emergency call boxes are marked by blue signs and blue lights for easy visibility.

### Office Hours

#### Evergreen Valley College

Monday through Saturday 7 a.m. – 11 p.m.  
Sunday 7 a.m. – 3 p.m.  
Holidays 8 a.m. – 4 p.m.

**After hours**, all campus emergencies should be reported by dialing **911** on a public telephone. Coins are not required when placing 911 calls. Office phones normally used as FAX lines may also be used for placing emergency 911 calls. Other telephones in District and College offices and facilities require that one dial **"9" then 911** for emergency service.

If for some reason **9-911** should fail to work, dial the City of San José Emergency Services number **(408) 277-5454**.

### Facility Security

When classes are in session, most campus facilities are unlocked from 6:30 a.m. to 10:30 p.m. on weekdays. However, during the hours of 10:30 p.m. to 6:30 a.m., buildings are locked for service by the custodial staff. Facilities are normally locked at 10:30 p.m. on Friday until 6:30 a.m. on Monday, unless special arrangements are made for weekend use. Arrangements must be communicated to the District Police.

### Campus Crime and Security Report

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1 of each year to all current students, employees, and prospective employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.

A complete copy of the Campus Crime Report can be obtained from the EVC Campus Police website at <http://www.sjeccd.org/HTML/District/DistPolice/Policehome.html>. The report contains additional crime statistics on major offenses reported over the past two years. The college will provide a complete paper copy upon request.

### PARKING INFORMATION

**Student Semester Parking permits are \$40 automobile / \$14 motorcycle and are available for purchase online at <https://MyWeb.sjeccd.edu>.** They are static-clip and transferable so that students who carpool or regularly drive different cars to campus, may transfer the permit from car to car.

**All automobiles** must have the valid permit placed on the lower left-hand corner of the front windshield and be parked "nose in".

**All motorcycles** must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls.

### Restrictions

- Daily and semester permits are NOT valid in metered or other time-limit zones.
- Students must park in lots designated for students.
- Staff must park in one of the lots designated for staff parking, or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call District Police immediately.

### Disabled Person Parking Spaces

Use of disabled person parking spaces requires the display of a valid blue or red placard issued by the State Department of Motor Vehicles. District staff, student, or daily permits are no longer required in addition to the DMV handicapped placard in order to park in handicapped spaces. Possession and display of handicapped placards on vehicles does not permit parking on red, green, and fire hydrant zones and areas designated as "No parking".

**NOTE:** Students should lock their vehicles at all times. The District is not responsible for damage or loss to student vehicles.

### Citation payment

Payment for parking violation citations must be mailed to the address on the envelope, or may be paid online at [www.ptsonline.org](http://www.ptsonline.org). Online payment requires a valid credit card, and



the citation number. Payments will NOT be accepted at the Campus Police Station. Individuals wishing to contest parking citations may obtain forms at the Campus Police Station. These forms must be completed and mailed to the address within 21 days from the citations' issue date otherwise the violation fee may be subject to an increase. Individuals contesting citations need not pay the initial violation fee until they receive a result of their contest.

For information on Parking Fees, see the Student Fees section of Chapter 2.





# CHAPTER 9: COLLEGE PERSONNEL



## FACULTY AND ADMINISTRATORS

**Adams-Stryker, Joel (2003)**

Biological Science  
B.S., Cornell University, Ithaca, NY  
M.A., University of California, Berkeley

**Adamski, Maureen (2008)**

Nursing  
BS, Temple University, Philadelphia, PA  
MS, San José State University (Moore Fellow),  
San José, CA

**Ames, David (1996)**

Automotive Technology  
A.A., De Anza College  
B.S., San José State University  
M.Ed., University of Phoenix

**Anderson, Caritha (2008)**

AFFIRM Counselor  
BA., San Jose State University  
MA., San Jose State University

**Apen, Lynette (2003)**

Dean, Nursing & Allied Health  
B.S., Medical College of Georgia  
M.S., University of California, San Francisco

**Archuleta, Irma (2008)**

Vice President, Student Affairs  
B.A., California State University, Dominguez Hills  
M.A., California State University, Dominguez Hills

