EVERGREEN VALLEY COLLEGE
CATALOG 2006-2007

3095 Yerba Buena Road, San Jose, CA 95135

(408) 274-7900

EVERGREEN VALLEY COLLEGE MISSION STATEMENT

With student learning as its primary focus, Evergreen Valley College's mission is to empower students to expand their human potential and to succeed in a global, multicultural society. The College provides access to comprehensive and flexible post-secondary education to prepare students of all ages and backgrounds for balanced and productive lives and to improve the workforce and quality of life in our community.

Evergreen Valley College meets its mission through a wide spectrum of educational experiences, flexible methodologies, and support services for students:

- Educational experiences: learning for vocational certificates, technology and career training, for economic development; for lower-division general education, major, and transfer requirements for a four-year college or university; for Associate of Arts and Associate of Science degrees; and for life-long learning.

- Flexible methodologies: learning through civic engagement, service learning and learning communities; through distance education; and through traditional on-campus, off-campus, non-credit, and community-education courses.

- Support services for students: learning of basic skills, English as a Second Language, and technology; and with programs to support students academically, personally, economically, socially, and culturally.

This mission is, and shall remain, in accordance with all legislation enacted by the State of California and the policies of the San Jose/Evergreen Community College District's Board of Trustees.

Adopted by the College Council on December 13, 2004
Adopted by the Governing Board on February 8, 2005

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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. We completed construction of an addition to the Gullo Student Center in fall 2005. We also completed 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 in summer 2006.

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

Rosa G. Pérez

Dear Students and Community Members,

I am honored to present Evergreen Valley College's 2006-2007 college catalog, and hope you enjoy using it as a blueprint for your future. This catalog is much more than a list of academic and workforce education classes that our campus has to offer—it contains a wealth of information about programs we have established on campus to help ensure your postsecondary education success.

Our park-like campus is nestled in the Evergreen area of San José—but don't let our campus' quiet location lead you to believe that our campus life isn't as vital and diverse as is the communities we serve. Evergreen Valley College is a leader in embracing cultural awareness and diversity, starting at the top with President David Wain Coon, and continuing through our students, faculty and support staff. When you visit Evergreen Valley College, you are looking at a mirror of the fantastic diversity that is the Silicon Valley. There's something always happening on our campus—and that something is nearly always a celebration of our diversity and of our community.

The quality of our programs at Evergreen Valley College are second-to-none. Our teaching staff is devoted to preparing our students for life in the 21st century—including honing critical thinking skills that will serve them no matter what vocation they choose. The workforce education programs at Evergreen Valley College benefit from strong partnerships between the college and private industry and business. You can be certain of the relevance of our workforce programs—they are created with the needs of Silicon Valley employers and workers in mind. And as varied as our programs are, there's something for everyone, including digital media design, accounting, paralegal and automotive repair.

Most importantly, the San José/Evergreen Community College District is proud of the relationships we have established with the K-12 programs in the San José and Milpitas area. It is important for every resident to know that the community college system is accessible to anyone who wishes to participate in its transfer, workforce or personal enrichment classes. Whether you are coming to our campus for English as a Second Language, preparation for a university degree, gaining new job skills or sharpening old ones, your time at Evergreen Valley College will be well spent.

On behalf of everyone at the San José/Evergreen Community College District, I wish to thank you for considering Evergreen Valley College and letting us become an important part of your life. You are part of the tapestry that is our campus, and we are honored to serve you and your family by being your community college.

Rosa G. Pérez
Chancellor, San José/Evergreen Community College District

CONTENTS

CHAPTER 1 — COLLEGE PROFILE

Evergreen Valley College (EVC) is an established vibrant 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, 1964, the Governing Board had approved an outline for a comprehensive study to develop a master plan for the District. Citizens' advisory committees were formed to assess the educational needs of the District.

From 1967, when the current site was purchased, architects, educational consultants, and District personnel worked together expediting the master plan by studying all its facets and recommending to the Governing Board plans for a campus that would eventually accommodate a student population of 10,000. In 1970, six years of effort came to fruition. A conceptualization for the college was approved on May 19, and on June 16, 1970, the college was officially named Evergreen Valley College.

By March 1973, final approval from the California Community College Chancellor's Office had been received to proceed with construction of Phase 1 of the campus. The college opened in the fall of 1975 with an enrollment of 3,000 students, beginning operation with two cluster buildings—Acacia and Roble.

The Learning Resources Center, which opened in Fall 1979 and formerly housed the Library and various instructional laboratories was recently renovated and now houses Student Services and Administration.

In January 1984, the Cedro building opened to provide classroom space as well as offices for faculty and student government.

In January 1988, the Criminal Justice Training Center (CJTC) moved from San Jose City College to a new building adjacent to the District Offices. The former CJTC now operates as South Bay Regional Public Safety Training Consortium. Basic courses for police and correctional officers, along with recertification training, are presented there.

The Gullo Student Center, which opened in Spring 2001, was funded by a donation from the estate of Angelina and Anthony Gullo. The Gullo Student Center houses Student Life and Associated Students offices, the Associated Students of EVC Board Room, a Student Cyber Lounge with a video arcade and a big-screen TV, the Campus Information Center, a Food Court, conference rooms, and the Campus Store. Phase two of Gullo was completed in Summer 2005.

The Sequoia Building, opened in February 2002, provides facilities for the biological sciences and nursing education programs. Facilities include biology laboratories, teaching/demonstration laboratories for nursing and related disciplines, large group lecture halls, a computer laboratory, meeting rooms, and offices for faculty and the Office of the Division of Nursing and Allied Health.

Taking a stroll through the drought-tolerant landscaping up a switchback path, you will encounter a building with a shining silver dome and a sliding roll-off roof which houses two telescopes capable of viewing distant planets, stars and galaxies. Montgomery Hill Observatory opened in Summer 2003.

IN THIS CHAPTER:

- History

- Accreditation

- College Schedule

- South Bay Regional
  Safety Training Consortium

A new state of the art Library/Educational Technology Center opened in June 2004. This building was made possible by Measure I, a locally sponsored bond. The Educational Technology Center provides labs, study rooms, distance learning classrooms and computer classrooms for the entire campus. More space for books, electronic research, larger study rooms and internet connections throughout the Library enhance student learning. The building and the beautiful fountains and walkways offer a welcoming gateway to the campus northern entrance.

Construction of a new Fine Arts Complex is scheduled to commence in Summer 2007. The Arts Complex will house most of the Visual and Performing Arts programs. These programs are currently housed in space that has long since exceeded its usefulness, from both an operational and instructional standpoint. The Drama, Art and Music programs will be housed in this facility that will also include a 300-seat Performance Theater. This project will be located at the front entrance of the college. The Arts Complex will be funded 30% by the State of California, and 70% by Measure I.

Like other California public community colleges, Evergreen Valley College is a tax-supported college and has comprehensive curricular offerings through day, evening and weekend classes.

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, 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.

CHAPTER 2 —
ADMISSIONS/REGISTRATION/FEES/FINANCIAL AID

IN THIS CHAPTER:

APPLICATION FOR ADMISSION

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

"...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

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. Admission to these programs is not guaranteed; however students pending notification of acceptance may enroll in regular EVC courses.

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. This is also the number embedded in the Student ID and used for library and other student services.

ADMISSION GUIDE — HOW TO APPLY

- **File an application in person, by mail, or online at www.cccapply.org/admissionapp**
- **Complete assessment** (Required for high school, new, and some returning students)
- **Apply for financial aid** (IF APPLICABLE)
- **Schedule an orientation appointment** (new students planning to earn an A.S./A.A. or certificate)
- **Review your transcript with a counselor if you need prerequisite verification** (Transfer students and students who have already earned a degree)
- **Schedule an appointment with a counselor if you are on Academic or Progress Probation/Dismissal**
- **Register for classes online or by phone**

High School Student Application/Registration:

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.

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

1. They are considered adults in regards to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Educational Rights and Privacy Act (FERPA);

2. They must identify EVC as a college attended on all future college applications, and include a transcript of EVC work where required;

3. They are held to the same standards as regular students in terms of class conduct and course requirements;

4. They will need to request transcripts for their high schools if EVC units will be used to fulfill high school graduation requirements;

5. They may not register for courses not on R-40. Additional R-40 forms may be required.

6. Courses completed at their high schools do not guarantee adequate preparation for college level courses; assessment and/or SAT/AP scores may be used to determine placement levels.

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,

- be 18 years of age or older,

- or be officially released from their home high school district if under 18.

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

- have completed Assessment

- have an Attendance Approval form for Special Part-Time High School Students (R-40) completed and filed in the Office of Admissions and Records.

Requirements for R-40:

- 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 11 units per semester unless a petition is filed with and approved by the Admissions Director. (High school students approved to take more than 11 units may be charged all appropriate fees.)

- A new R-40 form must be submitted each semester.

- High school students are not considered continuing students by state mandate.

- High school students are required to register in person.

- High school students 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.

Homeschooled or other non-high school students under 18:

- A parent of a student under 18 who is not attending high school, is homeschooled or has a student who has not completed the 8th grade, may petition the 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

OUT-OF-STATE STUDENTS

Out-of-state applicants may be admitted to the college except they will be required to pay tuition, in addition to in state fees. These fees are prescribed by the Governing Board to cover the costs of instruction. US citizens, and students with certain visa statuses, may submit a residency change form and new application once they have lived in California at least one year and one day prior to the first day of the term, and have the intent of maintaining their California residency. State law requires consideration of financial independence for students seeking reclassification. **The District Board of Trustees sets tuition annually. As of this publication, the current non-resident tuition is set at $177 per unit. Consult the current Schedule of Classes for other related fees.**

RESIDENCE REQUIREMENTS

All students not meeting the requirements below will be classified as "nonresidents" and are subject to nonresident tuition and enrollment fees.

Students shall receive resident student classification if they qualify under one of the following conditions:

1. If the student (age 18) and the student's parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.

2. If the student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.

3. If the student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.

In addition, if the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must be able to certify that they have applied for some form of permanent immigration status at least one year and one day prior to the beginning of the semester.

Beginning January 1, 2002, AB 540 required that certain nonresident and undocumented students who have completed three years of high school in California and received a California high school diploma or equivalent, be exempted from paying nonresident tuition.

California residency can also be exempted and or established in other ways. Please consult the staff in the Office of Admissions and Records for specific residency requirements. The Office of Admissions and Records is located near the bus turn-around area on the south end of campus. For information, please call (408) 270-6441.

CALIFORNIA RESIDENCY STATUS CHANGE

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

INTERNATIONAL STUDENTS

Evergreen Valley College encourages international student applicants, and admits international students from many different countries. International student applicants, current international students wishing to transfer to EVC, or others interested in International Student information, should see the International Student Coordinator located in the Office of Admissions and Records.

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

1. International (F-1) Student Applications.

2. Application for Admission to Evergreen Valley College.

3. $100 application processing fee (non-refundable). Checks must be drawn on a U.S. bank and be made out to Evergreen Valley College.

4. TOEFL (Test of English as a Foreign Language). Minimum score based on test type: 500 paper based exam; 173 computer based exam; 61 Internet based exam.

   Note: If applicant has completed degree applicable courses in English with a grade of "C" or better (at an accredited U.S. college/university), the TOEFL may be waived.

5. Original bank verification (signed by certifying official) with a minimum balance of $15,918 (U.S. currency) from parent/sponsor dated within six (6) months of application date.

6. Letter of Financial support, or Affidavit of Support Form (notarized) from parents or sponsor.

7. Official transcripts from all prior colleges/universities.

8. Passport sized photograph.

9. TB Skin Test results. If results are positive, a chest x-ray report will be required. Exams must be dated within six (6) months of application date.

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

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

Each international student must pay the non-resident tuition at the beginning of each term ($177 per unit for 2006-2007) plus registration and other fees which are subject to change without notice. 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 and may be dropped from their courses, resulting in immediate notification to the USCIS.

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

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, unless you have prior approval from the International Student Coordinator.

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

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

TRANSCRIPTS FROM OTHER COLLEGES

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

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

Prior high school and college transcripts must be sent directly to the Office of Admissions and Records. 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. The international student coordinator can be reached by calling (408) 270-7900, ext. 6443.

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 also 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 credit 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, all units attempted, completed, and grade points will be included on 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 seven 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 student's American Council on Education Registry Transcript. Veterans receiving VA benefits must file the DD-214 with the Office of Veterans Affairs and complete an application for benefits prior to certification. Credit granted for military schools is based upon recommendation of the American Council on Education.

CREDIT BY EXAMINATION

DEPARTMENTAL CREDIT BY EXAM

Students may earn college Credit by Examination under specified conditions, however not all courses can be challenged using Credit by Examination. Courses that are eligible for the Credit by Examination process are identified in this catalog. Students should meet with a college counselor for more information.

Students may not earn more than 12 units of Credit by Examination, and must have earned a total of 12 EVC units prior to applying for Credit by Exam. Students must be registered at Evergreen Valley College at the time they apply and take the examination. The appropriate instructional dean must approve an application for credit by examination. The $26 per unit enrollment fee will be charged for credit by exam.

Credit by 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 be assigned registration priority according to a board-approved formula based on units earned at Evergreen Valley College or priority outlined in Title V. The first two weeks of any registration cycle are dedicated to continuing students. New, returning, and transfer students will be given registration dates following the first two weeks of continuing student registration or when they apply. High school and students in middle school may register after they have completed Assessment, within the guidelines for their populations. **Please see the Eligibility for Admission section for Admissions criteria.**

FULL-TIME/PART-TIME STATUS (CLASSIFICATION OF STUDENTS)

Students intending to graduate in two years must register and successfully complete a minimum, full-time program of 15 units per semester in order to reach their graduation goal. 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.
4. Students in special programs (see respective offices).
5. Students in competitive sports: 12 units per semester.

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 or January session. Concurrently enrolled high school students are restricted to 11 units maximum.

Students who wish to take more than the maximum in any term must petition 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.

Students may repeat any course, one time, in which they have received a "D" or "F" grade at either college in the district. The highest grade attained shall be used in the computation of their grade point average.

No student may repeat a course in which a final grade of "C" or "CR" or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once.

A student is not limited to the number of times he or she can take a course if it is a "legally mandated training require-ment as a condition of continued paid or volunteer employment". A student may take these courses any number of times. (Title V 58161)

Students who have completed a course with one or more substandard grade (D or F) must petition and meet with a counselor in order to repeat the course. Occasionally students may be counseled to take a lower level course to enhance their skill level, or be referred to additional services/evaluation.

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. Students in these situations should also see a counselor for further guidance and course placement. Excessive withdrawals will affect the students' progress status.

ADDING CLASSES

Students may add courses via:

- Block Add – faculty will add students' names to Block Add where space is available, and submit the form to Admissions

- Waitlist Rollover – when space becomes available, waitlisted students may be automatically registered into open slots

Students cannot be added to courses if:

- they do not meet the prerequisites

- they have already completed the course

- they have a time conflict

- they do not have a current application on file

- they have a hold for academic standing or owe fees

- they do not have high school approval (R-40)

- they are already enrolled in 18 units

- More than 20% of the semester has elapsed

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

MATRICULATION

MATRICULATION RIGHTS AND RESPONSIBILITIES

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

MATRICULATION

Matriculation Aims for Student Success

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

College Responsibilities

1. Provide an enrollment service that will enable the college to collect required information.

2. Provide student assessments and employ multiple measures to determine student's academic readiness in English, Reading, Math, and ESL (English as a second language).

3. Provide student orientation to familiarize students with college programs, services, facilities, academic expectations, and college policies and procedures.

4. Provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services.

5. Provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or require academic follow-up.

6. Establish a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.

7. Assist students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

Student Responsibilities

1. Submit official transcripts from high schools and colleges previously attended.

2. Read the college catalog, schedule of classes, and other materials which detail college policies and procedures.

3. Indicate an educational goal upon admission.

4. Declare a specific major or educational goal after completing a minimum of 15 units.

5. Participate in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to achieve their stated educational goals.

6. Attend all classes and complete all course assignments.

7. Complete courses and maintain progress toward stated educational goals.

Matriculation Exemption Policy

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

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

1. are enrolling in open curriculum classes only;

2. are enrolling in non-AA applicable courses other than pre-collegiate basic skills;

3. are enrolling in apprenticeship courses only;

4. possess an Associate, Baccalaureate, or other college degrees.

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

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

1. are enrolling in apprenticeship or short-term courses;

2. have previously earned a college degree.

All students are included in the follow-up component.

San Jose/Evergreen Community College District: 1/28/92

Assessment

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

Student assessments are available on a regular basis throughout the academic year. Other assessments such as, career assessments are also available in the Career Center.

Orientation

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

Other topics include:

- Assessment placement advice
- Academic expectations
- EVC's facilities and resources
- Student complaint procedures
- Achieving academic success

Early Alert

About five weeks into each semester, many students who are having academic difficulty are notified and advised that they should confer with their instructor and/or seek additional assistance. Faculty prepares the notifications based on classroom performance. The intention for the "Early Alert" is to help students realize that intervention is needed to achieve academic success. Early Alert refers students to available services on campus.

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 270-6475.

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. 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

ENROLLMENT FEES

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

California residents are currently charged $26 per unit. The California Legislature may revise enrollment fees at any time and retroactively charge students already enrolled under a lesser fee schedule.

High school students attending classes part-time in the SJ/ECCD will NOT be charged enrollment fees, but other fees may be required. High school students attending full-time may be charged all fees per California state requirements.

FEE WAIVERS

Students may be eligible for a Board of Governors' Waiver and should see the Financial Aid Office for eligibility. Students receiving services from programs such as Temporary Aid for Needy Families (TANF, formerly AFDC), Supplemental Social Security (SSI), or General Assistance may be eligible. Students with demonstrated need or income/dependent eligibility should also see Financial Aid.

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.

PLEASE NOTE: All fees are subject to change as mandated by the District Board & California Legislature.

POSSIBLE FEE EXEMPTIONS

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.

FEE PAYING RESPONSIBILITIES

Enrolling in classes is a contract between the college and the student. The college expects students to pay for courses they intend to attend, or drop by refund deadlines.

PAYMENT DEADLINES

Students are responsible for paying all fees by the published deadlines, and may be dropped for nonpayment prior to the first day of the term.

PAYMENT WHEN ADDING CLASSES

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

PAYMENT WHEN REGISTERING

Fees are immediately due when students register in person. Payments 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.sjeccd.org.

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 $177 per 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 $14* per semester, 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 to the Health Fee

- 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. Nursing courses are assigned substantial material fees. These fees must be paid prior to the beginning of the term in which the material will be provided.

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, but 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.sjeccd.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. Cards may be replaced for free one time only. Students may purchase a photo ID card in the Office of Student Life 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 FINANCIAL OBLIGATIONS

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

Students having a fees "hold" cannot register for subsequent semesters or request a copy of transcripts. Excessive late balances may be sent to a collections agency.

TRANSCRIPTS

Students may request transcripts in the Office of Admissions and Records or via fax. The first two 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 costs $4. The first two verifications are free. Free enrollment verifications are available to current students by logging onto webreg.sjeccd.org and clicking on the enrollment verification link. This will connect the student to the National Student Clearinghouse.

Third-party agencies must request verifications through the National Student Clearinghouse at www.studentsclearinghouse.org.

DROPPING CLASSES

Students are responsible for dropping their classes; classes are not dropped automatically for non-attendance. A student may drop a class by calling the 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 AND ACADEMIC LEAVE

Students who wish to withdraw from **all** classes during the semester, and officially withdraw from the college, 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 or W symbols 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 withdraw after receiving Federal Financial Aid Funds may have to return a portion of the funds received back to the Federal Financial Aid Program. (See Financial Aid Return to Title IV Aid Policy)

Students with medical or other reasons for requesting an Academic Leave, must petition and provide documentation. If approved, such leave will be identified as AL on the student's transcript, and be effective up to one academic year.

Students who withdraw from all EVC courses are not considered continuing students, and must reapply to the college if more than one semester passes in which they have not enrolled.

REFUNDS

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

Refunds are not automatic!

- Students must file written refund requests with the Office of Admissions and Records generally by the Friday of the second week of the semester. (See the Schedule of Classes for specific dates, including short-term course and for summer/Intersession deadlines.)

- The District does not carry credit balances over semesters; students who do not apply for refunds forfeit any credit balances they may have.

- Students who have paid for their courses, and then apply for and receive a fee waiver, have until the last Friday of the first month of the semester to request a refund.

- Refunds for canceled classes will be honored only if requested during the term in which the classes were canceled.

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

There is a $10 processing fee for all registration-associated refund requests (California Administrative Code 58508). Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees "related to refund requests are limited to enrollment fees only."

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

Per Title 5 Section 18805

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

FINANCIAL AID PROGRAMS

FINANCIAL AID

Financial Aid at Evergreen Valley College is 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 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:**

   Pell Grants provide financial assistance to eligible part-time and full-time students and are based on a student's enrollment and Expected Family Contribution (EFC).

2. **Federal Supplemental Education Opportunity Grant (FSEOG):**

   The Federal Supplemental Educational Opportunity Grant is a limited grant fund for Pell-eligible students with the lowest EFCs who meet the priority filing deadlines and are enrolled at least half-time.

3. **Federal Stafford Loans:**

   The Federal Stafford Loan program is a student loan program designed to assist students with educational expenses while attending at least half-time in an eligible program of study. Federal Stafford loans are insured by the federal government and guaranteed by EDFUND.

4. **Federal Work-Study:**

   Federal Work-Study is a program that provides jobs for students who demonstrate financial need and are enrolled at least half-time in an eligible program. Eligible students are placed into work-study jobs usually, on campus.

STATE OF CALIFORNIA FINANCIAL ASSISTANCE PROGRAMS

1. **Cal Grant:**

   Cal Grants are state funded, need-based, cash grants given to California college students to help pay for college.

   a. Cal Grant B:

      Cal Grant B is for students who are from disadvantaged or low-income families who otherwise would not be able to pursue higher education. This grant may be used at a community college or a university for up to four years.

   b. Cal Grant C:

      Cal Grant C helps vocationally oriented students that do not plan to transfer to a university. Training must lead to a recognized occupational goal: diploma, associate degree or certificate. Cal Grant financial criteria must be met.

2. **Extended Opportunity Programs and Services (EOP&S).** Grants, Work-Study, and CARE. See the EOP&S section of this catalog.

3. **Board of Governors' Fee Waiver** – See below for more information.

ELIGIBILITY REQUIREMENTS FOR FEDERAL AND STATE FINANCIAL AID

- Have a high school diploma or GED

- U.S. citizen or eligible non-citizen

- Register with Selective Service (males only)

- Not owe a refund or repayment of federal grant

- Maintain satisfactory academic progress

- Enrolled in eligible program

- Demonstrate financial need

- Valid Social Security Number

- Not in default on a federal educational loan

- Submit all requested forms to Financial Aid Office

2006-2007 NINE MONTH STUDENT EXPENSE BUDGET*		
	Living at Home With No Dependents	**Not Living at Home**
Fees**	768	768
Books/Supplies	1,332	1,332
Personal/Miscellaneous	2,430	2,340
Transportation	954	1,062
Maintenance	4,050	9,000
TOTAL	**$9,534**	**$14,502**

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

** Fees include Enrollment fee at $26 per unit, AS Activity fee, Health fee, Student Center fee and Representation fee.

Other factors that could affect expense budget:

- Non-resident fee

- Dependent care (must be documented)

- Actual out-of-pocket disability-related expenses allowable on a case-by-case basis

- Maintenance and personal/miscellaneous are excluded from the cost of attendance in the case of a Federal Pell Grant for a less than half-time student

BOARD OF GOVERNORS FEE WAIVER (BOGFW)

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

Eligibility

If you are a California resident, there are three ways to qualify. Use the BOGFW application for Method A or B. Use the FAFSA for Method C.

Method A (Requires verification documents):

For families who are receiving TANF/CalWorks, SSI/SSP or General Assistance

Method B - Qualification subject to meeting the income criteria (see chart):

Dependent students need to report only parents' income. Income includes adjusted gross income (as reported on a federal tax return), wages not reported on a tax return, all untaxed income, and cash received or any money paid on your behalf.

