

# ***EVERGREEN VALLEY COLLEGE***

## ***CATALOG 2004-2005***

---

**3095 Yerba Buena Road, San Jose, CA 95135**

**(408) 274-7900**



**Evergreen Valley College is part of the San Jose/Evergreen Community College District**

Evergreen Valley College is 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

Member, California Association of Community Colleges

Member, Community College League of California

Member, American Association of Community Colleges

This publication can be made in alternate formats, such as large print, audiotape, or computer disk. Requests can be made by calling (408) 270-6447 or TTY (408) 238-8722.

## **EVERGREEN VALLEY COLLEGE MISSION STATEMENT**

Evergreen Valley College is a comprehensive community college providing educational opportunities to the diverse population of Santa Clara Valley. Our mission is to enable our students to realize their highest potential and to reach their goals. To fulfill this mission, we offer courses, programs and services in:

- Academic and occupational instruction at the lower division level
- Associate degrees and certificates
- English-as-a-second language instruction
- Basic skills instruction
- Community development and non-credit courses
- Workforce improvement
- Distance learning opportunities, including online instruction

*Adopted December 11, 2001*

## **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**

### **Board of Trustees**

Maria Fuentes  
Richard Hobbs  
Ron J. Lind  
Nancy Pyle  
Richard K. Tanaka  
Fred M. Tovar  
Dawn Wright

## **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**

### **Administrative Staff**

Geraldine A. Evans, Ph.D., Chancellor  
Michael Hill, Vice Chancellor, Administrative Services  
Jon Kangas, Ph.D., Associate Vice Chancellor, Research and Planning

## **EVERGREEN VALLEY COLLEGE**

### **Administrative Staff**

H. Clay Whitlow, President  
Adrienne Akinsete, Dean of Instructional Technology and Learning Resources  
Linda Carbajal, Dean of Business and Applied Technology  
Dianne Helmer, Dean of Nursing and Allied Health  
Rita Karlsten, Dean of Language Arts  
Vacant, Dean of Counseling and Matriculation  
John Brandenberger, Interim Dean of Social Science and Physical Education  
Vacant, Dean of Special Programs  
Abdie Tabrizi, Interim Dean of Math and Science  
Vacant, Dean of Arts and Humanities  
Vicki Atherton, Director of the Library  
Vacant, Director of Finance and Administrative Services  
Kathleen Moberg, Director of Admissions and Records  
Arturo E. Ocampo, Diversity Director  
Kimberly Petersen, Director of WIN Program

## **CATALOG ACKNOWLEDGEMENTS**

Jeff Fasbinder  
Erlinda Martinez  
Charles Montgomery  
Liese Piggott  
Jovita Valdez  
Ruth Villasenor





## **H. Clay Whitlow**

On behalf of the faculty, staff, and administration, I welcome you to Evergreen Valley College. As one of the premier community colleges in Northern California, EVC takes great pride in our outstanding instructional programs and support services. We provide a unique and supportive learning experience for students.

Thanks to the generous support of private donors, local voters, and the State, EVC embarked on a major building program. In the spring of 2001, we opened the Gullo Student Center. A new nursing and biology facility called the Sequoia Building was dedicated in the spring of 2002. We opened the Montgomery Hill Observatory in Summer 2003 and a Library/Educational Technology Center in Spring 2004, one of the finest facilities of its kind in the Bay Area. We have also remodeled our chemistry and physics labs to complement new biology facilities, and added more classrooms and lecture halls. These facilities provide exceptional infrastructure for learning. This fall we will begin construction of an addition to the Gullo Student Center and an Arts Center that will include a 500-seat theater, as well as instructional space for art, music, dance, and theater. We are also remodeling the former Library/Learning Resource Center to create a "Student Services Center" that will bring together almost all services needed by students in one building.

The Evergreen experience is about much more than new classrooms and buildings, however. We take great pride in the diversity of our campus, the quality of our faculty and staff, our excellent learning resources, the peaceful beauty of our surroundings, and the richness of our student life program. Together, they provide a holistic, student-centered experience that supports learning in a variety of ways.

Whether you are here to earn an associate degree, complete requirements for transfer to a university, prepare for a career, or for personal improvement, we can help you turn your dream into reality. If you are joining us for the first time, you have taken the first step towards the most important investment you will ever make.

**At Evergreen Valley College, learning is everyone's responsibility.**



# CHANCELLOR'S MESSAGE

---



## Geraldine Evans, Ph.D.

Since you are reading this catalog, we believe that you have made two important decisions. First, you have decided to pursue a higher education, which is an indispensable key to the future for most successful individuals. Second, you have selected one of the best colleges in California as the starting point for achieving your goals. In addition to preparing thousands of students to transfer to four-year universities and colleges, we also help students who are coming to us for professional skills updating, as well as those who are changing their careers completely. At Evergreen Valley College, our outstanding faculty, well-trained counselors and dedicated support staff are here for only one purpose, which is to help you reach your educational, personal and career goals.

Through the academic and training programs offered here at Evergreen Valley College, you will add a significant component and a valuable dimension to your life. As you know, careers (and personal income) accelerate with a college education. College *degrees* play an even greater role in determining how far one rises in today's competitive world. A college education and degree will increase your skills, your knowledge base and your lifetime earning power. Evergreen Valley College will help turn your dreams into your exciting reality.

We are growing at a rapid rate and we invite you to come grow with us. In addition to renovating many areas of our picturesque campus, Evergreen Valley College has recently opened several brand new buildings complete with state-of-the-art learning resources and classrooms including a new Library and Technology Center, the new Sequoia Nursing and Biology building along with the new Montgomery Hill Observatory. At Evergreen we have also created alternative course schedules and, in all areas of academic, professional and vocational study the most innovative approaches to instructional delivery are offered to students.

For decades, we have paid very close attention to the requests and input from our students in every subject area to make certain that our courses are meaningful, relevant and of the highest quality. We have assured that the most critical strategic alignments have been established between the instructional programs we offer and the academic goals expressed by the greatest number of our students.

### At Evergreen Valley College, we are...

- Utilizing the latest in information technology for research, classroom instruction and student services. The very latest educational technology can be found in our classrooms and library.
- Expanding the quality of courses and the quantity of student life activities on our campus with a wealth of interesting, stimulating and fun activities for students of all ages and backgrounds.
- Investing close to \$100 million in campus enhancements, upgrades and new construction projects.
- Transferring record numbers of students to the University of California and the California State University systems.
- Guaranteeing success for all Evergreen Valley College students by providing a variety of support services to assist students through every aspect of their college experience!

We are also extremely proud that our campus community includes students and faculty members representing over 70 different countries from around the world.

On behalf of the faculty, staff and administrators at Evergreen Valley College, we are delighted that you have chosen our campus for advancing your personal education and for setting the stage for a rewarding career. Our students are our most important indicators of success. So, no one will take your success more seriously than the members of the academic and support teams here at Evergreen Valley College. *You* are the reason why we are here!



# CONTENTS

Mission Statement .....	ii	Chemistry .....	28
Governing Board of Administration .....	ii	Communication Studies .....	29
President's Message .....	iii	Computer Aided Design and Drafting .....	29
Chancellor's Message .....	iv	Computer and Information Technology .....	30
<b>Chapter 1 — College Profile .....</b>	<b>1-3</b>	Engineering .....	30
History .....	1	Civil Engineering Technology .....	31
Our Vision .....	2	English .....	31
Our Values .....	2	General Studies .....	31
General Education Philosophy .....	2	Law Enforcement .....	32
College Schedule .....	2	Legal Assistant .....	32
Accreditation .....	3	Music .....	33
South Bay Regional Public Safety Training Consortium .....	3	Performing Arts .....	33
<b>Chapter 2 — Admissions/Registration/Fees/ Financial Aid .....</b>	<b>4-13</b>	Psychology .....	33
Application for Admission .....	4	Speech and Language Pathology Assistant .....	33
Eligibility for Admission .....	5	University Studies - A.A. ....	34
Residency Requirements .....	5	Nursing .....	35
Legal Residency .....	6	<b>Chapter 5 — Course Descriptions and Information . 43-136</b>	
International Students .....	7	Course Information Keys .....	43
Transcripts from Other Colleges .....	8	Course Prerequisites and Corequisites .....	44
Transfer Credit .....	8	Advisories on Recommended Preparation (Advisory Levels) .....	44
Credit for Military Service .....	8	Open Curriculum .....	44
Credit by Examination .....	8	Advisory Math Levels .....	45
Definition of Precollegiate Basic Skills Units .....	9	Advisory Writing Levels .....	45
Registration Procedures .....	9	Advisory Reading Levels .....	45
Minimum Unit Requirements .....	9	Course Numbering .....	46
Maximum Unit Load .....	9	CAN Identification .....	46
Duplicate Course Registration .....	9	Accounting .....	48
Repeating Courses .....	9	Administration of Justice .....	49
Adding Classes .....	10	Anatomy .....	51
Matriculation Program .....	10	Anatomy and Physiology .....	51
Assessment .....	10	Anthropology .....	51
Fees .....	10	Art .....	52
Financial Aid Programs .....	12	Astronomy .....	55
Financial Aid Return Policy/Return to Title IV Aid .....	13	Athletics Intercollegiate Men .....	56
Dropping Classes .....	13	Athletics Intercollegiate Women .....	56
Official Withdrawal from College .....	13	Automotive Technology .....	56
Refunds .....	13	Biology .....	61
<b>Chapter 3 — Graduation/Transfer/ General Education .....</b>	<b>14-22</b>	Botany .....	62
Associate Degree Objective .....	14	Business .....	62
Certificates .....	14	Business Information Systems .....	63
Graduation Requirements for A.A. & A.S. Degrees - EVC and SJCC .....	15	Chemistry .....	71
General Education Requirements - A.S. ....	16	Civil Engineering Technology .....	72
General Education Requirements - A.A. ....	17	Communication Studies .....	73
General Education Reciprocity .....	18	Computer Aided Design and Drafting .....	74
Certification of General Education for State Universities and Colleges .....	18	Computer and Information Technology .....	76
CSU General Education Program .....	18	Computer Information Systems .....	81
EVC Certification List for the CSU System General Education Requirements .....	18	Computer Science .....	81
Transfer/Admission to the CSU System .....	19	Corrections .....	82
CSU General Education .....	20	Dance .....	83
Admission to the UC - All Campuses .....	21	Design .....	84
EVC Intersegmental General Education Transfer Curriculum (IGETC) .....	21	Dispatch .....	85
IGETC - General Education Pattern for EVC .....	22	Drama .....	85
<b>Chapter 4 — Degrees and Certificates .....</b>	<b>23-42</b>	Economics .....	87
Associate Degree and Certificate Offerings at EVC .....	23	Education .....	87
Accounting .....	24	Educational Instruction Technology .....	87
Administration of Justice .....	24	Engineering .....	88
Art .....	25	Engineering Technology .....	90
Automotive Technology .....	25	English .....	91
Business .....	26	English as a Second Language .....	96
Business Information Systems .....	26	Environmental Science .....	99
		Ethnic Studies .....	99
		Family and Consumer Studies .....	100
		French .....	102
		Geography .....	103
		Guidance .....	103
		Health Education .....	105
		History .....	105
		Humanities .....	107
		Individualized Instruction .....	107
		Interdisciplinary Studies .....	107
		Journalism .....	108
		Law Enforcement .....	109
		Legal Assistant .....	111
		Library Studies .....	113



Mathematics .....	114	Student Activities .....	146
Microbiology .....	117	Child Development Center .....	147
Music .....	117	Counseling .....	147
Natural Science .....	120	Disabled Students Program (DSP) .....	147
Nursing .....	120	Extended Opportunity Program and Services (EOP&S) .....	147
Oceanography .....	123	FasTrack Student Support Services .....	148
Philosophy .....	123	Health Services .....	149
Photography .....	124	EVC Job Placement Center .....	149
Physical Education .....	124	Individualized Instruction Labs .....	150
Physical Science .....	127	Library Services .....	150
Physics .....	127	Transfer/Career/Cooperative Education Center .....	150
Physiology .....	128	Technology and Media Services .....	151
Political Science .....	128	Campus Tutoring Program .....	151
Psychology .....	129	Veterans Affairs .....	151
Sign Language .....	130	Special Academic Programs .....	151
Social Science .....	130		
Sociology .....	131		
Spanish .....	132		
Speech and Language Pathology Assistant .....	133		
Theater Arts .....	134		
Vietnamese .....	135		
Work Experience .....	136		
<b>Chapter 6 — Academic Policies .....</b>	<b>137-142</b>	<b>Chapter 8 — Campus and District Policies .....</b>	<b>154-162</b>
Awards of Distinction .....	137	Academic Freedom Policy .....	154
Grades & Grade Point Average .....	137	Academic Senate .....	154
Definition of Letter Grades .....	138	Classified Senate .....	155
Auditing .....	139	Student-Right-to-Know Completion Rates .....	155
Units .....	139	Drug-Free Work Place Policy .....	155
Credit/No-Credit Grading .....	139	Alcohol and Drug Abuse Prevention Program .....	155
Pre-Collegial or Developmental Courses .....	140	Non-Smoking Policy .....	155
Attendance .....	140	Statement of Non-Discrimination .....	156
Academic Renewal .....	140	Office of Diversity .....	156
Academic Leave (Leave of Absence) .....	140	Individuals to Contact .....	156
Student Records .....	140	Sexual Harassment Policy .....	156
Student Access to Records .....	140	Policy of Consensual Relationships .....	157
Family Education Rights and Privacy Act (FERPA) .....	140	Standards of Student Conduct .....	157
Probation and Dismissal .....	141	Student Grievance .....	159
Dismissal from a Class or the College .....	141	Disabilities Harassment/Discrimination Policy .....	160
Procedure on Academic Honesty .....	141	Disabilities Harassment or Discrimination Student Complaint Procedure .....	161
Student Disciplinary Procedures .....	142	San Jose/Evergreen Community College District Safety and Security .....	162
<b>Chapter 7 — Student Life, Student Services, and Special Academic Programs .....</b>	<b>143-153</b>	<b>Chapter 9 — College Personnel .....</b>	<b>163-170</b>
Directory of Student Services .....	144	Faculty and Administrators .....	163
2004-2005 Chartered Student Clubs and Organizations .....	145	Emeriti Faculty and Administrators .....	166
Office of Student Life .....	146	Classified Staff .....	168
		Employees at EVC with Primary Assignment to the District Office .....	170
		Supervisory Personnel .....	170
		District Administrative Staff .....	170
		<b>Index .....</b>	<b>171</b>

The San Jose/Evergreen Community College District and Evergreen Valley College have made every reasonable effort to determine that all information in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the San Jose/Evergreen Community College District or Evergreen Valley College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of the Rules, Regulations, Policies and Procedures, consistent with applicable laws.



# CHAPTER 1 — COLLEGE PROFILE

---

## HISTORY

---



Evergreen Valley College (EVC) is an established energetic institution located on a picturesque 175-acre site in the eastern foothills of San Jose. Planning for the college began on July 1, 1964, when the San Jose/Evergreen Community College District officially became an independent college district. By November 16 of the same year the Board of Trustees had approved an outline for a comprehensive study to develop a master plan for the District.

The citizens advisory committee was formed to assess the educational needs of the District. From 1967 (when the current site was purchased) to 1970, this committee, working with architects, educational consultants, and District personnel, expedited the master planning process by studying all of its facets. The committee recommended to the Board of Trustees plans for a campus that would accommodate a population of 10,000 students. Six years after the official planning effort began, a concept was approved on May 19, 1970. One month later, on June 16, 1970, the Board of Trustees officially gave the college its name: "Evergreen Valley College."

In March 1973 the State Chancellor's Office approved the construction process for the first phase. Phase one, which consisted of the Roble and Acacia clusters, was completed in August 1975. In September 1975 Evergreen Valley College opened its doors to 3,000 students.

The Learning Resources Center opened in fall 1979. The Center houses the Counseling Services, Transfer/Career Center, Disabled Student Services, Language Arts Center, Student Health Center, and Financial Aid. The Learning Resource Center also includes Montgomery Hall, a 250-seat multipurpose facility available for instruction and community service activities.

The Cedro classroom building was completed in January 1984. The Cedro building, in addition to expanding classroom space, provides accommodations for student government activities.

In January 1988 the South Bay Regional Public Safety Training Consortium (formerly known as the Criminal Justice Training Center) moved from San José City College into a new facility located on Evergreen Valley College's campus. The South Bay Regional Public Safety Training Consortium, which is a joint powers agency composed of the San Jose/Evergreen Community College District and other community college districts, provides training and educational facilities for students seeking careers in law enforcement.

In May 2001 the College opened the Anthony and Angelina Gullo Student Center. The Gullo Center provides a new bookstore and dining area for students, as well as meeting and study space. The College continued its building program in Spring 2002 with the completion of the Sequoia Building. The facility provides 35,000 square feet of space for the biology and nursing programs and general use. A new astronomical observatory opened in August 2003.

In June 2004, the College opened a new Library/Educational Technology Center that adds tremendous new student learning resources to the campus. An Arts Complex for the visual and performing arts and an addition to the Gullo Center are scheduled to be under construction in 2004.

## IN THIS CHAPTER:

- History
- Our Vision
- Our Values
- General Education Philosophy
- College Schedule
- Accreditation
- South Bay Regional Public Safety Training Consortium



Like other California public community colleges, Evergreen Valley College is tax supported. However, Evergreen Valley College is unique in that: (1) its location in Silicon Valley affords students opportunities to network with high-tech industries, and (2) EVC is engaged in a \$70 million facilities development program that will provide students with additional learning and career-building resources.

Evergreen Valley College joins San José City College in serving residents of the 303-square-mile San Jose/Evergreen Community College District (SJ/ECCD). The District includes Milpitas, San Jose Unified, and Eastside Union High School Districts.

Residents who are high school graduates or at least 18 years of age may attend either college, as there are no attendance boundaries within the District. Our agreements with the Eastside Union High School District enable their enrolled high school students to earn up to one year of collegiate credit by completing classes at Evergreen Valley College.

---

## ***OUR VISION***

Our vision is for Evergreen Valley College to be a high-quality learning institution that is student centered with a welcoming acceptance of all in an open, collaborative manner.

---

## ***OUR VALUES***

Our core value is High Quality Learning. This value is built on:

- Learning-centered education with student-centered services
- Innovative teaching that inspires lifelong learning
- Technology used in support of learning
- A welcoming environment that embraces diversity
- Community partnerships and services
- Fostering trust through mutual respect

---

## ***GENERAL EDUCATION PHILOSOPHY***

All students who complete a degree program at Evergreen Valley College will engage in an organized program of general education that:

- fosters personal growth and lifelong learning
- presents them with, and helps them to interrelate a broad range of human knowledge and thought
- expands their range of scientific, intellectual, and aesthetic experiences, interests, and abilities
- develops effective personal interpersonal and social skills
- assists in the process of clarifying and applying values in their daily lives
- fosters a sense of civic responsibility
- expands their understanding of national and global affairs
- fosters the student's sense of individuality in the context of the larger world
- fosters an appreciation of the oneness of human kind

Helping our students achieve these general education learning outcomes is a shared responsibility in all coursework. General education learning outcomes include a specific focus on such topics as:

- aesthetic sensitivity
- civic responsibility and involvement
- civility
- computer competency
- critical analysis/logical thinking
- individual, cultural and international diversity
- ethical principles
- historical sensitivity
- information competency
- personal integration
- interpersonal skills
- oral communication
- political awareness
- scientific and quantitative reasoning
- social responsibility
- working in groups
- written communication
- critical reading skills
- economic theory

All students will achieve these learning outcomes, in part, through participation in a general education core curriculum that includes work in:

- Written Communication
- Oral Communication
- Critical Thinking
- Physical Sciences
- Life Sciences
- Quantitative Reasoning
- Fine Arts, Humanities
- Social and Behavioral Science
- Lifelong Understanding and Self Development
- Physical Health and Activity
- Cultural Diversity/Ethnic Studies

A concentration of major courses combined with general education will comprise an Associates Degree.

Approved by SJCC and EVC Senates Spring 2004;  
Approved by Governing Board June 8, 2004

---

## ***COLLEGE SCHEDULE***

Evergreen Valley College offers classes on a year-round basis. Students can enroll at almost any time during the year to pursue or accelerate their instructional program.

In addition to the traditional Fall, Spring, and Summer sessions, other college program options include Weekend College, Short Term, and Distance Education Programs. EVC is pleased to offer a variety of educational opportunities that can accommodate the most challenging educational objectives and students' scheduling needs.





**SHORT TERM**

Short term courses are offered during the Fall and Spring semesters. These courses start later in the semester to assist new students who are unable to enroll at the beginning of the semester; provide options for continuing students who need an additional class; allow students to replace a class that may have been dropped; accelerate an instructional program; or enhance individual programs of study.

Students may register for short term courses at the same time they register for semester-length courses. Many courses have basic skill prerequisites that may require a placement test. When possible, enrollment in these courses should be completed prior to the first day of the short term course class.

**SUMMER SESSION**

Courses offered in the Summer session supplement the classes offered during the academic year. Summer session courses are generally designed to help students meet basic course requirements and prerequisites as well as college transfer needs. Students may complete prerequisites for courses offered during the next semester, enroll in required courses in general education, or accelerate their college programs. Recent high school graduates may also enroll to obtain an early start in college work.

**EVENING CLASSES**

Evening classes parallel day classes in prerequisites, course content, and time devoted to preparation of assignments, and examinations. Because college requirements for the associate degree for evening programs are the same as those for day programs, students may attend evening classes to prepare for a vocation or to satisfy lower division requirements for university transfer.

**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 Jose/Evergreen Community College District.

Evergreen Valley College is fully accredited as a two-year degree-granting institution by the Western Association of Schools and Colleges.

Credit from the College 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***

The San Jose/Evergreen Community College District is a participant and sponsor of the South Bay Regional Public Safety Training Consortium. This Consortium 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. Telephone (408) 270-6458.



The new Library/Educational Technology Center, also shown on pg. 1



# CHAPTER 2 —

## ADMISSIONS/REGISTRATION/FEEES/FINANCIAL AID

---



### IN THIS CHAPTER:

- Application for Admission
- Eligibility for Admission
- Residency Requirements
- Legal Residency
- International Students
- Transcripts from other Colleges
- Transfer Credit
- Credit for Military Service
- Credit by Examination
- Definition of Precollegiate Basic Skills Units
- Registration Procedures
- Minimum Unit Requirements
- Maximum Unit Load
- Duplicate Course Registration
- Repeating Courses
- Adding Classes
- Matriculation Program
- Assessment
- Fees
- Financial Aid Programs
- Financial Aid Return Policy/Return to Title IV Aid
- Dropping Classes
- Official Withdrawal from College
- Refunds



### APPLICATION FOR ADMISSION

---

All new and returning students must complete a formal application for admission prior to registering. Applications are available at the Office of Admissions and Records, and online at <http://cccapply.org>. Applications/signature pages must be complete and submitted to the Office of Admissions and Records before admission is granted.

The following programs have additional admissions criteria and forms, which students must complete before admission to these programs can be considered:

- Corrections
- Law Enforcement
- Nursing
- Honda Certificate Program

See the respective programs for forms and other information.

"...unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, 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.

Per Title 5 Section 51006

### NOTICE TO ALL APPLICANTS:

Colleges typically use the Social Security Number (SSN) to identify student records, and its use is authorized by the State Chancellor's Office of the California Community Colleges System for evaluation of educational programs and services. State legislation suspends future use of the SSN as a student identifier. A unique college ID number is automatically assigned to EVC student records at admissions, and students will be required to use this ID number for all services with the college.

### ADMISSION GUIDE — HOW TO APPLY

**New College Student** (a new college student is one who has never attended any college):

1. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
2. Schedule and complete Assessment and Orientation.
3. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).

**Returning Student – On Clear Academic Status** (returning students are those who have previously enrolled in the San Jose/Evergreen Community College District, but have missed one or more consecutive semesters):

1. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
2. See a counselor to update or review your Educational Plan.
3. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).



**Returning Student – On Probation Status:**

1. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
2. Schedule a counseling appointment; call (408) 270-6474.
3. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).

**Returning Student – On Dismissal Status:**

1. Complete a readmission petition; submit to the Counseling Office.
2. Schedule a counseling appointment; call (408) 270-6474.
3. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
4. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).

**Transfer College Student** (student who has attended another college):

1. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
2. Schedule a counseling appointment; call (408) 270-6474.
3. Bring unofficial college transcripts to your counseling appointment.
4. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).

**High School Student:**

1. Submit an application and an "Attendance for Special Part-Time High School Students" (R-40) form, signed by your high school principal, and your parent/legal guardian (required). Identify specific courses for which you wish to register.
2. Schedule and complete Assessment.
3. Register for class(es) in person at Admissions and Records. **Note:** High school students must submit a new R-40 form each term they enroll, and are not given priority registration or considered continuing students.

**Continuing Student:**

1. No application is necessary.
2. EVC will send registration information to the student.

**Open Curriculum Class(es) Only:**

1. File an Application for Admission online (<http://cccapply.org>) or with the Office of Admissions and Records.
2. Register for class(es) by calling (408) 223-0300, or online at [WebReg.sjeccd.org](http://WebReg.sjeccd.org).

**Admissions and Records Office hours:**

Monday–Thursday 8 a.m. – 6:30 p.m.  
Friday 9 a.m. – 1:00 p.m.

**ELIGIBILITY FOR ADMISSION**

To be eligible for college admission, applicants must be high school graduates, have passed the California Proficiency Examination, hold a GED, or be 18 years of age or older. Admission is at the discretion of the college and based on the assessment of the College administration, students must be able to benefit from enrollment at EVC.

**HIGH SCHOOL STUDENTS UNDER AGE 18**

High school students who wish to also attend Evergreen Valley College must attend high school at least part-time and have an Attendance Approval form for Special Part-Time High School Students (R-40) completed and filed in the Office of Admissions and Records. The R-40 form must be signed by the high school principal, the student's parent/legal guardian and list the specific courses for which the student is approved. High school students must be in the 9th to 12th grades in order to attend EVC. High school students cannot enroll in more than 12 units per semester unless a petition is filed with and approved by the Admissions Director. High school students must submit a new R-40 form each semester, and are not considered continuing students by state mandate. They are also required to register in person, and have completed assessment prior to registration. In compliance with new state requirements, high school students enrolling at EVC may not enroll in PE or basic skills courses, and are only eligible for enrichment, vocational, or other courses not available through their high schools.

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 Admissions Director for special admission of his/her child as a part-time student. All students must complete assessment, which will be used in determining appropriate course placement. The R-42 form must be complete and submitted with required supplemental information to the Office of Admissions and Records.

For more information, call (408) 270-6441.

**RESIDENCY REQUIREMENTS**

"Enrollment to the College is open to all admitted students who meet applicable valid prerequisites."

Per Chancellor's Office Legal Advisory and United States District Court for the Central District of California March 17, 1998 ruling

Students are required to furnish a statement of legal residence when they apply.

1. Any student who is a legal resident of the State of California (see Legal Residency) may attend classes in the San Jose/Evergreen Community College District tuition free. However, in the California Community College System, there is a required enrollment fee charge, payable at the time of registration. No payment plans are available.

Non-resident students may attend the college but must pay full tuition, in addition to the California Community College enrollment fee, at the time of registration. Non-residents must pay fees by credit card or money order. No personal checks will be accepted. No payment plans are available.

International students who have met special admission procedures and enrollment priorities are considered non-residents. Students with this classification may attend but must pay full tuition and all other associated College fees at the time of registration. International students must submit proof of adequate resources to fund their EVC education, and must pay fees by credit card or money order. No personal checks will be accepted. No payment plans are available to International students.

2. The District Board of Trustees sets tuition annually. As of this publication, the current non-resident tuition is set at \$160 per unit. Consult the current Schedule of Classes for other related fees.



## LEGAL RESIDENCY

Students are defined as legal residents of California if they:

- are U.S. citizens
- are in the process of becoming a U.S. citizen, OR
- have an alien status that allows them to establish domicile in the United States

Individuals are California residents if they fulfill one of the following requirements:

1. They are at least 19 and have been a legal California resident for more than one year and one day immediately preceding the first day (residency determination date) of the EVC semester for which they have applied.
2. Unmarried persons between 18 and 19 years of age shall have their residency classification determined by considering (a) the residency status of their parent or legal guardian while they are under 18 and (b) their own residency after they become 18. The total time (a plus b) must be more than one year as in #1 above. (See item #16 for exceptions)
3. Unmarried persons under 19 who can prove that they have been entirely self-supporting, who intend to become California residents, and have been present in California for more than one year immediately preceding the residence determination date, shall be entitled to residence classification until the student has resided in the state for the minimum time necessary to become a resident.\*
4. Military Personnel: A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until the student has resided in the state for the minimum time necessary to become a resident.\*
5. Dependent of Military Personnel: "An undergraduate student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty and not assigned for educational purposes to state supported institutions of higher education shall be entitled to resident classification for purposes of determining the amount of tuition and fees so long as the member remains stationed in California with the armed forces, and thereafter, for no longer than a one year period."

Per Chancellor's Office recommendation related to Ed Code Section 68074

Should that member of the armed forces of the United States whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, be thereafter transferred on military orders to a place outside the continental United States where the member continues to serve in the armed forces of the United States, the student dependent shall not lose his or her resident classification.

6. Parent was California Domiciliary who left: A student who remains in this state after his or her parents, who was theretofore domiciled in California for at least one year immediately prior to the leaving and has, during the student's minority and within one year prior to the residency determination date established residency elsewhere, shall be entitled to resident classification until the student has attained the age of majority and has resided in the state for the minimum time necessary to become a resident, so long as, once enrolled, the student maintains continuous full-time attendance at an institution.

7. Two-Year Care and Control: A student shall be entitled to resident classification if, immediately prior to enrolling at an institution, he or she has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California for the minimum time necessary to become a resident, so long as continuous full-time attendance is maintained at an institution.\*

8. Non-Resident Employees and/or Their Dependents: A student who is a full-time employee of an institution or any state agency (see definitions below) or a student who is a spouse or child of a full-time employee of an institution or of any state agency may be entitled to resident classification until he or she has resided in the state for the minimum time necessary to become a resident.\*

**State Agency:** Every office, department, division, bureau, board, or commission of the state of California.

**Institution:** Any university or college of the California State Universities and Colleges, the University of California, the California Maritime Academy, or any California Community College.

9. Employees of Public Schools: A student holding a valid public school credential authorizing service in the public schools of this state who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution shall be entitled to resident classification.\*
10. Students employed by a Public Agency: A student who has been hired by a "public agency" may be classified as a resident for enrollment in and completion of police academy training courses.

"Public agency" as defined by this section means the state or any city, county, district, or other local authority or public body of or within the state of California.

11. Apprentices: A student claiming resident status as apprentice shall provide evidence, such as a card or certification from the Joint Apprenticeship Committee or the student's employer, evidencing such apprenticeship status.\*
12. Adult Dependent Child of a California Resident: A student who has not been an adult resident of California for more than one year and is the dependent child of a California resident shall be entitled to resident classification until the student has resided in California for the minimum time necessary to become a resident, so long as continuous attendance is maintained at the college. Thereafter, the student must meet requirements for establishing residency.\*
13. Graduate of School Operated by Bureau of Indian Affairs: A student who, prior to enrollment in a community college, graduated from any school located in California that is operated by the United States Bureau of Indian Affairs is entitled to resident classification, so long as continuous attendance is maintained at the college.
14. Agriculture Employment: A district may classify a student as a resident if he/she lives with a parent (who is not precluded from establishing residence by Immigration and Naturalization Service) who earns a livelihood primarily by performing agriculture labor for hire in California and other states and the parent has performed such labor in this state for at least two



months per year in each of the two preceding years, the parent lives within the district that maintains the community college attended by the student, and the parent claims the student as a dependent on his/her state or federal personal income tax returns if he/she has sufficient income to have a personal income tax liability.\*

A district may also classify a student (who is not precluded from establishing residence by Immigration and Naturalization Service) as a district resident if he/she earns a livelihood primarily by performing agriculture labor for hire in California and in other states, and has performed such labor in California for at least two months per year in each of the two preceding years.

15. Alien Students: A student who is an alien may establish his/her residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the student has had residence in California for more than one year prior to the residence determination date for the semester, quarter, or other session for which attendance is proposed.\*

Persons holding the following visas cannot establish residency: B-1, B-2, C, D-1, D-2, F-1, F-2, F-3, H-2A, H-2B, H-3, H-4, J-1, J-2, M-1, M-2, M-3, O-2, P-1, P-2, P-3, P-4, Q-1 to Q-3, S-5, S-6, TN/TD, TWOV.\*

**Please see the admissions clerk for the classifications that do not preclude students from establishing residency.**

16. A United States citizen who is an unmarried minor child of an undocumented parent is eligible to establish residency.\*
17. All others shall be classified as non-resident students and will be required to pay the non-resident tuition as well as other fees associated to the College at the time of registration. Classifications are to be based on evidence presented in residence questionnaires and further evidence deemed necessary by the college. The student may be required to certify these residency statements under penalty of perjury or certify them under oath to an employee of the college who is authorized by the governing board to receive oaths.

**Non-residents and International students** are required to pay non-resident/international student tuition in addition to all other fees listed. Fees are payable upon registration. Payments must be made in cash, by certified check, travelers check, or Visa/MasterCard. No payment plans are available.

**Non-residents and undocumented students** who attended a California high school for three or more years and graduated from a California high school or attained its equivalent may be exempt from non-resident tuition (AB540). These students are required to pay other specific fees. AB540 does not grant California residence; it requires certain non-resident students be exempted from paying non-resident fees. Students qualifying for AB540 are not eligible for the BOG fee waiver.

- \* 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.

## INTERNATIONAL STUDENTS

Evergreen Valley College selects a broadly representative complement of international students for admission each year, but may restrict the number from any one country to ensure representation from many nations. International student applicants, students currently here on student visas wishing to transfer to EVC, or others interested in the International Student Application and/or information should see the International Student Coordinator located in the EVC Counseling Department.

International Student Application packets are available year round in the Dean of Counseling and Matriculation Office, L-114. 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 Student Applications.
2. Application for Admission to Evergreen Valley College.
3. International Student Memo of Understanding.
4. TOEFL with a score of 500 or higher on the paper test and 173 or higher on the computerized test.
5. Notarized Affidavit of Support.
6. Letter of Financial support from parents or sponsor.
7. An official bank letter indicating the current balance in U.S. dollars and/or employment verification, from parents or sponsor.
8. A non-refundable \$100 application fee (subject to change).
9. High school or college transcripts.
10. Summary from the applicant describing the following topics:
  - a. Why the student chose to attend Evergreen Valley College.
  - b. What will be attained while at Evergreen Valley College.
  - c. What will the student hope to bring back to their home country as a result of their experience.
  - d. What personal qualities does the student possess that will make him/her a strong candidate for admission.

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

Each international student must pay the non-resident tuition (\$160 per unit, plus registration and other fees which are subject to change without notice) at the beginning of each semester. Payment can only be made by cash, credit card, or money order. No personal checks are accepted. Students who fail to pay tuition will not be allowed to register.

Each international student is strongly urged to carry a health insurance policy. International students are asked to sign a waiver form at the time of application if they do not have health insurance. Regardless of whether or not health insurance is purchased, each international student is asked to have a tuberculin (TB) skin test and measles/rubella immunization prior to admittance to Evergreen Valley College. Students may, during the first four weeks of the semester, make an appointment in the campus Health Services Office when classes begin.

International Students must complete 12 units each semester, with an average grade of "C" or better. All 12 units must be taken at Evergreen Valley College, without exception.



International students must inform the International Student Office, located in the Dean of Counseling and Matriculation Office, Room L-114, 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.

### SEVP/SEVIS

The Student and Exchange Visitor Program (SEVP) is the re-engineered non-immigrant student and exchange visitor (F, M, & J categories) process. SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, & J-2). SEVIS enables schools and program sponsors to transmit electronic information and event notifications via the Internet to the INS and Department of State throughout a student's or exchange visitor's stay in the United States. The system will reflect changes in international student or exchange visitor status.

In addition to requiring former records from foreign students, SEVIS will track changes in student enrollment, initial enrollment dates, student failure to enroll, student enrollment that drops below a full course of study, failure to maintain status, change of name or dependent name, disciplinary action taken by the school against a student who has been convicted of a crime, and graduation prior to the 1-20's identified projected completion date.

## ***TRANSCRIPTS FROM OTHER COLLEGES***

---

Transcripts from other post secondary education institutions may be required to verify a transfer student's prerequisites for certain classes and/or to establish reading and writing levels for admission to a class. 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, and will not be accepted from the student. Official transcripts become the property of the college, and will not be returned to or copied for the student.

A foreign transcript evaluator must officially evaluate coursework and degrees from colleges outside of the United States. Information is available in the Office of Admissions and Records, or by calling (408) 270-6441.

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

Candidates applying to the Nursing Program must submit an official high school transcript and official transcripts from all previously attended colleges with their Nursing application. Applicants will not be considered for admission to the program if official transcripts are not received with their application.

## ***TRANSFER CREDIT***

---

Unit credits may be granted for work completed at other regionally accredited collegiate institutions. To receive such credit, the student must have official transcripts of the prior work sent directly to the Office of Admissions and

Records. 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.

## ***CREDIT FOR MILITARY SERVICE***

---

Upon submission of a copy of the DD-214 (Discharge), persons 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. Additional units, for certain military technical schools, may be granted upon evaluation of the DD-214. 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.

## ***CREDIT BY EXAMINATION***

---

### DEPARTMENTAL CREDIT BY EXAM

Students may earn college Credit by Examination under specified conditions, but not all courses can be challenged using Credit by Examination. Courses that are eligible for the Credit by Examination process are identified in this catalog by the letter "E" listed in the "grading" designation for the course. Meet with a college counselor for more information.

Students may not earn more than 12 units of Credit by Examination. 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.

Credit by Examination "may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college."

Per Title 5 Section 55753

### ADVANCED PLACEMENT PROGRAM

COLLEGE ENTRANCE EXAMINATION BOARD ADVANCED PLACEMENT PROGRAM (CEEB) and COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) — College credit will be granted to students who provide the college with official test results showing minimum passing scores for either CEEB or CLEP examinations.

### 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 **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.



## **DEFINITION OF PRECOLLEGIATE BASIC SKILLS UNITS**

Precollegiate basic skills/developmental courses are designed to improve a student's competence to a level deemed essential for college study. They are not designed for transfer and may not be accepted as units toward the Associate degree. Such courses shall only be taken as credit/no credit.

### **LIMITS ON PRECOLLEGIATE BASIC SKILLS UNITS**

"No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement."

"The following students are exempted from the limitation on remedial coursework described in subsection of the section:

- (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) ... any student who shows significant, measurable progress toward the development of skills appropriate to his or her 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.

"A student who does not attain full eligibility status for college-level work...shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses."

"A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework." The request should be made to the Counseling Administrator on the campus.

Per Title 5 Section 55756.5 (b)

## **REGISTRATION PROCEDURES**

Students will register according to an approved district priority process, and will be assigned registration dates based on units earned at Evergreen Valley College. Continuing students should refer to registration information mailed to them each semester. New students will be given registration dates published in the Schedule of Classes when they apply.

To be eligible for EVC admission, students must be at least 18 years old or have one of the following documents:

- high school diploma
- General Education Degree (GED)
- high school proficiency certificate

or be able to benefit from the instruction offered at EVC.

High school students must submit both an EVC Application for Admission and an "Attendance Approval for Special Part-Time Students" (R-40) form. (This form must be signed by the student's high school principal, parent/legal guardian, and identify specific EVC course for which the student wishes to register.) Students not yet in high school must submit a special R-42 form and a letter of recommendation from a school principal. These students must meet with the Admissions and Records Director and the EVC president must approve all R-42 applicants before admission to EVC can be completed.

## **CLASSIFICATION OF STUDENTS**

Students intending to graduate in two years must register for a minimum, full-time program of 15 units per semester. Reduced loads have the following classifications:

### **Fall and Spring Semesters:**

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

### **Summer Session:**

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

**Freshman** : 0-30 units completed

**Sophomore**: 30 or more units completed

## **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 Office for specific requirements.

## **MAXIMUM UNIT LOAD**

Students are restricted each semester to a maximum load of 18 units during a regular semester or 7 units during a summer session.

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

## **DUPLICATE COURSE REGISTRATION**

Unless otherwise noted, students may not register and receive credit for any course taken twice within the same semester, including PE courses. Students are responsible for dropping duplicate courses for which they have enrolled.

## **REPEATING COURSES**

Students may not repeat any course in which they have received an incomplete (I) or have already received a final grade of "C" or better, unless the catalog indicates that credit may be repeated. (Some extenuating circumstances may be considered with approval of the Admissions Director.) In addition, students who have multiple "W" notations for the same course may be denied future registration in that course based on California Education Code rules currently under review. Excessive withdrawals may effect the students progress status.

"A student is not limited to the number of times he or she can take a course if it is a "legally mandated training requirement as a condition of continued paid or volunteer employment." A student may take these courses any number of times.

Per Title 5 section 58161



## ADDING CLASSES

When adding a class, students must register and pay fees (as appropriate). Classes may be added via instructor permission and by Block Add. Students may add classes provided that:

1. There is space available.
2. The student has met the course prerequisite(s) (if applicable) and is eligible for the class.
3. If the class is closed, students on waitlists should attend the first meeting of the class to determine space availability.

Classes may not be added after 20% of the class has been in session.

Students may not attend classes in which they are not enrolled. SJ/ECCD does not permit auditing.

## MATRICULATION PROGRAM

### MATRICULATION RIGHTS AND RESPONSIBILITIES

Students' rights and responsibilities related to matriculation are governed by a series of state regulations.

The primary goal of matriculation is for students to succeed in establishing and achieving their educational goals.

To achieve this goal, the matriculation process provides all new students with:

- admissions,
- assessment,
- an orientation to the college,
- a counseling appointment,
- an individual educational plan, and
- follow-up counseling and support for high-risk students.

Matriculation is also designed to help the college maintain high academic standards by assessing reading, writing, and math skills and by establishing prerequisites for courses that will provide students with skills necessary for succeeding in those courses.

## ASSESSMENT

New students are encouraged to complete assessment. Counselors use assessment scores to help students choose the best courses to meet their career and educational goals, and which take into consideration their prior educational preparation. Evergreen Valley College offers placement tests in English (ESL and EFL) and Mathematics.

The "English as a First Language" (EFL) test is the English skills assessment for persons who speak English only, or for those who speak English and another language(s) and consider their English to be stronger than their skill in the other language(s). The "English as a Second Language" (ESL) assesses language skills for persons who speak English and another language(s) and consider their skill in the other language(s) to be stronger than their skill in English.

Mathematics placement determines math skills on levels ranging from basic mathematics to beginning calculus.

Counselors will discuss assessment scores with new students at Orientation. If students think that test results do not reflect their true ability, they may retake the test, take a department-approved challenge exam, or make a course selection based on a counselor's recommendation. In any case, assessment is designed to provide students with the best information and advice possible resulting in college success.

First-time college applicants who wish to take classes that have academic requirements, including high school students (with R-40 forms on file), junior high and special admit students (with R-42 forms on file), are required to complete assessment.

Non high school students 18 years of age or over, who enroll in open curriculum classes only, are exempt from completing assessment. Other persons who may be exempt are: persons who have a transcript indicating successful completion of a college-level English and/or Math course needed as a prerequisite; persons who have a transcript indicating successful completion of a two-year (Associate) degree, four-year (Bachelor) degree, or higher received from an accredited institution; persons who can demonstrate life experience that requires basic skills. (For example, a journalist would not have to take a writing assessment.)

Questions regarding assessment should be directed to the Assessment Center at (408) 274-7900 ext. 6636 or the Counseling Office at 270-6474 or 270-6475.

In later semesters, if a student has problems in meeting basic skills prerequisites, the student should consult a college counselor. If, after consultation with the counselor, the student is not satisfied, he/she has the right to appeal for additional assessment. A counselor will indicate the person(s) on the campus to whom the student should direct the appeal. At the end of the appeal/assessment process, the student will be expected to meet course prerequisites but may choose to take a course higher than the student's basic skills level(s). If the student is still dissatisfied with the placement decision after the appeal/assessment process, the student may contact the Dean of Counseling and Matriculation or an Instructional Dean, or make use of the grievance procedures outlined in this catalog. The College is committed to hearing student concerns and meeting students' needs.

## FEES

### PLEASE NOTE

All fees are subject to change as mandated by the District Board and California Legislature.

### ENROLLMENT FEES

All students are required to pay enrollment fees at the time of registration.

Students who are California residents are currently required to pay \$18 per unit. The California Legislature is reviewing enrollment fees and intends to increase fees for the 2004-2005 term to be decided at a later date. If they do so, students will be required to pay additional fees even if they have already registered, per state mandate.

High school students taking classes for either high school credit or college credit will NOT be required to pay enrollment fees, but other fees may be required.





Students may be eligible for a Board of Governors' Waiver of Enrollment Fees if they are on Temporary Aid for Needy Families (TANF, formerly AFDC), Supplemental Social Security (SSI), or General Assistance; or their total income and number of dependents meet specific criteria; or they have a demonstrated need indicated on their financial aid application. (See Board of Governors' Fee Waiver)

Approved applications for fee waivers and proof of eligibility should be filed prior to registration. Applications for the fee waiver are available in the Office of Financial Aid or in the Schedule of Classes.

Indentured apprentices fulfilling related instruction are exempt from enrollment fees. Proof of apprenticeship status is required.

Employed students should check with their companies to determine whether the firm has a fee reimbursement policy.

Enrolling in classes is a contract between the college and the student. Students are responsible for paying all fees by the published deadlines, and will be dropped for nonpayment prior to the first day of the term. 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 refer to guidelines for dropping classes to avoid fee penalties.) All campus fees and tuition are payable by the published deadlines; students registering in person are expected to pay at that time. Payment may be made by cash, check, traveler's check, money order, or Visa/MasterCard. Credit card payments may be made on Star (408-223-0300) or online at WebReg.sjcccd.org. Personal checks are not accepted for international or non-resident student tuition and fees.

A \$10 processing fee is charged for each returned check.\*

### NON-RESIDENT/INTERNATIONAL STUDENT TUITION

Non-resident students (including International Students) are required to pay \$160/unit in tuition as noted under "Enrollment Fees" **in addition** to the standard resident fees.\* (See Residency information.)

Fees must be paid by credit card or money order. Personal checks are not accepted for international or non-resident students.

### GENERAL EDUCATION CERTIFICATION

Upon written request to the Office of Admissions and Records, students are provided with two free copies of their General Education Certification; thereafter, a fee of \$5 per copy will apply.

### 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 \$13\* per semester, and is payable at the time of registration, unless a student is eligible for the BOG Fee Waiver. 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.

### Exceptions

- Concurrently enrolled high school students with an approved R-40 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 bona fide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students receiving assistance through the state enrollment fee program (BOGFW)
- Students taking Friday evening, Saturday, or Sunday classes only
- Students taking only short-term classes which meet on campus seven times or less

\*Fees are subject to change by the Legislature.

### MATERIAL FEES

Many classes require a material fee. The rates vary by class. Please check individual course offerings for the amount required.

### PARKING FEES

Students may purchase regular semester parking permits at the time of registration: day and night permits, \$40; motorcycle permits (required), \$14; daily parking tickets, \$2 per day. Paid parking is enforced Monday through Saturday. Permits and daily parking tickets are good at both EVC and SJCC campuses. A parking permit does not guarantee a parking space; it merely gives the student the convenience of not buying daily permits.

Students who receive a Board of Governors Fee Waiver (BOGFW) will be charged a maximum of \$20 for regular semester parking permits. Check the Summer Schedule of Classes for Summer parking fees.

### 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. Please visit the EVC ASB office in Gullo to obtain a sticker, and additional information about ASB benefits.

### STUDENT CENTER FEE

A Student Center Fee is assessed at Evergreen Valley College only. This fee was approved by popular student vote in the spring of 1994. Funds collected for this purpose are used exclusively for the construction, maintenance, or operation of a student center. EVC students are required to pay a Student Center Fee of \$1-\$5 per semester. The fee is nonrefundable unless the student withdraws from all classes prior to the end of the 10th day of the term or the District cancels all of the student's classes.

### 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.

### STUDENT'S SCHEDULE

Students are mailed a free copy of their semester program prior to the beginning of each semester; thereafter, a fee of \$2 per copy applies. Students may also access their schedules online at WebReg.sjcccd.org free of charge.

### STUDENT ID CARD FEE

A no cost Student Identification Card is issued to all students the first semester of enrollment. The card should be retained for use in future semesters. Lost cards may be



replaced for free. Students may purchase a photo ID card in the Library for \$5 (non-refundable). The ID cards are used to access the College Library, health, 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 \$5 (non-refundable).

**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 OBLIGATIONS**

A student is responsible for clearance of all obligations at the College. The College and the District will deny further services to a student who does not clear all obligations at the College.

Students having a "hold" cannot register for subsequent semesters or request a copy of transcripts.

**TRANSCRIPTS**

Students may request transcripts in the Office of Admissions and Records or via fax. The first two district-wide transcripts are 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.

**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. The first two verifications are free.

Third-party agencies must request verifications through the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

**FINANCIAL AID PROGRAMS**

**FINANCIAL AID**

Financial Aid programs at Evergreen Valley College are available from both Federal and State sources.

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

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

**FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAMS**

1. Federal PELL Grant: For undergraduate students in an eligible program.
2. Federal Supplemental Education Opportunity Grant (FSEOG): For FPELL recipients with exceptional financial need.
3. Federal Stafford Loans: For students in an eligible program.
4. Federal Work-Study: Employment for students in an eligible program with financial need.

**STATE OF CALIFORNIA FINANCIAL ASSISTANCE PROGRAMS**

1. Cal Grant B – Eligibility determined by the State for undergraduate study.
2. Cal Grant C – Eligibility determined by the State for undergraduate vocational programs.
3. Extended Opportunity Programs and Services (EOP&S). Grants, Work-Study, and CARE. See the EOP&S section of this catalog.
4. Board of Governors' Fee Waiver – Waives the Enrollment Fee for eligible students.

**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**

You must be a California resident and meet any one of these three criteria:

1. You (or your parent, if you are a dependent) receive public assistance from Temporary Assistance for Needy Families (TANF/CalWORKs) or Social Security Income (SSI) or General Assistance/General Relief or have dependent's fee waiver certification from the California Department of Veterans Affairs.
2. You (or your parents) meet the following income standards:

**2004-2005 Income Standards for BOGFW Part B Eligibility**

Family Size	2003 Income
1	\$ 13,470
2	\$ 18,180
3	\$ 22,890
4	\$ 27,600
5	\$ 32,310
6	\$ 37,020
7	\$ 41,730
8	\$ 46,440

Each Additional Family Member 4,710

**OR** you have zero EFC

3. You have completed the Free Application for Federal Student Aid (FAFSA) and have "financial need."

**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT STUDENT EXPENSE BUDGET (2004/2005)**

In order to treat students in like situations equally, standardized costs of attendance are established each year and are applied to applicants in similar situations. This means that students with similar circumstances will receive the same allowances for rent, food, personal expenses, books, supplies, transportation, and fees. The costs are established using state recommendations based upon cost of living indicators.