**Aytch, Keith (1993)**

Dean, Language Arts, Library & Learning  
Resources  
B.A., California State University, Sacramento  
M.A., California State University, Sacramento

**Baker, Jack (1996)**

Biological Science  
B.S., University of California, Riverside  
M.A., University of California, Davis

**Banerjee, Sravani (2001)**

English  
B.A., St. Xaviers College  
M.A., San José State University

**Banh, Phuong (2000)**

English/ESL  
B.A., English,  
M.S., TESOL San Francisco State University

**Barta, Melody (2008)**

Accounting  
B.A., San José State University  
M.S. Taxation, San José State University

**Batalha, Celso (2003)**

Physics/Astronomy  
B.S., Pontificia Universidade Catolica,  
Rio De Janeiro, Brazil  
M.S., Pontificia Universidade Catolica,  
Rio De Janeiro, Brazil  
Ph.D., Observatorio Nacional,  
Rio de Janeiro, Brazil

**Bergholdt, Bradley W. (1989)**

Automotive Technology  
University of California, Berkeley, Teacher  
Training  
A.S., Evergreen Valley College

**Bettencourt, Laura E. (1976)**

Counselor  
A.A., Evergreen Valley College  
B.A., San José State University  
M.A., Santa Clara University

**Blackman Shelly Anne (2005)**

Librarian  
B.A., Concordia University  
M.L.I.S., University of Western Ontario

**Blades, Stephen (1976)**

English/ESL/Psychology  
B.S., Oregon State University  
M.Ed., Oregon State University

**Bolaris, Valerie (2001)**

Reading  
B.S., Gannon University Villa Maria College  
M.A., San José State University

**Bouzek, Cheryl (2001)**

Director of Health Services  
B.S.N, Point Loma College Nazarene University  
Credential, Fresno State University

**Brashares, Wendy (1981)**

CIT/Basic Skills, Individualized Instruction  
B.S., Purdue University  
M.S., Purdue University

**Brown, Bonnie (2005)**

Chemistry  
B.S., Tuskegee Institute  
M.S., San José State University

**Burnham, Cynthia (1991)**

Mathematics/Enlace  
B.S., University of State of New York  
M.A., University of California, Berkeley

**Burke, Leticia (2001)**

English as a Second Language  
B.A., University of California, Berkeley  
M.A., San José State University

**Burton, Mirella (2006)**

Counseling/Enlace  
B.A., California State University, Chico  
M.A., California State University, Sacramento

**Carey, Mark (1983)**

Automotive Technology  
A.A., San José City College  
B.A., San José State University

**Carothers, Brad (1996)**

Psychology  
B.S., Arizona State University  
M.A., Arizona State University

**Carpio, Theresa (2000)**

Counseling/FasTrack  
B.A., University of California, Santa Cruz  
M.A., San José State University

**Carrion, John (1999)**

Communications  
B.A., California State University, Long Beach  
M.A., California State University, San Francisco

**Carroll, Bruce (1982)**

Mathematics  
B.S., Stevens Institute of Technology  
M.A., University of Illinois

**Chase, Joy (1992)**

Librarian  
B.A., University of Madras, India  
M.A., University of Wisconsin

**Chu, Hang (2000)**

Counselor /ASPIRE  
B.A., San José State University  
M.A., San José State University

**Clark, Marjorie (1996)**  
 Counseling/Psychology/Service Learning  
 Coordinator  
 A.A., Englewood Cliffs College, New Jersey  
 B.A., Montclair State College, New Jersey  
 M.A., New School for Social Research, New York

**Cohen Reyes, Rachel (2000)**  
 English as a Second Language  
 B.A., Santa Clara University  
 M.A., San José State University

**Cong Huyen, Laimi (2006)**  
 Mathematics  
 B.S., University of California, Davis  
 M.S., University of California, Davis

**Coon, David Wain (2005)**  
 President  
 B.A., Central Washington University  
 M.Ed., Western Washington University  
 Ed.D., Seattle University

**Cruz, Octavio (2003)**  
 Dean of Enrollment Services  
 B.A., California State University, Dominguez Hills  
 M.A., San José State University

**Da Silva, Jack (2005)**  
 3D Art  
 A.A., Chabot College  
 B.A., San José State University  
 M.F.A., Indiana University, Bloomington, IN

