# PRESIDENT'S MESSAGE



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

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

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

One student had worked as a meat packer before trying out a few English classes to see if he could handle college. Another had performed on stage for 40 years and was taking classes to flex her creative muscles after retirement. Still another was so interested in environmental science that she ignited her passion in others by founding a science and math club on campus before transferring to a four-year university to complete a double major in Science and Economics.

I invite you to read the student profiles in Chapter 1. Whether you realize it or not, your story is probably just as compelling, heartrending and inspiring to others as the story of Mohinder, Lorena or Joseph.

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

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

As you embark on your life's path to grow and learn, I encourage you to honor and celebrate your individual and unique gifts. Will you be among the Aileens, Everardos and Mary Lous of tomorrow?

**As Chancellor of the San José/Evergreen Community College District, Rosa Pérez is proud of the celebration of diversity and the culture of accessibility at Evergreen Valley College.**

**ROSA G. PÉREZ**
CHANCELLOR,
SAN JOSÉ EVERGREEN COMMUNITY COLLEGE DISTRICT

I am honored to present Evergreen Valley College's 2008-2009 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.

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# CHAPTER 1: COLLEGE PROFILE



**IN THIS CHAPTER:**

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

## PROFILE

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

## HISTORY

Evergreen Valley College opened its doors in 1975 to 3000 students and currently hosts over 8000 students from more than 70 countries. The rich variety of cultures, which both enhances and enriches campus life, comprises one of the most diverse student bodies within the California Community College System.

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

In recent years, bond measures have allowed us to build much needed facilities: classrooms and labs for biological sciences and nursing education programs, a robust Library, a center to accommodate vibrant student life, and the Montgomery Hill Observatory. Plans for our new Visual and Performing Arts Center and for modernizing existing facilities are currently underway.

## MISSION

With student learning as our primary focus, Evergreen Valley College's mission is to empower students to expand their human potential and to succeed in a global, multicultural society. We prepare students of all ages and backgrounds for balanced and productive lives, so they can ultimately improve the workforce and quality of life in our communities.

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

## STRATEGIC INITIATIVES

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
   - Access
   - Curriculum and Program Development
   - Student Service Offerings

2. Community Engagement: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
   - Visibility
   - Strategic Partnerships
   - College in the Community
3. Organizational Transformation: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:
   - Community Building
   - Employee Development
   - Transparent Infrastructure

## SCHEDULE

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

## LEADERSHIP

Dr. David Wain Coon, President

Kuni Hay, Vice President of Academic Affairs

Irma Archuleta, Vice President of Student Affairs

Yulian Ligioso, Vice President of Administrative Affairs

Lynette Apen, Dean of Nursing and Allied Health

Keith Aytch, Dean of Library and Learning Resources

Octavio Cruz, Dean of Enrollment Services

Tammeil Gilkerson, Dean of Counseling and Matriculation

Mark Gonzales, Dean of Social Science, Humanities, Arts, & Physical Education

Dr. Jonathan King, Dean of Business & Workforce Development

Dr. Wei Zhou, Dean of Math, Science and Engineering

## ACCREDITATION

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

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

## SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM

Our district is a participant and sponsor of the South Bay Regional Public Safety Training Consortium, which is a joint powers agency created by local community colleges to present certified courses associated with public safety. These include Law Enforcement, Reserves, Corrections, Probation, Fire Technology, Emergency Medical Services, Hazardous Materials, and Dispatch. The intent is to enhance the campus-based degree and certificate programs, giving students the option to go directly into Academy-type skill development training presented through the Central Consortium. Phone: (408) 270-6458.

COLLEGE PROFILE
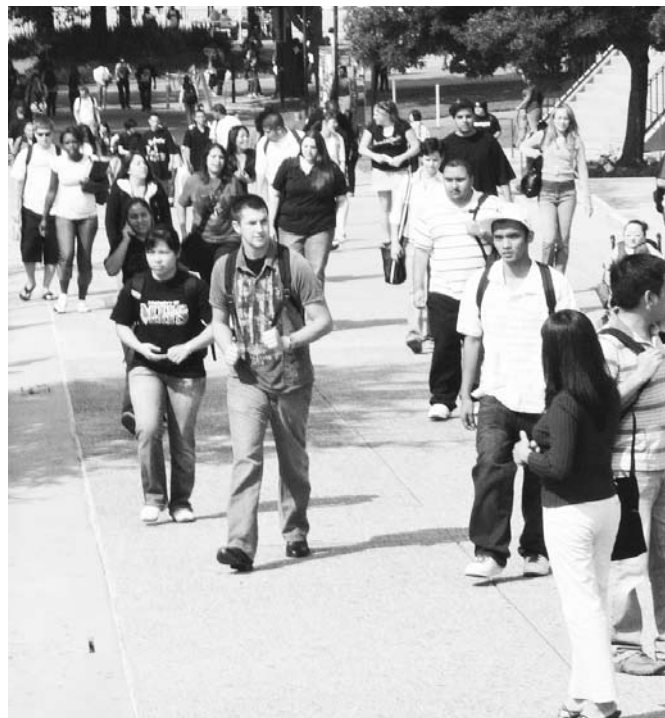
# CHAPTER 1: STUDENT PROFILES
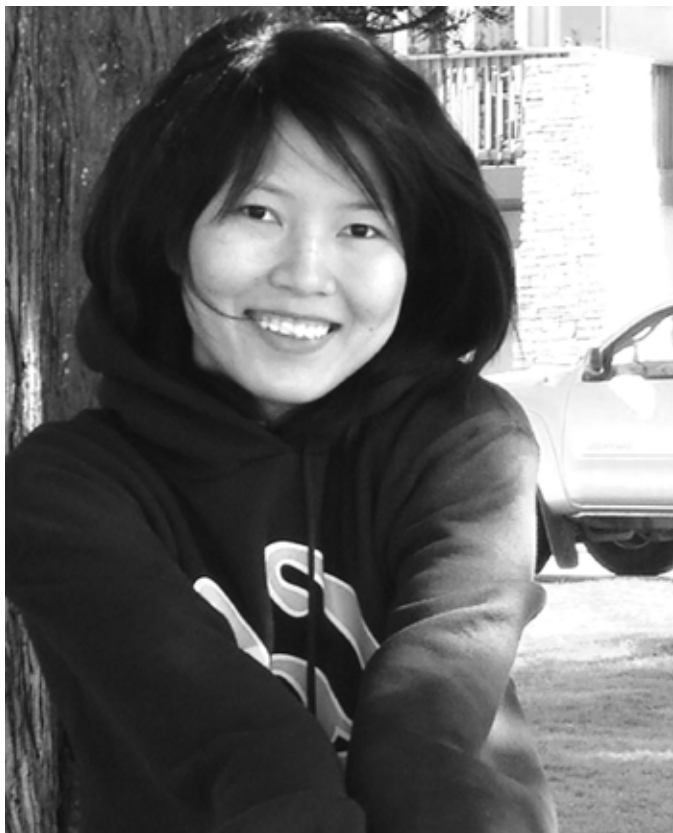


**Nhi Quach, graduate of EVC and UCLA, will spend the next three years in Africa working for the Peace Corps before attending medical school.**

NHI QUACH
## AROUND THE WORLD IN 80 MONTHS

UCLA student Nhi Quach is ecstatic about spending the next 27 months in Africa with the Peace Corps. Little did she realize when she left Vietnam for San José six years ago that she would make a habit of crisscrossing the world.

"The first time, I freaked out because I didn't speak English. Everything was so different, but I learned new skills. The second time, it will be easier. I'm no longer scared of something different, something new," says Nhi, whose family of four settled in Seattle, Washington, in 2002. Two years later, she lost her father to cancer.

When her uncle and aunt in San José were also diagnosed with cancer, nineteen-year-old Nhi came to the area to take care of their small children. Although her uncle passed away, her aunt survived and encouraged Nhi to attend Evergreen Valley College and take ESL and math classes. "At first, I was so intimidated. Everyone already seemed to have friends. But then I started to make friends, too."

Nhi credits her EVC professors for instilling a cultural curiosity in her. She loved the exposure to writers from around the world in her English classes at EVC. "I learned about literature and how being able to read it critically allows you to grow. I got different perspectives about so many cultures."

Paying for college is a challenge for anyone. Nhi has been able to get by comfortably with financial aid, working 20 hours a week, and taking out a student loan. Another thing that helped was her foresight in taking as many upper division courses as she could at EVC at $20 a unit instead of at the heftier UCLA price tag.

Originally, she had planned to apply her BS in Biology towards the eventual goal of becoming a doctor or dentist, but she noticed that not one of her classmates wanted to teach the future doctors and dentists of America. At UCLA Nhi took a course where she explored the teaching profession and now believes that her passion may lie in teaching at the medical and dental schools because "it's more fun working with students than grownups!"

In Africa, Nhi will be teaching science or math, so she'll have a chance to find out whether she's cut out for it. With her newfound passion for travel and confidence in her ability to navigate any shore, Nhi Quach may have a lot more exploring to do before she settles down.

STUDENT PROFILES

**STUDENT PROFILES**

EVERARDO MORA
**FROM LABOR ADVOCATE TO LATINO ABOGADO**

"Until my graduation from EVC and acceptance at UC Berkeley, none of this made any sense to my Mom. She didn't get my late night studying, trips to the library, class projects, nothing," says Everardo Mora, a first-year transfer at UCB who hopes eventually to earn a Masters in City Planning along with his law degree.

Everardo's Mexican-born parents were cannery workers. His father is unable to read or write while his mother is literate and has completed a vocational program. With no plans to go to college, Everardo began working right after high school to help with family finances. He eventually became a journeyman meat cutter for supermarkets. Because of his easygoing personality and diplomatic nature, the older, Spanish-speaking employees relied on Everardo to translate their complaints to management about unfair labor practices.

"I could have become a professional interpreter with some training, but ultimately, interpreters can't advocate. But lawyers can." Once he realized that, Everardo found his calling. At the age of 26, he enrolled at Evergreen Valley College. His first few months were hard because he had never been a good student, and he needed to focus a lot of energy on getting his English reading and writing up to speed.

Eventually though, he found his footing. He not only founded the Evergreen Multicultural Legal Society on campus to assemble EVC students interested in the law, but he also became Secretary of SACNAS, an organization of EVC Math and Science brainiacs. "With so many high tech firms in the area, I saw this logical connection between law, science and social policy."

"As a transfer student, it's totally wrong to assume you're not going to be taken as seriously as a regular student." Before entering Berkeley last Fall, Everardo was admitted to the Summer Program at Santa Clara Law School. At Berkeley, he's been involved in a prestigious scholarship program called the IDEAL Scholars, which helped him obtain an internship this summer with Morrison & Foerster, LLP, one of the country's top law firms. He now works at Stiles Hall, a 123 year-old community service non-profit, recruiting African American, Native American and Latinos transfer students to Berkeley.

Clearly there is no stopping Everardo. In addition to serving underrepresented workers, he dreams of building a new kind of law firm—one which will double as a multicultural center. Before he completes his dream, he may even come back to EVC as a professor, administrator or an academic/transfer counselor. Everardo's motto is: "If you go to school with intent, drive and goals, you can do it."

**Once he completes his BA at UC Berkeley and finishes law school, Everardo Mora dreams of setting up a law practice that will double as a multicultural center.**

AILEEN BAUTISTA
**FROM SELF-CONSCIOUS TO SELF-CONFIDENT IN 2 YEARS**

At San José State University there's a statue of graduate Tommie Smith, who gave a Black Power salute at the 1968 Olympics when he took Gold for the 200-meter dash. Each time Aileen Bautista passes it on her way to class, she thinks, "I actually met him at EVC. He's a living legend!"

Aileen's father had earned his BA in the Philippines and had raised her to expect a college education. However, finances were tight. So even though she had been accepted to CSU Sacramento, she enrolled at Evergreen Valley College. "In my high school, EVC was looked down upon next to De Anza." Now, however, the confident SJSU student says, "I don't think the school you go to defines you. It's what you make of it that matters."

Aileen remembers how reserved and shy she was during her first semester at EVC. "I didn't know how to talk to people. I was devastated. But at EVC I learned how to write, express myself, how to talk to teachers. The professors here made my experience so worthwhile."

One EVC experience that stands out for Aileen was her Service Learning work for Project Shine, where she helped elders study for naturalization. "It was so much fun to see my students graduate in the Project Shine program. We would meet regularly and I would help them with their studies. They really wanted to learn and I felt proud to help them accomplish something so important to them."

At the same time, Aileen was also meeting with her counselors monthly—both her academic counselor and an EOP&S counselor. "They made sure I took the right classes to strengthen my skills, they helped me with my transfer process and wrote letters of recommendation." EVC counselors even secured a Biology tutor for Aileen, whom she met with weekly to digest the material so she could pass the class.

Aileen encourages other EVC students to take advantage of all the opportunities to learn, grow and gain self-confidence. "Get involved in stuff like Service Learning. Apply for scholarships. Go to the events on campus." Just as Aileen did, when she saw Tommie Smith speak to a packed house of EVC students. "I found so much inspiration at EVC."

**Now studying at San José State University, EVC graduate Aileen Bautista says "I don't think the school you go to defines you. It's what you make of it that matters."**

- Service Learning Program…page 166
- EOP&S…page 159
- Counseling…page 159

**STUDENT PROFILES**

**STUDENT PROFILES**

**Joseph Oloju will study Electrical Engineering at the University of Santa Clara this fall after working and studying at EVC for the past four years.**

## JOSEPH OLOJU
### FROM APPLIED DISCIPLINE TO APPLIED MATH

Asked why he likes math, Joseph Oloju doesn't hesitate. "I like how math is applied. It has so many uses and applications. As you know more, it becomes even more interesting and you find little tricks that make it easier," he replies in his gentle voice.

In the fall of 2008, Joseph will transfer from Evergreen Valley College to the University of Santa Clara to study Electrical Engineering. He wants to build cell phones and computers, specifically for doctors and other professionals.