	Living at Home With No Dependents	Not Living at Home
Tuition and Fees	542	542
Books and Supplies	1,260	1,260
Personal/Miscellaneous	2,250	2,250
Transportation	960	990
Maintenance	4,050	9,000
<b>TOTAL</b>	<b>\$9,062*</b>	<b>\$14,042*</b>



**Other factors that could affect budget expense:**

- Non-resident fee
- Dependent care (must be documented)
- Actual out-of-pocket disability-related expenses allowable on a case-by-case basis
- Room and board and personal/miscellaneous are excluded from the cost of attendance in the case of a Federal Pell Grant for a less than half-time student
- Prorated for more or less than the 9-month academic calendar
- Fees include Enrollment Fee (pending legislation), AS Activity Fee, Health Fee, Student Center Fee, and Representation Fee

The Financial Aid Program at Evergreen Valley College welcomes all students who are interested in applying for assistance to stop by the office in L-102 in the Learning Resources Center Building or to call (408) 270-6460. Applications and detailed information are available.

***FINANCIAL AID RETURN POLICY/  
RETURN TO TITLE IV AID***

Federal Student Aid recipients who withdraw from all classes prior to the 60% point of the semester will be subject to the "Return to Title IV Aid Policy" as prescribed by the U.S. Congress. It will affect students who receive Federal Financial Aid in the form of grants and/or loans. 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. Both the student and the institution must return unearned Federal funds to the Title IV Aid. (Students who withdraw from all classes may still be eligible for a post withdrawal disbursement depending on the length of time they remained enrolled.) For more information, contact the Office of Financial Aid located in Room L-102, or call (408) 270-6460.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S) AND COOPERATIVE AGENCIES RESOURCES FOR EDUCATION PROGRAM (CARE)**

These two student services programs provide a variety of support services to eligible, low-income students. The services include book vouchers, financial aid grants, and meal tickets. Complete program information and eligibility criteria are located in Chapter 7 of this catalog.

***DROPPING CLASSES***

Students are responsible for dropping classes; classes are not dropped automatically for non-attendance. A student may drop a class by calling the STAR System (408) 223-0300, using WebReg.sjeccd.org, 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 the course within the first 4 weeks or 20% (whichever comes first) of the class. (See the Schedule of Classes for specific dates.)
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course after the 5th week, but before the end of the 14th week of the regular semester (or 75% of the term, whichever is less).
3. Students must receive an evaluative grade (A-F; CR/NC) if they do not drop by the deadlines above.

4. Students may be granted a "W" (Withdrawal) symbol after 75% 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, including those which they never attended.

***OFFICIAL WITHDRAWAL  
FROM COLLEGE***

Students who wish to withdraw from **all** classes during the semester must drop their classes by STAR (408) 223-0300, online at WebReg.sjeccd.org, or in-person at the Office of Admissions and Records. Students who do not officially drop courses may earn non-passing grades in those courses.

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 who receive Federal financial aid may have to return part of their assistance to the Financial Aid Program if they withdraw from all classes. (See Financial Aid Return to Title IV Aid Policy)

Students who withdraw from all EVC courses are not considered continuing students, and must reapply for the next semester in which they plan to enroll unless they petition for an official Leave of Absence.

***REFUNDS***

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

Any student eligible for and requesting a refund of an enrollment fee, will be refunded any material fee associated with the class.

Refunds are not automatic! Students must file written refund requests with the Office of Admissions and Records generally before the third week of the semester. (See the Schedule of Classes for specific dates.) The District does not carry credit balances over semesters; students who do not apply for refunds forfeit any credit balances they may have.

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 for canceled classes will be honored only if requested during the term in which the classes were canceled. No monetary credit is carried forward to subsequent terms.

Students must drop regular term courses within the first 10 days of the semester. Refunds are not permissible after this date.

Students must drop short term classes before 10% of the class is over to be eligible for refunds. Always refer to the Schedule of Classes for specific deadline dates.

Students may choose to donate refunds to the District Foundation for student scholarships or College support. Such donations are tax deductible.

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." The fee is \$10.

Per Title 5 Section 18805

**Note:** See the CAMPUS STORE section of the schedule for refund policies on textbooks. **13**



# CHAPTER 3 — GRADUATION/TRANSFER/GENERAL EDUCATION



## IN THIS CHAPTER:

- Associate Degree Objective
- 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
- EVC Certification List for the CSU System General Education Requirements
- Transfer/Admission to the CSU System
- CSU General Education
- Admission to the UC - All Campuses
- EVC 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 Jose/ 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 OBJECTIVE

All programs have been organized on the basis that the student may choose to qualify for the Associate in Arts or Associate in Science degree. Course offerings in the degree programs are designed to meet the needs of three classes 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 continue toward a baccalaureate degree at a four-year college or university.

A student may be awarded an unlimited number of vocational-technical degrees so long as the student qualifies for them. A student will be awarded only one degree per semester. When applying for subsequent degrees, a student must use a catalog in effect at or after the time the major is changed. 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.** If extenuating circumstances exist, 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 (30 units or more)
- Certificate of Specialization Level II (18–29.5 units)
- Certificate of Specialization Level I (6–17.5 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.



**GRADUATION REQUIREMENTS FOR  
A.A. AND A.S. DEGREES —  
EVERGREEN VALLEY COLLEGE/  
SAN JOSE CITY COLLEGE**

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:

CONTENT AREA		Associate in	
		Science Degree (Units)	Arts Degree (Units)
<b>A. English Communication</b>			
Written Communication	list <sup>1</sup>	3	3
Oral Communication	list	3	3
Critical Thinking	list	0	0 to 3
		<b>6</b>	<b>6 to 9</b>
<b>B. Physical and Biological Sciences</b>			
Science with Lab	list	3	3
Science with/without Lab	list	0	0 to 6
OR Mathematics	list	competency	3
		<b>3</b>	<b>6 to 12</b>
<b>C. Arts and Humanities</b>			
Fine Arts		3	3
Humanities		3	3 to 9
		<b>6</b>	<b>6 to 12</b>
<b>D. Social Sciences and Humanities</b>			
	list <sup>2</sup>	6	6
		0	0 to 6
		<b>6</b>	<b>6 to 12</b>
<b>E. Lifelong Understanding and Self Development</b>			
	list	3	3
		<b>3</b>	<b>3</b>
<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.

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 011 A, 011 R , 011S **OR**  
equivalent Math Course **OR**  
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.

### **AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING**

**6 UNITS**

*(One course from each area)*

#### **ORAL COMMUNICATION**

Communication Studies 010, 020, 035, 040, 045, 055

#### **WRITTEN COMMUNICATION**

English 001A

---

### **AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS**

**3 UNITS**

#### **SCIENCE WITH LABORATORY ACTIVITY**

Anatomy 001, Anatomy & Physiology 003, Astronomy 010L, Biology 001, 020, 021A, 064, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 004A, 004B, Physical Science 012

---

### **AREA C: ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGES**

**6 UNITS**

*(One course from each area)*

#### **FINE OR PERFORMING ARTS**

Art 090, 091, 092, 093, Drama 013A, 023, 040, Music 008A, 008B, 083, 090, 092, 095, 099, Theater Arts 002, 004, 006, 020, 024M, 024S, 025A, 034, 036, 040

#### **HUMANITIES (Cultural Pluralism/Ethnic Studies - must complete one of the following)**

English 033, 060, 062, 080, 082A, 082B, Ethnic Studies 011, 028, 035, Social Science 020, 028, 030, 040, 042

(If Cultural Pluralism/Ethnic Studies course was completed at another college, see counselor)

---

### **AREA D: SOCIAL AND BEHAVIORAL SCIENCES**

**6 UNITS**

History 017A and 017B    OR    History 001 and Political Science 001

---

### **AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT**

**3 UNITS**

Family Consumer Studies 019, 050, 060, Health Education 011, Interdisciplinary Studies 070, Psychology 035, 060, 092, 096, 100

---



**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.

**AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING** **6-9 UNITS**  
(Minimum 3 units Oral Communication & 3 units Written Communication)**ORAL COMMUNICATION**

Communication Studies 010, 020, 035, 040, 045, 055

**WRITTEN COMMUNICATION ("C" grade or better)**

English 001A

**CRITICAL THINKING**

Communication Studies 040, English 001C, Interdisciplinary Studies 060, Philosophy 060

**AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS** **6-12 UNITS**  
(Minimum one course with lab and 3 units of Math)**SCIENCE WITH LABORATORY ACTIVITY**

Anatomy 001, Anatomy &amp; Physiology 003, Astronomy 010L, Biology 001, 020, 021A, 064, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 004A, 004B, Physical Science 012

**SCIENCE WITHOUT LABORATORY ACTIVITY**

Astronomy 010, Biology 061, 065, Botany 062, Natural Science 060, Oceanography 010

**MATHEMATICAL CONCEPTS**

Math 021, 022, 051, 052, 061, 063, 071, 072, 073, 078, 079, Computer Science 072

**AREA C: ARTS AND HUMANITIES** **6-12 UNITS**  
(Minimum one course from Fine or Performing Arts and one course from Humanities)**FINE OR PERFORMING ARTS**

Art 090, 091, 092, 093, Drama 013A, 023, 040, Music 008A, 008B, 083, 090, 092, 095, 099, Theater Arts 002, 004, 006, 020, 024M, 024S, 025A, 034, 036, 040

**HUMANITIES**

English 001B, 021, 028, \*033, 035, \*060, \*062, 073, \*080, \*082A, \*082B, 084A, 084B, 086A, 086B, Ethnic Studies \*011, \*028, \*035, French 001A, 001B, 002A, 002B, Geography 011, History 010A, 010B, Humanities 002, Interdisciplinary Studies 010, 070, 090, Journalism 010, Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, Social Science \*020, \*028, \*030, \*040, \*042, Spanish 001A, 001B, 002A, 002B, 020A, 020B

**AREA D: SOCIAL AND BEHAVIORAL SCIENCES** **6-12 UNITS**  
(Six of the units must be in U.S. and California History and Government)**United States History and Government requirement may be fulfilled by taking:  
History 017A and 017B OR History 001 and Political Science 001****OTHER SOCIAL AND BEHAVIORAL SCIENCE COURSES**

Admin. of Justice 010, 011, 014, Anthropology 062, 063, \*090, Economics 010A, 010B, Ethnic Studies 011, 028, 035, Family and Consumer Studies 060, 070, Geography 010, 011, History 003A, 003B, 005, 010A, 010B, 012, \*021, \*022, \*023, 035 Interdisciplinary Studies 010, Journalism 010, Psychology 001, 035, 047, 060, 092, 096, 099, 100, Social Science \*020, 025, \*028, \*030, \*040, \*042, 050, Sociology 010, 011, 015, \*020, 096, Theater Arts 024M, 024S

**AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT** **3 UNITS**

This requirement may be met by any three-unit course in Area E. Only one unit of physical activity may be used to meet this requirement and only when combined with a two-unit non-physical activity course that meets the CSU area E content guidelines.

Family Consumer Studies 019, 050, 060, Health Education 011, Physical Education 031, Psychology 035, 060, 092, 096, 100, Interdisciplinary Studies 070, Dance 010, 020, 021, 040, 050, 051, Physical Education (all activity courses)

\* Course meets Cultural Pluralism/Ethnic Studies requirement



## **GENERAL EDUCATION RECIPROCITY**

---

The San Jose/Evergreen Community College District has entered into a mutual agreement with seven other Community Colleges to accept the General Education of these colleges "as completed." The participating colleges are West Valley College (Saratoga), Mission College (Santa Clara), Gavilan College (Gilroy), and San José City College, (San Jose), Evergreen Valley College (San Jose), De Anza College (Cupertino), and Foothill College (Los Altos Hills), and Ohlone College (Fremont).

This means that **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 be required to complete all courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of Evergreen Valley College if a certification is presented to the member colleges.

The process for obtaining a certification of completion of EVC's General Education is the following:

The student presents a request for certification of completion of General Education reciprocity to the Evergreen Valley College Office of Admission and Records by the published deadline each semester. Forms can be obtained in Office of Admissions and Records or from the Office of Counseling and Matriculation. For information, call (408) 270-6441.

1. If transcripts are to be used from other colleges, official copies must be on file with the Office of Admissions and Records.
2. A copy of the certification will be given to the student.
3. 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 other community colleges do not participate in the agreement at this time.

## **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 Jose State, Hayward State, San Francisco State, Chico State, Humboldt State, Sacramento State, Cal Poly, etc.).

Students attending the San Jose/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.

## **EVERGREEN VALLEY COLLEGE 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:

- A. will have achieved the ability to think clearly and logically, to find information and examine it critically, to communicate orally and in writing, and to reason quantitatively;
- B. will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it functions, about the physical world in which they live, about the other forms of life with which they share that world, and the cultural endeavors and legacies of their civilization; and





- C. will have come to an understanding and appreciation of the principles, methodologies, value systems, and thought processes employed in human inquiries.

The intent is that General Education Breadth Requirements be planned and organized to enable students to acquire abilities, knowledge, understanding, and appreciation as interrelated elements, not as isolated fragments. The preceding paragraphs are an excerpt from **Executive Order No. 595**, Office of the Chancellor, the California State University and Colleges, Certification of General Education Breadth Requirements by regionally accredited institutions.

This Executive Order is issued pursuant to **Title 5, California Code of Regulations**, Sections 40402.1, 40405, 40405.1, and 40405.4, 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 1981 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 were not eligible for admission as freshmen but who wish to transfer to CSU must present a minimum of 56 transferable units with a 2.0 (C) or above average. The 56 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.

Students who were eligible to enter a CSU at the time of high school graduation and have been enrolled in community college since high school may be able to transfer to some state universities at the end of any semester if their cumulative grade point average is 2.0 (C) or above. See a counselor for specific information.

**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 will be accepted as electives. No upper division credits may be allowed for courses taken in a community college.

Individual colleges may require supplemental preparation in addition to the minimum State requirements. Students should consult the bulletin of the individual college or university for the requirements at that school.

Students planning to transfer from Evergreen Valley College to a California State University should plan to take both general education and major field requirement courses of the college to which they want to transfer. Careful planning with a counselor will permit transfer with junior standing to a four-year institution.

Students should consult the current catalog of the institution to which they intend to transfer. Catalogs of major universities and colleges are available for reference use in the Library, Transfer/Career Center, and counselors' offices. Information about transfer to various institutions is also available online from the particular university or on <http://Assist.org>

The San Jose State University transfer major sheets are currently available through counselors, in the Office of Counseling and Matriculation at L-109 (408-270-6474 or 408-270-6475), and in the Transfer/Career Center. For more information, call (408) 270-6470.

The major sheets, available for most of the majors at San Jose State University specify only the lower division transfer requirements, which may not fulfill graduation major requirements of Evergreen Valley College in that particular major.

Guaranteed Admission programs are available with San Jose State University, San Francisco State University, CSU Monterey Bay, Cal State Hayward, Sonoma State University, Cal State San Marcos, Menlo College, Cal Lutheran University, National Hispanic University, University of San Francisco, Santa Clara University, and Universities of California Davis, Irvine, Riverside, and Santa Cruz. Students should consult their counselors or consult the University online sites for eligibility requirements.



## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION

---

### AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

*Minimum 9 units (One course from each area)*

#### A1 ORAL COMMUNICATION

Communication Studies 010, 020, 035, 040, 045, 055, 102

#### A2 WRITTEN COMMUNICATION

English 001A

#### A3 CRITICAL THINKING

Communication Studies 040, English 001C, Interdisciplinary Studies 060, Philosophy 060

---

### AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

*Minimum 9 units (One course each from Areas B4, B1, and B2 – at least one course with lab)*

#### B1 PHYSICAL SCIENCE

Astronomy 010, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, 060, Oceanography 010, Physics 001, 002A, 004A, 004B, Physical Science 012

#### B2 LIFE FORMS

Anatomy 001, Anatomy & Physiology 003, Biology 001, 020, 021A, 061, 063, 064, 065, Botany 062, Environmental Science 010, Natural Science 010A, 010B, 060

#### B3 LABORATORY ACTIVITY

Anatomy 001, Anatomy & Physiology 003, \*Astronomy 010L, Biology 001, 020, 021A, 064, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 004A, 004B, Physical Science 012

#### B4 MATHEMATICAL CONCEPTS

Math 021, 022, 051, 052, 061, 063, 071, 072, 073, 078, 079, Computer Science 072

\*Astronomy 010L will be acceptable only if student has completed Astronomy 010 previously or concurrently.

---

### AREA C: ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGES

*Minimum 9 units (One course from each area)*

#### C1 ART

Art 090, 091, 092, 093, Drama 013A, 023, 040, Music 008A, 008B, 083, 090, 092, 095, 099

#### C2 HUMANITIES (LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGES)

English 001B, 021, 028, 033, 035 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, French 001A, 001B, 002A, 002B, Humanities 002, Interdisciplinary Studies 070, 097, Sign Language 001A, 001B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Philosophy 010, 011, 012, 065, 070

---

### AREA D: SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

*Minimum 9 units (at least one course from 2 categories)*

#### D1 ANTHROPOLOGY AND ARCHEOLOGY

Anthropology 062, 063, Social Science 020, 028, 030, 040, 042

#### D2 ECONOMICS

Economics 010A, 010B

#### D3 ETHNIC STUDIES

English 060, 080, 082A, 082B, History 021, 022, 023, Social Science 020, 028, 030, 040, 042

#### D4 GENDER STUDIES

English 033, Sociology 096

#### D5 GEOGRAPHY

Geography 010, 011

#### D6 HISTORY

History 001, 005, 010A, 010B, 017A, 017B, 021, 022, 023, 035

**Students may satisfy the History and Institutions requirement by taking History 017A and 017B or History 001 and Political Science 001**

#### D7 INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE

Interdisciplinary Studies 010, Journalism 010, FCS 060, Social Science 050

#### D8 POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS

Interdisciplinary Studies 090, Political Science 001

#### D9 PSYCHOLOGY

Family Consumer Studies 070, Psychology 001, 035, 047, 060, 092, 096, 099, 100

#### D0 SOCIOLOGY AND CRIMINOLOGY

AJ 010, 011, 014, Social Science 025, Sociology 010, 011, 020

---

### AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

*3 units*

Family Consumer Studies 019, 050, 060, Health Education 011, Interdisciplinary Studies 070, P.E. 031, Psychology 035, 060, 092, 096, 100

---



## 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 College Catalogs and other U.C. publications are available for reference use in the Library Learning Center, 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; and
  - 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; and
  - c. completed 60 semester units of college credit in courses accepted by the University for transfer.

## EVERGREEN VALLEY COLLEGE 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 at the Counseling Office, L-109. 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.



## **IGETC – GENERAL EDUCATION PATTERN FOR EVC**

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.

### **AREA 1: ENGLISH COMMUNICATION**

**3 courses, 9 units**

#### **1A - ENGLISH COMPOSITION**

English 001A

#### **1B - CRITICAL THINKING/ENGLISH COMPOSITION**

English 001C

#### **1C - ORAL COMMUNICATION (Needed for Associate Degree and transfer to CSU only)**

Communication Studies 020, 040

### **AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

**1 course, 3 units**

Math 021, 061, 062, 063, 071, 072, 073, 078, 079

### **AREA 3: ARTS AND HUMANITIES**

**3 courses, 9 units**

**3A - ARTS** - Art 090, 091, 092, 093, Drama 023, 040, Music 008A, 008B, 083, 090, 091, 092, 095

**3B - HUMANITIES** - English 001B 021, 028, 033, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, French 002A, 002B, History 010A, 010B, Humanities 002, Philosophy 010, 011, 012, 065, 070, Social Science 020, 028, 030, 040, 042, Sign Language 002A, 002B, Spanish 002A, 002B, 020A, 020B

### **AREA 4: SOCIAL AND BEHAVIORAL SCIENCE**

**3 courses, 9 units**

**4A - ANTHROPOLOGY AND ARCHEOLOGY** - Anthropology 062, 063

**4B - ECONOMICS** - Economics 010A, 010B

**4C - ETHNIC STUDIES** - Social Science 020, 028, 030, 040, 042

**4D - GENDER STUDIES** - Psychology 100

**4E - GEOGRAPHY** - Geography 010, 011

**4F - HISTORY** - History \*\*001, \*\*017A, \*\*017B, 021, 022, 035

**4G - INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCES** - Social Science 020, 030

**4H - POLITICAL SCIENCE** - \*\*Political Science 001

**4I - PSYCHOLOGY** - Psychology 001, 092, 096, 100, 035

**4J - SOCIOLOGY & CRIMINOLOGY** - Sociology 010, 011, 096

\*If History 017A/017B courses or Political Science 001/History 001 courses are used to satisfy the California and U.S. History and Institution requirements, they may not be certified as a part of the IGETC package.

### **AREA 5: PHYSICAL AND BIOLOGICAL SCIENCE**

**7-9 units**

(2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. Courses in **Bold** contain a laboratory component)

**5A - PHYSICAL SCIENCE** - Astronomy 010, Chemistry 001A, 015, 030A, 030B, \*Environmental Science 010, \*Natural Science 010A, 010B, Physical Science 012, Physics 002A, 004A, 004B

**5B - BIOLOGICAL SCIENCE** - Anatomy 001, A&P 003, Biology 001, 020, 021A, 061, 064, 065, Botany 062, \*Environmental Science 010, \*Natural Science 010A, 010B

\*Environmental Science 010 and Natural Science 010B may be certified for general education in either Physical or Biological Science areas, but each course may only be certified once.

### **AREA 6: LANGUAGE OTHER THAN ENGLISH** (UC requirement only)

(Proficiency equivalent to two years of high school study in the same language)

French 001B, Spanish 001B, Sign Language 001B



# CHAPTER 4 — DEGREES AND CERTIFICATES

## Associate Degree and Certificate Offerings at Evergreen Valley College

All transfer majors are not listed below. If your desired major is not listed, please see a counselor for course and transfer requirements.

MAJOR	Associate in Arts	Associate in Science	Certificate	Page
Accounting		•	•	24
Administration of Justice	•	•		24
Art				25
— Design Emphasis		•		25
— Studio Practice 2-D		•		25
— Studio Practice 3-D		•		25
— Jewelry			•	25
Automotive Technology		•	•	25
— Advanced Automotive Training			•	26
— American Honda Program			•	26
— Basic Skills – Entry Level			•	26
— Drivetrain and Chassis		•	•	26
— Engine Service			•	26
— Fuel & Electrical		•	•	26
Business	•			26
Business Information Systems				26
— Accounting Specialist			•	27
— Administrative Assistant			•	27
— Bookkeeping Assistant			•	28
— Business Systems Assistant			•	28
— Computer Systems Assistant			•	28
— Computer Applications Specialist			•	28
— Digital Media Design Specialist		•	•	27
— General Business		•	•	27
— General Business Assistant			•	25
— Information Processing Specialist		•	•	27
— Legal Office Assistant			•	28
— Medical Office Assistant			•	28

MAJOR	Associate in Arts	Associate in Science	Certificate	Page
Chemistry	•			28
Communication Studies			•	29
Computer Aided Design & Drafting		•		29
— AutoCAD			•	29
— Mechanical CADD			•	29
— Mechanical Drafting & Design			•	29
Computer Information Technology		•		30
— Web Programming			•	30
— Oracle Applications Developer			•	30
— Oracle Database Administration			•	30
— UNIX Systems Administration			•	30
Engineering	•	•		30
— Civil Engineering – Surveying			•	31
English	•			31
General Studies	•			31
Legal Assistant (Paralegal)	•	•	•	32
Music			•	33
Nursing		•		35
Performing Arts			•	33
Police Academy – Law Enforcement			•	32
Psychology	•			33
Speech – Language Pathology	•			33
University Studies				34
— CSU	•			34
— IGETC	•			34



## 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.

<b>ASSOCIATE IN SCIENCE DEGREE</b>	<b>Units</b>
ACCTG 020 Financial Acctg.	4.0
ACCTG 021 Managerial Acctg.	4.0
ACCTG 030 Computerized Acctg.* <b>OR</b>	3.0
ACCTG 031 Computerized Acctg.*	2.0
ACCTG 062 Cost Acctg.	4.0
ACCTG 063 Intermediate Acctg.	4.0
ACCTG 097 Accounting for Income Tax	3.0
BIS 003 Electronic Calculator	1.0
BIS 102B Microsoft Excel	1.5-3.0
BUS 071 Legal Environment of Business	<u>3.0</u>
	<b>26.5-29.0</b>

<b>Major Requirements</b>	<b>26.5-29.0</b>
<b>Elective Units</b>	<b>9.0</b>
<b>G.E. Requirements</b>	<b><u>24.0</u></b>
	<b>59.5-62.0</b>

### **CERTIFICATE OF SPECIALIZATION LEVEL II** (Complete the following with "C" or better)

ACCTG 020 Financial Acctg.	4.0
ACCTG 021 Managerial Acctg.	4.0
ACCTG 030 Computerized Acctg.* <b>OR</b>	3.0
ACCTG 031 Computerized Acctg.*	2.0
ACCTG 097 Accounting for Income Tax	3.0
BIS 003 Electronic Calculator	1.0
BIS 011A Computer Keyboarding	1.0
BIS 007A Bus Writing Skills	3.0
BIS 102B Microsoft Excel	1.5-3.0
BUS 001 Business Math	3.0
BUS 071 Legal Environment of Business	<u>3.0</u>
<b>Total</b>	<b>25.5-28.0</b>

\* **Please note:** The content of ACCTG 030 and 031 is the same; however, ACCTG 030 is offered in a lecture/lab format, and ACCTG 031 is offered in an individualized lab setting. Students cannot get credit for both courses.

## 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 Jose 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 either Option 1, Option 2, or Option 3.

<b>ASSOCIATE IN ARTS DEGREE</b>	<b>Units</b>
AJ 010 Intro to AJ	3.0
AJ 011 Criminal Law	3.0
AJ 013 Criminal Procedures	3.0
AJ 014 Police and Society	3.0
AJ 015 Intro to Investigation	<u>3.0</u>
	<b>15.0</b>
<b>Major Requirements</b>	<b>15.0</b>
<b>*Elective Units</b>	<b>5.0</b>
<b>G.E. Requirements</b>	<b>39.0</b>
<b>Grad. Requirement (Physical Activity)</b>	<b><u>1.0</u></b>
<b>Total</b>	<b>60.0</b>

\* Five Units of electives selected from Option 1 under the A.S. Degree requirements in addition to the five core courses listed above.

### **ASSOCIATE IN SCIENCE DEGREE**

<b>Core Courses</b>	<b>Units</b>
AJ 010 Intro to AJ	3.0
AJ 011 Criminal Law	3.0
AJ 013 Criminal Procedures	3.0
AJ 014 Police and Society	3.0
AJ 015 Intro to Investigation	3.0

**AND**

Completion of one of the following three options:

1) Fifteen units from the following list:

AJ 110, AJ 111, AJ 112, AJ 113, COMS 035, PSYCH 035, PSYCH 047, PSYCH 099, SL 001A, SL 001B, SOC 010, SOC 011, Foreign Language (6 units maximum)

*and*

6 units - other electives

**OR**

2) Completion of the full "Reserve Officer Training Sequence" of:

LE 160 Basic Police Academy, Modular Format Level III, Part 2  
LE 161 Basic Police Academy, Modular Format, Level II  
LE 162 Basic Police Academy, Modular Format, Level I

**OR**

3) Completion of LE 154 (Basic Police Academy)

*and*

6 units of electives (if needed) to complete 60 units

<b>Major Requirements</b>	<b>36.0</b>
<b>G.E. Requirements</b>	<b>24.0</b>
<b>Grad. Requirements (Physical Activity)</b>	<b><u>1.0</u></b>
<b>Total</b>	<b>61.0</b>



## ART

The **Art and Design** program offers an Associate in Science Degree. If the student desires to transfer, he/she may seek a Bachelors degree in Art, Art and Design, or Fine Arts. The Associate degree program at Evergreen Valley College offers lower division course work for students transferring into four-year programs in Design, General Studio Practice, History or Art Education.

<u>ASSOCIATE IN SCIENCE DEGREE</u>	Units
<b>DESIGN EMPHASIS</b>	
ART 012 Two-Dimensional Design	3.0
ART 013 Three-Dimensional Design	3.0
ART 014 Color	3.0
ART 024 Beginning Drawing	3.0
ART 025 Expressive Drawing <b>OR</b>	
ART 026A Representational Drawing	3.0
ART 091 Survey of Art History	3.0
ART 092 Survey of Art History	3.0
ART 022 Visualization	3.0
ART 026B Perspective Drawing	3.0
ART 055A Life Drawing I	3.0
ART 055B Life Drawing II	3.0
ART 060 Painting I	3.0
ART 061 Painting II	3.0
DESGN 029 Problem Solving by Design	3.0
DESGN 031 Design Modelmaking	3.0
<b>Major Requirements</b>	<b>45.0</b>
<b>G.E. Requirements</b>	<b>21.0</b>
<b>TOTAL</b>	<b>66.0</b>

<u>ASSOCIATE IN SCIENCE DEGREE</u>	Units
<b>STUDIO PRACTICE 3-D EMPHASIS</b>	
ART 012 Two-Dimensional Design	3.0
ART 013 Three-Dimensional Design	3.0
ART 014 Color	3.0
ART 024 Beginning Drawing	3.0
ART 025 Expressive Drawing <b>OR</b>	
ART 026A Representational Drawing	3.0
ART 091 Survey of Art History	3.0
ART 092 Survey of Art History	3.0
ART 042 Sculpture I	3.0
ART 043 Sculpture II	3.0
ART 066 Jewelry Casting	3.0
ART 067 Fabrication Jewelry	3.0
DESGN 029 Problem Solving by Design	3.0
DESGN 031 Design Modelmaking	3.0
<b>Major Requirements</b>	<b>39.0</b>
<b>G.E. Requirements</b>	<b>21.0</b>
<b>TOTAL</b>	<b>60.0</b>

<u>ASSOCIATE IN SCIENCE DEGREE</u>	Units
<b>STUDIO PRACTICE 2-D EMPHASIS</b>	
ART 012 Two-Dimensional Design	3.0
ART 013 Three-Dimensional Design	3.0
ART 014 Color	3.0
ART 016 Advanced Color	3.0
ART 024 Beginning Drawing	3.0
ART 025 Expressive Drawing <b>OR</b>	
ART 026A Representational Drawing	3.0
ART 092 Survey of Art History	3.0
ART 022 Visualization	3.0
ART 026B Perspective Drawing	3.0
ART 055A Life Drawing I	3.0
ART 055B Life Drawing II	3.0
ART 060 Painting I	3.0
ART 061 Painting II	3.0
DESGN 029 Problem Solving by Design	3.0
<b>Major Requirements</b>	<b>41.0</b>
<b>G.E. Requirements</b>	<b>21.0</b>
<b>TOTAL</b>	<b>62.0</b>

<u>CERTIFICATE OF SPECIALIZATION LEVEL 1</u>		Units
<b>JEWELRY</b>		
ART 066 Jewelry Casting		3.0
ART 067 Fabrication Jewelry		3.0
ART 075 Advanced Jewelry Techniques		3.0
ART 070 Art as a Business		3.0
<b>TOTAL</b>		<b>12.0</b>

## AUTOMOTIVE TECHNOLOGY

<u>ASSOCIATE IN SCIENCE DEGREE</u>		Units
<b>AUTOMOTIVE TECHNICIAN CORE CLASSES</b>		
Required for all options.		
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
<b>Total Units</b>		<b>10.0</b>
<b>AUTOMOTIVE TECHNICIAN EMPLOYMENT PREPARATION CLASSES</b>		
Required for all options.		
AUTO 136 Automotive Work Experience		1.0-4.0
AUTO 173 Service Operations		2.0
<b>Total Units</b> <sup>1</sup>		<b>3.0-6.0</b>

### OPTION 1: Drivetrain & Chassis

<b>Core Classes</b>		<b>10.0</b>
AUTO 105 Suspension & Alignment		3.0
AUTO 106 Brake Systems		2.0
AUTO 120 Automatic Transmissions		2.0
AUTO 121 Manual Transmissions		2.0
AUTO 135 Fundamentals of Air Conditioning		1.5
AUTO 172 Chassis/Drivetrain Systems		2.5
AUTO 174 Chassis Electronics		2.0
<b>Total Major Units</b>		<b>25.0</b>
<b>Auto 170</b>		<b>3.0</b>
<b>Employment Preparation</b> <sup>1</sup>		<b>3.0-6.0</b>
<b>Major Electives</b>		<b>5.0</b>
<b>General Education for A.S. Degree</b>		<b>24.0</b>
<b>Total A.S. Degree Units</b>		<b>60.0-63.0</b>

### OPTION 2: Fuel & Electrical

<b>Core Classes</b>		<b>10.0</b>
AUTO 118 Fuel Systems/Emissions Controls		3.0
AUTO 122 Advanced Electrical		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 Air Car Course		5.0
AUTO 170 Electrical Systems		3.0
<b>Total Major Units</b>		<b>34.0</b>
<b>Auto 172</b>		<b>2.5</b>
<b>Employment Preparation</b> <sup>1</sup>		<b>3.0-6.0</b>
<b>Major Electives</b>		<b>0.0</b>
<b>General Education for A.S. Degree</b>		<b>24.0</b>
<b>Total A.S. Degree Units</b>		<b>63.5-66.5</b>

<sup>1</sup> Must include 2.0 units of Auto 173.



**CERTIFICATE OF SPECIALIZATION - LEVEL I  
ENGINE SERVICE**

<b>Core Classes</b>	<b>10.0</b>
AUTO 107 Valve Train	2.0
AUTO 108 Engine Short Block	2.0
AUTO 109 Engine Blueprinting	2.0
<b>Total Units</b>	<b>16.0</b>

**CERTIFICATE OF SPECIALIZATION - LEVEL II  
DRIVETRAIN & CHASSIS**

<b>Core Classes</b>	<b>10.0</b>
AUTO 105 Suspension & Alignment	3.0
AUTO 106 Brake Systems	2.0
AUTO 120 Automatic Transmissions	2.0
AUTO 121 Manual Transmissions	2.0
AUTO 135 Fundamentals of Air Conditioning	1.5
AUTO 172 Chassis/Drivetrain Systems	2.5
AUTO 174 Chassis Electronics	2.0
<b>Total Units</b>	<b>25.0</b>

**CERTIFICATE OF ACHIEVEMENT  
FUEL & ELECTRICAL**

<b>Core Classes</b>	<b>10.0</b>
AUTO 118 Fuel Systems/Emissions Controls	3.0
AUTO 122 Advanced Electrical	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 Air Car Course	5.0
AUTO 170 Electrical Systems	3.0
<b>Total Units</b>	<b>34.0</b>

**CERTIFICATE OF ACHIEVEMENT  
ADVANCED AUTOMOTIVE TRAINING**

<b>Core Classes</b>	<b>10.0</b>
AUTO 136 Automotive Work Experience	1.0-4.0
AUTO 173 Service Operations	2.0
Engine Service Certificate	6.0
Drivetrain & Chassis Certificate	15.0
Fuel & Electrical Certificate	24.0
<b>Total Units</b>	<b>58.0-61.0</b>

**CERTIFICATE OF ACHIEVEMENT  
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.

<b>Core Classes</b>	<b>10.0</b>
<b>Drivetrain &amp; Chassis Certificate</b>	<b>15.0</b>
<b>Fuel &amp; Electrical Certificate</b>	<b>24.0</b>
AUTO 136 Automotive Work Experience	1.0-4.0
AUTO 173 Service Operations	2.0
AUTO 107 Valve Train	2.0
AUTO 108 Engine Short Block	2.0
AUTO 132 Individualized Skills Training Lab <sup>1</sup>	0.5-7.5
<b>Total Units</b>	<b>56.5-66.5</b>

<sup>1</sup> This 0.5-7.5 unit course is to be repeated 4-5 times during the Honda course of study.

For General Education courses, please refer to the graduation requirements for the **Associate in Science Degree** section of the Evergreen Valley College catalog.

**Please note:** Students must complete required Automotive Technology courses with a grade of "C" or better to be awarded the degree or certificate in Automotive Technology. Students are also required to get a "C" or better in each course applied toward Apprenticeship.

**BUSINESS**

This major qualifies for transfer to a California State University. Lower division courses required for all students majoring in Business, Accounting, Finance, or Management. Aside from the thirty-two units in Business and Business related courses, thirty units of General Education courses are required for the A.A. Degree.

**ASSOCIATE IN ARTS DEGREE**

	<b>Units</b>
ACCTG 020 Financial Accounting	4.0
ACCTG 021 Managerial Accounting	4.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro 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>32.0</b>
<b>G.E. Requirements</b>	<b>30.0</b>
<b>TOTAL</b>	<b>62.0</b>

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

**BUSINESS INFORMATION SYSTEMS**

The BIS program offers three options for degrees and certificates. Certificates will be awarded to those who satisfactorily complete with a grade of "C" or better the major requirements in any one option. A student will qualify for an Associate in Science Degree by completing the 18 units of core classes plus all the major requirements in any one option, a general education pattern of 24 units and electives to total 60 units. Please refer to the Graduation and General Education list in the catalog for the pattern specific to the degree.

**ASSOCIATE IN SCIENCE DEGREE**

	<b>Units</b>
<b>CORE CLASSES FOR ALL A.S. OPTIONS</b>	
BIS 012 Production Keyboarding	1.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro to Computing & Information Technology	3.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 109 Intro to Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
BIS 098P Digital Media Design Portfolio <b>OR</b>	
BIS 136 Office Work Experience	2.0
BIS 039 Professional Image	1.0
<b>Total Core Units</b>	<b>18.0</b>

**GENERAL BUSINESS OPTION**

<b>Core Classes</b>	<b>18.0</b>
ACCTG 030 Computerized Accounting* <b>OR</b>	
ACCTG 031 Computerized Accounting*	2.0-3.0
ACCTG 101 Bookkeeping for Small Business	3.0
BUS 001 Business Math	3.0
BUS 082 Intro to Business	3.0
BIS 003 Electronic Calculator	1.0
BIS 102B Microsoft Excel	1.5-3.0
<b>Total Major Units</b>	<b>31.5-34.0</b>
<b>Elective Units</b>	<b>2.0-4.5</b>
<b>G.E. for A.S. Degree</b>	<b>24.0</b>
<b>Total Degree Units</b>	<b>60.0</b>





**DIGITAL MEDIA DESIGN SPECIALIST OPTION**

<b>Core Classes</b>	<b>18.0</b>
BIS 035 Intro to Graphic Design	3.0
BIS 036 Computer Visual Design	3.0
BIS 128 Web Design II: Design for the Web	3.0
BIS 183 Digital Publication Design & Graphics	3.0
BIS 125 Internet Publishing <b>OR</b>	
CIT 040 Internet Publishing	3.0
<b>Total Major Units</b>	<b>33.0</b>
<b>Elective Units</b>	<b>3.0</b>
<b>G.E. for A.S. Degree</b>	<b>24.0</b>
<b>Total Degree Units</b>	<b>60.0</b>

**INFORMATION PROCESSING SPECIALIST OPTION**

<b>Core Classes</b>	<b>18.0</b>
BIS 102B Microsoft Excel	1.5-3.0
BIS 104 Microsoft Access	1.5-3.0
BIS 106 Microsoft Word	<b>OR</b>
BIS 106A Beginning Microsoft Word	<b>OR</b>
BIS 106B Advanced Microsoft Word	1.5-3.0
BIS 107 PowerPoint for Windows	1.5
BIS 125 Internet Publishing <b>OR</b>	
CIT 040 Internet Publishing	3.0
<b>Total Major Units</b>	<b>27.0-31.5</b>
<b>Elective Units</b>	<b>4.5-9.0</b>
<b>G.E. for A.S. Degree</b>	<b>24.0</b>
<b>Total Degree Units</b>	<b>60.0</b>

**ELECTIVES**

Electives should come from the following lists:

**Accounting/Business Electives**

ACCTG 030, ACCTG 031, ACCTG 101, BUS 001, BUS 060, BUS 060L, BUS 067, BUS 071, BUS 082

**BIS Electives**

BIS 003, BIS 007A, BIS 011C, BIS 015, BIS 016, BIS 017, BIS 035, BIS 036, BIS 050A, BIS 050B, BIS 051A, BIS 051B, BIS 052, BIS 053, BIS 102B, BIS 104, BIS 105, BIS 107, BIS 110A, BIS 110B, BIS 112, BIS 121, BIS 125, BIS 128, BIS 156, BIS 157, BIS 160, BIS 161, BIS 162, BIS 183

**CIT Electives**

CIT 041J, CIT 041X

**Digital Media Design Specialist Option Electives May Also Come From:**

ART 012, ART 014, ART 022, DESGN 029, DESGN 031, PHOTO 022

\* **Note:** The content of ACCTG 030 and 031 are the same; however, ACCTG 030 is offered in a lecture/lab format, and ACCTG 031 is offered in an individualized lab setting. Students cannot get credit for both courses.

**CERTIFICATES OF ACHIEVEMENT**

**Units**

**GENERAL BUSINESS**

BIS 012 Production Keyboarding	1.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro to Computing & Info. Tech.	3.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 109 Intro to Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
BIS 189 Skills Development <b>OR</b>	
BIS 136 Office Work Experience	2.0
BIS 039 Professional Image	1.0
ACCTG 030 Computerized Accounting <b>OR</b>	
ACCTG 031 Computerized Accounting	2.0-3.0
ACCTG 101 Bookkeeping for Small Business	3.0
BUS 001 Business Math	3.0
BUS 082 Introduction to Business	3.0
BIS 003 Electronic Calculator	1.0
BIS 102B Microsoft Excel	1.5-3.0
<b>Total Units</b>	<b>31.5-34.0</b>

**DIGITAL MEDIA DESIGN SPECIALIST**

BIS 012 Production Keyboarding	1.0
BIS 035 Intro to Graphic Design	3.0
BIS 036 Computer Visual Design	3.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro to Computing & Info. Tech.	3.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 109 Intro to Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 128 Web Design II: Design for the Web	3.0
BIS 135 Human Relations in the Workplace	3.0
BIS 183 Digital Publications Design & Graphics	3.0
BIS 125 Internet Publishing <b>OR</b>	
CIT 040 Internet Publishing	3.0
BIS 098P Digital Media Design Portfolio <b>OR</b>	
BIS 136 Office Work Experience	2.0
BIS 039 Professional Image	1.0
<b>Total Units</b>	<b>33.0</b>

**INFORMATION PROCESSING SPECIALIST**

BIS 012 Production Keyboarding	1.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro to Computing & Info. Tech.	3.0
BIS 095 Microsoft Windows	1.0
BIS 101 Written Business Communications	3.0
BIS 102B Microsoft Excel	1.5-3.0
BIS 104 Microsoft Access	1.5-3.0
BIS 106 Microsoft Word <b>OR</b>	
BIS 106A Beginning Microsoft Word	<b>OR</b>
BIS 106B Advanced Microsoft Word	1.5-3.0
BIS 107 PowerPoint for Windows	1.5
BIS 109 Intro to Microsoft Office	3.0
BIS 121 Intro to the World Wide Web	1.0
BIS 135 Human Relations in the Workplace	3.0
BIS 125 Internet Publishing <b>OR</b>	
CIT 040 Internet Publishing	3.0
BIS 189 Skills Development <b>OR</b>	
BIS 136 Office Work Experience	2.0
BIS 039 Professional Image	1.0
<b>Total Units</b>	<b>27.0-31.5</b>

\* **Note:** The content of ACCTG 030 and 031 are the same; however, ACCTG 030 is offered in a lecture/lab format, and ACCTG 031 is offered in an individualized lab setting. Students cannot get credit for both courses.

**CERTIFICATES OF SPECIALIZATION, LEVEL I**

**ACCOUNTING SPECIALIST**

**Units**

ACCTG 030* Computerized Accounting <b>OR</b>	
ACCTG 031* Computerized Accounting <b>OR</b>	
ACCTG 101 Bookkeeping for Small Business	2.0-3.0
BUS 001 Business Math	3.0
BUS 082 Intro to Business	3.0
BIS 003 Electronic Calculator	1.0
BIS 102B Microsoft Excel	1.5-3.0
<b>Total Units</b>	<b>10.5-13.0</b>

**ADMINISTRATIVE ASSISTANT**

BIS 003 Electronic Calculator	1.0
BIS 105 Records Systems	2.0
BIS 091 Intro to Information Processing <b>OR</b>	
CIT 010 Intro to Computing and Info. Tech.	3.0
BIS 011A Computer Keyboarding	1.0
BIS 011B Computer Keyboarding & Document Formatting	1.0
BIS 109 Intro to Microsoft Office	3.0
BIS 135 Human Relations in the Workplace	3.0
BIS 156 Punctuation	0.5
BIS 157 Proofreading	0.5
<b>Total Units</b>	<b>15.0</b>



<b>BOOKKEEPING ASSISTANT</b>		<b>Units</b>
Acctg 030*	Computerized Accounting	<b>OR</b>
Acctg 031*	Computerized Accounting	2.0-3.0
Acctg 101	Bookkeeping for Small Business	3.0
BIS 003	Electronic Calculator	1.0
BIS 102B	Microsoft Excel	<u>1.5-3.0</u>
<b>Total Units</b>		<b>7.5-10.0</b>

<b>BUSINESS SYSTEMS ASSISTANT</b>		<b>Units</b>
BIS 007A	Business Writing Skills	3.0
BIS 095	Microsoft Windows	1.0
BIS 102B	Microsoft Excel	1.5-3.0
BIS 106A	Beginning Microsoft Word	1.5
BIS 091	Intro to Info. Processing	<b>OR</b>
CIT 010	Intro to Computing and Info. Tech.	<u>3.0</u>
<b>Total Units</b>		<b>10.0-11.5</b>

<b>COMPUTER SYSTEMS ASSISTANT</b>		<b>Units</b>
BIS 011A	Computer Keyboarding	1.0
BIS 091	Intro to Info. Processing	<b>OR</b>
CIT 010	Intro to Computing and Info. Tech.	3.0
CIT 020	Program Design and Development	3.0
BIS 109	Intro to Microsoft Office	<u>3.0</u>
<b>Total Units</b>		<b>10.0</b>

<b>COMPUTER APPLICATIONS SPECIALIST</b>		<b>Units</b>
BIS 091	Intro to Information Processing	<b>OR</b>
CIT 010	Intro to Computing and Info. Tech.	3.0
BIS 095	Microsoft Windows	1.0
BIS 102B	Microsoft Excel	1.5-3.0
BIS 104	Microsoft Access	1.5-3.0
BIS 106A	Beginning Microsoft Word	1.5
BIS 107	PowerPoint for Windows	<u>1.5</u>
<b>Total Units</b>		<b>10.0-13.0</b>

<b>DIGITAL MEDIA DESIGN SPECIALIST</b>		<b>Units</b>
BIS 035	Intro to Graphic Design	1.0
BIS 036	Computer Visual Design	3.0
BIS 128	Web Design II: Design for the Web	3.0
BIS 183	Digital Publication Design & Graphics	3.0
BIS 098P	Digital Media Design Portfolio	2.0
BIS 125	Internet Publishing	<b>OR</b>
CIT 040	Internet Publishing	<u>3.0</u>
<b>Total Units</b>		<b>17.0</b>

<b>INFORMATION PROCESSING SPECIALIST</b>		<b>Units</b>
BIS 102B	Microsoft Excel	1.5-3.0
BIS 104	Microsoft Access	1.5-3.0
BIS 107	PowerPoint for Windows	1.5
BIS 106	Microsoft Word	<b>OR</b>
BIS 106A	Beginning Microsoft Word	<b>OR</b>
BIS 106B	Advanced Microsoft Word	1.5-3.0
BIS 121	Intro to the World Wide Web	1.0
BIS 125	Internet Publishing	<b>OR</b>
CIT 040	Internet Publishing	<u>3.0</u>
<b>Total Units</b>		<b>10.0-14.5</b>

<b>GENERAL BUSINESS ASSISTANT</b>		<b>Units</b>
ACCTG 101	Bookkeeping for Small Business	3.0
BUS 082	Intro to Business	3.0
BIS 091	Intro to Information Processing	<b>OR</b>
CIT 010	Intro to Computing & Info. Tech.	3.0
BIS 007A	Business Writing Skills	<b>OR</b>
BIS 101	Written Business Communication	<u>3.0</u>
<b>Total Units</b>		<b>12.0</b>

<b>LEGAL OFFICE ASSISTANT</b>		<b>Units</b>
BIS 007A	Business Writing Skills	3.0
BIS 109	Intro to Microsoft Office	<b>OR</b>
BIS 106A	Beginning Microsoft Word	1.5
BIS 015	Legal Office Projects	2.0
LA 008	Legal Terminology	2.0
LA 010	Intro to Paralegalism	3.0
Units Selected from the following:		<u>3.0</u>
LA 014, 016, 030, 033, 036, 037, 038, 040, 042		
<b>Total Units</b>		<b>14.5</b>

<b>MEDICAL OFFICE ASSISTANT</b>		<b>Units</b>
BIS 007A	Business Writing Skills	3.0
BIS 011A/B/C	Computer Keyboarding	3.0
BIS 016	Medical Office Projects	2.0
BIS 017	Medical Terminology	1.0
BIS 105	Records Systems	2.0
BIS 106A	Beginning Microsoft Word	1.5
BIS 160	Computerized Medical Billing	1.0
BIS 161	Computerized Medical Office Procedures	1.0
BIS 162	Medical Coding	<u>1.0</u>
<b>Total Units</b>		<b>15.5</b>

\* **Note:** The content of ACCTG 030 and 031 are the same; however, ACCTG 030 is offered in a lecture/lab format, and ACCTG 031 is offered in an individualized lab setting. Students cannot get credit for both courses.

## **CHEMISTRY**

The purpose of the A.A. Degree in Chemistry is to provide a lower-division science foundation for those interested in pursuing chemistry or biochemistry 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, scientific consulting, or medicine, and the chemical, pharmaceutical, or biotechnology industries, find the Chemistry major an ideal academic preparation for entry into these professions.

### **ASSOCIATE IN ARTS** The Chemistry Major consists of the following courses:

All four (4) of the following courses are mandatory for the degree; for the transfer of these courses to a four-year school, a letter grade "C" or better is needed in each.

	<b>Units</b>
CHEM 001A General Chemistry	5.0
CHEM 001B General Chemistry	5.0
CHEM 012A Organic Chemistry	5.0
CHEM 012B Organic Chemistry	<u>5.0</u>
<b>Total</b>	<b>20.0</b>

### **Recommended Chemistry Elective:**

CHEM 065 (4 units)

This course in Quantitative Analysis, with two hours of lecture and six hours of lab per week, is strongly recommended for all transferring Chemistry majors.