**De La Rosa, Deborah (1993)**  
 Reading  
 B.A., San José State University  
 M.A., San José State University

**Deng, Hanh (2007)**  
 Counseling  
 B.A., San José State University  
 M.A., San José State University

**DeWolfe, Sandra (2002)**  
 Nursing Education  
 B.S., Wright State University  
 M.S., Wright State University

**Doherty, William J. (2007)**  
 Director @ONE  
 B.A., University of Southern California  
 M.A., University of Southern California  
 Ph.D., University of Southern California  
 M.B.A., University of California at Los Angeles

**Duke, Minerva (1989)**  
 Physical Education  
 A.S., Imperial Valley College  
 B.S., California State Polytechnic  
 M.S., California State University, Hayward

**Eisenberg, David (2003)**  
 B.S., University of Illinois (Urbana)  
 M.S., University of Illinois (Urbana)

**Espinoza, Frank (1999)**  
 Sociology  
 B.A., San José State University  
 M.A., San José State University  
 Ed.D., University of San Francisco

**Espinoza, Janina (1997)**  
 Work Experience  
 B.A., San José State University  
 M.A., San José State University

**Estrada, J. Henry (1982)**  
 Mathematics  
 B.A., University of California, Los Angeles  
 M.A., University of California, Berkeley

**Fieler, Margaret (1995)**  
 Reading  
 B.A., Marygrove College  
 M.S., California State University, Hayward  
 ESL, UC Berkeley Coursework in English,  
 College of Notre Dame Denamure

**Fong, Paul (1997)**  
 Social Science  
 B.A., San José State University  
 M.A., University of San Francisco  
 M.P.A., San José State University

**Garza, Victor (2006)**  
 Interim Director, Student Life  
 BA Behavioral Science, SJSU  
 Master of Public Administration (MPA), SJSU  
 Ed.D. International & Multicultural Education,  
 University of San Francisco

**Gee, Henry (1990)**  
 Business/Computers & Information Technology  
 B.S., Purdue University  
 M.B.A., Pepperdine University  
 J.D., Santa Clara University

**Gilkerson, Tammeil (2008)**  
 Dean, Counseling, and Matriculation  
 B.A., University of California, Berkeley  
 M.S., California State University, Hayward

**Gill, Ambica (2007)**  
 Communication Studies  
 A.A., Evergreen Valley College  
 B.A., San José State University  
 M.A., San José State University

**Gonzales, Mark (1998)**  
 Dean, Social Science, Humanities, Art and  
 Physical Education (SSHAPE)  
 A.A., San José City College,  
 B.S., San José State University,  
 M.F.A., University of California, Los Angeles

**Gonzalez III, Alfred (2000)**  
 Biological Science  
 A.A., Evergreen Valley College  
 B.A., University of California, Santa Cruz  
 M.S., Yale University

**Gorbach, Margaret (1996)**  
 Family Consumer Studies  
 A.A., Mt. San Antonio College  
 B.A., California State University, Long Beach  
 M.A., California State University, San Francisco

**Gressel, Maria Elena (2001)**  
 Counseling  
 B.A., San José State University  
 M.A., San José State University

**Hahn, Robin (2005)**  
 English  
 B.A., San José State University  
 M.A., San José State University

**Han, Helen (1992)**  
 English as a Second Language  
 B.A., New York University  
 M.A., New York University

**Hardin, Martha (1999)**  
 Counseling/WIN-CalWORKS  
 B.A., San José State University  
 M.A., San José State University

**Hay, Kuni (2005)**  
 Vice President, Academic Affairs  
 B.A., University of Hawaii at Manoa  
 M.A., Boston College  
 C.A.E.S., Boston College

**Hays, Lisa (1999)**  
 Biological Science  
 B.A., University of California, Davis  
 M.A., University of California, Davis  
 Ph.D., University of California, Davis

**Hendricks, David (2005)**  
 History  
 B.A., University of California, Santa Barbara  
 M.A., University of California, Davis  
 Ph.D., University of California, Davis

**Hernandez, Michael (2008)**  
 Automotive Technology  
 A.A., Evergreen Valley College  
 B.S., San José State University