Except for his father, Joseph's entire family lives within a two-mile radius of his house. When Joseph was five or six years old, his father returned to his native Nigeria, and Joseph has not seen him since. "But I always had support from my Mom. She kept good discipline at home. She encouraged me to study." A few family members have been to community college, but none have completed a BA.

He could have chosen Bellarmine High School, but Joseph decided to attend James Lick instead. "I learned a lot about how school systems work and what happens to kids who are locked in a certain socio-economic environment. There's a high dropout rate; the kids aren't motivated." Joseph loaded up on calculus classes, taking more than the required courses so he could be ahead of the curve in college.

He also did the same thing at EVC by enrolling in a lot of higher division courses; at Santa Clara he will need only one year to complete his BA. That will save him a lot of money. To help pay for EVC, Joseph worked as an Instructional Support Assistant in the Math and Science Center. He was in charge of the other tutors, and he loved helping other students with their math homework. He also tutored for the AFFIRM program, an academic program focusing on African American students.

Patience is a required characteristic for his major, and you can tell Joseph has a lot of it. He knew Engineering took a little more time than other majors, and he invested four years at EVC before going through the transfer process. "I've had such inspirational professors, who have helped me with coursework, with letters of recommendation and labwork."

Joseph joined SACNAS, the math and science club on campus, and attended the National SACNAS conference in Kansas City in 2007. "I would tell EVC students to get involved on campus—there's so much here and so many good people to meet" are his parting words as Joseph embarks on the next phase of his education.

## MOHINDER S. MANN
### FROM CHERRY ORCHARDS TO A RIPE CAREER

Here's a little-known fact about California, back when the area was still largely comprised of orchards: Mexican farm workers weren't the only ones who picked strawberries, apricots, lettuce, plums and whatever the harvest reaped. There were a few pickers from India in the fields as well, including Mohinder S. Mann and his brother.

"Back then, San Felipe Road was a dirt track with nothing around it," remembers Mohinder, then a 13-year-old whose family had recently immigrated from India to San José. The year was 1969. Mohinder's father, who had been an attorney in India, found that he couldn't practice law in the US unless he was a citizen. While he worked successfully to overturn that rule, the family worked the orchards.

Since the family spoke no English in India, Mohinder was struggling with his English even after graduation from Yerba Buena High School. "It's a shock to be put into a class where you don't understand the language." So he entered community college and finished his general education requirements at EVC after the college opened its doors in 1975.

"For new immigrants, community college is ideal because it lets you improve your language with entry-level English classes and provides the scheduling flexibility needed for students who are working their way through college, as I was," says Mohinder. That education allowed him to transfer to San José State University for his BA. Then he went to the University of Santa Clara Law School, which included a stint at Oxford during the summer transfer program. "I always knew I'd be a lawyer like my Dad," Mohinder says.

He's given back as good as he's received. He and his wife of 31 years, Robin Jimenez, whom he met during community college days, are active in community affairs and local politics, especially as it relates to Indo-Americans and the underserved populations. They have also raised two children, both of whom are students at SJSU. And Mohinder proudly claims one of his high school ESL teachers as a client in his thriving law practice.

"Community college is available to everyone, it doesn't cost much, and it gives you the opportunity to study and work at the same time. I even found some community college classes to be better than the four-year institutions because you receive more attention from the professors." He's had a challenging, colorful life, but looking back, Mohinder Mann wouldn't change a thing.

**One of the first students at EVC when the college opened its doors in 1975, Mohinder S. Mann runs a thriving law practice and stays active in community affairs.**

**STUDENT PROFILES**

STUDENT PROFILES



**Officer Mike Bruno took EVC Administration of Justice classes and eventually landed his dream job as a Peace Officer for the Monterey Police Department.**

- Administration of Justice Classes…page 60
- General Education Requirements…page 27,28

MIKE BRUNO
### FROM ADMINISTRATION OF JUSTICE CLASSES TO ADMINISTERING JUSTICE

Not too long ago, Officer Mike Bruno was about to arrest two people in a motel room for possession of illegal drugs. Without a search warrant, he used the 1969 Chimel vs. California precedence to legally search "within the immediate control" of the person arrested, or the "lunging span," and discovered a few crack rocks and a pipe. The arrest held up in court, all because Mike remembered something he had learned during an Administration of Justice class at Evergreen Valley College.

"I remember more from my EVC classes than from my SJSU classes or from the Alameda County Sheriff's Academy after that," says Mike, a Peace Officer with the Monterey Police Department since 2005. "For some reason, what I learned through EVC's Administration of Justice classes has always just stuck with me."

Each year, EVC hosts hundreds of kindergartners in April for the popular KinderCaminata, and an overwhelming number of 5-year-olds say they want to be Peace Officers. Back in kindergarten, so did Mike. The difference is he actually became one. It's the only thing he ever wanted to do. So when he graduated from Silver Creek High School in 2000, he enrolled at EVC, picking up 60 general education credits and five Administration of Justice classes before transferring to San José State University for his BS in Justice Studies.

"Studying for my State classes was a lot easier after EVC. You get these long, complicated cases you have to understand and memorize. But at EVC they had ex-police officers who taught us to break down the elements of each crime, and I applied that to every case I read about. After that, it was easy to remember it," Mike says. "Same thing with memorizing penal codes. At EVC, I learned that the intent to commit is just as much of a crime as the physical act. That's been really helpful on my job."

Going through the process of becoming a Peace Office is tough. You're tested on physical agility, given a written test, interviewed by an Oral Board and Chiefs of Police, subjected to background checks, polygraph tests, and a psychological exam. Provided you pass all that and get hired by a police department, you still have to undergo 27 weeks at a rigorous Training Academy.

Mike passed every test with flying colors and landed his dream job. "I love what I do. I get to help people in trouble, calm and reassure people in distress. It's rewarding to make a difference in their lives."

**Lorena Lechuga has bucked cultural tradition by founding the Science and Math Club at EVC and double majoring in Environmental Science and Economics at UC Santa Cruz.**

- Mexican History….page 122
- Environmental Science…page 115

LORENA LECHUGA
**FROM FOUNDING FATHERS TO FOUNDING A CLUB**

She couldn't believe it! The first "A" Lorena Lechuga ever received was in her Mexican History class at Evergreen Valley College. She enjoyed learning about her Mexican forebearers so much, she enrolled in other Enlace classes and her grades just got better and better. Before she knew it, she was a tutor for Environmental Science classes and the founder of a now-thriving club called SACNAS, The Society for the Advancement of Chicanos and Native Americans in Science.

Today she's a University of Santa Cruz graduate majoring in both Environmental Studies and Economics. "Me? A science major? My family didn't know anything about science! My Mom didn't even go to high school in Mexico. But in San José she learned English and became a pre-school teacher. She showed us by example that you can always learn," says Lorena, her voice bubbling with enthusiasm. "I never thought my grades would be good enough to go to a UC."

After graduating from Independence High School, Lorena worked full time at a bank for a year and a half, becoming more and more withdrawn. One day, she signed up for the Mexican History class at EVC. After that, she was hooked.

Professor Al Gonzalez—known affectionately as "Mr. G" by his students—encouraged her to start a SACNAS chapter at EVC for math and science students so they could network, get advice, and find about scholarships and support. SACNAS is a national organization, but there were no chapters at the community college level in the Bay Area. Lorena talked to the national SACNAS office, drafted the EVC constitution standards, and recruited students. This year, the EVC chapter took the initiative to organize a highly successful conference for 100 high school students on the campus. "I never knew it would get that big someday!" Lorena says.

"I owe my free education to EVC," she states. Because of her many accomplishments at EVC, Lorena was awarded one of 12 Pister Leadership Opportunity Scholarshiups, receiving $20,000 towards her UCSC tuition and assistance finding summer work experience in a field that complemented her studies.

Lorena is bucking tradition. "In our culture, we go into helping careers like education or social work instead of math and sciences." While at UCSC, she completed an environmental internship in Washington State for two quarters, which involved research and a thesis. She loved it so much, she's thinking of doing a Masters program in Environmental Science!

**STUDENT PROFILES**

STUDENT PROFILES

FELICIA MESA
**FROM CARING FOR FAMILY TO CARING FOR PATIENTS**

When someone asks Felicia Mesa where she graduated from, the first words out of her mouth are Evergreen Valley College. "I don't say San José State, where I got my Bachelors, and I mention the UCSF masters Program afterwards. Because I'm really proud of being an EVC grad," says Felicia, whose daughter currently attends EVC.

Felicia was forced to find another career when the machine shop where she was an Office Manager closed its doors. Felicia remembers, "Someone mentioned that EVC's Nursing Program only took two years, so I looked into it." Then a 35-year-old single mom, Felicia thrived at EVC because of Financial Aid from the college and the full support of her family – her sister looked after her daughter and her widowed father invited them back to the family home.

She soon found out why the college's Nursing Program always receives top marks from area hospitals. Now the Associate Director of EVC's program, Felicia says, "We don't just teach the disease, we teach students that patient care is primary. Patients are coming into the hospital not because they want to, but because they have to. They're scared. They're anxious. They need nurses to alleviate their fears. The first thing our students do with a new patient is to introduce themselves and just talk."

One of Felicia's favorite EVC instructors had told her that one day she would be teaching, and Felicia thought, "No way!" Now she says, "Nursing is teaching. We teach patients every day how to care for themselves. We add knowledge, so they can either leave the hospital sooner or not ever have to come back."

In the Nursing Program, students get a lot of clinical experience and learn first-hand from nurses about medical specialties. One such nurse had a tremendous impact on Felicia's future. "She was an Oncology nurse, and I liked everything she had to say about the specialty. She said, if you like Physiology, you'll like Oncology. Well, I always liked Physiology, so I applied for the Masters program at UCSF, one of the premier programs for Oncology training."

Felicia has worked at Stanford Medical Center, as part of a private practice, and currently works part-time at St. Louise Hospital in Gilroy. And, of course, she teaches and mentors faculty at EVC. She says, "If you want to become the best nurse you can be, start at EVC." Just look at Felicia.

**EVC TRANSFER CENTER**

Not all EVC students transfer to baccalaureate institutions. Some take a few classes that interest them; others explore various career possibilities; and some work towards a vocational certificate like Automotive Technology, Retail Management or Nursing.

For those who are considering transfer to a four-year institution, the EVC Transfer Center can make the process much easier. "Many students at Evergreen Valley College have never been out of the Bay Area," says Pamela Turner, Coordinator/Counselor of the Transfer Center. "One of our priorities is to expose them to the world of possibilities out there."

Pamela explains that beyond the community college system, there are primarily two other public educational systems to consider: the 10 UC (University of California) and 23 CSU (California State University) institutions throughout the state. She explains that while the UC system focuses more on theoretical study, the CSU system allows for more hands-on experience and emphasizes one concentration rather than a general curriculum.

Every year the Transfer Center teams up with the special academic programs like Enlace, AFFIRM and ASPIRE to visit certain UC and CSU schools. In 2008, a group of 40 EVC students spent a weekend at UCLA during the UCLA Transfer Conference. Each EVC student paired off with a UCLA student to walk the campus, ask questions and learn from his/her experiences. EVC students spent the night in dorms talking to the UCLA students.

"EVC's counselors got the largest student group from Northern California at the conference…that's commitment!" said our own district Chancellor Rosa G. Pérez, who keynoted the 1000-student Conference. "Our counselors promote opportunities, like the UCLA Transfer Conference, every day with our students and find ways to make magic happen. They help students in the transfer process manage the very real fear that many of them encounter."

Pamela recalls, "Chancellor Pérez spoke passionately during her keynote about how important it is to value and embrace your own struggles and challenges because they help shape you and strengthen your resolve."

The Transfer Center helps advise students on the credits and courses needed for each institution, gathers letters of recommendation, and counsels students who are trying to determine the best future for themselves.

This page is intentionally left blank

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



**ADMISSIONS**

## IN THIS CHAPTER:

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

## ELIGIBILITY FOR ADMISSION

### Regular Admission

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

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

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

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

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

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

## APPLICATION FOR ADMISSION

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

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

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

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

**Notice To All Applicants:**

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

---

### HOW TO BECOME AN EVC STUDENT

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

---

**High School Student Application/Registration:**

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

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

1.  They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Educational Rights and Privacy Act (FERPA).
2.  They must identify EVC as a college attended on all future college applications, and include a transcript of EVC work where required.
3.  They are held to the same standards as regular students in terms of class conduct and course requirements.
4.  They will need to request transcripts for their high schools if EVC units will be used to fulfill high school graduation requirements.

5.  They may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.) High school students approved to take more than 11 units may be charged all appropriate fees.
6.  They may not enroll in PE or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools.
7.  They may not register for courses not on a R-40 form. Additional R-40 forms may be required.
8.  Courses completed at their high schools do not guarantee adequate preparation for college level courses; assessment and/or SAT/AP scores may be used to determine placement levels.

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

- A parent of a student under 18 who is not attending high school, is homeschooled, or has a student who has not completed the 8th grade, may petition the Admissions Director for special admission of his/her child as a part-time student.
- In addition to following the same procedures as concurrent enrollment students, students should complete the additional R-42 form and will be asked to submit academic transcripts which will also be used in determining appropriate course placement.

## RESIDENCY REQUIREMENTS

**Out-of-state Students**

Out-of-state applicants who are admitted to the college will be required to pay Non-resident tuition, in addition to registration fees.. US citizens, and students with certain visa statuses, may submit a residency change form and new application once they have lived in California at least one year and one day prior to the first day of the term, and have the intent of maintaining their California residency. **The District Board of Trustees sets tuition annually. As of this publication, the current non-resident tuition is set at $191.00 per unit. Consult the current Schedule of Classes for registration related fees.**

**Residency Requirements**

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

- If the student (age 18) and the student's parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
- If the student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.