### **Recommended Math Electives:**

MATH 071 & 072 (10 units)

These courses in Calculus, with five hours of lecture per week for two semesters, are strongly recommended for all transferring Chemistry majors.

### **DISTRICT GENERAL EDUCATION UNIT REQUIREMENTS FOR A.A. DEGREE**

	<b>Units</b>
<b>AREA A:</b> English Communication	9.0
<b>AREA B:</b> Science*	8.0
Math**	4.0
<b>AREA C:</b> Arts and Humanities	6.0
<b>AREA D:</b> Social and Behavioral Sciences	9.0
<b>AREA E:</b> Lifelong Understanding	3.0
<b>General Education units</b>	<b>39.0</b>
<b>Physical Activity (District Req.)</b>	<b>1.0</b>
<b>Added Chemistry Major units*</b>	<b>15.0</b>
<b>Recommended Chem Elective units</b>	<b>4.0</b>
<b>Recommended Math Elective units**</b>	<b><u>6.0</u></b>
<b>TOTAL UNITS</b>	<b>65.0</b>

\* CHEM 001A counts as 5 units of G.E. for Area B — Science. CHEM 001B, 012A, and 012B are specialized additional units in the major, but not GE.

\*\* MATH 071 & 072 (10 units total) will have 4 units count towards GE, and 6 units for recommended elective.



## COMMUNICATION STUDIES

Evergreen Valley College offers a Communication Studies Certificate to students who successfully complete ten or more units of communication studies course work. This certificate will inform future employers, college admissions offices, graduate schools, and professional institutions that you have received specialized training in speech communication skills.

The importance of the skills acquired through studying an practicing interpersonal, small group, and intracultural communication, argument, public speaking and listening training for personal and professional success cannot be overemphasized. Your communication Studies Certificate will not only enhance your chance of being selected for the job or position that you desire, but may also open other personal and professional doors.

Take this opportunity to learn skills that will increase you understanding of yourself and your ability to communicate with other people. The courses that you are required to complete for the Communication Certificate of Specialization are the following:

### CERTIFICATE OF SPECIALIZATION, LEVEL I

	Units
COM S 010 Interpersonal Communication	OR
COM S 035 Intracultural Communication	OR
COM S 040 Introduction to Argumentation	3.0
COM S 020 Oral Communication	3.0
COM S 045 Small Group Communication	3.0
COM S 094 Listening Skills Lab	1.0
<b>Total Units</b>	<b>10.0</b>

## COMPUTER AIDED DESIGN & DRAFTING

Drafters and designers prepare technical drawings, designs, diagrams and specifications for a wide variety of commercial, industrial, and government projects. Computer hardware design, aerospace drafting and design, architectural design and drafting, electronics design, technical illustration and the design and drafting of such items as: disk drive mechanisms, cellular telephones, and medical equipment; are just a few of the areas of employment available for drafters and designers in our local area.

Specializing in state-of-the-art CADD instruction, featuring AutoCAD, Mechanical Desktop and Autodesk Inventor software, the CADD department at Evergreen Valley College offers a wide variety of course work designed for individuals wanting to upgrade and expand their existing technical skills and for new students wanting to prepare for employment in numerous CADD related fields. The CADD Technology department also offers certificate options and an Associate in Science Degree option.

A "C" grade or better is required in each CADD course and all major prerequisite courses for graduation and/or certificate options.

### ASSOCIATE IN SCIENCE DEGREE

		Units
CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	3.0
CADD 132	Using Mechanical Desktop	3.0
CADD 133	Using Autodesk Inventor	3.0
CADD 134	Advanced Autodesk Inventor	3.0
CADD 140	Mechanical CADD Applications -Detail and Assembly drawings	3.0
CADD 141	Mechanical CADD Applications Design	3.0
CADD 142	Dimensioning & Tolerancing	2.0
CADD 150	CADD Document Management	2.5
BIS 109	Intro to Microsoft Office	1.5
MATH 013, 014, 021 or 022		3.0
<b>Major Requirements</b>		<b>30.0</b>
<b>Recommended Elective Units</b>		<b>6.0</b>
<b>G.E. Requirements</b>		<b>24.0</b>
<b>TOTAL</b>		<b>60.0</b>

**Recommended Technical Electives:** Students may select units from a variety of recommended CADD, Engineering, BIS, and/or CIT courses.

**Recommended Technical Electives include:** BIS 101, 104, 107, 109, 121, 125, 182, CADD 010, 136, CIT 020, ENGR 010, 018, 060, 066, ENGR 109, 150

### CERTIFICATE OF SPECIALIZATION, LEVEL I

#### MECHANICAL CADD

		Units
CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	3.0
CADD 132	Using Mechanical Desktop	OR
CADD 133	Using Autodesk Inventor	3.0
CADD 140	Mechanical CADD Applications-Detail and Assembly drawings	3.0
CADD 141	Mechanical CADD App.-Design	3.0
CADD 142	Dimensioning & Tolerancing	2.0
<b>TOTAL</b>		<b>17.0</b>

#### MECHANICAL DRAFTING AND DESIGN

		Units
CADD 140	Mechanical CADD Applications-Detail and Assembly drawings	3.0
CADD 141	Mechanical CADD App.-Design	3.0
CADD 142	Dimensioning & Tolerancing	2.0
CADD 150	CADD Document Management	2.5
<b>TOTAL</b>		<b>10.5</b>

#### AutoCAD

CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	3.0
CADD 132	Using Mechanical Desktop	OR
CADD 133	Using Autodesk Inventor	3.0
<b>TOTAL</b>		<b>9.0</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 and certificates were 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.

Upon completion of a CIT option, a Certificate in UNIX System Administration, Oracle Database Administration, Oracle Applications Developer, or Web Programming will be awarded. Certificates will be awarded to those who complete all the units listed under a Certificate of Specialization with a "C" or better.

<u><b>CIT CORE COURSES</b></u>	<b>Units</b>
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	<u>3.0</u>
<b>Total Core Requirements</b>	<b>18.0</b>

<u><b>ASSOCIATE IN SCIENCE DEGREE</b></u>	<b>Units</b>
Major Requirements (Core Courses)	18.0
12 units of CIT courses	12.0
6 units of approved electives	6.0
General Education	<u>24.0</u>
<b>Total Degree Requirements</b>	<b>60.0</b>

### **APPROVED ELECTIVES**

**BIS** 036, 109, 128, **CIT** 022, 024, 041X, 041J, 042, 043A, 044, 045, 046, 048, 050, 052, 054, 055, 056, 061, 061B, 064A, 064B, 065, 066, 067, 071, 072, 080, 082, 084, 086, 087, 136, **COMSC** 072, 075, 076

### **CERTIFICATE OF SPECIALIZATION, LEVEL I**

<b>UNIX SYSTEM ADMINISTRATION</b>	<b>Units</b>
CIT 020 Program Design and Development	3.0
CIT 042 Perl Programming	3.0
CIT 050 UNIX Operating System	3.0
CIT 052 UNIX Shell Programming	3.0
CIT 054 UNIX System Administration	<u>3.0</u>
<b>Total</b>	<b>15.0</b>

<b>ORACLE DATABASE ADMINISTRATION</b>		<b>Units</b>
CIT 060	Introduction to Database Systems	3.0
CIT 061	Introduction to Oracle	3.0
CIT 064A	Oracle Database Administration	3.0
CIT 064B	Advanced Oracle Database Administration	3.0
CIT 065	Performance Tuning	<u>3.0</u>
<b>Total</b>		<b>15.0</b>

<b>ORACLE APPLICATIONS DEVELOPER</b>		<b>Units</b>
CIT 044	Java Programming	3.0
CIT 060	Introduction to Database Systems	3.0
CIT 061	Introduction to Oracle	3.0
CIT 061B	PL/SQL Programming	3.0
CIT 066	Oracle Forms: Build Internet Applications	<u>3.0</u>
<b>Total</b>		<b>15.0</b>

<b>WEB PROGRAMMING</b>		<b>Units</b>
CIT 040	Internet Publishing	3.0
CIT 041J	JavaScript/Dynamic HTML	3.0
CIT 041X	Introduction to XML	3.0
CIT 042	Perl Programming	3.0
CIT 044	Java Programming	<u>3.0</u>
<b>Total</b>		<b>15.0</b>

## **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 also 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.

<u><b>ASSOCIATE IN ARTS DEGREE</b></u>		<b>Units</b>
ENGR 018	Engineering Design & Graphics	3.0
ENGR 010	Engr. Processes & Tools	3.0
ENGR 050	Intro to Computing	3.0
ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
ENGL 001A	English Composition ( <i>or equivalent</i> )	3.0
MATH 071	Calculus I w/Analytical Geom.	5.0
MATH 072	Calculus II w/Analytical Geom.	5.0
MATH 073	Multivariable Calculus	4.0
MATH 078	Differential Equations	3.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0
CHEM 001A & 001B	General Chemistry	<u>10.0</u>
<b>Major Requirements</b>		<b>64.0</b>
<b>G.E. Requirements</b>		<b>23.0</b>
<b>TOTAL</b>		<b>87.0</b>



**ASSOCIATE IN SCIENCE DEGREE**

ENGR 018	Engineering Design & Graphics	3.0
ENGR 010	Engr. Processes & Tools	3.0
ENGR 050	Intro to Computing	3.0
ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
ENGL 001A	English Composition ( <i>or equivalent</i> )	3.0
MATH 071	Calculus I w/Analytical Geom.	5.0
MATH 072	Calculus II w/Analytical Geom.	5.0
MATH 073	Intermediate Calculus	4.0
MATH 078	Differential Equations	3.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0
CHEM 001A & 001B	General Chemistry	10.0
<b>Major Requirements</b>		<b>64.0</b>
<b>G.E. Requirements</b>		<b>21.0</b>
<b>TOTAL</b>		<b>85.0</b>

**CIVIL ENGINEERING TECHNOLOGY**

The surveying Certificate is designed to provide the formal theoretical and laboratory coursework necessary to prepare a person to take the State Land Surveyors Examination and the Land Surveyors-In-Training Examination.

Certificate will be awarded to those who satisfactorily complete the program below with a grade of "C" or above.

**CERTIFICATE OF SPECIALIZATION, LEVEL II**

		<b>Units</b>
ENGR 018	Engineering Design and Graphics	
<b>OR</b>		
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
CET 100*	Applied Math for Land Surveying	1.0
CET 141	Boundary Control & Legal Principles	3.0
CET 142	California Coordinate System	1.0
CET 143	Photogrammetry	1.0
CET 145	Astronomy for Surveyors	1.0
CET 146	CAD for Civil Engineering, Surveying and Land Development	3.0
CET 147	Global Positioning for Surveyors	3.0
CET 148	Maps, the Subdivision Map Act and the Land Surveyors Act	3.0
<b>TOTAL</b>		<b>28.0</b>

\* Students who have completed Math 022-Trigonometry, with a "C" grade or better, have met the requirement for CET 100. However, only 1.0 unit will be awarded for the certificate.

**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. A grade of "C" or better in each major course and elective course is required for this degree.

**ASSOCIATE IN ARTS**

**Units**

**CORE CLASSES**

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>

**MAJOR ELECTIVES**

Select three courses from the following list:

ENGL 021	Intro to Poetry	3.0
ENGL 028	Intro to World Mythology	3.0
ENGL 033	Women in Literature	3.0
ENGL 072	Fundamentals of Creative Writing	3.0
ENGL 073	Intro to Shakespeare	3.0
HUMNT 002	Intro to World Literature	3.0

English Courses that meet the Humanities/Cultural Pluralism requirements: \*

ENGL 033	Women in Literature	
ENGL 060	Japanese & Japan-Amer Lit.	
ENGL 062	Asian/Asian Amer. Literature	
ENGL 080	Mexican-American Literature	
ENGL 082A	African/American Literature	
ENGL 082B	African/American Literature	

<b>English Major Core</b>	<b>15.0</b>
<b>English Major Electives</b>	<b>9.0</b>
<b>G.E. Requirements</b>	<b>39.0</b>
<b>TOTAL</b>	<b>63.0</b>

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

**GENERAL STUDIES**

The General Studies Major leading to an Associate in Arts Degree has been designed for the student who wishes to have a broad educational experience in college rather than to follow a specific career objective. The major is also ideally suited or the student who wishes to transfer with a transfer major and receive an Associate degree. A minimum of 60 units of instruction with an average grade of at least a "C" (2.0 grade point average in all units attempted) is required for graduation.

**ASSOCIATE IN ARTS**

**MAJOR REQUIREMENTS**

**Units**

PSYCH 001	General Psychology	3.0
A Computer Literacy course ( <i>select one of the following</i> ):		3.0

BIS 091	Intro to Information Systems	
CIT 010	Intro to Computing Information Technology	
LIB 015	Electronic Research and the Internet	

18 units from one of the 6 instructional areas listed below

**OR**

9 units each in two of the 6 instructional areas listed below:

- |    |   |
|----|---|
|    | <b>18.0</b>                                 |
|    | <b>24.0</b>                                 |
| 1. | English Communication                       |
| 2. | Physical and Biological Science             |
| 3. | Arts and Humanities                         |
| 4. | Social and Behavioral Sciences              |
| 5. | Lifelong Understanding and Self-Development |
| 6. | Technical/Vocational Introductory Courses   |

<b>Major Requirements</b>	<b>24.0</b>
<b>Electives</b>	<b>0.0</b>
<b>G.E. Requirements</b>	<b>39.0</b>
<b>TOTAL</b>	<b>63.0</b>



## **LAW ENFORCEMENT**

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.

### **CERTIFICATE OF SPECIALIZATION LEVEL II**

		<b>Units</b>
<b>LE 154</b>	<b>Basic Police Academy</b>	<b>TOTAL 22.0</b>
<b>OR</b>		
LE 158	PC 832 – Firearms and Laws of Arrest. Level III, Part 1	1.5
LE 160	Basic Police Academy, Modular, Level III, Part 2	3.0
LE 161	Basic Police Academy, Modular, Level II	7.0
LE 162	Basic Police Academy, Modular, Level I	12.5
<b>Total</b>		<b>24.0</b>

## **LEGAL ASSISTANT**

The Legal Assistant/Paralegal Program offers an Associate in Arts degree, an Associate in Science degree, and a certificate of specialization. A student will qualify for an Associate in Arts by completing all the core requirements with a "C" or better and the general education pattern of 39 units. A student will qualify for an Associate in Science Degree by completing all the core requirements with a grade of "C" or better and the general education pattern of 24 units and recommended electives to total 60 units. The Legal Assistant Certificate prepares students for employment as a legal assistant/paralegal. Students completing the certificate will meet the professional standard of education set forth for AB 1761 and be able to utilize the title of paralegal.

### **ASSOCIATE IN ARTS DEGREE**

	<b>Units</b>
BIS 091 Intro to Information Processing	OR
CIT 010 Intro to Computing & Info. Tech.	3.0
LA 010 Intro to Paralegalism	3.0
BUS 071 Legal Environment of Business	3.0
LA 071* Legal Research and Writing - A	3.0
LA 072 Legal Research and Writing - B	3.0
Legal Specialty Courses from below	12.0
	<b>27.0</b>

### **Legal Specialty Courses**

	<b>Units</b>
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 030 Bankruptcy	3.0
LA 033 Tort and Personal Injury Law	3.0
LA 036 Real 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
<b>Major Requirements</b>	<b>27.0</b>
<b>Other Electives</b>	<b>0.0</b>
<b>G.E. Requirements</b>	<b>39.0</b>
<b>Total Degree Requirements</b>	<b>66.0</b>

### **ASSOCIATE IN SCIENCE DEGREE**

BIS 091 Intro to Information Processing	<b>OR</b>
CIT 010 Intro to Computing & Info. Tech.	3.0
LA 010 Intro to Paralegalism	3.0
BUS 071 Legal Environment of Business	3.0
LA 071* Legal Research and Writing - A	3.0
LA 072 Legal Research and Writing - B	3.0
Legal Specialty Courses from 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 030 Bankruptcy	3.0
LA 033 Tort and Personal Injury	3.0
LA 036 Real 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
<b>Major Requirements</b>	<b>27.0</b>
<b>Other Electives</b>	<b>9.0</b>
<b>G.E. Requirements</b>	<b>24.0</b>
<b>Total Degree Requirements</b>	<b>60.0</b>

\* Prerequisites for LA 71:  
 BIS 091, or CIT 010; BIS 101; LA 010; all with "C" or better and LA 014, or LA 030, or LA 033, or LA 036, or LA 038, or LA 040, or LA 042, or LA 044, or LA 046

### **CERTIFICATE OF SPECIALIZATION - LEVEL II**

	<b>Units</b>
LA 010 Intro to Paralegalism	3.0
BUS 071 Legal Environment of Business	3.0
LA 071* Legal Research and Writing - A	3.0
LA 072 Legal Research and Writing - B	3.0
Legal Specialty Courses from list above	12.0
<b>TOTAL</b>	<b>24.0</b>

\* Prerequisites for LA 71:  
 BIS 091, or CIT 010; BIS 101; LA 010; all with "C" or better and LA 014, or LA 030, or LA 033, or LA 036, or LA 038, or LA 040, or LA 042, or LA 044, or LA 046



**MUSIC**

**CERTIFICATE OF SPECIALIZATION LEVEL 1** Units

MUSIC 023	Class Voice	1.0
MUSIC 047	All College Chorus	3.0
MUSIC 099	Introductory Music	3.0
MUSIC 101	Sightsinging	0.5
MUSIC 050A/B	Beginning Piano <b>OR</b>	
MUSIC 020	Class Piano	2.0
MUSIC 091	Music Appreciation: Western Civilization <b>OR</b>	
MUSIC 092	Music Appreciation: American Theater	3.0
<b>Total Units</b>		<b>12.5</b>

**PERFORMING ARTS**

**CERTIFICATE OF SPECIALIZATION LEVEL I** Units

DANCE 010	Ballet, Beginning	1.0
MUSIC 047	All College Chorus	1.5

**Select One Unit from the following:**

DANCE 011	Ballet, Intermediate	0.5-1.0
DANCE 021	Jazz Dance, Intermediate	0.5-1.0
DANCE 051	Modern Dance, Intermediate	1.0

**Select Two Units from the following:**

DANCE 020	Jazz Dance, Beginning	0.5-1.0
DANCE 022	Social Dance	1.0
DANCE 040	Tap Dance	0.5-1.0
DANCE 050	Modern Dance, Beginning	2.0

**Select Four Units from the following:**

DRAMA 013A	Acting	3.0
DRAMA 013B	Acting	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.

**ASSOCIATE IN ARTS**

**CORE REQUIREMENTS** Units

PSYCH 001	General Psychology	3.0
MATH 063	Elementary Statistics	3.0
PSYCH 018	Introduction to Research Methods	3.0
PSYCH 030	Intro to Biological Psychology	3.0

**PSYCHOLOGY MAJOR ELECTIVES (6 UNITS)**

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\*\*\***

ANAT 001*	Human Anatomy	5.0
A&P 003*	Intro to Anatomy & Phys.	5.0
ANTH 062	Intro to Physical Anthropology	3.0
ANTH 063	Intro to Cultural Anthropology	3.0
BIOL 020*	Human Biology	4.0
BIOL 021A	General Biology	4.0
SOC 010	Intro to Sociology	3.0
SOC 011	Social Problems	3.0

<b>Major Requirements</b>	<b>12.0</b>
<b>Psychology Electives</b>	<b>6.0</b>
<b>Other Electives</b>	<b>3.0</b>
<b>G.E. Requirements</b>	<b>39.0</b>
<b>TOTAL</b>	<b>60.0</b>

\*Either Anatomy 001 **or** A&P 003 **or** Biology 020 is a **required** supporting course for San Jose State University psychology majors.

\*\*\*Consult your counselor for specific requirements at the four year institution of your choice. SJSU has a major-to-major agreement with Evergreen Valley College.

**SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**

The Speech and Language program provides a concentration of speech-language classes, related courses and supervised field experience that will prepare students to assist speech-language pathologists in treating disorders related to articulation and phonology, child and adult language, cognition, motor speech, dysphagia, voice, fluency, craniofacial anomalies, and hearing. In addition, students will be prepared to assist speech-language pathologists in the provision of training and use of augmentative and alternative communication.

**ASSOCIATE IN ARTS DEGREE** Units

**MAJOR REQUIREMENTS**

SLPA 104	Language Development	3.0
SLPA 105	Fundamentals of Articulation	3.0
SLPA 106	Phonetics Lab	0.5
SLPA 114	Human Communication: Disorders and Differences	5.0
SLPA 115	Clinical Management & Standards	4.0
SLPA 116	Application of Adaptive Technology	1.0
SLPA 118A	Field Experience A	1.5
SLPA 118B	Field Experience B	1.5
SLPA 136	SLPA Work Experience	2.0
**PSYCH 092	Developmental Psychology	3.0
**CIT010	Introduction to Computing Information Systems	3.0
*SL 001A/1B	American Sign Language	6.0

*(One semester of sign language is required. In lieu of 2nd semester sign language, students with English as a second language may substitute a course in which formal training of their first language is provided)*

**GENERAL EDUCATION REQUIREMENTS** Units

**Highly recommended G.E. courses**

<b>Area A: Communication in the English Language And Critical Thinking</b>	<b>9.0</b>
English 001A	
Communication Studies 010	
English 001C	
<b>Area B: Physical Universe And Life Forms</b>	<b>11.5</b>
Anatomy 001	
Math 051 or Statistics	
***Non-Lab Science	
<b>Area C: Arts and Humanities</b>	<b>6.0</b>
Fine Arts	
Third World Cultures	
<b>Area D: Social and Behavioral Science</b>	<b>6.0</b>
History 1 & Political Science 1	
<b>Area E: Lifelong Learning</b>	<b>3.0</b>
Family Consumer Studies 050 <b>OR</b>	
Psychology 060	

<b>Major Requirements</b>	<b>33.5</b>
<b>Graduation Requirement (P.E.)</b>	<b>1.0</b>
<b>G.E. Requirements</b>	<b>35.5</b>
<b>TOTAL</b>	<b>70.0</b>

\* Meets 3 units of area C  
 \*\* Meets 3 units of area D  
 \*\*\* 3 units of non-lab science required for students who plan to transfer to a 4-year college



## UNIVERSITY STUDIES – ASSOCIATE IN ARTS

The A.A. in University Studies is designed for transfer students who wish to transfer to a four-year university in majors which we do not have a complete articulated transfer curricula. See a counselor to work out the Education Plan for this major.

Major and General Education Requirements are based on the California State University General Education (CSU GE) and San Jose Evergreen Community College graduation requirements.

Requirements are based on Intersegmental General Education Transfer Curriculum (IGETC)\* and on San Jose City/ Evergreen Community College Graduation Requirements. IGETC may not be appropriate G.E. pattern to follow for all majors and all UC campuses. (i.e., U.C. San Diego).

### CALIFORNIA STATE UNIVERSITY STUDIES

#### MAJOR REQUIREMENTS Units

##### Area A. Communication and Critical Thinking 9.0

Choose one course each from A1, A2 and A3 on the CSU G.E. list.

- A1: Oral Communication
- A2: Written Communication
- A3: Critical Thinking

##### Area B. Physical Universe and Life Forms 9.0

Choose one course from B1, B2 and B4. At least one course from B1 or B2 must also be listed in B3 on the CSU G.E. list.

- B1: Physical Science
- B2: Life Forms
- B3: Laboratory Activity
- B4: Mathematical Concepts

##### Area C. Arts, Literature, Philosophy and Foreign Language 9.0

Choose three units from C1 and three units from C2; and an additional three units from C1 or C2 on the CSU G.E. list. See District Graduation Requirement – Ethnic Studies below.

- C1: Arts, Drama and Music
- C2: Literature, Humanities, Philosophy and Foreign Languages

##### Area D. Social, Political and Economic Institutions 9.0

History 017A & 017B OR History 001 and Political Science 001, PLUS one course from another area. See District Graduation Requirements – Ethnic Studies below.

##### Area E. Lifelong Understanding and Self-Development 3.0

Choose three units from the CSU G.E. list.

##### District Graduation Requirement - Physical Activity (P.E. or Dance) 1.0

##### District Graduation Requirement - Cultural Pluralism/Ethnic Studies 3.0

One course must be included from area C2 or D (see A.A. General Education Pattern)

##### Lower Division Major Requirements

Minimum of 18 units from major sheet\*. If major sheet has fewer than 18 units, CSU transferable courses may be substituted to meet minimum requirement.

Students must use a major sheet from ASSIST\*, a printed major sheet, or consult with a counselor for the particular CSU's lower division major preparation.

#### Minimum Units Required 60.0\*\*

\* ASSIST: WWW.ASSIST.org

\*\* Students must complete 60 units with a GPA of 2.0 or above. (Area A1, A2, A3 and B4 must have at least a "C" grade)

### UNIVERSITY OF CALIFORNIA STUDIES - IGETC

#### MAJOR REQUIREMENTS Units

##### Area 1. English Communication 9.0

(Three courses are required)

- English 001A
- English 001C
- Studies 020 or 040

##### Area 2. Mathematical Concepts and Quantitative Reasoning 3.0

One course is required (Choose from IGETC list)

##### Area 3. Arts and Humanities 9.0

Take 3 courses, with at least one course from the Arts and one course from the Humanities (on IGETC list). See District Graduation Requirements - Ethnic Studies.

- Arts
- Humanities

##### Area 4. Social and Behavioral Sciences 9.0

Students must take History 17A and 17B OR History 1 and Political Science 1, PLUS one course from another area. See District Graduation Requirement – Ethnic Studies.

##### Area 5. Physical and Biological Sciences 7.0

Take 2 courses (on IGETC list): one from Physical Science and one from Biological Science. One course must include a lab.

- Physical Science
- Biological Science

##### Area 6. Languages other than English 0.0-5.0

Language proficiency equivalent to two years of high school study in the same language. (AP tests can also be used to qualify)

##### District Area E Requirement 3.0

FCS 019, 060, Health Education 011, P.E. 031, Psychology 035, 096, 100

##### District Graduation Requirement Physical Activity (PE or Dance) 1.0

##### District Graduation Requirement Cultural Pluralism/Ethnic Studies 3.0

One course must be included from area 3 or area 4 (see A.A. General Education Pattern)

##### Lower Division Major Requirements 18.0+

(Minimum of 18 units from major sheet\*. If major sheet has fewer than 18 units, UC transferable courses may be substituted to meet minimum requirement.)

(Major Courses: Students may use ASSIST\*, a printed major sheet, or consult with counselor for UC lower division major preparation)

#### Minimum Units Required 60.0\*\*

\* Students preparing for majors with a large number of units required for lower division, should prepare for their major and take only essentials of their GE such as English and Mathematics. Most UC's prefer major preparation.

\*\* An A.A. Degree requires a 2.0 GPA. However, for transfer to a UC a higher GPA is generally needed. **Each course must have a "C" or better for IGETC Certification.**





## **NURSING**

The San Jose/Evergreen Community College District Governing Board approves the Nursing Program. The California State Board of Registered Nursing (Post Office Box 944210-2100, Sacramento, CA 95184; telephone: 916-322-3350) and the National League for Nursing Accrediting Commission (61 Broadway, New York, New York 10006; telephone 1-800-669-1656 extension 153) accredits the Nursing Program. Graduates of the program are eligible to take the National Council's Licensing Examination for Registered Nurses (NCLEX-RN). Nursing students have the same responsibilities and privileges of other college students. The Nursing Program encourages male and female students from culturally diverse backgrounds to become eligible and apply for enrollment. Students are admitted every Fall Semester to the Nursing Program.

The program is a full-day study course that can be completed in two years or extended by completing the General Education, Science and other requirements prior to admission into the Nursing Program. The latter is the suggested format for those students who cannot devote full-time to academic study. Clinical nursing education is part of most of the Nursing Program courses. In the clinical education component, principles derived from academic study are applied to nursing clinical practice. Clinical nursing practice is conducted in local acute care hospital settings and community health care agency settings.

Students who wish to learn more about the nursing profession are encouraged to enroll in Nursing 100, Introduction to Nursing. In addition, Nursing Program Information Workshops are regularly conducted during the school year.

When the Nursing Program is impacted (more students apply for enrollment than can be admitted), students who are residents of the San Jose/Evergreen Community College District or the West Valley/Mission Community College District **AND** who have successfully completed at least twelve (12) units of course work in either of the two districts are given priority for enrollment.

The San Jose/Evergreen Community College District reserves the right to add, amend or repeal any of the rules, regulations, policies and procedures (including enrollment criteria and selection procedures) consistent with applicable laws.

### **PURPOSE, PROGRAM PHILOSOPHY, BELIEFS ABOUT NURSING, BELIEFS ABOUT LEARNING, PROGRAM OUTCOMES, THEORETICAL FRAMEWORK, AND OVERALL COURSE LEARNING OBJECTIVES**

#### **Purpose**

The purpose of the curriculum in nursing is to prepare a graduate who qualifies for the Associate of Science Degree, is eligible to take the state licensing examination for registered nursing and is prepared for entry-level practice into the profession of nursing.

#### **Program Philosophy**

Faculty concur with the mission, vision and values of Evergreen Valley College and share in the responsibility of the total educational program. Within the college's overall mission, vision and values, the nursing faculty has defined its own program philosophy.

Faculty believe nursing education is dynamic and must constantly incorporate changes in practice and theory. This forms a basis for lifelong learning.

Faculty believe the nursing program meets the needs of the community by offering an educational opportunity in nursing, thus providing this community with graduates prepared for entry into the practice of professional nursing within a multicultural society. This philosophy also incorporates faculty beliefs about nursing and beliefs about learning.

#### **Beliefs About Nursing**

The Evergreen Valley College faculty concur with the concept of nursing as accepted by the American Nurses Association (2003) in their document, Nursing's Social Policy Statement 2003, "Nursing is 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, groups, communities, and populations."

This concept is implemented through the use of the nursing process and involves therapeutic interventions and application of theoretical knowledge utilizing critical thinking. The nursing process guides the nurse through assessment, diagnosis, planning, implementation and evaluation.

Faculty believe that individuals have physiological, psychological and sociocultural dimensions. Further, we believe that individuals progress through the life cycle on a health-illness continuum.

Individuals are endowed with the capacity to think, to reason, and to abstract meaning from perceptions supplied by their senses. These perceptions are unique to each individual in the context of his/her environment. The responses generated by one's perceptions affect his/her state of health and well-being. Faculty believe an individual's health is a dynamic changing state.

#### **Beliefs About Learning**

While philosophy establishes the framework for the educative process, learning theory gives specific direction. The curriculum is based on a meta-theoretical approach, since no single point of view adequately embodies all theories of learning.

Learning is a change in behavior, which results from experience and is retained and applied to future experiences. We recognize the individual, an adult learner, brings attitudes, values, beliefs, and needs, which have evolved, from an individual's experiences and diverse cultural background. What one perceives is unique and what one learns in any given situation depends on this perception. When the learner defines the experience as meaningful, satisfying and directed toward attainable goals, effective learning occurs.

We believe that learning occurs most effectively when there is active involvement in the learning process. Active involvement requires affective, cognitive and psychomotor processes. Critical thinking is a necessary component of nursing and must be fostered in students and integrated throughout the curriculum. The ability to engage in critical thinking provides students with the skills to function independently. The learner is motivated by the learning environment and self-evaluation.

Optimal learning occurs when the adult learner takes initiative and accountability for the preparation and participation in learning activities that are required to achieve learning outcomes. Faculty facilitate learning and assist in developing nursing skills and knowledge based upon student readiness to learn, mutual respect, and mutual goals for learning. The teaching role is to design individual experiences that promote integration of related facts and concepts.



Learning is facilitated when the experiences are organized to involve multiple senses and follow logical sequences, such as simple to complex or general to specific. For instance, students must take pre-requisites such as microbiology, anatomy and physiology before studying nursing theory. Learning takes place when experiences are spaced, allowing time for reflection and internalization.

We believe that learning is accelerated by group interaction and that socialization and group dynamics serve both as a laboratory experience and as a milieu for the exchange of ideas, insights, and information. Basing the learning process upon essential principles of critical thinking facilitates its application to varied situations.

Evaluation is a continuous process and a joint responsibility between the student and the teacher and, through its use, behavior may be appraised, modified and redirected toward the desired goals.

### **Program Outcomes**

**At the completion of the nursing program, students will:**

1. Administer safe, competent, direct nursing care to clients at all stages in the life cycle.
2. Function effectively at entry-level practice in acute care settings and community agency settings.
3. Demonstrate critical thinking through independent nursing judgments and establish priorities of care.
4. Recognize personal competencies and scope of practice as a registered nurse.
5. Assume responsibility for continued learning in the field of nursing and for the advancement of nursing knowledge.
6. Develop effective interpersonal communication.
7. Function as a member of the health team in a collaborative and leadership role.
8. Recognize and assess a client's designated position on the health-illness continuum.
9. Apply principles of the teaching-learning process to effectively educate individuals, families, groups, communities, and populations.
10. Contribute to the community as a health care professional and client advocate.

### **Theoretical Framework**

The program includes academic study in general education, the behavioral and biological sciences, and the body of knowledge in nursing that forms the basis for direct nursing care. Principles derived from academic study are applied to the practice of nursing in the Nursing Program Resource Center and supervised clinical experiences in acute care and community settings. The nursing process is the focus of teaching and learning. The nurse assesses and analyzes client(s) health needs, plans and implements appropriate nursing care and collaborative actions based on those needs and then evaluates whether expected outcomes for the individual, families, communities, and populations were met. If the expected outcomes are not met, then modifications to the care plan must be implemented and re-evaluated.

Individuals progress through the life cycle intersecting the health-illness continuum. Growth and development concepts throughout the life span serve as a theoretical foundation for the identification of life cycle changes and the sequencing of courses throughout the program. Major or most prevalent life span events and/or physiological and psychological alterations occurring in each developmental period provide the content of the nursing courses.

Because we level our overall course learning objectives throughout the core courses, students are independently practicing in the preceptorship course with minimal supervision by the end of the program. These course objectives lead to the program outcomes, which is a natural progression of our framework from simple to complex.

Horizontally, the Integrating Threads are thematic in our core courses. Our Integrating Threads of physiological and psychological safety, comfort, communication, teaching, health promotion, restorative and rehabilitative measures, and diversity are embedded in our definition of nursing. The thread of physiological and psychological safety correlates with "protection" in our nursing definition. The threads of comfort and communication correlate with "alleviation of suffering." The threads of teaching, health promotion, and restorative and rehabilitative measures correlate with "promotion and optimization of health and abilities." The thread of diversity correlates with the mandate to provide nursing care to "individuals, families, groups, communities and populations."

Vertically, we have five overall course learning objectives that are leveled across semesters from simple to complex; sub-objectives increase in difficulty and thus the acquisition of student learning becomes cumulative.

### **Overall Course Learning Objectives**

By the end of each core nursing course, students will demonstrate completion of the following objectives that are leveled by each semester.

#### **Students will:**

1. Utilize the nursing process based upon physiological, behavioral, and nursing principles with clients and families throughout the life cycle.
2. Develop the ability to give safe, direct nursing care to clients presenting common health problems.
3. Utilize expressions of ideas and feelings through the various media of communication.
4. Become increasingly aware of the psychosocial and cultural factors which influence a client's behavior.
5. Develop awareness of the role of the associate degree nurse within the profession of nursing.

### **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 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.

### **References**

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



**PROGRAM ENROLLMENT AND PROGRESSION**

Enrollment in the generic Nursing Program is limited to students who have been admitted to the program in order to complete the Associate of Science Degree in Nursing. Students must complete each course in the Nursing Program with at least a grade of "C" or higher in order to progress in the program. In addition, students must earn at least a grade of "C" in the fourth semester nursing courses in order to fulfill the requirements for the Associate of Science Degree in Nursing.

**ADVANCED PLACEMENT**

Students with previous nursing education can apply for advanced placement. This includes both students who are transferring from other accredited nursing programs and California Licensed Vocational Nurses (LVNs). After potential students complete the form, "Request for Advanced Placement in Nursing," they will meet with a Nursing Counselor and then the Dean of Nursing and Allied Health in order to determine optimum placement. Theory-only courses are available to students admitted into the program in advanced placement status and will be recommended to students following Dean and faculty review of students' previous nursing educational history. These courses are available for those particular students who might need a theory-only course in order to review content without having to also complete the concurrent clinical practice requirement. The theory-only courses are: Nursing X111, Nursing X112, Nursing X113 and Nursing X114.

Students requesting advanced placement status must meet the Eligibility Criteria for the Nursing Program. Advanced placement students must meet all Nursing Major Requirements and General Education Requirements in order to receive the Associate of Science Degree in Nursing. Advanced placement students are admitted to the program on a space available basis only.

LVNs are eligible for either advanced placement into the generic Nursing Program or placement into the 30-Unit Option track (see following section). LVNs who enter the generic Nursing Program with advanced placement status must meet the Eligibility Criteria for the Nursing Program and complete the necessary program requirements in order to qualify for the Associate of Science Degree in Nursing. All LVN students who are interested in applying to the Nursing Program must complete Nursing Placement Tests. The results of these tests aid in the space available selection of LVNs. For further information on advanced placement, including placement testing, contact the Nursing Program Office at (408) 270-6448 or access the Evergreen Valley College web site: [www.evc.edu](http://www.evc.edu). (Go into "Search" and locate "Nursing.")

**30-UNIT OPTION FOR CALIFORNIA LICENSED VOCATIONAL NURSES**

A 30-Unit Option is available for California LVNs that fulfills the California State Board of Registered Nursing requirements. (See Section 1429 of the California Nurse Practice Act.) Courses in the 30-Unit Option are completed in addition to the courses required for Vocational Nursing Licensure. Section 1429 provides that no more than thirty (30) semester units in nursing and related science subjects can be required. The nursing courses include content on nursing interventions in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing. These courses focus on the following clinical areas in nursing: Advanced Medical-Surgical Nursing, Mental Health Nursing and Geriatric Nursing. In addition, LVNs also complete a course that focuses on nursing professional issues, management and leadership. Depending on the course objectives, courses may focus on theory or clinical practice. Most courses, however, include both theory and concurrent clinical practice components.

LVNs choosing the 30-Unit Option are not required to meet the recency requirement for Physiology and Microbiology or to complete college placement testing. Following completion of the designated ten (10) units of Human Physiology and General Microbiology, LVNs apply to complete the remaining twenty (20) units in the Nursing Program. LVNs completing the 30-Unit Option must complete Human Physiology and General Microbiology with at least a grade of "C" or higher. The nursing courses also must be completed with at least a grade of "C" or higher in order to progress to the next course. In addition, LVNs must earn at least a grade of "C" in the fourth semester nursing courses in order to meet the requirements for the 30-Unit Option.

Following this, they are eligible 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 in other states or impact employment mobility in some health care institutions.

The 30 units in nursing and the related sciences consist of the following courses:

**SCIENCE COURSE REQUIREMENTS:**

These are prerequisites to the nursing courses and must be taken prior to acceptance.

•Physiology 060	5.0 units
•Microbiology 070	5.0 units

**NURSING COURSE REQUIREMENTS:**

<b>Fall Semester</b>	•N104 Pharmacology (concurrent with N113/NX114)	2.0 unit
	•N113 (Psychiatric & Mental Health)	4.0 units
	•NX114 Adult Care I (Theory Only)	3.0 units
<b>Spring Semester</b>	•N115 Adult Care II	8.5 units
	•N116 Professional Issues in Nursing (Leadership/Mngmnt)	1.0 unit
	•NX117 Preceptorship	1.5 units

**TOTAL: 30 units**

**CALIFORNIA STATE BOARD OF REGISTERED NURSING REGULATION REGARDING A FELONY**

In accordance with Regulation 480 of the California State Board of Registered Nursing, a person convicted of any offence other than a minor traffic violation may not qualify to be licensed as a Registered Nurse. If there are questions regarding this matter, please contact the California State Board of Registered Nursing at Post Office Box 94210, Sacramento, CA 94244-2100. Further information is also available at the board's Web site: [www.rn.ca.gov](http://www.rn.ca.gov).

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 hours per week of laboratory. The following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour."



The clinical portion of the nursing courses are considered as laboratory experiences and therefore use the ratio of 1 unit of credit = 3 units of laboratory per week. The lecture portions of the nursing courses use the ratio of 1 unit of credit = 1 unit of lecture per week.

**POLICY FOR SAFE STUDENT PRACTICE IN CLINICAL SETTINGS**

**A. Policy:**

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a non-passing grade for the course. In order to continue in the nursing program a student who is terminated from a clinical practicum must apply for readmission to the nursing program.

**B. Definition:**

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. **Regulatory:** The student practices within the boundaries of the California State Nurse Practice Act, the guidelines and objectives of the Nursing Program and follows the rules and regulations of the health care agency. (Guidelines and objectives of the Nursing Program are found in the N111 syllabus and in the Nursing Student Handbook. Students are bound by the rules and regulations of the health care agencies.)

An example of unsafe practice may include but is not limited to:

Arriving for the clinical practicum under the influence of drugs and/or alcohol.

2. **Ethical:** The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice as well as the California State Nurse Practice Act.

Examples of unsafe practice may include, but are not limited to, the following:

- a. Refusing a patient assignment based on client's race, culture, or religious or sexual preference.
- b. Inappropriate practice in any assigned activity related to clinical practice.

3. **Psychological, Social, and Cultural Reasons:**

The student attempts to meet the total needs of the human system from a biological, psychological, social, and cultural standpoint.

Examples of unsafe practice may include, but are not limited to, the following:

- a. Failure to display stable mental, physical or emotional behavior(s) which may affect others' well-being.
- b. Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (deficit areas defined in (3a) above).
- c. Acts of omission/commission in the care of clients, such as (but not limited to): physical abuse placing another in hazardous positions, conditions, or circumstance, mental or emotional abuse, and multiple medication errors.

- d. Interpersonal relationships with agency staff, coworkers, peers, faculty resulting in miscommunications, disruption of client care and/or unit functioning.
- e. Lack of physical coordination necessary for carrying out safe nursing procedures.

4. **Accountability:** The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of continuity in the care of clients.

Examples of unsafe practice may include, but are not limited to, the following:

- a. Attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
- b. Dishonesty.

5. **Human Rights:** The student's conduct shows respect for the individual, client, health team member, faculty, and self including but not limited to the innate, legal, ethical, and cultural realms.

Examples of unsafe practice may include, but are not limited to, the following:

- a. Failure to maintain confidentiality of interactions.
- b. Failure to maintain confidentiality of records.
- c. Dishonesty in relationships.

**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 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 therefore, 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 will be 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 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 Regarding Impaired (Substance Abuse or Emotional Illness) Nursing Students**

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 the Impaired Student Nurse**

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 acute 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 the Evergreen Valley College Division 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 Evergreen Valley College 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 begin each subsequent semester.

**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; or (3) being regarded as having such an impairment.**

For the purpose of the Evergreen Valley College 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:**

6. Coordinate verbal and manual instruction.
7. Assess a patient from 10 feet away to observe posture and response to treatment.
8. Respond to a timer, alarm or cries for help.
9. 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:**

10. Move from room to room and maneuver in small spaces.
11. Transfer patients who may require physical assistance.
12. Guard and assist patients with ambulation.
13. Perform exercise techniques, including applying resistance during exercise.
14. Lift and carry up to 50 pounds, and exert up to 100 pounds force or push/pull.
15. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
16. Use hands repetitively; use manual dexterity.
17. Perform CPR.
18. Travel to and from academic and clinical sites.
19. Able to spend 75%-90% of clinical time standing/walking.

### **ENROLLMENT PROCEDURE**

Students must complete the following information between December 15 and February 15:

1. An enrollment application for Evergreen Valley College from the Office of Admissions and Records. Submit to the Office of Admissions and Records.
2. A Nursing Application available from the Nursing Program Office. Submit to the Nursing Program Office.
3. Official transcripts from **ALL** colleges previously attended. If less than 30 semester units of college courses taken, submit an official high school transcript also. Submit to the Office of Admissions and Records.
4. SJ/ECCD Algebra Competency Test results must be on file.
5. SJ/ECCD English Placement Test results must be on file.

### **OTHER REQUIREMENTS**

Upon entrance in the Nursing Program, students must submit a record of CPR (cardiopulmonary-resuscitation) certification for Health Care Providers. CPR classes may be taken at many community agencies. In addition, students must submit a completed physical examination and immunization record. All records should be submitted at the beginning of the class to clinical faculty. Students not completing these requirements will not be able to start the clinical part of the courses. Students must also complete all necessary hospital orientation requirements, including, but not limited to, requirements pertaining to patient safety and confidentiality, and bioethics.

### **TUITION FEES:**

Resident students must pay California Community College enrollment fees each semester. Non-resident students will be charged tuition as established by the District.

### **APPROXIMATE COSTS RELATED TO THE PROGRAM:**

1. Uniforms-white uniforms, laboratory coat & shoes, approximately \$180-\$230 both years.
2. Books, syllabi, supplies, personal health insurance, approximately \$1,700 both years.
3. CPR training approximately \$35.
4. Physical exam and immunizations, variable costs.

### **MATERIAL FEE:**

Arm patches \$2 each

Students are responsible for their own meals, housing and transportation to campus and hospital. Financial Aid and loan applications are available for students who qualify through the Financial Aid Office.

### **PROGRAM REQUIREMENTS:**

Enrollment in the nursing courses listed in the Nursing Major Requirements is limited to students who have been admitted to the Associate of Science Degree Nursing Program.



**Nursing Program Prerequisite Courses, Eligibility Criteria, Supportive Courses in Nursing Major, General Education and Graduation Requirements, Nursing Major Courses and 30-Unit Option  
(Units Listed are Semester Units)**

<b>Prerequisite Courses and Eligibility Information</b>	<b>Supportive Courses in Nursing Major, General Education and District Graduation Requirements</b>	<b>Nursing Major Courses</b>	<b>LVN 30-Unit Option</b>
High School Graduation from an accredited high school or equivalent	PSYCH 001 <b>3.0</b>	NURS 111 <b>6.5</b>	PHYSO 060 <b>5.0</b>
Anatomy with lab (within 5 years) <b>5.0</b> <b>AND</b> Physiology with lab (within 5 years) <b>5.0</b> <b>OR</b> combined Anatomy and Physiology with lab (within 5 years) <b>5.0</b>	PSYCH 092 <b>3.0</b>	NURS 112 <b>6.5</b>	MICRO 070 <b>5.0</b>
Microbiology w/lab (within 5 years) <b>5.0</b>	SOC 010 <b>OR</b> ANTHRO 063 <b>OR</b> SSCI 020*, 028*, 030*, 040*, <b>OR</b> 042* <b>3.0</b>	NURS 113 <b>4.0</b>	NURS 113 <b>4.0</b>
Demonstrating elementary algebra competency by taking the Elementary Algebra Placement Test and achieving a minimum score of 26 <b>OR</b> successfully completing MATH 011A, 011R, 011S, their equivalent, or any higher level college math course. <b>0-5.0</b>	Fine Arts <b>3.0</b>	NURS 114 <b>7.0</b>	NURS X114 <b>3.0</b>
Demonstrating college level reading skills (grade 13 or higher) on the Stanford Diagnostic Reading Test (SDRT) by achieving a minimum score of 51 on comprehension and 49 on vocabulary <b>OR</b> successfully completing English 102, 101 (SJCC) or an equivalent.	HIST 017 A and 017 B <b>OR</b> HIST 001 AND POLSC 001 <b>6.0</b>	NURS 115 <b>8.5</b>	NURS 115 <b>8.5</b>
Demonstrating college level writing skills (grade 13 or higher) on the Assessment and Placement Services for Community Colleges Test (APS Writing Placement Test) by achieving a minimum score of 31 <b>OR</b> (SDRT) by achieving a minimum score of 51 on comprehension and 49 on vocabulary <b>OR</b> successfully completing English 104, 001A, or 092 (SJCC) or an equivalent.	PE or Dance <b>1.0</b>	NURS 116 <b>1.0</b>	NURS 116 <b>1.0</b>
Qualifying GPA of 2.5 calculated using the last 30 completed semester units of coursework.	One of the following: COMS 010, 020, 035, 040, 045 <b>3.0</b>	NURS 104 <b>2.0</b>	NURS 104 <b>2.0</b>
	ENGL 001A <b>3.0</b>	NURS 117 <b>2.0</b>	NURS X117 <b>1.5</b>
	*Courses meet Cultural Pluralism Graduation Requirement		
<b>Total Units                   10.0-15.0</b>	<b>Total Units                   25.0</b>	<b>Total Units           37.5</b>	<b>Total Units           30.0</b>

**Total Program Units 30–77.5 including the 30–unit option**

**Total Program Units 72.5–77.5 excluding the 30–unit option**

Eligible Candidates who meet the deadline for submissions of applications are given priority for enrollment. Candidates who plan to meet the requirements in the Spring semester or Summer session will be considered only as alternatives if space is available.

When there are more eligible candidates than space available, a secondary selection procedure will be implemented for final placement. This secondary selection procedure provides that 50.0% of the eligible applicants will be selected by grade point average and the remaining 50.0% will be selected by lottery.