**Ho, Chung Wu (2001)**  
 Mathematics  
 B.S., University of Washington  
 M.A., University of Washington  
 Ph.D., Massachusetts Institute of Technology

**Hoogendijk, Linda (2005)**  
 Nursing Education  
 B.S.N., Eastern Washington University  
 M.N., Washington State University

**Hwang, Chui (1980)**  
 Chemistry  
 A.A., Warren Wilson College,  
 B.A., University of California, Berkeley  
 Ph.D., Ohio State University

**Jacome, Sara (2003)**

Spanish  
B.A., U.A.N.L., Mexico  
M.A., New Mexico State University

**Jardin, Kenneth (1989)**

English as a Second Language  
B.A., California State University, Hayward  
M.A., San José State University

**Kachuck, Iris (1987)**

Mathematics  
B.A., University of California, Santa Cruz  
M.A., University of California, Santa Cruz  
Ph.D., University of California, Berkeley

**Kaffe, Elaine Amo (2010)**

Nurse Assistant Training  
B.S. University of San Francisco  
M.S. University of California, San Francisco

**Kahn-Lomax, Charlie (2000)**

Counseling/EOPS  
B.A., San Francisco State University  
M.A., San José State University

**Keane, Jackie (2008)**

Nursing  
BS, San José State University, San José, CA  
MS, San José State University (Moore Fellow),  
San José, CA

**King, Jonathan (2007)**

Dean of Business and Workforce Development  
B.A., Morehouse College  
M.A., International University of Japan  
M.A., Harvard University  
Ph.D., University of Texas at Austin

**Knight, Robert (2001)**

Mathematics  
B.A., Adelphi University, Garden City, NY  
M.S., Adelphi University, Garden City, NY  
D.P.M., California College of Podiatric Medicine

**Ky, Teck (1998)**

Mathematics  
B.A., San José State University  
M.S., California State University Hayward

**Lazo, Rachel (2005)**

Art  
B.F.A., Painting, Rhode Island School of Design  
and San Francisco Art Institute  
M.F.A., Pictorial Arts, San José State University

**Le, Hue (1993)**

Counseling/EOPS  
B.A., California State University, San Francisco  
M.A., California State San José State University

**Lichtbach, Harry (1999)**

Computers and Information Technology  
B.S., University of California, Santa Barbara  
M.S., University of California, Santa Barbara

**Lim, Sherryanne B. (2008)**

Reading  
B.A., California State Polytechnic University,  
Pomona  
B.S., Biola University  
M.S., California State University, Fullerton

**Lin, Nancy (2008)**

Nursing  
BS, San Francisco State University,  
San Francisco, CA  
MS, San José State University (Moore Fellow),  
San José, CA

**Lopez, Rozanne (1981)**

Nursing Education  
B.S., University of San Francisco  
M.S., San José State University

**Lombard, Bob (2000)**

Mathematics  
B.S., University of California, Davis  
M.S., California State University, Northridge

**Longacre, Richard (2000)**

ESL  
B.A., University of California, San Diego  
M.A School for International Training,  
Brambleboro, Vt.

**Lujan, Lori (1996)**

Sociology/Ethnic Studies/Ethnic Film  
B.A., California State University, Hayward  
M.A., San José State University

**Marvin, Todd (2004)**

English  
B.A., San José State University  
M.S. San José State University

**Mata, Lorena (2008)**

Librarian  
B.A., San José State University  
MLIS, San José State University

**McCandless, Kevin (2006)**

Mathematics  
B.A., California Polytechnic State University,  
San Luis Obispo  
M.S., California Polytechnic State University,  
San Luis Obispo

**Mentor, Steven (1996)**

English  
B.A., University of Pennsylvania  
M.A., San Francisco State University  
Ph.D., University of Washington

**Mesa, Felicia (2003)**

Nursing Education  
B.S., San José State University  
M.S., University of California, San Francisco

**Morgan, Ken (1988)**

Automotive Technology  
A.A., San José City College

**Nava, Elizabeth (1995)**

Social Science  
B.A., University of California, Santa Cruz  
M.A., University of California, Santa Cruz

**Narveson, Eric J. (2001)**

History  
A.A., West Valley College  
B.A., San José State University  
M.A., San José State University