2006-2007 Income Standards for BOGFW Part B Eligibility

Family Size	2005 Income
1	$ 14,355
2	$ 19,245
3	$ 24,135
4	$ 29,025
5	$ 33,915
6	$ 38,805
7	$ 43,695
8	$ 48,585
Each Additional Family Member	4,890

Method C - Complete the FAFSA:

The Financial Aid Office will determine your unmet need after a valid EFC has been established. A BOGFW will be issued to anyone with at least $1 of unmet need.

Special Classifications

- You have certification from the California Department of Veterans Affairs or the California National Guard Adjutant General that you are eligible for a dependent's fee waiver (you must file the BOGFW application).

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

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

The Financial Aid Office at Evergreen Valley College welcomes all students who are interested in applying for financial aid. For applications and detailed information, please visit the Financial Aid Office or our website at www.evc.edu. You may also contact the office at (408) 270-6460 or e-mail evcfa@evc.edu.

FINANCIAL AID RETURN TO TITLE IV AID POLICY

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 at (408) 270-6460.

CHAPTER 3 —
GRADUATION/TRANSFER/GENERAL EDUCATION

IN THIS CHAPTER:

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.

Per Title 5 Section 55002 (b)

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)	Associate in Arts Degree (Units)
A. English Communication			
Written Communication	list[1]	3	3
Oral Communication	list	3	3
Critical Thinking	list	0	0 to 3
		6	**6 to 9**
B. Physical and Biological Sciences			
Science with Lab	list	3	3
Science with/without Lab	list	0	0 to 6
OR Mathematics	list	competency	3
		3	**6 to 12**
C. Arts and Humanities			
Fine Arts		3	3
Humanities		3	3 to 9
		6	**6 to 12**
D. Social Sciences and Humanities	list[2]	6	6
		0	0 to 6
		6	**6 to 12**
E. Lifelong Understanding and Self Development	list	3	3
		3	**3**
Required Minimum		**24**	**39**

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

List[1] Area A. Written Communication List — English 1 A

List[2] 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, 040, 045

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, Ethnic Studies *011, Music 008A, 008B, 083, 090, 092, 095, 099,
Theater Arts 020, 024M, 024S, *025A, 040

HUMANITIES (*Cultural Pluralism/Ethnic Studies - can be completed in Area C or Area D*)
English *033, *060, *062, *080, *082A, *082B, Ethnic Studies *028

AREA D: SOCIAL AND BEHAVIORAL SCIENCES 　　6 UNITS

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

Cultural Pluralism/Ethnic Studies (*can be completed in Area C or Area D*)
Anthropology *090, Ethnic Studies *028, *030, *035, History *009, *021, *022, Social Science *020, *030
*040, *042

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 　　3 UNITS

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

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

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, 040, 045

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 & 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, Ethnic Studies *011, Music 008A, 008B, 083, 090, 092, 095, 099, Theater Arts 020, 024M, 024S, *025A, 040

HUMANITIES
English 001B, 021, 028, *033, 035, 052, *060, *062, 073, *080, *082A, *082B, 084A, 084B, 086A, 086B, Ethnic Studies *028, French 001A, 001B, 002A, 002B, Humanities 002, Interdisciplinary Studies 070, Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, 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
Administration of Justice 010, 011, 014, Anthropology 062, 063, *090, Economics 010A, 010B, Ethnic Studies *028, *030, *035, Family and Consumer Studies 060, 070, Geography 010, 011, History 003A, 003B, 005, *009, 010A, 010B, 012, *021, *022, Interdisciplinary Studies 010, 090, Journalism 010, Psychology 001, 035, 047, 060, 092, 096, 099, 100, Social Science *020, *030, *040, *042, 050, Sociology 010, 011

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 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." In addition to Evergreen Valley College, participating institutions include De Anza, Foothill, Gavilan, Mission, Ohlone, San José City and West Valley colleges.

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

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

1. Student works with a counselor and requests General Education Certifications from the Office of Admissions and Records.

2. Official reciprocity certification will be completed by the counselor, verified by the evaluations specialist, and mailed to the community college of transfer. Student will be given a copy of the certification.

3. If transcripts are to be used from other colleges, official copies must be on file with the Office of Admissions and Records.

4. Evergreen Valley College will honor the certification presented from the participating college only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

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

CERTIFICATION OF GENERAL EDUCATION FOR STATE UNIVERSITIES AND COLLEGES

Since the Fall of 1981, all entering students or students who have not been enrolled in a college at least one semester in each academic year must satisfy the current pattern of General Education requirements to graduate from any of the campuses of the California State University System (San 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 plan to meet the upper division transfer requirements to the California State University (CSU) must complete at least 60 transferable units with a cumulative 2.0 or higher grade point average (GPA) in all transferable courses and satisfy minimum admission requirements.

Lower Division Transfer

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

Upper Division Transfer

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

Major Requirements

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

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

Students should consult the current catalog for specific details of the institution to which they intend to transfer. Catalogs of major universities and colleges are available for reference use in the Library and the Transfer/Career Center. Information about transfer to various institutions is also available online from **www.csumentor.edu** and **www.assist.org**.

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

Transfer Admission Agreements (TAA)

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

A TAA is written after you complete at least 30 semester units of transferable course work. Agreements are written approximately one year before you transfer, except for private colleges. TAA's are accepted in the fall term at most four year institutions. While we encourage students to arrange for a TAA if possible, an agreement is not required for transfer admission. Consult your counselor or the Transfer Center for deadlines for TAA's. Check with the Transfer Center at (408) 274-7900 X6620 or the EVC website for the latest list of TAA institutions. The following institutions offer Transfer Admission Agreements for EVC Students: San Jose State University, San Francisco State University, CSU Monterey Bay, Cal State East Bay, Sonoma State University, Menlo College, National Hispanic University, University of San Francisco, Santa Clara University, and Universities of California Davis, Irvine, Santa Barbara, Riverside, and Santa Cruz along with our latest, Hawaii Pacific University. **Application filing periods: CSU's: Fall** Oct 1 – Nov 30, **Winter** June 1- 30, **Spring** Aug 1 – 31, **Summer** Feb 1-28. **UC's: Fall** Nov 1 – 30, **Winter** July 1 – 31, **Spring** Oct 1 - 31 All campuses accept students for fall admission, many do not accept for spring, winter or summer. Consult a counselor or the campus website for details about a specific campus. Apply at **www.csumentor.edu** for CSU's and **www.universityofcalifornia.edu** for UC's. You must complete an application along with the TAA to the institutions of your choice.

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

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION

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, 040, 045
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, 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, Ethnic Studies 011, Music 008A, 008B, 083, 090, 091, 092, 095, 099, Theater Arts 020, 024M, 024S, 024M, 025A, 040
C2 HUMANITIES (LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGES)
English 001B, 021, 028, 033, 035, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, Ethnic Studies 028, French 001A, 001B, 002A, 002B, Humanities 002, Interdisciplinary Studies 070, Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B

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, 090, Social Science 020, 030, 040, 042
D2 ECONOMICS
Economics 010A, 010B
D3 ETHNIC STUDIES
English 060, 080, 082A, 082B, Ethnic Studies 028, 035, History 009, 021, 022, Social Science 020, 030, 040, 042
D4 GENDER STUDIES
English 033, History 009, Psychology 035
D5 GEOGRAPHY
Geography 010, 011
D6 HISTORY
History 001, 003A, 003B, 005, 009, 010A, 010B, 012, 017A, 017B, 021, 022
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
Engineering 001, 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, Ethnic Studies 035, Sociology 010, 011

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 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 entirety prior to transfer or be subject to the lower division general education requirements of the campus or college to which they transfer.

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

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, 063, 071, 072, 073, 078, 079

AREA 3: ARTS AND HUMANITIES   **3 courses, 9 units**

3A - ARTS - Art 090, 091, 092, 093, Music 008A, 008B, 083, 090, 091, 092, 095, Ethnic Studies 011, Theater Arts 020, 024M, 024S, 025A, 040

3B - HUMANITIES - English 001B 021, 028, 033, 035, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, Ethnic Studies 028, French 002A, 002B, History 010A, 010B, Humanities 002, Philosophy 010, 011, 012, 065, 070, Social Science 020, 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, 090

4B - ECONOMICS - Economics 010A, 010B

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

4D - GENDER STUDIES - History 009, Psychology 100

4E - GEOGRAPHY - Geography 010, 011

4F - HISTORY - History **001, 003A, 003B, 009, **017A, **017B, 021, 022

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

4H - POLITICAL SCIENCE - **Political Science 001

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

4J - SOCIOLOGY & CRIMINOLOGY - Sociology 010, 011

**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, 004C**

5B - BIOLOGICAL SCIENCE - Anatomy 001, AP 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, 002A, 002B, Spanish 001B, 002A, 002B, 020A, 020B, Sign Language 001B, 002A, 002B

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			•	25
— American Honda Program			•	26
— Basic Skills – Entry Level			•	25
— Drivetrain and Chassis		•	•	25
— Engine Service			•	25
— Fuel & Electrical		•	•	25
Business Administration	•			26
Business Information Systems				27
— Accounting Specialist			•	28
— Administrative Assistant			•	28
— 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			•	28
— Information Processing Specialist		•	•	27
— Legal Office Assistant			•	28
— Medical Office Assistant			•	28

MAJOR	Associate in Arts	Associate in Science	Certificate	Page
Chemistry	•			29
Communication Studies			•	29
Computer Aided Design & Drafting		•		29
— AutoCAD			•	30
— Mechanical CADD			•	30
— Mechanical Drafting & Design			•	30
— Architectural CADD			•	30
— 3D CADD			•	30
Computer Information Technology		•		30
— Web Programming			•	30
— Oracle Applications Developer			•	30
— Oracle Database Administration			•	30
— UNIX Systems Administration			•	30
Engineering	•	•		31
— Civil Engineering – Surveying			•	31
English	•			31
General Studies	•			32
Legal Assistant (Paralegal)	•	•	•	32
Music			•	33
Nursing		•		35
Performing Arts			•	33
Police Academy – Law Enforcement			•	32
Psychology	•			33
University Studies				34
— CSU	•			34
— IGETC	•			34
Women's Studies			•	33

ACCOUNTING

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

ASSOCIATE IN SCIENCE DEGREE

		Units
ACCTG 020	Financial Accounting	4.0
ACCTG 021	Managerial Accounting	4.0
ACCTG 030	Computerized Accounting* **OR**	3.0
ACCTG 031	Computerized Accounting*	2.0
ACCTG 062	Cost Accounting	4.0
ACCTG 063	Intermediate Accounting	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	3.0
		26.5-29.0

Major Requirements	26.5-29.0
Elective Units	9.0
G.E. Requirements	24.0
	59.5-62.0

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

		Units
ACCTG 020	Financial Accounting	4.0
ACCTG 021	Managerial Accounting	4.0
ACCTG 030	Computerized Accounting* **OR**	3.0
ACCTG 031	Computerized Accounting*	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	3.0
Total		**25.5-28.0**

* 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.

ASSOCIATE IN ARTS DEGREE

		Units
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
		15.0

Major Requirements	15.0
*Elective Units	5.0
G.E. Requirements	39.0
Grad. Requirement (Physical Activity)	1.0
Total	60.0

* 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

Core Courses		Units
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 <u>one</u> of the following three options:

1) Fifteen units from the following list:

   AJ 110, AJ 111, AJ 112, AJ 113, AJ 114, AJ 115, AJ 116, AJ 117, COMS 035, PSYCH 035, PSYCH 047, PSYCH 099, SL 001A, SL 001B, SOC 010, SOC 011, Foreign Language (6 units maximum)

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

Major Requirements	36.0
G.E. Requirements	24.0
Grad. Requirements (Physical Activity)	1.0
Total	61.0

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.

ASSOCIATE IN SCIENCE DEGREE — Units

DESIGN EMPHASIS

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 **OR**	
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

Major Requirements	**45.0**
G.E. Requirements	**21.0**
TOTAL	**66.0**

ASSOCIATE IN SCIENCE DEGREE — Units

STUDIO PRACTICE 3-D EMPHASIS

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 **OR**	
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

Major Requirements	**39.0**
G.E. Requirements	**21.0**
TOTAL	**60.0**

ASSOCIATE IN SCIENCE DEGREE — Units

STUDIO PRACTICE 2-D EMPHASIS

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 **OR**	
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

Major Requirements	**41.0**
G.E. Requirements	**21.0**
TOTAL	**62.0**

CERTIFICATE OF SPECIALIZATION LEVEL 1 — Units

JEWELRY

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
TOTAL		**12.0**

AUTOMOTIVE TECHNOLOGY

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.

ASSOCIATE IN SCIENCE DEGREE — Units

DRIVETRAIN & CHASSIS

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 119	Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 136	Automotive Work Experience	2.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0

Total Major Units	**33.0**
Major Electives	**5.0**
General Education for A.S. Degree	**24.0**
Total A.S. Degree Units	**62.0**

ASSOCIATE IN SCIENCE DEGREE — Units

FUEL & ELECTRICAL

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 118	Fuel Systems/Emissions Controls	3.0
AUTO 119	Engine Performance	2.5
AUTO 122	Advanced Electrical	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 136	Automotive Work Experience	2.0
AUTO 141*	The Clean Air Car Course	4.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0

Total Major Units	**39.5**
General Education for A.S. Degree	**24.0**
Total A.S. Degree Units	**63.5**

* **California** Apprenticeship requires a grade of "B" or better for this course.

CERTIFICATES OF ACHIEVEMENT

FUEL & ELECTRICAL		Units
AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 118	Fuel Systems/Emissions Controls	3.0
AUTO 119	Engine Performance	2.5
AUTO 122	Advanced Electrical	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 141*	The Clean Air Car Course	4.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
Total Units		**35.0**

ADVANCED AUTOMOTIVE TRAINING		Units
AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprinting	2.0
AUTO 118	Fuel Systems/Emissions Controls	3.0
AUTO 119	Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 122	Advanced Electrical	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 136	Automotive Work Experience	2.0
AUTO 141*	The Clean Air Car Course	4.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0
Total Units		**59.0**

AMERICAN HONDA CERTIFICATE PROGRAM

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

AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension & Alignment	3.0
AUTO 106	Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 118	Fuel Systems/Emissions Controls	3.0
AUTO 119	Engine Performance	2.5
AUTO 122	Advanced Electrical	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.0
AUTO 132	Individualized Skills Training Lab	2.0
AUTO 133	Computerized Engine Management	2.5
AUTO 134	Advanced Engine Performance	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 136	Automotive Work Experience	2.0
AUTO 141*	The Clean Air Car Course	4.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis/Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Chassis Electronics	2.0
Total Units		**58.0**

CERTIFICATES OF SPECIALIZATION - LEVEL II

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

ENGINE SERVICE		Units
AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprinting	2.0
AUTO 119	Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
Total Units		**18.0**

CERTIFICATE OF SPECIALIZATION - LEVEL I

BASIC SKILLS ENTRY-LEVEL EMPLOYMENT		Units
AUTO 102	Automotive Systems	3.0
AUTO 103	Light Line Technician	2.0
AUTO 119	Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
Total Units		**12.0**

* **California** Apprenticeship requires a grade of "B" or better for this course.

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

BUSINESS ADMINISTRATION

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		Units
ACCTG 020	Financial Accounting	4.0
ACCTG 021	Managerial Accounting	4.0
BIS 091	Intro to Information Processing **OR**	
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
Major Requirements		**32.0**
G.E. Requirements		**30.0**
TOTAL		**62.0**

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 — Units

CORE CLASSES FOR ALL A.S. OPTIONS

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

GENERAL BUSINESS OPTION — Units

Core Classes		**18.0**
ACCTG 030	Computerized Accounting* **OR**	
ACCTG 031	Computerized Accounting*	2.0-3.0
ACCTG 101	Bookkeeping for Small Business	3.0
BUS 001	Business Math	3.0
BUS 084	Intro to Marketing Principles	3.0
BUS 082	Intro to Business	3.0
BIS 003	Electronic Calculator	1.0
BIS 102B	Microsoft Excel	1.5-3.0
Total Major Units		**34.5-37.5**
Elective Units		**0.0-1.5**
G.E. for A.S. Degree		**24.0**
Total Degree Units		**60.0**

DIGITAL MEDIA DESIGN SPECIALIST OPTION

Core Classes		**18.0**
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 **OR**	
CIT 040	Internet Publishing	3.0
Total Major Units		**33.0**
Elective Units		**3.0**
G.E. for A.S. Degree		**24.0**
Total Degree Units		**60.0**

INFORMATION PROCESSING SPECIALIST OPTION

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

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, BUS 084

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 **OR**	
CIT 010	Intro to Computing & Info. Tech.	3.0
BIS 095	Microsoft Windows	1.0
BIS 101	Written Business Communications	3.0
BIS 109	Microsoft Office	3.0
BIS 121	Intro to the World Wide Web	1.0
BIS 135	Human Relations in the Workplace	3.0
BIS 189	Skills Development **OR**	
BIS 136	Office Work Experience	2.0
BIS 039	Professional Image	1.0
ACCTG 030	Computerized Accounting **OR**	
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
Total Units		**31.5-34.0**

DIGITAL MEDIA DESIGN SPECIALIST — Units

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 **OR**	
CIT 010	Intro to Computing & Info. Tech.	3.0
BIS 095	Microsoft Windows	1.0
BIS 101	Written Business Communications	3.0
BIS 109	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 **OR**	
CIT 040	Internet Publishing	3.0
BIS 098P	Digital Media Design Portfolio **OR**	
BIS 136	Office Work Experience	2.0
BIS 039	Professional Image	1.0
Total Units		**33.0**

INFORMATION PROCESSING SPECIALIST

		Units
BIS 012	Production Keyboarding	1.0
BIS 091	Intro to Information Processing **OR**	
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 **OR**	
BIS 106A	Beginning Microsoft Word **OR**	
BIS 106B	Advanced Microsoft Word	1.5-3.0
BIS 107	PowerPoint for Windows	1.5
BIS 109	Microsoft Office	3.0
BIS 121	Intro to the World Wide Web	1.0
BIS 135	Human Relations in the Workplace	3.0
BIS 125	Internet Publishing **OR**	
CIT 040	Internet Publishing	3.0
BIS 189	Skills Development **OR**	
BIS 136	Office Work Experience	2.0
BIS 039	Professional Image	1.0
Total Units		**27.0-31.5**

* 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 **OR**	
ACCTG 031*	Computerized Accounting **OR**	
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
Total Units		**10.5-13.0**

ADMINISTRATIVE ASSISTANT

BIS 003	Electronic Calculator	1.0
BIS 105	Records Systems	2.0
BIS 091	Intro to Information Processing **OR**	
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	Microsoft Office	3.0
BIS 135	Human Relations in the Workplace	3.0
BIS 156	Punctuation	0.5
BIS 157	Proofreading	0.5
Total Units		**15.0**

BOOKKEEPING ASSISTANT

		Units
Acctg 030*	Computerized Accounting **OR**	
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	1.5-3.0
Total Units		**7.5-10.0**

BUSINESS SYSTEMS ASSISTANT

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 **OR**	
CIT 010	Intro to Computing and Info. Tech.	3.0
Total Units		**10.0-11.5**

COMPUTER SYSTEMS ASSISTANT

BIS 011A	Computer Keyboarding	1.0
BIS 091	Intro to Info. Processing **OR**	
CIT 010	Intro to Computing and Info. Tech.	3.0
CIT 020	Program Design	3.0
BIS 109	Microsoft Office	3.0
Total Units		**10.0**

COMPUTER APPLICATIONS SPECIALIST

BIS 091	Intro to Information Processing **OR**	
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	1.5
Total Units		**10.0-13.0**

DIGITAL MEDIA DESIGN SPECIALIST

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 **OR**	3.0
CIT 040	Internet Publishing	3.0
Total Units		**17.0**

INFORMATION PROCESSING SPECIALIST

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 **OR**	
BIS 106A	Beginning Microsoft Word **OR**	
BIS 106B	Advanced Microsoft Word	1.5-3.0
BIS 121	Intro to the World Wide Web	1.0
BIS 125	Internet Publishing **OR**	
CIT 040	Internet Publishing	3.0
Total Units		**10.0-14.5**

GENERAL BUSINESS ASSISTANT

ACCTG 101	Bookkeeping for Small Business	3.0
BUS 082	Intro to Business	3.0
BIS 091	Intro to Information Processing **OR**	
CIT 010	Intro to Computing & Info. Tech.	3.0
BIS 007A	Business Writing Skills **OR**	
BIS 101	Written Business Communication	3.0
Total Units		**12.0**

LEGAL OFFICE ASSISTANT

BIS 007A	Business Writing Skills	3.0
BIS 109	Microsoft Office **OR**	
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:	3.0
	LA 014, 016, 030, 033, 036, 037, 038, 040, 042, CIT 010, BIS 091	
Total Units		**14.5**

MEDICAL OFFICE ASSISTANT

		Units
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	2.0
BIS 161	Computerized Medical Office Procedures	1.0
BIS 162	Medical Coding	2.0
Total Units		**17.5**

* 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.

		Units
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
CHEM 012A	Organic Chemistry	5.0
CHEM 012B	Organic Chemistry	5.0
Total		**20.0**

Required Math Electives:
MATH 071 & 072   (10 units)

These courses in Calculus, with five hours of lecture per week for two semesters, required for Chemistry majors.

DISTRICT GENERAL EDUCATION UNIT REQUIREMENTS FOR A.A. DEGREE		Units
AREA A:	English Communication	9.0
AREA B:	Science*	3.0
	Math**	0.0
AREA C:	Arts and Humanities	6.0
AREA D:	Social and Behavioral Sciences	9.0
AREA E:	Lifelong Understanding	3.0
General Education units		**30.0**
Physical Activity (District Req.)		**1.0**
Chemistry Major units*		**20.0**
Required Math Elective units**		**10.0**
TOTAL UNITS		**61.0**

* CHEM 001A counts as 5 units of G.E. for Area B — Science.

** MATH 071 & 072 can partially count towards G.E.

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 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
Total Units		**10.0**

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	2.0
CADD 133	Using Autodesk Inventor **OR**	
CADD 139	Using Solidworks	2.0
CADD 144A	Architectural CADD Applications - Basics	2.0
CADD 140A	CADD Applications - Basic Drafting	2.0
CADD 140B	CADD Applications - Detailing and Assemblies	2.0
CADD 141	CADD Applications - Design	2.0
BIS 109	Microsoft Office	3.0
Core Units		**18.0**

Plus 12 units minimum from the following courses:

CADD 135	Introduction to Autodesk Land Desktop	2.0
CADD 136	Occupational Work Experience	1.0-3.0
CADD 142	Modern Dimensioning and Tolerancing	2.0
CADD 144B	Architectural CADD Applications - Design Project	2.0
CADD 145	Architectural CADD Applications - Landscaping	2.0
CADD 150	CADD Document Management	2.5
CADD 132	Using Mechanical Desktop	2.0
CADD 134	Advanced Autodesk Inventor	2.0
CADD 146A	AutoCAD Software Updates	0.5-2.0
CADD 146B	Inventor Software Updates	0.5-2.0
CADD 146C	Solidworks Software Updates	0.5-2.0

Major Requirements	**30.0**
Recommended Elective Units	**6.0**
G.E. Requirements	**24.0**
TOTAL	**60.0**

CERTIFICATE OF SPECIALIZATION, LEVEL I

MECHANICAL CADD **Units**

CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	2.0
CADD 133	Using Autodesk Inventor **OR**	
CADD 139	Using Solidworks **OR**	
CADD 132	Using Mechanical Desktop	2.0
CADD 140A	CADD Applications - Basic Drafting	2.0
CADD 140B	CADD Applications - Detailing and Assemblies	2.0
CADD 141	CADD Applications - Design	2.0
CADD 142	Modern Dimensioning and Tolerancing	2.0
TOTAL		**15.0**

MECHANICAL DRAFTING AND DESIGN **Units**

CADD 133	Using Autodesk Inventor **OR**	
CADD 139	Using Solidworks **OR**	
CADD 132	Using Mechanical Desktop	2.0
CADD 140A	CADD Applications - Basic Drafting	2.0
CADD 140B	CADD Applications - Detailing and Assemblies	2.0
CADD 141	CADD Applications - Design	2.0
CADD 142	Modern Dimensioning and Tolerancing	2.0
TOTAL		**10.0**

AutoCAD **Units**

CADD 130	Fundamentals of AutoCAD	3.0
CADD 131	AutoCAD 2	2.0
CADD 132	Using Mechanical Desktop **OR**	
CADD 133	Using Autodesk Inventor	2.0
TOTAL		**7.0**

ARCHITECTURAL CADD **Units**

CADD 144A	Architectural CADD Applications - Basics	2.0
CADD 144B	Architectural CADD Applications - Design Project	2.0
CADD 145	Architectural CADD Applications - Landscaping **OR**	
CADD 135	Introduction to Autodesk Land Desktop	2.0
TOTAL		**6.0**

3D CADD **Units**

CADD 133	Using Autodesk Inventor	2.0
CADD 139	Using Solidworks	2.0
CADD 134	Advanced Autodesk Inventor **OR**	
CADD 132	Using Mechanical Desktop	2.0
TOTAL		**6.0**

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.