Nursing Major Requirements	Units
<b><u>I. Prerequisites:</u></b>	
ANATOMY & PHYSIOLOGY 003 – Introduction to Anatomy and Physiology <b>OR</b> ANTOMY 001 – Human Anatomy <b>AND</b> PHYSIOLOGY 060 – Human Physiology	5.0-10.0
MICROBIOLOGY 070 – General Microbiology	5.0
<b><u>II. Supportive Courses in Nursing Major:</u></b>	
PSYCHOLOGY 001 – General Psychology	3.0
PSYCHOLOGY 092 – Developmental Psychology	3.0
<b>And One of the Following Sociology, Anthropology or Cultural Pluralism Courses:</b>	3.0
SOCIOLOGY 010 – Introduction to Sociology ANTH 063 – Introduction to Cultural Anthropology SOCIAL SCIENCE 020 – African American Culture* SOCIAL SCIENCE 028 – Survey of Third World Cultures* SOCIAL SCIENCE 030 – Mexican American Culture* SOCIAL SCIENCE 040 – Vietnamese American Culture* SOCIAL SCIENCE 042 – Asian American Culture*	
*Satisfies Cultural Pluralism General Education Requirement.	
<b><u>III. General Education Requirements:</u></b>	
ENGLISH 001A – English Composition	3.0
FINE ARTS	3.0
HISTORY 017A and 017B – History of the U.S. <b>OR</b> HISTORY 001 – Survey of American History <b>AND</b> POLITICAL SCIENCE 001 – American Government	6.0
Cultural Pluralism (If not Satisfied in Supportive Courses in the Nursing Major)	3.0
<b>And One of the Following Communication Courses:</b>	3.0
COMM STUDIES 010 – Interpersonal Communication COMM STUDIES 020 – Oral Communication COMM STUDIES 035 – Intra-cultural Communication COMM STUDIES 040 – Introduction to Argumentation COMM STUDIES 045 – Small Group Communication	
<b><u>IV. District Graduation Requirements:</u></b>	
MATHEMATICS 011A, 011R, 011S, or higher level (or qualifying algebra placement test score) PE or Dance	0.0-5.0
Cultural Pluralism (Satisfied in the Supportive Courses in Nursing Major <b>OR</b> G.E. Requirements)	1.0
<b><u>V. Nursing Major Courses:</u></b>	
<b>First Year Fall Semester</b>	
NURSING 111 – Fundamentals of Nursing	6.5
<b>First Year Spring Semester</b>	
NURSING 112 – Family Nursing	6.5
<b>Second Year Fall Semester</b>	
NURSING 104 – Pharmacology in Nursing	2.0
NURSING 113 – Mental Health Nursing	4.0
NURSING 114 – Adult Care I	7.0
<b>Second Year Spring Semester</b>	
NURS 115 – Adult Care II	8.5
NURS 116 – Professional Issues in Nursing	1.0
NURS 117 – Nursing Preceptorship	2.0

**VI. LVN 30-Unit Option Course Sequence: Units**

<b>Prerequisites</b>	
PHYSIOLOGY 060 – Human Physiology	5.0
MICROBIOLOGY 070 – General Microbiology	5.0

<b>Second Year Fall Semester</b>	
NURSING 104 – Pharmacology in Nursing	2.0
NURSING 113 – Mental Health Nursing	4.0
NX114 – Adult Care I	3.0

<b>Second Year Spring Semester</b>	
NURS 115 – Adult Care II	8.5
NURS 116 – Professional Issues in Nursing	1.0
NX 117 – Nursing Preceptorship	1.5

**VII. Stand Alone Nursing Courses:**

**(Note: The following courses are not part of the Nursing Major Requirements.)**

N098 – Directed Study in Nursing	1.0-3.0
N100 – Introduction to Nursing	2.0
N130 – Study Projects	0.5
N101 – Problem Solving	1.0-2.0
N131 – Study Projects	0.5-2.0
N132 – Study Projects	0.5-2.0
N170 – Strategies for Student Nursing Success: Entry Level	2.0
N175 – Strategies for Student Nursing Success: Advanced Level	2.0
N118 – Graduate Nurse Preceptorship	5.0
N119 – Nursing Pathophysiology (*Pending State Approval)	2.0
NX111– Fundamentals of Nursing	3.0
NX112 – Family Nursing	3.0
NX113 – Mental Health Nursing	2.0
NX114 – Adult Care I	3.0

**VIII. Unit Breakdown for Nursing Major Requirements:**

	Units
Prerequisite Courses	10.0-15.0
Supportive Courses in Nursing Major	9.0
General Education and District Graduation Requirements (If Cultural Pluralism Satisfied in Supportive Courses in Nursing Major)	16.0
Nursing Major Courses	37.5
Total Program Units	72.5-77.5

**IX. Unit Breakdown for LVN 30-Unit Option:**

Prerequisite Courses	10.0
Nursing Major Courses	20.0
Total Units	30.0

**FURTHER INFORMATION**

For further information about the Nursing Program, please contact the Nursing Program at (408) 270-6448 or access the Evergreen Valley College Web site: [www.evc.edu](http://www.evc.edu). (Go into "Search" and locate "Nursing.") For specific questions on financial aid and counseling/testing, access the College Web site or contact these departments at the following telephone numbers:

**Counseling Services:**  
(408) 270-6474

**Financial Aid:**  
(408) 270-6460





# 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
- CAN Identification
- Course Descriptions



## COURSE INFORMATION KEYS

---

### GRADING

- L** = Letter Grade Only
- K** = Mandatory Credit/No Credit
- O** = Optional Credit/No Credit
- E** = Credit by Examinations
- 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:** Each 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. i.e. 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.



**Transfer Value:** The EVC Counseling Staff maintains current information on transfer programs (and/or course equivalent lists) to neighboring four-year institutions.

California State Universities will not give credit for 300 series courses in this Catalog, or for courses numbered in the 200 series. Any other course may be offered for free elective credit upon transfer, but credit will be allowed at state colleges for graduation to the extent that free electives are available in the course pattern for the major selected by the student.

A student who plans to transfer to a State University should consult a counselor about the transfer value of courses that may be offered as free electives.

## ***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.

Prerequisites are designed to increase student success in courses. The content of each course in the District has been analyzed to determine the skills needed to master the content of the course.

“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.

### **LOCATION**

Prerequisites and Corequisites are listed under each course in your schedule of classes and catalog.

### **PREREQUISITE CHALLENGE**

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

1. The adopted district process did not establish the prerequisite.
2. The prerequisite was established in violation of Title 5.
3. The prerequisite is discriminatory or applied in a discriminatory manner.
4. The student has the knowledge or ability to succeed despite not meeting the prerequisite.
5. The student will be delayed because the prerequisite course has not been made reasonably available.

### **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 do the following:

1. make an appointment to see a college counselor, and
2. bring 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.
2. Make an appointment to see a counselor to help the student review his/her experience and guide him/her in the challenge process. If the counselor cannot make a determination about his/her experience, the counselor will refer the student to the instructional dean who supervises the area in which the student wishes to take the course. The student may be required to take a challenge exam.
3. If there are any unresolved issues after the student meets with the instructional dean, the student may present his/her case to the Dean of Counseling and Matriculation.

### **LIMITATIONS ON ENROLLMENT**

If space is available in a course when a student files a challenge to a prerequisite or corequisite, the College will reserve a seat for the student and allow that student to enroll in the course if the challenge is successful.

If no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

## ***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 CR grade or
2. BUS 001 or 060 or
3. ELECT 062 or 120 A or 120 B or 121 or 121 C or 122 or 2 units of ELECT 320 or
4. 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
2. BUS 060 or
3. ELECT 062 or 120B or or 122 or 122C

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

**List of courses that will provide this skill level:**

1. MATH 013 with a C grade or higher
2. BUS 060 or
3. ELECT 062 or 122

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

**List of courses that will provide this skill level:**

1. 3 units of MATH 021 and 022 with a C grade or higher

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

**List of courses that will provide this skill level:**

1. MATH 071 with a C grade or higher

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

**List of courses that will provide this skill level:**

1. MATH 071 or 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 skill 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 or 340
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. ENGL 325 (6 units)
3. ESL 302

C or CR grade 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)

C or CR grade 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:**

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 ENGL 350 or
2. ENGL 325 (6 units) or
3. ESL 312

C or CR grade required in all of these courses or placement based on assessment

**Advisory Read Level 2:** having the ability to find the stated 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 will provide this skill level:**

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

**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)

C or CR grade required in all of these courses or placement based on assessment.

**Advisory Read Level 4:**

**List of courses that provide this skill level:**

1. English 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. Such courses may be taken by one or more students under the supervision of an instructor to enrich and broaden the students' experiences beyond that available through the regular curriculum. 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 non-transferable 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**

Supervised Skills Lab in any discipline. Supplemental practice and/or instruction are offered for students in the specific discipline. Projects are assigned in classes of concurrent enrollment. The faculty members in charge direct general consultation and supervision. This is a no-credit course.

**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 non-transferable 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.

## ***CAN IDENTIFICATION***

The California Articulation Numbering System (CAN) is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number indicates that a participating California college or university will accept a course offered by other campuses "in lieu of" a course offered on their own campus. Each college uses its own course numbers; but when courses meet the CAN criteria, they are given a CAN number also. CAN designations appear below the course descriptions in the catalog. A list of participating colleges and their qualified courses is available in the CAN Web site at [www.cansystem.org](http://www.cansystem.org).

The following is a list of CAN qualified courses for Evergreen Valley College:

CAN NUMBER	EVC COURSE	TITLE
CAN AJ 2	AJ-010:	Introduction to Administration of Justice
CAN AJ 4	AJ-011:	Criminal Law
CAN AJ 6	AJ-112:	Introduction to Evidence
CAN AJ 8	AJ-015:	Introduction to Investigation
CAN ANTH 2	ANTH-062:	Introduction to Physical Anthropology
CAN ANTH 4	ANTH-063:	Introduction to Social and Cultural Anthropology
CAN ART 2	ART-091:	Survey of Art History - Prehistoric Through Gothic
CAN ART 4	ART-092:	Survey of Art History - Renaissance to the Present
CAN ART 8	ART-024:	Beginning Drawing
CAN ART 10	ART-060:	Beginning Painting I
CAN ART 12	ART-042:	Sculpture I
CAN ART 14	ART-012:	Two-Dimensional Design
CAN ART 16	ART-013:	Three-Dimensional Design
CAN ART 18	PHOTO-022:	Elementary Photography
CAN BIOL 4	BIOL-001:	General Principles of Biology
CAN BIOL 6	BIOL-002:	Organismal Biology
CAN BIOL 10	ANAT-001:	Human Anatomy
CAN BIOL 12	PHYSO-060:	Human Physiology
CAN BIOL 14	MICRO-070:	General Microbiology



CAN NUMBER	EVC COURSE	TITLE	CAN NUMBER	EVC COURSE	TITLE
CAN BIOL SEQ A	BIOL 003 + 002 + 001:	Molecular Biology + Principles of Biology + Organismal Biology	CAN JOUR 2	JOURN-014:	Newswriting and Reporting
CAN BUS 2	ACCTG-020:	Financial Accounting	CAN JOUR 4	JOURN-010:	Mass Media and Society
CAN BUS 4	ACCTG-021:	Managerial Accounting	CAN MATH 2	MATH-051:	Mathematics for General Education
CAN BUS 12	BUS-071:	Legal Environment of Business	CAN MATH 10	MATH-021:	Pre-calculus Algebra
CAN BUS SEQ A	ACCTG 020+021:	Financial Accounting + Managerial Accounting	CAN MATH 12	MATH-061:	Finite Mathematics
CAN CHEM 12	CHEM-065:	Quantitative Analysis	CAN MATH 20	MATH-072:	Calculus II with Analytic Geometry
CAN CHEM SEQ A	CHEM 001+001B	General Chemistry	CAN MATH 22	MATH-073:	Multivariable Calculus
CAN CHEM SEQ B	CHEM 030A+030B	Introduction to Chemistry	CAN MATH 26	MATH-079:	Linear Algebra
CAN CSCI 22	COMSC-075:	Computer Science I	CAN MATH SEQ C	MATH 071+072 +073:	Calculus I with Analytic Geometry + Calculus II with Analytic Geometry + Multivariable Calculus
CAN CSCI 24	COMSC-076:	Computer Science II	CAN MUS 2	MUSIC-010A:	Theory & Aural Skills
CAN CSCI 26	COMSC-072:	Discrete Mathematics for Computer Science	CAN MUS 4	MUSIC-010B:	Theory & Aural Skills
CAN ECON 2	ECON-010A:	Principles of Macroeconomic Theory	CAN MUS SEQ A	MUSIC 010A+ 010B:	Theory & Aural Skills
CAN ECON 4	ECON-010B:	Principles of Microeconomic Theory	CAN PHIL 2	PHIL-010:	Introduction to Philosophy: Metaphysics, Epistemology, & Ethics
CAN ENGL 2	ENGL-001A:	English Composition	CAN PHIL 4	PHIL-065:	Introduction to Ethics
CAN ENGL 6	ENGL-072:	Fundamentals of Creative Writing	CAN PHYS 2	PHYS-002A:	General Physics
CAN ENGR 4	ENGR-066:	Properties of Materials	CAN PHYS 4	PHYS-002B:	General Physics
CAN ENGR 8	ENGR-069:	Statics	CAN PHYS 8	PHYS-004A:	General Physics
CAN ENGR 10	ENGR-060:	Surveying	CAN PHYS 12	PHYS-004B:	General Physics
CAN FCS 2	FCS-019:	Nutrition	CAN PHYS 14	PHYS-004C:	General Physics
CAN FCS 14	FCS-070:	Child Development	CAN PHYS SEQ A	PHYS 002A+002B:	General Physics
CAN FREN 8	FREN-002A:	Intermediate French	CAN PHYS SEQ B	PHYS 004A+ 0004B+004C:	General Physics
CAN FREN 10	FREN-002B:	Intermediate French	CAN PSY 2	PSYCH-001:	General Psychology
CAN FREN SEQ A	FREN 001A+001B:	Elementary French	CAN PSY 8	PSYCH-018:	Introduction to Research Methods
CAN FREN SEQ B	FREN 002A+002B:	Intermediate French	CAN PSY 10	PSYCH-030:	Introduction to Biological Psychology
CAN GEOG 2	GEOG-010:	Introduction to Physical Geography	CAN SOC 2	SOC-010:	Introduction to Sociology
CAN GEOG 4	GEOG-011:	Introduction to Cultural Geography	CAN SOC 4	SOC-011:	Social Problems
CAN GOVT 2	POLSC-001:	Politics and Government in America	CAN SPAN 8	SPAN-02A:	Intermediate Spanish
CAN HIST 2	HIST-010A:	Development of Western Culture	CAN SPAN 10	SPAN-02B:	Intermediate Spanish
CAN HIST 4	HIST-010B:	Development of Western Culture	CAN SPAN SEQ A	SPAN 001A+001B:	Elementary Spanish
CAN HIST 8	HIST-017A:	History of the United States	CAN SPAN SEQ B	SPAN 002A+002B:	Intermediate Spanish
CAN HIST 10	HIST-0 17B:	History of the United States	CAN SPCH 4	COMS-020:	Oral Communications
CAN HIST SEQ A	HIST 010A+010B:	Development of Western Culture	CAN SPCH 6	COMS-040:	Introduction to Argument
CAN HIST SEQ B	HIST 017A+017B:	History of the United States	CAN SPCH 8	COMS-010:	Interpersonal Communication
			CAN STAT 2	BUS-060 OR MATH-063:	Fundamentals of Business Statistics or Elementary Statistics



**Accounting****ACCTG-020 - Financial Accounting Units: 4**

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, and accounting as a decision-making tool.

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

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

Corequisite: ACCTG 200

Recommended: Knowledge of Computerized Spreadsheets such as Excel.

CAN: BUS 2; BUS SEQ A = ACCTG 20+21

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: None District GE: None IGETC: None

**ACCTG-021 - Managerial Accounting Units: 4**

This transfer course introduces students to managerial decision making using accounting information. Topics include knowledge and preparation of the master budget; 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 costs; responsibility accounting; cost performance reporting; special business decisions, incremental analysis and break-even analysis; pricing under absorption and variable costing; Statement of Cash Flows; and financial statement analysis.

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

Prerequisite: ACCTG 020 with C or better

Corequisite: ACCTG 200

Recommended: Knowledge of Computerized Spreadsheets such as Excel.

CAN: BUS 4; BUS SEQ A = ACCTG 21+20

Advisory Level: Read: 2 Write: 2 Math: 2

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

CSU GE: None District GE: None IGETC: None

**ACCTG-030 - Computerized Accounting Units: 3**

This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with user-friendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM-PC microcomputer system. The content of this course is the same as Accounting 31; however, it is offered in a lecture/lab format. Students cannot get credit for both Accounting 30 and 31.

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

Prerequisite: ACCTG 101 or ACCTG 020

Corequisite: ACCTG 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-031 - Computerized Accounting Units: 2**

This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with user-friendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM-PC microcomputer system. The content of this course is the same as Accounting 30; however, it is offered in an individualized lab setting. Students cannot get credit for both Accounting 30 and 31.

Lecture Hours: None Lab Hours: 6 Repeatable: No Grading: O

Prerequisite: ACCTG 101 or ACCTG 020

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-062 - Cost Accounting Units: 4**

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: None

Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-063 - Intermediate Accounting Units: 4**

This course emphasizes the measurement techniques and disclosure requirements under current Generally Accepted Accounting Principles for the Statement of Financial Position, Income Statement, the Statement of Cash Flows, the Retained Earnings Statement, and the Statement of Comprehensive Income. In depth study of investments in securities, both equity and debt, inventories, operational assets, liabilities, capital structure, and revenue recognition methods will prepare the student with the knowledge of accounting theory and practical application to perform the duties on an entry-level position such as an accountant, loan officer, or similar position.

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

Prerequisite: ACCTG 021 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

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

CAN: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: ACCTG 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-136 - Accounting Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-138 - Accounting Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ACCTG-200 - Accounting Supervised Skills Lab Units: None**

Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: 0 Lab Hours: 0 Repeatable: 19 Grading: N

Corequisite: ACCTG 020 or ACCTG 021 or ACCTG 030 or ACCTG 101

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NC

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

Credit by Exam: Yes

CAN: AJ 2

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D0 District GE: D 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: AJ 4

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D 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 majors)

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

Credit by Exam: Yes

CAN: None

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 - Police and Society Units: 3**

This course broadly views the relationship between police organizations and the diverse racial, ethnic and cultural communities they serve. Specific strategies for crime prevention and community policing, conflict resolution and victim assistance are studied as well as consideration of police relationships with the media, handling citizen complaints, and building amicable cross-cultural interaction. (Required for majors)

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
 CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: D0 District GE: D 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: AJ 8  
*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: None  
*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: None  
*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: AJ 6  
*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: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**AJ-136 - Administration of Justice Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: L  
 Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.  
 CAN: None  
*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 - Administration of Justice Occupational Work Experience-Alternate Plan Units: 1 - 8**

This course consists of AJ career-oriented work experience. It provides the student with new on-the-job-experiences or further develops and extends career skills previously learned or currently being developed by means of college career-oriented courses and disciplines. Emphasis is placed on application of learned knowledge and skills at the worksite and active employer participation. It must be taken during a semester during which the student is primarily working rather than taking college courses. Repeatable to a maximum of 16 units, including 6 units of general work experience.

Lecture Hours: None Lab Hours: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**Anatomy**

**ANAT-001 - 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 dissection of the cat and/or cadaver and other selected mammalian organs, and use of 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

CAN: BIOL 10  
*Advisory Level:* Read: 3 Write: 3 Math: 1  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: BL IGETC: 5B

**ANAT-001L - Anatomy Skills Development Laboratory Units: 0.5**

This individualized learning course is designed for students concurrently enrolled in Anatomy 1. Students will enhance their knowledge of selected concepts, which support the principles of anatomy. Students will use a variety of materials including audio and videotapes, CD-ROMS, models, charts and microscopic materials as supplemental learning activities to enhance, broaden and enrich the students' experiences.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: Concurrent enrollment in ANAT 001.

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

**Anatomy & Physiology**

**AP-003 - Introduction to Anatomy and Physiology Units: 5**

This course surveys human anatomy and physiology. It is more in depth than human biology and less in depth than the separate courses of anatomy and physiology. This course is intended for AA/AS degree majors in nursing and related health occupations not requiring a bachelor's degree. Students will examine and dissect animal and human organs. They will also measure various physiological activities such as metabolism, circulatory and cardiac functions.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A or CHEM 015 or CHEM 030A or CHEM 065 or CHEM 089 or CHEM 011A

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: D IGETC: 5B

**AP-003L - Anatomy and Physiology Skills Development Lab Units: 0.5**

This individualized learning course is designed for students concurrently enrolled in Anatomy and Physiology 3. Students will enhance their knowledge of concepts that support the principles of Anatomy and Physiology. Students will use a variety of study materials including audio and videotapes, CD-ROMS, models, charts, and microscopic material as supplemental learning modules, which are designed to broaden and enrich the students' experiences.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: Concurrent enrollment in AP 003.

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 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: ANTH 2  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1 District GE: D IGETC: 4A

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

In this course, cultural factors in anthropology including the nature, growth, and history of culture and cultural phenomena will be investigated. Social organization, religion, and language will also be covered.

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

CAN: ANTH 4  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1 District GE: D 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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C2,D 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: ART 14  
*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: ART 16  
*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 exploring the theories and creative use of color in visual art and design are the content of the course.

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

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: None  
*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-016 - Advanced Color Units: 2**

This lecture and studio course is an advanced study of color and its application in the fields of Design and the Fine Arts. The psychological effects of color, creating illusions with color and the study of color in non-western and western traditions will be some of the topics explored. A professional portfolio will be created from studio projects enabling the student to become highly competitive in his/her field. Creativity will be encouraged and critical thinking skills and research will be stressed.

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

Prerequisite: ART 014, with C or better

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

**ART-022 - Visualization Units: 3**

This course involves the study and practice of the techniques used by designers for communicating their concepts. Students are introduced to the theories and applications of the elements and principles of design, and develop visual perception skills with corresponding graphic expression.

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

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**ART-024 - Beginning Drawing Units: 3**

This course is an introduction to fundamental elements and principles of drawing. Studio practice emphasizing line, shape, light-dark, texture, and composition as used in visual art and design is emphasized. Directed light source study is investigated using rendering technique. Field trips may be included.

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

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: ART 8  
*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-025 - Expressive Drawing Units: 3**

This course is a further study of drawing concepts emphasizing creative expression. Studio practice with a variety of visual elements, methods, and materials is included.

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

Prerequisite: ART 024  
 CAN: None  
*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-026A - Representational Drawing Units: 3**

This is a structured course for graphic and interior design majors and students concerned with descriptive drawing. The objective of this course is to learn how to draw realistically with an emphasis on visual observation and basic drawing skills, using line, light and shade, space, volume and perspective.

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

Prerequisite: ART 024

CAN: None

*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-026B - Perspective Units: 3**

This course teaches the basics of visual perspective for art students including one and two-point perspective and aerial perspective.

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

Prerequisite: ART 026A

CAN: None

*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-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

Corequisite: ART 200

CAN: None

*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

Corequisite: ART 200

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: 1

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, stables, 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: ART 12

*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: None

*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 involving the study of gesture, hatching, rendering, massing light and dark, and volumetric shading. Models and the skeleton will be utilized in structured environmental compositions and students will utilize "substructure," subforms, "sighting," dynamic points, shaded contour and value.

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

Prerequisite: ART 024

CAN: None

*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-055B - Life Drawing II Units: 3**

This course is a continuation of drawing the human figure, which involves understanding the anatomy of the figure and conveying expressive attitudes using distortion and proportion as well as perspective. Students in this course study composition and expression using the human form as the central theme. Spontaneity as well as control of media expression are also explored.

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

Prerequisite: ART 055A

CAN: None

*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-060 - Beginning Painting I Units: 3**

In this course students learn to establish a painting palette. Mixing paint, using color theory, and various painting applications are practiced. Specific painting practicals use composition, imagery, expression, style, and materials, tools, and techniques. Subject matter may include figure, landscape, still life, illustrations, and fantasy painting, as well as abstract and non-objective compositions. Reviews and critiques are an essential part of this course. Field trips allow for painting of various sites. This course is required for the National Association of Colleges and Design as well as four-year universities.

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

Prerequisite: ART 014

CAN: ART 10

*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-061 - Beginning Painting II Units: 3**

In this course individual style, personal aesthetic development, composition and color practicals are emphasized. Students' options include water-based media, experimental/mixed media, and traditional media. In addition to studio practicals and expressives, the curriculum may include critiques, slide lectures, and field trips.

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

Prerequisite: ART 060

CAN: None

*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-066 - Jewelry Casting Units: 3**

This is an introductory course in jewelry and metalsmithing with an emphasis on casting techniques. Students study the history of jewelry from earliest times to the present. Students 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 museums and exhibitions supplement the course.

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

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

*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: None

*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: None

*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: None

*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: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU/UC      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: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**ART-088P - Art General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and to work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**ART-090 - Art Appreciation Units: 3**

This course provides illustrated lectures for art majors and non-art majors on a survey of western and nonwestern art forms. Understanding and appreciation of painting, architecture, sculpture, industrial design, and craft media are included, with field trips supplementing the course.

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

CAN: None  
*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-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: None  
*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: None  
*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: None  
*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-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

Corequisite: BIS 200

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

**ART-200 - Art Supervised Skills Laboratory Units: None**

This course provides supplemental instruction to students in art gallery viewing or ceramics lab on an optional but highly recommended basis. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the art faculty members in charge.

Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: N

Corequisite: ART 035 or ART 036

CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 CSU GE: None District GE: None IGETC: None

**Astronomy**

**ASTRO-010 - Introduction to Astronomy Units: 3**

Astronomy 10 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 10 satisfies the requirement for a general education course in Physical Science without lab.

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

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B1 District GE: B 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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: BL IGETC: None

***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: None

*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: None

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

Transfer Status: CSU/UC 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: None

*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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: CSU/UC 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: None

*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: None

*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 and Alignment Units: 3**

This course is designed to establish suspension repair and alignment techniques. Components of front wheel drive and rear wheel drive suspensions will be included. Proper diagnosis of driveability problems of noise, vibrations, and harshness will also be covered.

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

Prerequisite: AUTO 102

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

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: None  
*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 trains. Cylinder head repairs and service is emphasized using modern machine shop equipment and techniques as they would be performed in industry. This course prepares students to pass the national ASE test, "Cylinder Head Specialist."

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

Prerequisite: AUTO 102 with C or better

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

**AUTO-108 - Engine Short Block Units: 2**

This course includes theory and practice of engine remanufacturing with a primary emphasis on engine short blocks. Also included in the course will be: use of measuring and inspection devices, engine disassembly and cleaning techniques, and the use of engine remanufacturing equipment as it relates to short blocks.

Lecture Hours: 1 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: AUTO 102

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 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: None  
*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: None  
*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, lines, filters, mechanical and feed back carburetion, 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 technician.

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

Prerequisite: AUTO 102 with a C or better or equivalent industry experience

CAN: None  
*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 - Engine Performance Units: 2.5**

This is an advanced course studying systems critical to engine performance. Along with classroom theory, engine analyzers and test equipment will be utilized to diagnose and adjust modern automobile engines. Engine diagnostic strategies and adjustment techniques will be performed in the lab as they would be in industry. This course prepares the student to pass the National ASE "Engine Performance" test given in the spring and fall of each year.

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

Prerequisite: AUTO 102 or equivalent industry experience

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

**AUTO-120 - Automatic Transmission Units: 2**

This course will emphasize the study of power train components for automobiles with automatic transmissions and their basic elements and function. Diagnostic procedures, bench service and overhaul practices will be stressed. Both theory and practical application will be covered.

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

Prerequisite: AUTO 102

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

**AUTO-121 - Standard Transmission Units: 2**

This course will emphasize the study of power trains, clutches, manual transmissions, transaxles, transfer cases, front wheel drive, as well as overdrive units. The diagnostic procedures for in-car service, bench service and overhaul practices of transmission and power trains will be stressed. The subject will be covered in theory and practical application.

Lecture Hours: 2 Lab Hours: 1 Repeatable: No Grading: L

Prerequisite: AUTO 102

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-122 - Advanced Electrical Units: 3**

This is an advanced electrical course stressing diagram-based diagnostic methods. Students will design and build functioning circuits and systems, 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: None

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 covers the theory of operation and application of electronic devices used in the automobile. Included in the course will be the application of electronic test instruments in the analysis, test, repair, or adjustment of automotive electronic devices and systems. Additional design and operational functions related to automotive electronics will be studied.

Lecture Hours: 2 Lab Hours: 1 Repeatable: No Grading: L

Prerequisite: AUTO 102

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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 ignition systems. Topics covered are: Ignition system functions, combustion requirements; Primary system triggering and switching methods; Secondary ignition functions/components; Ignition timing devices/strategies; Distributorless ignition systems; System testing methods, fault isolation techniques; Oscilloscope testing, and; Maintenance/driveability fault corrections.

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

Prerequisite: AUTO 102 with C or better or equivalent industry experience

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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 with 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 of erroneous signals/information can have on vehicle performance.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: AUTO 170

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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: None

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 a comprehensive course designed to introduce students to electronic fuel control, fuel injection systems and computerized engine controls. The course will cover computer-controlled fuel delivery systems, gas and diesel electronic engine controls. Special emphasis is on the General Motors C-3, throttle body, and port fuel injection systems.

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

Prerequisite: AUTO 125 or related job experience

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AUTO-134 - Advanced Engine Performance/Diagnostics Units: 2.5**

An advanced automotive course for student/techniques possessing a solid background in mechanical/electronic engine control systems and general diagnostic procedures. Advanced diagnostic techniques include scan-tool, breakout box, lab scope, four gas diagnosis of electronic engine 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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None



**AUTO-135 - Fundamentals of Air Conditioning Units: 1.5**

In this course, the principles and functions of all air conditioning parts are studied, including relationship of heating, electrical controls, and vacuum systems. Also included is evacuating, flushing and charging of air-conditioning systems. Troubleshooting and repair are demonstrated and practiced in the lab.

Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: L

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

**AUTO-136 - Automotive Occupational Work Experience-Parallel Plan Units: 1 - 4**

This class is the on-the-job portion of the Ford ASSET Program. Students enrolled in the program alternate six weeks of classes on campus and six weeks of work experience at their assigned Ford, Lincoln, or Mercury dealership. Students are paid during the work experience period and are assigned to do work that complements the classes they have just finished on campus.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**AUTO-141 - The Clean Air Car Course Units: 4**

This course covers California smog inspection rules, regulations, and procedures. The course is required for those wishing any level of California smog license. It also covers consumer rights, proper inspection procedures, equipment usage, safety, diagnostic techniques and failure diagnosis.

Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading: L

Prerequisite: Automotive 102 with a C or better OR hold current California smog license OR a recently expired California smog license

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/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: None  
*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: None  
*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: None  
*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 - Advanced Emissions Diagnostics Units: 1.5**

This course covers advanced testing, diagnostic and repair procedures for automotive emission systems and related mechanical, ignition, and fuel systems. The course meets state of California requirements for "update" training and is required for automotive technicians wishing to obtain a smog technician license or upgrade their existing license from basic to enhanced status. Students will utilize state of the art equipment and techniques to diagnose and repair vehicles that emit excessive emissions, deliver poor fuel economy, or run poorly. Instruction will include baseline techniques, loaded mode testing, dynamometer use, advanced waveform patterns, catalytic converter testing, and O2 sensor diagnosis.

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

*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: None

*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 begins with electrical theory, magnetism, Ohm's Law, series and parallel circuits and system dynamics. Students next 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 supplied simulators, and practice diagnosis and repair procedures on a variety of vehicles. Also developed will be an understanding of modern electrical test equipment, such as DVOMs 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 or equivalent industry experience

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None  
 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: None

*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 is an intermediate-level course covering theory and practical applications of today's vehicle driveline and chassis systems. Emphasis will be on braking systems, steering and suspension systems, as well as clutches, transmissions and drivetrain systems.

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

Prerequisite: AUTO 102

CAN: None

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

**AUTO-173 - Service Operations Units: 2**

This course will emphasize the study of the automotive service workplace. Preparation for "on job" experience will include presentations and discussions about professionalism, work ethics, diplomacy, consumerism, safety and employee, employer and customer relations.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

Prerequisite: AUTO 102

CAN: None

*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: None

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

**AUTO-180 - BAR 2003 Update Training Units: 0.5**

This course is a group discussion of proper California smog inspection procedures. It is required for renewal of current smog technician license holders as well as students wishing to apply for a California Smog Technician license. Students will encounter current inspection scenarios, best practices, BAR publications, a situational video, and take an open-book final exam. Successful completion will earn BAR completion credit and the ability to renew/apply for licensure. This course is not challengeable.

Lecture Hours: 0.5 Lab Hours: 0 Repeatable: 1 Grading: L

Prerequisite: AUTO 141 with C or better or current or expired Calif. Smog Technician License

Recommended: Familiarity with control systems, inspection techniques, and consumer rights regarding smog inspections and repairs.

CAN: None

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

**AUTO-210 - Automotive Technology Supervised Tutoring Units: None**

Students can utilize this lab to practice skills in the lab using interactive media and receive tutoring.

Lecture Hours: 0 Lab Hours: 0 Repeatable: 19 Grading: N

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NONC

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: 3 Lab Hours: 6 Repeatable: No Grading: L

Recommended: Completion of General Biology (021A). 3 units of Math 310 with CR or placement based on assessment.

CAN: BIOL 4; BIOL SEQ A = BIOL 1+2+3

Advisory Level: Read: 2 Write: 2 Math: 1

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

CSU GE: B2,B3 District GE: BL IGETC: 5B

**BIOL-002 - Organismal Biology Units: 5**

Biology 002 is the second course in a three term sequence for students exploring a career in the life sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes plant and animal organismal biology, with central themes of homeostasis, integration, and structure. The first third of the course considers higher plant anatomy and physiology, the second third addresses animals, reproduction, and the introduction to the concept of homeostasis, while the last third considers the structure and control mechanisms of human organ systems.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), with C or better

Corequisite: Or BIOL 001 with C or better and concurrent enrollment in CHEM 001A or CHEM 015.

Recommended: Completion of Engl 102 or READ 101 and ENGL (092 or 104). A solid command of the English language, particularly strong reading and writing skills, is recommended.

CAN: BIOL 6; BIOL SEQ A = BIOL 2+1+3

Advisory Level: Read: 3 Write: 3 Math: 3

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

CSU GE: B2,B3 District GE: None IGETC: None

**BIOL-002L - Biology 2 Skills Development Laboratory Units: 0.5**

This individualized learning course is designed for students concurrently enrolled in Biology 2. Students will enhance their knowledge of selected biological concepts and support the principles of plant biology. Students will use a variety of materials, including audio and video tapes as well as microscopic studies as supplemental modules, which are designed to broaden and enrich the student's experiences.

Lecture Hours: 1.5 Lab Hours: None Repeatable: No Grading: K

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIOL-003 - Cell and Molecular Biology Units: 4**

Biology 3 is a sequence course for majors covering the cellular, chemical and molecular nature of living systems; integrating cell structure with macromolecular and biological energy 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: None

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**

The principles of human biology are intended for non-science majors to meet general education science requirements. It covers basic body structure and function including reproduction, genetic diseases, biotechnology and human ecology. The format includes lecture and laboratory sections.

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

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: B2,B3 District GE: BL IGETC: 5B

**BIOL-021A - General Biology Units: 4**

This introductory course covers the general principles and basic concepts of biology for the non-science major. The course includes the characteristics and classification of living systems, the cell, metabolism, development, 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

Recommended: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

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

CSU GE: B2,B3 District GE: BL IGETC: 5B

**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: None

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

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

CSU GE: B2 District GE: B IGETC: 5B

**BIOL-064 - Marine Biology Units: 4**

This is a lecture, lab and field course that investigates animals, plants, microorganisms, plankton, human impacts, physical factors of the sea, human oceanic history, technology, and uses of the sea such as mariculture, energy production, and fisheries biology. Special topics on tropical habitats, shark biology, whaling operations and local marine habitats are presented in depth through lecture, laboratory and field investigations. The biology of San Francisco Bay and Monterey Bay is accentuated in this course.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: O  
 CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2,B3 District GE: BL IGETC: 5B

**BIOL-065 - Wildlife Biology Units: 3**

This course is designed to familiarize students with the biotic communities, natural history and identification of California wildlife, with particular emphasis on native birds, trees and wildflowers. Interrelationships among wildlife forms and their respective habitats will also be explored in the course. The economic importance and survival potential of wildlife will be studied as well. A Field trip or compensating activities will be required.

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: None  
*Advisory Level:* Read: 2 Write: 2 Math: 1  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2 District GE: B IGETC: 5B

**BIOL-088P - Biological Science General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O  
 Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.  
 CAN: None  
*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: None  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: B2 District GE: B IGETC: 5B

**BOT-062L - Plants and Man Skills Dev Lab Units: 0.5**

This is an individualized learning course for students concurrently enrolled in Botany 62, Plants and Man. Students will enhance their knowledge of the concepts of plant studies by using a variety of materials such as audio and video tapes.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
 CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: None IGETC: None

**Business**

**BUS-001 - Business Mathematics Units: 3**

This course provides a general review of basic mathematics needed for success in business. Topics include percentage, discounts, payroll, interest, depreciation, income taxes, retailing, and other business applications. Students will develop business math competencies for fields such as accounting, management, retailing, real estate, secretarial, or marketing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
 Prerequisite: 3 units of MATH 310 with CR or placement based on assessment  
 CAN: None  
*Advisory Level:* Read: 2 Write: 2 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 descriptive statistics, inferential statistics, probability, sampling, hypothesis testing, analysis of variance, regression, correlation, and non-parametric methods. 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 CR or placement based on math assessment  
 CAN: STAT 2  
*Advisory Level:* Read: 2 Write: 2 Math: 3  
 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  
 CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/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: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/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: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/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: BUS 12

*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

Credit by Exam: Yes

CAN: None

*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-136 - Business Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*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-001 - Basic Computer Skills Units: 0.5**

In this course, students will acquire basic skills using computer application programs. These skills will enable students to use technology to create documents, produce electronic slide show presentations, conduct a search using the world wide web, and set up and use an email account.

Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-003 - Electronic Calculator Units: 1**

This course provides an entry-level competency in using the ten-key touch method for operating a numeric keypad. Using the calculator, 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: None

*Advisory Level:* Read: 2 Write: 2 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: L

Prerequisite: ENGL 102 and ENGL (104 or 092)

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-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 the legal field.

Lecture Hours: None Lab Hours: 3 - 6 Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-011A - Computer Keyboarding Units: 1**

This is the first of a three-part sequence for students with no prior keyboarding experience. Students learn proper keyboarding skills to build speed and accuracy for high productivity. Emphasis is on the touch-typing technique.

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

Credit by Exam: Yes

CAN: None

*Advisory Level:* Read: 1 Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-011B - Computer Keyboarding and Document Formatting Units: 1**

This course is a continuation of BIS 11A. Word processing is introduced; students develop word processing, formatting and production skills necessary in the work environment. Mailable business documents are emphasized. Students continue to work on speed and accuracy.

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

Credit by Exam: Yes

Prerequisite: BIS 011A

CAN: None

*Advisory Level:* Read: 1 Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-011C - Computer Keyboarding and Document Processing Units: 1**

This course follows BIS 11B. Students continue to develop their word processing and formatting skills. Decision making in the formatting of business documents is encouraged. Production skills that meet industry standards are emphasized. Students continue to develop speed and accuracy.

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

Credit by Exam: Yes

Prerequisite: BIS 011B

CAN: None

*Advisory Level:* Read: 1 Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-012 - Production Keyboarding Units: 1**

This course emphasizes development of keyboarding and production skills for business applications. Students apply keyboarding skills to formatting of business documents of increased complexity.

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

Credit by Exam: Yes

Prerequisite: BIS 011A and BIS 011B and BIS 011C with C or better or successful completion of challenge test.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-015 - Legal Office Projects Units: 2**

Students will be introduced to the activities performed by a legal office assistant. Transcription and production of legal documents will be emphasized. Hands-on experience will prepare the students to perform common legal office tasks correctly and competently. Legal terms will be reviewed and reinforced. Formatting guidelines and procedures for executing, filing, recording, or serving the documents will be covered.

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: None

*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: None

*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 master medical vocabulary, terms, abbreviations, roots, prefixes, and suffixes normally encountered in health, nursing and medical careers. Basic concepts of anatomy and physiology will be learned in order to apply the proper terminology when preparing medical reports. Body systems and related terminology are covered.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-035 - Introduction to Graphic Design 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 also being taught as ART 035.

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

Corequisite: BIS 200

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

**BIS-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 also taught as ART 036.

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

Corequisite: BIS 200

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

**BIS-039 - Professional Image Units: 1**

The professional image from business casual to the ultimate power look will be covered. Students will learn to tailor their appearance for success in the workplace. Wardrobe management, etiquette, personal behavior, and communications will be emphasized. Students will develop their personal image plan for a professional career.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

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

**BIS-050A - Microsoft Excel Core Review Units: 1**

Students will prepare for the Microsoft Office Specialist certification exam for Excel Core by working with cells and cell data, managing workbooks, formatting, modifying, and printing worksheets, creating and revising formulas, creating and modifying graphics using workgroup collaboration.

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

Recommended: BIS 102B or knowledge of MS Excel.

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

**BIS-050B - Microsoft Excel Expert Review Units: 1**

Students will prepare for the Microsoft Office Specialist Certification exam for Excel using the advanced functions of Excel to import & export data, manage workbooks, format numbers, use named ranges, lookup and reference functions, customize Excel, audit worksheets, summarize and analyze data, and manage workgroup collaboration.

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

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

**BIS-051A - Microsoft Word Core Review Units: 1**

Students will prepare for the Microsoft Office Specialist certification exam for Core MS Word. This is a review course in which students use Word to insert and modify text, create and modify paragraphs, format and manage documents, and work with graphics and collaboration.

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

Recommended: BIS 106 or knowledge of MS Word

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

**BIS-051B - Microsoft Word Expert Review Units: 1**

Students will prepare for the Microsoft Office Specialist certification exam for MS Word Expert using Microsoft Word to customize paragraphs and tables, to format documents, to create and modify graphics, to customize Word, manage workgroup collaborations, and to use mail merge function.

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

Recommended: BIS 106 or BIS 051A or knowledge of MS Word

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

**BIS-052 - Microsoft Access Review Units: 1**

Students will prepare for the Microsoft Office Specialist certification exam for MS Access by creating and using databases, creating and modifying tables, queries, and forms, reviewing and organizing information, defining relationships, producing reports, and integrating with other applications.

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

Recommended: BIS 104 or knowledge of MS Access

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

**BIS-053 - Microsoft PowerPoint Review Units: 1**

This review course prepares students for the Microsoft Office Specialist certification exam for PowerPoint by creating presentations, inserting and modifying text, inserting and modifying visual elements, modifying presentation format, printing presentations, working with data from other sources, managing and delivering presentations and using workgroup collaboration.

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

Recommended: BIS 107 recommended or knowledge of PowerPoint.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-090 - Communication Skills for BIS Professionals Units: 3**

This course covers the skills that are required of an BIS 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 or BIS 091

CAN: None

Advisory Level: Read: None Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-091 - Introduction to Information Processing Units: 3**

This course covers the basic concepts and terminology in computers and information technology. Students will be introduced to computer hardware, software, data, networks 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: O

Credit by Exam: Yes

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-092 - Introduction to Business Programming Units: 3**

This course provides the fundamentals of business programming. A mixture of programming exercises, classroom work, and the actual writing of Java and Visual BASIC programs will be used to introduce the concept of stored computer programming. These two programming languages will be used as vehicles to allow a practical understanding of programming principles. The student is not expected to be an accomplished Java or Visual BASIC programmer at the end of this course.

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

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-093 - Introduction to Systems Analysis and Design Units: 3**

This course introduces traditional structured systems and object-oriented systems development. The course focuses on analysis and design, introducing several models, diagramming, and other techniques. Students develop application analyst skills, including enterprise analysis and modeling structured techniques such as workflow diagrams, data flow diagrams, program structure charts and system flowcharts. It also includes object-oriented modeling techniques, such as the enterprise object model, case analysis, and the object relationship model. Other topics include CASE Technology, prototyping tools, tools to design screen and report layouts, user interface design and technical and user implementation plans.

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

Recommended: BIS 091 or CIT 010

CAN: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: BIS 200

CAN: None

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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-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 ART 98P. This course is offered as a directed study.

Lecture Hours: None Lab Hours: 6 Repeatable: 1 Grading: L

Prerequisite: BIS/ART 035, BIS/ART 036, and BIS 128 or BIS 183

Corequisite: BIS 200

CAN: None

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

Transfer Status: Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None



**BIS-101 - Written Communication Units: 3**

This course features the development of content and presentation in business letters and memos. The planning, development composition, and editing of a variety of messages are presented, including a business research report and resume. Letter styles and formatting are reviewed. Note: This course equal to SJCC BUS 007B course.

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

Prerequisite: ENGL 104 or BIS 007A or BUS 007A; all with C or better

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-102B - Microsoft Excel Units: 1.5 - 3**

This course is designed for students who want to learn how to use a spreadsheet application on a personal computer. Students will receive hands-on instruction using Excel. For 1.5 units, students will learn basic Excel functions including planning, creating, and documenting a worksheet, using labels, data, formulas, and functions. For 3.0 units, students will learn more complex features including advanced functions, charts, comments, templates, and consolidation of workbook.

Lecture Hours: 1.5 - 3 Lab Hours: 0.5 - 1 Repeatable: 2 Grading: O

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

Corequisite: BIS 200

CAN: None

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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-106 - Microsoft Word Units: 1.5 - 3**

This course is for students who want to use MS Word for word processing. For 1.5 units, students will learn basic Microsoft Word functions including creating, editing, enhancing, and printing documents and document file management. For 3 units, students will prepare complex documents using the following MS Word functions: decimal tabs, tables, columns, headers/footers, search and replace, merge, macros, and spell check. Completion of three units will prepare students for the MOUS Certification tests.

Lecture Hours: 1.5 - 3 Lab Hours: 0.5 - 1 Repeatable: 1 Grading: O

Prerequisite: BIS 011C or type 40 wpm

Corequisite: BIS 200

CAN: None

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: None

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: None

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 - Powerpoint for Windows Units: 1.5**

This is a hands-on class in which students create and produce electronic slide show presentations using PowerPoint for Windows. PowerPoint is a presentation graphics program used in business and industry.

Lecture Hours: 1.5 Lab Hours: 0.5 Repeatable: No Grading: O

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-109 - Introduction to Microsoft Office Units: 1.5 - 3**

In this course, students will gain practical hands-on experience in creating business documents using Microsoft Windows and MS Office applications. For 1.5 units, students will learn to create and integrate word-processing and spreadsheets. For 3.0 units, students will additionally learn database and presentation documents in a Windows environment and integration of all office products.

Lecture Hours: 1.5 - 3 Lab Hours: 0.5 - 1 Repeatable: 1 Grading: O

Corequisite: BIS 200

Recommended: CIT 010 or BIS 091

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-110A - Advanced Microsoft Office Projects I Units: 1.5**

Students will expand their knowledge and enhance their skills using Microsoft Office to create business projects. This course builds on the knowledge students have acquired in BIS 109. Students will learn advanced functions of Word and Excel, integration and collaboration.

Lecture Hours: 1.5 Lab Hours: 0.5 Repeatable: No Grading: O

Prerequisite: 1-1/2 or 3 units of BIS 109

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-110B - Advanced Microsoft Office Projects II Units: 1.5**

Students will expand their knowledge and enhance their skills using Microsoft Office to create business projects. This course builds on the knowledge students have acquired in BIS 110A. Students will learn advanced functions of Access and PowerPoint, integration and collaboration.

Lecture Hours: 1.5 Lab Hours: 0.5 Repeatable: No Grading: O

Prerequisite: BIS 109 or BIS 110A

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-112 - Web Pages with FrontPage Units: 2**

In this class students will use Microsoft FrontPage to create web pages using templates and enhancements, graphics, tables, frames, and HTML forms. Students will complete assignments with components such as, banners, navigation bars, hotspots, scrolling marquees, page transitions and animations. In addition, the class will show how to use templates, themes, pictures, and hyperlinks using functions of MS FrontPage.

Lecture Hours: 2 Lab Hours: 1 Repeatable: No Grading: O

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-115 - Keyboarding Speed and Accuracy Improvement Units: 0.5 - 1**

This course is designed to improve speed and accuracy in typing/keyboarding straight copy. Special practice drills designed for technique, speed, and accuracy improvement are included. It is appropriate for data processing, word processing, general business, and other students wishing to upgrade or refresh their keyboarding skills.

Lecture Hours: None Lab Hours: 1.5 - 3 Repeatable: 3 Grading: K

Prerequisite: BIS 011A or previous keyboarding experience

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

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

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-125 - 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. (This course is equivalent to EVC's CIT-040 and SJCC's CIS-132.)

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: BIS 121 or BIS 122 or BIS 123 or equivalent knowledge of the internet

Corequisite: BIS 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-128 - Web Design II, Design for the Web Units: 3**

This course teaches the basic design and layout techniques that incorporate multimedia production as it relates to the World Wide Web. Students learn to scan and convert images for the Web, manipulate file sizes, compress image files, access graphics from Adobe Illustrator or FreeHand or PhotoShop and convert these images to GIF or JPEG format for Web publishing. Animation, sound files, and response forms will be incorporated in the assignments to create an interactive Web site.

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

Prerequisite: BIS 125

Corequisite: BIS 200

CAN: None

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**

Basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance and human relations in the workplace. This course will focus on the interpersonal, informal and formal communication processes, development of leadership, employer-employee and cross-cultural relationship. Note: This course equal to SJCC BUS 135 course.

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

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

**BIS-136 - Business Information Systems Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**BIS-156 - Punctuation Units: 0.5**

This course reviews punctuation and capitalization usages for business writing. Practice includes applications for the comma, apostrophe, quotation marks, semicolon, period, question mark, exclamation point, hyphen, colon, dash, and parentheses.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: L

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

**BIS-157 - Proofreading Units: 0.5**

Students will improve editing and proofreading techniques, including error recognition in letter and memo styles, formatting, spelling, word division, capitalization, comma and number usage, proofreaders' marks, and grammar.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: L

CAN: None  
*Advisory Level:* Read: 1 Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**BIS-160 - Computerized Medical Billing Units: 1**

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 the common medical insurance forms.

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

Prerequisite: BIS 011A

Recommended: BIS 017

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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: None  
*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**

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 Repeatable: No Grading: L

Recommended: BIS 017

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

**BIS-170 - Computer Skills for Educators Units: 1**

In this course, educators will build on basic skills using computer application programs. The enhancement of these skills will enable educators to use technology to manage files, create documents, spreadsheets, and graphic presentations, save documents in a format suitable for viewing on the World Wide Web, and use templates and wizards that are supplied with software programs.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Recommended: Basic understanding of how to use a computer and a mouse.

Open Curriculum: No prerequisite, corequisite or levels

CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**BIS-171 - Presentation Graphics for Educators Units: 0.5**

In this course educators will learn how to effectively create a slide presentation for classroom use and for the Internet.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O

Recommended: Basic understanding of the computer and how to use a mouse.

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-172 - Database Design for Educators Units: 0.5**

In this course, educators will learn how to effectively create a database.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O

Recommended: Basic understanding of the computer and how to use a mouse.

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-173 - Basic Web Skills for Educators Units: 0.5**

In this course, educators will learn how to effectively design a Web Site of 3 to 5 pages.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-174 - Photoshop for the Web for Educators Units: 0.5**

In this course, educators will learn how to effectively use Photoshop to enhance a Web site.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O

Recommended: Basic computer skills and basic understanding of how to develop a simple web site.

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**BIS-183 - Digital Publication Design and Graphics Units: 3**

This course is an introduction to digital publication design using the software programs: QuarkXpress, Adobe PageMaker, Adobe Photoshop, and Adobe Illustrator. Students will learn to apply the following concepts--the grid, document layout and architecture, and typographic layout. Students will also design and produce graphic objects and typography. Typography and imagery will be used as design elements in the production of multiple-paged documents.

Lecture Hours: 2 Lab Hours: 4 Repeatable: 2 Grading: L

Prerequisite: (ART/BIS 035 and ART/BIS 036) or BIS 128 or equivalent knowledge of graphic design software (Adobe Photoshop, Adobe Illustrator)

Corequisite: BIS 200

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-189 - Word Processing Skill Development Units: 1 - 2**

This course will give practical work experience in the areas so essential to the word processing professional. Students will keyboard and proofread letters, memos, tables, and reports in an actual word-processing center. Students will also learn to work as a team by tutoring other students in the instructional lab as well as performing duties similar to those found in an actual word processing environment. One unit of credit will be given for each 51-clock hours of satisfactory work.