**Nguyen, Gam (1999)**

Counseling  
B.A., University of Saigon  
M.A., San José State University

**Nguyen Wong, Khanh Hoa (2006)**

Vietnamese  
B.A., San Francisco State University  
M.A., San José State University

**Nichols, Ralph (1993)**

Journalism  
B.A., University of Nevada, Reno  
M.A., California State University, Northridge

**Norris, Keenan (2009)**

English  
B.A., UC Riverside  
M.F.A., Mills College  
M.A., UC Riverside

**Ortiz Kristich, Elaine (2001)**

Counseling/TLC Coordination  
A.A., Evergreen Valley College  
B.A., San José State University  
M.A., San José State University

**Owren, Betty Ann (1993)**

Music  
B.A., San José State University  
M.A., San José State University  
D.M.A., University of Colorado, Boulder

**Parker, Savander (2008)**

EOPS/CARE Director  
B.S., SUNY-Oneonta State University  
M.A., SUNY-Binghamton, NY

**Payne, John (1972)**

Physical Education  
B.A., San José State University  
M.A., Stanford University

**Perez, Felicia (2006)**

Physical Education & Athletics  
A.A., Cosumnes River College  
B.A., Chico State University  
M.A., University of Redlands

**Perkins, Patricia (2001)**

Counseling  
B.A., San José State University  
M.A., Santa Clara University

**Potter, Kara (2007)**

Nursing Education  
B.S., Norwich University, Vermont  
M.S. San José State University

**Pratt, N. Randy (1993)**

Physical Education  
B.A., University of California, Berkeley  
M.A., San José State University

**Rahim, Nasreen (1988)**

Instructional Technology  
B.A., English, Chittagong University, Bangladesh  
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English/ENLACE Program  
B.A., San José State University  
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Economics/Business  
B.S., University of California, Berkeley  
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B.A., San Francisco State University  
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Communication Studies  
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Legal Assistant/Paralegal Studies  
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Disabilities Support Services  
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Director, Student Support Services Programs  
B.A. Point Loma Nazarene University  
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Business Information Systems  
B.A., University of Guam  
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Computer Information Technology  
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English  
B.A., State University of New York, Buffalo  
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Spanish  
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Chemistry  
B.Pharm.Sci., University of Bombay, India  
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Biological Science  
B.A., San José State University  
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English/ESL  
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EVC Campus Facilities

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Engineering  
B.S., University of Tulsa  
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Financial Aid Director

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Psychology  
B.A., San José State University  
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Nursing Education  
A.A., DeAnza College  
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Biological Science  
B.S., University of California, Davis  
M.S., California Polytechnic State University  
D.A., Idaho State University

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Social Science  
B.A., University of Saigon, Vietnam  
M.Ed., Ohio University  
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WIN/CALWORKS Program Director  
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Chemistry  
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M.S., Illinois State University, Normal, IL  
Ph.D., Southern Illinois University, Carbondale, IL

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Ethnic Studies and Anthropology  
B.A., San José State University,  
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Physics  
M.S., University of Saigon, Viet Nam  
Diplome d'Etudes Approfondies, Docteur de 3e  
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Counselor  
A.B., University of Missouri Columbia  
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English  
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English  
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Philosophy  
A.B., Drury College  
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B.S., California State University, Sacramento  
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English  
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Engineering  
B.S., Shandong Mining Institute, China  
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Physical Education  
A.A., San Joaquin Delta Community College  
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Dean, Math, Science and Engineering  
B.A., Fudan University  
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Nursing Education  
B.S., University of Michigan  
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Health Education  
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Spanish  
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Diploma, St. Mark's Hospital, Salt Lake City, Utah  
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Director of the Library  
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English  
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Reading  
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Art  
B.A., Central Washington State College  
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Librarian  
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A.B., University of Denver  
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English  
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English/French  
B.A., Harvard University  
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DSP/Speech Pathology B.S., University of North Dakota  
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Automotive Technology  
Fresno State College  
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R.N., Ellis Hospital, Schenectady, New York  
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Physical Education  
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Dean, Applied Arts and Sciences  
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Mathematics  
B.S., United States Military Academy  
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U.S. Department of Justice,  
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Reading/English  
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Chemistry  
B.S., University of Ein-Shams, Egypt  
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English  
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Communication Studies  
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Business Education  
A.B., and M.A., San Francisco State College  
University of Minnesota  
California State Colleges at San José and  
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Dean of Language Arts  
B.A., Arizona State University  
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Drafting  
A.B., San José State University  
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Chemistry  
B.A., Earlham College  
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B.S., University of Michigan  
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Spanish  
B.A., San Francisco State University  
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International Studies