CIT CORE COURSES **Units**

CIT 010	Introduction to Computing and Information Technology	3.0
CIT 020	Program Design and Development	3.0
CIT 030	Telecommunications and Computer Networks	3.0
CIT 040	Internet Publishing	3.0
CIT 060	Introduction to Database Systems	3.0
CIT 090	Communication Skills for IT Professionals	3.0
Total Core Requirements		**18.0**

ASSOCIATE IN SCIENCE DEGREE   **Units**

Major Requirements (Core Courses)	18.0
12 units of CIT courses	12.0
6 units of approved electives	6.0
General Education	24.0
Total Degree Requirements	**60.0**

APPROVED ELECTIVES

BIS 036, 109, 128, **CIT** 022, 024 (or 024A, B & C), 041X, 041J, 042 (or 042A, B & C) , 043A, 044 (or 044A, B & C), 045, 046, 048, 050 (or 050A, B & C), 052 (or 052A, B & C), 054 (or 054A, B & C), 055, 056 (or 056A, B & C), 061, 061B, 064A, 064B, 065, 066, 067, 071, 072, 080, 082, 084, 086, 087, 097, 136, **COMSC** 072, 075, 076

CERTIFICATE OF SPECIALIZATION, LEVEL I

UNIX SYSTEM ADMINISTRATION **Units**

CIT 020	Program Design and Development	3.0
CIT 042	Perl Programming **OR** CIT 042A, B, & C	3.0
CIT 050	UNIX Operating System **OR** CIT 050 A, B, & C	3.0
CIT 052	UNIX Shell Programming **OR** CIT 052 A, B, &C	3.0
CIT 054	UNIX System Administration **OR** CIT 054A, B, & C	3.0
Total		**15.0**

ORACLE DATABASE ADMINISTRATION **Units**

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	3.0
Total		**15.0**

ORACLE APPLICATIONS DEVELOPER **Units**

CIT 044	Java Programming **OR** CIT 044A, B, & C	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	3.0
Total		**15.0**

WEB PROGRAMMING **Units**

CIT 040	Internet Publishing	3.0
CIT 041J	JavaScript/Dynamic HTML	3.0
CIT 041X	Introduction to XML	3.0
CIT 042	Perl Programming **OR** CIT 042A, B, & C	3.0
CIT 044	Java Programming **OR** CIT 044A, B, & C	3.0
Total		**15.0**

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.

ASSOCIATE IN ARTS DEGREE

		Units
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 *(or equivalent)*	3.0
MATH 071	Calculus I w/Analytical Geom.	5.0
MATH 072	Calculus II w/Analytical Geom.	5.0
MATH 073	Multivariable Calculus	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
Major Requirements		**64.0**
G.E. Requirements		**23.0**
TOTAL		**87.0**

ASSOCIATE IN SCIENCE DEGREE

		Units
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 *(or equivalent)*	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
Major Requirements		**64.0**
G.E. Requirements		**21.0**
TOTAL		**85.0**

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

			Units
ENGR	018	Engineering Design and Graphics	
		OR	
CADD	130	Fundamentals of AutoCAD	3.0
ENGR	060	Surveying	3.0
ENGR	061	Plane Surveying	3.0
ENGR	063	GIS for Civil Engineering and Surveying	3.0
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
TOTAL			**28.0**

* 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

CORE CLASSES

			Units
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
Total Core Units			**15.0**

MAJOR ELECTIVES
Select three courses from the following list:

			Units
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

English Major Core	**15.0**
English Major Electives	**9.0**
G.E. Requirements	**39.0**
TOTAL	**63.0**

*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 *(select one of the following):*	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: 18.0
24.0

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

Major Requirements	**24.0**
Electives	**0.0**
G.E. Requirements	**39.0**
TOTAL	**63.0**

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

			Units
LE 154	**Basic Police Academy**	**TOTAL**	**22.0**
	OR		
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		3.5
LE 161	Basic Police Academy, Modular, Level II		7.0
LE 162	Basic Police Academy, Modular, Level I		12.5
Total			**24.5**

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

	Units
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
	27.0

Legal Specialty Courses	**Units**
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
LA 050 Constitutional Law	3.0
Major Requirements	**27.0**
Other Electives	**0.0**
G.E. Requirements	**39.0**
Total Degree Requirements	**66.0**

ASSOCIATE IN SCIENCE DEGREE

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
	27.0

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
LA 050 Constitutional Law	3.0
Major Requirements	**27.0**
Other Electives	**9.0**
G.E. Requirements	**24.0**
Total Degree Requirements	**60.0**

CERTIFICATE OF SPECIALIZATION - LEVEL II

		Units
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
TOTAL		**24.0**

* Prerequisites for LA 071: LA 010 and BIS 101 with "C" or better, and (BIS 091 or CIT 010) or (BIS 106 or BIS 109) or word processing skills.

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 **OR**	
MUSIC 020	Class Piano	2.0
MUSIC 091	Music Appreciation: Western Civilization **OR**	
MUSIC 092	Music Appreciation: American Theater	3.0
Total Units		**12.5**

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:

THEAT 002	Beginning Acting	3.0
THEAT 004	Acting II	3.0
DRAMA 014	Theater Workshop, Studio Production	0.5-2.0
Total Units		**9.5**

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)

		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***

		Units
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

Major Requirements	**12.0**
Psychology Electives	**6.0**
Other Electives	**3.0**
G.E. Requirements	**39.0**
TOTAL	**60.0**

*Either Anatomy 001 **or** A&P 003 **or** Biology 020 is a <u>required</u> 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.

WOMEN'S STUDIES

EVC Women's Studies Certificate is an interdisciplinary curriculum that examines the experiences, concerns, and needs of women from a psychological, historical, social, political and cultural perspective. The issues discussed in the courses critically examine sex, gender, class, and race as it relates to women's complex roles in the family, work place, society, and the world. Students are required to complete a total of 16.0 units plus 40 hours of service-learning or community service work.

CERTIFICATE OF SPECIALIZATION LEVEL I

		Units
PSYCH 035	Introduction to the Psychology of Women	3.0
PSYCH 099	Marriage & Family	3.0
ENGL 033	Women in Literature	3.0
HIST 009	Women in History	3.0
LIB 021	Library Research Strategies	1.0
Support Course (select one course from list below)		3.0
Total Units		**16.0**

Support Courses (select 3 units):

PSYCH 047	Family Violence	3.0
PSYCH 060	Personal Growth and Adjustment	3.0
PSYCH 092	Developmental Psychology	3.0
SOC 011	Social Problems	3.0

Select one option from the following:
40 hours of Service-Learning in core courses, or 098A Directed Studies in Service-Learning courses. Service hours must be documented by the EVC Service-Learning Center.

OR

40 hours of Community Service addressing the real needs of young girls and women in the community. Service hours must be pre-approved and documented by the EVC Service-Learning Center.

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 currricula. 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 - Ethnic Studies
(One course must be included from area C2 or D)

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
    Communication 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, 092, 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, <u>Nursing's Social Policy Statement 2003</u>,"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 though 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 Integratating 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. (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.

•Biology 072	5.0 units
•Microbiology 070	5.0 units

NURSING COURSE REQUIREMENTS:

Fall Semester	•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
Spring Semester	•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 944210, Sacramento, CA 94244-2100. Further information is also available at the board's Web site: 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 regarding 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 planning on entering the Program fall 2007 should refer to the nursing program website for **application due date**. The nursing website is found at www.evc.edu. Go to the drop down menu in the lower left hand corner titled "Quick Links" and scroll down and select "Nursing."

Only candidates submitting a complete application are eligible for selection. A completed application includes the following:

1. Submit a college enrollment application for Evergreen Valley College if you are not currently a student at either San Jose City or Evergreen. College applications are obtained from the Office of Admissions & Records.
2. Submit a completed Nursing Application by the application deadline. This application is the only document collected by the Nursing Program Office; all other required materials are submitted to the Office of Admissions and Records. A nursing application may be obtained from the Nursing web site or the Nursing Program Office, Sequoia, S-207.
3. Submit 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
- Material Fees Approximately $80-90 per semester
- 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:

PLEASE NOTE: The nursing program is in the process of planning several changes that may effect our policy on admission when impacted, eligibility criteria, admission cycle and the organizing framework of the curriculum, including course sequencing and progression. Information on these changes will be distributed on the nursing program's website and in the monthly "Nursing Information Workshops" beginning June 2006.

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 LVN 30-Unit Option
(Units Listed are Semester Units)

Prerequisite Courses and Eligibility Criteria	Supportive Courses in Nursing Major, General Education and District Graduation Requirements		Nursing Major Courses		LVN 30-Unit Option	
High School Graduation from an accredited high school or equivalent	PSYCH 001	**3.0**	NURS 111	**6.5**	PHYSO 060	**5.0**
Anatomy with lab (within 5 years) **5.0** **AND** Physiology with lab (within 5 years) **5.0** **OR** combined Anatomy and Physiology with lab (within 5 years) **5.0**	PSYCH 092	**3.0**	NURS 112	**6.5**	MICRO 070	**5.0**
Microbiology w/lab (within 5 years) **5.0**	ETH 028*	**3.0**	NURS 113	**4.0**	NURS 113	**4.0**
Demonstrating elementary algebra competency by taking the Elementary Algebra Placement Test and achieving a minimum score of 26 **OR** successfully completing MATH 011A, 011R, 011S, their equivalent, or any higher level college math course. **0-5.0**	Fine Arts	**3.0**	NURS 114	**7.0**	NURS X114	**3.0**
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 **OR** successfully completing English 102, 101 (SJCC) or an equivalent.	HIST 017 A and 017 B **OR** HIST 001 AND POLSC 001	**6.0**	NURS 115	**8.5**	NURS 115	**8.5**
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 **OR** successfully completing English 104, 001A, or 092 (SJCC) or an equivalent.	PE or Dance	**1.0**	NURS 116	**1.0**	NURS 116	**1.0**
Qualifying GPA of 2.5 calculated using the last 30 completed semester units of coursework.	One of the following: COMS 010, 020, 040, 045	**3.0**	NURS 104	**2.0**	NURS 104	**2.0**
	ENGL 001A	**3.0**	NURS 117	**2.0**	NURS X117	**1.5**
	*Course meets both Cultural Pluralism & Humanities General Education Requirement					
Total Units **10.0-15.0**	Total Units	**25.0**	Total Units	**37.5**	Total Units	**30.0**

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.

If there are more eligible candidates than space available, refer to the nursing program website for information on selection process.

Nursing Major Requirements	**Units**

I. Prerequisites:

ANATOMY & PHYSIOLOGY 003 – Introduction to
Anatomy and Physiology **OR**
ANTOMY 001 – Human Anatomy **AND**
PHYSIOLOGY 060 – Human Physiology   5.0-10.0
MICROBIOLOGY 070 – General Microbiology   5.0

II. Supportive Courses in Nursing Major:

PSYCHOLOGY 001 – General Psychology   3.0

PSYCHOLOGY 092 – Developmental Psychology 3.0

**And One of the Following Behavioral Science or
Cultural Pluralism Courses:**   3.0

SOCIOLOGY 010 – Introduction to Sociology
ANTH 063 – Introduction to Cultural Anthropology
ETHNIC STUDIES 028 – introduction to Ethnic Studies*

*Satisfies Cultural Pluralism & Humanities
General Education Requirement.

III. General Education Requirements:

ENGLISH 001A – English Composition   3.0
FINE ARTS   3.0
HISTORY 017A and 017B – History of the U.S. **OR**
HISTORY 001 –Survey of American History **AND**
POLITICAL SCIENCE 001 – American Government 6.0
Cultural Pluralism (If not Satisfied in Supportive 3.0
Courses in the Nursing Major)

**And One of the Following Communication
Courses:**   3.0

COMM STUDIES 010 – Interpersonal Communication
COMM STUDIES 020 – Oral Communication
COMM STUDIES 040 – Introduction to Argumentation
COMM STUDIES 045 – Small Group Communication

IV. District Graduation Requirements:

MATHEMATICS 011A, 011R, 011S, or higher level
(or qualifying algebra placement test score) 0.0-5.0
PE or Dance   1.0
Cultural Pluralism (Satisfied in the Supportive
Courses in Nursing Major **OR** G.E. Requirements)

V. Nursing Major Courses:

First Year Fall Semester
NURSING 111 – Fundamentals of Nursing   6.5

First Year Spring Semester
NURSING 112 – Family Nursing   6.5

Second Year Fall Semester
NURSING 104 – Pharmacology in Nursing   2.0
NURSING 113 – Mental Health Nursing   4.0
NURSING 114 – Adult Care I   7.0

Second Year Spring Semester
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**

Prerequisites
PHYSIOLOGY 060 – Human Physiology   5.0
MICROBIOLOGY 070 – General Microbiology   5.0

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

Second Year Spring Semester
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   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. (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) 270-6475

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

GRADING

L = Letter Grade Only
K = Mandatory Credit/No Credit
O = Optional Credit/No Credit
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. Directed Study courses are approved by the curriculum committee for one of two purposes: 1. To allow a student to take an alternative class to fulfill a course requirement for a certificate, major, or associate degree. 2. To allow a student to be able to complete a certificate, major, or associate degree when the course is not being offered during the current semester or is being offered at a time that the student cannot attend. Directed Study courses should be limited to five or fewer students. This course requires an individual contract between the student, instructor, and the discipline dean. Units are transferable as elective credit.

100-199

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

194

Individualized Skills Laboratory in any discipline. This 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.

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 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 12	PHYSO-060:	Human Physiology
CAN BIOL 14	MICRO-070:	General Microbiology
CAN BIOL SEQ A	BIOL 003 + 001 + 002:	Molecular Biology + General Principles of Biology + Organismal Biology

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

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: 2

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

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: D0   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 major.)

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 major.)

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-114　　　- Terrorism　　　　　　　　**Units: 3**

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

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

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

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

Lecture Hours: 3　　　　Lab Hours: 0　　　　　　　　　　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

AJ-116　　- Introduction to Corrections　　Units: 3

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

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

CAN: 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-117　　- Cybercrime　　Units: 3

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

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

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

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　　Units: 1 - 8
Occupational Work Experience-
Alternate Plan**

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 cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as OT, PT, RT, and chiropractic.

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

CAN: None

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

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

CSU GE: B2,B3　　　　District GE: B2, BL　　　　IGETC: 5B

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

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   Units: 5
                     Physiology

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   Units: 0.5
                     Development Lab

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   Units: 3
                     Anthropology

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   Units: 3
                     Cultural Anthropology

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

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

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

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

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/UC   Degree Applicable: AA/AS
CSU GE: D1   District GE: D   IGETC: 4A

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 the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools and techniques in studying the elements and principles of drawing, including line, shape, value, texture, perspective and composition. This course may include field trips.

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

CAN: ART 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

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, stabiles, environmental, monolithic, linear, etc., as well as representational and abstract forms are examined. Group projects, field trips, and slide lectures are included in this course.

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

Open Curriculum: No prerequisite, corequisite or levels
CAN: 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 will study the history of jewelry from earliest times to the present. Students will learn and use the elements of art structure and principles of design to create their own unique works of art. Assignments will focus on design while exploring wax modeling, core casting, photo transfer etching, and other methods for making cast jewelry. Field trips to exhibitions may supplement the course.

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

Open Curriculum: No prerequisite, corequisite or levels
CAN: 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-   Units: 1 - 3
Parallel Plan

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   Units: 3
Through Gothic

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: ART 2; ART SEQ A = ART 91+92
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: Units: 3
Renaissance to the Present

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: ART 4; ART SEQ A = ART 92+91
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: B3 District GE: B1, 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, filers, 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: 2.5

This course will prepare students to diagnose and repair front wheel drive and rear wheel drive automatic transmission systems. Stall and pressure testing, torque converters, planetary, CVT, and helical gear systems, valve body repair, and on-car service techniques will be covered in both theory and practical application. Computerized powertrain diagnosis and repair will also be explored. Additional electronic transmission diagnosis and repair techniques are studied in Auto 174, Body Chassis Electronics. Both courses are recommended preparation for the ASE Automatic Transmission Exam.

Lecture Hours: 1.5   Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: AUTO 102 with C or better

Recommended: Completion of Auto 172 with a C or better grade.

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

AUTO-121   - Manual Transmission   Units: 2

This course will prepare students to diagnose and repair front and rear wheel drive manual transmission systems, clutches, drive lines, differentials, and CV axles. Planetary, helical, hypoid, bevel, and straight cut gear systems will be studied including ratio calculation and torque multiplication. Overhaul practices, including teardown, measurement, inspection, repair, and reassembly will be covered. Four wheel drive systems such as automatic locking hubs, transfer cases, and electronic shift on the fly are also studied.

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

Prerequisite: AUTO 102, with a grade of C or better.

Recommended: Completion of Auto 172, with grade of C or better.

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

AUTO-122   - Advanced Electrical   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 explores the application of electronic components and systems within a modern vehicle. Students will learn basic semiconductor theory, and operation and testing of a wide variety of input and output devices. Also covered will be multiplex (vehicle intranet) systems, serial communications, and diagnostic practices.

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

Prerequisite: Auto 170 with C or better

Recommended: Auto 118, 122, 127, 129

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

AUTO-127   - Ignition Systems   Units: 2

This course covers the theory, diagnosis and repair of modern automotive 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   Units: 2.5
                Management

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   Units: 2.5
                Performance/Diagnostics

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: 2

This course will prepare students to diagnose and repair modern heating ventilation and air conditioning systems. Topics studied include systems inspection, diagnosis, and repair, leak testing, performance testing, mode control, refrigerant identification, recovery, flushing, evacuation, recharging, and safe handling procedures. Students will also learn to diagnose component malfunctions and related electrical systems. Automatic temperature control systems will also be explored. Auto 135 and 174 prepares students for the ASE Air Conditioning exam.

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

Prerequisite: AUTO 102, with C or better

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

AUTO-136   - Automotive Occupational Work   Units: 1 - 4
                Experience-Parallel Plan

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   - 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 rules and regulations, consumer rights, proper inspection procedures, equipment usage, safety, diagnostic techniques and failure diagnosis.

Lecture Hours: 4   Lab Hours: 1   Repeatable: 3   Grading: L

Prerequisite: Automotive 102 with C or better OR hold current California smog license OR a recently expired California smog license OR equivalent

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

AUTO-142   - Automotive Electrical/Electronic   Units: 1
                Systems

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   - Enhanced Emission Diagnostics   Units: 2

This course covers advanced testing, diagnostic and repair procedures for automotive emission systems. The course meets State of California BAR licensing requirements for smog certification and licensure. Students will utilize diagnostic equipment including digitial storage scopes and the BAR97 dynometer to test, certify, and diagnose emission problems. Instruction will include five gas analysis, baseline techniques, loaded mode testing, advanced waveform patterns, NOx diagnosis, catalytic converter testing, and O2 sensor diagnosis.

Lecture Hours: 2   Lab Hours: 0.5   Repeatable: 3   Grading: L

Prerequisite: AUTO 141 with C or better or hold current CA Smog Technician License.

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

AUTO-146   - BAR-97 Transition   Units: 0.5
**   Course/Loaded Mode Emission**
**   Testing**

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 course will introduce students to the service and repair procedures of drivetrain systems, brakes, clutches, steering, suspension, alignment, and related measurement practices. Auto 172 is designed to prepare students for the chassis drive-train track and stresses inspection and routine maintenance services of undercar systems such as CV axles, brake friction components, universal joints, clutch systems, and transmissions. Satisfactory completion of this course is required for either automotive degree option.

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

Prerequisite: AUTO 102, with C or better

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

AUTO-173   - Automotive Service Operations   Units: 2

This course will provide overview information about careers in Automotive Technology. Preparation for "on job" experience will include presentations and discussions about professionalism, work ethics, diplomacy, consumerism, safety, hazardous wastes, tools and equipment, as well as employee, employer, and customer relations.

Lecture Hours: 2   Lab Hours: None   Repeatable: No   Grading: L

CAN: 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 wil 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   Units: None
                  Supervised Tutoring**

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

Prerequisite: MATH 013 with C or better

CAN: BIOL SEQ A = BIOL 1+2+3
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: B2,B3   District GE: B2, 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 SEQ A = BIOL 1+2+3
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-002L   - Biology 2 Skills Development   Units: 0.5
                  Laboratory**

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: BIOL SEQ A = BIOL 1+2+3

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: B2, 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: B2, 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: B2, BL   IGETC: 5B

BIOL-065   - Wildlife Biology   Units: 3

A General Education biological science course, without a lab, designed for non-science majors. This is a course emphasizing conservation. Its purpose is to identify local flora and fauna, and to become aware of human impact on plants and animals living in the area; and to motivate students to take constructive action to conserve wildlife and natural resources. Field trips may be required.

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

Recommended: A general science course at the high school level.
CAN: None

Advisory Level: Read: 3   Write: 3   Math: 3

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

CSU GE: B2   District GE: B   IGETC: 5B

BIOL-072   - Human Physiology   Units: 5

This course begins with an introduction to cellular physiology and metabolism. The majority of the course involves the physiological processes of the human body systems including nervous, endocrine, muscular, urinary, respiratory, sensory, digestive, cardiovascular and reproductive. There is also discussion of disease and the loss of homeostasis in the body. This course is designed for college degrees in nursing, physical and occupational therapy, and certain science and preprofessional majors.

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

Prerequisite: (ANAT 001 or AP 003) and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A) and MATH 013; 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

BIOL-088P   - Biological Science General Work   Units: 1 - 3
         Experience-Parallel Plan

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 Math   Units: 3

This course provides a general review of basic mathematics needed for success in business. Topics include percentage, discounts, payroll, interest, retailing, and other business applications. Students will develop business math competencies for fields such as accounting, management, retailing, real estate, administrative assistant, or marketing.

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

Prerequisite: 3 units of MATH 310 with CR or placement based on assessment

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

BUS-060   - Fundamentals of Business   Units: 3
             Statistics

This course introduces statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Topics include: collection and presentation of data, measures of central value and spread, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation. This course requires the use of quantitive skills acquired in intermediate algebra and finite math. Concurrent enrollment in the business 60 Lab is strongly recommended.

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

Prerequisite: MATH 013 with C or better

Recommended: Math 061 Finite Mathematics, with C or better, or equivalent.
CAN: STAT 2
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: None   District GE: None   IGETC: None

BUS-060L   - Statistics Laboratory   Units: 0.5 - 1

Business 60 Lab is a recommended corequisite course to Business 060, Fundamentals of Business Statistics. This course provides hands-on computer experience using software to augment and demonstrate concepts presented in the Business 060 class.