Lecture Hours: None Lab Hours: 3 - 6 Repeatable: 1 Grading: O

Prerequisite: (BIS 091 or WD PR 100) or (WD PR 115A or BIS 106) and (BUS 7A or BIS 007A) all with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**BIS-194 - Advanced Applications/DTP Units: 1 - 3**

In this course, students will gain practical hands-on experience in the skills that are so essential to the desktop publishing professional. Students will apply the skills learned in previous desktop publishing classes to the production of attractive, effective newsletters, advertisements, brochures, manuals and other DTP documents.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 2 Grading: L

Prerequisite: BIS 100 and (BIS 190 or BUS 190 or OTP 190 or BIS 191 or BUS 191) and BIS 180 or BIS 181; all with C or better

Corequisite: BIS 200

CAN: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**BIS-200 - BIS Supervised Skills Lab Units: None**

Supplemental practice and/or instruction are offered to BIS 200 students. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: N

Corequisite: BIS 035 or BIS 036 or BIS 091 or BIS 092 or BIS 095 or BIS 098P BIS 102B or BIS 104 or BIS 106 or BIS 107 or BIS 109 or BIS 110A or BIS 110B or BIS 112 or BIS 121 or BIS 125 or BIS 128 or BIS 181 or BIS 182 or BIS 183 or BIS 194

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NC

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, reactions, stoichiometry, thermochemistry, physical states of matter, molecular equilibrium, acid-base concepts, and oxidation-reductions. 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 and MATH 013, both with C or better

Corequisite: Or CHEM 015 with C or better and concurrent enrollment in MATH 013

CAN: CHEM SEQ A = CHEM 1A+1B

*Advisory Level:*    Read: 2      Write: 2      Math: None

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

CSU GE: B1,B3      District GE: None      IGETC: 5A

**CHEM-001B - General Chemistry****Units: 5**

This course is a continuation of Chemistry 1A, the second semester of a one year college level general chemistry sequence. The content includes organic chemistry, thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, and nuclear chemistry. The laboratory emphasizes qualitative and quantitative analysis 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: CHEM SEQ A = CHEM 1A+1B

*Advisory Level:*    Read: 2      Write: 2      Math: None

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

CSU GE: None      District GE: None      IGETC: None

**CHEM-012A - Organic Chemistry****Units: 5**

This is the first semester of the year-long organic chemistry course designed to acquire a comprehensive understanding with emphasis on structure, of reaction mechanisms and kinetics of organic molecules. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem-solving techniques will be used to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. 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 001B with C or better

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

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

CSU GE: None      District GE: None      IGETC: None

**CHEM-012B - Organic Chemistry****Units: 5**

The second semester of the year-long 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 and structural and stereochemical features of reactions and molecules, respectively. 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: None

*Advisory Level:*    Read: 2      Write: 2      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, calculations (stoichiometry), gas laws and solutions. Chemistry 015 is intended primarily as a preparation for Chemistry 001A and 001B series. The course also meets the general education requirements for laboratory science. 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.

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

CAN: None

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

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

CSU GE: B1,B3      District GE: BL      IGETC: 5A

**CHEM-030A - Introduction to Chemistry****Units: 3**

This course covers the basic principles of chemistry and tends to be descriptive rather than Mathematical. Content includes: measurements; matter and energy; atomic structure, chemical bonding and nomenclature; chemical reactions and equations; acids bases and salts; solutions and colloids; oxygen, hydrogen and water; metals and non-metals. Chemistry 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for the following majors: allied health, dental assistant, X-ray technician, vacuum technology, home economics, as well as industrial arts and industrial technology. The course meets the general education requirements for laboratory science.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

CAN: CHEM SEQ B = CHEM 30A+30B

*Advisory Level:*    Read: 2      Write: 2      Math: 1

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

CSU GE: B1,B3      District GE: BL      IGETC: 5A

**CHEM-030B - Introduction to Chemistry****Units: 3**

Chemistry 030B is a continuation of Chemistry 030A and is designed for allied health, aeronautical operations and industrial technology majors. Topics include hydrocarbons, fossil fuels and octane ratings; hydrocarbon derivatives such as alcohols, ethers, carbonyl compounds, carboxylic acids, esters and amines and an introduction to the structure and properties of carbohydrates, lipids, proteins and nucleic acids. The course also includes a brief introduction to the chemistry of natural products, drugs, agricultural chemicals and polymers.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: CHEM 030A or CHEM 015 or CHEM 001A

CAN: CHEM SEQ B = CHEM 30A+30B

*Advisory Level:*    Read: 2      Write: 2      Math: 1

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

CSU GE: B1,B3      District GE: BL      IGETC: 5A

**CHEM-065 - Quantitative Analysis Units: 4**

Chemistry 065 deals with the theory and practice of quantitative analysis. Content includes: statistical treatment of data, comprehensive study of ionic equilibria and both classical and instrumental methods of analysis. Laboratory methods considered include gravimetric, volumetric, spectrophotometric and electroanalytical determinations. The course is required for students majoring in chemistry, marine biology, applied microbiology and laboratory technology.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001B with C or better

CAN: CHEM 12

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: None District GE: None IGETC: None

**CHEM-088P - Chemistry General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Civil Engineering Technology****CET-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

Prerequisite: MATH 013 with C or better

Recommended: Completion of geometry, in high school or college.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CET-122 - Map Preparation and Requirements 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 State Land Surveyors Examination and the Land Surveyors-In-Training Examination devoted to this topic.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: CET 141 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CET-141 - Boundary Control and Legal Principles Units: 3**

This course provides students 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 students 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: None Repeatable: No Grading: L

Corequisite: ENGR 061

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CET-142 - California Coordinate System Units: 1**

This course provides an introduction to the theory of the California Coordinate System and its application to modern surveying practices; conversion of geographical coordinates to state coordinates, zone conversion, and transverse of the grid. 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.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGR 061 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CET-143 - 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: None Repeatable: No Grading: O

Prerequisite: ENGR 061 with C or better

CAN: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CET-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: None Repeatable: No Grading: O

Prerequisite: ENGR 061 with C or better

CAN: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CET-146 - CAD for Civil Engineering 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

Prerequisite: ENGR 061 (previous or concurrent) and (ENGR 018 or CADD 130), with C or better

Corequisite: ENGR 061 (previous or concurrent)

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CET-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

Prerequisite: ENGR 061

Recommended: 1. Written and speaking skills; 2. Ability to use Autocad and MS Office

CAN: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CET-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

Prerequisite: CET 141 with C or better

CAN: None

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: SPCH 8

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: A1 District GE: A1 IGETC: None

**COMS-020 - Oral Communication Units: 3**

This course is an introduction to public speaking and rhetorical theory. Students learn how to evaluate a topic, speech situation, and audience. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing clear and cogent support for statements of position. Critical listening and analytic faculties are developed through the application of rhetorical theory to exemplary speeches and to classroom presentations. Critical listening is developed.

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

CAN: SPCH 4

Advisory Level: Read: 2 Write: 2 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 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; constructing arguments; practical application through discussion and debate. Emphasizes the social importance of competent advocacy in a free society.

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

CAN: SPCH 6

Advisory Level: Read: 2 Write: 2 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: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: A1 District GE: A1 IGETC: None

**COMS-088P - Communication Studies General Work Experience - Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/Job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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: None  
*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: None  
*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: 4 Repeatable: No Grading: L

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

**CADD-131 - AutoCAD 2 Units: 3**

This course is a Computer-Aided Drafting and Design (CADD) course in which the students will learn intermediate to advanced applications of AutoCAD® software. Specific areas to be covered in this course include: 3-D wireframe drawing; working in model and paper space; creation of 3-D meshed surfaces; creating and working with blocks; advanced editing, drawing, layout and dimensioning techniques. An introduction to solid modeling will be included in this course.

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

Prerequisite: CADD 130

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

**CADD-132 - Using Mechanical Desktop Units: 3 - 6**

Mechanical Desktop is an integrated CADD package of advanced 3D modeling tools, and 2D drafting and drawing capabilities that help you conceptualize, design, and document mechanical products. This course is an advanced Computer Aided Drafting and Design (CADD) course where the students will learn to use Mechanical Desktop software.

Lecture Hours: 2 - 4 Lab Hours: 4 - 8 Repeatable: 1 Grading: O

Credit by Exam: Yes

Prerequisite: CADD 131

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



**CADD-133 - Using Autodesk Inventor Units: 3**

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 an computer- aided drafting and design (CADD) course wherein the students will learn the fundamentals of Autodesk Inventor software.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Recommended: Prior CADD knowledge is suggested.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-134 - Advanced Autodesk Inventor Units: 3**

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, using design elements, and creating and using presentations.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: CADD 133 with C or better

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-136 - CADD Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-138 - Computer Aided Design and Drafting Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-140 - Mechanical CADD Applications - Detail and Assembly Drawings Units: 3**

This course is a mechanical drafting/CADD course in which the students will learn to create detail and assembly drawings using 2-D and 3-D CADD techniques. The student will study and apply the principles of drawing/view projection techniques, sectioning, dimensioning and tolerancing, threads and fasteners, and release/revision documentation practices when developing detail and assembly drawings. Elements of descriptive geometry (including space relationship of lines, planes, and points; intersections and developments) and their use in the solution of problems in mechanical design drafting will be explored. A basic study of selected manufacturing processes will be included.

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

Prerequisite: CADD 131

CAN: None

Advisory Level: Read: None Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-141 - Mechanical CADD Applications/Design Units: 3**

This course is a mechanical drafting/design/CADD course in which the students will learn to use 3-D CADD techniques when designing single objects and assemblies of objects. Analysis of current design practices and manufacturing processes will be included through research of standards, catalogs, data sheets, drawings, and other reference sources. The students will prepare layout, detail, and/or assembly drawings of their designs and all documentation will be expressed using appropriate conventions.

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

Prerequisite: CADD 140

CAN: None

Advisory Level: Read: None Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CADD-142 - Dimensioning & Tolerancing Units: 2**

This is a theory course that focuses on a study of dimensioning and tolerancing based on ANSI (American National Standards Institute) Y14.5. Emphasis in this course will be given to geometric dimensioning and tolerancing concepts, and tolerance studies. The students will learn to analyze an object while considering form, function and manufacturing aspects of the object, to determine appropriate geometric controls and their application to a drawing. The student will also learn how to use the "circuit diagram procedure" for conducting tolerance studies on parts and assemblies.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/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: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/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

Credit by Exam: Yes

CAN: None

*Advisory Level:* Read: None Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**CADD-210 - CADD Supervised Tutoring Units: None**

Students can utilize this lab to practice skills in the lab using interactive media and receive tutoring.

Lecture Hours: None Lab Hours: 1 Repeatable: 19 Grading: N

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None Degree Applicable: NONC

CSU GE: None District GE: None IGETC: None

**Computer and 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

Corequisite: CIT 200

CAN: None

*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

Corequisite: CIT 200

CAN: None

*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

Prerequisite: CIT 020 with C or better

CAN: None

*Advisory Level:* Read: 2 Write: 2 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: None

*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: None

*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

Corequisite: CIT 200

CAN: None

*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

Corequisite: CIT 200

CAN: None

*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

Prerequisite: CIT 020

Corequisite: CIT 200

CAN: None

*Advisory Level:*    Read: 2                  Write: 2                  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

Corequisite: CIT 200

CAN: None

*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

Corequisite: CIT 200

CAN: None

*Advisory Level:*    Read: 2                  Write: 2                  Math: None

Transfer Status: CSU/JC                                  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

Corequisite: CIT 200

CAN: None

*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

Corequisite: CIT 200

CAN: None

*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 - UNIX Operating System Units: 3**

This is an introductory course in the UNIX operating system. It covers the basic UNIX commands, vi editor, UNIX file and directory manipulation, processes and standard files, access permission and UNIX mail, Write and talk. The course also addresses the Bourne Shell, including the shell command line, set-up, customizing the shell environment, the alias mechanism, pipes, filters, I/O redirection and the text manipulation commands troff and nroff. Finally, document formatting packages and system administration are briefly introduced. 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: CIT 010

Corequisite: CIT 200

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-052 - UNIX 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

Prerequisite: CIT 050

Corequisite: CIT 200

CAN: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: CIT 200

CAN: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: CIT 200

CAN: None

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: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: CIT 200

CAN: None

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). Course includes material on 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

Prerequisite: CIT 010 or CIS 041

Corequisite: CIT 200

Recommended: CIT 020 or CIS 042

CAN: None

Advisory Level: Read: 2 Write: 2 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, working with Procedure Builder, 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

Corequisite: CIT 200

CAN: None

Advisory Level: Read: 2 Write: 2 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

Corequisite: CIT 200

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: None

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

Corequisite: CIT 200

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: None

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

Corequisite: CIT 200

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: None

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

Corequisite: CIT 200

CAN: None

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

Corequisite: CIT 200

CAN: None

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

Corequisite: CIT 200

CAN: None

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: None

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

Corequisite: CIT 200

CAN: None

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

Corequisite: CIT 200

CAN: None

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: None

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: None

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

Corequisite: CIT 200

CAN: None

Advisory Level: Read: None Write: 4 Math: 2

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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**CIT-136 - Computer and Information Technology Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**CIT-138 - Computer and Information Technology Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**CIT-200 - CIT Supervised Skills Lab Units: None**

Supplemental practice and/or instruction is offered to CIT 200 students. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: 0 Lab Hours: 0 Repeatable: 19 Grading: N

Corequisite: CIT 010 or CIT 041J or CIT 041X or CIT 042, or CIT 044 or CIT 045 or CIT 050 or CIT 052 or CIT 054 or CIT 055 or CIT 056 or CIT 060, or CIT 061 or CIT 061B or CIT 062 or CIT 063 or CIT 064 or CIT 065 or CIT 066 or CIT 067 or CIT 068 or CIT 071 or CIT 072 or CIT 082 or CIT 084 or CIT 090

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NC  
 CSU GE: None District GE: None IGETC: None

**Computer Information Systems**

**CIS-094 - Individualized Computer Skills Units: 0.5 - 9**

The 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.

Lecture Hours: 0.5 Lab Hours: 0.5 Repeatable: 17 Grading: O

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

**CIS-194 - Individualized Computer Skills Units: 0.5 - 6**

This course is a self-paced individualized study course offered to students with very little, if any, prior computer experience. Students will receive hands-on experience using the Macintosh computer.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 11 Grading: K

CAN: None  
*Advisory Level:* Read: 1 Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**CIS-394 - Basic Computer Skills Units: 0.5 - 6**

This course is a self-paced individualized study to offered to students with very little, if any prior computer experience. During this course students will learn about beginning computer basics.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 11 Grading: N

Open Curriculum: No prerequisite, corequisite or levels

CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 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: CSCI 26  
*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 Units: 4**

This course is an introduction to computer science and programming in a high-level language. Coverage includes program control structures, subprograms, recursion, arrays, strings and records. Files and Classes will also be introduced. Topics such as top-down design, procedural and data abstraction, documentation and programming style are addressed throughout the course.

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

Credit by Exam: Yes

Prerequisite: MATH 025 or MATH 021 and MATH 022, all with C or better

CAN: CSCI 22

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: None District GE: None IGETC: None

**COMSC-076 - Computer Science II Units: 4**

This course covers abstract data types and advanced programming techniques. Students will learn to reason mathematically about programs. The use of assertions and loop invariants in program construction and verification will be introduced. The principles of software engineering, including encapsulation, information hiding, modular programming and separate compilation, will be applied to large programming projects. Elementary data structures such as arrays and linked structures will be reviewed. The course will also cover more advanced data structures and algorithms, including stacks, queues, trees, graphs, strings, searching, sorting, and hashing.

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

Prerequisite: (COMSC 072 or MATH 070) and COMSC 075; all with C or better

CAN: CSCI 24

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: None District GE: None IGETC: None

**COMSC-136 - Computer Science Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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-138 - Computer Science Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

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

CSU GE: None District GE: None IGETC: None

**Corrections**

**CORCT-101 - Corrections Officer Basic Units: 4**

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: 6.9 Lab Hours: 2.3 Repeatable: No Grading: L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC 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, entry level.

Lecture Hours: 6.8 Lab Hours: 2.3 Repeatable: No Grading: L

CAN: None

Advisory Level: Read: 2 Write: 2 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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None



**CORCT-109 - Laws of Arrest, Search and Seizure Units: 1**

This 40 hour course curriculum covers professional orientation, laws or arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does NOT include firearms and does NOT satisfy LE 165B prerequisite. This course may be offered as a component of Corrections 101, Correctional Officer Core Course.

Lecture Hours: 0.6 Lab Hours: 1.7 Repeatable: No Grading: L

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 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 requirement for eligible staff to remain current and to upgrade job knowledge and skills. Content reflects advisory board, state standards, and agency education and training objectives for probation officers, adult institutions, and juvenile institutions staff.

Lecture Hours: 0.5 Lab Hours: 0.8 Repeatable: No Grading: K

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 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 probation officer within the state of California and prepare the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on various topics covered will be both written and practical in nature. This course includes 208 hours of training.

Lecture Hours: 8.2 Lab Hours: 3.1 Repeatable: No Grading: L

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

***Dance***

**DANCE-010 - Ballet, Beginning Units: 1**

This course introduces the student to fundamentals and application of ballet theory and technique through barre and centre work. The student learns elementary ballet vocabulary, positions, steps, turns, jumps, and poses, in both classical French terminology and in movement.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E2 District GE: E2 IGETC: None

**DANCE-011 - Ballet, Intermediate Units: 0.5 - 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 music and style in the execution of intermediate level barre and centre combinations. The student will gain fluency in the use of traditional French terminology. May be repeated to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: L

Prerequisite: DANCE 010  
 CAN: None  
*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-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: None  
*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: 0.5 - 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 learns basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities are included as well as basic rhythms and phrasing in listening and moving to music. The student gains an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. 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: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E2 District GE: E2 IGETC: None

**DANCE-021 - Jazz Dance, Intermediate Units: 0.5 - 1**

This course is a continuation of all the elements introduced in Jazz Dance, Beginning. All activities increase in difficulty based on a solid technical foundation of strength, flexibility, alignment, and coordination. The pace of the class becomes faster, and combinations increase in complexity and artistry. May be repeated to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Prerequisite: DANCE 020  
 CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E2 District GE: E2 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: None

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

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

CSU GE: E2 District GE: E2 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: None

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

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

CSU GE: E2 District GE: E2 IGETC: None

**DANCE-050 - Modern Dance, Beginning Units: 1**

This course introduces the student to the elementary skills of modern dance technique. The student learns basic positions, gestures, traveling and jumping steps, turns, and level changes. The student learns the fundamentals of spatial orientation, and gains an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. May be repeated to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E2 District GE: E2 IGETC: None

**DANCE-051 - Modern Dance, Intermediate Units: 0.5 - 1**

This course furthers the student's artistry and skill in modern dance. The student applies fundamentals of motion and space through technical exercises and dance combinations of varying dynamic and expressive content. May be repeated to a maximum of 4 units

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: L

Prerequisite: DANCE 050 or (DANCE 025A and 025B)

CAN: None

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

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

CSU GE: E2 District GE: E2 IGETC: None

**DANCE-088P - Dance General Work Experience- Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and to work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None 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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Design****DESGN-029 - Problem Solving by Design Units: 3**

This course is for students interested in graphic design, commercial and industrial design, interior design, illustration, and art direction, enhanced through a rational approach to design. Techniques used include goal setting, brain storming, developing milestones, developing time management, creating evaluation matrices, and journal keeping. The course develops conceptual thinking using design vocabulary and projects in a simulated design studio environment. Students work with a variety of media in both 2D and 3D assignments. Field trips supplement the course.

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

Prerequisite: ART 012 OR ART 013

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**DESGN-031 - Design Modelmaking Units: 3**

In this course students develop ideas in 3-D Design related to a variety of modelmaking applications, including architectonic concepts, product design, and sculpture. Students construct scale models for planning and presentation of ideas using the techniques of drawing, painting, and experimentation with a variety of materials appropriate for assembly, such as foam core, matte board, plasticine, plexiglas, wood, metal, and clay.

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

Prerequisite: ART 013 or DESIGN 029

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**DESGN-088P - Design General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and to work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None  
*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 Dispatcher 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: 1.5 Lab Hours: 5 Repeatable: No Grading: L

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**DISP-172 - Public Safety Dispatcher-Update Units: 1 - 3**

This course is designed to provide experienced dispatchers with the necessary skills and knowledge to remain current in job skills and knowledge. Curriculum includes computer systems familiarization, legal updates, communication techniques and etc. It may contain POST curriculum as well as local training mandates.

Lecture Hours: 0.6 Lab Hours: 1.7 Repeatable: 2 Grading: L

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

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

**Drama**

**DRAMA-013A - Acting Units: 3**

This is an introductory course designed to provide the beginning acting student (majors and non-majors alike) experiences in the physical, vocal, spatial, analytical, and communicative aspects of acting culminating in scene work. Emphasis is placed upon live performances, upon acting as an art form which illuminates the human experience, and upon the skills and responsibilities of acting as a craft.

Lecture Hours: 2 Lab Hours: 3 Repeatable: 3 Grading: O

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 IGETC: None

**DRAMA-013B - Acting Units: 3**

This is an intermediate course designed to provide the acting student an opportunity to increase the number and efficiency of acting skills, and to develop and intensify dramatic ability by advancing understanding of the skills presented in Drama 13A through scenework performed in class. The student will be introduced to the process of analyzing a character through lecture, demonstration, exercises, and the rehearsal and presentation of scenes from published texts.

Lecture Hours: 2 Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: DRAMA 013A and SP 011 or DRAMA 011

CAN: None  
*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-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: None  
*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-021 - Improvisation Units: 3**

Improvisation is a participatory class in which students practice skills necessary to create improvised performances. Students engage in activities that draw upon their ability to relax, concentrate and respond spontaneously and honestly in performance situations. The course calls upon and extends students' imagination, and provides opportunities to practice narrative skills. The class culminates in a series of public performances.

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

Recommended: Listening skills/Flexibility in body and mind.

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

**DRAMA-023 - Introduction to the Theater and the Performing Arts Units: 3**

This course is a study of drama and dance as they are performed in theater, film, and television today. It is a general survey of contemporary theater and performing arts, focusing on the dramatic aspects of each of the four major areas: drama, film, television, and dance.

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

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C1 District GE: C1 IGETC: 3A

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

**DRAMA-040 - Introduction to Film Units: 3**

This is an introductory course in film studies in which students view classic and recent feature films and learn to understand the technical and artistic disciplines of film making. Film content is examined in relationship to cinematography, editing, visual design, special effects, sound, acting, and directing, and social and cultural contexts.

Lecture Hours: 3 Lab Hours: 1 Repeatable: 3 Grading: O

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C1 District GE: C1 IGETC: 3A

**DRAMA-088P - Drama General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and to work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None  
*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 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: ECON 2

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

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

CSU GE: D2      District GE: D      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: ECON 4

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

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

CSU GE: D2      District GE: D      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: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      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: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**EDUC-136 - Education Occupational Work Experience - Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 12      Repeatable: 15      Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience.

2. May be enrolled in at most one other class in addition to Work Experience; and  
3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**EDUC-138 - Education Occupational Work Experience-Alternate Plan 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: 3 - 24      Repeatable: 15      Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*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: None

*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: None

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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDIT-020 - Teaching with PowerPoint Units: 1 - 3**

In this course educators learn to use the presentation software, PowerPoint, to present information with impact to teaching students. Educators will learn to use this tool to deliver educational contents, create multimedia for class reports and group projects and present them to the students via the Internet. This course will also teach educators to incorporate voice narration, use of spreadsheet and graphs to show results of surveys and questionnaires. 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

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDIT-021 - A Practical Guide for Educators Units: 1 - 3**

This course teaches K-14 in-service educators how to customize and present a course for the web using Microsoft's FrontPage. Educators will learn how FrontPage can be used to create an online course environment and contents from their individual disciplines. By using the online environment, educators will create a course syllabus, calendar, quiz, exam, assignment submission form, and discussion board. This course can be taken from 1.0 - 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: None

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: None

Advisory Level: Read: 2 Write: 2 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: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D7 District GE: D IGETC: None

**ENGR-010 - Engineering Processes and Tools Units: 3**

This course will introduce engineering problem solving processes to students. The proper use of engineering tools, including computers, statistics, and simulation is discussed. Engineering requirements, analysis, design, implementation and testing are also covered. Students will learn a variety of computer software applications related to engineering.

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

Prerequisite: MATH 021 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 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 pictorial representation in engineering. Major topics discussed are process of design, computer applications (CAD), multiview orthographic drawing, pictorials, dimensioning and tolerancing. All drawings are produced using computer-aided software.

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

Credit by Exam: Yes

Prerequisite: MATH 014 with C or better

CAN: None

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: 3**

Fundamentals of computer assisted problem solving, as it applies to the solution of engineering problems, are introduced in this course. The three major themes of this course are--algorithm development, efficient programming/modeling, and practical and user-friendly pre/post processing techniques. The C++ programming language is used to obtain solutions to various engineering problems. Object oriented programming using subjects such as classes, pointers, inheritances, dynamic allocation of memory space, and standard template libraries are emphasized.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 071 with C or better

Corequisite: ENGR 200

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.

CAN: None

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 ENGRT 160, both with C or better

CAN: ENGR 10

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 presents the theory as well as field experience in Control surveys, topographic mapping, stadia and plane table surveys, and construction surveys. 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.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: ENGR 060

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU 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

Prerequisite: ENGR 060 (previous or concurrent) AND (ENGR 018 OR CADD 130); all with C or better

Corequisite: ENGR 060 (previous or concurrent)

CAN: None

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**

This course is the study of mechanical, physical, and chemical properties of materials. Those properties are related to the atomic and crystal structures, and then to the atomic bonding for metals, polymers, and ceramics. The laboratory includes heat treatment of metals and common mechanical tests of 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

Corequisite: ENGR 200

Recommended: Computer literacy

CAN: ENGR 4

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

Corequisite: ENGR 200

Recommended: Computer literacy

CAN: ENGR 8

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

Corequisite: ENGR 200

Recommended: a. Completion of English 001A; b. Completion of Engineering 010; c. Differential equations or concurrent enrollment in Math 078.

CAN: None

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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-136 - Engineering Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-138 - Engineering Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ENGR-200 - Engineering Supervised Lab Units: None**

Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: N

Corequisite: Concurrent enrollment in Engineering.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: NC

CSU GE: None District GE: None IGETC: None

**Engineering Technology**

**ENGRT-098 - Directed Study in Engineering 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: 3 - 18 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: None District GE: None IGETC: None



**ENGRT-100 - Introduction to Geographical Information System and ArcView Units: 4**

Fundamentals of Geographical Information System. A detailed discussion of the ArcView GIS software is presented. Various applications of GIS technology in business, science, engineering and government are explained in detail. The course provides an introduction to basic cartographic principles including map scales, coordinate systems and map projections and a review of current GIS technology. Discussions also include raster and vector data structures, data sources and accuracy, methods of data acquisition, conversion and input, requirements for metadata as well as working with spatial data database and spatial analysis. The topics covered in this course will be reinforced with hands-on lab work.

Lecture Hours: 3      Lab Hours: 4      Repeatable: No      Grading: L

Recommended: Knowledge of computer use, Windows environment is critical to student success.

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**ENGRT-109 - Manufacturing Processes Units: 3**

This course covers the manufacturing processes required to convert materials into finished products; traditional processes such as casting, forging, machining, welding, and forming, as well as more sophisticated and advanced processing concepts, techniques and fabrication. Theory and laboratory experiences in Computer Aided Manufacturing (CAM) and Computer Numerical Control (CNC) will be included. Selection of processes in terms of properties of materials, rate of production, tolerances and cost will be studied. Laboratory experiences in the areas of casting, forging, machining, sheet metal and welding are provided. Several plant tours of various types of industry are conducted.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**ENGRT-150 - Metal Work Process Units: 3**

This course provides the student with the basic concepts of metal working and will include shop nomenclature, blueprint reading, layout, measurement, safety, bench metal practices, drill press, beginning lathe and mill work, basic sheet metal layout and forming methods.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: O

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**ENGRT-160 - Applied Technical Problem Solving Units: 3**

This course presents the concepts and skills required in Mathematics for persons working in technical fields. Students will learn Mathematics through algebra, geometry and trigonometry in an applied practical problem-solving approach.

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

Credit by Exam: Yes

Prerequisite: MATH 012 or MATH 011A or MATH 011R or MATH 011S, all with C or better

CAN: None

*Advisory Level:*      Read: 2      Write: 2      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: ENGL 2

*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 emphasizes expository writing directed toward analysis of literature; it includes discussion of fiction, drama, and poetry, and stresses 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: None

*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: None

*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 writer's 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 1A; or after English 1A.

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

Prerequisite: (ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or (ESL 103 and ESL 092 or ESL 091), all with C or better or placement based on assessment; course may be taken concurrently with ENGL 001A.

CAN: None

Advisory Level: Read: Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: A3 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: None

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 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ESL 091 or ESL 093 or ENGL (091A and 091B); all with C or better or placement based on assessment.

CAN: None

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: None

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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2,D4 District GE: C2,ES 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: None

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-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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2 District GE: C2,ES IGETC: 3B

**ENGL-062 - Asian/Asian-American Literature Units: 3**

This course introduces students to a variety of literary works from the Asian and 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 and Asian-Americans by examining Asian and Asian-American literary works from the following countries: China, The Philippines, India, Japan, Korea, and Vietnam. (Satisfies the Cultural Pluralism requirement for the Associate Degree and transfer.)

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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2 District GE: C2,ES 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: ENGL 6

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: None

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. The focus will be on works written from 1960 to the present.

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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2,D3 District GE: C2,ES 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 Pluralsim 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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2,D3 District GE: C2,ES 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 Pluralsim 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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: C2,D3 District GE: C2,ES IGETC: 3B

**ENGL-084A - Survey of American Literature Units: 3**

Representative American literature from its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers of the Colonial, Revolutionary, and Romantic periods.

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: None

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 its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers from the late nineteenth century to the present. English 84A is not prerequisite to English 84B.

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: None

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**

This course surveys literary masterpieces and their social and cultural backgrounds, from the beginning of English literature through Milton.

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: None

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 Post-modern 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, class work. This course is required for the English Major at EVC and the CSU system.

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: None

*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. 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

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: 2 Write: 2 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 1A and 1B but who 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 99 focuses on writing structure and creative process; on both 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: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**ENGL-102 - College Reading Units: 3**

English 102 enhances college reading skills and study techniques using academic materials in a variety of disciplines such as natural sciences, social sciences, humanities, and business. Instruction includes literal and interpretive comprehension, rate flexibility, vocabulary expansion, and beginning research. Concurrent enrollment in English 102, Reading Lab, is strongly recommended. Concurrent enrollment in English 104 is recommended. Students must complete (ENGL 104 or 092 or ESL 092) and (ENGL 102 or ESL 103) with a C or better in order to take ENGL 001A.

Lecture Hours: 3 Lab Hours: None 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.

Recommended: Recommended ENGL 102L and/or ENGL 104.

CAN: None

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**ENGL-102L - College Reading Laboratory Units: 0.5 - 2**

The reading lab offers individualized programs in reading development plus supplemental reading skills work for students enrolled in English 102, College Reading. Students make use of a wide range of audiovisual and self-instructional materials to improve their reading proficiency. This lab may be repeated for credit to a maximum of 2 units. Concurrent or previous enrollment in English 102 is required.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 3 Grading: K

Prerequisite: ENGL 322 and (ENGL 330 or ENGL 335) with CR placement based on assessment

Corequisite: Concurrent enrollment in ENGL 102

CAN: None

*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 focuses on the writing of short compositions, on reading analytically, and on preparing students for English 001A, the General Education transfer English Composition course. Students planning to take English 1A whose test scores or writing samples place them in English 104 must satisfactorily complete this course before enrolling in English 001A. Every English 104 student is required to attend 3 consecutive hours of lab in the Writing Center per week. All English 104 students will ultimately take a Department Final which will be holistically scored by at least two faculty members and represent 20% of their course grade.

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

Prerequisite: ESL 302 or ENGL 322 or READ 101 and (ENGL 330 or 335); all with C or placement based on assessment.

Corequisite: XENGL 104L

CAN: None

*Advisory Level:* Read: 2 Write: 3 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: None

*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: None

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: None

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: None

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: None

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.

Recommended: Concurrent enrollment in ENGL 330.

CAN: None

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 English 350 or READ 340S (ESL 312 and ESL 313) all with CR or placement based on assessment.

Corequisite: ENGL 322

CAN: None

Advisory Level: Read: 1 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: None

Advisory Level: Read: 1 Write: 2 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: None

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: None

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 and contemporary issues in American society and serve as models and 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 of this course, students will progress to the next writing level, English 1A/ESL Focus.

Lecture Hours: 6 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ESL 302 or ENGL 322 or READ 101 and (ENGL 330 or 335) or ESL 315; all with C or placement based on assessment.

Corequisite: .5 unit of ESL 100L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**ESL-093 - Integrated, Intensive ESL-2 Units: 12**

This course is an integrated skills course for non-native speakers of English progressing from the second half of ESL 302 through ESL 091. The reading component emphasizes patterns of essay organization, relationships of paragraphs within essays, appreciation of literature. Reading and research materials highlight cultural content and contemporary issues in American society and serve as models and prompts for compositions. Essays will focus on research and the development and organization of ideas using complex sentences in coherent and unified paragraphs. Listening and speaking component focuses on communication skills in various settings with emphasis on argumentation and persuasion.

Lecture Hours: 12 Lab Hours: 0 Repeatable: No Grading: K

Prerequisite: ESL 315 or ESL 302 or (ENGL 322 and ENGL 330/335); all with CR or placement based on assessment

Corequisite: 0.5 units of ESL 100L

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: AS

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 the ESL 091, 093, 104, 106 and 302 courses. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 091, 093, 104 or 106 or 302. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: K

Corequisite: ESL 091 or ESL 093 or ESL 104 or ESL 106 or ESL 302

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-104 - College Listening Skills Units: 2**

This course focuses on the improvement of listening skills specific to the academic environment by presenting lectures on which the students take notes, make outlines, formulate questions, and write summaries.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 314 or (ESL 312 and ESL 313); all with CR or placement based on assessment

CAN: None

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: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-194 - ESL Lab for Automotive Technicians 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: O  
Prerequisite: ENGL 321 or READ 350

CAN: None  
Advisory Level: Read: 1 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 .5 unit of ESL 100L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 6 Lab Hours: 0 Repeatable: No Grading: K  
Prerequisite: ESL 312 and ESL 313, or ESL 315 all with C or placement based on assessment.

Corequisite: .5 unit of ESL 100L  
CAN: None  
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 312 or ESL 313 or ESL 314 or ESL 315 or ESL 316 or ESL 317

CAN: None  
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 and acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in .5 unit of ESL 310L is required for technology-based 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: .5 unit ESL 310L  
CAN: None  
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 323 and 324) all with a CR or placement based on assessment.

CAN: None  
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: None  
Advisory Level: Read: None Write: None Math: None  
Transfer Status: None Degree Applicable: NAA  
CSU GE: None District GE: None IGETC: None

**ESL-315 - Integrated, Intensive ESL-1 Units: 12**

This is an integrated skills course for non-native speakers of English progressing from the 310 to the first half of 302 level. The course is divided into four themes: American culture, Education, Mass Media, and Technology. Writing instruction focuses on patterns of essay organization, relationships of paragraphs within essays, and understanding of the author's purpose, audience, tone, and mood. Reading materials highlight cultural content in American society and serve as models and prompts for compositions. Communication skills include group and individual oral presentations related to the four themes.

Lecture Hours: 12 Lab Hours: 0 Repeatable: No Grading: K  
Prerequisite: ESL 322 and ESL 323 and ESL 324; all with CR or placement based on assessment.

Corequisite: 0.5 units of 310L  
CAN: None  
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: None  
Advisory Level: Read: None Write: None Math: None  
Transfer Status: None Degree Applicable: NAA  
CSU GE: None District GE: None IGETC: None

**ESL-317 - American Accent Acquisition Units: 4**

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: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 324 with CR or placement based on assessment into the ESL 310 series or above

Corequisite: 0.5 unit in ESL 310L

CAN: None  
*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: None  
*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. Students write, using a variety of compositional formats that require increasing organizational, grammatical, syntactical, and lexical complexity. Concurrent enrollment in .5 unit of ESL 320L is strongly recommended for technology-based grammar and writing practice with lab assistance.

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

Prerequisite: ESL 332 with CR or placement based on assessment

CAN: None  
*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: None  
*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.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 334 with CR or placement based on assessment

CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**ESL-327 - Pronunciation Improvement 2 Units: 2**

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: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Placement based on assessment

CAN: None  
*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: None  
*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 .5 unit of ESL Skills Development lab is strongly recommended.

CAN: None  
*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: None

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 and 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 332, and ESL 333 are recommended.

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

Prerequisite: ESL 344 with CR or placement based on assessment

Recommended: Concurrent enrollment in ESL 332 and ESL 333

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-337 - Pronunciation Improvement 1 Units: 2**

Designed for non-native speakers of English who require basic, intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Placement based on assessment

CAN: None

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. Field 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: None

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

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

CSU GE: B1,B2,B3 District GE: BL IGETC: 5A,5B

**ENVIR-088P - Environmental Science General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

***Ethnic Studies***

**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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: C2,D IGETC: None

**ETH-028 - 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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: C2,D IGETC: None

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: Degree Applicable: AA/AS  
 CSU GE: None District GE: C2,D IGETC: None

***Family and Consumer Studies***

**FCS-019 - Nutrition Units: 3**

This is a course in the basic principles of nutrition including recommended nutrient intake, optimum dietary health across the life span, the relationship of disease and diet and how the body uses nutrients. Food fads and diet fallacies will be examined.

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

Credit by Exam: Yes

CAN: FCS 2  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E1 District GE: E1 IGETC: None

**FCS-050 - Life Management Units: 3**

This course provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include effects of cultural forces and future trends on values, standards, and goals; skills for decision-making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships. General education credit for category E. Recommended for all majors.

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

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: E1 District GE: E1 IGETC: None

**FCS-051 - Skills and Strategies for Family Workers Units: 1.5**

This course focuses on family development as a sustainable route to self-reliance and on worker self-empowerment and personal growth. Its emphasis is on moving Human Services systems away from crisis-oriented, fragmented services toward a family strength-based approach.

Lecture Hours: 1.5 Lab Hours: 0 Repeatable: No Grading: L

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

**FCS-052 - Building Relationships With Families Units: 1.5**

This course focuses on building mutually respectful relationships with families and the communication skills necessary to make relationships work effectively. The emphasis is on moving Human Services systems away from crisis-oriented, fragmented services toward a family strength-based approach.

Lecture Hours: 1.5 Lab Hours: 0 Repeatable: No Grading: L

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

**FCS-053 - Cultural Competency for Family Workers Units: 1**

This course focuses on understanding the diverse cultures that exist in our communities, and learning effective strategies to increase cross-cultural communication and develop multi-cultural competencies.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

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

**FCS-054 - Home Visiting and Assessment Units: 1.5**

This course focuses on principles of empowerment-based assessment and a family development approach to home visiting.

Lecture Hours: 1.5 Lab Hours: 0 Repeatable: No Grading: L

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

**FCS-055 - Introduction to Human Services Units: 3**

An interdisciplinary overview of Human Services, including what constitutes Human Services and the current methodologies for assisting individuals, families, and communities. Social, cultural, and ethical issues impacting the field will be explored. Career aptitude, self assessment, career development opportunities will be addressed. Students will develop strategies, skills, and knowledge to prepare for current and future employment in the field of Human Services.

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

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

**FCS-056 - Referral Services for Families Units: 1**

This course focuses on identifying special needs and making appropriate referrals to promote a family's goals for self-reliance. This course is part of the Family Development Certificate program.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FCS-057 - Leadership Skills for Family Workers Units: 1.5**

This course focuses on the development of leadership skills for Family Workers. Students will learn effective strategies for facilitating meetings, family conferences, and support groups, as well as the skills required for successful collaboration with individuals, families and agencies.

Lecture Hours: 1.5 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FCS-060 - Developmental Gerontology Units: 3**

This course introduces students to the study of aging, a natural stage of the life cycle. The course introduces the physiologic, psychological and social aspects of growing old.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: D7,E District GE: D,E1 IGETC: None

**FCS-070 - Child Development Units: 3**

Child Development is the study of the child from prenatal life through adolescence. The physical, social, intellectual, and emotional 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: O

Credit by Exam: Yes

CAN: FCS 14

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: D9 District GE: D IGETC: None

**FCS-072 - Parent Child Relationships Units: 3**

In this course, the students explore the problems and joys of parenthood/childhood in today's world. The examination of specific situations, family systems, techniques of effective communication, and an exploration of basic attitudes toward children and child training will be covered.

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

Credit by Exam: Yes

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FCS-101 - Building Healthy Relationships Units: 0.5**

This course provides an overview of the essential components that build and maintain effective relationships. It includes didactic and experiential learning and is geared for adolescents.

Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: K

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FCS-138 - Family Consumer Studies Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*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.

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

Corequisite: FREN 001L OR FREN 200

CAN: FREN SEQ A = FREN 1A + 1B

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 OR FREN 200

CAN: FREN SEQ A = FREN 1A + 1B

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-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: None

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: FREN 8; FREN SEQ B = FREN 2A + 2B

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: C2 District GE: C2 IGETC: 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: FREN 10; FREN SEQ B = FREN 2A + 2B

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: C2 District GE: C2 IGETC: 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

Corequisite: FREN 002A or FREN 002B

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**FREN-088P - French General Work Experience Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: L

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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: None

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: None

*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: GEOG 2

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

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

CSU GE: D5      District GE: D      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: GEOG 4

*Advisory Level:*      Read: 2      Write: 2      Math: None

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

CSU GE: D5      District GE: C2,D      IGETC: 4E

**Guidance****GUIDE-075 - Transfer to Four-Year Institute Simplified****Units: 1**

This course will provide information for students interested in transferring to a four-year institution. Guidance and examples will be provided to clarify the differences between the CSU, UC, and private/independent college requirements. Students will learn how to design their own transfer plan.

Lecture Hours: 1      Lab Hours: 0      Repeatable: No      Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**GUIDE-080 - Career Planning****Units: 1 - 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: 1 - 3      Lab Hours: None      Repeatable: No      Grading: O

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      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: None

*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: None

*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: None

*Advisory Level:*      Read: 2      Write: 2      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: None

*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 Study Techniques Units: 1 - 3**

Upon completion of this course, students will be able to apply critical study skills to college-level coursework. Included are: orientation to college; learning attitude; goal setting, time scheduling; surveying textbooks; taking notes from reading assignments and from lectures; vocabulary building; increasing memory skills; preparing for and taking tests; using the library; and increasing motivation and concentration.

Lecture Hours: 2      Lab Hours: None      Repeatable: 2      Grading: O

CAN: None

*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**

The course is designed for the student whose learning style has impeded academic performance in traditional academic settings. Primary objectives of the course are to assess cognitive and academic strengths and weaknesses of the student, to determine if a specific learning disability exists, and to enable the student to better understand his/her learning style for improved academic performance. Repeatable to a maximum of 1 unit.

Lecture Hours: 0.5      Lab Hours: None      Repeatable: No      Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

*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: 0.5 - 4**

This is an individualized course designed for students with specific learning disabilities whose learning problems have impeded their ability to master writing skills such as punctuation, grammar, structure and organization. The course focuses on developing learning strategies to compensate for deficits and improve basic writing skills. Class size is limited. It is open entry/open exit. A student may earn a maximum of 4 units.

Lecture Hours: None      Lab Hours: 1.5      Repeatable: 7      Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**GUIDE-108 - Diagnostic Learning - Mathematical Strategies Units: 0.5 - 4**

An intensive individualized course offering learning strategies and instructional intervention for students who have difficulty mastering arithmetic and algebra skills due to weakness in one or more of the learning processes involved in the acquisition of math skills. Class size is limited and enrollment restricted to those students who qualify. Repeatable to a maximum of 4 units.

Lecture Hours: 0.5      Lab Hours: 1.5      Repeatable: 7      Grading: K

Prerequisite: GUIDE 100

CAN: None

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

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**GUIDE-110 - Speech and Language Skills Units: 0.5 - 4**

This course is for students with communication disorders resulting from specific speech, language and/or hearing disabilities, who require special assistance in order to pursue regular college courses. Complete speech/language evaluation is performed to determine student learning needs and provides the basis for an individualized plan for remediation. Instruction/evaluation is carried out in individual and/or small group classes with the instructor. Re-enrollment is based upon continuing progress as measured by standardized tests and professional evaluation.

Lecture Hours: None      Lab Hours: 1.5      Repeatable: 7      Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

*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: None

*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 for Disabled Students Units: 0.5 - 4**

This course will be self-paced and adjusted so that students with acquired brain injury, communication, learning and physical disabilities can improve basic skill areas, cognitive processing and logical reasoning skills through the use of specialized computer equipment and software. The course will include an introduction to the basic concepts of how computers work, use of the keyboard and/or mouse, and other input-output apparatus. 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: 1.5      Repeatable: 7      Grading: K

CAN: None

*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 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: None

*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 students success including study skills are part of the course.

Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: K

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/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: None

*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: None

*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 drug abuse, nutrition, communicable diseases, human sexuality, chronic and genetic diseases. Primary emphasis is directed to the individual's total emotional, intellectual, and social health from birth to death. Students are empowered to make intelligent, analytical decisions and progress towards positive social, emotional, and physical well-being. This course meets the Health Education requirement for California Teaching Credentials.

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

CAN: None

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

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

CSU GE: E1 District GE: E1 IGETC: None

**HED-088P - Health Education General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None 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: None

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

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

CSU GE: D6,F1 District GE: D,D\* 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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D IGETC: None

**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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D IGETC: None

**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 Age of Absolutism. Emphasis is placed on understanding the facets of modern civilization by tracing the philosophical, 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: HIST 2; HIST SEQ A = HIST 10A+10B

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: D6 District GE: D IGETC: 3B

**HIST-010B - Development of Western Culture Units: 3**

The development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world, medieval society, and modern Europe from 1715 to the present.

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

CAN: HIST 4; HIST SEQ A = HIST 10B+10A

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: D6 District GE: D 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: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D IGETC: None

**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 European colonization of the U.S., the foundation of the U.S. Republic, its march West 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: HIST 8; HIST SEQ B = HIST 17A+17B

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

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

CSU GE: D6 District GE: D,D\* 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: HIST 10; HIST SEQ B = HIST 17B+17A

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

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

CSU GE: D6 District GE: D,D\* 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: None

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: D3,D6 District GE: D,ES 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: None

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: D3,D6 District GE: D,ES IGETC: 4F



**HIST-088P - History General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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 introduces students to influential writers from around the world, considering both the historical and the literary contexts of their works, and exploring individual interests in ancient and modern literature. Class readings will illuminate both the universality and diversity of human experience and will include 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. Readings are chosen for their literary, cultural, philosophical, and psychological importance.

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

CAN: None  
*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: None  
*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: 19 Grading: N

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 CSU GE: None District GE: None IGETC: None

**II-380 - Introduction to Online Learning Units: 0.5**

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. This 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: 0.5 Lab Hours: 0 Repeatable: No Grading: K

Recommended: Use of keyboard and mouse and experience of using Windows or Mac programs.

Open Curriculum: No prerequisite, corequisite or levels  
 CAN: None  
*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**II-394 - Basic Learning Skills 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: None  
*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 demonstrate their knowledge of critical thinking skills by writing a sequence of substantial essays. Essays will be evaluated on the basis of composition and critical thinking. Students will learn basic problem solving and reasoning strategies. Specific skills learned will include distinguishing fact from opinion, reasoned judgment 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: O

Prerequisite: ENGL 001A

CAN: None  
*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: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: D8 District GE: C2 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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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: None  
*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 Society Units: 3**

Mass Media and Society provides a non-technical introduction to the electronic, print, and visual media, together with their role in American society. The course assesses the growth, development, and impact of television, newspapers, magazines, film, radio, advertising, and public relations on consumers in an information-oriented age.

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

CAN: JOUR 4  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D7 District GE: C2,D 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: JOUR 2  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: D IGETC: None

**JOURN-020 - Photo Journalism Units: 3**

This is an intermediate course emphasizing the use of photography as a medium in news coverage. The student will work in conjunction with the Campus newspaper to learn intermediate photography techniques and their application on a newspaper.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: PHOTO 022 or equivalent darkroom skills

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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: None  
*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: 1 - 3**

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

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

**JOURN-136 - Journalism Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**Law Enforcement****LE-136 - Law Enforcement Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

CAN: None

*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 - Law Enforcement Occupational Work Experience-Alternate Plan 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 while they are enrolled in WE 138. Enrolled in an accredited secondary program. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*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 800-hour course of training is certified by the Commission on Peace Officer Standards and Training to meet the statutory basic training requirements. Course requires a significant commitment in time and dedication. 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: 1)POST appr'v'd English skills assessment, 2)Medical clearance by licensed physician, 3)Criminal history clearance pursuant to penal code.

CAN: None

*Advisory Level:* Read: 2 Write: 2 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: 4.3 Lab Hours: 0.2 Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 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 attending annual updates, recertification, or remediation mandated by the commission on Peace Officer Standards and 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: 2 Grading: K

Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-160 - Basic Police Academy-Modular Format, Level III, Part II Units: 3**

A 132 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirements for a Level III Reserve Police Officer.

Lecture Hours: 6.63 Lab Hours: 0.92 Repeatable: 2 Grading: L

Prerequisite: Current Valid PC 832 arrest methods and firearms certificates; POST approved pre-entry English skills assessment examination provided by the Academy; Criminal history clearance as provided by the Penal Code; POST approved pre-entry physical agility test provided by the Academy.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-161 - Basic Police Academy-Modular Format, Level II Units: 7**

A 280 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level II Reserve Police Officer. The Level II certificate is a prerequisite for the Level I Reserve Police Officer.

Lecture Hours: 0 - 4.2 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: Completion of Level III, parts I & II with current PC 832 certificates.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-162 - Basic Police Academy-Modular Format, Level I Units: 12.5**

A 500 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level I Reserve Police Officer.

Lecture Hours: 14.2 Lab Hours: 14.2 Repeatable: No Grading: L

Prerequisite: LE 161

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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 of instruction 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: 3 Lab Hours: None Repeatable: No Grading: K

CAN: None  
*Advisory Level:* Read: 1 Write: None Math: None  
 Transfer Status: None Degree Applicable: NAA  
 CSU GE: None District GE: None IGETC: None

**LE-168 - Field Training Program Units: 1 - 12**

This course is a two to twenty-four week program certified to Law Enforcement Agencies in the state of California. The program is designed to certify the completion of specifications described in the "Field Training Officer Guide" from the Commission on Peace Officer Standards and Training. Students will be assigned to a patrol car, one-on-one with a certified Field Training Officer. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies and purposes of the individual agencies and provides the initial formal and informal training specific to the agency and the day-to-day duties. This program is one unit of credit for every 80 hours of participation.