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Counseling  
A.A., Mt. San Antonio  
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M.S., California State University, Los Angeles

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Business Information Systems  
B.S., San José State University  
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Provost  
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Mathematics  
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Secondary Teaching Credential,  
California State University, Hayward  
MSTM, Santa Clara University

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Engineering/Mechanical Technologies  
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Physics  
B.A., Reed College  
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English  
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History/Political Science  
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Diploma de Estudios Hispánicos, University of  
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Psychology  
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Nursing Education Diploma, Samuel Merritt  
Hospital, School of Nursing, Oakland  
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Business Education  
J.D., University of Southern California  
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Nursing Education  
Diploma in Nursing, Philadelphia General Hospital  
B.S., San José State University  
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Biological Science  
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Administration of Justice  
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Sergeant Detective, San José Police Department

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Diploma, Good Samaritan Hospital, Cincinnati, Ohio  
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Journalism  
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Librarian  
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Electronics  
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Nursing Education  
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English  
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Health Science  
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Administration of Justice  
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English  
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Communication Studies  
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Teaching and Learning Center  
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Accounting/Business  
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French/English as a Second Language  
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CADD/Business  
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Individualized Instruction  
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Psychology  
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Business Education  
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Business Information Systems  
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Art  
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English  
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Nursing Education  
St. Louis University  
M.A. Education, Western Reserve University

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Music  
Diploma, National Conservatory of Music, Romania  
Licentiatu Theologiae, School of Divinity, University of King Carol II, Romania

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President  
B.S., Temple University  
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Physics/Chemistry  
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Mathematics  
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 Family & Consumer Studies  
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 Automotive Technology  
 Certificate of Achievement, Wolverine School of  
 Trades, University of California, Berkeley

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 Ph.D., Yale University

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 Psychology  
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 Director: Financial Aid & Placement Services  
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 Ethnic Studies/English/ Project AFFIRM  
 B.A., Texas Southern University  
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 Cooperative Work Experience/High School  
 Liaison  
 B.A., University of California, Santa Barbara  
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 Director, Nursing Education  
 B.S., University of California, Berkeley  
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 Physical Education  
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 English Center Coordinator/Acacia/Center 2  
 B.S., Purdue University  
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 English as a Second Language  
 B.A., Bar Ilan University, Israel  
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 President  
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 Biological Science  
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 Mathematics  
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 B.A., Hiram College  
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 History  
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 Electronics  
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 Mathematics  
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 Custodian I