Lecture Hours: None   Lab Hours: 1.5 - 3   Repeatable: 1   Grading: O

Corequisite: BUS 060

CAN: None
Advisory Level: Read: 3   Write: 3   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-084   - Introduction to Marketing Principles   Units: 3

This course will cover consumer markets, planning and forecasting, product adaptation, wholesale selling, retailing, advertising, pricing strategy, nonprofit marketing and international marketing.

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

CAN: None

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

Transfer Status: CSU   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 Literacy   Units: 0.5

Students will learn how to apply basic skills utilizing computer application programs. Students will be able to create documents, conduct searches using the World Wide Web, set up and use e-mail accounts. Computer literacy is a definite need everywhere--personal and professional.

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

Students will develop skills and concepts for the workplace. Emphasis is placed on proficiency on the use of the calculator, mastery of basic math skills, and application of concepts to business problems. The student completes business problems, such as payroll calculations, expenses, interest/trade discounts, and cash/chain discounts.

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

Credit by Exam: Yes

CAN: 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-007A   - Business Writing Skills   Units: 3

Students will review and apply business English skills for business letter writing. Areas covered include grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics including examples of applying these to business writing. The Internet and other forms of communications used today will be discussed. Successful completion of this course prepares the student for BIS 101, Written Business Communication.

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

CAN: None

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

Transfer Status: None   Degree Applicable: 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   Units: 1
                   Document Formatting**

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   Units: 1
                   Document Processing**

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 be introduced to various areas of the medical field. Emphasis will be placed on mastering medical terminology, abbreviations, spelling rules for component parts, body systems, combining forms, prefixes, suffixes. Students will learn how to apply the correct terminology when preparing medical reports.

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

CAN: 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-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 bycreating 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   Units: 3
              Professionals

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   Units: 3
**   Processing**

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   Units: 3
**   Programming**

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   Units: 3
**   and Design**

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   Units: 0.5 - 9
**   Information Systems**

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   Units: 2
**   (Directed Study)**

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: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: None   IGETC: None

BIS-101   -   Written Business Communication   Units: 3

This course covers the content development and presentation of business correspondence. Planning, developing, composing, and editing of a variety of business documents are emphasized. Preparing a business research report and a resume are also included. Students will review current letter styles and formatting. The course will also cover how changes in technology affect written communications. This course is equal to SJCC's BUS 007B course.

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

Prerequisite: ENGL 104 or ESL 091 or BIS 007A or BUS 007A with grade of C or better.

CAN: 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-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   - Microsoft PowerPoint   Units: 1.5

Students will create presentations with Microsoft PowerPoint using design templates, graphic elements (tables, charts, clip art, animation, transitions), and customized components for effective delivery of business material.

Lecture Hours: 1   Lab Hours: 1.5   Repeatable: No   Grading: O

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-109   - 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   Units: 1.5
                Projects I

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   Units: 1.5
                       Projects II

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   Units: 0.5 - 1
                       Accuracy Improvement

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   Units: 1
                       Web

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 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   Units: 3
                       Web

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   Units: 3
                       Workplace

The definition and importance of human relations and customer service in the workplace will be covered. Attitude, personality styles, organizational behavior, management styles, teamwork, communications, and diversity will be emphasized. Students will learn how to deal with problematic situations in the workplace in a positive manner. A hands-on approach will be used to demonstrate how employees can use human relations effectively in the workplace. This course is equal to SJCC's BUS 135 course.

Lecture Hours: 3   Lab Hours: None   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-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-138   - Business Information Systems 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

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 - 2

This self-paced course introduces students to the basic functions of processing medical insurance claims. The computer-based program offers students the opportunity to practice completing common medical insurance forms.

Lecture Hours: None   Lab Hours: 3 - 6   Repeatable: 1   Grading: L

Prerequisite: BIS 011A with C or better

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-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 - 2

Students will learn step-by-step coding used in the medical field. Students will also prepare for certification in medical coding.

Lecture Hours: 0   Lab Hours: 3 - 6   Repeatable: 1   Grading: L

Recommended: BIS 017
CAN: 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   **- Innovations in MS Office Applications**   **Units: 1**

Students will learn the new features of MS Office. This class introduces new features such as Web-based assistance; downloadable templates and clip art; instant messaging; research task pane, enhanced accessibility, using and setting smart tags and search folders; comparing files side by side; using XML in Word, Excel and Access. Other features may include using SharePoint services, Infopath and OneNote. Updates will be covered as they are added to the applications.

Lecture Hours: 1   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-171   **- Introduction to PowerPoint Presentations**   **Units: 0.5**

Students will learn the basic features of Microsoft PowerPoint in order to make effective presentations in a business or educational setting. Design templates, graphic elements, animation and transitions will be introduced, as well as text management and presentation best practices.

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-172   **- Database for Business**   **Units: 0.5**

Students will learn the basic features of database software, such as Microsoft Access, in order to be able to work with data in a business or education setting. Tables, forms, reports and queries will be introduced.

Lecture Hours: 0.5   Lab Hours: None   Repeatable: No   Grading: O

Recommended: Basic computer literacy
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   **- Web and HTML Basics**   **Units: 1**

In this course, students will learn how to effectively design a Web Site of 3 to 5 pages in length.

Lecture Hours: 1   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 Basics**   **Units: 1**

In this course students will be exposed to the fundamentals of Photoshop. Topics include: layers, filters, and tools.

Lecture Hours: 1   Lab Hours: None   Repeatable: No   Grading: O

Recommended: Basic computer skills.
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-175   **- Personal Finance with Quicken**   **Units: 1**

Students will use Quicken software to manage personal finances and investments. Setting up various types of accounts and managing transactions, categories, data files, and classes will be covered. In addition, students will work with budgets, reports, online bank and credit card transactions, reconciling accounts, tracking investments and monitoring assets and loans.

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

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 095 or BIS 102A or BIS 102B or BIS 104 or BIS 106 or BIS 107 or BIS 109 or BIS 110 or BIS 110A or BIS 110B or BIS 112 or BIS 121 or BIS 125 or BIS 128 or BIS 183 or BIS 186 or BIS 190A or BIS 190B or BIS 191A or BIS 191B or BIS 192A or BIS 192B 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: B1, BL   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 12A.   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: B1, 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

This course is an introduction to the theory and practice of traditional gravimetric and volumetric analysis. Tools and techniques of electroanalytical and spectrophotometric analytical methods will be investigated. This course is highly recommended for students who are majoring in chemistry, biochemistry, biology, microbiology, biotechnology and for those who want to gain practical analytical laboratory techniques. This course is an elective in the Chemistry A.A. Degree Program which facilitates transfer to CSU, UC or other four-year private and public colleges and universities nationwide.

| Lecture Hours: 2 | Lab Hours: 6 | Repeatable: No | Grading: L |

Prerequisite: CHEM 001B with C or better

CAN: CHEM 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

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 maxiumum 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

Chinese

CHIN-091A - Conversational Mandarin, Level 1   Units: 3

This course introduces the students to the elementary communication skills of Mandarin. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Basic Pin Yin pronunciation and writing will be introduced. Instruction also provides cultural information.

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

CAN: None

Advisory Level: Read: 3   Write: 3   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 transversing 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: AA/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: AA/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: 3   Write: 3   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 offers students the opportunity to learn, improve, and practice the oral communication process. The course covers critical listening, audience situation and analysis, research methods, managing communication apprehension, organization and delivery. Skills are developed through multiple speaking situations.

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

CAN: SPCH 4
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: A1   District GE: A1   IGETC: 1C

COMS-040 - Introduction to Argumentation   Units: 3

This course provides students 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-088A　-　Communication Studies General　Units: 1 - 6　Work Experience - Alternate Plan

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Alternate Plan Work Experience allows students to attend college one semester and work the next. Between 1 and 6 units of Work Experience credit may be earned during a semester, to a maximum of 6 units total. Students may take only one (if any) class in addition to Work Experience during the semester they are enrolled in COMS 088A. Internship/job placement is not guaranteed.

Lecture Hours: 0　　　Lab Hours: 3 - 18　　　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:　3　　　Write:　3　　　Math:　None
Transfer Status: CSU　　　　　　　　　Degree Applicable: AA/AS
CSU GE:　None　　　　　District GE: None　　　　　IGETC:　None

COMS-088P　-　Communication Studies General　Units: 1 - 3　Work Experience - Parallel Plan

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　　　Units: 0.5 - 9　Communication Studies

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　Units: 0.5 - 9　Aided Design and Drafting

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: 3　　　Repeatable: No　　　Grading:　O

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

CADD-131   - AutoCAD 2   Units: 2

This course is a computer-aided drafting and design (CADD) course where students will learn intermediate to advanced applications of AutoCAD software. Specific areas to be covered in this course include: working in model and paper space; drawing and viewing in 3-D space; creating 3-D models; using blocks with attributes; working with external references; rendering; understanding user coordinate system; AutoCAD and the Internet; advanced drawing, editing, and configuration procedures; and an introduction to user- level system customization.

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

Recommended: CADD 130 or equivalent coursework or work experience

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

CADD-132   - Using Mechanical Desktop   Units: 2

Mechanical Desktop is an integrated CADD package of advanced 3-D modeling tools, and 2-D drafting and drawing capabilities that help conceptualize, design, and document mechanical products. This course is an advanced computer-aided drafting and design (CADD) course where students learn to use Mechanical Desktop software.

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

Recommended: CADD 130 or equivalent coursework or work experience.

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

CADD-133   - Using Autodesk Inventor   Units: 2

Inventor is a feature-based, solid modeling tool intended for people who want to create and develop mechanical designs in a 3-D environment. This course is a computer-aided drafting and design (CADD) course wherein the students will learn the fundamentals of Autodesk Inventor software.

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

Recommended: Basic computer skills

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

CADD-134   - Advanced Autodesk Inventor   Units: 2

This advanced Autodesk Inventor course extends what was learned in the Using Autodesk Inventor course by addressing topics that include advanced model creation techniques, sheet metal design, top-down assemblies, use of design elements, and creation of presentations.

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

Recommended: Prior Inventor training and/or experience is recommended.

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

CADD-135   - Introduction to Autodesk Land   Units: 2
**   Desktop**

CADD 135 is a computer-aided drafting and design course that focuses on the use of Autodesk Land Desktop software. In this course, students will become familiar with the interface and command sets of Land Desktop while learning to create typical civil engineering project data. Working with points, creating surfaces, performing terrain modeling, drawing and editing lines and curves, layout of parcels and performing labeling tasks are concepts included in the project work for this course.

Lecture Hours: 0   Lab Hours: 6   Repeatable: No   Grading: O

Recommended: CADD 130 or equivalent coursework or work experience

CAN: None

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

Transfer Status: None   Degree Applicable: AS

CSU GE: None   District GE: None   IGETC: None

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

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   Units: 1 - 8
**   Drafting Occupational Work**
**   Experience-Alternate Plan**

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-139　　- Using Solidworks　　　　Units: 2

Solidworks is a feature-based, solid modeling tool intended for people who want to create and develop mechanical designs in a 3-D environment. This course is a computer-aided drafting and design (CADD) course wherein the students will learn the fundamentals of Solidworks software.

Lecture Hours: 0　　　Lab Hours: 6　　　Repeatable: No　　Grading: L

Prerequisite: 2

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-140A　　- CADD Applications - Basic Drafting　　　　Units: 2

This course is a beginning level drafting/CADD course focusing on the standardized concepts of technical drafting. The fundamental drafting concepts of orthographic projection, sketching, section views, auxiliary views, dimensioning practices, and drawing annotations used in a variety of industrial, civil architectural and business applications will be covered.

Lecture Hours: 0　　　Lab Hours: 6　　　Repeatable: No　　Grading: O

Recommended: Prior CADD training and/or experience

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-140B　　- CADD Applications - Detailing and Assemblies　　　　Units: 2

This course is a CADD course focusing on the application of drafting concepts using orthographic projection, sketching, section views, auxiliary views, dimensioning practices, and drawing annotations. The creation of detail and assembly drawing documentation typically done in a variety of industries will be covered.

Lecture Hours: 0　　　Lab Hours: 6　　　Repeatable: No　　Grading: O

Recommended: CADD130 and 140A or equivalent coursework or work experience

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-141　　- CADD Applications - Design　　　　Units: 2

This course is a drafting/design/CADD course where students learn to use 2-D and 3-D CADD techniques when designing single objects and assemblies of objects. Analysis of current design practices and/or manufacturing processes will be included through research of standards, catalogs, data sheets, drawings, and other reference sources. Students will prepare layouts and formal drawings of their designs, and all documentation will be expressed using appropriate conventions. A variety of typical industrial and business design problems, typically done using CADD techniques, will be explored.

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

Recommended: CADD 130 and 140A or equivalent coursework or work experience

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-142　　- Modern Dimensioning and Tolerancing　　　　Units: 2

CADD 142 is a theory course that focuses on a study of dimensioning and tolerancing based on ASME Y14.5M-1994 standards. Emphasis will be given to geometric dimensioning and tolerancing concepts, tolerance studies, general dimensioning and tolerancing techniques and theory. An introduction to the newest related standard, ASME Y14.41-2003 Digital Product Definition Data Practices, will be included.

Lecture Hours: 2　　　Lab Hours: None　　　Repeatable: No　　Grading: O

Recommended: Prior knowledge of drafting and/or manufacturing processes.

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-143　　- Computer Aided Design and Drafting Product Data Management　　　　Units: 1

Introduction to product data management for CADD and engineering environments, including document lifecycle; access, storage, tracking, and linking documents; red lining and revision; and EDMS systems.

Lecture Hours: 0.5　　　Lab Hours: 1.5　　　Repeatable: No　　Grading: O

Credit by Exam: Yes

CAN: 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-144A　　- Architectural CADD Applications　　　　Units: 2

CADD 144A is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems. The drawing and detailing of floor plans, foundation plans, sections, interior and exterior elevations and plot plans will be included in this course. All drawing projects will enhance the students' knowledge of the nomenclature and methods applied to the architectural and building industries.

Lecture Hours: 0　　　Lab Hours: 6　　　Repeatable: No　　Grading: O

Recommended: CADD 130 or equivalent coursework or work experience

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-144B　　- Architectural CADD Applications　　　　Units: 2

CADD 144B is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems. The application and creation of typical drawings, details and specifications to an architectural design project will be the focus of this course.

Lecture Hours: 0　　　Lab Hours: 6　　　Repeatable: No　　Grading: O

Recommended: CADD 130 and 144A or equivalent coursework or work experience

CAN: None

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

Transfer Status: None　　　　　　　Degree Applicable: AS

CSU GE: None　　　District GE: None　　　IGETC: None

CADD-145   - Architectural CADD Applications-   Units: 2
Landscaping

CADD 145 is an architectural drafting course where the students will apply CADD techniques to typical architectural drawing and design problems.   The drawing, detailing and design of landscaping elements of typical residential or commercial architectural sites will be the focus of this course.

Lecture Hours: 0   Lab Hours: 6   Repeatable: No   Grading: O

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

CADD-146A   - AutoCAD Software Updates   Units: 0.5 - 2

CADD 146A is a computer-aided drafting and design course that offers students lab training in the updates and new features included in latest release of AutoCAD software.

Lecture Hours: 0   Lab Hours: 1.5 - 6   Repeatable: 3   Grading: O

Recommended: Prior CADD knowledge
CAN: None
Advisory Level: Read: 2   Write: 2   Math: 1
Transfer Status: None   Degree Applicable: AS
CSU GE: None   District GE: None   IGETC: None

CADD-146B   - Inventor Software Updates   Units: 0.5 - 2

CADD 146B is a computer-aided drafting and design course that offers students lab training in the updates and new features included in the latest release of Inventor software.

Lecture Hours: 0   Lab Hours: 1.5 - 6   Repeatable: 3   Grading: O

Recommended: Prior CADD knowledge
CAN: None
Advisory Level: Read: 2   Write: 2   Math: 1
Transfer Status: None   Degree Applicable: AS
CSU GE: None   District GE: None   IGETC: None

CADD-146C   - Solidworks Software Updates   Units: 0.5 - 2

CADD 146C is a computer-aided drafting and design course that offers students lab training in the updates and new features included in latest release of Solidworks software.

Lecture Hours: 0   Lab Hours: 1.5 - 6   Repeatable: 3   Grading: O

Recommended: Prior CADD knowledge
CAN: None
Advisory Level: Read: 2   Write: 2   Math: 1
Transfer Status: None   Degree Applicable: AS
CSU GE: None   District GE: None   IGETC: None

CADD-150   - CADD Document Management   Units: 2.5

This course is a document management course in which the student will study a variety of methods used to manage documents in CADD and engineering environments. The student will learn about workflow and lifecycle concerns associated with CADD drawings, specifications, manufacturing instructions sheets, and other related documents. Computer applications used to view, access, and manage files will be explored and the students will learn to work within typical EDMS (Electronic Document Management System) systems. It is recommended that students taking this course have some previous knowledge of industrial documentation procedures.

Lecture Hours: 2   Lab Hours: 2   Repeatable: No   Grading: O
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   Units: 3
Information Technology

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   Units: 3
Development

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-024A   - Visual Basic Programming, Part A   Units: 1

Students will learn how to use the Visual Basic Interactive Development Environment (IDE) to create Microsoft Windows Applications with simple Graphical User Interfaces. This course covers the basic tools of the IDE, event driven programming concepts, properties and behaviors of objects, Visual Basic primitive data types, and how to use Forms, Labels, Buttons and TextBox components. Recommended for workforce preparation.

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

Prerequisite: CIT 020 with C or better

Recommended: Basic computer literacy.

CAN: 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-024B   - Visual Basic Programming, Part B   Units: 1

Students will learn how to use the Visual Basic Programming Structures of Decision, Repetition, and Decomposition (procedures). Additional built-in procedures will be covered including some specific to String Manipulation. Both Visual Basic Sub Routines and Functions will be studied along with Pass by Value and Pass by Reference parameters.   Recommended for workforce preparation.

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

Prerequisite: CIT-020 with C or better

Recommended: CIT 024 or equivalent experience.

CAN: 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-024C   - Visual Basic Programming, Part C   Units: 1

Students will learn how to create and use arrays, read and write sequential date files, use Try/Catch error handling, create user defined Structures and variables of those Structures, and create user defined Classes and object of those Classes. Additional controls (such as CheckBox, RadioButton and ListBox) will be studied. Recommended for workforce preparation.

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

Prerequisite: CIT 020 with C or better

Recommended: CIT 024A and CIT 024B or equivalent experience.

CAN: 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-030   - Telecommunications and   Units: 3
              Computer Networks

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

Corequisite: CIT 200

Recommended: Basic computer literacy, familiarity with programming concepts (such as those taught in CIT-020)

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-042A   - Perl Programming, Part A   Units: 1

This course is intended for students with some knowledge of programming, and covers the fundamental aspects of the Perl programming language. The course includes a review of programming basics and continues with the basic data types of the Perl language. Recommended for workforce preparation.

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

Recommended: CIT 020 or equivalent experience.
CAN: 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-042B   - Perl Programming, Part B   Units: 1

This course is intended for students with some knowledge of programming, and covers intermediate level aspects of the Perl programming language. The course covers regular expressions, directory manipulation, and CGI scripts. Recommended for workforce preparation.

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

Recommended: CIT-020 and CIT-024A or equivalent experience.
CAN: 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-042C   - Perl Programming, Part C   Units: 1

The course covers advanced topics in Perl. Students will learn how to create Perl scripts that interact with web pages and databases over a network. Recommended for workforce preparation.

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

Recommended: CIT 020, CIT 024A and CIT 024B or equivalent experience.
CAN: 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-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/UC   Degree Applicable: AA/AS
CSU GE: None   District GE: None   IGETC: None

CIT-044A   - Java Programming, Part A   Units: 1

This course is an individualized instructional lab course for students learning the Java Programming Language. Introduction to Java and elements of the language will be covered. Recommended for workforce preparation.

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

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042 or equivalent programming knowledge.

CAN: 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-044B   - Java Programming, Part B   Units: 1

This course is an individualized instructional lab course for students learning the Java Programming Language. This second course will introduce Applets and Graphics User Interfaces. Recommended for workforce preparation.

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

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042 or equivalent programming knowledge.

Recommended: CIT 044A or equivalent experience.
CAN: 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-044C   - Java Programming, Part C   Units: 1

This course is an individualized instructional lab course for students learning the Java Programming Language. This third course will introduce intermediate elements of the Java programming language, such as, packages, interfaces, multithreading, file input/output streams. Recommended for workforce preparation.

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

Prerequisite: COMSC 075 or CIT 20 or CIT 022 or CIT 024 or CIT 042, or equivalent programming knowledge.

Recommended: CIT 044A and CIT 044B or equivalent experience.

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

CIT-045   - Advanced Java Programming   Units: 3

This course extends what was learned in the Java Programming course by addressing topics that include Java graphical user interface design, multi-threading, I/O streams, networking, database connectivity, and security. Students will gain practical experience in designing a vertical solution for a Java application that will interact with a networked database server.

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

Prerequisite: CIT 044 or equivalent programming language

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   Units: 3
Design for Java Technology

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   - Introduction to UNIX/Linux   Units: 3

This is an introductory course in the UNIX/ Linux operating system. It covers a basic editor, file and directory manipulation, processes, standard files, access permission, mail, write and talk. The course also addresses the Bash Shell, including the shell command line, setup, customizing the shell environment, the alias mechanism, pipes, filters, and I/O redirection. Additionally, document formatting packages and system administration are briefly introduced.

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

Corequisite: CIT 200

Recommended: Computer literacy

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-050A   - UNIX/Linux Operating System,   Units: 1
Part A

This is an introductory course in the UNIX/ Linux operating system. It covers file and directory manipulation, processes, standard files, access permission, mail, write and talk. The course also addresses the Bash Shell, including the shell command line, set up the alias mechanism, pipes, filters, and I/O redirection. Recommended for workforce preparation.

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

CAN: 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-050B   - UNIX/Linux Operating System,   Units: 1
Part B

This is the second part to the Introduction to UNIXLinux course. It is primarily concerned with learning the commands used with vim, entering basic scripts, customizing the shell environment and performing commands with a UNIX/Linux based graphical user interface. Recommended for workforce preparation.

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

Recommended: CIT 050A or equivalent experience.

CAN: 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-050C   - UNIX/Linux Operating System,   Units: 1
Part C

Students will be introduced to writing UNIX/Linux scripts, variables, control structures, archiving and system administration. Recommended for workforce preparation.

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

Recommended: CIT 050A and CIT 050B, or equivalent experience.

CAN: 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-052   - UNIX/Linux Shell Programming   Units: 3

This is a beginning course in UNIX Shell Programming using different shell programs available with the UNIX operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands and looping mechanisms. Students will also learn passing arguments to shell scripts, I/O redirection, terminal/file I/O, subshells and using special UNIX commands. Additionally, this course will include use of restricted shell "rsh" and introduction to Korn shell commands. Students are required to register in CIT 200 in order to complete supplementary exercises.

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

Corequisite: CIT 200

Recommended: Basic computer literacy, familiarity with UNIX/Linux systems such as taught in CIT 050.

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-052A   - UNIX/Linux Shell Programming,   Units: 1
Part A**

This is a beginning course in UNIX/Linux Shell Programming using different shell programs available with the Linux™ and other UNIX-based operating systems. This beginning course will concentrate on Bourne Again Shell concepts, with information about other UNIX and Linux shells. These concepts include interpretation of different quote characters and shell meta-characters. Students will use regular expressions in shell commands and the "grep" utility. They will also learn the "sed" utility. Recommended for workforce preparation.

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

Recommended: CIT 050 or equivalent experience.

CAN: 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-052B   - UNIX/Linux Shell Programming,   Units: 1
Part B**

This is an intermediate course in UNIX and Linux Shell Programming which concentrates on the use of the awk utility for analyzing and reformatting output of shell commands. Students will learn to use variables, conditional statements, loops, arrays, and functions in awk. Recommended for workforce preparation.

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

Recommended: CIT 050 and CIT 052A or equivalent experience.