Lecture Hours: 4.5 Lab Hours: None Repeatable: 11 Grading: K

Prerequisite: POST certified as a California police officer.

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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 once every two years.

Lecture Hours: 1.1 - 2.3 Lab Hours: None Repeatable: 2 Grading: K

Prerequisite: LE 154 or verification of referral by SBRPSTC Staff.

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 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 investigators at a crime scene where evidence needs to be identified, processed, collected, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching, and appropriate reporting.

Lecture Hours: 2.7 Lab Hours: 1.8 Repeatable: No Grading: L

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: None Degree Applicable: NAA  
 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: None  
*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 is an 11550 Health & Safety course covering restricted dangerous drugs: Opiates, cocaine, PCP, etc. This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field of recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Included is informant development and District Attorney legal update.

Lecture Hours: 1.4 Lab Hours: None Repeatable: No Grading: L

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

**LE-176 - Background Investigation Units: 1**

A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/ non-verbal communication.

Lecture Hours: 2.3 Lab Hours: None Repeatable: No Grading: L

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

**LE-178 - Field Training Officer Units: 1**

This course is primarily designed for police officers that have been or will be accepted into field 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.

Lecture Hours: 16 - 7 Lab Hours: None Repeatable: No Grading: K

CAN: None

*Advisory Level:* Read: 2 Write: 2 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. Each module is eight hours long and is either certified through POST or State Board of Corrections - Standards for Corrections (STC) or the Office of the State Fire Marshall. Students will choose three or more modules per semester to earn from .5 to 2 units. Each module may be repeated a maximum of three times for credit once every two years. This course is not part of a degree or certificate program.

Lecture Hours: 0.5 Lab Hours: None Repeatable: 15 Grading: K

CAN: None

*Advisory Level:* Read: 2 Write: 2 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: None

*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 Paralegalism Units: 3**

This course is designed to provide an overview of the legal assistant profession, a general perspective of the legal environment, and foundational skills necessary to succeed in the legal specialty courses. The course includes ethical considerations, issues of regulation, an overview of the legal system, introduction to legal analysis, legal interviewing, the role of the computer in the practice of law, and law office administration. Course objectives include the development of a working knowledge of the legal environment, acquisition of basic legal skills/competencies and an understanding of the role of the legal assistant.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 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 will provide the student with an understanding and familiarization of the ethics of law as to rules, regulations, codes, articles, opinions, and performance of same by individuals, law firms, and courts. Students will gain recognition of boundaries in a support role and be able to demonstrate a high level of ethical standard.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

CAN: None

*Advisory Level:* Read: 2 Write: 2 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 010 or LA 100

CAN: None

*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 will provide the student with a familiarization and understanding of the California courts of justice. An introduction to the various courts from California Supreme Court to Courts of Limited Jurisdiction as well as the role of the United States Supreme Court in our judicial system. The location of the courts as well as reference to their local rules is included. Use of the courts pertaining to Civil Actions/Family Law/Bankruptcy/Juvenile/Criminal and Statutes of Limitations.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 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 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 010 OR LA 100

CAN: None

*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 & 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 insurance laws 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 010 OR LA 100

CAN: None

*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 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

Prerequisite: LA 010 OR LA 100

CAN: None

*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 010 OR LA 100

CAN: None

*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 010 OR LA 100

CAN: None

*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 010 OR LA 100

CAN: None

*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 secrets; copyrights; trademarks; design protection; plant 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

CAN: None

*Advisory Level:* Read: 2 Write: 2 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: None

*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: None

*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 major techniques of legal research. Major law library references are covered including Shepard's Citations, West Digest system and key numbers, American Law reports, legal periodicals, state revised statutes, state digests and legislative history research regarding the state legislature.

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

Prerequisite: LA 010 with C or better and BIS 091 or CIT 010 or (BIS 106 or BIS 109) or word processing skills and BIS 101.

Corequisite: Or BIS 101

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LA-072 - Legal Research and Writing-B Units: 3**

This course is a continuation of Legal Research and Writing A, expanding on previous course content and providing students with in-depth knowledge and proficiency of the techniques of legal research and writing. Research and drafting of extensive legal documents are a part of this course along with on-line search activities.

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

Prerequisite: LA 071 OR LA 111

CAN: None

Advisory Level: Read: None Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LA-136 - Legal Assistant Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: None Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LA-138 - Legal Assistant Occupational Work Experience-Alternate Plan 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: 3 - 24 Repeatable: 15 Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience. 3. Must 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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: None

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: None

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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Mathematics****MATH-011A - Introductory Algebra Units: 5**

This is a five unit course in introductory algebra. Topics covered include operations with algebraic expressions, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution and algebraic methods for solving word problems. Students who have received credit for 11R, 11S, or 12 will not receive credit for this course. This course meets the graduation requirement for AS degree.

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

Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

*Advisory Level:*      Read: 1      Write: None      Math: None

Transfer Status: None

Degree Applicable: AS

CSU GE: None

District GE: M

IGETC: None

**MATH-011R - Review of Introductory Algebra Units: 3**

This is a fast-paced review of introductory algebra. Topics covered include operations with algebraic expressions, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for math 11A, 11S, or 12 will not receive credit for this course.

Lecture Hours: 3      Lab Hours: None      Repeatable: 4      Grading: O

Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

*Advisory Level:*      Read: 1      Write: None      Math: None

Transfer Status: None

Degree Applicable: AS

CSU GE: None

District GE: M

IGETC: None

**MATH-011S - Self-Paced Introductory Algebra Units: 1 - 5**

This is a self-paced course in introductory algebra. Topics covered include operations with algebraic expressions, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for math 11A, 11R, or 12 will not receive credit for this course.

Lecture Hours: 1.5      Lab Hours: 9      Repeatable: 4      Grading: K

Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.

Recommended: Current knowledge of the concepts of Math 310, Basic Mathematics

CAN: None

*Advisory Level:*      Read: 1      Write: None      Math: None

Transfer Status: None

Degree Applicable: AS

CSU GE: None

District GE: M

IGETC: None

**MATH-013 - Intermediate Algebra Units: 5**

This course continues the Algebra sequence and is equivalent to the second year of the college preparatory algebra. It is required of students planning to transfer to CSU or UC systems. Intermediate Algebra reviews the first course in algebra and explores more deeply the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, simultaneous solutions of sets of equations, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions, sequences and series. Content may include determinants, Cramer's rule, sequences and series(continued), or conic sections.

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

Credit by Exam: Yes

Prerequisite: MATH 011A or 011R or MATH 012 or MATH 011S or MATH 101 or ELECT 121; all with C or better or placement based on assessment.

CAN: None

*Advisory Level:*      Read: 2      Write: 2      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. This includes logical proofs, constructions, and numerical calculations. The approach is both logical and intuitive, leading to the ability to apply formulas and visualize in two and three dimensions. The course is required of students who plan to take precalculus and /or trigonometry. It is also highly recommended for anyone who has not had or wishes to review high school geometry.

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

Credit by Exam: Yes

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 012 or MATH 101 or ELECT 121; all with C or better or placement based on assessment.

CAN: None

*Advisory Level:*      Read: 2      Write: 2      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 the student for the level of algebra required in calculus. Study will be made of linear and quadratic equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities.

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

Credit by Exam: Yes

Prerequisite: MATH 013 or ELECT 122 and MATH 014, both with C or better

CAN: MATH 10

*Advisory Level:*      Read: 2      Write: 2      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 the student for the level of trigonometry and advanced algebraic concepts necessary for calculus. Study will be made of trigonometric functions, trigonometric graphing, trigonometric identities, trigonometric equations and laws, vectors and complex numbers, conic sections, sequences and series, and mathematical induction and the binomial theorem.

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

Credit by Exam: Yes

Prerequisite: MATH 013 or ELECT 122 and MATH 014, all with C or better

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU

Degree Applicable: AA/AS

CSU GE: B4

District GE: B4

IGETC: None



**MATH-051 - Mathematics for General Education Units: 3**

This course is intended for non-science majors, such as social studies or humanities students. It fulfills the general education requirement in Mathematics in the CSU system. Topics will be selected from: patterns, inductive reasoning, methods of proof, problem solving, set theory and logic, counting principles, probability and statistics, basic computer programs, consumer arithmetic, geometry, numeration systems, mathematical modeling, code theory, exponential and logarithmic functions, fractals, graph theory, and mathematics of social science, and cryptology.

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

Prerequisite: MATH 013 or ELECT 122, both with C or better

CAN: MATH 2

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-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: None

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-052L - Mathematics 052 Skills Laboratory Units: 0.5**

This course is designed for students concurrently enrolled in Mathematics 052, Mathematics for Elementary Education. Students will reinforce their arithmetic, algebraic, and problem-solving skills to support their learning of the Math 052 course material.

Lecture Hours: None      Lab Hours: 1.5      Repeatable: No      Grading: K

Corequisite: MATH 052

CAN: None

Advisory Level:    Read: 2                      Write: 2                      Math: None

Transfer Status: CSU                      Degree Applicable: AA/AS

CSU GE: None                      District GE: None                      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, mathematics of finance, and Markov processes. Optional topics include game theory and graph theory.

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

Credit by Exam: Yes

Prerequisite: MATH 013 or ELECT 122, both with C or better

CAN: MATH 12

Advisory Level:    Read: 2                      Write: 2                      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 will 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 or ELECT 122, both with C or better

CAN: STAT 2

Advisory Level:    Read: 2                      Write: 2                      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: MATH SEQ C = Math 71+72+73

Advisory Level:    Read: 2                      Write: 2                      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: MATH 20; MATH SEQ B = MATH 72+71; MATH SEQ C = MATH 72+71+73

Advisory Level:    Read: 2                      Write: 2                      Math: None

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

CSU GE: B4                      District GE: B4                      IGETC: 2A

**MATH-073 - Multivariable Calculus Units: 4**

Mathematics 073 completes the three-semester calculus sequence begun with Mathematics 071 and Mathematics 072. Mathematics 073 is required of Mathematics majors, engineering majors and some physical science majors. In this course the concepts of calculus are extended to functions of more than one variable. The content includes three-dimensional analytic geometry and vectors, partial derivatives, multiple integrals and vector calculus.

Lecture Hours: 4      Lab Hours: None      Repeatable: No      Grading: L

Credit by Exam: Yes

Prerequisite: MATH 072 with C or better

CAN: MATH 22; MATH SEQ C = MATH 71+72+73

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 course is a study of ordinary differential equations and their applications to problems in engineering and science. Methods are developed for solving equations of order one, linear equations of arbitrary order, and linear systems. Students are introduced to series methods, Laplace transforms and numerical methods. Use of mathematical software (e.g., MATLAB, Maple) will also be introduced. Note: Some UC campuses combine differential equations with linear algebra and give transfer credit for Math 078 only when it is transferred together with Math 079. Some CSU campuses offer differential equations as an upper division course and give content credit only for Math 078.

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

Prerequisite: MATH 072 with C or better

Recommended: MATH 073

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 7

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, 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 applications of matrix algebra to computer graphics. Students will also be introduced to calculations using mathematical software (e.g. MATLAB or similar). Note: Some UC campuses combine differential equations with linear algebra and give credit for Math 79 only when it is transferred with Math 78. Some CSU campuses offer linear algebra as an upper division course and so will give content credit only for Math 79.

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

Credit by Exam: Yes

Prerequisite: MATH 072 with C or better

Recommended: MATH 073

CAN: MATH 26

Advisory Level: Read: 2 Write: 2 Math: 7

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

CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-088P - Mathematics General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**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: 1.5 - 27 Repeatable: 17 Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

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 adding, subtracting, multiplying, dividing, and application problems with whole numbers, fractions, decimals, 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: 3 - 9 Repeatable: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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 develop further skills before taking Introductory 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: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**MATH-394 - Basic Mathematics 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: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**Microbiology****MICRO-070 - General Microbiology Units: 5**

General Microbiology covers the structure and activities of microorganisms, including protozoa, algae, fungi, bacteria and viruses. 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 065 or CHEM 089 and A&P 003 or ANAT 001 or BIOL 001 or BIOL 002 or PHYSO 060; all with C or better

CAN: BIOL 14

Advisory Level: Read: 3 Write: None Math: 2

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

CSU GE: None District GE: None IGETC: None

**MICRO-098 - Directed Study in Microbiology 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

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU 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: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU 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: MUSIC 2; MUSIC SEQ = MUSIC 10A + 10B

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: MUSIC 4; MUSIC SEQ A = 10A + 10B

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: None

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 experienced piano players to improve their 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. Course may be repeated to a maximum of 4 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: MUSIC 050B

CAN: None

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-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: None

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: None

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**

The course is designed for students wanting to learn music using the piano as a vehicle for learning. The course covers 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: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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-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. The course expands on basic theory concepts like the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in Music 50A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: MUSIC 050A

CAN: None

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-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: None

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: None

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-058A - Beginning Guitar Units: 1**

This course deals with fundamentals of tone production, sitting position, hand and arm positions, basic technical, and rhythmical studies.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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-058B - Beginning Guitar Units: 1**

This is a beginning course of class instruction in guitar which further develops the student's music-reading ability and basic guitar technique via exercises, practice studies and simple music pieces for solo and duet guitar. The student will learn how to tune the guitar.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O

Prerequisite: MUSIC 058A

CAN: None

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: O

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: 3A

**MUSIC-088P - Music General Work Experience- Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**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: None

*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: None

*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 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: None

*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-095 - Music Appreciation: Jazz Units: 3**

This course provides the opportunity for students with no previous experience in music performance or listening to acquire an appreciation of jazz. A survey of jazz in the United States from the 1920's through the present will be covered, with an emphasis upon more recent trends and styles in jazz.

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

CAN: None

*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-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. The course 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. A discussion of style analysis, i.e., what elements of music are organized in various cultures and time periods is provided.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

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

CSU GE: C1 District GE: C1 IGETC: None

**MUSIC-101 - Sightsinging 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: None

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**Natural Science****NS-010A - Natural Science Units: 4**

Natural Science 010A is a general, non-majors laboratory course which surveys many relevant areas of physical and biological sciences. Emphasis is placed on an interdisciplinary approach to areas of astronomy, geology and biology in relationship to social and cultural applications. This course is recommended for the general education student or students seeking an A.A. degree. Field trips are required.

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

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

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

CSU GE: B1,B2,B3      District GE: BL      IGETC: 5A,5B

**NS-010B - Natural Science Units: 3**

This course is a continuation of Natural Science 10A, integrating such areas as weather and climate, seashore life, arthropods and plants. Several field trips are required.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: NS 010A with a C or better

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

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

CSU GE: B1,B2,B3      District GE: BL      IGETC: 5A,5B

**NS-060 - Natural History-A Field Program Units: 1 - 4**

This course is a natural history overview of areas of special interest, including the seacoast, mountains, valleys, deserts and subtropic environments. The program involves daily field study excursions that accompany on-campus theory.

Excursions may require overnight stays and/or wilderness backpacking, and all trips will require some automobile travel. In the areas visited, the geology, climatology, biology, human and natural history will be considered, with emphasis placed on ecology. Evening lectures are required. Fees are required.

Lecture Hours: 0.5      Lab Hours: 48      Repeatable: 3      Grading: K

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: B2      District GE: B      IGETC: None

**NS-088P - Natural Science General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 9      Repeatable: 5      Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Nursing****NURS-098 - Directed Study in Nursing Units: 1 - 3**

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: 3 - 9      Repeatable: 17      Grading: O

Prerequisite: NURS 116A with C or better

CAN: None

*Advisory Level:*    Read: 2      Write: 2      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 Careers provides an overview of nursing roles, responsibilities, job opportunities, and setting for nursing practice. This course will include an introduction to problem solving utilizing the nursing process and its application. This course will give a brief overview of nursing theories and the underlying principles of nursing knowledge and interventions. This course is designed for non-nursing majors and potential nursing majors.

Lecture Hours: 2      Lab Hours: None      Repeatable: No      Grading: O

CAN: None

*Advisory Level:*    Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-101 - Problem Solving Units: 1 - 2**

This is a course in problem solving offered to advanced standing nursing students to practice their problem-solving strategies in simulated nursing situations using the computer. This program will delineate areas where the student needs to improve cognitive learning, decision-making and priority setting. Opportunities for further self-evaluation of knowledge in nursing theory will also be given via a computer-testing program.

Lecture Hours: None      Lab Hours: 3 - 6      Repeatable: 1      Grading: K

Prerequisite: NURS 114 with C or better

CAN: None

*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: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-111 - Fundamentals of Nursing Units: 6.5**

This course studies the health needs of individuals of varied psycho-social 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 and family, utilizing basic nursing skills to meet physical, social and emotional needs. The developmental approach is used as the framework for understanding human behavior. This course includes clinical and observational experiences in acute care and community health care facilities.

Lecture Hours: 3 Lab Hours: 10.5 Repeatable: No Grading: L

Prerequisite: [MATH 11A or MATH 012 or MATH 011R or MATH 011S] and MICRO 070 and [A&P 003 or (PHYSO 060 and ANAT-001)] and (ENGL 102 and ENGL 104); all with C or better

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

**NURS-112 - Family Nursing Units: 6.5**

Half of the semester focuses on the maternity cycle as a normal process. Principles of biological and social sciences are used in applying techniques of nursing care during the maternity cycle. Half of the semester focuses on children and their response to illness and deviations from normal health. Clinical laboratory takes place in the maternity and pediatric units.

Lecture Hours: 3 Lab Hours: 10.5 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: (NURS-111 or NURS-X111) and PSYCH-092 and (PSYCH-001 or PSYCH-010); all with C or better

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

**NURS-113 - Mental Health Nursing Units: 4**

This course includes the principles of mental health and the social, economic, cultural, and physiological factors which predispose a person to emotional illness. Emphasis is placed on the nurses' self-awareness and their utilization of self in preventive, curative, and rehabilitative care of clients hospitalized for psychiatric care and/or are experiencing emotional stress. Principles of therapeutic communication are practiced with clients in individual and group interactions. Clinical laboratory experiences include acute, chronic and community care facilities.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: NURS 112 with C or better or LVN in Advanced Standing.

Recommended: NURS 102 or concurrent enrollment in NURS 102

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

**NURS-114 - Adult Care I Units: 7**

This course includes the study of medical, surgical, and other illnesses common to late adolescent and adult life. Therapeutic measures rendered, the nurses' role, and development of skills in preventive, curative, supportive and rehabilitative services are included. Clinical laboratory experience takes place in acute care hospital settings.

Lecture Hours: 3 Lab Hours: 12 Repeatable: No Grading: L

Prerequisite: NURS 113 with C or better

Recommended: NURS 102 or concurrent enrollment in NURS 102.

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

**NURS-115 - Adult Care II Units: 8.5**

This course includes the study of medical, surgical, and other illnesses common to middle age and later years, and therapeutic measures rendered including nutritional and pharmacological therapies; the nurse's role and development of skill in preventive, curative, and rehabilitative services. Content includes maintenance and/or restoration of physiological and emotional functioning; extension to include nursing care of clients with complex and multiple health problems, including those problems of aging. Concepts regarding Nursing Management Skills in Nursing 116 are implemented in the clinical laboratory part of this course.

Lecture Hours: 4 Lab Hours: 13.5 Repeatable: No Grading: L

Prerequisite: NURS 114 and NURS 104, both with C or better

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

**NURS-116 - Professional Issues in Nursing Units: 1**

Current nursing and health care issues and trends are presented. Content related to management of care – providing integrated, cost effective care to clients by coordinating, supervising and/or collaborating with members of the multi-disciplinary health care team and effective care environment will be included. The differing roles of the RN, including licensure, continuation of licensure, and nursing professional organizations, are addressed. Legal and ethical aspects of nursing practice are explored.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: NURS 114 and NURS 104; both with C or better

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

**NURS-117 - Nursing Preceptorship Units: 2**

During this course each student is assigned to work with one Registered Nurse in one of the following settings: medical, surgical, orthopedics, pediatrics, post-partum, labor and delivery, telemetry, step-down ICU and rehabilitation. Students with previous experience and/or demonstrated management skills may be assigned to a critical care area. Students will be expected to assume 3/4 of the complete assignment of the Preceptor by the end of the course. The student will work with the RN for 8-hour shifts on days, weekends, or evenings for a total of 13 shifts (104 hours).

Lecture Hours: None Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: NURS 115 and NURS 116 and NURS 104; all with C or better

CAN: None  
*Advisory Level:* Read: 3 Write: 3 Math: 2  
 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 or Baccalaureate Degree Nursing Program. During the course, the student is assigned to work with one Registered Nurse. A clinical setting will be chosen by the instructor after an interview with the student. Students will be expected to assume the complete assignment of the Preceptor by the end of the course.

Lecture Hours: None Lab Hours: 15 Repeatable: No Grading: K

Prerequisite: Graduate of a nursing program preparing students for RN licensure. Must have RN license or an interim permit from the board of registered nursing.

CAN: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 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 and PHYS 003 or PHYS 060; 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-130 - Study Projects Units: 0.5**

This course is designed to be taken concurrently with the pre-nursing course, Nursing 100. The course correlates with the content in these classes. Special instructional material is available for the student to use in Media Circulation.

Lecture Hours: None      Lab Hours: 1.5      Repeatable: No      Grading: K

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**NURS-131 - Study Projects Units: 0.5 - 2**

This course is designed to be taken concurrently with the first year nursing courses, namely Fundamentals of Nursing N111 and Family Nursing N112. The course The course correlates with the content in these classes.. Course repeatable to a maximum of four units.

Lecture Hours: None      Lab Hours: 1.5 - 6      Repeatable: 3      Grading: K

Prerequisite: NURS 111 with C or better

CAN: None

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

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**NURS-132 - Study Projects Units: 0.5 - 2**

This course is designed to be taken concurrently with the second year nursing courses, namely Mental Health Nursing N113 and Adult Care I and II N114 & N115. The course correlates with the content in these classes. Course repeatable to a maximum of 4 units.

Lecture Hours: None      Lab Hours: 1.5 - 6      Repeatable: 3      Grading: K

Prerequisite: NURS 116A with C or better

CAN: None

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

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**NURS-136 - Nursing Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 12      Repeatable: 15      Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-170 - Strategies for Nursing Student Success: Entry Level Units: 2**

This course is designed for students who have been accepted into Evergreen Valley College's Nursing Program. 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 students.

Lecture Hours: None      Lab Hours: 6      Repeatable: No      Grading: K

Prerequisite: Acceptance in the EVC Nursing Program

CAN: None

*Advisory Level:*      Read: 3      Write: None      Math: 2

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 for students who have completed the requirements for the first year of the Evergreen Valley College's Nursing Program. 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: None      Lab Hours: 6      Repeatable: No      Grading: K

Recommended: Successful completion of NURS 112

CAN: None

*Advisory Level:*      Read: 3      Write: None      Math: 2

Transfer Status: None      Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None



**NURS-X111 - Fundamentals of Nursing****Units: 3**

This course studies the health needs of individuals of varied psycho-social 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 and family, utilizing basic nursing skills to meet physical, social and emotional needs. The developmental approach is used as the framework for understanding human behavior. This course is especially designed for LVNs and transfer students, who have completed Fundamentals but wish to refresh their knowledge.

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

Credit by Exam: Yes

Prerequisite: [MATH 11A or MATH 012 or MATH 011R or MATH 011S] and MICRO 070 and [A&P 003 or (PHYSO 060 and ANAT-001)] and (ENGL 102 and ENGL 104); all with C or better

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-X112 - Family Nursing****Units: 3**

Half of the semester focuses on the maternity cycle as a normal process. Principles of biological and social sciences are used in applying techniques of nursing care during the maternity cycle. Half of the semester focuses on children and their response to illness and deviations from normal health. This is a theory-only course.

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

Prerequisite: (NURS-111 or NURS-X111) and PSYCH-092 and (PSYCH-001 or PSYCH-010); all with C or better

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-X113 - Mental Health Nursing****Units: 2**

This course includes the principles of mental health and the social, economic, cultural, and physiological factors that predispose individuals to emotional illness. Emphasis is placed on nurses' self-awareness and their utilization of self in preventive, curative, and rehabilitative care of clients under psychiatric care and/or who are experiencing emotional stress. Principles of therapeutic communication are emphasized. This course is a theory-only course.

Lecture Hours: 2      Lab Hours: None      Repeatable: No      Grading: L

Prerequisite: NURS 112 with C or better or LVN in Advanced Standing.

Recommended: NURS 102 or concurrent enrollment in NURS 102.

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-X114 - Adult Care I****Units: 3**

This course includes the study of medical, surgical, and other illness common to late adolescent and adult life. Therapeutic measures rendered, the nurse's role, and development of skills in preventive, supportive and rehabilitative services are included. This is a theory-only course.

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

Prerequisite: NURS 113 with C or better

Recommended: NURS 102 or concurrent enrollment in NURS 102.

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**NURS-X117 - Nursing Preceptorship****Units: 1.5**

Each student is assigned to work with one Registered Nurse in one of the following settings: medical, surgical, orthopedics, pediatrics, post-partum, labor and delivery, telemetry, step-down ICU and rehabilitation. Students with previous experience and/or demonstrated management skills may be assigned to a critical care area. Students will be expected to assume 3/4 of the complete assignment of the Preceptor by the end of the course. The student will work with the RN for 8-hour shifts on days, weekends, or evenings for a total of 10 shifts (78 hours). This course is only for 30-unit option students.

Lecture Hours: 0      Lab Hours: 4.5      Repeatable: No      Grading: L

Prerequisite: NURS 115 and NURS 116 and NURS 104; all with C or better

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Oceanography****OCEAN-010 - Descriptive Oceanography****Units: 3**

This general education physical science course without lab 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, and tides, and plant and animal life in the sea.

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: None

Advisory Level:      Read: 2      Write: 2      Math: 1

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

CSU GE: B1      District GE: B      IGETC: 5A,5B

**Philosophy****PHIL-010 - Introduction to Philosophy: Metaphysics, Epistemology, and Ethics****Units: 3**

This course introduces selected ancient and modern philosophers and their theories on human nature and knowledge, appearance and reality, free will and determinism, and basic ethics. Concepts are examined and discussed in themselves and within their cultural contexts. Selective Readings range from Plato to Ayer.

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

Credit by Exam: Yes

CAN: PHIL 2

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-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: None

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: None

*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: Critical Reasoning 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: None

*Advisory Level:* Read: 3 Write: None 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: PHIL 4

*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: None

*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-088P - Philosophy General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/Job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*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 is an introduction to the equipment and techniques of black-and-white photography. The course includes both theory and practical laboratory experience on the basics of pre-visualization, exposure, film development, printing and print evaluation.

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

CAN: ART 18

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

**PHOTO-062 - Intermediate Photography Units: 3**

The development of technical control and analysis of picture structure and individual modes of expression are explored in this course.

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

Prerequisite: PHOTO 022

CAN: None

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

***Physical Education***

**PED-009 - Badminton Units: 0.5 - 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: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

*Advisory Level:* Read: None Write: None Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: E2 District GE: E2 IGETC: None

**PED-012 - Basketball, Beginning and Intermediate Units: 0.5 - 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: 2 - 3 Repeatable: 7 Grading:

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: E District GE: E2 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: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: E2 District GE: E2 IGETC: None

**PED-022 - Step Crosstraining Units: 0.5 - 1.5**

The course teaches the principles and concepts of cardiovascular fitness through activity in step, aerobics to music, walk, and aerobic machines.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 11 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: None District GE: E2 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: None

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

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

CSU GE: E2 District GE: E2 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: 3 Grading: L

CAN: None

Advisory Level: Read: 2 Write: None Math: None

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

CSU GE: E2 District GE: E1,E2 IGETC: None

**PED-034 - Racquetball Units: 0.5 - 1**

This is an activity class for the student who wants to learn to play racquetball. Basic skills for play 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: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: E District GE: E2 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: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: E District GE: E2 IGETC: None

**PED-039 - Hatha Yoga Units: 0.5 - 1**

Hatha Yoga focuses on understanding and controlling the body, the breath and the mind through exercises (Asanas), breathing (pranayamas) techniques and meditation training. The techniques are designed to increase strength, flexibility, endurance, balance, and coordination; release stress and muscle tension; and enhance the ability to concentrate.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

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

CSU GE: E District GE: E2 IGETC: None

**PED-040 - Softball Units: 0.5 - 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: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 IGETC: None

**PED-046 - Tennis Units: 0.5 - 1**

This is an activity class for the student who wants to learn how to play tennis. Emphasis is on the individual skills of forehand, backhand, serve, volley, lob and overhead, and on the strategies of singles and doubles play. Information on rules scoring and etiquette will be included. This class may be offered at the beginning, intermediate or advanced skill level.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 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: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: E2 IGETC: None

**PED-052 - Volleyball Units: 0.5 - 1**

This is an activity class for the student who wants to learn modern, power volleyball. Emphasis is on individual skills of passing, setting, spiking, serving, blocking, and on team offense and defense. The class may be offered at the beginning, intermediate, or advanced skill levels.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 IGETC: None

**PED-053 - Walk/Jog Units: 0.5 - 1**

In this class, students will learn the principles and concepts of cardiovascular fitness through the activity of walking or jogging. Principles such as training heart rate and frequency, intensity, and duration of activity will be emphasized.

Lecture Hours: None Lab Hours: 1.5 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 IGETC: None

**PED-055 - Aerobics with Music Units: 0.5 - 1**

In this class, students will learn the principles and concepts of cardiovascular fitness through the activity of moving with music. Principles such as training heart rate and frequency, intensity and duration of activity will be emphasized.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 IGETC: None

**PED-056 - Weight Training Units: 0.5 - 1**

This is a physical activity class directed toward learning to use progressive weight resistance exercises as a means for body toning and general strength development. Both weight machines and free weights are used.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

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

CSU GE: E District GE: E2 IGETC: None

**PED-057A - Aerobics for Older Adults-A Units: 0.5**

In this class, older adult students will learn the principles and concepts of cardiovascular fitness through the activity of moving with music. Principles such as training, heart rate and frequency, intensity and duration of activity, will be emphasized.

Lecture Hours: 2 Lab Hours: 0 Repeatable: 3 Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None 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: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU 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: L

Recommended: Competitive playing or coaching experience in soccer.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU 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: L

Prerequisite: PED 038

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Physical Science**

**PHYS-012 - Earth Science Units: 3**

Earth Science is a general education course for non-science majors, designed to acquaint students with the physical universe, with the dynamics of the geological forces of the earth and with the basic processes that affect weather and climate. Laboratory activities include working with various technical instruments such as optical telescopes, Geiger counters, testing kits and weather instruments. Field trips will be included in the course.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1

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

CSU GE: B1,B3 District GE: BL IGETC: 5A

**Physics**

**PHYS-001 - Introductory Physics Units: 3**

This course explores the nature of physics and everyday physical phenomena. The laboratory experiments are designed to elucidate the physical concepts of mechanics, heat, electricity and magnetism, optics, and modern physics, and will provide the student with meaningful hands-on experiences. Physics 1 satisfies part of the physical science requirement for the Multiple Subject Credential in Elementary Education, and the General Education requirement of 3.0 units of physical or biological science with laboratory.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 012, all with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: B1,B3 District GE: BL 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, linear, and angular momentum. These principles are applied to topics in gravitation, fluids, waves, simple harmonic motion, elasticity, and thermodynamics.

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

Prerequisite: MATH 013 with C or better

CAN: PHYS 2;PHYS SEQ A = PHYS 2A+2B

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: B1,B3 District GE: BL 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 electrostatics, optics, and modern physics.

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

Prerequisite: PHYS 002A

CAN: PHYS 4;PHYS SEQ A = PHYS 2B+2A

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

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

CSU GE: None District GE: None IGETC: None

**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 will be included if time permits. 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

Corequisite: Or MATH 071 with C or better and concurrent enrollment in MATH 072.

CAN: PHYS 8;PHYS SEQ B = PHYS 4A+4B+4C

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: B1,B3 District GE: BL IGETC: 5A

**PHYS-004B - General Physics****Units: 5**

This course is the second in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of electricity and magnetism are introduced at an elementary, but 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 techniques.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PHYS 004A and MATH 073, both with C or better

Corequisite: Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

CAN: PHYS 12;PHYS SEQ B = PHYS 4B+4C+4A

Advisory Level:    Read: 2      Write: 2      Math: 6

Transfer Status: None      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 or other physical sciences. The general principles of optics, thermodynamics, and modern physics are introduced at an elementary, but 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 techniques.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PHYSICS 004A and MATH 073, both with C or better

Corequisite: Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

CAN: PHYS 14; PHYS SEQ B = PHYS 4C+4A+4B

Advisory Level:    Read: 2      Write: 2      Math: None

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

CSU GE: None      District GE: None      IGETC: None

**PHYS-088P - Physics General Work Experience-Parallel Plan****Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 9      Repeatable: 5      Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level:    Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**Physiology****PHYSO-060 - Human Physiology****Units: 5**

This course is intended to provide a broad understanding of the living process including cellular metabolism, neural and endocrine control and integration, and homeostatic mechanisms of organ/system function. This course is designed for Bachelor Degree nursing, physical therapy, and certain science and preprofessional majors.

Lecture Hours: 3      Lab Hours: 6      Repeatable: No      Grading: L

Prerequisite: (ANAT 001 or AP 003) and (CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 065 or CHEM 089)

CAN: BIOL 12

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

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

CSU GE: None      District GE: None      IGETC: None

**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: GOVT 2

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

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

CSU GE: D8      District GE: D,D\*      IGETC: 4H

**POLSC-088P - Political Science General Work Experience-Parallel Plan****Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 9      Repeatable: 5      Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level:    Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**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: PSY 2

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

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

CSU GE: D9      District GE: D      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 analysis, and Write reports of the research findings. Course prerequisites: Introduction to Psychology and Elementary Statistics.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: L

Prerequisite: PSYCH 001 or PSYCH 010 and MATH 063

CAN: PSY 8

*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: PSY 10

*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 within an historical, familial, societal, and cultural framework of influences. A variety of experiences as they uniquely concern women and those issues, 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: None

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

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

CSU GE: D9,E      District GE: D,E1      IGETC: 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: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: D9      District GE: D      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: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: D9,E      District GE: D,E1      IGETC: 4I

**PSYCH-088P - Psychology General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 9      Repeatable: 5      Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      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: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

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

CSU GE: D9      District GE: D,E1      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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9,E District GE: D,E1 IGETC: 4I

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9 District GE: D IGETC: None

**PSYCH-100 - Human Sexuality Units: 3**

This course is designed to offer factual information on human sexuality functioning. It will include 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: O

CAN: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D9,E District GE: D,E1 IGETC: 4I

**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 can satisfy foreign language requirements and can lead to bi-lingual employment certification.

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

Credit by Exam: Yes

CAN: None  
*Advisory Level:* Read: 2 Write: 2 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

Credit by Exam: Yes  
 Prerequisite: SL 001A

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2 IGETC: 6A

**SL-002A - Advanced American Sign Language Units: 3**

This course is designed to enable intermediate students of American Sign Language to review and expand their fluency in receptive and expressive conversational skills. Their vocabulary, fingerspelling, grammatical and cultural understanding will be advanced through the use of medium-length prepared and self-generated dialogues and stories.

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

Prerequisite: SL 001B

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: C2\* IGETC: 3B

**SL-002B - Advanced American Sign Language Units: 3**

This course is a continuation of Sign Language 002A. This course will help the advanced American Sign language students review and expand their fluency in receptive and expressive conversational skills. It includes practice in receiving and expressing vocabulary, grammar, non manual behaviors, fingerspelling, and numbers through longer prepared and self-generated dialogues and stories. Emphasis will be on describing and identifying things as well as discussing activities and plans. Students who complete this course could qualify for bi-lingual certification and should consider entering an interpreter training or Deaf studies program.

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

Prerequisite: SL 002A

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: C2 District GE: None IGETC: 3B

**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: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: D1,D3 District GE: D,ES IGETC: 3B, 4C



**SSCI-028 - Survey of Third World Cultures Units: 3**

This course is a systematic examination of the status of racial cultural minority groups in contemporary America, with emphasis on Blacks, Mexican-Americans/Chicanos, Asian-Americans/Pacific Islanders, intergroup contacts and conflicts, prejudice and discrimination, their origins, nature and resolution.

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

CAN: None

Advisory Level: Read: 2 Write: None Math: None

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

CSU GE: D1,D3 District GE: C2,D,ES IGETC: 3B, 4C

**SSCI-030 - Mexican American Culture Units: 3**

This survey course studies the development of Mexican-American culture in the U.S. Southwest. Emphasis will be placed 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: None Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D1,D3 District GE: D,ES IGETC: 3B, 4C

**SSCI-040 - Vietnamese American Culture Units: 3**

This is a survey course designed to provide information about Vietnam and her culture, which includes historical background, social structure, language, religion, education, literature, customs and traditions. Emphasis is placed on the differences between American and Vietnamese thoughts and values in home and society. The course will consider race relations between Vietnamese and Americans.

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

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D1,D3 District GE: C2,D,ES IGETC: 3B, 4C

**SSCI-042 - Asian American Culture Units: 3**

This survey course studies the cultures of Asian-Americans. Emphasis will be placed on their cultural roots and their experiences in the United States, which result in the development of their characteristic cultures. The course also identifies differences among and between Asian-American cultures and other American cultures.

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

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: D1,D3 District GE: C2,D,ES IGETC: 3B, 4C

**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: None

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D7 District GE: D IGETC: None

**SSCI-088P - Social Science General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: None 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: SOC 2

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D0 District GE: D IGETC: 4J

**SOC-011 - Social Problems Units: 3**

This course is an analysis of selected current American social problems and efforts to solve them. Emphasis is on the relationship between social problems and social change. It may include the study of deviant behavior, educational problems, ecological and population problems, urban problems, problems of minority groups, and family problems.

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

CAN: SOC 4

Advisory Level: Read: 2 Write: 2 Math: None

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

CSU GE: D0 District GE: D IGETC: 4J

**SOC-020 - Sociology of the Chicano Experience Units: 3**

This course is designed to study the general sociocultural, economic, political, religious, and educational considerations of the Chicano (Mexican-American) in Southwestern United States. It includes an analysis of the "barrio" social organization, such as social stratification, family life, and majority/minority relations in the Chicano community of Santa Clara County. Of particular importance will be discussions of past and present sociological perspectives on the Chicano, recent trends in Chicano studies research, and the role of the sociologists in the study of Chicano social life.

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

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

**Spanish**

**SPAN-001A - Elementary Spanish Units: 5**

This is the first of two courses designed to develop a basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Spanish-speaking areas around the world.

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

CAN: None  
*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-001B - Elementary Spanish Units: 5**

This is the second of two courses designed to further develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Spanish-speaking areas around the world.

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

Prerequisite: SPAN 001A

CAN: None  
*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: SPAN 8;SPAN SEQ B = SPAN 2A+2B  
*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-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: SPAN 10;SPAN SEQ B = SPAN 2B+2A  
*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 course satisfies the Humanities' requirement and is equal to Spanish 2A. It is intended for the student who is planning to transfer to the CSU or UC system or for the student applying for an Associate of Arts Degree. This is the first 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 development of (1) reading skills through the Latin American essay, short story, and newspaper articles; (2) writing skills and interference from the English language; and (3) oral expression and critical thinking through commentary and cultural/historical presentations of the Spanish-speaking world.

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

Recommended: Be a speaker of Spanish

CAN: None  
*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-020B - Spanish for Spanish Speakers Units: 5**

This course satisfies the Humanities' requirement and is equal to Spanish 2B. 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 development of (1) reading skills through the Latin American essay, short story, and newspaper articles; (2) writing skills, and interference from the English language; and (3) oral expression and critical thinking through commentary and cultural/historical presentations of the Spanish-speaking world. It is intended for the student who is planning to transfer to the CSU or UC systems or for the student applying for an Associate of Arts Degree.

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

Prerequisite: SPAN 020A

CAN: None  
*Advisory Level:* Read: 2 Write: 2 Math: None  
 Transfer Status: CSU/UC Degree Applicable: AA/AS  
 CSU GE: None District GE: C2 IGETC: None

**SPAN-088P - Spanish General Work Experience-Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 9 Repeatable: 5 Grading: O

Corequisite: 1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session. 2. Be enrolled in at least one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

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

**SPAN-091A - Conversational Spanish Units: 3**

This is the first of two courses covering the essentials of Spanish conversation, leading to the development of an ability to use the Spanish language in everyday situations.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 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 covering the essentials of Spanish conversation leading to the development of an ability to use the Spanish language in everyday situations.

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

Prerequisite: SPAN 091A

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

***Speech Language Pathology Assistant***

**SLPA-104 - Speech and Language Development Units: 3**

This course provides an introduction to normal speech and language development. Students are introduced to linguistic terminology, theories of language acquisition, and the functions and components of language. This course emphasizes the stages of speech and language development relative to cognitive, physical, motoric, and social developmental patterns. An introduction to the physical aspects of speech production including the speech mechanism and the development of American English speech sounds, metalinguistics, language diversity factors, and bilingualism are presented. This course is required for all SLPA majors.

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

Credit by Exam: Yes

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-105 - Fundamentals of Articulation Units: 3**

This course introduces students to the sounds of Standard American English. Students will study the American English sound system, how speech sounds (phonemes) are produced (articulation), and the rules that govern the use of its phonemes (phonology). Students will learn allophonic variations as a result of phonetic environments and will learn to recognize patterns of articulatory differences. This course is required for all speech-language pathology assistant majors. It may also be recommended for students who have English as a second language.

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

Credit by Exam: Yes

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-106 - Phonetics Lab Units: 0.5**

This is a skills course which will teach students to apply the principles of the International Phonetic Alphabet. This course is required for all speech-language pathology assistant majors.

Lecture Hours: None Lab Hours: 2 Repeatable: No Grading: O

Credit by Exam: Yes

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-114 - Human Communication: Disorders and Differences Units: 5**

This course is designed to introduce the student to the field of human communication and its disorders and differences. Roles and qualifications of the professionals and paraprofessionals, settings in which they work and governing laws and regulations will be discussed. The characteristics and causes of the various speech-language patterns will be demonstrated. Students will learn the rationale for commonly used therapeutic approaches and the role of the SLP Assistant. This course is required for all speech-language pathology assistant majors. It is also recommended for majors in education, health care and child development.

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

Credit by Exam: Yes

Prerequisite: SLPA 104 and SLPA 105 and SLPA 106

Recommended: ANAT 001

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-115 - Clinical Management and Standards Units: 4**

This course is designed to provide information related to the speech-language pathology assistant's role and responsibilities in the clinical management of speech-language pathology programs. This course is required for all speech-language pathology assistant majors.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: SLPA 114

Corequisite: or concurrent enrollment in SLPA 114

Recommended: ANAT 001

CAN: None

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-116 - Application of Adaptive Technology Units: 1**

Information concerning learning strategies will be presented as the student assists in a computer assisted instruction laboratory designed for individuals with physical, learning or communications disabilities. An introduction to specialized educational software as well as current adaptive technology will be included. This course is required for SLPA majors.

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

CAN: None

*Advisory Level:* Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**SLPA-118A - Preparation for Field Experience With Children Units: 1.5**

This course will prepare students for field experience in which they will carry out speech-language pathology assistant responsibilities with children under appropriate supervision. This course is required for all speech-language pathology assistant majors.

Lecture Hours: 1.5 Lab Hours: None Repeatable: No Grading: K  
Prerequisite: SLPA 115 with C or better

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

**SLPA-118B - Preparation for Field Experience With Adults Units: 1.5**

This course will prepare students for field experience in which they will carry out speech-language pathology assistant responsibilities with adults under appropriate supervision. This course is required for all speech-language pathology assistant majors.

Lecture Hours: 1.5 Lab Hours: None Repeatable: No Grading: K  
Prerequisite: SLPA 115 with C or better

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

**SLPA-136 - Speech-Language Pathology Assistant Occupational Work Experience-Parallel Plan Units: 1 - 4**

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 Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3 - 12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None  
Advisory Level: Read: 3 Write: 3 Math: None  
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: None  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: C1 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: None  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: C1 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: None  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: C1 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: None  
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: None  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: C1 IGETC: None

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1, D IGETC: None

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1, D IGETC: None

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 IGETC: None

**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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 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: No Grading: L

CAN: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 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: None  
*Advisory Level:* Read: 3 Write: 3 Math: None  
 Transfer Status: CSU Degree Applicable: AA/AS  
 CSU GE: None District GE: C1 IGETC: None

**Vietnamese**

**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 permit the student to use the language actively while studying it. Cultural topics 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: None  
*Advisory Level:* Read: 2 Write: 2 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: L

Prerequisite: VIET 091A

CAN: None

*Advisory Level:*      Read: 2      Write: 2      Math: None

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

***Work Experience***

**WE-088A - General Work Experience—Alternate Plan Units: 1 - 6**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Alternate Plan Work Experience allows the student to work and earn college credit without additional coursework. A maximum of 6 units of Work Experience credit may be earned. Students may be enrolled in no more than one additional course. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 18      Repeatable: 4      Grading: O

Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience. 2. May be enrolled in at most one other class in addition to Work Experience; and 3. 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

**WE-088P - General Work Experience – Parallel Plan Units: 1 - 3**

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None      Lab Hours: 3 - 9      Repeatable: 4      Grading: L

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) 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. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

# CHAPTER 6 — ACADEMIC POLICIES



## IN THIS CHAPTER:

- Awards of Distinction
- Grades & Grade Point Average
- Definition of Letter Grades
- Auditing
- Units
- Credit/No-Credit Grading
- Pre-Collegial or Developmental Courses
- Attendance
- Academic Renewal
- Academic Leave (Leave of Absence)
- Student Records
- Student Access to Records
- Family Education Rights and Privacy Act (FERPA)
- Probation and Dismissal
- Dismissal from a Class or the College
- Procedure on Academic Honesty
- Student Disciplinary Procedures



## AWARDS OF DISTINCTION

### HONORS LIST

Honors List awards give students special recognition for academic achievement attained during the prior semester. To be eligible, students must have a minimum of 6 graded units (A, B, C, and D) within a semester. Optional “CR” or “NC” grades will be excluded from any of the Honors Lists; however, the optional “CR” or “NC” grade can be converted to a corresponding letter grade, at which time the GPA will be recalculated and academic honors awarded, if appropriate.

### PRESIDENT’S LIST

To be eligible, a student must earn a 4.00 grade point average.

### DEAN’S LIST

To be eligible, a student must earn a grade point average from 3.50 to 3.99.

### HONORS AT GRADUATION

To be eligible for Honors at graduation, all optional credit/no credit grades will be converted to earned letter grades for the purpose of calculating a total GPA (CR/NC courses will not be converted on the official transcript). Graduation with President’s Honors is granted to graduating students who earn a 4.00 grade point average in all units attempted, both transfer and District. Graduation with Honors is granted to graduating students who earn an overall grade point average of 3.50 to 3.99 for all transfer and District units attempted.

## GRADES & GRADE POINT AVERAGE

Pursuant to California Education Code Section 76224(a), a grievance concerning grades is limited as follows:

“When grades are given for any course of instruction in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.” If a student believes an error has been made in recording a grade, the student must request a grade change within two years of the semester the grade was recorded.

Final grades are issued officially at the end of each semester. Letter grades are assigned grade points according to the following system:

A	=	4.0	CR	=	0.0
B	=	3.0	NC	=	0.0
C	=	2.0	W	=	0.0
D	=	1.0	RD	=	0.0
F	=	0.0	IP	=	0.0

Grade point average is computed by the following formula:

$$\text{Grade Point Average} = \frac{\text{Total Grade Points Earned}}{\text{Total Semester Units Attempted}}$$



## DEFINITION OF LETTER GRADES

---

Letter grades 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 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 the next course, depending upon course discipline prerequisites.
6. In Optional Credit/No Credit courses the grade of "D" converts to "NC".

### 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 dismissed from a course or the College.
7. The "F" grade is used in computing the standards of probation and dismissal.

### GRADE "CR" – PASSING CREDIT EARNED

A "CR" grade is equivalent to a "C" or better grade. "CR" 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 "CR" can be converted to an "A" or "B" or "C" grade.

(Mandatory) Grade "CR" may be used to progress to the next higher level only in designated development courses.

The "CR" grade is not used to calculate academic probation or dismissal.





**GRADE "NC" – LESS THAN SATISFACTORY/NO GRADE EARNED:**

1. Grade "NC" is used in credit/no credit 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) Credit/No Credit classes a "D" or "F" grade will convert to and "NC" grade.
8. The "NC" 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 20% of a term, whichever is less.
2. The permanent record of a student who remains in class beyond the 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.
3. 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.
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 "I" – INCOMPLETE**

The "I" symbol 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.

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 re-enrolling 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.

**AUDITING**

District policy does not allow auditing and/or sitting in classes. However, officially enrolled students may take certain courses for Credit or No Credit. Consult "Credit/No-Credit" grading for information.

**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.

**CREDIT/NO-CREDIT GRADING**

Students may take some courses on an optional credit/no-credit basis as interpreted in Title V of the California Administrative Code (Division 2, Chapter 4, Sections 51302 & 51308). Credits earned on a credit (CR) or no-credit (NC) basis:

- may be counted toward satisfactory completion of the Associate degree
- are not used in computing the grade point average
- shall be used in calculating progress, Probation or Dismissal
- may not convert to a letter grade by examination

When an option exists for receiving a credit/no-credit grade or receiving a letter grade, a student must declare the intention of receiving a letter grade or a credit/no-credit grade by the end of the fifth week of the semester, or 30% of the term, whichever is less. Forms and conditions for choosing this option are available in the Office of Admissions and Records.

The credit grade shall be defined as completion of the course requirements.



## **PRE-COLLEGIAL OR DEVELOPMENTAL COURSES**

---

All pre-college level courses are graded only on a "CR" and "NC" basis. A grade of "CR" is entered on the official record for successfully completed courses. If the course work is unsatisfactory, a grade of "NC" is entered. Neither the grade of "CR" nor "NC" is considered in computing grade point average.

"CR/NC" grades may not be converted to letter grades at any time. 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.

## **ATTENDANCE**

---

Students may be dismissed from a course for excessive absences. Excessive absence is defined as "more than the number of times the class meets in one week." Students may be dropped or receive unsatisfactory grades for excessive absence.

No individual who is not duly registered for a class may continue attending. Students with children should make child care arrangements, and not bring children to class as a courtesy to their peers. Parents of high school or junior high students concurrently enrolled at EVC may not attend their student's classes unless they are also officially enrolled.

If dropped, students may petition their instructor(s) for re-admission by submitting a Petition for Readmission. Forms are available in the Office of Admissions and Records. Denial of the petition may result in a "W" for the course(s).

## **ACADEMIC RENEWAL**

---

District policy grants Academic Renewal as the follows: Academic Renewal by Repetition.

Students may repeat any course, one time only, for which they have received a "D" or "F" grade at EVC or SJCC. If the coursework has been completed at Evergreen Valley College, the student may petition to use the highest grade when calculating the grade point average. The change, noted as Academic Renewal, is posted on the Evergreen Valley College transcript. Although not calculated in the overall grade point average, the student's transcripts will print grades for all courses taken, regardless of Academic Renewal status.