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 BSIT, UOP

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 Staff Assistant II, DSP

**De Hoyos, Juana (2008)**  
 Custodian I

**De La Cerda, Rita (1990)**  
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**Delvey, Fred (2005)**  
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<p><b>Eckford, Elizabeth (2007)</b> Program Specialist AFFIRM Program B.A. UC Berkeley M.A., San José State University</p>	<p><b>Lara, Teodara (1999)</b> Custodian I</p>	<p><b>Monarrez, Juan (2001)</b> Custodian I</p>
<p><b>Fleming, Gloria</b> Program Assistant, WIN</p>	<p><b>Lau, Frances (1993)</b> Instructional Support Coordinator B.A., National University</p>	<p><b>Mora, Robert (1998)</b> Instructional Assistant B.A., San José State University</p>
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<p><b>Gaetos, Rebecca</b> Staff Assistant II/Counseling Dept.</p>	<p><b>Le, Tanya (1990)</b> Financial Aid Specialist III</p>	<p><b>Najera, Edelberto (2001)</b> Custodian I</p>
<p><b>Giles, Katharine (2008)</b> Instructional Assistant, ESL B.A., San Francisco State University M.A., San Francisco State University</p>	<p><b>Leaf, Roxane (2004)</b> Staff Assistant Language Arts Department B.S., San José State University</p>	<p><b>Nazarov, Vera (1992)</b> Senior Division Administrative Assistant A.A., Evergreen Valley College</p>
<p><b>Griffin, Franchesca (Julie) (1988)</b> Admissions &amp; Records Technician</p>	<p><b>Lente, Joseph (2005)</b> Custodian I</p>	<p><b>Nguyen, Luu (1985)</b> Financial Aid Specialist III A.A., Evergreen Valley College</p>
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<p><b>Gutierrez, Rosa (1997)</b> Custodian I</p>	<p><b>Ma, Yick (1993)</b> Custodian I</p>	<p><b>Nguyen, Suong</b> Officer, Job Development/Placement</p>
<p><b>Hernandez, Maricela (2005)</b> Custodian I</p>	<p><b>Mai, Lan</b> Specialist, EOP&amp;S Eligibility</p>	<p><b>Nguyen, Thu (1993)</b> Library Assistant B.S., San José State University</p>
<p><b>Hernandez, Jose S. (2000)</b> Custodian I</p>	<p><b>Marks, Sawanii (1996)</b> Mathematics Instructional Assistant</p>	<p><b>Nguyen, Tina</b> Hourly Personnel Services Specialist</p>
<p><b>Holguin, Maria (1980)</b> Senior Library Technician A.A., Foothill College</p>	<p><b>Martinez, Erlinda (1996)</b> Schedules and Catalog Technician A.S., Evergreen Valley College</p>	<p><b>Nguyen, William (2000)</b> Tutoring Center Coordinator B.A., San José State University M.A., San José State University</p>
<p><b>Hopkins, Ebonnie (2004)</b> Financial Aid Specialist I B.A. San José State University M.A. Education, Concentration in Counseling and Student Personnel, San Jose State University</p>	<p><b>Mathew, Sambo (1994)</b> Senior Library Technician A.A., Evergreen Valley College B.S., San José State University</p>	<p><b>Nguyen-Blair, Loani (2007)</b> Program Assistant/HSI B.S., San José State University</p>
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Engineering

**Pham, Bryan (2000)**  
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**Quezada, Margarita (1997)**  
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**Quinonez, Benjamin (1997)**  
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**Ramirez, Ivanna (1990)**  
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**Ramirez, Yesenia (2001)**  
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**Ratto, Christopher (1999)**  
Senior Library Technician

**Rivet, Robert (1992)**  
Senior Account Clerk

**Rodriguez, Rogelio (1999)**  
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**Romano, Paulette (1972)**  
Executive Secretary  
A.A., San José City College

**Rosas, Lorenzo (2002)**  
Custodian II

**Rottman, Ingrid (2001)**  
Program Specialist, Outreach, and Recruitment  
A.A., Evergreen Valley College

**Ruiz-Esparza, Annette (2000)**  
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**Sadler, Paulette (1996)**  
Staff Assistant II/DSPS

**Sanchez, Alma**  
Staff Assistant II/WIN

**Shah, Hansa (1992)**  
Instructional Assistant, BIS/CIT

**Snider, Cindy L. (1998)**  
Library Technician  
A.A., De Anza College  
Certificate of Proficiency in Library Technician,  
Foothill College

**Steele, Kimberly (2000)**  
Admissions and Records Technician

**Tayag, Cindy (2005)**  
Coordinator II, Admissions & Records  
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**Thompson, John (2001)**  
Network Technician

**Tomisaka, Janice (1996)**  
Program Specialist, Distance Education

**Tong, Quyen (2000)**  
Instructional Assistant CIT/BIS/Accounting  
A.S. Evergreen Valley College

**Tran, Bich-Phuong (1997)**  
Nutrition Aide

**Tran, Kiet Binh Gia (1998)**  
Instructional Assistant CIT/BIS

**Tran, Song-Ho (2007)**  
Instructional Support Assistant, Language Arts

**Truong, Joann (2008)**  
Program Assistant, Service Learning, Diversity

**Tung, Nancy (2001)**  
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B.A., University of California, Berkeley  
M.A., San José State University