CAN: 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-052C   - UNIX/Linux Shell Programming,   Units: 1
Part C**

This is an advanced course in UNIX/Linux Shell Programming using different shell programs available with the Linux™ and other UNIX-based operating systems. This advanced course will concentrate on the use of variables, positional parameters, conditional and repetition statements, functions, and signals in UNIX and Linux shells. Recommended for workforce preparation.

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

Recommended: CIT 050, CIT 052A, and CIT 052B, or equivalent experience.

CAN: 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-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-054A   - UNIX/Linux System   Units: 1
Administration, Part A**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux stand-alone system. The student will review basic UNIX/Linux commands, bring up and shut down the system, add or remove users from the system, and monitor processes with administrative tools. Recommended for workforce preparation.

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

Prerequisite: CIT 050 or (CIT 050A and CIT 050B and CIT 050C); all with C or better or equivalent knowledge of UNIX/Linux.

CAN: 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-054B   - UNIX/Linux System   Units: 1
Administration, Part B**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux standalone system. The student will work with the UNIX/Linux filesystem, administering, backing up, and restoring files and filesystems, and with the network services. Administration of user accounts, groups, printers, and other devices will be done with administrative tools and with command line interface with shell scripts. Recommended for workforce preparation.

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

Prerequisite: CIT 50 or (CIT 50A and CIT 50B and CIT 50C); all with C or better, or equivalent knowledge of UNIX/Linux

Recommended: CIT 054A or equivalent experience.

CAN: 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-054C   - UNIX/Linux System   Units: 1
Administration, Part C**

This course is an individualized instructional lab course for students learning to administer a UNIX/Linux standalone system. The student will install and configure the UNIX/Linux operating system on a computer, plan, install, and configure mail services, troubleshoot hardware and file access problems. Recommended for workforce preparation.

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

Prerequisite: CIT 50 or (CIT 50A, CIT 50B, CIT 50C), all with grade of C or above) or equivalent knowledge of UNIX/Linux

Recommended: CIT 054A and CIT 054B or equivalent experience.

CAN: 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-055   - Advanced UNIX System   Units: 3
Administration**

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-056A   - UNIX/Linux Network Administration, Part A   Units: 1

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. It includes review of network basics, introduction to TCP/IP and OSI, configure and install a Ethernet network, configure and install the networking software, set up IP addresses and use diagnostic tools, check routing tables, and set up name resolution for the network. Recommended for workforce preparation.

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

Prerequisite: CIT 054 or (CIT 054A, CIT 054B, CIT 054C); all with C or above or equivalent knowledge of UNIX/Linux System Administration.

CAN: 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-056B   - UNIX/Linux Network Administration, Part B   Units: 1

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. It includes setting up subnets for Local Area Networks, installing and administering Network Information Systems, configuring and using automounted disks, and setting and administering UUCP on the network.   Recommended for workforce preparation.

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

Prerequisite: CIT 054 or (CIT 054A and CIT 054B and CIT 054C); all with C or better or equivalent knowledge of UNIX/Linux System Administration.

Recommended: CIT 056A or equivalent experience.

CAN: None

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

Transfer Status: CSU   Degree Applicable: AA/AS

CSU GE: None	District GE: None	IGETC: None

CIT-056C   - UNIX/Linux Network Administration, Part C   Units: 1

This course is an individualized instructional lab course for students learning Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX/Linux networking. This course includes establishing a FTP server, a web server, and an electronic mail server. Security issues with ethical and privacy concerns are discussed as well as setting up a firewall with access policies. Recommended for workforce preparation.

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

Prerequisite: CIT 54 or (CIT 54A and CIT 54B and CIT 54C); all with C or better or equivalent knowledge of UNIX/Linux System Administration.

Recommended: CIT 056A and CIT 056B or equivalent experience.

CAN: 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-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). It will also include how to design and create database structures to store, retrieve, update and display data in an Oracle database. Students are required to register in CIT 200 in order to complete supplemental course work.

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

Corequisite: CIT 200

Recommended: Basic Computer Skills

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-061B   - PL/SQL Programming   Units: 3

This course covers the basics of PL/SQL, Oracle's procedural language, creating procedures and functions, creating packages and working with object types. Students are required to register in CIT 200 in order to complete supplemental course work.

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

Prerequisite: CIT 061 or CIT 062

Corequisite: CIT 200

Recommended: Basic Computer Skills

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-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 Acccess 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-097   - Current Topics in Computers and Information Technology   Units: 3

This course familiarizes students with the terminology, use, and administration of systems and applications that are at the leading edge of Computer and Information Technology development.

Lecture Hours: 2.5   Lab Hours: 1.5   Repeatable: 1   Grading: L

Recommended: Basic Computer Literacy
CAN: 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-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   Units: 1 - 8
                Technology Occupational Work
                Experience-Alternate Plan**

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 043A or CIT 044 or CIT 045 or CIT 046 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 065 or CIT 066 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: 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

Computer Science

**COMSC-072   - Discrete Mathematics for   Units: 4
                Computer Science**

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-098   -   Directed Study in Computer Science   **Units: 0.5 - 9**

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

Lecture Hours: 0   Lab Hours: 1.5 - 27   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

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: 5**

This Core training course is designed to meet the State Board of Corrections regulations for entry level training of Correctional Officers for adult institutions. Course presents the lecture and practical application skills and knowledge to work in local adult jail facilities.

Lecture Hours: 9.14   Lab Hours: 2.29   Repeatable: No   Grading: L

CAN: None

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

Transfer Status: CSU   Degree Applicable: AA/AS

CSU GE: None   District GE: None   IGETC: None

CORCT-103   -   Juvenile Counselor Core Course   **Units: 4**

The juvenile counselor core course is designed to meet the California Board of Corrections requirements for entry level training of juvenile institution staff.

Lecture Hours: 6.8   Lab Hours: 2.3   Repeatable: No   Grading: L

CAN: None

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

Transfer Status: CSU   Degree Applicable: AA/AS

CSU GE: None   District GE: None   IGETC: None

CORCT-105   -   Supervisor's Update   **Units: 2**

This 80 hour course includes: values and ethics, role identification, leadership styles, assertive leadership, legal/liability issues, employee performance appraisal, counseling, discipline, employee relations, administrative support, press relations, planning and organizing, communications, report review, investigations, stress and the transition. This course is updated regularly for currency. Repeatable to a maximum of 6 units.

Lecture Hours: 2   Lab Hours: None   Repeatable: No   Grading: L

CAN: 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 of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does NOT include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or as part of an 18 unit approved certificate for Reserve Police Officer.

Lecture Hours: 0.6   Lab Hours: 1.7   Repeatable: 8   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

CORCT-110　-　Standards and Training for Corrections　　Units: 0.5

This course fulfills the California State Board of Corrections annual training requirements for eligible staff to remain current and to upgrade knowledge and skills. Content reflects advisory board, state standards and agency education and training objectives for probation officers, adult and juvenile institution staff.

Lecture Hours: 0.5　　Lab Hours: 0.9　　Repeatable: 9　　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

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　　Lab Hours: 3.4　　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

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: E　　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: E　　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: E　　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: E　　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: E   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: E   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: E   District GE: E2   IGETC: None

DANCE-088P   -   Dance General Work Experience-   Units: 1 - 3
**   Parallel Plan**

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 care, 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-   Units: 1 - 3
**   Parallel Plan**

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: 0.5 - 5

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, and techniques. It may contain POST curriculum as well as local training mandates. Repeatable up to 9 times for credit.

Lecture Hours: 0.46 - 3.81 Lab Hours: 0.91 - 7.62 Repeatable: 9   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

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-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-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-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**   **Units: 1 - 8**
                 Experience-Alternate Plan

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,**   **Units: 3**
                 Tools and Techniques

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**   **Units: 1 - 3**
                 Courses

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   Units: 3
               Surveying

This course introduces the fundamentals of Geographical Information System as related to civil engineering and surveying and how the Mutipurpose 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   Units: 1 - 4
Experience-Parallel Plan

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   Units: 1 - 8
Experience-Alternate Plan

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: L

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: None   IGETC: None

ENGL-001L - English Composition Lab   **Units: 0.5 - 1.5**

Students will learn and use critical thinking/writing skills needed for college level exposition, including paraphrasing, summarizing, development of complex content, revision, sentence techniques, research, evaluation, synthesis, and documentation of sources.

Lecture Hours: None   Lab Hours: 1.5 - 4.5   Repeatable: 8   Grading: K

Prerequisite: Placement in ENGL 001A by testing or by completion of (ENGL 104 and ENGL 102) or (ESL 091 or ESL 093)

CAN: 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, imagry, poetic techniques, purpose, and versification.

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

Prerequisite: ENGL (104 or 092) and ENGL 102 or READ (101 or 4 units of101S) 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-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-052 - Children's/Adolescent Literature   **Units: 3**

This course traces the historical and cultural development of global literature for both children and adolescents, including its multiple origins and relationships from the oral tradition, myth, nursery rhymes, poetry, fables, folk tales, sacred literature, novels, and literature-related arts such as music, theater, games, film, pictorial arts, and television. The course stresses multicultural elements and ethnic writers as it emphasizes the importance of diverse literature on psychological, sociological, and cultural growth of American college students and children/adolescents in general.

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

Prerequisite: Continuing students must complete (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101 or READ 101S) or (ESL 091 or ESL 093), all with C or better. New students will be placed based on the results of assessment.

Recommended: Highly recommended: A grade of C or better in ENGL 001A, first semester transfer composition.

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: C2   District GE: C2   IGETC: None

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, D3   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/Asian-American culture which are significant in illuminating the cultural experience of Asian-Americans. It is designed to provide an awareness and understanding of the experiences and literary contributions of Asian/Asian-Americans by examining Asian/Asian-American literary works from countries such as China, the Philippines, India, Japan, Korea, Vietnam, Malaysia, Indonesia, and the United States. (Satisfies the Ethnic Studies requirement for the Associate Degree.)

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

Prerequisite: ENGL (104 or 92) and ENGL (102 or ESL 91 or Reading 101) with a grade of C or better or placement based on assessment

CAN: 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 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,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 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,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 (ESL 091 or 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.   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: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: None   IGETC: None

ENGL-099   -   Grammar for Writers: WST Preparation   Units: 3

This course is designed for students who have passed English 00lA, but still require improvement and refinement in grammar, composition, and critical thinking skills. Upon successful completion, the student should attain and surpass the levels necessary for success in passing CSU Writing Skills Tests and for upper division work. English 099 focuses on writing structure and the creative process: mechanics, and composition. It is designed to instruct students in writing the full range of appropriate and effective English sentences, paragraphs, and essays. Basic concepts of the appropriateness of certain structures to specific content are emphasized.

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

Prerequisite: ENGL 001A with C or better

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

ENGL-102   -   College Reading   Units: 3.5

English 102 enhances college reading skills and study techniques using academic materials in a variety of disciplines such as the natural sciences, social sciences, humanities and business. Instruction includes literal and interpretive comprehension, rate flexibility, vocabulary expansion, and beginning research. All students in English 102 must complete 1.5 hours of lab work per week in the Reading Lab. This counts as 15% of the final course grade.   Concurrent enrollment in English 104 is recommended.

Lecture Hours: 3   Lab Hours: 1.5   Repeatable: No   Grading: L

Prerequisite: ESL 302 or ENGL 322 and (330 or 335) or READ 301 and (ENGL 330 or 335); all with C or placement based on assessment.

CAN: 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 satisfactory 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: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   District GE: None   IGETC: None

ENGL-194   -   Reading Skills   Units: 0.5 - 6

This self-paced course offers an opportunity to increase reading rate through the use of computers and software.

Lecture Hours: 0.5   Lab Hours: 1.5   Repeatable: 11   Grading: K

Prerequisite: ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S, all with CR or placement based on assessment

CAN: 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: No   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.

Corequisite: XENGL 322L

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 READ 350 or READ 340S or (ESL 312 and ESL 313); all with CR or placement based on assessment.

Corequisite: ENGL 322

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-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: None   Write: None   Math: None

Transfer Status: None   Degree Applicable: NAA

CSU GE: None   District GE: None   IGETC: None

ENGL-341 - Sentence/Paragraph Development   **Units: 3**

This course focuses on assisting students in developing strong grammar skills by emphasizing correct use of word forms, parts of speech and basic sentence structure. Ultimately, student competence in sentence skills will help them to successfully link sentences into a unified paragraph. The course may not be used for satisfaction of English requirements for the Associate degree, but it is a prerequisite for students who place below the English 330 level on the College Placement Test.

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

Open Curriculum: No prerequisite, corequisite or levels

CAN: 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 & contemporary issues in American society & serve as models/prompts for compositions. Essays will focus on research and the development and organization of ideas using complex sentences in coherent, well-developed paragraphs. Upon successful completion, students will progress to the next writing level, English 1A/ESL Focus. Concurrent enrollment in ESL 91L is required for computer assisted, instructor guided practice.

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

Prerequisite: ESL 302 or (ENGL 322 and (ENGL 330 or ENGL 335)) or ((READ 301 or READ 301S) and (ENGL 330 or ENGL 335)); all with CR or placement based on assessment.

Corequisite: ESL 091L

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-091L   - ESL Skills Development Lab   Units: 0.5

The content of this lab will facilitate skills development for the ESL 091 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor, or to write essays for individual critiques by an ESL instructor. Students must enroll concurrently in ESL 091.

Lecture Hours: 0   Lab Hours: 1.5   Repeatable: No   Grading: L

Corequisite: ESL 091

CAN: None

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

Transfer Status: None   Degree Applicable: NAA

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); 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 ESL 104 and 106 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students must enroll concurrently in ESL 104 or 106. Students may earn a maximum of 2 units.

Lecture Hours: None   Lab Hours: 1.5 - 6   Repeatable: 3   Grading: K

Corequisite: ESL 106

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   - Academic Listening and Speaking   Units: 3

This class is designed to help non-native speakers of English gain the academic listening and speaking skills required to be successful in the mainstream college level classroom. This course focuses on note-taking, class participation, expression of personal ideas, presentation skills, and gathering information from various audio and visual media. Concurrent enrollment in ESL 91 is highly recommended.

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

Prerequisite: ESL 314 or 315 or (ESL 312 and 313); all with CR or placement based on assessment.

CAN: 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

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 302L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 6   Lab Hours: 0   Repeatable: No   Grading: K

Prerequisite: ESL 312 and ESL 313, or ESL 315 all with CR or placement based on assessment.

Corequisite: ESL 302L

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-302L   - ESL Skills Development Lab   Units: 0.5

The content of this lab will facilitate skills development for ESL 302 courses. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor to write essays for individual critiques by an ESL instructor. Students must enroll concurrently in ESL 302.

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

Corequisite: ESL 302

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

ESL-306   - Editing and Grammar for Writers   Units: 3

ESL 306 emphasizes proofreading, editing, and grammar for ESL writers at a low-advanced level of English language proficiency. Course content focuses on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in academic writing.

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

Prerequisite: ESL 312 and ESL 313, or ESL 315 with CR or placement by assessment

CAN: 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 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 312L 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: ESL 312L

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-312L   - ESL Skills Development Lab   Units: 0.5

The content of this lab will facilitate skills development for the ESL 312 course. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software and web-based materials previously assigned by the ESL instructor, to attend workshops on grammar and composition, and to receive individual critique by an ESL instructor on assignments written for ESL 312.

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

Corequisite: ESL 312

CAN: 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.

Recommended: Concurrent enrollment in ESL 310L is strongly recommended

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

Corequisite: Or concurrent in ESL 322 or ESL 323 or ESL 324

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 0.5 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

ESL-340L - ESL Skills Development Lab   Units: 0.5

The content of this lab will facilitate skills development for the 340 series. It is designed to supplement classroom instruction (in the ESL 340 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 343. Twenty-four hours of lab work are required for 1/2 unit of credit.

Lecture Hours: None   Lab Hours: 1.5   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

ESL-345 - Basic Writing Skills 1   Units: 4

ESL 345 is a basic grammar and writing course for non-native speakers of English. The grammar and syntax of written discourse is recognized and identified in sentences and short passages, practiced in oral and written activities, and used and edited in a variety of written formats. Concurrent enrollment in ESL 346 and ESL 347 is recommended.

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

Open Curriculum: An assessment test is required prior to first day of class
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-346   Units: 3

This course is designed for non-native speakers at a high-beginning level of proficiency in English. Course materials develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Emphasis is also placed on discussion, writing, pronunciation, and spelling. Concurrent enrollment in ESL 345, and ESL 347 is recommended.

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

Recommended: Placement test required before registering
Open Curriculum: An assessment test is required prior to first day of class
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-347   - Basic Listening and Speaking 1   Units: 5

This course develops basic listening comprehension and speaking skills and furthers understanding of American culture at a high beginning level. Concurrent enrollment in ESL 345 and ESL 346 is recommended.

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

Open Curriculum: An assessment test is required prior to first day of class
CAN: 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. Fields trips are required. The course is designed for non-science majors to meet general eduaction 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: B1, B2   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 maxiumum 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/UC   Degree Applicable: AA/AS
CSU GE: C1   District GE: C1   IGETC: 3A

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/UC   Degree Applicable: AA/AS
CSU GE: C2, D1, D3   District GE: C2,D   IGETC: 3B, 4C

ETH-030   - Chicana/o Culture   Units: 3

This survey course studies the development of Mexican-American culture in the U.S. Southwest. Emphasis will be on the historical and sociological aspects of Mexican-American culture, including dominant social science and ethnic (in-group) perspectives of community life, value-orientation differences, patterns of assimilation and integration into mainstream American society. The course also identifies the artistic and literary contributions of Mexican-Americans.

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

CAN: 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: CSU   Degree Applicable: AA/AS
CSU GE: D0, D3   District GE: 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: E   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: E   District GE: 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, E   District GE: D,E1   IGETC: None

FCS-136   - Family Consumer Studies   Units: 1 - 4
Occupational Work Experience-
Parallel Plan

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

French

FREN-001A   - Elementary French-First   Units: 5
Semester

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   Units: 5
Semester

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: 6A, 3B

FREN-002B - Intermediate French   Units: 5

Further development of conversation, composition, review of structure of the French language. Oral and written expression, readings in French literature, and cultural understanding are included in this course.

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

Prerequisite: FREN 002A

CAN: 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: 6A, 3B

FREN-002L - Foreign Language Lab   Units: 0.5

The Foreign Language Laboratory supplements classroom instruction for French 002A and French 002B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with French 002A or French 002B. Repeatable to a maximum of 1 unit.

Lecture Hours: None   Lab Hours: 1.5   Repeatable: 1   Grading: K

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 maxiumum 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: 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 exercies 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-085 - Blueprint for Success   Units: 1

This course is designed to develop the student's self-awareness, self-acceptance and self-confidence, and to increase personal effectiveness in school, in business and in life. Students will learn to explore and clarify their belief systems, values, and personality types; to identify personal strengths and weaknesses; to examine and dismantle psychological and societal barriers; and to overcome obstacles to success through mental strategies and techniques such as time and stress management, goal setting, and visualization.

Lecture Hours: 1   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

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

This course is designed for the student whose learning style has impeded academic performance in traditional classroom settings. The primary objectives of the course are to inform students of services and accommodations provided through the Disabled Students Program for those who have a specific learning disability.

Lecture Hours: 0.5   Lab Hours: 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   Units: 1
**   Strategies**

This is an individualized course designed for students with specific learning disabilities whose learning problems have impeded the mastery of writing skills such as organization, structure, fluidity, punctuation and grammar. Class size is limited. A student may earn a maximum of 4 units.

Lecture Hours: None	Lab Hours: 3	Repeatable: 3	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 -   Units: 0.5 - 4
**   Mathematical Strategies**

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

Corequisite: Or concurrent enrollment in 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   Units: 1

This is a self-paced course designed for students who are eligible for Disabled Students Program services to improve basic academic skill areas and/or cognitive processes and logical reasoning skills through the use of appropriate computer equipment and software. The type of equipment and software utilized will be individually adapted to the student's disability and major or vocational goal. This course can be repeated 3 times to a maximum of 4 units.

Lecture Hours: None	Lab Hours: 3	Repeatable: 3	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-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: E   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   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/UC   Degree Applicable: AA/AS

CSU GE: D6   District GE: D   IGETC: 4F

HIST-003B - World History From 1500   Units: 3

This course introduces students to the world's regions and civilizations as interconnected entities. The course examines the fundamental economic, social, political, and ideological elements of human culture in historical context. This course is intended to be a thematic approach, which introduces the students to the ideas/accomplishments of significant men and women in each period and region. The transformation of civilizations from 1500 is surveyed.

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

CAN: None

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

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

CSU GE: D6   District GE: D   IGETC: 4F

HIST-009 - Women in American History   Units: 3

This is a historical survey course on women in the United States from pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. Also, the course will examine the interaction of race, class, and gender.

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: D3, D4, D6   District GE: D,ES   IGETC: 4D, 4F

HIST-010A - Development of Western Culture   Units: 3

This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

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

CAN: HIST 2; HIST SEQ A = HIST 10A+10B

Advisory Level: Read: 3   Write: 3   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

This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression since 1600. Emphasis is placed on understanding the facets of modern civilization which traces the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

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

CAN: HIST SEQ A = HIST 10A+10B

Advisory Level: Read: 3   Write: 3   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: D6   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 Indiginous 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-088A   -   History General Work Experience   Units: 1 - 6   – Alternate Plan

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Alternate Plan Work Experience allows students to attend college one semester and work the next. Between 1 and 6 units of Work Experience credit may be earned during a semester, to a maximum of 6 units total. Students may take only one (if any) class in addition to Work Experience during the semester they are enrolled in HIST 088A. Internship/job placement is not guaranteed.

Lecture Hours: None   Lab Hours: 3 - 18   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: 3   Write: 3   Math: None

Transfer Status: CSU   Degree Applicable: AA/AS

CSU GE: None   District GE: None   IGETC: None

HIST-088P   -   History General Work   Units: 1 - 3   Experience-Parallel Plan

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 a 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: D   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: 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: None   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   **Units: 1 - 4**
**   Experience-Parallel Plan**

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 a 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 is an 880 hour course of training certified by the Commission on Peace Officer Standards and Training (POST) to meet the statutory basic training requirements for peace officers. Course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.

Lecture Hours: 30.63   Lab Hours: 19.66   Repeatable: No   Grading: L

Prerequisite: POST approved pre-entry English skills assessment exam provided by the academy. Medical clearance by a licensed physician. Criminal History clearance by the Department of Justice pursuant to Penal Code.

CAN: 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-156   - Police Supervisor   Units: 2

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.

Lecture Hours: 7.6   Lab Hours: 17.2   Repeatable: No   Grading: L

CAN: 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-158   - PC 832 - Firearms   Units: 0.5

This course is designed for public safety personnel requiring annual updates, recertification, or remediation mandated by the Commission on Peace Officer Standards and required Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

Lecture Hours: 0.46   Lab Hours: 0.92   Repeatable: 9   Grading: L

Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code.

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-160   - Basic Police Academy-Modular Format, Level III, Part II   Units: 3.5

The Commission on Peace Officer Standards and Training (POST) has revised the Reserve Officer Program. The program follows the Basic Police Academy only in an extended modular format. This change was made to conform with local and state advisory committee needs. When the student completes Level III, they will be certified by POST as a Level III Reserve Police Officer. State Mandate to update curriculum adding 8 hours of chemical agent to go from 132 hours to 140 hours.

Lecture Hours: 5.1   Lab Hours: 2.5   Repeatable: No   Grading: L

Prerequisite: Completion of LE 158 and CORCT 109; both with C or better and current valid PC 832-Firearms certificates, POST approved pre-entry English skills assessment examination provided by the Academy, Criminal history clearance as provided by the Department of Justice pursuant to Penal Code, and POST approved pre-entry physical agility test provided by the Academy.

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-161   - Basic Police Academy-Modular Format, Level II   Units: 7

This is 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: 11.8   Lab Hours: 4.2   Repeatable: No   Grading: L

Prerequisite: Completion of LE 160 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

LE-162   - Basic Police Academy-Modular   Units: 12.5
             Format, Level I

This is 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: 15.7   Lab Hours: 12.9   Repeatable: No   Grading: L

Prerequisite: Completion of LE 161, Level II, POST approved comprehensive exam provided by the Academy, and Medical Examination/Clearance by a licensed physician

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-166   - Non-Lethal Chemical Agent   Units: 0.5
             Training

This course includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of the gas mask and applicable penal code sections. This course meets the requirements of PC 13514.