**ADMISSIONS**

**ADMISSIONS**

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

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

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

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

### California Residency Status Change

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

## INTERNATIONAL STUDENTS

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

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

1. International (F-1) Student Application Form.

2. Application for Admission to Evergreen Valley College.

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

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

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

5. Original bank verification (signed by certifying official) with a minimum balance of $16,734 (U.S. currency) from parent/sponsor dated within 6 months of application date.

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

7. Official transcripts from all prior colleges/universities.

8. Passport sized photograph.

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

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

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

Each international student must pay the non-resident tuition at the beginning of each term ($191 per unit for 2008-2009), plus registration and other fees which are subject to change without notice. Payment can only be made by cash, credit card, or money order or check. Students who fail to pay tuition will not be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

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

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

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

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

## TRANSCRIPTS FROM OTHER COLLEGES

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

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

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

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

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

Academic work completed in an institution outside the United States must be officially evaluated before they can be applied to an EVC degree. Foreign transcripts must be sent to a professional evaluation agency. Please contact the Admissions and Records office at (408) 270-6441 for further information.

## TRANSFER CREDIT

Students may request that units earned at other regionally accredited collegiate institutions be reflected on their EVC transcript. To receive such credit, the student must have official transcripts of the prior work sent directly to the Office of Admissions and Records. Transcripts may also be hand-delivered if the seal remains unbroken. Upon evaluation, acceptable transfer units of credit will be included in the student's permanent record. Evergreen Valley College follows the guidelines in the Transfer Credit Practices published by the American Association of Collegiate Registrars and Admissions Officers (ACCRAO) to determine which institutions have been granted regional accreditation.

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

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

## CREDIT FOR MILITARY SERVICE

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

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

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

## CREDIT BY EXAMINATION

### Departmental Credit by Exam

Students may earn college Credit by Examination under specified conditions, however not all courses can be challenged using Credit by Examination. Students may not earn more than 12 units of Credit by Examination, and must have earned a total of 12 EVC units prior to applying for Credit by Exam. Students must be registered at Evergreen Valley College at the time they apply and take the examination. The appropriate instructional dean must approve an application for credit by examination. The $20 per unit enrollment fee will be charged for credit by exam. Credit By Exam is available only to registered students in good standing and only for courses listed in the EVC Catalog.

### Non-collegiate Courses

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the Instructional Guide for Non-Credit Courses published by the American Council of Education.

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

## OPEN ENROLLMENT & REGISTRATION PRIORITIES

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

Students will be assigned registration priority in accordance with Title V and a board-approved system based on units earned at Evergreen Valley College. The first two weeks of any registration cycle are dedicated to continuing students. New, returning, and transfer students will be given registration dates following the first two weeks of continuing student registration or when they apply. High school and students in middle school may register after they have completed all admissions requirements and no earlier than 3 weeks prior to the beginning of the academic term within the guidelines for their populations. **Please see the Eligibility for Admission section for Admissions criteria.**

**REGISTRATION**

## 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 at least minimum passing scores for either CEEB or CLEP examinations. Evergreen Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

To receive credit, students must send an official copy of the AP results to the Evergreen Valley College Admissions and Records Office for evaluation.  To use AP results for completion of GE areas for transfer using either the CSU GE or IGETC pattern, students must request a GE Certification from Evergreen Valley College upon transfer.  To determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see an Evergreen Valley College counselor.  Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at Evergreen Valley College.

| AP TEST | AP SCORE | UNITS | AS/AA General Education Requirement | CSU GE Breadth | IGETC |
|---|---|---|---|---|---|
| Art History | 3 or 4 or 5 | 3 | Area C – Fine Arts | Area C – C1 | Area 3 - 3A |
| Biology | 3 or 4 or 5 | 3 | Area B – Science w/lab | Area B – B2 | Area 5 – 5B no lab |
| Chemistry | 3 or 4 or 5 | 5 | Area B – Science w/lab | Area B – B1 & B3 | Area 5 – 5A w/lab |
| Economics/Macro | 3 or 4 or 5 | 3 | Area D | Area D – D2 | Area 4 – 4B |
| Economics/Micro | 3 or 4 or 5 | 3 | Area D | Area D – D2 | Area 4 – 4B |
| English: Language & Composition | 3 or 4 or 5 | 3 | Area A – Written Comm. | Area A – A2 | Area 1 – 1A |
| English: Literature & Composition | 3 or 4 or 5 | 6 | Area A – Written Com and Area C - Humanities | Area A – A2 and Area C – C2 | Area 1 – 1A and Area 3 – 3B |
| Environmental Science | 3 or 4 or 5 | 3 | Area B – Science w/lab | | Area 5 – 5A w/lab or  5B w/lab |
| French: Language | 3 or 4 or 5 | 3 | Area C – Humanities | Area C2 | Area 6 – 6A |
| French: Literature | 3 or 4 or 5 | 3 | Area C – Humanities | Area C2 | Area 3 – 3B |
| German | 3 or 4 or 5 | 3 | Area C – Humanities | Area C2 | N/A |
| Government & Politics: US | 3 or 4 or 5 | 3 | Area D | Area D – D8 | Area 4 – 4H |
| Government & Politics: Comparative | 3 or 4 or 5 | 3 | Area D | Area D – D8 | Area 4 – 4H |
| History: US | 3 or 4 or 5 | 3 | Area D – meets American and CA. History, Gov't. & Institutions requirement | Area D – D6 | Area 4 –4F |
| History: European | 3 or 4 or 5 | 3 | Area D or Area C – Humanities | Area D – D6 | Area 4 – 4F |
| History: World | 3 or 4 or 5 | 3 | Area D | | Area 4 – 4F |
| Human Geography | 3 or 4 or 5 | 3 | None | | Area 4 - 4E |
| Latin:  Vergil or Literature | 3 or 4 or 5 | 3 | Area C - Humanities | Area C – C2 | Area 3 – 3B |
| Mathematics: Calculus AB | 3 or 4 or 5 | 3 | Area B – Math for AA or Math competency for AS | Area B4 | Area 2 – 2A |
| Mathematics: Calculus BC | 3 or 4 or 5 | 3 | Area B – Math for AA or Math competency for AS | Area B4 | Area 2 – 2A |
| Music: Listen & Literature | 3 or 4 or 5 | 3 | Area C – C1 | Area C – C1 | Area 3 – 3A |
| Physics: B | 3 or 4 or 5 | 3 | Area B – Science w/lab | Area B - B1 & B3 | Area 5 – 5A w/lab |
| Physics: C – Mechanics | 3 or 4 or 5 | 3 | None | Area B - B1 & B3 | Area 5 – 5A w/lab |
| Physics: C – Electricity& Magnetism | 3 or 4 or 5 | 3 | None | Area B – B1 & B3 | Area 5 – 5A w/lab |
| Psychology | 3 or 4 or 5 | 3 | Area D | Area D – D9 | Area 4 – 4I |
| Spanish: Language | 3 or 4 or 5 | 3 | Area C – Humanities | Area C – C2 | Area 6 – 6A |
| Spanish: Literature | 3 or 4 or 5 | 3 | Area C - Humanities | Area C – C2 | Area 3 – 3B |
| Statistics | 3 or 4 or 5 | 3 | Area B – Math for AA or mat competency for AS | Area B4 | Area 2 – 2A |
| Any Non-GE AP Exam | 3 or 4 or 5 | 6 | N/A | N/A | N/A |

REGISTRATION

## CLASSIFICATION OF STUDENTS

- New Student - A student who has never enrolled at any college. High school students are always considered "new students."

- Continuing Student - A student who was enrolled at Evergreen Valley College the preceding semester.

- Former (Returning) Student - A student who has previously attended Evergreen Valley College but not during the preceding semester.

- New Transfer Student - A student who has attended a college other than Evergreen Valley College.

- International Student - A student from any country other than the United States who has applied to Evergreen Valley College and has been accepted into the International Student Program. All NEW international students are required to contact the International Student Representative in the Admissions & Records office prior to registration (408) 531-6133.

- Nonresident Student - A student who has not met California residency requirements and must pay nonresident tuition unless he/she meets AB 540 requirements.

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

**Fall and Spring Semesters:**
Full-time student: registered for 12 or more units
Half-time student: registered for 6-11 units
Part-time student: registered for less than 5.5 units
**Summer Session**:
Full-time student: registered for 4 or more units
Half-time student: registered for 2-3 units
Part-time student: registered for less than 4 units

## MINIMUM UNIT REQUIREMENTS

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

1. International Students: 12 units per semester.

2. Social Security, California State Disability, and PL 674: Check with respective benefits offices for requirements.

3. Veteran's Dependents and PL 634: See Veterans Coordinator in Admissions and Records, call (408) 270-6430 for specific requirements.

4. Students in special programs such as EOP&S, FasTrack, Financial Aid, etc.

## MAXIMUM UNIT LOAD

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

Students who wish to take more than the maximum load in any term must petition and obtain approval from a counselor.

Students need to bring the completed and signed excess units petition to Admissions & Records in order to register for additional courses.

Concurrently enrolled high school students are restricted to 11 units maximum, but are strongly recommended to enroll in no more than one or two courses at any given time.

## REPEATING COURSES

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

Repeatable Courses:

| | |
|---|---|
| ACCT | 136, 138, 200 |
| AJ | 136, 138 |
| ART | 060, 061, 088P, 098, 098P, 200 |
| ASTRO | 010L |
| ATHM | 060 |
| ATHW | 060 |
| AUTO | 098, 132, 136, 141, 145, 146, 147, 210 |
| BIOL | 088P, 098 |
| BUS | 136 |
| BIS | 098, 098P, 102B, 104, 106, 109, 115, 136, 138, 160, 162, 183, 189, 194, 200 |
| CHEM | 088P |
| COMS | 088A, 088P, 098 |
| CADD | 098, 136, 138, 146A, 146B, 146C, 210 |
| CIT | 097, 098 136, 138, 200 |
| CIS | 094, 194, 394 |
| COMSC | 136, 138 |
| CORCT | 109, 110 |
| DANCE | 010, 011, 014, 020, 021, 022, 040, 050, 051, 088P, 098 |
| DESGN | 088P, 098 |
| DISP | 172, 182 |
| DRAMA | 014, 088P, 098 |
| EDIT | 020, 021, 022 |
| EDUC | 136, 138 |
| ENGR | 098, 136, 138, 200 |
| ENGRT | 098 |
| ENGL | 001L, 098, 194, 310L, 321, 322L, 394 |
| ESL | 100L, 194, 310L 320L, 330L, 341L |
| EVVIR | 088P |
| FCS | 098, 136, 138 |
| FREN | 001L, 002L, 088P |
| GUIDE | 098,104,108, 110, 112, 115, 150, 394 |
| HED | 088P |
| HIST | 088A, 088P |
| II | 090, 210, 394 |
| IDIS | 090, 098, 190 |
| JOURN | 065, 098, 136 |
| LE | 136, 138, 158, 172, 173, 179 |
| LA | 008, 136, 138 |
| LIB 0 | 98 |
| MATH | 011R, 011S, 088P, 098, 310, 394 |

REGISTRATION

| MICRO | 098 |
|---|---|
| MUSIC | 020,023, 047, 050A, 050B, 052A, 052B, 052A, 053B, 058A, 088P, 098, 101 |
| NS | 060, 088P |
| NURS | 101, 136, 138 |
| PHIL | 088P, 098 |
| PHOTO | 098 |
| PED | 009, 012, 017, 018, 021 , 022, 022A, 023, 024, 024A, 034, 038 , 039, 040, 043, 046, 051, 052,053, 055, 056, 056A, 058, 062, 064, 069H, 070, 098 |
| PHYS | 088P |
| POLSC | 088P |
| PSYCH | 088P, 098 |
| SSCI | 050, 088P, 098 |
| SPAN | 088P, 098 |
| THEAT | 002, 006, 034, 035, 036 |
| WE | 088A, 088P |

Other course repetition options:

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

## ADDING CLASSES

Before the semester begins, students can register for classes via phone, online, or in-person and can add as many classes as needed. If a class is closed but there is a waitlist, students may be automatically registered when space becomes available.

After the semester begins, students will only be allowed to add with faculty approval. Students who have not yet registered are asked to attend class, and if space is available will be added in the following manner:

- Add Codes – faculty will issue an add code that students will use to register (by phone only).

Students cannot be added to courses if:

- They do not meet the prerequisite.
- They have already completed the course, unless it is repeatable. See listing of courses under Repeating Classes.
- They have a time conflict; for more information see Class Conflicts under Attendance.
- They do not have a current application on file.
- They have a hold for academic standing or fees owed.
- They do not have high school approval (R-40).
- They are already enrolled in 18 units.
- More than 20% of the semester has elapsed.

Students may not remain in classes for which they are not enrolled; SJECCD does not permit auditing.

**REGISTRATION**

## DROPPING CLASSES

Students are responsible for dropping their classes; classes are not dropped automatically for non-attendance. A student may drop a class by calling the StaReg (408) 223-0300, using MyWeb.sjeccd.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% of the class (whichever comes first). (See the Schedule of Classes for specific dates).

2. A "W" (Withdrawal) symbol will be assigned if the student drops the course after the 4 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.

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

## GRADES

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

## GRADE CHALLENGE

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

## MATRICULATION

### Matriculation Rights And Responsibilities

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

of campus services. EVC encourages all students to take advantage of our services.

## Matriculation Aims for Student Success

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

College Responsibilities:

- Provide an enrollment service that will enable the college to collect required information on students.

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

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

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

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

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

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

Student Responsibilities:

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

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

- Indicate an educational goal upon admission.

- Declare a specific major or educational goal after completing 15 units.

- Participate in Assessment, Orientation, Counseling/ Advisement services and other follow-up support services deemed necessary by the college in order for students to achieve their stated educational goals.

- Attend all classes and complete all course assignments.

- Complete courses and maintain progress toward stated educational goals.

## Matriculation Exemption Policy

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

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

- Enroll in open curriculum classes only.