**VanGaasbeck, Thanh (2005)**  
Staff Assistant, Counseling

**Valdez, Jovita (1988)**  
Articulation Specialist

**Vallin, Jorge (2006)**  
Instructional Assistant, Mathematics

**Vasquez, Elizabeth (1991)**  
Assistive Services Specialist, DSP  
A.A., Evergreen Valley College

**Velez, Jose (1991)**  
Custodian I

**Vu, Ann (1994)**  
EOP&S Program Assistant  
A.A., Evergreen Valley College

**Wong-Kauzlarich, Mary (2001)**  
Senior Division Administrative Assistant  
A.A., Cypress College  
B.A., CSU Long Beach  
M.B.A., Chapman University  
M.S., Golden Gate University

**Yabumoto, Vivian (1996)**  
Program Specialist, ASPIRE

**Zendejas, Maria (1998)**  
Admissions and Records Assistant  
A.A. Evergreen Valley College

**Zepeda, Refugio (1997)**  
Custodian I

**BOOKSTORE**

**Araki, Kathy (2007)**  
Bookstore Sales Associate

**Bellingham, Sylvia (2008)**  
Bookstore Senior Account Clerk

**Cadile, Dale (1998)**  
Bookstore Administrative/Accounting Supervisor

**Daley, Jason (2007)**  
Bookstore Warehouse Distribution Coordinator

**Hattman, Colleen (1986)**  
Campus Store Merchandise Specialist  
B.A., California State University, Chico

**Jalaan, Juliana (1999)**  
Bookstore Senior Account Clerk  
A.S., Evergreen Valley College

**Parker, David**  
Director

**Vigliacca, Joe**  
Campus Store Operations Coordinator

**Toves, Joseph (2007)**  
Bookstore Sales Associate

**DISTRICT POLICE**

**Aguirre, Ray (2002)**  
Chief of Police  
B.A., University of the Philippines  
M.A., University of Pittsburgh

**Burton, Eric (2006)**  
Police Officer

**Castro, Alex (2001)**  
Police Officer

**Flores, Tony (1998)**  
Police Officer

**Joaluskay, Kara (2005)**  
Police Officer

**Khuc, Think (2003)**  
Community Service Officer

**Luna, Pete (2004)**  
Community Service Officer

**Smith, Cynthia (2007)**  
Police Assistant

**Valle, Rodrigo (2007)**  
Dispatcher

**GROUND S**

**Azevedo, Arthur**  
Groundskeeper II

**Castro, Danny (1991)**  
Groundskeeper II

**Cooper, Gary (1977)**  
Groundskeeper/Arborist  
Nunes, Angelo (2006)  
Groundskeeper II

### MAINTENANCE

**Chapman, Elaine (1981)**  
Senior Administrative Assistant

**Chiodo, Peter (1991)**  
Facilities Worker

**Durbin, Phillip Randy (2002)**  
Painter

**Juntado, Arnold (2000)**  
Electrician

**Monarrez, Ernesto (1999)**  
Maintenance Worker

**Olivas, Juan (1993)**  
Maintenance Facilities Worker

**Quinonez, Mario (2000)**  
Facilities Maintenance Worker

**Villa, Faustino (1999)**  
HVAC Mechanic/Plumber

### REPROGRAPHICS

**Castaneda, Anne (2000)**  
Document Center Specialist Technician II

**Partida, Arturo (2001)**  
Reprographics Assistant

### WAREHOUSE

**Hulse, Steve (1990)**  
Warehousing/Distribution Coordinator

**Juarez, Luis (1992)**  
Warehousing/Distribution Specialist II

### PHONE SERVICES

**Juarez, Elizabeth (1997)**  
Telephone Communications Operator

### SUPERVISORY PERSONNEL

**McKee, Lauren (1984)**  
Supervisor, Office of Academic Services  
B.A., San José State University

**Raby, Elvis (2000)**  
Supervisor, Business Services

**Serratos, Guillermo (1988)**  
Custodial Crew Supervisor

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**Aguirre, Ray (2002)**  
Chief of Police, District

**Dias, Robert (1997)**  
Director, Facilities/Maintenance

**Hawk, Jeanine (2009)**  
Vice Chancellor, Administrative Services

**Zen, Dolly (1984)**  
Senior Systems Analyst/Database Manager

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