Lecture Hours: 0.5   Lab Hours: None   Repeatable: No   Grading: L

CAN: 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-172   - Advanced Officer Training   Units: 0.5 - 1

This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and that previously learned skills are maintained and reinforced. It will enable the agency to provide a means of correcting deficiencies while satisfying state teaching requirements. New information and changes in the Criminal Justice System affecting police officers, and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements. It is repeatable for credit as the subject continually changes.

Lecture Hours: 0.69 - 1.14   Lab Hours: 0.69 - 1.14   Repeatable: 19   Grading: L

Prerequisite: LE 154 (Basic Academy), with C or better, or Verification of referral by SBRPSTC staff.

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-173   - Field Evidence Technician   Units: 2

This is an 80 hour in-service course which provides training for law enforcement investigators at a crime scene where evidence needs to be identified, collected, processed, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching and appropriate reporting.

Lecture Hours: 2.86   Lab Hours: 1.71   Repeatable: 1   Grading: L

CAN: 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-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 course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field for recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Informant development and District Attorney legal updates are also covered. This is an 11550 Health & Safety Code course covering restricted dangerous drugs: Opiates, Cocaine, PCP, etc.

Lecture Hours: 1.4   Lab Hours: None   Repeatable: No   Grading: L

CAN: 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-176   - Background Investigation   Units: 1

A POST certified course designed to provide law enforcement officers with the skills to be accomplished Background Investigators. This course covers the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

Lecture Hours: 2.06   Lab Hours: None   Repeatable: No   Grading: L

CAN: 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-178   - Field Training Officer   Units: 1

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officer Standards and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training, and evaluation of Police Officers.

Lecture Hours: 1.6   Lab Hours: 0.69   Repeatable: No   Grading: L

CAN: 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-179   **- Skills and Knowledge Modular**   **Units: 0.5 - 2**
Training

This course offers in-service training curriculum for public safety personnel. Most modules are eight hours long and are either certified through POST or State Board of Corrections-Standards of Training for Corrections (STC) or the Office of the State Fire Marshall.

Lecture Hours: 0.5 - 2   Lab Hours: None   Repeatable: 19   Grading: K

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

Legal Assistant

LA-008   **- Legal Terminology**   **Units: 1 - 2**

This self-paced course introduces students to legal terminology found in the language of the laws. Students will learn the terminology and definitions, synonyms, pronunciation and usage in the different areas of law. Proficient use of a legal dictionary/thesaurus will be emphasized--a skill that is required in this field.

Lecture Hours: None   Lab Hours: 3 - 6   Repeatable: 1   Grading: L

CAN: 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**

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

LA-012   **- Legal Ethics**   **Units: 1**

This course is designed to familiarize the student with the major ethical problems that often arise in various legal settings. Issues covered include confidentiality, conflicts of interest, the unauthorized practice of law, safekeeping client property, malpractice, fees, advertising & competence. Students will gain recognition of ethical rules and boundaries established by federal and state regulators. Students also learn how to recognize and report potential ethical problems for legal assistants as they arise using the codes of Professional Responsibility & Ethics.

Lecture Hours: 1   Lab Hours: 0   Repeatable: No   Grading: L

CAN: 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-014   **- Civil Litigation**   **Units: 3**

This course provides students with an understanding of the fundamental principles and preparation of civil cases for trial. Upon completion of this course, students will be able to draft pleadings, motions and other documents required in a civil action, and will understand trial and appeal procedures.

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

Prerequisite: LA 008 or LA 010 with C or better or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN: 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 serves as an introduction to the various courts of law in the California state court system; including the Supreme Court, the Courts of Appeal, the Superior Courts, and the many specialized courts of limited jurisdiction. The course covers the location of courts, local court rules and statewide rules of court procedure. It will also detail the rules and procedures utilized in many of the specialized courts, such as Family Court, Juvenile Court and small Claims Court.

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

CAN: 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-030   **- Bankruptcy**   **Units: 3**

This course provides an overview of conditions and laws of bankruptcy and its alternatives. It prepares the student to research and prepare legal documents for handling Chapter 7, 11, and Chapter 13 bankruptcy cases, whether representing the debtor or creditor or serving as a court appointed trustee.

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

Prerequisite: LA 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN: 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 and Personal Injury Law**   **Units: 3**

This course prepares the student to assist attorneys and corporations in tort and personal injury law. The primary legal principles of tort and the various means of establishing insurance plans are covered. The student will be trained in the use of specific forms and procedures utilized in tort and personal injury work. Course content includes intentional torts, negligence, causation, proximate cause, strict liabilities, employer's liability, nuisance, misrepresentation, and product liability.

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

Prerequisite: LA 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

CAN: 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 008 or LA 010 with C or better, or 6 months full-time experience as a Legal Secretary, Paralegal, or Legal Assistant.

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 008 or 010 with C or better, or six months full-time-experience as a Legal Secretary, Paralegal or Legal Assistant.

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 008 or LA 010, with C or better, or six months full-time-experience as a Legal Secretary, Paralegal or Legal Assistant.

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 protection, semiconductor chip protection, Section 43(a) false advertising, unfair competition, publicity rights, and idea submission. For each major specialty area, coverage will also include: The nature of the protected right; what is protected; the requirements for protection; who may be protected; the duration of protection ownership; transfer of ownership; infringement; and remedies.

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

Prerequisite: LA 008 or LA 010, with C or better, or six months full-time experience as a Legal Secretary, Paralegal or Legal Assistant.

CAN: 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-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-050   - Constitutional Law   Units: 3

This course is designed to present a basic understanding of the U. S. Constitution, from its development to present-day applications. Topics covered include: the formation of the 3 branches of government, state's rights and responsibilities, and the rights afforded individual citizens such as freedom of speech, religion, assembly, and the right to privacy. The course also covers the rights of persons accused of a crime, which are guaranteed by the Constitution and subsequent statutes.

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

CAN: 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 essential techniques used to research legal issues. The proper use of many law library references are covered including federal and state statutes and codes, Shepard's citations, the West digest and key number systems, legal periodicals, treatises, and the legislative history of statutes and regulations at the federal, state and local levels. Students will also learn how to locate, analyze and brief federal and state case decisions at the county law library.

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

Prerequisite: LA 010 and BIS 101 with C or better, and (BIS 091 or CIT 010) or (BIS 106 or BIS 109) or word processing skills.

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-072   - Legal Research and Writing-B   Units: 3

Advanced-level techniques of legal research and efficient use of the law library to locate and analyze case decisions, the U. S. Constitution, international treaties, federal and state statutes, municipal codes and administrative regulations. Emphasis is placed on analyzing researched issues and the preparation of case briefs, internal and external legal memoranda and appellate court briefs.

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

Prerequisite: LA 071 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

**LA-136   - Legal Assistant Occupational   Units: 1 - 4
Work Experience-Parallel Plan**

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   Units: 1 - 8
Work Experience-Alternate Plan**

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   Units: 3
Internet**

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 - Elementary Algebra   Units: 5

This is a five-unit course in elementary algebra. Students will cover topics including operations on real numbers and algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents and operations on polynomials, factoring polynomials and solving quadratic equations by factoring, and operations on rational expressions and solving rational equations.

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

Prerequisite: 3 units of MATH 310 or MATH 311, with CR or placement based on math assessment.

CAN: None
Advisory Level: Read: 3   Write: 3   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, all with C or better or equivalent.

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 or equivalent.

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   Units: 3
              Education

This course is intended for non-science majors. It fulfills the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, voting theory, graph theory, basic probability and statistics, and concepts in geometry such as symmetry, patterns and the golden rectangle.

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

Prerequisite: MATH 013 or ELECT 122, both with C or better

CAN: MATH 2
Advisory Level: Read: 3   Write: 3   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 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: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: B4   District GE: B4   IGETC: 2A

MATH-071 - Calculus I with Analytic Geometry   Units: 5

This is the first course in calculus and analytic geometry for students majoring in mathematics, physical science, computer science, or engineering. It includes functions and graphs , topics in analytic geometry, the analysis of algebraic and trigonometric functions, limits, derivatives, integrals, and applications.

Lecture Hours: 5   Lab Hours: None   Repeatable: No   Grading: L
Credit by Exam: Yes
Prerequisite: (MATH 021 and MATH 022) or MATH 025, all with C or better

CAN: 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 032A 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 asthetic 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-052A - Beginning Guitar I   Units: 1

This course introduces students to playing the guitar, including music notation and sight-reading, correct position and technique, chords, strums, arpeggios. Students will play with their class members and learn basic ensemble and solo pieces and songs.

Lecture Hours: 0   Lab Hours: 3   Repeatable: 2   Grading: O

CAN: 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-052B - Beginning Guitar II   Units: 1

A continuation of Music 052A that further develops the student's ability to play guitar, including reinforcement and refinement to read music notation, utilize correct technique, and play chords, arpeggios, and strums. Students will play with and for class members and perform ensembles, solo pieces and songs.

Lecture Hours: 0   Lab Hours: 3   Repeatable: 2   Grading: O

Prerequisite: MUSIC-052A

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-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-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-   Units: 1 - 3
Parallel Plan

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   Units: 3
Civilization

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   Units: 3
Civilization

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   Units: 3
Musical Theater

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: 3   Write: 3   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-098   - Directed Study in Music   Units: 0.5 - 9

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

Lecture Hours: None   Lab Hours: 1.5 - 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

MUSIC-099   - Introductory Music   Units: 3

This course is designed for the student who wishes to learn the "language" of music, how to read, notate, interpret, perform, and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. It includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Students will discuss style analysis, i.e., what elements of music are organized in various cultures and time periods.

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

CAN: None

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

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

CSU GE: C1   District GE: C1   IGETC: None

MUSIC-101　-　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: B1,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-100　-　Introduction to Nursing　　　　**Units: 2**

Introduction to Nursing provides an overview of nursing roles, responsibilities, job opportunities, and settings for nursing practice. This course will provide a brief overview of nursing theories and the underlying principles of nursing knowledge, and will also include strategies to problem solve utilizing the nursing process and its application. This course is designed for non-nursing and potential nursing majors who would like to explore nursing as a career choice.

Lecture Hours: 2　　Lab Hours: None　　Repeatable: No　　Grading: L

CAN: 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-101　-　Clinical Application of Critical Thinking Skills　　　　**Units: 1 - 2**

This is an optional course for the second year EVC nursing students. Students will integrate nursing skills and knowledge gained during the nursing program through critical thinking strategies. Students may choose to participate in a variety of options: analysis of case studies, clinical simulations, multimedia/auto-tutorial programs, assessment of knowledge in nursing theory, and self-paced learning modules. Through the application of cognitive learning, and decision making/priority setting skills, the student will be better prepared for the NCLEX examination and to enter the demanding world of work.

Lecture Hours: None　　Lab Hours: 3 - 6　　Repeatable: 1　　Grading: K

Prerequisite: NURS 114 with C or better

CAN: 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: (Micro 070) plus either (A&P 003 or (Physo 060 and Anat 001)). Placement based on assessment testing or course completion is also needed for (Math 011A, or Math 011R or Math 011S) plus (English 102 and English 104), and the Test of Essential Academic Skills (TEAS). All prerequisite courses must be passed with a 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, Baccalaureate Degree, or equivalent Nursing Program and have an Registered Nurse (RN) license or an interim permit from the California Board of Registered Nursing. During this course the student will be assigned to work with a Registered Nurse. Students will be expected to assume the complete assignment of the preceptor by the end of the course. Upon agreement of faculty and the RN Preceptor, the 256 lab hours may be extended over a period of 12 weeks to accommodate working schedules. This course is useful for those wanting to specialize or re-enter the nursing field.

Lecture Hours: None   Lab Hours: 15   Repeatable: No   Grading: K

Prerequisite: Graduate from an Associate Degree, Baccalaureate Degree, or equivalent Nursing Program and have a Registered Nurse (RN) license or an interim permit from the California Board of Registered Nursing.

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

NURS-119   - Nursing Pathophysiology   Units: 2

This course will explore pathophysiology in relation to the physiologic concept threads of physical and psychological safety, comfort, communication, teaching, health promotion, and restorative/rehabilitative measures. Human systems covered include cardiac, cardiovascular, pulmonary, renal, hematological, gastrointestinal, endocrine, neurological and immunity and inflammation. Causes of pathology, sequelae and ultimate outcomes to homeostasis will be examined. Application of physiologic concept threads to disease processes, lab and pharmacological implications and subsequent nursing measures will be analyzed.

Lecture Hours: 2   Lab Hours: 0   Repeatable: No   Grading: K

Prerequisite: ANAT 001 and PHYS 003 or PHYS 060; all 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

NURS-131A   - Nursing Resource Center, Lab 1   Units: 2

This course is recommended to be taken during the first semester of the nursing program. The course correlates with the content of Fundamentals of Nursing (N111). This course provides access to the Nursing Program Resource Center which includes the Nursing Skills Lab and Nursing/Biology computer center.

Lecture Hours: 0   Lab Hours: 6   Repeatable: No   Grading: K

Prerequisite: Students must be enrolled in the EVC Nursing Program.

CAN: None
Advisory Level: Read: 3   Write: 3   Math: 2
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

NURS-131B   - Nursing Resource Center, Lab 2   Units: 1

This course is designed to be taken concurrently with NURS 112 during the first semester of the nursing program. The course correlates with the content of Family Nursing.This course provides access to the Nursing Program Resource Center which includes the Nursing Skills Lab and Nursing/Biology Computer Center.

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

Prerequisite: NURS 111 with C or better

CAN: None
Advisory Level: Read: 3   Write: 3   Math: 2
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: 7   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-132A   - Nursing Resource Center, Lab 3   Units: 2

This course is recommended to be taken during the third semester of the nursing program. The course correlates with the content of Mental Health Nursing and Adult Care I (NURS 113 and NURS 114). This course provides access to the Nursing Program Resource Center which includes the Nursing Skills Lab and Nursing/Biology Computer Center.

Lecture Hours: 0   Lab Hours: 6   Repeatable: No   Grading: K

Prerequisite: NURS 112 with C or better

CAN: None
Advisory Level: Read: 3   Write: 3   Math: 2
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

NURS-132B   - Nursing Resource Center, Lab 4   Units: 1

This course is recommended to be taken during the fourth semester of the nursing program. The course correlates with the content of Adult Care II (NURS 115). This course provides access to the Nursing Program Resource Center which includes the Nursing Skills Lab and Nursing/Biology computer center.

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

Prerequisite: NURS 114 with C or better

CAN: None
Advisory Level: Read: 3   Write: 3   Math: 2
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-138 - Nursing Occupational Work Experience--Alternate Plan   Units: 1 - 8

Students will apply previously learned nursing theory and clinical skills in an in-patient acute care or community based setting under the direct supervision of an RN mentor/preceptor employed by that facility. The nursing instructor and practice site mentors meet at regular intervals to discuss student progress and jointly share in the evaluation of the student. This course is only for students who are already enrolled and have completed N111 and N112 in Evergreen Valley College's Nursing Program. This work experience course follows BRN guidelines. Students may receive hourly pay by the facility and receive up to 8 units with a ratio of 75 hours per unit of paid or 60 hours per unit of unpaid work.

Lecture Hours: 0   Lab Hours: 3 - 24   Repeatable: 7   Grading: K

Prerequisite: Completion of N112 with C or better and enrollment in the EVC Nursing program. Students must have completed the Comprehensive Skills Checklist in order to be eligible to take this course.

Corequisite: 1) Need not be enrolled in any other course during the semester besides Work Experience;2) During a summer session, may be enrolled in at least one other course in addition to Work Experience; and 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 and 60 unpaid hours of work.

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-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: None   Repeatable: No   Grading: K

Prerequisite: Acceptance in the EVC Nursing Program

CAN: None

Advisory Level: Read: 3   Write: 3   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 either for students who have completed the requirements for the first year of the Evergreen Valley College's Nursing Program or for LVNs who have been admitted for advanced placement. The course will discuss strategies to enable the learner to be successful in the nursing program. These basic strategies will include identifying the basic foundation skills, critical thinking skills, and clinical strategies for the nursing student entering the second year of the program.

Lecture Hours: 2   Lab Hours: None   Repeatable: No   Grading: K

Prerequisite: NURS 112 with C or better and enrollment in the EVC Nursing Program.

CAN: None

Advisory Level: Read: 3   Write: 3   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: 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-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: None

Philosophy

PHIL-010   - Introduction to Philosophy: **Units: 3**
                    Metaphysics, Epistemology, and
                    Ethics

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: **Units: 3**
                    Political Philosophy, Aesthetic
                    Philosophy and Religion

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: **Units: 3**
                    Existentialism: Past, Present, and
                    Future

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 and Critical Thinking   **Units: 3**

This is an introductory course in informal logic and critical reasoning. Students are instructed in the practical applications of inferential, inductive and deductive reasoning, problem analysis/resolution, the logic systems entailed by language, word-functions, definition, and common fallacies of relevance and ambiguity. There is a strong emphasis on written expression and the application of critical thinking skills in a series of composition assignments.

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

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: A3   District GE: A3   IGETC: None

PHIL-065   - Introduction to Ethics   **Units: 3**

This course explores some of the major ethical theories and problems of the past and present. Students learn the application of concepts of good and evil, right and wrong, to current ethical and social issues, and to the processes of formulating and making actual ethics-based decisions. Utilitarian and rule-based systems are studied, and through critical reasoning are applied in analyses, discussions, and in written assignments. Emphasis is on the real, the practical, and the applicable in everyday ethical situations.

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

CAN: 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 introduces students to black-and-white photography, with emphasis on both theory and practical application of pre-visualization and composition, exposing film, negative developing and darkroom printing. Students will learn fundamentals of design and composition. Field trips to museums and galleries may be included as a way of learning the inter-relationship between photography and other art forms. Students must provide their own 35 mm camera.

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

CAN: ART 18
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: None   District GE: C1   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

PHOTO-098   -   Directed Study in Photography   **Units: 0.5 - 9**

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

Lecture Hours: None   Lab Hours: 1.5 - 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

Physical Education

PED-009   -   Badminton   **Units: 1**

This is a physical activity class for men and women, designed to teach the skills and knowledge relative to badminton. This class may be offered at the beginning, intermediate or advanced skill level.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: E   District GE: E2   IGETC: None

PED-012   -   Basketball   **Units: 1**

This is an activity class for the student who has basic individual basketball skills. Emphasis is on learning team organization, team skills, and team drills.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   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: E   District GE: E2   IGETC: None

PED-018   -   Karate   **Units: 0.5 - 1**

This course is designed to teach students the various skills and techniques of the art of karate and other Japanese martial art forms. Analysis and application of movement, individual and group interaction, as well as uses of karate will be studied.

Lecture Hours: None   Lab Hours: 2 - 3   Repeatable: 7   Grading: O

Open Curriculum: No prerequisite, corequisite or levels
CAN: 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-021   - Step Aerobics   Units: 1

Students will learn the principles and concepts of cardiovascular fitness

Lecture Hours: 0   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: E2   IGETC: None

PED-022   - Step Crosstraining   Units: 1

This course teaches the principles and concepts of cardiovascular fitness through activity in step, aerobics with music, walk, and use of variety of aerobic exercise machines. Body mechanics, safe exercise parameters, tracking fitness levels and utilization of supplemental exercise apparatus will be accentuated. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, fitness level, and/or genetics will be explored.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: E   District GE: E2   IGETC: None

PED-022A   - Adapted Cross Training   Units: 1

This course is designed to provide an individualized program for overall fitness for the student with a disability. The goal is to provide the student with the means to improve the health related components of fitness through a variety of fitness activities.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

Prerequisite: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: E2   IGETC: None

PED-023   - Cardio Kickboxing   Units: 1

A course which introduces students to the dynamic kickboxing techniques which can provide a level of conditioning for both the aerobic and anaerobic systems. The freestyle interval format combines boxing and kicking drills specific to martial arts and kickboxing style movements integrating the mind/body elements of attitude, readiness, visualization, reaction and fun. Safe exercise parameters, tracking fitness levels and utilization of supplemental exercise materials will be emphasized. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, and/or genetics will be taught.

Lecture Hours: 0   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: None   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: E   District GE: E2   IGETC: None

PED-024A   - Intermediate Golf   Units: 1

This course is designed to teach the development of intermediate golf skills through instruction, practice, and golf play on local golf courses. The student will learn advanced swing techniques, practice strategies, strategies for positive mental skills, shot selection, and course management skills   Students will be required to pay for range balls and green fees.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: L

Recommended: Beginning Golf Class
CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: E2   IGETC: None

PED-031   - Lifetime Physical Fitness &   Units: 3
             Wellness

This course presents an overview of the concepts of physical fitness, training principles, appropriate exercise and health practices with application to lifelong health and exercise habits. It includes lecture, laboratory, exercise and physical fitness tests.

Lecture Hours: 2   Lab Hours: 3   Repeatable: No   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: E   District GE: E1,E2   IGETC: None

PED-034   - Racquetball   Units: 1

This is an activity class for the student who wants to learn to play racquetball. Basic skills for playing as well as strategies for singles, doubles, and cut-throat will be covered. Information on rules, scoring, etiquette and safety will also be included. Students are required to wear safety goggles. This class may be offered at the beginning, intermediate, or advanced skill level.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   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: 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: E   District GE: E2   IGETC: None

PED-039   - Hatha Yoga   Units: 1

Hatha Yoga is a course that integrates the body and mind as the student moves through various postures or positions. The students will learn to focus on the understanding and controlling the body, breath, and mind through exercises and breathing techniques. The student will develop flexibility, muscular endurance and strength by performing the various yoga postures. Method for relieving stress and the promotion of relaxation will be taught.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

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

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

CSU GE: E   District GE: E2   IGETC: None

PED-040   - Softball   Units: 1

This is a physical activity class which provides a review of the basic skills of hitting, running, catching and throwing. Team play and game strategies for slow-pitch versions of softball are included.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

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

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

CSU GE: E   District GE: E2   IGETC: None

PED-043   - Pilates Mat Workout   Units: 1

Pilates is a world-renowned method of conditioning and strengthening that emphasizes developing strength and flexibility in the muscles surrounding the spine and torso with a goal of a leaner, more defined, and supportive musculature. This Pilates mat work course is designed to develop strength, flexibility, coordination and balance in participants of all ages, through a safe progression of challenging and functional exercises.

Lecture Hours: 0   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

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

Transfer Status: CSU   Degree Applicable: AA/AS

CSU GE: None   District GE: E2   IGETC: None

PED-046   - Tennis   Units: 1

This is an activity class for the student who wants to learn how to play tennis. Emphasis is on the individual skills of the forehand, backhand, serve, volley, lob, and overhead smash. Information on rules, scoring, etiquette, strategies for doubles and singles play will be included.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

Advisory Level: Read: 3   Write: 3   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: 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: E2   IGETC: None

PED-052   - Volleyball   Units: 1

An activity class with emphasis on individual skills of passing, setting, spiking, serving, blocking, and team offense and defense. The class combines all skill levels.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

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

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

CSU GE: E   District GE: E2   IGETC: None

PED-053   - Walk/Jog   Units: 1

Students will learn the principles and concepts of cardiovascular fitness through the activity of walking or jogging.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None

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

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

CSU GE: E   District GE: E2   IGETC: None

PED-055   - Aerobics with Music   Units: 1

A course which teaches high and low impact rythmic exercises routines done to music designed to attain improvements in cardiovascular fitness, core strength and flexibility. Safe exercise parameters, tracking fitness levels and utilization of supplemental exercise materials will be emphasized. Fundamental exercise physiology, nutrition and wellness concepts related to cardiovascular exercise and individual variations due to age, gender, and/or genetics will be taught.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: E   District GE: E2   IGETC: None

PED-056   - Weight Training   Units: 1

This is a physical activity course designed to teach students how to use progressive weight resistance exercises to develop muscular strength and endurance while using both free weights and weight machines.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: E   District GE: E2   IGETC: None

PED-056A   - Adapted Strength Training   Units: 1

This course is designed to provide an individualized muscle strength and conditioning program for the student with a disability. The student will learn proper skills and techniques and how to adapt fitness equipment to enhance muscle strength and endurance.