- Enroll in non-AA applicable courses other than pre-collegiate basic skills.

- Enroll in apprenticeship courses only.

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

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

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

- Are enrolling in apprenticeship or short-term courses.

- Have previously earned a college degree.

All students are included in the follow-up component.

### Assessment

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

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

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

### Orientation

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

**MATRICULATION**

Other topics include:

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

### Early Alert

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

## STUDENT FEES

### Enrollment Fees

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

California residents are currently charged $20 per unit. The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled.

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

### Fee Waivers

Students may be eligible for fee waivers. These include:

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

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

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

### Parking Fees

Semester Parking Permits are $40 and are available for purchase with a student ID from the College Bookstore located on the second floor of the Gullo Student Center. Daily permits are $2 cash and are available from vending machines located in Student Parking Lots 2, 3, 6, and 8. Paid parking is enforced Monday through Saturday; parking without a permit or parking along Yerba Buena or San Felipe Roads or in Evergreen Marketplace may result in a parking ticket fine. Permits and daily parking tickets are good at both EVC and SJCC campuses. A parking permit does not guarantee a parking space, but merely gives the student the convenience of not buying daily permits.

Students who receive a Board of Governors Fee Waiver (BOGFW) will only be required to pay $20 per term. Check the Summer Schedule of Classes for summer parking fees.

For more information on parking rules and restrictions, see the Public Safety Section in Chapter 8 of this catalog or visit the Campus Police website at http://www.sjeccd.org/HTML/District/DistPolice/Policehome.html

### 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 $16* per semester, payable at the time of registration, unless a student is eligible for the BOGFW. 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.
- * Please note: Fees are subject to change by the Legislature.

### Associated Students (AS) Fee

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

**FEES**

## 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 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.

## Material Fees

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

## Non-Resident/International Student Tuition

In addition to fees paid by regular students, non-resident students and International Students are required to pay $191.00 per unit in tuition. Students in this classification are required to pay by cash, check, credit card or money order at the time of registration.

## Miscellaneous Fees

- Verification Of Enrollment

  Upon written request to the Office of Admissions and Records, a student will receive an official verification of enrollment for courses taken at Evergreen Valley College only. Each official Verification of Enrollment at the college will be assessed a $4 fee.

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

- General Education Certification

  Upon written request, the Office of Admissions and Records will conduct a General Education Certification for a fee of $5. Thereafter copies of this document will be free.

- Transcripts

  Upon written request to the Office of Admissions and Records, students are provided with the first two copies of their official transcripts free of charge; thereafter, a fee of $4 per copy applies. Emergency transcripts are available at $10 per copy.

  The college does not re-issue or certify copies of transcripts from other institutions for distribution. Transcripts must be ordered directly from the institution where the work was completed.

- Student ID Card Replacement Fee

  Student Identification Cards are issued free at the time of registration in the Admissions and Records Office. The ID cards are used to access the College Library, Health Center, and other services. The ASB sticker is also placed on the ID card for access to special AS Services and discounts. Replacement photo ID cards cost $5 (non-refundable).

  If the student has registered online or using StaReg, and all fees have been paid, the Student ID may be picked up at Admissions and Records.

- Student's Schedule

  Students 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 MyWeb.sjeccd.org free of charge.

## Payment Methods And Deadlines

- Payment When Registering

  A person may pay in person, online, or by phone. When registering in person fees will be due upon registration. Payments may be made by cash, check, traveler's check, money order, or Visa/Master Card. Credit card payments may be made on StaReg - (408) 223-0300 or online at MyWeb.sjeccd.org

  (A $10 processing fee is charged for each returned check.)

- Payment Deadlines

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

- Payment When Adding Classes

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

- Fines And Holds

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

## Failure To Clear Financial Obligations

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

**FEES**

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

## OFFICIAL WITHDRAWAL FROM COLLEGE

### Withdrawal from All Classes

Students who wish to withdraw from all classes should complete an Official Withdrawal Form, complete an exit interview with a Counselor, and drop the classes in person. If the student is unable to physically be on campus, this can be done via email with the assistance of a counselor. For further information contact the Counseling Office, SSC-256, (408) 270-6475. Students who leave but do not officially drop will be given a grade of "F".

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

Students on Financial Aid who wish to withdraw from all classes must submit a Complete Withdrawal Form and complete an exit interview with the Financial Aid Director. See Return of Title IV Aid Policy section on page 24.

### Military Withdrawal

Military withdrawal occurs when a student who is a member of the U.S. Military, receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations." Further, the following courtesies are available to the student:

- Instead of a MW symbol, a student may directly petition the faculty member for an incomplete (I) grade. If granted, the student will receive an IMW. This grade will default to MW as opposed to the standard letter grades if the student fails to complete the class.

- In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District will, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

### Unofficial Withdrawal - FW

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

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

The college does not issue refunds automatically.

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

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

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

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

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

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

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

## FINANCIAL AID PROGRAMS

### General Information

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

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

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

### Federal Student Financial Assistance Programs

- Federal Pell Grant:

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

- Federal Supplemental Education Opportunity Grant (FSEOG):

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

- Academic Competitiveness Grant (ACG):

  The ACG is a grant program for Pell-eligible students

who have completed a rigorous high school program and maintain a 3.0 G.P.A. while in college. Students must be a U.S. citizen to qualify and cannot have attended college before.

- 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.

- Federal Work-Study:

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

- Student Support Services Grant (FasTrack):

  See FasTrack section of this catalog.

### State Of California Financial Assistance Programs

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

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

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

- Extended Opportunity Programs and Services (EOP&S).

- Grants, Work-Study, and CARE.

  See the EOP&S section of this catalog.

- Chafee Grant - provides educational funding for current and former foster youth.

- Board of Governors Fee Waiver – (See below for more information).

### Eligibility Requirements For Federal And State Financial Aid

Students seeking Financial Aid should:

- Have a high school diploma, GED or pass the Ability to Benefit (ATB) test.

- Be enrolled in an eligible program.

- Be a U.S. citizen or eligible non-citizen.

- Demonstrate financial need.

- Register with Selective Service (males only).

- Have a valid Social Security Number.

- Not owe a repayment of a federal grant.

- Not be in default on a federal educational loan.

- Maintain satisfactory academic progress. To meet this requirement students should:
  - Maintain a minimum 2.0 GPA.
  - Not exceed 150% of the program length (for example, completing more than 90 units for a degree that requires 60 units for completion).
  - Complete a minimum number of units each term based on enrollment status. Full-time students (12+ units) must complete 10 units, 3/4-time students (9-11.5 units) must complete 7.5 units, and half-time students must complete 5 units.

- Submit all requested forms to Financial Aid Office.

| 2008-2009 Nine Month Student Expense Budget* | | |
|---|---|---|
| | Living at Home w/ No Dependents | Not Living at Home |
| Fees** | $604 | $604 |
| Books/Supplies | $1566 | $1566 |
| Personal/Miscellaneous | $3024 | $2754 |
| Transportation | $1278 | $1278 |
| Maintenance | $4266 | $10692 |
| **TOTAL** | **$10738** | **$16894** |

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

\*\* Fees include Enrollment fee @ $20/unit, AS Activity fee, Health fee, Student Center fee, and Student Representation fee.

Other factors that could affect an expense budget:

- Non-resident fee.

- Dependent care (must be documented).

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

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

### Board of Governors Fee Waiver (BOGFW)

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

### Eligibility

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

- Method A (Requires verification documents):
  For families who are receiving TANF/Cal WORKs,

**FINANCIAL AID**

SSI/SSP, or General Assistance, please complete the BOGFW application.

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

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

| 2008-2009 Income Standards for BOGFW Part B Eligibility | |
|---|---|
| Family Size | 2007 Income |
| 1 | $15,315 |
| 2 | $20,535 |
| 3 | $25,755 |
| 4 | $30,975 |
| 5 | $36,195 |
| 6 | $41,415 |
| 7 | $46,635 |
| 8 | $51,855 |
| Each additional family member | $5,220 |

- Method C – Complete the FAFSA:

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

Special Classifications

You 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 (SSC 123), or our website at www.evc.edu/fao. You may also contact the office by phone at (408) 270-6460, or by email: evcfa@evc.edu.

## RETURN TO TITLE IV AID POLICY

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

# CHAPTER 3: GRADUATION/TRANSFER/GENERAL EDUCATION



**IN THIS CHAPTER:**

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

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

## ASSOCIATE DEGREE

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

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

Within each AA and AS degree, there is a required general education component (see pages 27 and 28). General Education courses are grouped into several broad areas and are designed to cultivate intellect and imagination and to broaden awareness of the relationship and interdependence of ideas and disciplines, while requiring additional courses to provide the necessary foundation for specialized fields of study related to a chosen degree.

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

## CERTIFICATES

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

Evergreen Valley College offers three types of certificates.

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

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

Per Title 5 Section 55002 (b)

**GRADUATION** *(vertical side text)*

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

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

1.  A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field OR a general studies area.

2.  A general education pattern that shall include:

| 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, 072, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 002B, 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**
English 001B, 021, 028, *033, 035, 052, *060, *062, 073, *080, *082A, *082B, 084A, 084B, 086A, 086B, Ethnic Studies *010, *030, *040, *042
French 001A, 001B, 002A, 002B, Humanities 002, Interdisciplinary Studies 070, Journalism Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Vietnamese 001A, 001B

### AREA D: SOCIAL AND BEHAVIORAL SCIENCES    6 UNITS
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 *010, *030, *035, *040, *042, Family and Consumer Studies 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, 050, Sociology 010, 011

### AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT    3 UNITS
Family Consumer Studies 019, 050, Guidance 080, 095, 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, 072, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 002B, 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 *010, *030, *040, *042
French 001A, 001B, 002A, 002B, Humanities 002, Interdisciplinary Studies 070, Journalism Philosophy 010, 011, 012, 065, 070, Sign Language 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Vietnamese 001A, 001B

### 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 *010, *030, *035, *040, *042, Family and Consumer Studies 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, 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, Guidance 080, 095, 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 José/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 José State, Hayward State, San Francisco State, Chico State, Humboldt State, Sacramento State, Cal Poly, etc.).

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

## CSU GENERAL EDUCATION PROGRAM

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

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

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

## CERTIFICATION LIST FOR THE CSU SYSTEM GENERAL EDUCATION REQUIREMENTS

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

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.

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*

**TRANSFER**

*Community Colleges and who have not satisfied lower division general education requirements according to the provisions of Sections 40405.2 or 40405.3 of Title 5.*

When a course is approved for more than one area, it may be counted toward only one of the areas. A course may count only once. Evergreen Valley College may certify a maximum of 39 units toward the total general education units required at a CSU campus. A minimum total of 48 units will be required by CSU, 9 units of which must be taken in the upper division.

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

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

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

#### Lower Division Transfer

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

#### Upper Division Transfer

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

#### Major Requirements

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

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

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

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

#### Transfer Admission Agreements (TAA)

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

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

The following institutions offer Transfer Admission Agreements for EVC Students: San José State University, San Francisco State University, CSU Monterey Bay, Cal State East Bay, Sonoma State University, Menlo College, National Hispanic University, University of San Francisco, Santa Clara University, and Universities of California Davis, Irvine, Santa Barbara, Riverside, and Santa Cruz along with our latest, Hawaii Pacific University. Application filing periods: <u>CSU's</u>: Fall Oct 1 – Nov 30, Winter June 1 – 30, Spring Aug 1 – 31, Summer Feb 1 – 28. <u>UC's</u>: 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, 002B, 004A, 004B, Physical Science 012
**B2    LIFE FORMS**
Anatomy 001, Anatomy & Physiology 003, Biology 001, 020, 021, 061, 064, 065, 072, 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, 072, Chemistry 001A, 015, 030A, 030B, Environmental Science 010, Natural Science 010A, 010B, Physics 001, 002A, 002B, 004A, 004B, Physical Science 012
**B4    MATHEMATICAL CONCEPTS**
Math 021, 022, 051, 052, 061, 063, 071, 072, 073, 078, 079, Computer Science 072
*Astronomy 10L will be acceptable only if student has completed Astronomy 10 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, 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 010,  030, 040, 042, 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, Vietnamese 001A, 001B

**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, Ethnic Studies 030, Social Science 020**
**D2    ECONOMICS**
Economics 010A, 010B
**D3    ETHNIC STUDIES**
English 060, 080, 082A, 082B, Ethnic Studies 010, 030, 035, 040, 042 History 009, 021, 022, Social Science 020
**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, 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, 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, Guidance 080, 095, Health Education 011, Interdisciplinary Studies 070, P.E. 031, Psychology 060, 092, 096, 100

**TRANSFER**

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

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

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

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

1.  If you were eligible for admission to the University as a freshman, you may be admitted in advanced standing if you have established an overall grade point average of 2.0 or better in transferable college work.

2.  If you were not eligible for admission as a freshman only because you had not studied one or more of the required high school subjects, you may be admitted after you have:

    a.  Established an overall grade-point average of 2.0 or better in another college or university.

    b.  Completed, with a grade of C or better, appropriate college courses in the high school subjects that you lacked.

    c.  Completed 12 or more quarter or semester units of transferable college credit since high school graduation or successfully passed the CEEB tests required of freshman applicants.

3.  If you were not eligible for admission as a freshman because of low scholarship or a combination of low scholarship and a lack of required subjects, you may be admitted after you have:

    a.  Established an overall grade point average of 2.4 or better in another college or university in courses transferable to the University.

    b.  Completed, with a grade of C or better, appropriate college courses in high school subjects that you lacked. Up to 2 units (a unit is equal to a year's course) of credit may be waived for University admission.