No student may repeat a course in which a final grade of "C," "CR," or better has been received unless the catalog indicates that credit may be earned more than once. (Students with extenuating circumstances may petition the Director of Admissions and Records.)

## **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 Admissions Director's approval, and must clearly state the basis for and duration of the requested leave. If the leave is for academic-related reasons, that must be clearly stated. Additional and appropriate documentation is required to substantiate a leave for personal or medical reasons.

Leave may be granted for two consecutive semesters, not to exceed a total of three semesters. In cases of extreme hardship, the Director of Admissions and Records may grant extensions. Recipients of Federal Financial Aid may have additional restrictions.

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. 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.) In this case, students must reapply to the college if they wish to return.

## **STUDENT RECORDS**

---

All official college records are maintained in the Office of Admissions and Records in the custody of the Director. These records consist of a complete listing of all course work attempted at the College: the student's permanent record, assessment scores, and transcripts from other schools and colleges. In addition, the Office of Admissions and Records houses forms such as: Transcript Request forms, General Education Certification Request forms, Application forms and supporting documents, Change of Record forms, and annotated counselor contact forms.

The complete roll book and grade rosters from each instructor at the College, per term, are kept on file. The College maintains no other official record.

Students may request copies of their transcripts (unofficial and official) for personal use or to be sent directly to a third party. Requests must be made in writing, either in person or faxed. The first two transcripts will be issued free of charge. Subsequent transcripts will cost \$4, or \$10 for an "emergency." Students will be charged for both unofficial and official transcripts. Students can also access their unofficial records online at [WebReg.sjcccd.org](http://WebReg.sjcccd.org).

Regular transcripts will be processed within four working days; rushes will be processed upon request.

## **STUDENT ACCESS TO RECORDS**

---

Students may review the contents of their files by contacting either a counselor or the Office of Admissions and Records during normal working hours. Students may not review any other student's file. Students may challenge the contents and accuracy of their records by petitioning the Admissions Director for a review. All such requests will be honored in not more than five (5) calendar days.

## **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.



FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students."

- Parents 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 (34 CFR § 99.31):
  - 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, and
  - 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. Such nondisclosure requests must be submitted to the Director of Admissions and Records.

## ***PROBATION AND DISMISSAL***

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.

### **ACADEMIC PROBATION**

A student who has attempted at least 12 semester units of letter grades (A, B, C, D and F), as shown by the permanent record, shall 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 at least 12 semester units, as shown by the permanent transcript, shall 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 "NC" are recorded reaches or exceeds fifty percent (50%).

### **ACADEMIC DISMISSAL**

A student who is on Academic Probation shall be 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 (District Policy 6050.402).

### **PROGRESS DISMISSAL**

A student who is on Progress Dismissal shall be dismissed if at the end of the second subsequent term of enrollment in which the percentage of units in which the student has been enrolled and for which entries of "I," "W," and "NC" are recorded reaches or exceeds fifty percent (50%).

### **RE-ADMISSION AFTER DISMISSAL**

A student must petition for re-admission following dismissal from this College, and must make an appointment with a counselor. Petitions are valid for only one semester.

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.

## ***DISMISSAL FROM A CLASS OR THE COLLEGE***

Guided by the Education Code of the State of California, Evergreen Valley College regards the following as causes that may lead to dismissal from class or the College:

1. Excessive absences
2. Consistent failure to submit or perform assigned work
3. Behavior that interferes materially or substantially with the rights of others
4. Use of drugs and/or alcohol

A student who is dismissed from a course or from the College for any reason listed above may receive an "F" grade.

A student must petition for re-admission following dismissal for personal conduct from the San Jose/ Evergreen Community College District or any other college district. A student shall follow the procedures outlined in "Re-admission After Dismissal" when seeking re-admission to the College.

## ***PROCEDURE ON ACADEMIC HONESTY***

Evergreen Valley College believes that honesty in the classroom and in the entire college community is vital to the integrity of the college, its courses, and its programs. As part of our college's standards and policy on academic integrity, the following defines academic dishonesty. It will serve to inform students of the consequences of violating these standards, as well as advising them of their rights.

At Evergreen Valley College, dishonesty (such as cheating) is defined as the act of obtaining or attempting to obtain credit for academic work through fraudulent or deceptive means. Academic dishonesty and/or cheating at Evergreen Valley College includes, but is not limited to:



- copying, in part or in whole, from another student's test or other evaluation instrument;
- submitting work previously presented in another course;
- using or consulting, during an examination, sources or material not authorized by the instructor;
- altering or interfering with grading or grading instructions;
- sitting in for an examination by another student or for another student;
- allowing anyone else to see your paper during an exam, test, or quiz;
- plagiarizing—copying sentences, phrases, or passages from an uncited source—while writing a paper or doing research.

Disciplinary action for academic dishonesty may result in sanctions by the College President, his or her designee, or the instructor. Proof of cheating may lead to suspension. In such a case, the student or students are provided with due process, which includes formal grievance procedures.

## ***STUDENT DISCIPLINARY PROCEDURES***

---

The instructor must follow these procedures when any student from class refuses or neglects to comply with District regulations or accept the authority of the instructor.

### **SUSPENSION BY INSTRUCTOR**

- A. An instructor may suspend (bar or exclude), for good cause, any student from the class for the day of suspension and the following day. The instructor shall immediately report the suspension to the dean and request that the student go to the dean for appropriate action.
- B. Any student, for good cause, may be suspended or given a lesser sanction for one or more of the following reasons, which must be campus related:
1. Cheating or plagiarism in connection with an academic program.
  2. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
  3. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of their family, or the threat of such abuse.
  4. Theft of, or nonaccidental damage to campus property or property in the possession of, or owned by, a member of the campus community.
  5. Continued willful disobedience, habitual profanity or vulgarity, or open and persistent defiance of the authority of college personnel.
- C. The instructor shall make a written report for the President that contains the following information. A copy should be given to the student no later than the first day of return to class.
1. A statement of the facts, the violation(s), date, time, and place.
  2. Name and statement of violating student(s).
  3. Name and statement of witness(es).
  4. Sanction imposed (Either 1 or 2 days suspension or request for longer suspension by President or designee).

### **LONG-TERM SUSPENSION**

Only the President or the President's designated representative may suspend a student for more than two days.

Within ten (10) days after the interim (prior to hearing) suspension/dismissal, the student shall be notified by the appropriate Dean, via certified mail, of the following:

1. Reason or reasons for suspension/dismissal, and
2. The right to appeal the suspension/dismissal through the college grievance process.

The student shall have five (5) days, from the date of receipt of the notification by certified mail, in which to initiate the grievance process. (Procedures in Chapter 7)

### **STAGE IV**

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. 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.

### **STAGE V**

If the student or the staff member is not satisfied with the final college-level disposition of the case at Stage IV, that person may appeal directly to the Governing Board.

### **RECOMMENDATION OF REVIEW BOARD**

The Review Board shall recommend to the College President that the student not suffer academic penalty if the student has been required to be absent from class or classes for hearings, and that instructors shall 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.

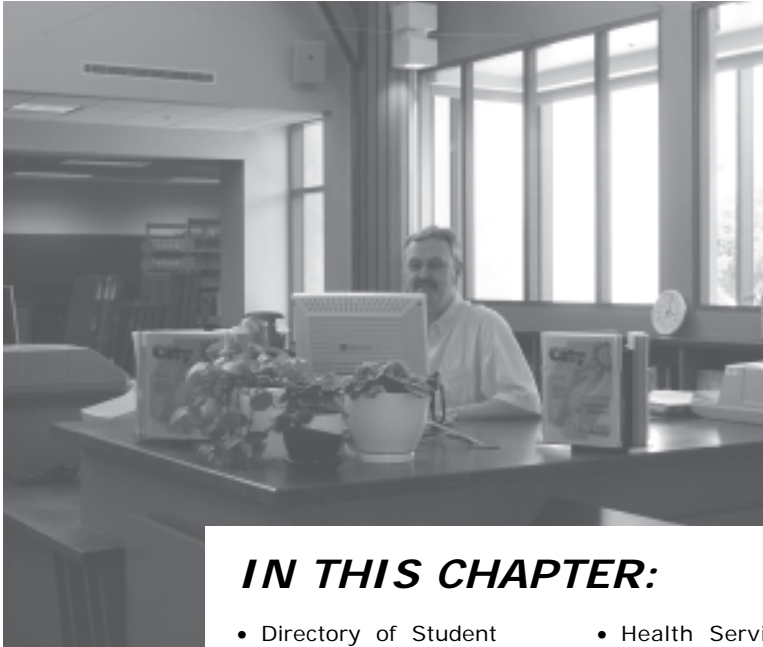
While the results of the hearing are pending, the student's right to be on campus shall not be suspended unless, in the judgment of the College President or an appointed representative, the student's own safety or the safety and well-being of other students or college personnel or the protection of college 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, contact the Student Activities Coordinator at (408) 274-7900, ext. 6890.



# CHAPTER 7 — STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS



## **IN THIS CHAPTER:**

- Directory of Student Services
- Office of Student Life
- Student Activities
- Child Development Center
- Counseling
- Disabled Students Services
- Extended Opportunity Program and Services (EOP&S)
- FasTrack Student Support Services
- Health Services
- EVC Job Placement Center
- Individualized Instruction Labs
- Library Services
- Transfer/Career/Cooperative Education Center
- Technology and Media Program (DSP)
- Campus Tutoring Program
- Veterans Affairs
- Special Academic Programs



**DIRECTORY OF STUDENT SERVICES**

This directory lists appropriate offices or programs responsible for dealing with student-related issues, concerns, complaints, or programs. **Building Locator Key:** A=Acacia C=Cedro R=Roble L=Learning Resources Center G=Gullo A&R=Admissions and Records Building

<b>Student-Related Issues</b>	<b>Contact Person, Office, or Program</b>	<b>Room</b>	<b>Extension</b>
Academic Dismissal (GPA & Progress)	Counselor/Dean of Counseling	L-114	6638
Admissions	Director of Admissions and Records	A&R	6441
AFFIRM Program	AFFIRM Program Coordinator	AC-130	6853
Affirmative Action	College President	L-215	6471
Alcohol/Drugs	Health Services Director Counseling	L-103 L-109	6480 6474
Americans with Disabilities Act (ADA)	Dean of Counseling	L-114	6638
ASPIRE Program	ASPIRE Program Chair	CP-106	6227
Associated Students (AS)	AS Advisor	C-108	6690
Campus Store	Campus Store Manager	Gullo	6465
Child Care	Director of Child Development Center CARE CalWORKs	CDC EOP&S RE-231	6452 6455 6453
Criminal Investigations: Hate Crimes and Sexual Harassment of a Criminal Nature	Campus Police	Campus Police	6468
Disabled Students Program & Services (DSPS)	DSPS Coordinator	L-105 TTY: (408) 238-8722	6447 6447
Discrimination/Office of Diversity		CP-105	6413
Discrimination Based On Disability	Dean of Counseling	L-114	6638
ENLACE Program	ENLACE Program Specialist	R5-134	6598
EOP&S	Director of EOP&S	EOP&S	6455
FasTrack Program	FasTrack Program Coordinator	RD-216	6547
Financial Aid	Financial Aid Officer	L-102	6460
Foster Care Education	Dean of Social Science/PE	PE-203	6662
Food Services	Director of Student Life	G-205	6768
International Students: Admissions or Counseling	Director of Admissions and Records Dean of Counseling	A&R L-109	6441 6638
Gender Equity	Dean of Special Programs	L-215	6455
Graduation	Director of Admissions and Records	A&R	6441
Grievances: Academic	Students Ombudsperson Division Dean: Arts and Humanities Business and Applied Technology Counseling Guidance and Matriculation Instructional Technology and Resources Language Arts Math and Science Nursing and Allied Health Special Programs Social Science and Physical Education	C-108 AE-131 RE-206 L-114 L-205 RE-206 AE-131 S-207 L-215 PE-203	6690 6490 6434 6638 6450 6775 6820 6448 6455 6637
Grievances: General/Disciplinary	Dean of Counseling	L-114	6638
Honors Program	Honors Program Coordinator	R2-209	6673
Health Services	Director of Health Services	L-103	6480



*CHAPTER 7 — STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS*

<b>Student-Related Issues</b>	<b>Contact Person, Office, or Program</b>	<b>Room</b>	<b>Extension</b>
Job Placement	Work Experience Coordinator/Winners' Circle	L-116	6857
Library	Director of the Library	L-203A	6503
Matriculation Rights and Responsibilities	Dean of Counseling	L-114	6638
Parking Issues/Permits	Campus Police Campus Store	Campus Police Gullo	6468 6465
Payment or Refund of Fees & Nonresident Tuition	Director of Admissions and Records	A&R	6441
Psychological Testing	Dean of Counseling Director of Health Services	L-114 L-103	6638 6480
Residency Determination	Director of Admissions and Records	A&R	6641
Sexual Harassment Against Student or College Employee	Title IX Coordinator of Special Programs Director of Human Resources	L-215 District Office: (408) 270-6406	6455
STAR Registration System	Office of Admissions and Records	A&R	6430
Student Activities/Campus Events	Director of Student Life	G-205	6867
Transfer Information	Transfer Center Director	L-116	6564
Veteran's Certification	Office of Admissions and Records	A&R	6441
WIN Program	AmeriCorps Coordinator CalWORKs Coordinator Winners' Circle, Job Placement Officer	RE-231C	3586 6887 6885
Work Experience	Work Experience Coordinator	L-116	6857

**2004-2005 CHARTERED STUDENT CLUBS AND ORGANIZATIONS**

If a club or organization is not currently active, students may initiate it. The Associated Students and the Office of Student Life assist students in starting new student clubs and organizations and in helping to support our current student clubs and organizations.

<b>Organization Name</b>	<b>Advisor/Contact</b>	<b>Extension</b>	<b>Room</b>
AFFIRM/ Black Student Union (BSU)	Patricia Perkins	6629	AC-130
Anime Club	To Be Announced		
Asian Student Connection	Paul Fong	6578	C-218
Author's Guild	Sterling Warner	6605	R3-321
Chinese Culture Club	Teck Ky	6877	A6-131
Disabled Students Association	Janet Clair	6447	L-105
Enlace Student Association	Richard Regua	6845	R5-134
Evergreen Nursing Student Association (ENSA)	Susan Turner	6276	AA-232
Hip Hop Club	Keith Aytch	6532	R2-311
Math & Science Club	Michael Masuda	(408) 574-9344	AD-232
Net & Racquet Club	John Payne	6561	PE-203B
Oasis Christian Fellowship	Beverly Stewart	6701	L-116A
Phi Theta Kappa	Sterling Warner	6605	R3-321
Pilipino United Resource Organization (PURO)	John Carrion	6613	A5-204
Students for Justice	Steven Mentor	6888	RG-151
Tae Kwon Do Club	Kelly Konhoff	6643	PE-203
Vietnamese Students Association (VSA)	Gam Nguyen	6591	L-109F

All student organizations fall under the responsibility of the Associated Students at EVC. The Associated Students provide approval for charter and approve all student organization events and activities. For further information about student clubs and organizations, contact the Associated Students at 274-7900 ext. 6694, or visit us at Gullo Student Center, 2<sup>nd</sup> floor, Room G-204.



## OFFICE OF STUDENT LIFE

---

**Location:** Gullo Student Center, G-205 (2nd floor)

**Phone:** (408) 223-6768

**Hours:** Monday-Friday 8:00 a.m. to 5:00 p.m.

The Office of Student Life seeks to provide a nurturing campus environment and enhance the overall experience for Evergreen Valley College students. This office plays an integral role in student retention by providing general campus information, campus tours, assisting with new student orientation and various opportunities for students to connect in and out of the classroom through cocurricular experiences that increase their likelihood to succeed. The Office of Student Life also 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. The functions performed by this office are important to students' overall success and satisfaction with their college experience.

### SERVICES

- Coordinating campus-wide (cultural, educational, recreational and social) events & activities for students
- Campus tours for new and potential students
- Gullo Student Center reservations and managing use of facilities
- Off-campus vendors and information tables
- Approval for posting of flyers on campus

### HOW CAN STUDENTS GET INVOLVED IN STUDENT LIFE AT EVC?

- Attend campus events and activities during the year
  - Ice Cream Social (free ice cream & giveaways)
  - Grubbin@Gullo (free pizza & live music performed by EVC student bands)
  - EVC's Night at the Movies (every Thursday night; free admission)
  - Kicks It Outside Student Information Day
  - AS Club Rush (student club information/recruitment)
  - 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
- Join the Student Life Involvement Council (SLIC) to help plan various campus events and activities for students
- Participate in the EVC Intramural Sports League
  - Co-ed Flag Football and Volleyball (Fall Semester)
  - Co-ed Basketball and Softball (Spring Semester)

### THE GULLO STUDENT CENTER

#### Building Hours:

Monday-Thursday, 7:00 a.m. to 9:00 p.m.

Friday, 7:00 a.m. to 5:00 p.m.

**Fresh and Natural Food Court** (grill, pizza, deli sandwiches, smoothies, hot entrees, espresso bar, salad bar, fresh fruit & pastries)

**EVC Campus Store:** (textbooks, supplies, magazines, paperbacks, gift items, candy, computer software, clothing; discount 3% on supplies, with current AS membership sticker)

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. Our regular store hours are Monday-Thursday, 7:45 a.m. to 7 p.m., and Fridays 7:45 a.m. to 2 p.m. Contact the Campus Store for extended business hours during semester rush periods at (408) 223-6765.

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.

**Campus Information Center:** (general information, directions, upcoming campus events and activities)

**ATM Machine:** Santa Clara County Federal Credit Union

**Video Arcade and Big Screen TV**

**Cyber Lounge:** (I-Mac computers for Internet access; laptop Internet connections are also available).

**Check-Out:** VHS movies to watch in the TV lounge, table tennis equipment, chess, checkers, cards, and dominoes available at the Office of Student Life.

## STUDENT ACTIVITIES

---

Student Activities is 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. Activities include the Faculty-Staff Talent Show to benefit scholarships for students, dances, choir performances, the Author's Series, fashion shows, the Career Fair, Black History Month, Tet Celebrations and Cinco de Mayo. These activities are supported by the Associated Students in cooperation with various campus organizations. Funding is also provided for various programs on campus such as the EOP&S Holiday Celebration, the Health and Career Fair, and the Emergency and Book Loan Programs.

All programs are funded through the \$5 per semester AS Activities/Membership fee.





## ASSOCIATED STUDENTS OF EVERGREEN VALLEY COLLEGE

The Associated Students of Evergreen Valley College (ASEVC), GS-203 & GS-204, 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, and officers serve for the following academic year. Appointments for various ASEVC positions occur throughout the academic year.

## CHILD DEVELOPMENT CENTER

The Child Development Center provides free or low-cost placements for EVC students. The staff of the Center is credentialed in Early Childhood Education. The program provides an atmosphere that promotes a child's self-esteem, self-awareness, and ability to develop at a personal pace.

### ADMISSION REQUIREMENTS

Parents have the option of enrolling their children in a 2-, 3-, 4-, or 5-day program. To enroll the child, the parent must verify that the child is between the ages of 2 and 5 years. The parent must be enrolled in a minimum of 6 units of daytime classes.

Center hours: Monday-Friday 7:30 a.m. to 4:45 p.m. For further information call (408) 270-6452.

## COUNSELING

All of the students on the Evergreen Valley College campus are welcome and encouraged to come and visit the counselors on campus. Counseling Services at Evergreen Valley College are available to students in exploring their goals, values and career aspirations.

The counselors are available to assist students with selecting their classes, choosing a college major, discussing any barriers the student may feel they have toward completing their college goals and any other issues which might assist with a student's success on this campus.

The counselors are pleased to assist students with educational plans, and a student's petition for graduation.

There are additional counselors available on campus for students with special needs, such as those who are physically limited, or learning disabled. Counselors are available to students seeking assistance through the Extended Opportunity Program and Services (EOP&S) Cal Works, Project Affirm, ASPIRE, ENLACE, and FasTrack.

Please note, Counselors are available both day and evening hours on a limited basis. Call (408) 270-6474 or (408) 270-6475 or visit the office in Room L-109 in the Learning Center.

## DISABLED STUDENTS PROGRAM (DSP)

Disabled Students 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 in basic skills, and individual adaptive assistance as needed.

Specialized courses offered through 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 Disabled Students Program comply with Section 504 of the Federal Rehabilitation Act of 1973, Title 5 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 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 injury. Students can utilize software designed for cognitive retraining, basic skills, and problem solving.

For more information or for a counseling appointment, visit the Disabled Students Program office in the Learning Resources Center Building, Room L-105, or call (408) 270-6447 (voice) or (408) 238-8722 (TTY).

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)

The EOP&S at Evergreen Valley College is designed and funded by the state to assist low-income, educationally disadvantaged members of our community.

### SERVICES

EOP&S provides these special student support services:

- Priority registration
- Academic, career, and personal counseling
- Assistance in completing admissions and financial aid applications
- Grants and emergency loans
- College and university transfer services, including application fee waivers
- Graduation caps and gowns
- Referral to on-campus and off-campus support service agencies
- Assistance with textbooks
- Part-time employment or internships



## ELIGIBILITY REQUIREMENTS

To be eligible for EOP&S, a student must:

1. Be a California resident
2. Qualify to receive a Board of Governors (BOG) enrollment fee waiver under Method A or B. (See Board of Governors Fee Waiver)
3. Have fewer than 70 units of degree-applicable college credits
4. Be enrolled as a full-time student (12 units)
5. Be considered educationally disadvantaged. A student is educationally disadvantaged if he/she did not qualify for the minimum college level of Mathematics or English, did not graduate from high school, or graduated from high school with a grade point average below 2.50 and/ or was previously enrolled in remedial education, including English as a second language.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE), A PROGRAM OF EOP&S

### Eligibility Requirements

Eligibility for CARE student participation shall be limited individuals who meet all EOP&S and CARE eligibility criteria as specified:

1. The CARE participant is currently receiving assistance from CalWORKs/TANF.
  - a) Students who currently receive CalWORKs cash aid for themselves and/or their child(ren) and have an active CalWORKs case number may be eligible for and receive assistance and services from CARE. Staff should verify participant's status with Untaxed Income Verification or Notice of Action forms from the county welfare department.
  - b) Students receiving Medi-Cal, SSI, or food stamps assistance only, but not CalWORKs/TANF, are eligible for CARE as long as they have an active CalWORKs case number for the household.
  - c) Students not receiving CalWORKs/TANF cash aid due to a prior drug felony conviction, sanctions, or time-limited status, but whose dependant(s) are cash aid recipients, are eligible for CARE.
2. The participant has at least one child under 14 years old at the time of admission into the CARE program.

A student who has met this eligibility requirement and participates in CARE without term-to-term interruption shall continue to be eligible for all CARE services after her/his youngest child becomes 14 years old.
3. The participant is at least 18 years old, is a single head of household, and has been determined to lack marketable employment skills.
  - a) CARE will defer to the county welfare department's definition of "single head of household" for the purpose of determining CARE program eligibility.
  - b) A CARE student may be legally married, but is recognized by the county welfare department as a single head of household because her/his spouse is incarcerated, legally separated, or has abandoned the household. Note: Although a waiver is not required in this particular situation, a document or certification from the county welfare department verifying the student's single head of household status should be kept in the student's CARE file.

c) A student's marital status may be "single and not married, but may be determined by county welfare department to be in a two-parent family unit and therefore is not eligible for CARE.

### Services

Services provided may include childcare grants, books/supplies, transportation assistance, gas cards, meal tickets, and Single Parent Group Activities.

Students must provide proof of eligibility each semester, and submit Child Care Provider Verification, and their children must be under the age of 14 years.

Childcare grants may also be offered. (Childcare payments are made directly to the student as part of their Financial Aid package. The student is responsible for payment to the provider).

The staff in EOP&S/CARE welcomes the opportunity to serve students and be part of their educational experience at Evergreen Valley College. Persons interested in the EOP&S/CARE Program may call (408) 270-6457. The EOP&S/CARE Office is located near the bus turnaround and is open Monday through Friday, 8 a.m. to 5 p.m.

## ***FasTrack Student Support Services***

---

FasTrack is a federally funded Student Support Services (SSS) TRIO program designed to assist first-generation (those whose parents did not complete college), low-income, and disabled students as they prepare to obtain a two-year degree and/or transfer to four-year universities. The program provides educational/career planning, workshops, counseling, cultural enrichment activities, scholarships and tutoring, and referrals to on-campus and community resources.

### **COUNSELING**

The FasTrack program offers a wide variety of counseling services to students enrolled in the program. Because the maximum student-to-counselor ratio is 160 students to 1 counselor, compared to 1,000:1 for general campus counseling, the FasTrack counselor is able to provide more personalized attention and customized counseling services for every student enrolled in the program. Services include academic planning, academic progress reporting, personal counseling, transfer information, career assessment/planning, financial aid counseling, and scholarship information.

### **EDUCATIONAL/CAREER PLANNING**

With the help of a program counselor, students are able to plan academic and/or career goals and to complete an Individual Education Plan (IEP). The IEP serves as a "roadmap" to detail the classes the student will need to meet his/her educational goal(s). The IEP is designed to ensure that those goals are met in an organized and timely manner.

### **WORKSHOPS**

The FasTrack program offers various workshops designed for student personal growth and academic development. These workshops provide information in areas such as financial aid, transfer requirements, study skills, test-taking techniques, time management, money management, writing skills improvement, and math problem-solving strategies.



## TUTORING

The FasTrack program offers tutoring services in various subjects in cooperation with the EVC Tutoring Center and FasTrack Math Faculty members. These services provide additional support to students who are experiencing difficulty in academic courses.

## CULTURAL ENRICHMENT ACTIVITIES

Through the FasTrack program, students have the opportunity to visit four-year universities and museums, as well as attend theater productions and musical performances. These activities allow students to be exposed to activities that will help them to investigate transfer possibilities, broaden their horizons, strengthen their social skills, and develop an appreciation for the arts.

## ELIGIBILITY REQUIREMENTS

For an EVC student to receive services from the FasTrack Program, he/she must meet the federal eligibility requirements outlined by the U.S. Department of Education. Applicants must be first generation college students, have a low income, and/or have a learning or physical disability. The maximum taxable income to be eligible as a low-income participant is \$13,965\* for an individual (add \$4,770 for each additional family member). If an applicant is under the age of 24 with no dependents, he/she must supply parents' income information. Students also should be eligible to take English 102/104 or ESL 92/103 and Math 11 A/12. Applications may be obtained in the FasTrack Office.

\*This maximum figure may increase in the 2004-2005 academic year.

## OFFICE HOURS/LOCATION

FasTrack is located in RD-216, next to the EVC Tutoring Center. For information, call (408) 274-7900, ext. 6547. The office is open Monday through Friday, 8:00 a.m. to 5 p.m.

## HEALTH SERVICES

The Health Clinic provides a medical doctor, nurse practitioner/ registered nurses, and personal counselors to assist currently enrolled students with health-related and psychological matters. Illness or accidents incurred on campus should be reported immediately to the Student Health Services office and/or Campus Police. **All services are completely confidential.**

Clinic hours are Monday through Thursday from 8:00 a.m. to 8:00 p.m., on Friday from 8:00 a.m. to 3:00 p.m. Most services are available on an **appointment basis only**, unless it is an emergency.

Student Health Services is located in L-103, on the bottom floor of the Learning Resources Center Building. The telephone number is (408) 270-6480. (Student Health Services are not available during the Summer.)

The \$13 Student Health fee covers many services. (Many students are eligible for a fee waiver; see "Fees.")

Blood pressure and vision screening, drug/alcohol information and referral, FAMILY PACT Program (free family planning services for those who qualify), Family Planning Counseling and Service, general appointments to see the doctor and nurse practitioner, health counseling, HIV Prevention Education, testing and referral, immunizations, low-cost laboratory services, medical emergency care when needed, Pap Smear and exam, pregnancy testing and referral, referrals to community health agencies, sexually transmitted infection tests, TB skin tests, and treatment for minor illnesses.

Student Health Services do not cover the following services:

Ambulance, family coverage, fees involving off-campus care, hospitalizations, laboratory (except for FAMILY PACT), ongoing medical care, pharmacy (except for FAMILY PACT), or X-rays.

Personal Counseling Services offered for:

Anxiety and depression, career and life changes, cultural issues, drug and alcohol problems, family problems, improved communication, relationship issues, sexual problems, work and school stress.

## ACCIDENT INSURANCE PROGRAM

The Community College District also provides to students, children of 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.
- Children of Students – while in or about the child care facility on the College campus, and while attending "Mommy and Me" classes provided by the College with their student parent, if applicable.
- 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.

## EVC JOB PLACEMENT CENTER

Job placement services are available to all students enrolled at Evergreen Valley College. The Work Experience/Job Placement Coordinator will assist students who are seeking full-time permanent employment opportunities related to their vocational academic major, or assist with identifying part-time employment to assist with finances while attending college.

Local employers, as well as other various companies, are aware of our job placement services and are continuously seeking to provide employment opportunities to Evergreen Valley College students.

In addition, our office provides information regarding the current labor market and job search techniques and will assist students with preparing or enhancing a resume on an appointment basis.



For more information regarding these opportunities, contact Janina Espinoza, the Cooperative Education/Job Placement Coordinator, at (408) 274-7900 ext. 6857, or stop by L-116 in the Learning Resources Center Building.

## ***INDIVIDUALIZED INSTRUCTION LABS***

---

### **INDIVIDUALIZED INSTRUCTION PROGRAM**

The Individualized 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 Computer Lab. Students have an opportunity to interact with their instructors during faculty office hours 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 music, Spanish, and vocabulary

The list of courses is frequently updated to provide individualized instruction and self-paced learning in most current technologies and other subject areas.

The Individualized Instruction Program is located on the lower level of the Library/Educational Technology Center. The computer Lab is open Monday through Friday. For more information, call (408) 270-6450.

### **OPEN COMPUTER LAB**

Also located in the Library/Educational Technology Center is the Open Computer Lab. Students may enroll in CIS 194 to access the computers located in this lab for word processing, cruising the Web, and other computing needs. Both Macintosh and IBM computers are available. Students must be registered at EVC in other courses to make use of this facility. For information, call (408) 270-6450.

### **SUPPORT LABS**

Students who need additional practice to strengthen skills taught by their classroom instructors may obtain this practice by taking a lab class. The classroom instructor plans assignments, and assessment is coordinated with in-class evaluation. For information, call (408) 270-6450.

## ***LIBRARY SERVICES***

---

The Library is located in the Library/Educational Technology Center. 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, 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.

Assistive technologies are available upon request.

Loan rules vary by type of material. Students must obtain an EVC Student ID card at the circulation desk 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 on Electronic Research and the Internet (LIB 015) teaches students how to conduct research using current information technologies.

Copy machines (for a small fee) and small group rooms are available in the Library.

Reference librarians and library technicians are ready to help.

The Library phone number is (408) 270-6433. The Library Web address is <http://www.evc.edu>

## ***TRANSFER/CAREER/COOPERATIVE EDUCATION CENTER***

---

The Transfer/Career/Cooperative Education Center is committed to providing services which directly assist potential transfer students preparing for upper division work at a four-year college or university. The Transfer/Career/Cooperative Education Center attempts to identify and encourage students who have chosen or who may choose transfer as their educational goal. Advising sessions with university representatives, transfer workshops and Transfer Day are some of the services provided.

The staff in the Transfer/Career/Cooperative Education Center make many resource materials available for students such as college/university catalogs, applications for admission, articulation agreements, reference books, computer software programs and brochures. The Transfer/Career/Cooperative Education Center works closely with student services at Evergreen Valley College as well as many four-year institutions to ensure transfer functions here at this campus.

The Cooperative Education Work Experience program is a cooperative effort by the college and the community to provide an opportunity for students to discover their interests and aptitudes. The program serves to develop attitudes, work habits, and understanding 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 coordinator of the Cooperative Education Program will assist students with various internships and employment opportunities. We do not guarantee placement since each company or organization will require each student to go through an application and interviewing process.

The Transfer/Career/Cooperative Education Center provides the following services:

1. Assistance with admissions procedures and academic advisement
2. Personalized contact with representatives from four-year colleges/universities
3. Field trips to universities and tours of campuses
4. Assistance with long-range goals
5. Workshops on financial aid, scholarships, internships



6. Career Guidance workshops on Resume Writing, Interviewing Skills, How to Get a Job, Changing Careers, and more
7. Eureka Searches (computerized career information)
8. Online career assessment with Bridges.com Internet access
9. Resource materials including: college catalogs, course schedules, admission applications, scholarship information, major sheets, workshops, and seminars
10. Special Annual Events including: College/University Day, Job Fair, Future Teacher's Conference, Annual Open House for High Schools, College/University Evening

In addition to transfer information, counselors provide qualitative career advisement. They can direct students to people who are in established careers who are alumni or friends of Evergreen Valley College.

The Transfer Center Coordinator, Dr. Gail Bianchino, and the Cooperative Education/Work Experience Coordinator, Janina Espinoza, have offices in the Center, Room L-116. Call (408) 270-6470 for the Transfer center or (408) 274-7900 ext. 6857 for the Cooperative Education/Work Experience Center.

## **TECHNOLOGY AND MEDIA SERVICES**

The Technology and Media Services department is located on the first floor of the Technology building in Room 106. Technology and Media Services provides equipment distribution, audio visual support and computer hardware/software support.

Computer support includes acquisition, installation and maintenance of hardware and software for students, faculty, and staff. Audiovisual services include classroom support and installation, maintenance of audiovisual multimedia demonstration, and television equipment.

The Technology and Media services department maintains the campus communications networks and television (CATV) distribution systems.

## **CAMPUS TUTORING PROGRAM**

The Campus Tutoring Center (Room R3-212) and the Math and Science Resource Center (Room AD-141) provide students with qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group tutoring. 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 Jose 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.

Tutoring is provided on a drop-in basis. Open lab hours are posted each semester and include evenings and Saturdays. For more information, contact Donna Wada, Program Coordinator, at (408) 274-7900 ext. 6802.

## **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 Admissions Veterans Coordinator, a counselor will assist the Veteran to develop an education plan that meets the Veteran's goals, and complies with Veterans Affairs guidelines.

## **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. Classes start frequently, and students do not need to wait for a semester to begin.

The Accelerated Degree Program is a concentrated, focused program with classes scheduled two evenings per week or on Saturdays in 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 information, call (408) 274-7900 ext. 6501, (408) 270-6434, or (408) 274-7900 ext. 6701 (the Counseling Office).

### **AFFIRM PROGRAM**

*Academic Force for Inspiration, Retention and Matriculation*

#### **Philosophy Statement**

The AFFIRM 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 to develop 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, 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. 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, etc.



## Support Services

**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 that will assist them to attain their goals.

**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.

**Scholarships and book loans** are made available to assist as many students as possible. The AFFIRM Program offers approximately 15 scholarships Spring and Fall semesters only.

For information, call Patricia Perkins, Program Coordinator/Counselor, at (408) 274-7900 ext. 6629, or visit the office at AC-130.

## ASPIRE PROGRAM

The ASPIRE (Asian/Pacific Islander Resources for Excellence) Program is designed to increase 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, regardless of age, gender, or ethnic background, who may benefit from the nurturing services that this program offers.

The ASPIRE Program offers courses in English, Communication Studies, Political Science, and Social 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 tutoring, counseling and mentoring. 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. Mentors serve as links between the academic world and the community/work world. Mentors also serve as role models of successful Asian/Pacific Islanders to inspire and lead the way for ASPIRE students.

For additional information, contact Vivian Yabumoto, ASPIRE Program Specialist, at (408) 274-7900 ext. 6227, or [vivian.yabumoto@evc.edu](mailto:vivian.yabumoto@evc.edu)

## CalWORKs Program (formerly GAIN)

(California Work Opportunities & Responsibility to Kids) Eligibility requirement: TANF (formerly AFDC) recipient Support services offered by the EVC CalWORKs Program in coordination with Santa Clara Social Services CalWORKs Employment Services Program include child care, transportation, books, supplies, and other school-related expenses. In conjunction with the Second Harvest Food Bank, a monthly food distribution is provided for students. In addition, College orientations, assistance with registration and financial aid, academic and personal counseling, referrals to campus and community services, guidance classes, job placement assistance, and employment retention services are provided throughout training and continue beyond employment. Vocational training programs are linked to career ladders, which allow students the opportunity to continue their educational and professional goals while employed.

The CalWORKs Program at EVC offers a three-week Family Focus Intercession/Summer program known as CalCAMP. The curriculum addresses family wellness. Issues discussed are parenting, work/study schedules, child care, time management, job preparation, coping strategies, developmental stages of children from infancy to young adult, family dynamics/roles, and recreation/leisure time. Recreational activities are offered.

At EVC the CalWORKs Office is located in the Workforce Initiative Network (WIN) Program Office, room RE-231. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; call (408) 274-7900 ext. 6589.

## 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 Review/Study sessions are provided.

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.

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 the majority of them 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 Learning Resources Center Building, room L-209. For more information, call (408) 270-6422, see our Web page at <http://www.evc.edu>, or contact the Dean of Instructional Technology and Learning Resources at (408) 270-6450.

## ENLACE PROGRAM

The Enlace Program, which began in 1983, focuses on Chicano(a)/Latino(a) students, emphasizing the successful completion of the "cognitive core" areas of general/transfer education English, math, and science. Enlace (en-lá-se), from the Spanish verb *enlazar*, means "to bind or connect, to bring together, to create community." Enlace includes a network of educational and community professionals, thus integrating knowledge, resources, and influence to effect educational change. The program identifies the English, math, and science disciplines as the "cognitive core" because these three disciplines lie at the heart of a student's academic achievement and performance throughout the general/transfer education curricula. The English component at



EVC consists of a two-semester course sequence, English 104 and English 001A; the math component consists of Math 310, Math 011A, Math 013, and Math 021; the science component consists of Environmental Science 010A and Wildlife Biology 065. Guidance courses are also offered as part of the program.

Enlace is designed to increase retention, matriculation, and transfer of Chicano(a)/Latino(a) students. Enlace integrates the skills of an all-Chicano(a) team: an English instructor, a math instructor, a science instructor, a counselor, community professionals (mentors), a program chair, and a program coordinator. This structure assists Chicano(a)/Latino(a) students to make academic improvements, build self-confidence, and improves self-esteem.

Enlace provides students with individualized, nontraditional counseling, writing/math/science instruction, and personal contact with Chicano(a)/Latino(a) professionals (community mentors).

For more information, contact Yesenia M. Ramirez, Enlace Program Specialist at (408) 274-7900, ext. 6598, or [yesenia.ramirez@evc.edu](mailto:yesenia.ramirez@evc.edu)

### FRANKLIN UNIVERSITY ALLIANCE

The Community College Alliance, through Franklin University of Columbus, Ohio, provides opportunities for EVC students to complete their Bachelor degree without leaving the campus. Students complete the Associate degree plus 24 credit hours of preparation (Bridge) course work at EVC. While taking the Bridge courses, they also complete 40 units of Bachelor degree course work online via the Internet. To assist students through this degree acquisition process, EVC provides the following services: transfer guides, admissions advisement, registration, financial aid and scholarship assistance, textbook purchase, access to a virtual library, tutoring, and a technology help desk.

For information about this opportunity, contact the Counseling Office at (408) 270-6474 or the Transfer Center at (408) 274-7900, ext. 6620.

### HONORS PROGRAM

The Evergreen Valley College Honors Program serves achieving students of all majors and interests on our campus by:

- offering a list of Honors courses each semester,
- allowing Honors credit for other academic courses by way of individual or class contracts with the instructor,
- awarding yearly scholarships to participating Honors students,
- providing specialized counseling,
- providing priority registration privileges which allow Honors students to register early,
- acknowledging Honors work both on student 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.

You may contact the Program Coordinator at 274-7900 extension 6566, or visit the office in Roble 2-209. Hand-outs and information are always available in the office, and the hours of staffing are posted. Continuing college students qualify for honors with a GPA of 3.25; high school graduates or high school students need a 3.5 GPA to participate. Applications are processed by checking the student's GPA, then informing them by mail and e-mail of acceptance.

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.

### 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 resume 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, studies, and in your community.

For more information about the Service-Learning Program, faculty, and classes, please contact Marjorie Clark, Service-Learning Coordinator, at (408)223-6770, or by e-mail at [Marjorie.Clark@evc.edu](mailto:Marjorie.Clark@evc.edu) or by visiting our Web site at [www.evc.edu](http://www.evc.edu)

### WIN PROGRAM (Workforce Initiative Network)

San Jose/Evergreen Community College District's Workforce Initiative Network (WIN) offers workforce education programs. This innovative program provides students an opportunity to obtain an education and earn a certificate or degree in a variety of high-demand occupations. The WIN program provides free child care, transportation, academic and personal counseling, guidance classes; job placement assistance, and employment retention services. The WIN support staff consists of WIN liaisons, counselors, job placement officers, and program assistants who work together to make each student's school-to-work transition a rewarding experience.

The "Winner's Circle," WIN's new high-tech career center located in C-201, provides career assessment and exploration through the use of interactive computer software. The Winner's Circle also provides services on resume writing, interviewing techniques, career exploration, job searching, and job placement.

The WIN Program Office, located in RE-231, is open Monday through Friday, 8 a.m. to 5 p.m. For more information, call (408) 274-7900, ext. 6589.



# CHAPTER 8 — CAMPUS AND DISTRICT POLICIES

---



## IN THIS CHAPTER:

- Academic Freedom Policy
- Academic Senate
- Classified Senate
- Student-Right-to-Know Completion Rates
- Drug-Free Workplace Policy
- Alcohol and Drug Abuse Prevention Program
- Non-Smoking Policy
- Statement of Nondiscrimination
- Office of Diversity
- Individuals to Contact
- Sexual Harassment Policy
- Policy on Consensual Relationships
- Standards of Student Conduct
- Student Grievance
- Disabilities Harassment/Discrimination Policy
- Disabilities Harassment/Discrimination Student Complaint Procedure
- SJ/ECCD Safety and Security



## 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 them 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 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.





## **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;
- select classified staff members to serve on college committees;
- 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; and
- 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 COMPLETION RATES**

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the District and Evergreen Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1997, a cohort of all certificate, degree, and transfer-seeking first-time students was tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at EVC, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 20.3% attained a certificate or degree or became "transfer-prepared" during the three-year period from Fall 1997 to Spring 2000. Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better. For further information, contact the Associate Vice Chancellor, at (408) 274-7900 ext. 6466.

## **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 Jose/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 5 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 Jose/ Evergreen Community College District  
Offices  
(408) 270-6406

Dean of Counseling and Matriculation  
(408) 274-7900, ext. 6638

## **ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM**

The Alcohol and Drug Abuse Prevention Program at EVC is designed to foster campus and community safety, and help nurture students' academic and social development. The Drug and Alcohol Advisory Committee (DAAC) is a multidisciplinary team that works in providing a comprehensive alcohol and other drug abuse prevention program through:

- faculty, staff, and student training workshops,
- public education through the dissemination of information on alcohol and other drugs through the campus newspaper, distribution of literature, pamphlets, availability of a Resource List of on campus as well as community resources, and special community events such as health fairs held in Fall and Spring semesters,
- personal counseling services for assessment and early intervention,
- referrals for treatment options for students with alcohol and other drug problems, and
- curriculum infusion

Students who need information on alcohol and other drugs are encouraged to visit Student Health Services located at L-103 (see Student Health Services).

## **NON-SMOKING POLICY**

The San Jose/Evergreen Community College District prohibits the smoking of cigarettes, pipes, cigars, and other combustible substances in all District buildings, facilities, and vehicles.



## STATEMENT OF NONDISCRIMINATION

San Jose/Evergreen Community College District does not discriminate on the basis of ethnic group identification, race, religion, color, gender, national origin, age, physical or mental disability, marital status, Vietnam-era Veteran status, sexual orientation, organizational affiliation, or political beliefs. Lack of English language skills will not be a barrier to admission to or participation in vocational education programs. SJ/ECCD is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Sections 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

It is the policy of this district that, unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code, commencing with Section 58100.

Students who believe that they have been discriminated against should contact one of the offices listed at the end of this section.

### OFFICE OF DIVERSITY

The mission of the Diversity Office is to promote multicultural understanding and an inclusive learning and work environment. This mission is accomplished through a wide range of activities and by ensuring compliance with state and federal nondiscrimination laws.

Services offered by this office are the following:

1. Serve as a resource center for cultural and gender celebrations sponsored by the campuses and the District to promote a greater appreciation and a deeper understanding of those issues related to diversity, tolerance, and appreciation for all members of our community.
2. Act as a resource and provide support for faculty interested in infusing diversity into the curriculum.
3. Inform and educate our District employees and students concerning the Governing Board's adopted policies and procedures regarding sexual harassment and discrimination.
4. Investigate student and staff complaints of sexual harassment and discrimination as provided by Governing Board Policies and Procedures.
5. Make all reasonable efforts to mediate complaints of harassment and discrimination before the District or individuals take formal/legal action.
6. Assist in the screening and hiring process with oversight of the District's EEO responsibilities.

Contact the Diversity Director, at (408) 270-6413 or visit RF-132.

## INDIVIDUALS TO CONTACT

Students who believe that they have been discriminated against should contact one of the following offices for specific information.

### Affirmative Action

Office of the President  
Evergreen Valley College  
(408) 274-7900

### Americans with Disabilities Act Coordinator

Dean of Counseling and Matriculation  
(408) 274-7900, ext. 6638

### Disabled Students Program

Disabled Students Program  
(408) 270-6447

### Discrimination Complaint Officer

Diversity Director  
(408) 270-6413

### Sexual Harassment/Title IX Coordinator

Dean of Special Programs  
(408) 270-6455

### The above persons may be contacted by writing

Evergreen Valley College  
3095 Yerba Buena Road  
San Jose, CA 95135-1598

## SEXUAL HARASSMENT POLICY

The San Jose/Evergreen Community College District is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. All administrators, faculty, staff, and students should be aware that the District is both concerned and prepared to take action to prevent and correct such behavior. The District is committed to following the provisions of federal and state laws prohibiting sexual harassment. Anyone who engages in such behavior will be subject to disciplinary action, up to and including termination or expulsion.

### DEFINITION

Unwelcome sexual advances or requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature shall constitute sexual harassment when any of the following occur:

1. Submission to the conduct is explicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used on the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

The standards applied herein would be those applicable to, or judged by, a "reasonable person."



**CONFIDENTIALITY**

The District recognizes that confidentiality is important to all parties involved in a sexual harassment investigation. Confidentiality will be maintained to the extent possible. Because the District is committed to eliminating sexual harassment, complete confidentiality cannot be guaranteed. However, only those individuals with a legitimate right to know or who are necessary for complaint resolution will be involved in the investigatory process.

**RETALIATION PROHIBITED**

The District will not tolerate retaliation against any individual for initiation, pursuit or assistance with a lawful complaint of sexual harassment. The term "retaliation" includes any negative action taken against an individual by anyone because of the individual's filing of a complaint, making a charge of, or otherwise opposing, any unlawful sexually harassing conduct. Any individual who engages in retaliation against any District employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

**FILING A COMPLAINT OF HARASSMENT**

Should a student or employee believe that he or she is being sexually harassed by another student, District employee, or other person on campus or at a campus-related event, the student or employee should report the incident to a staff member or immediately contact the Dean of Special Programs or District Sexual Harassment Officer. If the student or employee objects to the designated investigator, he or she should contact the campus President or Chancellor. The District shall notify and disseminate to all employees and students the District's sexual harassment policy and enforcing administrative regulations. The District has developed procedures to address complaints of sexual harassment. Copies of the District's administrative procedures are available in the Office of the Dean of Special Programs and in the District Office of Human Resources.

**OBLIGATIONS OF EMPLOYEES**

All employees shall report any conduct, including that directed towards a student, which reasonably fits the definition of sexual harassment, to their immediate supervisor or the Campus or District Sexual Harassment Officer or other appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

All employees shall cooperate with any lawful investigation of any alleged act of sexual harassment conducted by the District or by an appropriate State or Federal agency.

No person shall destroy evidence relevant to an investigation of sexual harassment.

Any person who violates this policy will be subject to disciplinary action, up to and including termination, suspension, or other appropriate disciplinary measures.

## ***POLICY ON CONSENSUAL RELATIONSHIPS***

The District prohibits its employees from engaging in sexual relationships with individuals employed by the District 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. Standards of Student Conduct and academic standards include honesty, satisfactory academic performance, and regular attendance.

Behavioral standards include showing mutual respect to students and college staff and adherence to District/College rules and regulations and State/Federal laws.

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****Honesty**

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



### Academic Performance

Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades. Consequence: Academic Probation

50% or more of 12 or more semester units attempted recorded as "I", "W", or "NC". Consequence: Progress Probation

Cumulative GPA of less than 2.0 in the next two subsequent terms of enrollment after being placed on Academic Probation. Consequence: Academic Dismissal

50% or more of units attempted recorded as "I", "W", or "NC" in the next two subsequent terms of enrollment after being placed on Probation. Consequence: Progress Dismissal

Consistent failure to submit or perform assigned work. Consequence: Dismissal from the class or college

### Attendance

A student who is absent more than the number of times the class meets in one week may be dropped at the discretion of the instructor.

### BEHAVIORAL STANDARDS

Violations of behavior on district property or at district-sponsored functions that is in violation of district/college rules/regulations or state/federal laws/regulations, including but not limited to behavior that interferes with the normal operations of the college, including obstruction or disruption of the teaching, learning, and administrative process.

Violations include 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
- Possession of an object used as a weapon to threaten bodily harm
- 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 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
- 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
- **Written Reprimand/Warning:** Written notification of inappropriate behavior and written warning that continuation of the conduct will cause disciplinary action, noted in student's file
- **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

### Parking of Vehicles

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the District.

### 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 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

The San Jose/Evergreen Valley College District 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.

### RESPECT FOR THE INDIVIDUAL

In recognition of individual uniqueness and value, whether as students, faculty, staff, or administrators, it is our commitment to discourage appropriately any actions, behaviors, or communications that erode this fundamental concern for the individual.

### 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 Dean of Counseling and Matriculation. For more information, call (408) 274-7900, ext. 6638.

### GRADES

Pursuant to California Education Code Section 76224 (a), a grievance concerning grades is limited as follows:

"When grades are given for any course of instruction in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

### STUDENT GRIEVANCE REVIEW BOARD

#### Purpose

A Student Grievance Review Board shall be established to allow 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 Jose/Evergreen Community College District.

### Membership

The Review Board shall be made up of two faculty members appointed by the Academic Senate or two classified employees appointed by the Classified Senate, 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:

1. Present, hear, or question adverse witnesses pro and con.
2. 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.

### PROCEDURES

#### Stage I

When a student has a grievance, the student shall, within 60 calendar days of the occurrence of being grieved, advise the student ombudsperson, appointed by the Associated Students or, in his/her absence, the Dean of Counseling and Matriculation. The ombudsperson shall, if feasible, arrange a meeting between the student and the employee to arrive at a mutually satisfactory resolution of the matter. Neither the student nor the employee is required to attend such a meeting.