Lecture Hours: 0   Lab Hours: 3   Repeatable: 3   Grading: O

Prerequisite: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: E2   IGETC: None

PED-058   - Sports Conditioning   Units: 1

This sports conditioning course is designed for the competitive athlete. The class involves cardiovascular, strength and flexibility development.

Lecture Hours: None   Lab Hours: 3   Repeatable: 3   Grading: O

Open Curriculum: No prerequisite, corequisite or levels
CAN: 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: O

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: O

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

PED-098   - Directed Study in Physical   Units: 0.5 - 9
**   Education**

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

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: E   District GE: E2   IGETC: None

Physical Science

PHYSC-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: B1, 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 electrodynamics, 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: 3   Write: 3   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 . 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: 3   Write: 3   Math: None

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

CSU GE: B1,B3   District GE: B1, 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: CSU/UC   Degree Applicable: AA/AS

CSU GE: B1,B3   District GE: B1, 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: 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 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: B1, BL   IGETC: 5A

PHYS-088P - Physics General Work   Units: 1 - 3
Experience-Parallel Plan

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

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 analyses and write reports of the research findings.

Lecture Hours: 2   Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: PSYCH 001 or PSYCH 010 and MATH 063 with C or better

CAN: 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 neuroedocrine 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: D4, D9   District GE: D   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: None

PSYCH-088P - Psychology General Work   Units: 1 - 3
Experience-Parallel Plan

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, E   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-098   - Directed Study in Psychology   Units: 0.5 - 9

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

Lecture Hours: None   Lab Hours: 1.5 - 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

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   Units: 3
Language

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: 6A, 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: C2   IGETC: 6A, 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, 4G

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, 4G

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: 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: 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   Units: 1 - 3
                    Experience-Parallel Plan**

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

Spanish

SPAN-001A   - Elementary Spanish   Units: 5

This is the first of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain. Not recommended for native speakers of Spanish.

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

CAN: SPAN SEQ A = SPAN 1A+1B
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: C2   District GE: C2   IGETC: None

SPAN-001B   - Elementary Spanish   Units: 5

This is the second of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain.

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

Prerequisite: SPAN 001A

CAN: SPAN SEQ A = SPAN 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

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: 6A, 3B

SPAN-002B   - Intensive Intermediate Spanish   Units: 5

This course continues the development of language skills achieved in Spanish 2A and Spanish 2L. It is designed to review and expand knowledge of the structure of the language. It also comprises aspects of the culture of Spanish-speaking areas around the world.

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

Prerequisite: SPAN 002A with C or better

CAN: 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: 6A, 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: C2   District GE: C2   IGETC: 6A, 3B

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

SPAN-098 - Directed Study in Spanish   Units: 0.5 - 9

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

Lecture Hours: None   Lab Hours: 1.5 - 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

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/UC   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/UC   Degree Applicable: AA/AS
CSU GE: None   District GE: None   IGETC: None

THEAT-006 - Improvisation   Units: 3

Improvisation is a class in which students practice skills necessary to create improvised performances. Students take part in activities that draw upon their ability to relax, concentrate, and respond spontaneously. The course completely engages students' imagination and provides opportunities to integrate current and historical events into dramatic situations.

Lecture Hours: 2   Lab Hours: 3   Repeatable: 1   Grading: O

Recommended: Listening skills/Flexibility in body and mind. Become familiar with Grimms' fairy tales. Students should develop a working knowledge of current events.

CAN: 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

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/UC   Degree Applicable: AA/AS

CSU GE: C1   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/UC   Degree Applicable: AA/AS

CSU GE: C1   District GE: C1   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/UC   Degree Applicable: AA/AS

CSU GE: C1   District GE: C1   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/UC   Degree Applicable: AA/AS

CSU GE: C1   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/UC   Degree Applicable: AA/AS

CSU GE: None   District GE: None   IGETC: None

THEAT-035 - Main Stage Performance   Units: 4

Students participate in a major production as actors. Attendance is mandatory at all rehearsals and all performances.

Lecture Hours: 2   Lab Hours: 6   Repeatable: 3   Grading: L

CAN: 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

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/UC   Degree Applicable: AA/AS

CSU GE: None   District GE: None   IGETC: None

THEAT-040   - Introduction to Film   Units: 3

This is an introductory course in film studies in which students view classic and recent films to learn the technical and artistic disciplines of film making. Emphasis is placed on the movie industry, its history and business side.

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

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: C1   District GE: C1   IGETC: None

Vietnamese

VIET-001A   - Elementary Vietnamese   Units: 5

This is the first course in Vietnamese with emphasis on understanding, speaking, reading and writing. Essential components include pronunciation, vocabulary, grammar and syntax, cultural backgrounds and an introduction to Vietnamese literature and culture.

Lecture Hours: 5   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   IGETC: None

VIET-001B   - Elementary Vietnamese   Units: 5

This is the second course in Vietnamese with emphasis on understanding, speaking, reading and writing. Further training includes pronunciation, vocabulary, grammar, syntax, spelling, intonation, cultural backgrounds. Continuation of an introduction to Vietnamese literature and culture will be analyzed.

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

Prerequisite: VIET 001A with C or better

CAN: None
Advisory Level: Read: 3   Write: 3   Math: None
Transfer Status: CSU   Degree Applicable: AA/AS
CSU GE: None   District GE: C2   IGETC: None

VIET-091A   - Conversational Vietnamese and   Units: 3
**   Culture**

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   Units: 3
**   Culture**

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   Units: 1 - 6
**   Experience–Alternate Plan**

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 –   Units: 1 - 3
**   Parallel Plan**

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

- Student Records

- Student Access to Records

- Family Education Rights and Privacy Act (FERPA)

- Academic and Progress Probation and Dismissal

AWARDS OF DISTINCTION

HONORS AT GRADUATION

Graduation with "President's Honors" is granted to graduating students who earn a 4.00 grade point average in <u>all units</u> attempted, both transfer and District. "Graduation with Honors" is granted to graduating students who earn an overall grade point average of 3.5 to 3.99 for all transfer and District Units attempted. Students with CR/NC grades earned after the 2004-2005 academic year should be aware that they may not be able to convert CR/NC to letter grades to determine honors eligibility at graduation (pending board policy revision and Title 5 regulations).

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		C R	=	0.0
B	=	3.0		N C	=	0.0
C	=	2.0		W	=	0.0
D	=	1.0		R D	=	0.0
F	=	0.0		I P	=	0.0

Grade point average is computed by the following formula:

Grade Point Average = $\dfrac{\text{Total Grade Points Earned}}{\text{Total Semester Units Attempted}}$

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.

3. May not be converted to a letter grade once 30% of the semester has elapsed.

(Optional) Grade "CR" can be converted to an "A" or "B" or "C" grade before 30% of the semester has elapsed.

(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 an "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.

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 (Sections 51302 & 51308). A CR/NC petition must be submitted to Admissions by published deadlines in the Schedule of Classes. The credit grade shall be defined as completion of the course requirements.

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
• may not be converted to a letter grade once 30% of the semester has elapsed

NOTE: Once this request is made, the student may not request that the CR/NC be converted to letter grade at a later date (per 55752). Choosing CR/NC may affect transfer or Honors at graduation eligibility in the future. Students should see a counselor or the Transfer Center Coordinator for more information.

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. 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 dropped 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. It is the responsibility of the student to drop a class(es).

If dropped by faculty, student may petition the 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" or an "F" for the course(s).

ACADEMIC RENEWAL

District policy grants Academic Renewal as follows: Academic Renewal Course Repetition.

Students may repeat any course, one time only, for which they have received a "D" or "F" grade at EVC or SJCC.

Courses repeated for a better grade after 2000 will automatically replace the original non-passing grade in the student's units completed and grade GPA calculation. (For original courses taken prior to 2000, students should complete an Academic Renewal Petition). The change, noted as Academic Renewal (AR), is posted on the Evergreen Valley College transcript. The original non-passing grade will still appear on the transcript, but will no longer be calculated in the GPA. When students must repeat a course for a third time in order to proceed to the next level course (where a minimum grade of "C" is required), the second non-passing grade (AR) and the third passing grade will be averaged into the students GPA.

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

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. 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 (AL). Students who fail to return after their approved leave will have their last day of attendance recorded as the Withdrawal Date. (See the Office of Financial Aid for more information.) 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.

Grade and other rosters from each instructor at the College are kept on file by term. 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.sjeccd.org.

Regular transcripts will be processed within four working days; rushes will be processed upon request.

STUDENT ACCESS TO RECORDS

Not all students have hardcopy files in Admissions and Records. For the few that do, students may review the contents of their files by contacting either a counselor or the Office of Admissions and Records. 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. Students may also review their records online at WebReg.sjeccd.org. Assessment, schedules, and transcript information are all available online.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Once a student reaches the age of 18, the college considers him/her an eligible student, and the parents' rights transfer to the student.

- Parents of students under the age of 18 or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions (34 CPR § 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.

ACADEMIC AND PROGRESS 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. It is essential that the student meet with a counselor.

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 twice shall be academically dismissed from the College if the student earns, in letter grade classes (A, B, C, D and F), a grade point average of less than 2.0. (District Policy 6050.402).

PROGRESS DISMISSAL

A student who has been on Progress Dismissal twice shall be academically 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.

CHAPTER 7 — STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS

IN THIS CHAPTER:

- Office of Student Life

- Student Activities

- Child Development Center

- Counseling and Guidance

- Disabled Students Program (DSP)

- 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

- Campus Tutoring Program

- Veterans Affairs

- Special Academic Programs

- Parking Information

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.

PHILOSOPHY

Involvement is the key to your success at Evergreen Valley College! The Office of Student Life seeks to create a nurturing campus environment by enhancing your co-curricular experiences, which will increase your likelihood to succeed. This office plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. The Office of Student Life serves as the hub of campus events and activities and strives to collaborate with other campus departments, programs and organizations to meet the various needs of our diverse student population. By visiting the Office of Student Life, you can learn how to join Associated Student Government or one of the many other student organizations that currently exist at EVC.

We encourage you to drop by the Office of Student Life which is located on the 2nd floor of the Gullo Student Center. Ask any Student Life staff member on how to get involved, join student government or a student club, or just get campus information. Whether you wish to be a spectator, a participant, or a leader, we can assist you in your journey at EVC.

SERVICES

- Coordinating campus-wide (cultural, educational, recreational and social) events & activities for students

- Gullo Student Center reservations and managing use of facilities

- Off-campus vendors and information tables

- Approval for posting of flyers on campus

HOW CAN STUDENTS GET INVOLVED IN STUDENT LIFE AT EVC?

- Attend campus events and activities during the year, which include but not limited to:
    - Ice Cream Social (free ice cream & giveaways)
    - Grubbin@Gullo (free pizza & live music performed by bands)
    - Kicks It Outside Student Information Day
    - AS Club Rush (student club information/ recruitment)
    - Support events during the year such as Black History, Women's History, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities
- Join the Associated Students; participate in campus government
- Join a student organization or start your own
- Plan campus events and activities for students
- 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. The store carries course materials, school supplies, logo products, backpacks, greeting cards, candy and gifts. We are located upstairs in the Gullo student center. 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.

The campus bookstore is committed to keeping the cost of textbooks down by making available as many used books as possible. The textbook buyback program enables students to recycle their books and to receive cash back on the spot. It pays the highest dollar value during finals week - up to 50% of new book price and buys 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.

The goal is to help students succeed.

General: 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: Movies to watch in the TV lounge, table tennis equipment, foosball, chess, checkers, cards, board games, sports equipment, 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. Many student activities are supported by the Associated Students in cooperation with various campus organizations.

All programs are funded through the $5 per semester AS Activities/Membership fee.

ASSOCIATED STUDENTS GOVERNMENT OF EVERGREEN VALLEY COLLEGE

The Associated Students Government of Evergreen Valley College (ASG), Gullo Student Center, 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

Please visit our center between the times 8:30 a.m.-3 p.m., Monday through Friday, to fill out an application to place your child on our waiting list.

Location: The Child Development Center is a chocolate-colored building, located in the student parking lot, on the Yerba Buena Road side of the campus.

Phone: (408) 270-6452

Hours of Operation: Monday through Friday, 7:15 a.m. to 4:45 p.m., during Fall and Spring semesters only

HOW TO APPLY

After you have registered for at least 9 units of daytime, weekday classes, please stop by the center to fill out an application in person, Monday-Friday, between 8:30 a.m.-3p.m. The Child Development Center is a chocolate-colored building, located in the student parking lot, on the Yerba Buena Road side of the campus.

A PROGRAM OF EXCELLENCE

The Evergreen Valley College Child Development Center is an on-campus laboratory school that provides a high quality, developmentally-appropriate toddler and preschool program for young children, who are between the ages of **22 months to 5 years.** Our teachers facilitate learning in the areas of early literacy, math, science, writing, art, music, independence, social competence, multicultural appreciation, and physical/motor skill competence, and prepare children for success in kindergarten. The Evergreen Valley College Child Development Center is also a laboratory school where students in the Early Childhood Education program at SJCC conduct observations, student-teach, and receive mentorship and guidance from our excellent team of certified teachers.

EXCELLENCE IN TEACHING

All children receive a high-quality education because they are taught by a professional, experienced, and talented team of teachers. Our teachers hold professional credentials in Early Childhood Education and have many years of teaching experience in the ECE profession. They are dedicated to providing a safe, educational, fun, and caring environment for all children.

ELIGIBILITY

Single parents must be enrolled at either EVC or SJCC. In two-parent families, both parents must be students OR one parent must be a student and the other parent must be employed or incapacitated. All students must be enrolled in a minimum of 9 units of daytime, weekday classes.

TUITION

Low-income students may be eligible for state-funded subsidy in which the State of California pays for all or some of the costs. Fees are charged on a sliding scale as determined by the California State Department of Education and are calculated based on the family's gross monthly income. Higher-income students and staff may inquire about our full tuition rates by calling **(408) 270-6452.**

COUNSELING AND GUIDANCE

Academic counseling and guidance services are available to all Evergreen Valley College students and prospective students. Our counselors assist students with exploring career, educational, and personal goals and jointly develop a student educational plan (SEP) to fulfill the course requirements to meet these goals. University transfer, occupational study, basic skills development, professional and personal enrichment are all included in academic counseling services.

In addition to providing counseling services, our faculty teach guidance courses to assist students with college orientation, career exploration, study skill success, and the like. These classes are listed in the catalog under the heading Guidance.

Day and evening counseling services are available on both an appointment and a walk-in basis. For more information and/or to schedule a counseling appointment, contact the EVC Counseling Department, located in the Student Services Building, Room SC-256, (408) 270-6475.

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 Student Center, Room SC120, 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
- Tutoring in various subjects in cooperation with the college tutoring center

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 underprepared. A student is educationally underprepared 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, or first generation college student.

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 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 country 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 $14,700* for an individual (add $5,100 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 2006-2007 academic year.

OFFICE HOURS/LOCATION

FasTrack is located in SC-110, in lower level of the Student Services 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 Campus Police who will contact Student Health Services. **All services are completely confidential.**

Clinic hours are Monday through Thursday from 8 a.m. to 8 p.m., on Friday from 8 a.m. to 12 noon. Most services are available on an **appointment basis only**, unless it is an emergency.

Student Health Services is located in SC-124, on the bottom floor of the Student 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.

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 Cooperative Education/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 the Student Services Center, SC-214.

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 as well as in small study groups. In an atmosphere carefully organized to be conducive to learning and to individual students' academic goals, the students can take advantage of self-paced computer modules developed with two primary focuses:

1. To teach computer skills such as keyboarding, word processing, spreadsheets, database, graphics, desktop publishing, Internet basics, and the Macintosh operating system
2. To supplement classroom instruction in various subject areas, such as math and grammar

The list of courses is frequently updated to provide individualized instruction and self-paced learning in most current technologies and other subject areas.

The Individualized Instruction Program is located on the lower level of the Library/Educational Technology Center. The computer Lab is open Monday through Saturday. For more information, call (408) 274-7900, ext. 6333.

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) 274-7900 ext.6333.

LIBRARY SERVICES

The Library is located on the third floor of 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, DVD's, and music CDs. The online catalog is a database of all materials available in both the Evergreen Valley College and San José City College Libraries.

Additional services and resources include assistive technologies, laptop computers, free (unsecured) wireless access to the Internet, study rooms for groups, research guides, ongoing cultural/art displays.

Loan rules vary by type of material. Students must obtain an EVC Student ID card from the Office of Student Life to check out Library materials or to use computers in the Electronic Research Area.

Many classes come to the Library each semester for workshops tailored to the needs of particular assignments. Interested faculty should call or visit the Reference Desk to make appointments for class visits and to find Library resources in their disciplines.

A 3-unit online course, Electronic Research and the Internet (LIB 015), teaches students information literacy and how to conduct research using current information technologies.

Copy machines (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 Work Experience 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 Work Experience 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 Work Experience 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 Work Experience 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 Work Experience 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 Work Experience Center provides the following services:

1. Assistance with admissions procedures and academic advisement
2. Personalized contact with representatives from four-year colleges/universities
3. Limited field trips to universities and tours of campuses
4. Assistance with long-range goals
5. Workshops on financial aid, scholarships, and internships - check with the Transfer Center for additional workshops
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 through Eureka
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, Career Fair, Future Teacher's Conference, Annual Open House for High Schools, College/ University Evening
11. Many Transfer Admission Agreements (TAA's). For the latest list of TAA institutions, see the list under Transfer/Admission to the California State University - Transfer Admission Agreements (TAA) section or the EVC Web site.

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, and the Cooperative Education/Work Experience Coordinator, have offices in the Student Services Center, SC-214. Call (408) 274-7900, ext. 6620 for the Transfer center or (408) 274-7900 ext. 6857 for the Cooperative Education/Work Experience Center.

CAMPUS TUTORING PROGRAM

The Campus Tutoring Center (Room LE-200) 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 the Tutoring Center 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, please schedule an appointment to see a VA counselor at (408) 270-6475. 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 is an academic program and offers basic skills courses that include English 330 and 104, Math 311 and 011A. Transfer level courses include Guidance 095, 096, and 083, Chemistry 030A, and Political Science 001. All courses offered will enhance success and progress towards the desired goal.

The AFFIRM Program, although specifically designed for African-American students, also serves all students who desire the nurturing services that are offered by the program, regardless of race.

The overall goal of the AFFIRM Program is to provide academic and personal assistance that will significantly increase graduation and transfer rates of all students in the program.

AFFIRM Program Admissions Criteria

Students who are admitted to the AFFIRM Program must be at the English 322/330 level (Reading and Writing Level 1); at-level placements can be determined through the placement test scores and/or a writing sample. Counselors are responsible for screening students who enroll in the AFFIRM Program. Students who are not at the English 322/330 levels will be placed in other appropriate classes, and will be eligible to use all other AFFIRM services, such as counseling, tutoring, book loans, scholarships, etc.

Support Services

Academic Counseling: A counselor is assigned to work specifically with all AFFIRM students. Academic counseling makes it possible for each student to discuss and explore options about their future goals and to develop an educational plan that maps the route by listing courses in sequence that will assist them to attain their goals.

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 three scholarships in the Spring semester only. The AFFIRM Program also offers book loans for both Spring and Fall semesters.

For information, call the AFFIRM Program at (408) 274-7900 ext. 6853, or visit the office at AC-130.

ASPIRE PROGRAM

The ASPIRE (Asian/Pacific Islander Resources for Excellence) Program is designed to enhance the academic and personal success of Asian/Pacific Islander students, utilizing the commitment and skills of faculty, staff, and mentors. The program welcomes all students who may benefit from the nurturing services that this program offers.

The ASPIRE Program offers courses in English, ESL (English as a Second Language), 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 culturally sensitive tutoring, counseling, mentoring and scholarship opportunities. ASPIRE tutoring helps students succeed in ASPIRE courses and in other college courses. ASPIRE tutors are trained and supervised by program faculty and staff to provide instructional assistance consistent with program principles and methodologies. ASPIRE counseling incorporates culture-specific strategies to provide academic, career. and personal counseling. The counselor works with program faculty and staff to develop and implement strategies to maximize student success. ASPIRE campus and community mentors provide students with important advice and guidance. They serve as role models and provide links between the academic and the community/work world. ASPIRE also sponsors several scholarships to help students attain their academic goals.

For additional information, contact Vivian Yabumoto, ASPIRE Program Specialist, at (408) 274-7900 ext. 6227, or vivian.yabumoto@evc.edu.

CalWORKs Program   (formerly GAIN)

The CalWORKs (California Work Opportunities & Responsibility to Kids) provides services to parents receiving TANF (Temporary Aid to Needy Families) in conjunction with the County of Santa Clara. The CalWORKs

Program offers accelerated vocational training and degree programs for students. The WIN Program provides students an opportunity to obtain an education and earn a vocational certificate or degree in a variety of high demand fields. Quality instruction combined with "hands on" work experience and service learning prepares students to successfully compete for rewarding employment. The vocational training and degree programs are linked to career ladders that provide students the opportunity to continue their educational and professional goals while employed. The WIN Program serves CalWORKs and Keys to Success students.

To assist CalWORKs students in their studies, the program provides dedicated EVC educational counselors, job placement officers, work experience coordinators, and program assistants who work together to make each student's school to work transition a rewarding experience. Through funding from the County of Santa Clara, CalWORKs students receive: child care support services, transportation, books, supplies, and other school-related expenses. This program also links with financial aid, admissions and records, tutoring, and other community and campus related services. At EVC the CalWORKs Office is located in the Workforce Initiative Network (WIN) Program Office, room SC-201. Office hours are 8 a.m. to 5 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 attend review/study sessions.

Online courses offer independent learning, which is truly space and time independent. These courses use the Internet and other online technologies to deliver instruction. They are ideal for working adults or anyone who cannot attend classes on campus on a regular basis.

Hybrid courses offer both in class and online delivery of instruction. It is ideal for students who need the structured classroom interaction as well as not having to attend class by using online technologies.

Distance Education courses are available in a variety of disciplines including business, science, computer science, intercultural studies, foreign language, and social science. They are equivalent to on-campus courses, and 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 Library/Educational Technology Building, room LE-208. For more information, e-mail Jan Tomisaka at jan.tomisaka@evc.edu or call (408) 270-6422, see our Web page at http://www.evc.edu.

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 010 and BIOL 061, Human Heredity. 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)/Latino(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.

For more information, contact Yesenia M. Ramirez, Enlace Program Specialist at (408) 274-7900, ext. 6598, or yesenia.ramirez@evc.edu.

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 SC-212. 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.

Honors at Graduation

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 3.5 to 3.99 for all transfer and District units attempted. Students with CR/NC grades earned after the 04-05 academic year should be aware that they may not be able to convert CR/NC to letter grades to determine honors eligibility at graduation (pending board policy revision and Title 5 regulations).

SERVICE LEARNING PROGRAM

Building Future Leaders and Strengthening Communities Through Service

Service-Learning connects academic instruction with community service through reflection and critical analysis. At EVC service experiences are carefully designed so as to enhance the learning objectives of each class, meet real community needs, encourage cross-cultural awareness and promote civic responsibility.

EVC Service-Learning Program offers students the opportunity to connect classroom instruction with real life experience through community service. Students can substitute quizzes, midterms, research papers and other assignments by electing to study in the community. Students who elect a service-learning assignment will be asked to reflect, discuss and write about their service experience and how the service relates to what they are studying in their class. This hands-on approach provides students with opportunities to explore different careers, increase self-confidence, enhance résumé and employment opportunities, as well as transfer and scholarship applications. At the completion of the course students receive a certificate signed by the college president.