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

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

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

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

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

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

TRANSFER

## 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 010, 020, 040, 045

**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, 052, 060, 062, 073, 080, 082A, 082B, 084A, 084B, 086A, 086B, Ethnic Studies 010, 030, 040, 042, French 001B, 002A, 002B, History 010A, 010B, Humanities 002, Philosophy 010, 011, 012, 065, 070, Social Science 020, 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** – Eth 010, 030, 040, 042, Social Science 020
**4D - GENDER STUDIES** – History 009, Psychology 035, 100
**4E - GEOGRAPHY -** Geography 010, 011
**4F - HISTORY -** History **001, 003A, 003B, 009, **017A, **017B, 021, 022
**4G - INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCES** – Ethnic Studies 030, Social Science 20
**4H - POLITICAL SCIENCE -** **Political Science 001
**4I - PSYCHOLOGY -** Psychology 001, 035, 092, 096, 100
**4J - SOCIOLOGY & CRIMINOLOGY -** Sociology 010, 011

**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, 002B, 004A, 004B, 004C**
**5B - BIOLOGICAL SCIENCE – Anatomy 001, AP 003, Biology 001, 020, 021,** 061, **064**, 065, **072,** Botany 062, **Environmental Science 010, *Natural Science 010A, 010B**

**AREA 6:** **LANGUAGE OTHER THAN ENGLISH** (UC Requirement only)
**(Proficiency equivalent to two years of high school study in the same language)**
French 001A, 001B, 002A, 002B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Sign Language 001B, 002A, 002B, Vietnamese 001A, 001B

*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.

**If History 17A/17B 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.

**TRANSFER**

**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 | | • | • | 35 |
| Administration of Justice | • | • | | 35 |
| Art & Design | | | | 36 |
| - Design Emphasis | | • | | 36 |
| - Studio Practice 2-D | | • | | 36 |
| - Studio Practice 3-D | | • | | 36 |
| Automotive Technology | | • | • | 36 |
| - Advanced Automotive Training | | | • | 37 |
| - American Honda Program | | | • | 37 |
| - Drivetrain and Chassis | | • | • | 37 |
| - Engine Service | | | • | 37 |
| - Fuel Electrical | | • | • | 37 |
| Business Administration | • | | | 38 |
| Business Information Systems | | | | 38 |
| - Accounting Specialist | | | • | 39 |
| - Bookkeeping Assistant | | | • | 39 |
| - Business Systems Assistant | | | • | 39 |
| - Computer Systems Assistant | | | • | 39 |
| - Computer Applications Specialist | | | • | 39 |
| - Digital Media Design Specialist | | • | • | 38 |
| - General Business | | • | • | 38 |
| - Information Processing | | • | • | 38 |
| Chemistry | • | | | 40 |
| Communication Studies | | | • | 40 |
| Computer Aided Design & Drafting | | • | | 40 |
| - AutoCAD | | | • | 41 |
| - Mechanical CADD | | | • | 41 |
| - Mechanical Drafting & Design | | | • | 41 |
| - Architectural CADD | | | • | 41 |
| - 3D CADD | | | • | 41 |
| Computer Information Technology | | • | | 41 |
| Engineering | • | • | | 42 |
| English | • | | | 43 |
| Music | | | • | 44 |
| Nursing | | • | | 44 |
| Paralegal Studies | • | • | • | 52 |
| Performing Arts | | | • | 53 |
| *Police Academy – Law Enforcement | | | • | 43 |
| Psychology | • | | | 53 |
| Women's Studies | | | • | 54 |

**For further information contact:**

| | |
|---|---|
| Business and Workforce Development - | (408) 270-6434 |
| Social Science, Humanities, Arts & P.E. - | (408) 223-6792 |
| Language Arts - | (408) 223-6775 |
| Math, Science, and Engineering - | (408) 270-6490 |
| Nursing & Allied Health - | (408) 270-6448 |
| *SBRPSTC at | (408) 270-6458 |

## ACCOUNTING

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

### ASSOCIATE IN SCIENCE DEGREE UNITS

| | | |
|---|---|---|
| ACCTG 020 | Financial Accounting | 5.0 |
| ACCTG 021 | Managerial Accounting | 5.0 |
| ACCTG 030 | Computerized Accounting | 3.0 |
| ACCTG 062 | Cost Accounting | 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 | 3.0 |
| BUS 071 | Legal Environment of Business | 3.0 |

| | |
|---|---|
| **Major Requirements** | **31.0** |
| **Elective Units** | **5.0** |
| **G.E. Requirements** | **24.0** |
| **Total Units** | **60.0** |

### CERTIFICATE OF ACHIEVEMENT UNITS

(Complete the following with "C" or better)

| | | |
|---|---|---|
| ACCTG 020 | Financial Accounting | 5.0 |
| ACCTG 021 | Managerial Accounting | 5.0 |
| ACCTG 030 | Computerized Accounting | 3.0 |
| ACCTG 097 | Accounting for Income Tax | 3.0 |
| BIS 003 | Electronic Calculator | 1.0 |
| BIS 011A | Computer Keyboarding | 1.0 |
| BIS 102B | Microsoft Excel | 3.0 |
| BIS 007A | Bus Writing Skills | 3.0 |
| BUS 001 | Business Math | 3.0 |
| BUS 071 | Legal Environment of Business | 3.0 |

| | |
|---|---|
| **Total Units** | **30.0** |

## ADMINISTRATION OF JUSTICE

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

### ASSOCIATE IN ARTS DEGREE UNITS

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

| | |
|---|---|
| **Major Requirements** | **15.0** |
| **\*Elective Units** | **5.0** |
| **G.E. Requirements** | **39.0** |
| **Grad. Requirement (Physical Activity)** | **1.0** |
| **Total units** | **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 UNITS

**Core Courses**

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

**AND**

Completion of one 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, Psych 035, Psych 047, Psych 099, 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 Units** | **61.0** |

**DEGREES AND CERTIFICATES**

## 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** | |
| ART026A | 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 Units** | | **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 Units** | | **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 | 2.0 |
| 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 Units** | | **62.0** |

## 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** |
| **G.E.** | | **24.0** |
| **Total Units** | | **61.0** |

| ASSOCIATE IN SCIENCE DEGREE | | UNITS |
|---|---|---|
| **FUEL & ELECTRICAL** | | |
| AUTO 102 | Automotive Systems | 3.0 |
| AUTO 103 | Light Line Technician | 2.0 |
| AUTO 118 | Fuel Systems/Emission 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** |
| **G.E.** | | **24.0** |
| **Total Units** | | **63.5** |

## CERTIFICATE OF ACHIEVEMENT      UNITS
### FUEL & ELECTRICAL

| | | | |
|---|---|---|---|
| AUTO | 102 | Automotive Systems | 3.0 |
| AUTO | 103 | Light Line Technician | 2.0 |
| AUTO | 118 | Fuel Systems/Emission Controls | 3.0 |
| AUTO | 119 | Engine Performance | 2.5 |
| AUTO | 122 | Advanced Electrical | 3.0 |
| AUTO | 125 | Auto Electronics | 2.0 |
| AUTO | 127 | Ignition Systems | 2.0 |
| AUTO | 129 | DSO, GDMM, Scan Tool Diagnosis | 1.0 |
| AUTO | 133 | Computerized Engine Management | 2.5 |
| AUTO | 134 | Advanced Engine Performance | 2.5 |
| AUTO | 141* | The Clean 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** |

## CERTIFICATE OF ACHIEVEMENT      UNITS
### ADVANCED AUTOMOTIVE TRAINING

| | | | |
|---|---|---|---|
| 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/Emission 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 | Auto Electronics | 2.0 |
| AUTO | 127 | Ignition Systems | 2.0 |
| AUTO | 129 | DSO, GDMM, Scan Tool Diagnosis | 1.0 |
| AUTO | 133 | Computerized Engine Management | 2.5 |
| AUTO | 134 | Advanced Engine Performance | 2.5 |
| AUTO | 135 | Fundamentals of Air Conditioning | 2.0 |
| AUTO | 136 | Automotive Work Experience | 2.0 |
| AUTO | 141* | The Clean 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** |

## CERTIFICATE OF ACHIEVEMENT      UNITS
### 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/Emission 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 | Auto Electronics | 2.0 |
| AUTO | 127 | Ignition Systems | 2.0 |
| AUTO | 129 | DSO, GDMM, Scan Tool Diagnosis | 1.0 |
| AUTO | 132 | Individualized Skills Training Lab | 2.0 |
| AUTO | 133 | Computerized Engine Management | 2.5 |
| AUTO | 134 | Advanced Engine Performance | 2.5 |
| AUTO | 135 | Fundamentals of Air Conditioning | 2.0 |
| AUTO | 136 | Automotive Work Experience | 2.0 |
| AUTO | 141* | The Clean 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** |

## CERTIFICATE OF ACHIEVEMENT      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 | 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** |

## CERTIFICATE OF ACHIEVEMENT      UNITS
### ENGINE SERVICE

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

*  **\*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. The lower division courses required for all students majoring in Business: Accounting, Finance, or Management. Aside from the thirty-four units in Business and Business related courses, thirty units of General Education courses are required for the A.A. Degree.

DEGREES AND CERTIFICATES

## ASSOCIATE IN ARTS DEGREE

| | | UNITS |
|---|---|---|
| ACCTG 020 | Financial Accounting | 5.0 |
| ACCTG 021 | Managerial Accounting | 5.0 |
| ACCTG 200 | Accounting Supervised Lab | 0.0 |
| BIS 091 | Introduction to Information Processing OR | |
| CIT 010 | Introduction to Computing & Information Systems | 3.0 |
| BIS 200 | BIS Supervised Lab | 0.0 |
| 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** | | **34.0** |
| **G.E. Requirements** | | **30.0** |
| **Total Units** | | **64.0** |

**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

### GENERAL BUSINESS

| | | UNITS |
|---|---|---|
| ACCTG 030 | Computerized Accounting* OR | 3.0 |
| ACCTG 031 | Computerized Accounting* | 2.0 |
| ACCTG-101 | Bookkeeping for Small Business | 3.0 |
| BIS 003 | Electronic Calculator | 3.0 |
| BIS 012 | Production Keyboarding | 1.0 |
| BIS 039 | Professional Image | 1.0 |
| BIS 091 | Introduction to Information Processing OR | |
| CIT 010 | Introduction to Computing & Information Systems | 3.0 |
| BIS 095 | Microsoft Windows | 1.0 |
| BIS 101 | Written Business Communications | 3.0 |
| BIS 102B | Microsoft Excel | 1.5-3.0 |
| BIS 109 | Microsoft Office | 3.0 |
| BIS 121 | Introduction to the World Wide Web | 1.0 |
| BIS 135 | Human Relations in the Workplace | 3.0 |
| BIS 098P | Digital Media Design Portfolio OR | |
| BIS 136 | Office Work Experience | 2.0 |
| BUS 001 | Business Math | 3.0 |
| BUS 082 | Introduction to Business | 3.0 |
| BUS 084 | Introduction to Marketing Principles | 3.0 |
| **Major Requirements** | | **34.5 - 37.5** |
| **Elective Units** | | **0.0 - 1.5** |
| **G.E. Requirements** | | **24.0** |
| **Total Units** | | **60.0** |

## ASSOCIATE IN SCIENCE DEGREE

### DIGITAL MEDIA DESIGN

| | | UNITS |
|---|---|---|
| BIS 012 | Production Keyboarding | 1.0 |
| BIS 035 | Introduction to Graphic Design | 3.0 |
| BIS 036 | Computer Visual Design | 3.0 |
| BIS 039 | Professional Image | 1.0 |
| BIS 091 | Introduction to Information Processing OR | |
| CIT 010 | Introduction to Computing & Information Systems | 3.0 |
| BIS 095 | Microsoft Windows | 1.0 |
| BIS 101 | Written Business Communications | 3.0 |
| BIS 109 | Microsoft Office | 3,0 |
| BIS 121 | Introduction to the World Wide Web | 1.0 |
| BIS 125 | Web Design I: Internet Publishing OR | |
| CIT 040 | Internet Publishing | 3.0 |
| BIS 128 | Web Design II: Design for the Web | 3.0 |
| BIS 135 | Human Relations in the Workplace | 3.0 |
| BIS 098P | Digital Media Design Portfolio OR | |
| BIS 136 | Office Work Experience | 2.0 |
| BIS 183 | Digital Publication Design & Graphics | 3.0 |
| **Major Requirements** | | **33.0** |
| **Elective Units** | | **3.0** |
| **General Education Requirements** | | **24.0** |
| **Total Units** | | **60.0** |

## ASSOCIATE IN SCIENCE DEGREE

### INFORMATION PROCESSING SPECIALIST

| | | UNITS |
|---|---|---|
| BIS 012 | Production Keyboarding | 1.0 |
| BIS 039 | Professional Image | 1.0 |
| BIS 091 | Introduction to Information Processing OR | |
| CIT 010 | Introduction to Computing & Information Systems | 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 | Introduction to the World Wide Web | 1.0 |
| BIS 125 | Web Design I: Internet Publishing OR | |
| CIT 040 | Internet Publishing | 3.0 |
| BIS 135 | Human Relations in the Workplace | 3.0 |
| BIS 098P | Digital Media Design Portfolio OR | |
| BIS 136 | Office Work Experience | 2.0 |
| **Major Requirements** | | **27.0 – 31.5** |
| **Elective Units** | | **4.5 – 9.0** |
| **General Education Requirements** | | **24.0** |
| **Total Units** | | **60.0** |

### ELECTIVES

Electives should come from the following lists:

**Accounting/Business Electives:** Acct 030, Acct 031, Acct 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, Design 029, Design 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 | Intro 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 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 Publication Design & Graphics | 3.0 |
| BIS 125 | Web Design I: 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 Excel1. | 5-3.0 |
| BIS 104 | Microsoft Access1. | 5-3.0 |
| BIS 106 | Microsoft Word **OR** | |
| BIS 106A | Beginning Microsoft Word **OR** | |
| BIS 106B | Advanced Microsoft Word1. | 5-3.0 |
| BIS 107 | PowerPoint for Windows1.5 | |
| 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 | Web Design I: 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**                                            **27-31.5**