#### Stage II

- A. The ombudsperson shall assist the student in all subsequent matters of the procedure.



- B. If the complaint is not resolved informally at Stage I and is against a faculty member, the ombudsperson shall advise the Dean or other Administrator who supervises the instructor. The Dean or other administrator shall proceed in accordance with the Collective Bargaining Agreement as it may be amended from time to time. In case the grievance is not resolved at this level, the student shall proceed to Stage III. The student may bring the ombudsperson to any meeting with the instructor called by the administrator under the agreement. If the faculty member or the student requests a hearing of the charges, such hearing shall be before the Student Grievance Review Board, under Stage III of the Student Grievance Procedure.
- C. If the person subject to the grievance is not an instructor, at Stage II the ombudsperson shall contact the individual in writing to request a formal meeting. A copy of the request must be sent to the chairperson of the Review Board. Within 15 calendar days, the ombudsperson will schedule a time and date for a meeting with the student. The meeting must occur within 20 working days (in which school is in session) after the date of receipt of the complaint from the student. Each party may be accompanied at this meeting by one observer of his/her choice.
- D. In case the grievance is not resolved at this level, the student shall proceed to Stage III.

### Stage III

- A. The ombudsperson shall then contact the chairperson of the Hearing Board with a copy of the grievance.
- B. The chairperson shall arrange a hearing before the Review Board as soon as possible, but no later than 14 working days at a time agreeable to all parties.
- C. Those present at the hearing shall include the student, the faculty/staff member, and all other parties, in accordance with District Policy.
- D. 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 14 working days at a time agreeable to all parties.
1. 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.
  2. 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. If the grievance still cannot be resolved, it will proceed to Stage IV.
  3. The recommendation of the Review Board shall be determined by a majority vote.

### Stage IV

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.

### Stage V

If the student or the staff member is not satisfied with the final college-level disposition of the case at Stage IV, that person may appeal directly to the Governing Board.

### RECOMMENDATION OF REVIEW BOARD

The Review Board shall recommend 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 shall not be suspended unless, in the judgment of the College President or an appointed representative, the student's own safety or 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 Student Activities Coordinator at (408) 274-7900, ext. 6690.

## ***DISABILITIES HARASSMENT/ DISCRIMINATION POLICY***

---

### BACKGROUND

The Americans with Disabilities Act, signed by President George Bush on July 26, 1990, is a wide-ranging civil rights statute that prohibits discrimination against people with disabilities, similar to the protection given to women, minorities, and others since the Civil Rights Act of 1964 was enacted. Protected are an estimated 43 million Americans with disabilities that substantially limit major life activities, such as working, walking, talking, seeing, hearing, and caring for oneself. People who have a record of such impairment and those regarded as having impairment are also protected. This policy is intended to satisfy the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, both of which require the District to have a procedure for resolution of disabilities harassment or discrimination complaints.



**PURPOSE**

This policy is intended to ensure that no person shall be unlawfully subjected to discrimination or harassment, on the basis of disability, under any San Jose/Evergreen Community College District program or activity. The District strongly condemns such discrimination and/or harassment. Anyone found guilty of engaging in such conduct will be subject to discipline.

**GENERAL PROVISIONS**

**Coverage.** This policy applies to complaints arising from alleged unlawful discrimination or harassment. Any student, employee, or individual associated with a College in the District who believes that he/she is a victim of discrimination or harassment may file a complaint with the College's Americans with Disabilities Act Coordinator.

**Responsible Officer.** The Americans with Disabilities Act Coordinator is the designated individual to receive and process complaints under this policy. Each College has a designated Americans with Disabilities Act Coordinator for complaints that arise as a result of alleged unlawful discrimination or harassment at the campus level. In addition, there is a District Americans with Disabilities Act Coordinator who is responsible for complaints that arise at the District level. At Evergreen Valley College, contact the Dean of Counseling and Matriculation.

**Confidentiality.** To the extent possible, the details concerning a complaint shall be kept confidential. Only where necessary to investigate a complaint shall the name of the complaining party or any details of the complaint be revealed to parties with a need to know.

**Non-retaliation.** The District forbids retaliation against anyone who reports discrimination under this policy or who participates in the investigation of such report. Retaliatory acts may be regarded as the basis for disciplinary action.

## ***DISABILITIES HARASSMENT OR DISCRIMINATION STUDENT COMPLAINT PROCEDURE***

**Basis for Complaint:** An Evergreen Valley College student with a disability who alleges that he has been denied a reasonable accommodation, or has been unlawfully discriminated against, or harassed, under the terms of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, may use this procedure to request that the College investigate and remedy the situation where warranted.

**Filing a Complaint:** A student who believes that, because of a disability or association with a person with a disability, he has been unlawfully harassed or discriminated against by an act of the college or by any employee of the college, shall obtain a complaint form from the ADA Coordinator, who may assist the student with completing the form.

The completed form must be filed with the ADA Coordinator, who will (1) give the student a copy of the SJ/ECCD Disabilities Harassment or Disabilities Discrimination Policy and a copy of the Disabilities Harassment or Discrimination Student Complaint

Procedure, (2) explain the complaint procedure and non-retaliation provision, and (3) provide information on how to contact the Office for Civil Rights (OCR).

If the complaint has deficiencies, the ADA Coordinator shall notify the student of the specific deficiencies of the complaint. If the complaint is without deficiencies, the ADA Coordinator shall initiate the informal procedure.

At any time, the student may also file a complaint with the Office for Civil Rights:

Office for Civil Rights  
United States Department of Education  
50 United Nations Plaza Room 239  
San Francisco, CA 94102  
Phone: (415) 437-7700  
TTY: (415) 437-7786

For such a complaint to be processed, the student must file the complaint with the OCR within 180 calendar days of the alleged unlawful disability discrimination or harassment, or within 180 calendar days of the student learning of the disability discrimination or harassment. (There may be a rare instance when OCR could extend the time frame.)

**Informal Procedure:** The ADA Coordinator shall first attempt to resolve the complaint by discussing it with the individuals involved. If the ADA Coordinator deems it appropriate, the student may be kept anonymous during the informal procedure. To the extent possible, the ADA Coordinator shall preserve confidentiality. The ADA Coordinator shall complete the informal procedure within 10 working days of receiving the completed complaint form.

When appropriate, the college's Disabled Students Program and Services staff shall work with the student to ensure that the student's learning process continues while the complaint is being processed.

**Formal Procedure:** If the complaint is not resolved through informal discussion, the ADA Coordinator shall initiate an investigation and shall forward a copy of the complaint to the College President, as well as to the individual or unit against which the complaint has been made, and shall advise the student in writing that there will be an investigation of the complaint. This investigation shall be completed within 10 working days of initiating the investigation. The ADA Coordinator shall forward a resolution in writing to the involved parties. In the event that the complaint is resolved to the satisfaction of all parties, the ADA Coordinator shall send a memorandum stating the resolution of the complaint to the involved parties, the College President, and the College Affirmative Action Officer.

**Appeal Procedure:** If the student is dissatisfied with the ADA Coordinator's decision, the student may, within 10 working days of receipt of the decision, appeal to the College President, who shall seek to resolve the complaint.

Within 10 working days of receipt of the appeal, the College President shall send a memorandum stating his/her decision to the involved parties and the ADA Coordinator.

**Non-Retaliation:** Retaliatory action of any kind by a college employee against a student or an employee as a result of the person seeking redress, cooperating, or participating in an investigation under the Disabilities Harassment or Disabilities Discrimination Policy is prohibited and may be regarded as the basis for disciplinary action.



**Failure to Implement an Approved Accommodation:** If a college employee fails to implement a college-approved accommodation for a student, the Disabled Students Program and Services Counselor shall inform the ADA Coordinator and the College President, in writing, of the situation. Within 10 working days of receiving the information, the College President shall direct the college employee in writing, to provide the approved accommodation.

## **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT SAFETY AND SECURITY**

---

The San Jose/Evergreen Community College District maintains a campus police department staffed with highly trained officers to protect the safety and security of students, staff, their property, and the property of the District. Department police officers, committed to standards of professional excellence, are required to meet the selection and training requirements of the California Penal Code. 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, 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 one of the numbers listed below:

Evergreen Valley College Police Office  
Central Utilities Building  
(408) 270-6468

San José City College Police Office  
(Room 207)  
(408) 288-3735

Five yellow call boxes are available at various locations at each college 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.

#### **San José City College**

Monday through Friday 7 a.m. – 3 p.m.  
(Closed Saturdays, Sundays, and Holidays)

**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 Jose 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 Web site of the San Jose/Evergreen Valley Community College District ([www.sjcccd.org](http://www.sjcccd.org)). 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.





# CHAPTER 9 — COLLEGE PERSONNEL

## FACULTY AND ADMINISTRATORS

**Akinsete, Adrienne** (2000)—Dean of Instructional Technology and Learning Resources; B.S., M.S., San Jose State University

**Alvarez-Hickman, Flor** (1999)—Spanish; B.A., M.A., San Jose State University

**Ames, David** (1996)—Automotive Technology; A.A., De Anza College; B.S., San Jose State University

**Apen, Lynette** (2003)—Nursing Education; B.S., Medical College of Georgia; M.S., University of California, San Francisco

**Atherton, Victoria** (1990)—Director of the Library; B.A., Eckerd College; M.L.S., University of Kentucky

**Aytch, Keith** (1993)—English/AFFIRM Program; B.A., M.A., California State University, Sacramento

**Baiardo, Richard P.** (1975)—Counselor/Psychology; B.A., M.S., San Jose State University

**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 Jose State University

**Barhouni, Phuong** (2000)—English/ESL; B.A., English, M.S. TESOL; San Francisco State University

**Batalha, Celso** (2003)—Physics/Astronomy; B.S., 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

**Bianchino, Gail** (2001)—Transfer Center Director; B.A., M.S. Psychology/Counseling; California Lutheran University; Ed.D., Organizational Behavior, University of LaVerne

**Blades, Stephen** (1976)—English/English as a Second Language/Psychology; B.S., M.Ed., Oregon State University

**Bolaris, Valerie** (2001)—Reading; B.S., Gannon University-Villa Maria College; M.A., San Jose State University

**Bouchard, Barbara** (1972)—Art; B.A., Central Washington State College; M.A., Central Washington University; 90 hours beyond M.A. (Monterey Peninsula College, West Valley, University of Washington, and San Jose State University)

**Brashares, Wendy** (1981)—CIS/Basic Skills, Individualized Instruction; B.S., M.S., Purdue University

**Bristow, Carol** (1974)—Librarian; B.A., University of California, Santa Barbara; M.L.S., University of California, Los Angeles

**Burnham, Cynthia** (1991)—Math Instructor/Enlace; B.S., University of State of New York; M.A., University of California, Berkeley

**Carbajal, Linda** (1976)—Dean of Business and Applied Technology; B.A., M.A., San Jose State University

**Carey, Mark** (1983)—Automotive Technology; A.A., San José City College; B.A., San Jose 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 Jose 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

**Chang, Shirley** (1985)—Nursing Education; B.S., Loma Linda University; M.S., University of California, Los Angeles; Ph.D., University of California, San Francisco

**Chase, Joy** (1992)—Librarian; B.A., University of Madras, India; M.A., University of Wisconsin

**Chu, Hang** (2001)—Counselor; B.A., M.A., San Jose State University

**Clark, Bonnie** (1981)—Learning Disabilities Specialist; B.A., California State University, Long Beach; M.A., Santa Clara University

**Clark, Leticia** (2001)—English as a Second Language; B.A., University of California, Berkeley; M.A., San Jose 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, Rachel** (2000)—English as a Second Language; B.A., Santa Clara University; M.A., San Jose State University

**Cook, Richard** (1973)—Administration of Justice; B.S., M.A., Washington State University

**Corcoran, Marcia** (1996)—Teaching and Learning Coordinator/Reading and English; B.A., University of California, Santa Barbara; M.A., Stanford University; Ph.D., University of California, Berkeley

**Crummer, Larry D.** (1981)—Music; B.M., Morningside College, Sioux City, Iowa; M.M., D.M., Indiana University

**De La Rosa, Deborah** (1993)—Reading; B.A., M.A., San Jose State University

**Denham, Debra** (1992)—Nursing Education; B.S., University of California, San Francisco; M.S., Ph.D., University of California, San Francisco

**DeWolfe, Sandra** (2002)—Nursing Education; B.S., Wright State University; M.A. Wright State University

**Duke, Minerva** (1989)—Physical Education; A.S., Imperial Valley College; B.S., California State Polytechnic; M.S., California State University, Hayward

**Espinoza, Frank** (1999)—Counseling/Enlace; B.A., M.A., San Jose State University; Ed.D., University of San Francisco

**Espinoza, Janina** (1997)—Work Experience; B.A., M.A., San Jose State University



- Estrada, Henry** (1982)—Computer Information Technology; B.A., University of California, Los Angeles; M.A., University of California, Berkeley
- Ferris, Cheryl** (2001)—Director of Health Services; B.S.N, Point Loma College; Health Services Credential, Fresno State University
- Fielser, Margaret** (1995)—Reading; B.A., Marygrove College; M.S., California State University, Hayward
- Fong, Paul** (1997)—Social Science; B.A., San Jose State University; M.A., University of San Francisco; M.P.A., San Jose State University
- Fromm, Loren F.** (1979)—CADD/Engineering; A.A., El Camino College; B.A., M.A., California State University, Long Beach
- Gee, Henry** (1990)—Business/Computers and Information Technology; B.S., Purdue University; M.B.A., Pepperdine University; J.D., Santa Clara University
- Gipson, Harvey** (1979)—Counseling/EOP&S; A.A., San José City College, B.A., M.A., San Jose State University
- Gonzales III, Alfred** (2000)—Environmental Science; A.A., Evergreen Valley College; B.A., University of California, Santa Cruz; M.S., Yale University
- Gonzales, Linda** (1985)—Counseling; B.A., M.A., San Jose State University
- Gonzales, Mark** (1998)—Art and Design, Business Information Systems; A.A., San Jose City College, B.S., San Jose State University, M.F.A., University of California, Los Angeles
- 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/Honors; B.A., M.A., San Jose State University
- Gutierrez, Josie** (1989)—Counseling; A.A., San José City College; B.A., M.S., San Jose State University
- Hain, Liana** (1994)—Nursing Education; B.S., San Jose State University; M.S., University of California, San Francisco
- Han, Helen** (1992)—English as a Second Language; B.A., M.A., New York University
- Hardin, Martha** (1999)—Counseling; M.A., San Jose State University
- Hays, Lisa** (1999)—Biological Science; B.A., M.A., Ph.D., University of California, Davis
- Helmer, Dianne C.** (2001)—Dean of Nursing and Allied Health; B.S., M.S., Nursing, University of Utah; M.P.H., Ph.D., University of California, Berkeley
- Ho, Chungwu** (2001)—Mathematics/Physics; B.S., Math, University of Washington; B.S., Physics, University of Washington; M.A., University of Washington; Ph.D., Massachusetts Institute of Technology
- Hwang, Chui** (1980)—Chemistry; A.A., Warren Wilson College, B.A., University of California, Berkeley; Ph.D., Ohio State University
- Jardin, Kenneth** (1989)—English as a Second Language; B.A., California State University, Hayward; M.A., San Jose State University
- Kachuck, Iris** (1987)—Mathematics; B.A., M.A., University of California, Santa Cruz; Ph.D., University of California, Berkeley
- Kahn, Charlie** (2000)—EOP&S Counselor/Coordinator; B.A., San Francisco State University; M.A., San Jose State University
- Karlsten, Rita** (1990)—Dean of Language Arts; B.A., Arizona State University; M.A., M.Ed., Santa Clara University
- Knight, Robert** (2001)—Mathematics; B.A., M.S., Adelphi University, Garden City, NY; D.P.M., California College of Podiatric Medicine
- Ky, Teck** (1998)—Mathematics; B.A., San Jose State University; M.S., California State University Hayward
- Lakatos, William T.** (1985)—Chemistry; B.A., Earlham College; M.S., University of California, Riverside
- Le, Hue** (1993)—Counseling; B.A., California State University, San Francisco; M.A., California State University, San Jose
- Lichtbach, Harry** (1999)—Computers and Information Technology; B.S., M.S., University of California, Santa Barbara
- Lopez, Rozanne** (1981)—Nursing Education; B.S., University of San Francisco; M.S., San Jose State University
- Lombard, Bob** (2000)—Mathematics; B.S. University of California, Davis; M.S., California State University, Northridge
- Longacre, Richard** (2001)—ESL; B.A., University of California, San Diego; M.A., School for International Training
- Lujan, Lori** (1996)—Interdisciplinary Studies/A.S. Advisor; B.A., California State University, Hayward; M.A., San Jose State University
- Matusow, Steven** (1998)—Mathematics; B.A., University of California Berkeley; Secondary Teaching Credential, California State University, Hayward; MSTM, Santa Clara University
- Mena, Andrea** (2001)—Counselor/Instructional Technology; B.A., University of San Francisco; M.A., San Jose State University
- Mentor, Steven** (1996)—English; B.A., University of Pennsylvania; M.A., San Francisco State University
- Mesa, Felicia** (2003)—Nursing Education; B.S., San Jose State University; M.S., University of California, San Francisco
- Moberg, Kathleen** (2002)—Director of Admissions and Records; B.A., M.A., San Jose State University
- 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., M.A., San Jose State University
- Nguyen, Gam** (1999)—Counseling; LIC University of Saigon; M.A., San Jose State University
- Nichols, Ralph** (1993)—Journalism; B.A., University of Nevada, Reno; M.A., California State University, Northridge
- Ocampo, Arturo E.** (1999)—Diversity Director; B.S., California State University, Fresno; J.D., University of California, Berkeley
- Ortiz, Clyde** (1999)—Work Experience/WIN; B.A., M.A., New Mexico Highlands University
- Ortiz-Kristich, Elaine** (2001)—Counselor/General; A.A., Evergreen Valley College; B.A., M.A., San Jose State University



- Owren, Betty Ann** (1993)—Music; B.A., M.A., San Jose State University; D.M.A., University of Colorado, Boulder
- Payne, John** (1972)—Physical Education; B.A., San Jose State University; M.A., Stanford University
- Pentilescu, Max** (2001)—Theatre Arts; B.A., University of Southern Maine; M.A., Northwestern University
- Perkins, Patricia** (2001)—Counseling/AFFIRM; B.A., San Jose State University; M.A., Santa Clara University
- Petersen, Kimberly** (1998)—Executive Director of WIN; B.A., Chico State University; M.A., San Jose State University
- Pratt, Randy** (1993)—Physical Education; B.A., University of California, Berkeley; M.A., San Jose State University
- Radabaugh-Rich, Sandra E.** (1981)—English; B.A., San Jose State University; M.A., San Francisco State University
- Rahim, Nasreen** (1988)—Instructional Technology; B.A., English, Chittagong University, Bangladesh; M.A., Linguistics/TESOL, San Jose State University
- Regua, Richard** (1970)—English/ENLACE Program; B.A., M.A., San Jose State University
- Risso, Michael** (1990)—Economics/Business; B.S., University of California, Berkeley; J.D., M.S., University of California, Berkeley
- Rowe-Tinsley, Karen** (1992)—Communication Studies; B.A., Georgetown University; M.A., San Francisco State University
- Roy, Linda J.** (1975)—Accounting/Business; B.A., M.S., San Jose State University; M.B.A., Santa Clara University
- Rucker, Sylvia** (1990)—French/English as a Second Language Coordinator; B.A., Swarthmore College; M.A.T., Wesleyan University; M.A., Rutgers University
- Santos, Soledad** (2001)—Business Information Systems; B.A., University of Guam; M.A., University of Northern Colorado
- Shakarchi, Joseph** (2002)—Reading; B.A., Brooklyn College; M.A., City College of New York
- Shaner, Christina** (2001)—Computer Information Technology; B.A., University of California, Santa Cruz; M.B.A., Santa Clara University
- Silver, William F.** (1979)—English; B.A., State University of New York, Buffalo; M.A., Stanford University; M. Phil., University of Sussex, England
- Snapp, Marilyn** (1990)—Business Information Systems; B.A., San Francisco State University; M.B.A., San Jose State University
- Soellner, Walter R.** (1977)—Art; B.S., Western Michigan University; M.F.A., Cranbrook Academy of Art, Michigan; M.A., Western Michigan University
- Sola, Marc** (1987)—Counseling; A.A., Pasadena City College; B.A., University of California, Los Angeles; M.S., San Francisco State University
- Starratt, Michael** (1990)—Mathematics; B.A., M.S., San Jose State University
- Stauble, Elisabeth** (1990)—Biological Science; B.A., M.A., San Jose State University
- Stewart, Beverly** (1996)—Outreach Counselor; A.A. West Valley College; B.S., San Jose State University; M.A., San Jose State University
- Strickland, Lana** (1992)—English/ESL; B.A., Duksung College, Korea; M.A., San Jose State University
- Stroth, Jan E.** (1969)—Physics/Chemistry; B.S., University of San Francisco; M.S., University of Washington, Seattle
- Stryker, Joel** (2003)—Biological Science; B.S., Cornell University, Ithaca, NY; M.A. in Molecular and Cell Biology, University of California, Berkeley
- Tabrizi, Abdie H.** (1991)—Engineering; B.S., University of Tulsa; M.S., Oklahoma State University; Ph.D., University of Tennessee
- Talbot, Susan** (1980)—Dean of Science and Mathematics; B.A., Wellesley College; M.A., Stanford University
- Tarquino, Kenneth** (2001)—Computer Information Technology; B.A., M.S., San Jose State University
- Toyoshima, Janice** (2001)—Biological Science; B.S., University of California, Davis; M.S., California Polytechnic State University; D.A., Idaho State University
- Tran, Tri** (1981)—Social Science; B.A., University of Saigon, Vietnam; M.Ed., Ph.D., Ohio University
- Valentín, José** (2001)—Chemistry; B.S., University of Puerto Rico, Rio Piedras, PR; M.S., Illinois State University, Normal, IL; Ph.D., Southern Illinois University, Carbondale, IL
- Villarreal, Arturo** (1989)—Ethnic Studies and Social Science; B.A. in Behavioral Science with a double major in Cultural Anthropology, San Jose State University, M.A. in Social Science, San Jose State University
- Vu, Duy-Phach** (2003)—Physics; M.S., University of Saigon, Viet-Nam; Diplome d'Etudes Approfondies, Docteur de 3e Cycle, and Docteur d'Etat, University Louis Pasteur, Strasbourg, France
- Wagner, Rick** (1997)—Counselor Disabled Students Program; A.B., University of Missouri-Columbia; M.A., Santa Clara University
- Wambach, Nancy** (1991)—English; B.A., University of California, Santa Barbara; M.A., San Jose State University
- Wang, Jan** (2003)—Nursing Education; B.S., Arkansas State University; M.S., University of California, San Francisco
- Warner, Sterling** (1990)—English; B.A., M.A., San Jose State University
- Wells, Kelley** (1996)—Philosophy/Learning Communities Coordinator; A.B., Drury College; M.D., Starr King School for Ministry; M.A., St. Louis University; Ph.D., St. Louis University
- Whitlow, H. Clay** (1998)—President; B.S., Wayne State University; J.D., Cornell University
- Wilson, Scott** (2001)—English; B.A., M.A., San Jose State University
- Wolff, Leonard** (1981)—Mathematics; B.A., University of California, Los Angeles; M.A., University of Illinois
- Yu, Zhanjing** (1996)—Engineering; B.S., Shandong Mining Institute, China; M.S., Ph.D., Virginia Polytech Institute & State University; M.S., University of Utah
- Zeisler, Nancy** (1993)—Physical Education; A.A. San Joaquin Delta Community College; B.A., M.A., University of Pacific
- Zimmerman, Seth** (1985)—Mathematics; B.A., Dartmouth College; M.A., Princeton



## EMERITI FACULTY AND ADMINISTRATORS

- Abshier, Barbara** (1961-1997)—Nursing Education; B.S., University of Michigan; M.S., University of Pennsylvania
- Alexander, Judith Ann** (1970)—Health Education; A.A., Foothill College; B.A., M.A., San Jose State University
- Alves, Jack Eugene** (1965)—Biological Science; B.A., University of California, Davis; M.A., San Jose State University
- Asazawa, Mary** (1968-1984)—Nursing Education; Diploma, St. Mark's Hospital, Salt Lake City, Utah; B.S., Western Reserve University; M.S., University of California
- Awtrey, Ramon L.** (1970-1987)—English; A.B., University of Oklahoma; M.A., Western State College
- Benner, Patricia** (1980-1994)—Reading; B.A., San Francisco State University; M.A., San Jose State University
- Butler, Margaret N.** (1965-1987)—Assistant Provost; Student Services; A.B., M.A., University of Denver; Ed.D., Brigham Young University; Colorado University; The George Washington University; San Jose State University; Santa Clara University
- Canterbury, James** (1955-1990)—English; B.A., University of Redlands; M.A., University of Denver
- Christian, J. Richard** (1955-1979)—English/French; B.A., M.A., Harvard University; San Francisco State College
- Christman-Phelps, Mary Ann** (1981-2004)—Disabled Students Program/Speech Pathology; B.S., University of North Dakota; M.S.P.A., University of Washington
- Cooksley, William** (1977-1995)—Coordinator/Counselor, Disabled Students Program/ESL; B.A., M.Ed., Oregon State University; M.F.A., University of Oregon
- Cortez, Eustaquio** (1958-1989)—Automotive Technology; Fresno State College; University of California
- Cortez, Robert** (1991)—Mathematics; B.A., California State University; M.E., Texas A&M University
- Davenport, Evonne** (1959-1994)—Dean: Arts/Design/Humanities/Physical Education; B.S., Brigham Young University; M.A., San Jose State University
- DeCecco, Doris** (1975-1997)—Director/Nurse: Student Health Services; R.N., Ellis Hospital, Schenectady, New York; B.S., Nursing, Russell Sage College; M.A., National University
- Dougherty, Patrick** (1966-1993)—Physical Education; A.B., M.A., Stanford University
- Ferner, Edward** (1973-1995)—Dean: Applied Arts and Sciences; A.S., New York State University; B.V.E., M.A., San Jose State University
- Firetag, Roberta** (1961-1991)—Dean: Community Education; B.A., B.V.E., San Jose State University; M.A., San Francisco State University
- Fischer, Ronald J.** (1970-2001)—Engineering/Mathematics; B.S., M.S., Newark College of Engineering; M.A., University of Alabama
- Ford, Herbert B.** (1961-1991)—Engineering; B.S., University of New Mexico; M.S., Carnegie Institute of Technology
- Foster, Dyrell** (2000-2004)—Director of Student Life; B.A., University of California, Davis; M.A., California State University, Long Beach
- Greenberg, Florence Bonzer** (1962-1988)—English; A.B., Hunter College of the City of New York; M.Ed., University of Miami; University of California; Stanford University
- Grimm, Barbara A.** (1969-1995)—Family Consumer Studies/Fashion Studies; A.B., M.A., San Jose State University
- Gutierrez, Guadalupe** (1974-1998)—Counseling; B.A., San Jose State University; M.S.W., University of California, Berkeley
- Harrison, Sara** (1979-2003)—Psychology; B.S., University of Iowa; M.S., University of California, San Francisco; M.A., Santa Clara University
- Hassur, John G.** (1959-1990)—Biological Science; A.B., M.A., San Jose State University; Stanford University
- Hendrickson, Roy G.** (1958-1980)—Mathematics; B.S., United States Military Academy; M.A., Stanford University
- Higashi, Rose Anna** (1970-2004)—English; B.A., M.A., San Jose State University
- Hoblit, Harold F.** (1970-1980)—Administration of Justice; A.B., University of California, Berkeley; U.S. Department of Justice, Federal Bureau of Investigation
- Hubis, Kyra** (1981-2001)—Nursing Education; B.S., M.S., San Jose State University
- Hultquist, L. Lorraine LeHew** (1968-1995)—Director: Nursing Education; Diploma, Johns Hopkins Hospital, School of Nursing; A.A., Foothill College; B.S., M.S., University of California, San Francisco; Ed.D., University of Southern California, Los Angeles
- Hyde, Margaret** (1980-1995)—Reading/English; B.A., University of Arizona; M.A., San Diego State University; M.Ed., University of Arizona; Ed.D., University of California, Berkeley
- Ibrahim, Sami A.** (1969-2001)—Chemistry; B.S., University of Ein-Shams, Egypt; M.S., University of Alberta, Canada; M.S., San Jose State University
- Jacobs, William** (1969-2004)—English; B.A., M.A., University of Washington
- Johnson, Tanya** (1980-1997)—Communication Studies; B.A., San Jose State University; M.A., San Jose State University; Ed.D., Nova University
- Johnston, Robert M.** (1962-1984)—Business Education; A.B., M.A., San Francisco State College; University of Minnesota; California State Colleges at San Jose and Fullerton
- Kawazoe, Bobbie Gwinn** (1973-2003)—Dean of Counseling; B.A., M.A., San Jose State University
- Kress, Robert R.** (1960-1986)—Drafting; A.B., San Jose State University; M.A., Sacramento State College
- Little, Norrine** (1968-2001)—Nursing Education; B.S., University of Michigan; M.S., University of California, San Francisco
- Losada, Hilda** (1967-1998)—Spanish; B.A., San Francisco State University; M.A., Stanford University; Monterey Institute of International Studies
- Lucero, Roy** (1987-2000)—Counseling; A.A., Mt. San Antonio; B.A., California State Polytechnic; M.S., California State University, Los Angeles
- Maestas-Flores, Margarita** (1981)—Business Information Systems; B.S., M.A., San Jose State University; M.A., University of San Francisco



- Marr, Kenneth** (1974-1988)—Provost; B.A., University of Southern California; M.S., University of Southern California; Ed.D., Stanford University
- McFarlin, Andrew** (1959-1994)—Engineering/Mechanical Technologies; A.B., University of California, Santa Barbara; M.A., Los Angeles State College; Certified Manufacturing Engineer
- McMilin, Natalie** (1968-2001)—Physics; B.A., M.A.T., Reed College; M.S., San Francisco State College
- Mogler, Edward J.** (1959-1985)—English; B.S., University of San Francisco; M.A., San Francisco State College; University of California; University of Mexico
- Moore, Joan E.** (1967-1995)—History/Political Science; A.B., University of California; M.A., Stanford University; Diploma de Estudios Hispánicos, University of Madrid, Spain
- Morris, Lawrence E.** (1952-1993)—Biological Science; A.B., M.A., San Jose State University
- Nakashoji, Frances** (1980-1996)—Dean of Mathematics/ Science; B.A., San Jose State University; M.A., United States International University; Ed.D., Nova University
- Nance, Thatcher P.** (1975-1995)—Dean of Counseling; B.A., San Francisco State College; M.S., California State University, San Francisco
- Nielsen, James L.** (1965-1995)—Psychology; B.A., M.A., California State University, Sacramento
- Niemann, Marie** (1969-1993)—Nursing Education; Diploma, Samuel Merritt Hospital, School of Nursing, Oakland; B.S., University of California, Berkeley; M.A., University of Washington
- Nesbit, Donald D.** (1961-1986)—Business Education; J.D., University of Southern California; M.S., San Francisco State College
- Pandosh, Eleanor** (1976-1995)—Nursing Education; Diploma in Nursing, Philadelphia General Hospital; B.S., San Jose State University; M.S., University of California
- Papkoff, Leon C.** (1954-1993)—Biological Science; B.A., M.A., San Jose State University
- Payton, George T.** (1961-1988)—Administration of Justice; A.B., M.A., San Jose State University; Ed.D., University of Southern California; Seattle University; Sergeant Detective, San Jose Police Department
- Pellino, Ruth** (1968-1983)—Nursing Education; Diploma, Good Samaritan Hospital, Cincinnati, Ohio; B.S., College of Mt. St. Joseph, Ohio; M.S.N.S., University of California, San Francisco Medical Center
- Phillips, Evangelos P.** (1965-1992)—Journalism; B.A., M.A., San Jose State University
- Poehlmann, Ruth** (1977-1995)—Librarian; B.A., San Francisco State University; M.L.S., University of California, Berkeley; M.A., St. Patrick's Seminary, Menlo Park; Ed.D., Nova University
- Pope, Jack** (1981-1995)—Electronics; B.S., San Jose State University
- Pratte, Alice** (1994-1998)—Nursing Education; B.S., University of Pennsylvania; M.S. Catholic University of America
- Preisig, Paul** (1968-1995)—History/Business Center Coordinator/Roble/Cedro Center; A.B., Oberlin College; M.A.T., Vanderbilt University; Ed.D., Stanford University; San Jose State University
- Redding, Dell** (1970-2001)—Biological Science; B.A., Fresno State College; M.A., San Jose State University
- Rees, Janet S.** (1967-1986)—Health Science; B.S., University of Arizona; M.A., Long Beach State College; Ph.D., University of Utah
- Renner, Vernon E.** (1981-1995)—Administration of Justice; B.A., M.S., San Jose State University
- Riordan, Joan** (1990)—English; B.A., University of San Francisco; M.A., Holy Names College
- Robinson, Walter** (1960-1995)—Communication Studies; A.B., M.A., San Jose State University
- Rye, Jerry** (1980-2003)—CADD; A.A., San Jose State College; B.V.E., M.A., San Jose State University; M.B.A., University of Phoenix
- Salazar-Robbins, Patricia A.** (1977-2004)—Dean of Special Programs; A.A., San José City College; B.A., San Jose State University; M.L.S., San Jose State University
- See, Sarah G.** (1977-1987)—Individualized Instruction; B.A., Smith College; M.Ed., University of Virginia; San Jose University
- Sloan, Shirley A.** (1975-2001)—Reading; B.A., Chico State University; M.A., San Jose State University
- Smith, Art** (1979-1989)—Economics/Business; B.A., M.A., San Jose State University
- Smith, Patricia A.** (1975-1986)—Psychology; B.S., M.S., University of Wisconsin; Ph.D., University of Oregon; Post Doctoral Fellow, Stanford University
- Smith, Thelma** (1959-1984)—Business Education; B.A., M.A., San Jose State University; Santa Clara University
- Stein, Mary** (1966-1992)—English; A.B., University of Michigan; M.A., San Jose State University
- Steil, Clarine** (1961-1976)—Nursing Education; St. Louis University; M.A. Education, Western Reserve University
- Stoia, Eugene** (1965-1980)—Music; Diploma, National Conservatory of Music, Romania; Licentiatu Theologiae, School of Divinity; University of King Carol II, Romania
- Strelitz, Gerald H.** (1968-1990)—President; B.S., M.S., Temple University; Ed.D., University of Southern California
- Stroud, Fred H.** (1971-1997)—Counseling; B.S., Tuskegee Institute; M.A., San Francisco State College
- Sutherland, Jean** (1959-1992)—Mathematics; B.A., M.A., San Jose State University
- Thomas, Ariss** (1981-1995)—Family & Consumer Studies; B.S., University of Cincinnati; M.A., San Jose State University
- Turner, Charles** (1976-1989)—Automotive Technology; Certificate of Achievement, Wolvreen School of Trades; University of California, Berkeley
- Vanacore, Evangela** (1981-1995)—Vice-President: Student Services; B.A., Manhattan College; M.A., Fordham University; Ph.D., Yale University
- Vidal, Jose** (1969-1992)—Psychology; B.A., San Francisco State; M.S., California State University, Hayward; Ph.D., University of Southern California
- Walton, M. O.** (1970-1983)—Director: Financial Aid & Placement Services; B.A., University of Colorado; B.F.T., Thunderbird Graduate School of International Management
- Washington, Leonard** (1969-1997)—Ethnic Studies/ English/ Project AFFIRM; B.A., Texas Southern University; M.A., Santa Clara University



**Watson, Odber B.** (1970-1985)—Librarian; B.A., M.A., University of Nebraska; M.A., San Jose State University

**Webb, Earl** (1975-1989)—Cooperative Work Experience/High School Liaison; B.A., University of California, Santa Barbara; B.A., Woodbury University; M.A., San Jose State University

**Westbrook, LaZelle** (1964)—Nursing Education; B.S., University of California, Berkeley; M.A., Teachers' College, Columbia University

**Wheelehan, James** (1952-1988)—Physical Education; B.A., M.A., San Jose State University

**Wheeler, Barclay M.** (1968-1988)—English Center Coordinator/Acacia/Center 2; B.S., Purdue University; M.A., University of Oklahoma; University of Nevada; San Jose State University

**Whiteson, Valerie** (1989-1997)—English as a Second Language; B.A., Bar Ilan University, Israel; M.A., University of Essex, United Kingdom; Ph.D., Indiana University

**Williams, Anne** (1972-2000)—Biological Science; B.A., M.A., Stanford University

**Wolfe, Dale** (1961-1980)—Physical Science; B.A., Hiram College; M.S., University of Colorado; Cleveland State College; Indiana University; Brigham Young University

**Zarcone, Ronald** (1970)—History; B.A., San Jose State University; M.A., Stanford University

**Zeppa, Anthony J.** (1957-1989)—Electronics; B.A., M.A., San Jose State University

**Zufall, Gloria** (1969-1992)—Physical Education; B.A., M.S., Arizona State University

**Brandon, Lottie** (2001)—Admissions and Records Program Assistant

**Bruno, Patricia** (2001)—Senior Division Administrative Assistant; A.A., Evergreen Valley College

**Cadile, Dale** (1998)—Campus Store Operations Coordinator

**Calhoun, Mona** (2000)—Senior Division Administrative Assistant

**Canales, Jessica** (2002)—Counseling Staff Assistant II

**Chamberlin, Dianne** (1999)—Senior Library Technician

**Chand, Vikash** (2001)—Accountant, WIN

**Cossey, Esther** (1992)—Child Development Specialist I

**Crabtree, Kimberly** (2000)—Admissions and Records Assistant

**De La Cruz, Teresa** (2001) Counseling Staff Assistant II

**De La Cerda, Rita** (1990)—Senior Division Administrative Assistant

**Dominguez, Yvonne** (2002)—Instructional Assistant

**Echeverria, Armando** (1999)—Instructional Assistant

**Fray, Karen** (1984)—Secretary II; A.A., San José City College

**Griffin, Franchesca** (Julie) (1988)—Admissions & Records Technician

**Gulkin, Lynn** (1975)—Outreach/Recruitment Specialist

**Hoffman, Marilyn** (1997)—Staff Assistant III

**Holguin, Maria** (1980)—Senior Library Technician; A.A., Foothill College

**Huber, Patricia** (1976)—Network Technician

**Huynh, Vivian P.** (1999)—Child Development Aide

**Johari, Kamala** (1995)—Instructional Assistant

**Jose, Joceline** (1995)—Instructional Assistant

**Kirkham, Marlana** (1992)—Instructional Technician

**Knecht, Denise** (1978)—Instructional Assistant; A.A., San José City College

**Kost, Catherine** (1995)—Senior Division Administrative Assistant; B.S., San Jose Christian College

**Kurtz, James** (2001)—Microbiology Lab Technician III

**Lakandula, Benito** (2001)—Staff Assistant, WIN Program; B.S., Polytechnic University, Philippines

**Lam, Cam** (2002)—Account Clerk

**Lam, Tiffani** (1990)—Admissions and Records Coordinator I; B.A., California State University, Long Beach

**Lamantia, Marie** (1990)—Health Services Staff Assistant IV; A.A., Evergreen Valley College

**Lau, Frances** (1993)—Instructional Assistant

**Le, Tanya** (1990)—Financial Aid Specialist III

**Lease, Lois** (1977)—Curriculum Specialist; B.S., San Jose State University

**Lynch, Beverly** (1993)—Senior Division Administrative Assistant

**Marino, Joane** (1984)—Senior Accounts Clerk

**Marks, Sawanii** (1996)—Mathematics Instructional Assistant

**Marsh, Christina** (2000)—Matriculation Staff Assistant III

**Martinez, Erlinda** (1996)—Schedules and Catalog Technician; A.A., Evergreen Valley College

## CLASSIFIED STAFF

**Agrawal, Mukata** (2001)—Instructional Assistant

**Aguirre, Josephine** (2000)—Financial Aid Specialist II

**Alforja, Melissa** (2001)—Student Retention Assistant; B.A., San Jose State University

**Alvarez, Stacy** (1999)—Staff Assistant IV

**Aparicio, Veronica** (1991)—Evaluations Specialist; A.A., Evergreen Valley College

**Arimura, Joyce** (1975)—Chemistry Instructional Laboratory Technician IV

**Armstead, Loretta** (1993)—Financial Aid Specialist II/ FWF Coordinator

**Arnaz-Campos, Ingrid** (2000)—Community Education Assistant, Foster Care and Independent Living Program; B.S. in Health Care Administration, San Jose State University

**Avalos, Maria** (1998)—Job Developer, WIN Program

**Banerjee, Alpona** (2002)—Mathematics Instructional Assistant

**Barraza, Joe** (2001)—Media Services; A.A./A.S., San José City College

**Beever, Janice** (1988)—Lead Instructional Support Assistant, DSP; B.A., San Jose State University; A.A., Evergreen Valley College

**Bibat, Angelica** (1997)—Admissions and Records Technician

**Blumenkrantz, Robert** (1996)—Biological Science Instructional Laboratory Technician IV

**Bouzek, George** (1992)—Network Technician



- Martinez, Matthew** (2001)—Computer Network Technician
- Medina, Denise** (1997)—Laboratory Clerk; A.S., Evergreen Valley College
- Mora, Robert** (1998)—Instructional Assistant; B.A., San Jose State University
- Morillo, Deborah** (1981)—EOP&S Outreach/Recruitment Specialist; B.A., University of California, Santa Cruz
- Naidu, Shashi** (2003)—Web and Distance Education Technician; M.A., Psychology, Bangalore University, Bangalore, India
- Nazarov, Vera** (1992)—Senior Division Administrative Assistant; A.A., Evergreen Valley College
- Nguyen, Luu** (1985)—Financial Aid Specialist III; A.A., Evergreen Valley College
- Nguyen, Nguyet** (1995)—Mathematics Instructional Assistant
- Nguyen, Sandy** (2002)—Account Clerk
- Nguyen, Thu** (1993)—Library Assistant; B.S., San Jose State University
- Nguyen, Tina**—Hourly Personnel Services Specialist
- Nguyen, William** (2000)—Instructional Assistant, B.A., San Jose State University
- Noriega, Marie** (2000) Staff Assistant II
- Norment, Jeffrey** (1980)—Assessment Specialist; B.A. San Jose State University; M.A. in Education, San Jose State University
- Nuristani, Fazila** (1983)—EOP&S Student Services Program Specialist; A.A., Evergreen Valley College
- Pardue, Melanie** (2002)—Instructional Assistant
- Parker, David** (1990)—Accountant
- Payton, Casey** (1987)—Child Development Specialist II
- Peper, Odila** (2000)—Development Office Program Assistant
- Pereida, Rosa** (1989)—EOP&S Outreach/Recruitment Specialist
- Perry, Carole** (2000)—Admissions and Records Assistant
- Pham, Bryan** (2000)—Mathematics Instructional Assistant; B.S., Santa Clara University
- Pinkston, Lenora** (1999)—Staff Assistant II
- Quan, Cuong** (1999)—Instructional Assistant; A.S., CIT, Evergreen Valley College
- Quezada, Margarita** (1997)—Instructional Assistant
- Ramirez, Ivanna** (1990)—Senior Division Administrative Assistant
- Ramirez, Yesenia** (2001)—Enlace Program Specialist
- Rasmussen, Jonathan** (2002)—Instructional Assistant
- Ratto, Christopher** (1999)—Library Technician
- Rivet, Robert** (1992)—Senior Account Clerk
- Romano, Paulette** (1972)—Executive Secretary; A.A., San José City College
- Rottman, Ingrid** (2001)—Program Specialist, Transfer/Career/Cooperative Education Center; A.A. in CSU Studies, Evergreen Valley College
- Rudge, Georgiana** (1994)—Physics/Chemistry Instructional Laboratory Technician III
- Ruiz-Esparza, Annette** (2000)—Financial Aid Specialist I
- Shah, Hansa** (1992)—Instructional Assistant, BIS/CIT
- Shirakawa, Brad** (1996)—Photo Journalism Instructional Assistant
- Smith, Sharon** (2001)—Counseling Staff Assistant II
- Snider, Cindy L.** (1998)—Library Technician; A.A., De Anza College; Certificate of Proficiency in Library Technician, Foothill College
- Solorzano, Esperanza** (1994)—Child Development Specialist I
- Thai, Buu** (2003)—Admissions and Records Coordinator II; B.S. Human Development, University of California, Davis; M.S., Social Work, San Jose State University
- Thompson, Ronald** (1997)—Network Technician
- Tomisaka, Janice** (1996)—Distance Education Program Specialist
- Tong, Quyen** (2000)—Instructional Assistant; A.S. in Computer Information Technology, Evergreen Valley College
- Tran, Bich-Phuong** (1997)—Nutrition Aide
- Tran, Kiet Binh Gia** (1998)—Instructional Assistant
- Tran, Phuong Thi** (1999)—Child Development Aide
- Tran, Tai** (1999)—Automotive Technician
- Uy, Sambo** (1994)—Senior Library Technician; A.A., Evergreen Valley College; B.S. in Human Resources, San Jose State University
- Valdez, Jovita** (1988)—Articulation Specialist
- Vasquez, Elizabeth** (1991)—Assistive Services Specialist
- Vu, Ann** (1994)—EOP&S Eligibility Assistant; A.A., Evergreen Valley College
- Wada, Donna** (1980)—Tutoring Program Coordinator; A.A. Evergreen Valley College
- Washington, Myron** (1991)—Adaptive Media Technology; B.S., Fresno State University
- Wong-Kauzlarich, Mary** (2001)—Research Assistant; A.A., Cypress College; B.A., CSU Long Beach; M.B.A., Chapman University; M.S., Golden Gate University
- Yabumoto, Vivian** (1996)—ASPIRE Program Specialist
- Zendejas, Maria** (1998)—Admissions and Records Assistant; A.A. Evergreen Valley College

**BOOKSTORE**

- Robinett, Margarita** (1998)—Bookstore Services Clerk
- Rudd, Marilyn** (1994)—Bookstore Services Clerk

**CAMPUS POLICE**

- Davenport, Al** (1980)—Police Dispatcher/ Office Assistant
- Engcahl, Peter** (1999)—Traffic Officer
- Flores, Antonio** (1998)—Police Officer
- Morris, Sheila** (1997)—Police Assistant



## **EMPLOYEES AT EVC WITH PRIMARY ASSIGNMENT TO DISTRICT OFFICE**

### **CUSTODIAL**

Alvarez, Graciela (1996)—Custodian I  
 Artiga, Mario (2002)—Custodian I  
 Atchazo, Wilson (2000)—Custodian II  
 Barajaz, Amparo (1986)—Custodian II  
 Carvalho, Patrick (1975)—Custodial Crew Supervisor  
 Cuellar-Hernandez, Salvador (2000)—Custodian II  
 Gutierrez, Rosa (1997)—Custodian I  
 Lara, Teodora (1999)—Custodian I  
 Ma, Yick (1993)—Custodian I  
 Monarrez, Juan (2001)—Custodian I  
 Najera, Edelberto (2001)—Custodian I  
 Quinonez, Benjamin (1997)—Custodian I  
 Rodriguez, Rogelio (1999)—Custodian I  
 Serratos-Lopez, Guillermo (1988)—Custodian II  
 Velez, Jose (1991)—Custodian I  
 Vincent, Anthony (1997)—Custodian I  
 Zepeda, Refugio (1997)—Custodian I

### **GROUNDS**

Castro, Danny (1991)—Groundskeeper II  
 Cooper, Gary (1977)—Groundskeeper/Arborist  
 Guerrero, Jack (1986)—Groundskeeper/Arborist  
 Medlock, David (2000)—Grounds/Mechanic  
 Montijo, Patrick (1989)—Groundskeeper II  
 Olmos, Maximiano (1988)—Groundskeeper II  
 Rodriguez, Sipriano (1988)—Groundskeeper II  
 Torrevillas, Rodolfo (1990)—Groundskeeper II; A.A., B.A., Araneta University.

### **MAINTENANCE**

Chiodo, Peter (1991)—Facilities Worker  
 Dixon, Willie Earl (1989)—HVAC Mechanic/Plumber  
 Juntado, Arnold (2000)—Electrician  
 Machado, John (1988)—Carpenter  
 Maldonado, Fred (1981)—Painter  
 Monarrez, Ernesto (1999)—Maintenance Worker  
 Oen, Vincent (1995)—HVAC Mechanic/Plumber  
 Olivas, Juan (1993)—Maintenance Facilities Worker

### **REPROGRAPHICS**

Castaneda, Ann (2000)—Mail Clerk  
 Partido, Arturo (2001)—Mail Clerk

### **WAREHOUSE**

Hulse, Steve (1990)—Senior Warehouse Worker  
 Juarez, Luis (1992)—Warehouse Worker

### **TELEPHONE**

Juarez, Elizabeth (1997)—Telephone Communications Operator  
 Mello, Rosalinda (1997)—Telephone Communications Operator

## **SUPERVISORY PERSONNEL**

Carvalho, Patrick (1975)—Custodial Crew Supervisor  
 Chumbley, Sally (1990)—Business Lab Supervisor Business Information Systems; B.S., New Mexico State University  
 Dominguez, John (1982)—Grounds Supervisor  
 Fisher, Carl (1976)—Media Services Supervisor  
 Harnden, Laurie (2002)—Child Development Center Manager; B.A., California State University, Chico  
 Hood, Sherry (1978)—Reprographics Supervisor, District Office/Evergreen Valley College; B.A., California State University, Chico  
 LeBleu-Burns, Michele (1992)—FasTrack Program Director; A.A., Evergreen Valley College; B.A., San Jose State University; M.A., Santa Clara University  
 McKee, Lauren (1984)—Supervisor, Office of Academic Services; B.A., San Jose State University  
 Raby, Elvis (2000)—Budget Operations Supervisor  
 Stanford, Virginia (1987)—WIN Program Supervisor; B.A., San Jose State University  
 Tanon-Cavallaro, Alma (1988)— Financial Aid Officer

## **DISTRICT ADMINISTRATIVE STAFF**

Tom Clabough (1996) — Maintenance Manager  
 Pauline Clarke (1997) — Director of Human Resources  
 Robert Dias (1997) — Director, Facilities/Maintenance  
 Geraldine Evans, Ph.D. (1996) — Chancellor  
 Bruce Gordon — Custodial Manager  
 Michael Hill (1968) — Vice Chancellor, Administrative Services  
 Jon A. Kangas, Ph.D. (1976) — Associate Vice Chancellor, Research and Planning  
 Geoffrey Kiehl (1992) — Director of Fiscal Services  
 Paul Lam (1984) — Assistant Controller  
 Larry Lutzow (2002) — Chief of Police, District  
 Dolly Zen (1984) — Senior Systems Analyst/Database Manager