Find out how you can make a difference in your life, 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 evcservicelearning@evc.edu or by visiting our Web site at www.evc.edu

WIN PROGRAM (Workforce Initiative Network)

San Jose/Evergreen Community College District's **Workforce Initiative Network (WIN) Program,** located in the student services center, room SC-201, is an umbrella for several programs, including: AmeriCorps, CalWORKs, Foster and Kinship Care Education Program, the Independent Living Program, Keys to Success, and a Workforce Investment Act (WIA) grant that serves 18-21 year old youth.

AmeriCorps Program –The main focus of the AmeriCorps Program is to provide emergency and disaster preparedness and awareness to vulnerable populations. Students in the AmeriCorps Program work with the local community to ensure that vulnerable populations are prepared and ready for all types of emergencies and disasters. Students participate in a work experience class that trains students about emergencies and disasters. All students in the program must complete 450 hours of training and community activities within one calendar year. Upon completion of the required hours, students receive an educational stipend of $1,250. The AmeriCorps Program is housed at San Jose City College, but many Evergreen Valley College students participate. The office is located at 100 wing of San José City College. The office is open from 8 a.m. to 5 p.m. and the contact number is (408) 274-7900, ext. 3565.

CalWORKs Program – see *CalWORKS*

The Foster and Kinship Care Education Program (FKCE) provides training for kinship caregivers. Kinship caregivers are those who care for and parent foster youth. In collaboration with many community based organizations, the FKCE Program ensures that kinship caregivers have the tools and training necessary to successfully parent foster youth. The FKCE Program works together with the County of Santa Clara to ensure that all licensing requirements are met. The FKCE program is housed in SC-201 and the contact phone is (408) 274-7900, ext. 6499.

The Independent Living Program (ILP) at Evergreen Valley College provides independent living skills training, specialized education, on-campus support and resources to foster and probation youth who have been living in out of home care (foster homes, kinship families, group homes, or residential placement). The Evergreen Valley College Independent Living Program is committed to prepare and support our foster youth in their transition to self-sufficiency by giving them the necessary life skills to thrive. Please contact (408) 274-7900, ext. 6499 in SC-201.

The Keys to Success Program provides learning disability testing for CalWORKs clients. Included in the programs is a three week workshop where clients develop the insight, self-awareness and the understanding of how their learning disabilities may affect their lives. Compensatory strategies will be provided to assist them to deal most effectively with life's challenges.

Keys to Success gives comprehensive written evaluations that outline test results. A student then has an understanding of their learning disability's strengths and weaknesses in a vocational, or educational environment. Based on that information, specific training implications and accommodations can be made for each referred student. The office is located at 1888 Senter Road and is open from 8 a.m. to 5 p.m. Monday through Friday. The contact phone is (408) 278-6587.

PARKING INFORMATION

Parking permits are valid at both campuses and may be purchased in the Campus Store.

Transferable Parking Permit – Students who carpool or regularly drive different cars to campus, may obtain a college-issued permit which can be transferred from car to car.

All automobiles must have the permit placed on the left-hand corner of the front windshield.

All motorcycles must have a current permit affixed to right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls.

Restrictions

- Daily and semester permits are NOT valid in metered or other time-limit zones.
- Students must park in lots designated for students.
- Staff must park in one of the lots designated for staff parking, or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call District Police immediately.

Disabled Person Parking Spaces – Use of disabled person parking spaces requires the display of a valid blue or red placard issued by the State Department of Motor Vehicles AND display of a valid daily or semester student parking permit. Possession of a parking permit does NOT GUARANTEE a parking place in either regular or disabled spaces.

NOTE: Students should lock their vehicles at all times. The District is not responsible for damage or loss to student vehicles.

CHAPTER 8 — Campus and District Policies

IN THIS CHAPTER:

- Academic Freedom Policy
- Academic Senate
- Classified Senate
- Student-Right-to-Know Completion/Transfer 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
- Behaviroal Standards
- 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 AND TRANSFER 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 2001, 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 Fall 2001 cohort defined above, 39.4% completed a certificate or degree program or became "transfer-prepared" during the three-year period from Fall 2001 through Spring 2004. Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the Fall 2001 cohort defined above, 38.3% transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period from Spring 2002 through Spring 2004.

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 SC-124 (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. Anyone smoking must be 15 feet away from District buildings.

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. Make all reasonable efforts to mediate complaints of harassment and discrimination before the District or individuals take formal/legal action.

5. Assist in the screening and hiring process with oversight of the District's EEO responsibilities.

Contact the Diversity Director, at (408) 223-6797 or Building 5 at the District Offices.

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) 270-6471

Americans with Disabilities Act Coordinator
Vice President, Student Affairs
(408) 223-6738

Discrimination Complaint Officer
Diversity Director
(408) 223-6797

Sexual Harassment/Title IX Coordinator
Vice President, Student Affairs
(408) 223-6738

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.

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 Vice President of Student Affairs and in the District Office Human Resources.

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 immediately to the Dean of the faculty member, the Dean of Counseling, or District Sexual Harassment Officer. If the student or employee objects to the designated investigator, he or she should contact the campus President .

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 campus police. 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.

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

BEHAVIORAL STANDARDS

Evergreen Valley College is committed to fostering a safe, positive, learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair or improper actions by any member of the district community.

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 to the individual.

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 but are not limited to the following:

- Applying undue pressure on an instructor to alter a grade

- Threat or act of physical harm directed against a student, visitor, or college employee

- Willful damage to or theft of district property

- Threat or act of stalking, sexual assault, or rape (report will be sent to the District Attorney for further legal action)

- Possession of a knife, gun, rifle, or an object used as a weapon to threaten bodily harm (report will be sent to the District Attorney for further legal action)

- Use of fraudulent identification

- Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises

- Unauthorized copying or an attempt to copy computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus

- Unlawful possession, sale, use of or under the apparent influence of illegal drugs or alcohol

- Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction

- Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend)

- Gambling (money or its equivalent exchanged and not part of an approved campus activity/event)

- Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation, or age

- Bomb or terrorist threat (report will be sent to the District Attorney for further legal action)

- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct

Consequences may include one or more of the following actions:

- **Verbal Reprimand/Warning**: Verbally reprimanding students for inappropriate behavior and warning that the continuation of the conduct will cause disciplinary action

- **Suspension**: Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student's file (instructors may suspend a student for the remainder of a class period and the next class period; A Dean or the Vice President of Student Affairs may suspend a student for a longer specified time)

- **Expulsion**: Termination of student's right and privileges noted in student's file

Due Process Procedures

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report that includes:

- The name of violating student

- A statement of the alleged violation(s) with date, time, and place

- Names of witnesses (if any)

- Sanction(s) to be imposed

Within 10 working days of receiving the report, the appropriate Vice 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 Vice President for reinstatement. The Vice 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 Vice President shall report all suspension of students to the President.

Instructors are encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

STUDENT GRIEVANCE

DEFINITION

Student grievances are limited to the following areas:

1. Prejudicial or capricious action in the evaluation of a student's academic performance (see "Grades").

2. Act or threat of intimidation or harassment.

3. Act or threat of physical aggression.

4. Arbitrary action or imposition of sanctions without proper regard to academic due process as specified in college procedures.

5. Violation of student rights described in College Rules and Regulations or the District Standards of Student Conduct.

6. A violation of students' rights as stipulated in the California Education Code, Title IX, or Section 504 of the Rehabilitation Act of 1973, or any other applicable Federal and State Regulations.

A student may institute grievances against 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.

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

The student who has a complaint against a faculty or classified member of the college will try to resolve it at the local level. If the issue is not resolved, the Dean of the faculty member or staff will investigate. Once the investigation is complete, the Dean will issue a decision. If the student is not satisfied with the decision, the Student

may appeal to the Vice President of Academic Affairs for instruction and classroom issues, or the Vice President of Student Affairs for other issues. If the student is not satisfied with the decision of the Vice Presidents and wishes his/her issue to go the Grievance Board, the Vice President of Student Affairs will convene the Board within 10 days of his/her decision.

- The Student Grievance Board will sit at the appointed time. The student can invite anyone to the hearing. The faculty or staff member can invite anyone to the hearing.

- In the event that either party is unable to attend the scheduled hearing, due only to a justified emergency, the hearing shall be rescheduled within 10 working days at a time agreeable to all parties. If the student does not appear for the hearing and does not have an excused absence approved by the Hearing Board, the grievance shall be canceled. If the faculty/staff member does not appear and does not have an excused absence approved by the Hearing Board, the Review Board shall proceed with the hearing. If the grievance still cannot be resolved, it will proceed to the next level.

- The recommendation of the Review Board shall be determined by a majority vote.

- The Review Board shall forward its findings and recommendations to all involved parties and the College President for appropriate action.

- If either the student or the staff member involved is not satisfied with the decision or action of the Review Board, an appeal may be made to the College President for his/her consideration. This appeal will take the form of a written memorandum outlining the nature of the basis for the dissatisfaction with the decision or action. Once the College President has reviewed this memorandum and the written communication from the Review Board, the President will schedule a private meeting with all parties, individually or jointly, to discuss the matter.

- The College President, on consultation with the Review Board, may uphold, reverse, or modify the recommendation. The decision will be forwarded to the involved parties in writing, with copies to members of the Review Board.

- If the student or the staff member is not satisfied with the final college-level disposition of the case at 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 Vice President of Student Affairs at (408) 223-6738.

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 Vice President of Student Affairs.

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 Vice President of Student Affairs, 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   7a.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.sjeccd.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

Adams-Stryker, Joel (2003)—Biological Science; B.S., Cornell University, Ithaca, NY; M.A. in Molecular and Cell Biology, University of California, Berkeley

Akinsete, Adrienne (2000)—Dean of Social Science, P.E., Arts, Humanities; B.S., M.S., 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

Barhoumi, 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

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

Burke, Leticia (2001)—English as a Second Language; B.A., University of California, Berkeley; M.A., San Jose State University

Burnham, Cynthia (1991)—Math Instructor/Enlace; B.S., University of State of New York; M.A., University of California, Berkeley

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 (2000)—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, 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

Da Silva, Jack (2005)—3D Art; A.A., Art and Music, Chabot College; B.A., Jewelry and Ceramics with minor in Photography, San Jose State University; M.F.A., Metalsmithing and Jewelry: Focus on Ancient and Traditional Techniques, Indiana University, Bloomington, IN

De La Rosa, Deborah (1993)—Reading; B.A., M.A., San Jose State University

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

Eisenberg, David—B.A., M.S., University of Illinois (Urbana)

Espinoza, Frank (1999)—Counseling/Enlace; B.A., M.A., San Jose State University; Ed.D., University of San Francisco

Espinoza, Janina (1997)—Co-Op Education/Job Placement Coordinator; B.A., M.A., San Jose State University

Estrada, Henry (1982)—Mathematics; B.A., University of California, Los Angeles; M.A., University of California, Berkeley

Ferris, Cheryll (2001)—Director of Health Services; B.S.N, Point Loma College; Health Services Credential, Fresno State University

Fieler, Margaret (1995)—Reading; B.A., Marygrove College; M.S., California State University, Hayward; ESL, UC Berkeley; Coursework in English, College of Notre Dame Denamure

Fong, Paul (1997)—Social Science; B.A., San 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; 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, 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/Articulation; B.A., M.A., San Jose State University

Hahn, Robin (2005)—English; B.A., M.A., San Jose State University

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

Hay, Kuni (2005)—Vice President, Academic Affairs; B.A., University of Hawaii at Manoa; M.A., C.A.E.S., Boston College

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

Hendricks, David (2005)—History; B.A., History, University of California, Santa Barbara; M.A., Ph.D., History, University of California, Davis

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

Hoogendijk, Linda (2005)—Nursing Education; B.S., M.S., Eastern Washington University

Hwang, Chui (1980)—Chemistry; A.A., Warren Wilson College, B.A., University of California, Berkeley; Ph.D., Ohio State University

Jacome, Sara (2003)—Spanish; B.A., U.A.N.L., Mexico; M.A., New Mexico State University

Jardin, Kenneth (1989)—English as a Second Language; B.A., California State University, Hayward; M.A., San 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

Lazo, Rachel (2005)—Art; B.F.A., Painting, Rhode Island School of Design and San Francisco Art Institute; M.F.A., Pictorial Arts, San Jose State University

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 (2000)—ESL; B.A., University of California, San Diego; M.A. in Teaching ESOL/Spanish, School for International Training, Brattleboro, Vt.

Lujan, Lori (1996)—Sociology/Ethnic Studies/Ethnic Film; 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; B.A., University of Saigon, Vietnam; 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

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

Rodriguez-Botsford, Lydia (2004)—Accounting, C.P.A.; B.A., University of California, Santa Cruz; M.B.A., Santa Clara University

Rookstool, Judy (1976)—Teaching and Learning Center; B.A., University of California, Santa Barbara; M.A., San Jose State University; Ed.D., University of San Francisco

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; B.A., Swarthmore College; M.A.T., Wesleyan University; M.A., Rutgers University

Ruys, John (2004)—Psychology; B.S., M.S., Ph.D., University of California, Davis

Salak, Robin (2005)—Instructor/Coordinator, DSP; B.A., Speech Pathology and Audiology, San Jose State University; M.A., Special Education with Emphasis in Learning Disabilities, Santa Clara University

Santos, Soledad (2005)—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

Stauble, Elisabeth (1990)—Biological Science; B.A., M.A., San Jose State University

Steindorf, Francis (2005)—EOP&S Director; B.S., English, Viterbo College, LaCrosse, WI; M.S., Counseling and Guidance, University of Wisconsin

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

Tabrizi, Abdie H. (1991)—Dean of Math, Science and Engineering; B.S., University of Tulsa; M.S., Oklahoma State University; Ph.D., University of Tennessee

Tarquinio, Kenneth (2001)—Psychology; 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

Turner, Pamela M. (2000)—Counseling; A.A., Diablo Valley College; B.S., University of Phoenix; M.A., University of San Francisco

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 Anthropology; 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; 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

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

Whelan, Gemma (2005)—Theatre Arts; B.A., Trinity College, Dublin, Ireland; M.A., Candidate in Philosophy in Dramatic Arts, University of California, Berkeley; M.F.A., San Francisco State University

Wilson, Scott (2001)—English; B.A., M.A., San Jose State University

Yu, Zhanjing (1996)—Engineering; B.S., Shandong Mining Institute, China; M.S., Ph.D., Virginia Polytech Institute & State University; M.S., University of Utah

Zeiszler, Nancy (1993)—Physical Education; A.A. San Joaquin Delta Community College; B.A., M.A., University of Pacific

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

Alvarez-Hickman, Flor (1999)—Spanish; 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

Carbajal, Linda (1976-2006)—Dean of Business and Applied Technology; B.A., M.A., San Jose State 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., San Jose 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

Gonzales, Linda (1985-2005)—Counseling/ESL/ Psychology; B.A., M.A., San Jose State University

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

Gutierrez, Josie (1989)—Counseling; A.A., San José City College; B.A., M.S., San Jose State University

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 Hispanicos, 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

Pentilescu, Max (2001-2004)—Theatre Arts; B.A., University of Southern Maine; M.A., Northwestern University

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

Preising, 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

Sola, Marc (1987-2006)—Counseling; A.A., Pasadena City College; B.A., University of California, Los Angeles; M.S., San Francisco State University

Starratt, Michael (1990-2004)—Mathematics; B.A., M.S., San Jose State 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; Licentiatus 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

Stroth, Jan E. (1969-2006)—Physics/Chemistry; B.S., University of San Francisco; M.S., University of Washington, Seattle

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

Talbot, Susan (1980-2005)—Dean of Science and Mathematics; B.A., Wellesley College; M.A., Stanford 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, Wolvereen 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 Liason; B.A., University of California, Santa Barbara; B.A., Woodbury University; M.A., San Jose State University

Westbrook, LaZelle (1964)—Director, 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

Whitlow, H. Clay (1998-2004)—President; B.S., Wayne State University; J.D., Cornell University

Williams, Anne (1972-2000)—Biological Science; B.A., M.A., Stanford University

Wolff, Leonard (l981-2006)—Mathematics; B.A., University of California, Los Angeles; M.A., University of Illinois

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

Zimmerman, Seth (1985-2006)—Mathematics; B.A., Dartmouth College; M.A., Princeton

Zufall, Gloria (1969-1992)—Physical Education; B.A., M.S., Arizona State University

CLASSIFIED STAFF

Agrawal, Mukata (2001)—Instructional Assistant

Aguirre, Josephine (2000)—Financial Aid Specialist II

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

Avalos, Maria (1998)—Job Developer, WIN Program

Banerjee, Alpona (2002)—Mathematics Instructional Assistant

Barraza, Joe (2001)—Network Technician; A.A./A.S., San José City College; BSIT, UOP

Beever, Janice (1988)—Lead Instructional Support Assistant, DSP; B.A., San Jose State University; A.A., Evergreen Valley College

Bintocan, Angelica (1997)—Admissions and Records Technician; A.A., Evergreen Valley College

Blumenkrantz, Robert (1996)—Biological Science Instructional Laboratory Technician IV

Bouzek, George (1992)—Network Technician

Brillon, Elisa (1998)—Admissions and Records Assistant

Brown, Gina (2005)—Financial Aid; B.A. Vocational Education, California State University, Sacramento

Bruno, Patricia (2002)—Senior Division Administrative Assistant; A.A., Evergreen Valley College

Burns, Adrienne (2001)—Senior Division Administrative Assistant

Cadile, Dale (1998)—Campus Store Operations Coordinator

Calhoun, Mona (2000)—Senior Division Administrative Assistant

Campos-Arnaz, Ingrid (2000)—Community Education Assistant, WIN Program; B.S. in Health Care Administration, San Jose State University

Canales, Jessica (2002)—Counseling Staff Assistant II

Chamberlin, Dianne (1999)—Senior Library Technician

Chan, Deborah (2005)—Library Technician; B.A., Digital Media Arts, San Jose State University

Cossey, Esther (1992)—Child Development Specialist I

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; A.S., Evergreen Valley College

Hoffman, Marilyn (1997)—Program Assistant, Office of Student Life

Holguin, Maria (1980)—Senior Library Technician; A.A., Foothill College

Hopkins, Ebonnie (2004)—Financial Aid Specialist I; B.A., San Jose State University

Huynh, Vivian P. (1999)—Child Development Aide

Iniguez, Tina (2003)—Program Coordinator, WIN Program/Keys to Success; B.A., Sociology, University of California, Davis

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)—EVC Campus Store Accounting

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

Leaf, Roxane (2004)—Staff Assistant, Language Arts Department; B.S., San Jose State University

Lease, Lois (1977)—Curriculum Specialist; B.S., San Jose State University

Leonard, Christine (2004)—Assessment Coordinator, WIN Program/Keys to Success; B.A., Psychology, University of California, Riverside

Lum, Ramona (2004)—Staff Assistant III, Child Development Center; B.A., San Jose State University

Lynch, Beverly (1993)—Senior Division Administrative Assistant

Marino, Joane (1984)—Senior Accounts Clerk

Marks, Sawanii (1996)—Mathematics Instructional Assistant

Marsh, Cristina (2000)—Matriculation Staff Assistant III; A.S., Evergreen Valley College

Martinez, Erlinda (1996)—Schedules and Catalog Technician; A.S., Evergreen Valley College

Martinez, Matthew (2001)—Computer Network Technician

Matthew, Sambo (2004)—Senior Library Technician; A.A., Evergreen Valley College; B.S. in Human Resources, San Jose State University

Medeiros, Carmen (2004)—Program Specialist; B.A., San Jose State University; M.A., San Francisco State University

Medina, Denise (1997)—Biology Lab Lead; A.S., Evergreen Valley College

Messenger, Stacy (2001)—Program Assistant, WIN Program/Keys to Success

Meza, James S. (2004)—Financial Aid Specialist I; B.S>, San Jose State University

Mora, Robert (1998)—Instructional Assistant; B.A., San Jose State University

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, Luan (2006)—Evaluations Specialist; B.S., California Polytechnic State University, San Luis Obispo

Nguyen, Luu (1985)—Financial Aid Specialist III; A.A., Evergreen Valley College

Nguyen, Nguyet (1995)—Mathematics Instructional Assistant

Nguyen, Sandy (2002)—EVC Campus Store Accounting

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, Jeff (1980)—Assessment Specialist; B.A. San Jose State University; M.A. in Education, San Jose State University

Pardue, Melanie (2002)—Instructional Assistant

Parker, David (1990)—Accountant

Payton, Casey (1987)—Child Development Specialist II

Pereida, Rosa (1989)—EOP&S Outreach/Recruitment Specialist

Pham, Bryan (2000)—Mathematics Instructional Assistant; B.S., Santa Clara University

Pinkston, Lenora (1999)—Program Assistant

Pisias, Vanessa Victoria (2004)—Microbiology Laboratory Technician; B.A., University of California, Santa Cruz

Quezada, Margarita (1997)—Instructional Assistant

Ramirez, Ivanna (1990)—Senior Division Administrative Assistant

Ramirez, Yesenia (2001)—Enlace Program Specialist

Rassmussen, Jonathan (2002)—Instructional Assistant

Ratto, Christopher (1999)—Senior 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

Saravanan, Ponnarasi (Ponny) (2005)—Senior Division Administrative Assistant

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

Steele, Kimberly (2000)—Admissions and Records Assistant

Tayag, Cindy (2005)—Coordinator II, Admissions and Records and International Student Admissions

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

Valdez, Jovita (1988)—Articulation Specialist

VanGaasbeck, Thanh (2005)—Counseling Staff Assistant

Vasquez, Elizabeth (1991)—Assistive Services Specialist

Vu, Ann (1994)—EOP&S Eligibility Assistant; A.A., Evergreen Valley College

Wong-Kauzlarich, Mary (2001)—HSI Transfer Project; 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

Buenrostro, Javier (1999)—Custodian II

Carvalho, Patrick (1975)—Custodial Crew Supervisor

Cuellar-Hernandez, Salvador (2000)—Custodian II

Gutierrez, Rosa (1997)—Custodian I

Hernandez, Maricela (2005)—Custodian I

Lara, Teodora (1999)—Custodian I

Lente, Joseph (2005)—Custodian I

Ma, Yick (1993)—Custodian I

Monarrez, Juan (2001)—Custodian I

Najera, Edelberto (2001)—Custodian I

Quinonez, Benjamin (1997)—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

MAINTENANCE

Chapman, Elaine (1981)—Senior Administrative Assistant

Chiodo, Peter (1991)—Facilities Worker

Dixon, Willie Earl (1989)—HVAC Mechanic/Plumber

Durbin, Phillip Randy (2002)—Painter

Heck, Eugene (2000)—Electrician

Juntado, Arnold (2000)—Electrician

Machado, John (1988)—Carpenter

Monarrez, Ernesto (1999)—Maintenance Worker

Oen, Vincent (1995)—HVAC Mechanic/Plumber

Olivas, Juan (1993)—Maintenance Facilities Worker

Quinonez, Mario (2000)—Facilities Maintenance Worker

Salazar, Richard—Hardware Specialist

Villa, Faustino (1999)—HVAC Mechanic/Plumber

REPROGRAPHICS

Castaneda, Ann (2000)—Document Center Specialist Technician II

Partida, Arturo (2001)—Reprographics Assistant

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

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

Seder, Elizabeth (2005)—WIN/CalWORKS Program Supervisor

Tanon, Alma R. (1988)— Financial Aid Director

DISTRICT ADMINISTRATIVE STAFF

Michael Calegari — Director of Fiscal Services

Tom Clabough (1996) — Maintenance Manager

Robert Dias (1997) — Director, Facilities/Maintenance

Bruce Gordon — Custodial Manager

Ron Root (2006) — Vice Chancellor, Administrative Services

Romero Jalomo, Ph.D. (2005) — Interim Associate Vice Chancellor, Institutional Effectiveness

Rosa Perez (2005) — Chancellor

Steve Cushing (2006) — Interim Chief of Police, District

Dolly Zen (1984) — Senior Systems Analyst/Database Manager

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