**\* 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

### 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**

### 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                UNITS

| | | |
|---|---|---|
| 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                UNITS

| | | |
|---|---|---|
| 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        UNITS

| | | |
|---|---|---|
| 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** | | **10-13.0** |

| INFORMATION PROCESSING SPECIALIST | | UNITS |
|---|---|---|
| BIS 102B | Microsoft Excel | 1.5-3.0 |
| BIS 104 | Microsoft Access | 1.5-3.0 |
| BIS 107 | PowerPoint for Windows | 1.5 |
| BIS 121 | Intro to the World Wide Web | 1.0 |
| BIS 106 | Microsoft Word  **OR** | |
| BIS 106A | Beginning Microsoft Word  **OR** | |
| BIS 106B | Advanced Microsoft Word | 1.5-3.0 |
| BIS 125 | Web Design I: Internet Publishing **OR** | |
| CIT 040 | Internet Publishing | 3.0 |
| **Total Units** | | **10.0-14.5** |

**\* Note:** The content of ACCTG 030 and 031 are the same; how-ever, 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 DEGREE

#### 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 Units** | | **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** |
| **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 | | 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 |
| **Total Units** | | **9.0** |

## 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** |
| **Electives** | | **6.0** |
| **G.E. Requirements** | | **24.0** |
| **Total Units** | | **60.0** |

## CERTIFICATE OF SPECIALIZATION
### MECHANICAL CADD

| | | UNITS |
|---|---|---|
| CADD 130 | Fundamentals of AutoCAD | 3.0 |
| CADD 131 | AutoCAD | 22.0 |
| CADD 133 | Using Autodesk Inventor | 2.0 |
| CADD 134 | Advanced Autodesk Inventor | 2.0 |
| CADD 139 | Using Solidworks | 2.0 |
| **Total Units** | | **11.0** |

### MECHANICAL DRAFTING AND DESIGN

| | | |
|---|---|---|
| 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 Units** | | **10.0** |

### AutoCAD

| | | |
|---|---|---|
| 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 Units** | | **7.0** |

### ARCHITECTURAL CADD

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

### 3D CADD Certificate

| | | |
|---|---|---|
| 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 Units** | | **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** |

DEGREES AND CERTIFICATES

| General Education | 24.0 |
|---|---|
| **Total Degree Requirements** | **60.0** |

**Approved Electives**

**BIS** 036, 109, 128, **CIT** 022, 024 (or 24A, B, & C), 041X, 041J, 042 (or 42A, B, & C), 043A, 044 (or 44A, B, & C), 045, 046, 048, 050 (or 50A, B, & C), 052 (or 52A, B, & C), 054 (or 54A, B, & C), 055, 056 (or 56A, B, & C), 061, 061B, 064A, 064B, 065, 066, 067, 071, 072, 080, 082, 084, 086, 087, 097, 136, **COMSC** 072, 075, 076

## ENGINEERING

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

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

### ASSOCIATE IN ARTS DEGREE UNITS

| ENGR 018 | Engineering Design & Graphics | 3.0 |
|---|---|---|
| ENGR 010 | Engineering Processes & Tools | 3.0 |
| ENGR 050 | Introduction 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 | 5.0 |
| MATH 078 | Differential Equations | 3.0 |
| PHYS 004A | General Physics | 5.0 |
| PHYS 004B | General Physics | 5.0 |
| PHYS 004C | General Physics | 5.0 |
| CHEM 001A & 001B General Chemistry | | 10.0 |

| **Major Requirements** | **65.0** |
|---|---|
| **G.E. Requirements** | **23.0** |
| **Total Units** | **88.0** |

### ASSOCIATE IN SCIENCE DEGREE UNITS

| ENGR 018 | Engineering Design & Graphics | 3.0 |
|---|---|---|
| ENGR 010 | Engineering Processes & Tools | 3.0 |
| ENGR 050 | Introduction 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 Geometry | 5.0 |
| MATH 072 | Calculus II w/Analytical Geometry | 5.0 |
| MATH 073 | Multivariable Calculus | 5.0 |
| MATH 078 | Differential Equations | 3.0 |
| PHYS 004A | General Physics | 5.0 |
| PHYS 004B | General Physics | 5.0 |
| PHYS 004C | General Physics | 5.0 |
| CHEM 001A & 001B General Chemistry | | 10.0 |

| **Major Requirements** | **65.0** |
|---|---|
| **G.E. Requirements** | **21.0** |
| **Total Units** | **86.0** |

## 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 DEGREE UNITS

**CORE CLASSES**

| ENGL 001B | English Composition | 3.0 |
|---|---|---|
| ENGL 084A | Survey of American Literature | 3.0 |
| ENGL 084B | Survey of American Literature | 3.0 |
| ENGL 086A | Survey of English Literature I | 3.0 |
| ENGL 086B | Survey of English Literature II | 3.0 |
| **Total Core Units** | | **15.0** |

**MAJOR ELECTIVES**

Select three courses from the following list:

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

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

| ENGL 033 | Women in Literature |
|---|---|
| ENGL 060 | Japanese & Japanese-American Literature |
| ENGL 062 | Asian/Asian American Literature |
| ENGL 080 | Mexican American Literature |
| ENGL 082A | African American Literature |
| ENGL 082B | African American Literature |

| **English Major Core** | **15.0** |
|---|---|
| **English Major Electives** | **9.0** |
| **G.E. Requirements** | **39.0** |
| **Total Units** | **63.0** |

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

## 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 ACHIEVEMENT | | 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 Units** | | **24.5** |

## MUSIC

| CERTIFICATE OF SPECIALIZATION | | 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** |

## NURSING

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

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

When the Nursing Program has more students eligible for admission than spaces available, 50% of admission is merit-based (cumulative GPA) and 50% admission is by random selection. Nursing Program Information Workshops, conducted throughout the school year, provide additional information about the Nursing Program and selection procedure. For more information regarding the nursing program, contact the Nursing Program Office at (408) 270-6448 (Sequoia S207) or access the Evergreen Valley College web site: www.evc.edu (Quick Link to Nursing).
The San José/Evergreen Community College District reserves the right to add, amend or repeal any of the rules, regulations, policies and procedures consistent with applicable laws.

### Program Purpose

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

### Program Philosophy

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

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

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

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

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

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

**DEGREES AND CERTIFICATES**

**DEGREES AND CERTIFICATES**

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

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

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

### Conceptual Framework

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

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

### Program Outcomes

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

a. Safe and Effective Care Environment

The graduate will:

i. Implement nursing care based on the nursing process to meet client needs throughout the life span in a variety of settings.

ii. Facilitate achievement of optimal client outcomes, through advocacy and delegation, by directing client care throughout the life span in a variety of settings.

b. Health Promotion and Maintenance

The graduate will:

i. Act as a client advocate to promote access and enhance quality of care throughout the life span in a variety of settings.

ii. Utilize teaching/learning principles to promote optimal health throughout the life span in a variety of settings.

c. Psychosocial Integrity

The graduate will:

i. Utilize therapeutic communication when providing client care throughout the life span in a variety of settings.

ii. Incorporate cultural sensitivity when providing client care throughout the life span in a variety of settings.

iii. Implement caring behaviors that support mental, emotional and social well-being of the client throughout the life span in a variety of settings.

d. Physiological Integrity

The graduate will:

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

e. Professional Role of the Nurse

The graduate will:

i. Utilize leadership and management principles, as a member of the health care team, in providing and delegating the delivery of client care.

ii. Demonstrate accountability for providing and evaluating nursing care that adheres to professional standards and incorporates legal and ethical responsibilities of the nurse.

iii. Demonstrate autonomy in recognizing one's own need for life-long learning, personal transformation and professional growth.

### Summary Statement

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

### Application Procedure

Students must submit the following information between **September 1st and October 31st**:

1. If you are not currently a student at either San José City College or Evergreen Valley College, you must submit a completed application for Evergreen Valley College to the Office of Admissions and Records. College applications are obtained from the Office of Admissions and Records or the college's web site: www.evc.edu.

2. Submit official transcripts from ALL colleges previously

attended, and proof of high school graduation to the Office of Admissions and Records. Do not submit this information to the Nursing Program Office.

3. Results of College Reading Competency Testing or the equivalent must be on file (per Counselor's recommendation).

4. Submit a completed nursing application to the Nursing Program Office (Sequoia S207) by the application deadline (applications are available from September 1 – October 31). This application is the only document submitted to the Nursing Program Office. All other required information is submitted to the Office of Admissions and Records. Nursing Program applications may be obtained from the Nursing Program Office (Sequoia S207) or by accessing the Evergreen Valley College web site: www.evc.edu.

**Eligibility Criteria for the Nursing Program (All prerequisite coursework must be completed prior to applying)**

**NOTE: The Nursing Program is implementing the ATI Test for Essential Academic Skills (TEAS) to determine overall scholastic readiness to enter the Nursing Program. Eligible students are required to meet the designated individual cut score (taken in NURS 110). For more information regarding the TEAS visit http://www.atitesting.com/global/students/ student-roadmap.aspx**

a. High School Graduation or Equivalent

b. Human Anatomy with Lab* OR Combined A&P* with Lab (Minimum 4.0 Units)
   **Note:** beginning Fall 2010, combined A&P will no longer meet the requirement for Anatomy

c. Physiology with Lab* (Minimum 4.0 Units within 5 Years)

d. Microbiology with Lab* (Minimum 4.0 Units)

e. NURS 110 with Lab* (within 2 Years)

f. ENGL 001A*

* With a grade of "C" or higher

g. Completion of TEAS with designated cut score (taken in NURS 110)

h. Reading: Qualifying Placement Test Score(s) OR ENGL 102-College Reading OR Equivalent

i. Cumulative GPA of 2.5 or Higher

j. GPA 2.5 or Higher in Pre-requisite Science Courses

k. If there are more qualified applicants than spaces available:

   50.0% Admissions Based on Merit (Cumulative GPA 3.7 or Higher).

   50.0% Admissions Based on Random Selection.

**Entrance Requirements**

**Students must submit a record of:**

1. Basic Life Support (BLS) for health care providers through the American Heart Association (CPR:cardiopulmonary-resuscitation).

2. Physical Examination with clearance of essential capabilities (including the ability to lift and carry 50lbs,

push/pull 100 lbs, bend/stoop/squat/crawl)

3. Immunization Record including TB clearance (2-step TB followed by annual TB test)

4. Criminal Background Check (see policy for student background checks and urine drug screening)

5. Urine Drug Screening (see policy for student background checks and urine drug screening)

6. All records must be submitted by the stated due date.

**Tuition Fees**

Resident students pay California Community College enrollment fees each semester. Non-resident students pay enrollment fees as established by the District.

**Approximate Costs Related To The Program**

1. Uniforms, laboratory coat and shoes: approximately $180.00 - $230.00 total both years.

2. Books, syllabi, supplies, personal health insurance, approximately $1,700.00 both years.

3. CPR training approximately $35.00.

4. Physical exam and immunizations, variable costs.

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

**Material Fees**

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

**Program Enrollment And Progression**

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

**Definition Of A College Unit**

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

**Nursing Major Coursework**

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

ANAT 001* Human Anatomy 5.0 OR Combined Anatomy and Physiology 5.0 (beginning Fall 2010, combined A&P will no longer meet the requirement for Anatomy)
BIOL 072* Human Physiology 5.0 (Within 5 years)
MICRO 070* General Microbiology 5.0
**\*will accept a minimum of 4.0 semester units**
NURS 110 Basic Concepts in Nursing 2.0 (within 2 years)
ENGL 001A 3.0

<div style="writing-mode: vertical">**DEGREES AND CERTIFICATES**</div>

## II. General Education Courses

| | | |
|---|---|---|
| PSYCH 001 | General Psychology | 3.0 |
| FINE ARTS | | 3.0 |
| HIST 17A and 17B History of the United States OR | | |
| HIST 001 | Survey of American History AND | |
| POLSC 001 | American Government | 6.0 |
| PE or DANCE | | 1.0 |

College designated minimum score on Elementary Algebra Placement or completion of MATH 011A, 011R, 011S, their equivalent or any higher math course

### One of the Following Communication Courses                   3.0

| | |
|---|---|
| COMS 010 | Interpersonal Communication |
| COMS 020 | Oral Communication |
| COMS 040 | Introduction to Argumentation |
| COMS 045 | Small Group Communication |

### One of the following Ethnic Studies Courses                   3.0

| | |
|---|---|
| ETH 010 | Introduction to Ethnic Studies |
| ETH 030 | Chicana/o Culture |
| ETH 040 | Vietnamese American Culture and Experience |
| ETH 042 | Asian Pacific AmericanCulture and Experience |

**(Meets humanities and cultural pluralism for EVC graduation and CA BRN social science requirement)**

## III. Nursing Major Courses

First Semester:

| | | |
|---|---|---|
| NURS 001 | Fundamentals in Nursing | 8.5 |

Second Semester:

| | | |
|---|---|---|
| NURS 002A | Basic Medical-Surgical Nursing | 5.0 |
| NURS 002B | Maternity Nursing | 4.0 |

Third Semester:

| | | |
|---|---|---|
| NURS 003 | Advanced Pediatrics and Medical-Surgical Nursing | 8.5 |

Fourth Semester:

| | | |
|---|---|---|
| NURS 004 | Advanced Medical-Surgical /Geriatric/Leadership and Management Nursing | 10.0 |

**Unit Breakdown:**

| | |
|---|---|
| **Pre-requisite Courses** | **17.0 - 20.0** |
| **General Education Courses** | **19.0** |
| **Nursing Major Courses** | **36.0** |
| **Total Program Units** | **72.0 – 75.0** |

## IV. Nursing courses not part of nursing major

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

| | | |
|---|---|---|
| NURS 118 | Graduate Nurse Preceptorship | 5.0 |
| NURS 119 | Nursing Pathophysiology | 2.0 |

## V. Nursing courses no longer offered and undergoing inactivation

| | | |
|---|---|---|
| NURS 115 | Adult Care II | 8.5 |
| NURS 117 | Preceptorship | 2.0 |
| NURS X117 | Nursing Preceptorship | 1.5 |

### Advanced Placement

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

### Advanced Placement: Transfer students

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

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

1. Complete the "Request for Advanced Placement in Nursing:" (available at http://www.evc.edu/nursing/transfer_student.htm)

2. Provide transcripts verifying nursing coursework

3. Provide a college catalog with course description as well as course syllabi

4. Meet with the nursing counselor to determine placement

### Advanced Placement: LVN To RN Bridge Program

LVNs who request advanced placement as generic students must meet all eligibility criteria for the Nursing Program, excluding NURS 110. In addition they must complete the following:

1. Complete the "Request for Advanced Placement in Nursing" form during the application window of September 1- October 31 (available at http://www.evc.edu/nursing/transfer_student.htm)

2. Attend scheduled meeting with the Dean of Nursing (offered in November)

3. Completion of the Fundamentals of Nursing Final with a "C" or better (offered in December)

4. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January)

5. Completion of the Role Transition Course (N005) with

a "C" or better (offered in spring or summer session) Upon completing the criteria, LVNs will be randomly selected for open spaces in the third semester.LVNs admitted as generic students must meet all nursing major requirements and general education requirements in order to receive the Associate of Science Degree in Nursing.

### LVN to RN Bridge Coursework

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

ANAT 001*  Human Anatomy 5.0 OR Combined Anatomy and Physiology 5.0 (beginning Fall 2010, combined A&P will no longer meet the requirement for Anatomy)

| | | |
|---|---|---|
| BIOL 072* | Human Physiology (within 5 Years) | 5.0 |
| MICRO 070* | General Microbiology | 5.0 |
| | *will accept a minimum of 4.0 semester units | |
| ENGL 001A | English Composition | 3.0 |
| NURS 005 | Role Transition | 1.5 |

### General Education Courses:

Same as Nursing Coursework Above        19.0

### Nursing Major Courses

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

**Second Semester:**
NURS 004 ADVANCED MEDICAL-SURGICAL /Geriatric/Leadership and Management Nursing        10.0

### Unit Breakdown:

| | |
|---|---|
| Prerequisite Courses | 16.5 – 19.5 |
| General Education Courses | 19.0 |
| Nursing Major Courses | 18.5 |

### Total Units        54 – 57

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

### Advanced Placement: 30-unit Option For LVNs

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

1. Complete the "Request for Advanced Placement in Nursing" form during the application window of September 1- October 31 (available at http://www.evc. edu/nursing/transfer_student.htm)

2. Attend scheduled meeting with the Dean of Nursing (offered in November)

3. Completion of the Fundamentals of Nursing Final with a "C" or better (offered in December)

4. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January)

5. Completion of the Role Transition Course (N005) with a "C" or better (offered in spring or summer session)

### LVN 30-Unit Option Coursework

### Prerequisites: No recency required

| | | |
|---|---|---|
| BIOL 072 | Human Physiology | 5.0 |
| MICRO 070 | General Microbiology | 5.0 |
| NURS 005 | ROLE TRANSITION | 1.5 |

Nursing Major Courses

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

**Second Semester:**
NURS 004   ADVANCED MEDICAL-SURGICAL/Geriatric/ Leadership and MANAGEMENT NURSING        10.0

**Unit Breakdown**
| | |
|---|---|
| **Prerequisite Courses** | **11.5** |
| **Nursing Major Courses** | **18.5** |

### Total Units        30.0

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

California Code Of Regulations, Section 1444, Regarding Criminal Conviction
In accordance with California Code of Regulations, Section 1444, a person convicted of any offense other than a minor traffic violation may not qualify to be licensed as a Registered Nurse. If there are questions regarding this matter, 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.**

### Policy on Admission

1. Purpose: The policy is intended to outline the admission process into the nursing program.

2. Process: Evergreen Valley College Nursing Program has an application process that allows students to submit an application once all prerequisite courses have been completed. Students are admitted annually with 50% enrolled in the fall semester and 50% enrolled in the spring semester. If there are more qualified applicants than spaces available, 50% of the admissions will be based on merit (highest cumulative GPA) and 50% of the admissions will be based on random selection.

Upon acceptance into the Evergreen Valley College Nursing Program, nursing students will be required to submit the

**DEGREES AND CERTIFICATES**

following to the EVC Nursing Program office by the designated deadline date:

1. Required immunization records and/or titers

2. Evidence of a 2-Step TB skin test result with yearly follow-ups.

3. A copy of a chest x-ray report, taken within the last 5 years, if previous positive TB skin test and letter from their physician stating the student is currently free of signs or symptoms of TB.

4. Physical examination with clearance of essential capabilities (including the ability to lift and carry 50lbs, push/pull 100 lbs, bend/stoop/squat/crawl) .

5. Current CPR certification (Healthcare Provider from the American Heart Association).

6. Urine drug screening and background check.

Failure to comply with submitting current health records by the deadline date will result in the loss of a position in the nursing program.

Four "alternate" students will be selected each academic year. If one of the accepted students does not submit current health records by the deadline date, does not show up or drops within the first 2 weeks of class, an alternate student will fill the open position. Alternates will move into open positions in the order they were selected as alternates. To maintain alternate status, students will be required to have all health forms current by the initial deadline date and will be required to attend the first 2 weeks of class each semester. If alternate students are not placed into a permanent position in the academic year they were selected as an alternate, they will be guaranteed a position in the following academic year.

Student must submit the following information between September 1st and October 31st:

1. If you are not currently a student at either San José City College or Evergreen Valley College, you must submit a completed application for Evergreen Valley College to the Office of Admissions and Records. College applications are obtained from the Office of Admissions and Records or at the college website: www.evc.edu

2. Submit official transcripts from ALL colleges previously attended, and proof of high school graduation to the Office of Admissions and Records. Do not submit this information to the Nursing Program Office.

3. Results of College Reading Competency Testing or the equivalent must be on file (per counselor's recommendation)

4. Submit a completed nursing application to the Nursing Program Office by the application deadline (applications are available from September 1 – October 31). This application is the only document submitted to the Nursing Program Office. All other required information is submitted to the Office of Admissions and Records. Nursing program applications may be obtained from the Nursing Program office (S207) or by accessing the Evergreen Valley Nursing College website: www.evc.edu/nursing/

5. Eligibility Criteria

    1. High school graduation or equivalent

    2. Human anatomy with lab or combined A&P with lab with a "C" or better (minimum 4.0 units)
    **Note:** beginning Fall 2010, combined A&P will no longer meet the requirement for Anatomy

    3. Physiology with lab with a "C" or better (minimum 4.0 units, within 5 years)

    4. Microbiology with lab "with a "C" or better (minimum 4.0 units)

    5. NURS 110 with lab with a "C" or better (within 2 years)

    6. ENGL 001A with a "C" or better

    7. Completion of TEAS with designated cut score (taken in NURS 110)

    8. Reading: Qualifying Placement Test Score(s) OR ENGL 102-College Reading OR Equivalent

    9. Overall Cumulative GPA 2.5 or higher

    10. Cumulative GPA 2.5 or higher on prerequisite science course

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

A. Purpose

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

B. Applicability

   Students seeking enrollment or currently enrolled in Evergreen Valley College Nursing Program.

C. Impaired Nursing Student Statement

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

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

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

D.  Program Philosophy

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

1.  We recognize that substance abuse and emotional illness are treatable diseases.

2.  We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients.

3.  We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover.

4.  We believe that the nursing student has the primary responsibility to seek treatment.

5.  We are committed to confidential handling of recognition and treatment of these diseases.

E.  Signs and Symptoms of Impaired Nursing Students

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

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

F.  Rehabilitation

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

1.  Evidence of completion of an accepted/ recognized inpatient or outpatient diversion program.

2.  Letters from recognized recovery programs attesting to current sobriety and the length of time of sobriety if there has been a history of drug and/or alcohol abuse.

3.  A current mental status examination by clinical licensed psychologist or psychiatrist. The evaluation should address the likelihood of similar acts in the future, and should speak to the suitability of the student nurse for the profession.

G.  Reinstated Students

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

**Americans With Disabilities Act Compliance Statement**

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

Disability is defined in the Act as:

1.  Physical or mental impairment that substantially limits one or more of the major life activities of such individuals.

2.  A record of such impairment.

3.  Being regarded as having such an impairment.

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

A.  Essential Capabilities

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

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

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

Communication: Students must be able to speak, to hear and to observe patients in order to elicit information,

DEGREES AND CERTIFICATES

describe changes in mood, activity and posture, and perceive nonverbal communications. Students must be able to communicate effectively and sensitively with patients, colleagues, and other personnel. Communication includes not only speech but also reading and writing. Students must be able to communicate in English effectively and efficiently in oral and written form with all members of the health care team, patients, and families. (See specific Functional Requirements.)

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

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

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

B. Functional Requirements

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

Communication Ability:

1. Communicate effectively and efficiently in English with patients, families, and other health care providers, both verbally and in writing. (Example: explain treatment procedures, teach patients and families, and document in charts.)

2. Effectively adapt communication for intended audience.

3. Interact, establish rapport with individuals, families, and groups from a variety of social emotional, cultural and intellectual backgrounds.

4. Assume the role of a health care team member.

5. Function effectively under supervision.

Sensory Capability:

1. Coordinate verbal and manual instruction.

2. Assess a patient from 10 feet away to observe posture and response to treatment.

3. Respond to a timer, alarm or cries for help.

4. Auditory, visual, and tactile ability sufficient to assess a patient status and perform treatments. (Example: color changes in skin, hear heart and lung sounds.)

Motor Capability:

1. Move from room to room and maneuver in small spaces.

2. Transfer patients who may require physical assistance.

3. Guard and assist patients with ambulation.

4. Perform exercise techniques, including applying resistance during exercise.

5. Lift and carry up to 50 pounds, and exert up to 100 pounds force or push/pull.

6. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs

7. Use hands repetitively; use manual dexterity.

8. Perform CPR.

9. Travel to and from academic and clinical sites.

10. Able to spend 75.0% to 90.0% of clinical time standing/walking.

Policy For Student Criminal Background Checks And Urine Drug Screening

A. Policy Statement

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

B. Purpose

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

C. Policy

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

1. Criminal Background Check:

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

2. Urine Drug Screen:

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

Policy for Students Returning to the Program

1. Purpose: To establish guidelines for students requesting to return to the EVC Nursing Program

2. Policy Statement:

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

A. Definition of Returning Student

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

B. Exceptions

Please note the following exceptions.

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

C. Procedure

1. Students eligible to return to the program must complete the "Request to Return to the Nursing Program" form.

2. Requests must be submitted by the posted due dates.

3. Students eligible to return must demonstrate written evidence of compliance with faculty recommendations for remediation. Faculty and Dean will evaluate each student's request to return on an individual basis.

4. Students eligible to return will be selected on a space available basis according to the following priority:

   i. Students continuing in the program

   ii. Students returning from active military duty

   iii. Students granted a medical or personal leave if the reasons for their medical or personal leave have been resolved

   iv. Students who request to return to the nursing program one (1) time following program separation with evidence of following through on the recommended plan for academic remediation (if applicable).

   v. LVNs entering the LVN to RN Bridge Program

   vi. Students requesting to transfer from another nursing program who have a "C" or higher grade in every nursing major course and meet all eligibility requirements of the EVC Nursing Program (Transfer students who have been previously enrolled in the EVC Nursing Program and have two (2) course failures in the EVC Nursing Program are not eligible to apply for transfer back to the program.)

   vii. Foreign educated nurses needing CA BRN remediation

   viii. Students requesting to transfer from another nursing program who leave that program with a failing grade in a nursing major course and meet all eligibility requirements of the EVC Nursing Program (Transfer students who have been previously enrolled in the EVC Nursing Program and have two (2) course failures in the EVC Nursing Program are not eligible to apply for transfer back to the program.)

**Further Information**

For further information about the Nursing Program contact the Nursing Program Office at (408) 270-6448 (Sequoia 207) or access the Evergreen Valley College web site: www.evc.edu. For specific questions on financial aid and counseling/testing, access the college web site:
(www.evc.edu) or contact these departments at the following telephone numbers:

**Counseling Services: (408) 270-6474**
**Financial Aid: (408) 270-6460**

## PARALEGAL STUDIES

The paralegal profession is one of the fastest growing job fields in the nation. Paralegals hold increasingly important and high paying positions at large and small law firms, Fortune 500 corporate legal departments, government agencies, banks, real estate and insurance companies, nonprofit organizations, and startup firms. Evergreen Valley College's Paralegal Studies Program prepares graduates to work as a "paralegal" or "legal assistant" under the educational standards set by California Business and Professions Code Section 6450. A student will qualify for an Associate in Arts degree by completing all the core requirements with a grade of "C or better and the general 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 Paralegal Studies Certificate prepares students for employment as a paralegal or legal assistant.

| ASSOCIATE IN ARTS DEGREE | | UNITS |
|---|---|---|
| BIS 091 | Introduction to Information Processing **OR** | |
| CIT 010 | Introduction to Computing & Information Technology | 3.0 |
| LA 010 | Introduction 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 |
| **Total Units** | | **27.0** |
| **Legal Specialty Courses** | | |
| LA 008 | Legal Terminology | 2.0 |

DEGREES AND CERTIFICATES

| | | |
|---|---|---|
| LA 012 | Legal Ethics | 1.0 |
| LA 014 | Civil Litigation | 3.0 |
| LA 016 | Introduction to California Courts | 3.0 |
| LA 020 | Legal Technology and Software | 3.0 |
| LA 030 | Bankruptcy | 3.0 |
| LA 033 | Tort and Personal Injury Law | 3.0 |
| LA 036 | Real 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 — UNITS

| | | |
|---|---|---|
| BIS 091 | Introduction to Information Processing **OR** | |
| CIT 010 | Introduction to Computing & Information Technology | 3.0 |
| LA 010 | Introduction 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 020 | Legal Technology and Software | 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 ACHIEVEMENT — UNITS

| | | |
|---|---|---|
| LA 010 | Introduction 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 Units** | | **24.0** |

## PERFORMING ARTS

### CERTIFICATE OF SPECIALIZATION — 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 DEGREE — UNITS

### CORE REQUIREMENTS

| | | |
|---|---|---|
| PSYCH 001 | General Psychology | 3.0 |
| MATH 063 | Elementary Statistics | 3.0 |
| PSYCH 018 | Introduction to Research Methods | 3.0 |
| PSYCH 030 | Intro to Biological Psychology | 3.0 |
| PSYCHOLOGY | MAJOR ELECTIVES (6 UNITS) | |
| PSYCH 035 | Intro to Psychology of Women | 3.0 |
| PSYCH 047 | Family Violence | 3.0 |
| PSYCH 060 | Personal Growth and Adjustment | 3.0 |
| PSYCH 092 | Developmental Psychology | 3.0 |
| PSYCH 096 | Marriage and Family | 3.0 |
| PSYCH 099 | Abnormal Psychology | 3.0 |
| PSYCH 100 | Human Sexuality | 3.0 |

### RECOMMENDED ELECTIVES FROM RELATED DISCIPLINES*** — UNITS

| | | |
|---|---|---|
| ANAT 001* | Human Anatomy | 5.0 |
| A&P 003* | Introduction to Anatomy & Physiology | 5.0 |
| ANTH 062 | Introduction to Physical Anthropology | 3.0 |
| ANTH 063 | Introduction to Cultural Anthropology | 3.0 |
| BIOL 020* | Human Biology | 4.0 |
| BIOL 021A | General Biology | 4.0 |
| SOC 010 | Introduction 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 Units** | | **60.0** |

**DEGREES AND CERTIFICATES**

\*    Either Anatomy 001 **or** A&P 003 **or** Biology 020 is a required supporting course for San José 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

### CERTIFICATE OF SPECIALIZATION

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.

| | | |
|---|---|---|
| PSYCH 035 | Introduction to the Psychology of Women | 3.0 |
| PSYCH 096 | 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 |
| PSYCH  060 | Personal Growth and Adjustment |
| PSYCH  092 | Developmental Psychology |
| SOC   011 | Social Problems |

### 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.

<div align="center">**OR**</div>

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.

**DEGREES AND CERTIFICATES**

# CHAPTER 5:  COURSE DESCRIPTIONS AND INFORMATION

**IN THIS CHAPTER:**

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

## COURSE INFORMATION KEYS

### GRADING

| | |
|---|---|
| **L** | = Letter Grade Only |
| **K** | = Mandatory Credit/No Credit |
| **O** | = Optional Credit/No Credit |
| **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. For example, .  Grading: L means the course may be taken for letter grade only. All courses may be offered in the day, evening, and/or weekend sessions. The offering of any course described is contingent upon adequate enrollment.

## COURSE PREREQUISITES AND COREQUISITES

### Definitions

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

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

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

### Prerequisite Challenge

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

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

### Verification Of Equivalency

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

### Challenge Process

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

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

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

## ADVISORIES ON RECOMMENDED PREPARATION (ADVISORY LEVELS)

### Definition

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

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

### Location

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

## OPEN CURRICULUM

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

## ADVISORY MATH LEVELS

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

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

List of courses that will provide this skill level:

1. 3 units of MATH 310 with a CR grade or
2. BUS 001 or 060 or
3. ELECT 062 or 121 or 122 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 or
2. ELECT 062 or 120B or 122 or 122C

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

List of courses that will provide this skills level:

1. MATH 013 with a C grade or higher or
2. BUS 060 or
3. ELECT 62 or 122

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

List of courses that will provide this skills level:

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

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

List of courses that will provide this skills level:

1. MATH 071 with a C grade or higher

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

List of courses that will provide this skills level:

1. MATH 072 with a C grade or higher

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

List of courses that will provide this skills level:

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

## ADVISORY WRITING LEVELS

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

List of courses that provide this skill level:

1. ENGL 341 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:

1. ENGL 001 A: C grade required

## ADVISORY READING LEVELS

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

List of courses that provide this skill level:

1. ENGL 321 or ENGL 350 or
2. ENGL 325 (6 units) or
3. ESL 312

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

List of courses that provide this skill level:

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

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

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

List of courses that provide this skill level:

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

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. ENGL 001D: C grade required

## COURSE NUMBERING

### 1-99

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

### 94

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

### 98

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

1. To allow a student to take an alternative class to fulfill a course requirement for a certificate, major, or associate degree.

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

### 100-199

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

### 194

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

### 200

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

### 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 NUMBER | COURSE TITLE |
|---|---|---|
| AJ 2 | AJ - 010 | Introduction to Administration of Justice |
| AJ 4 | AJ - 011 | Criminal Law |
| AJ 6 | AJ-112 | Introduction to Evidence |
| AJ 8 | AJ - 015 | Introduction to Investigation |
| ANTH 2 | ANTH - 062 | Introduction to Physical Anthropology |
| ANTH 4 | ANTH - 063 | Introduction to Cultural Anthropology |
| ART 2 | ART - 091 | Survey of Art History: Prehistoric through Gothic |
| ART 4 | ART - 092 | Survey of Art History: Renaissance to the Present |
| ART 8 | ART - 024 | Beginning Drawing |
| ART 10 | ART - 060 | Beginning Painting I |
| ART 12 | ART - 042 | Sculpture I |
| ART 14 | ART - 012 | Two-Dimensional Design |
| ART 16 | ART - 013 | Three-Dimensional Design |
| ART 18 | PHOTO - 022 | Elementary Photography |
| BIOL 12 | PHYSO - 060 | Human Physiology |
| BIOL 14 | MICRO - 070 | General Microbiology |
| BIOL SEQ A | BIOL 003+001+002 | Molecular Biology + General Principles of Biology + Organismal Biology |
| BUS 2 | ACCTG - 020 | Financial Accounting |
| BUS 4 | ACCTG - 021 | Managerial Accounting |
| BUS 12 | BUS - 071 | Legal Environment of Business |
| BUS SEQ A | ACCTG 020+021 | Financial Acctg. + Managerial Acctg. |
| CHEM 12 | CHEM - 065 | Quantitative Analysis |
| CHEM SEQ A | CHEM 001A+001B | General Chemistry |
| CHEM SEQ B | CHEM 030A+030B | Introduction to Chemistry |
| CSCI 22 | COMSC - 075 | Computer Science I |
| CSCI 24 | COMSC - 076 | Computer Science II |
| CSCI 26 | COMSC - 072 | Discrete Mathematics for Computer Science |
| ECON 2 | ECON - 010A | Principles of Macroeconomic Theory |
| ECON 4 | ECON - 010B | Principles of Microeconomic Theory |
| ENGL 2 | ENGL - 001A | English Composition |
| ENGL 6 | ENGL - 072 | Fundamentals of Creative Writing |
| ENGR 4 | ENGR - 066 | Properties of Materials |
| ENGR 8 | ENGR - 069 | Statics |
| ENGR 10 | ENGR - 060 | Surveying |

COURSE ADVISORIES

| | | |
|---|---|---|
| FCS 2 | FCS - 019 | Nutrition |
| FCS 14 | FCS - 070 | Child Development |
| FREN 8 | FREN - 02A | Intermediate French |
| FREN 10 | FREN - 02B | Intermediate French |
| FREN SEQ A | FREN 01A+01B | Elementary French |
| FREN SEQ B | FREN 02A+02B | Intermediate French |
| GEOG 2 | GEOG - 010 | Introduction to Physical Geography |
| GEOG 4 | GEOG - 011 | Introduction to Cultural Geography |
| GOVT 2 | POLSC - 001 | Politics and Government in America |
| HIST 2 | HIST - 010A | Development of Western Culture |
| HIST 8 | HIST - 017A | History of the United States |
| HIST 10 | HIST - 017B | History of the United States |
| HIST SEQ A | HIST 010A+010B | Development of Western Culture |
| HIST SEQ B | HIST 017A+017B | History of the United States |
| JOUR 2 | JOURN - 014 | Newswriting and Reporting |
| JOUR 4 | JOURN - 010 | Mass Media and Society |
| MATH 2 | MATH - 051 | Mathematics for General Education |
| MATH 10 | MATH - 021 | Pre-calculus Algebra |
| MATH 12 | MATH - 061 | Finite Mathematics |
| MATH 20 | MATH - 072 | Calculus II with Analytic Geometry |
| MATH 22 | MATH - 073 | Multivariable Calculus |
| MATH 26 | MATH - 079 | Linear Algebra |
| MATH SEQ C | MATH 071+072+073 | Calculus I w/Analytic Geometry + Calculus II w/Analytic Geometry + Multivariable Calculus |
| MUS 2 | MUSIC - 010A | Theory & Aural Skills |
| MUS 4 | MUSIC - 010B | Theory & Aural Skills |
| MUS SEQ A | MUSIC 010A+010B | Theory & Aural Skills |
| PHIL 2 | PHIL - 010 | Introduction to Philosophy: Metaphysics, Epistemology, & Ethics |
| PHIL 4 | PHIL - 065 | Introduction to Ethics |
| PHYS 2 | PHYS - 02A | General Physics |
| PHYS 4 | PHYS – 02B | General Physics |
| PHYS 8 | PHYS – 04A | General Physics |
| PHYS 12 | PHYS - 04B | General Physics |
| PHYS 14 | PHYS - 04C | General Physics |
| PHYS SEQ A | PHYS - 02A+02B | General Physics |
| PHYS SEQ B | PHYS - 04A+04B+04C | General Physics |

| | | |
|---|---|---|
| PSY 2 | PSYCH - 001 | General Psychology |
| PSY 8 | PSYCH - 018 | Introduction to Research Methods |
| PSY 10 | PSYCH - 030 | Introduction to Biological Psychology |
| SOC 2 | SOC - 010 | Introduction to Sociology |
| SOC 4 | SOC - 011 | Social Problems |
| SPAN 8 | SPAN - 02A | Intermediate Spanish |
| SPAN 10 | SPAN - 02B | Intermediate Spanish |
| SPAN SEQ A | SPAN 01A+01B | Elementary Spanish |
| SPAN SEQ B | SPAN 02A+02B | Intermediate Spanish |
| SPCH 4 | COMS - 020 | Oral Communications |
| SPCH 6 | COMS - 040 | Introduction to Argument |
| SPCH 8 | COMS - 010 | Interpersonal Communication |
| STAT 2 | BUS-060 OR MATH-063 | Fundamentals of Business Statistics or Elementary Statistics |

## *Accounting*

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

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

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

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

Corequisite: ACCTG 200

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

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

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

CSU GE: None      District GE: None      IGETC: None

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

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

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

Prerequisite: ACCTG 020 with C or better

Corequisite: ACCTG 200

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

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

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

CSU GE: None      District GE: None      IGETC: None

### ACCTG-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

**COURSE DESCRIPTIONS AND INFORMATION**

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

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

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

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

CAN: 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

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

# *Administration of Justice*

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

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

Lecture Hours: 3        Lab Hours: None        Repeatable: No        Grading: L
Credit by Exam: Yes

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

## AJ-011 - Criminal Law        Units: 3

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

Lecture Hours: 3        Lab Hours: None        Repeatable: No        Grading: L
Credit by Exam: Yes

CAN: AJ 4
*Advisory Level:*        Read: 2        Write: 2        Math: None
Transfer Status: CSU                        Degree Applicable: AA/AS
CSU GE: 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 - Contemporary Police Issues        Units: 3

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

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

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

**COURSE DESCRIPTIONS AND INFORMATION**

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

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

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

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

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

COURSE DESCRIPTIONS AND INFORMATION

## 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-     Units: 3
Cuauhtemoc 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

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

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

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

CAN: 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-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 explore the theories and creative use of color in visual art and design. Color is a core art course for AA degree and transfer art program.

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

CAN: 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

## 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

Expressive Drawing is a further study of drawing elements, principles and techniques with an emphasis on the expressive nature of drawing. Students will explore the process of turning marks on paper into the visualization of emotions, ideas and reactions. Students will use both outside references and work from their imaginations in a series of drawings developing personal imagery and content. A variety of traditional and non-traditional techniques will be explored, including achromatic and color media. In addition to the initial 3 units of credit, this course is repeatable three times for a total of 12 units. Prerequisite: ART 024.

Lecture Hours: 2     Lab Hours: 4     Repeatable: 3     Grading: O

Prerequisite: ART 024, with C or better or equivalent

CAN: 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

## ART-026A - Representational Drawing — Units: 3

This course is designed to provide a rigorous study of drawing based on observation. Emphasis is on building skills to render what is observed in a naturalistic and illusionistic manner, which includes a study of line, shade, texture, volume, mass, spatial relationships, and linear perspective.

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

Prerequisite: ART 024, with C or better

CAN: 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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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-038   -   Graphic Design II     Units: 3

This course builds on the visual language achieved in Graphic Design I and further develops communication skills, concepts and theories that create successful visual design. Topics include combining and utilizing design principles and exploration of visual organization theory and informational theory. Emphasis is placed upon developing an aesthetic which recognizes the visual impact of typographic choices. Students who complete this course will gain a further understanding of the principles of design and learn specific uses of design in advertising, corporate identity design, Web, and interactive media.

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

Prerequisite: ART 035 or BIS 035 with C or better

Corequisite: ART 200 or BIS 200

Recommended: Proficiency in basic computer skills, ie….file management, saving, navigating.

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-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. Fundamentals of life drawing will be covered, including drawing shape, volume, mass, proportion, sub-structure, foreshortening and the basics of human anatomy. Techniques include contour, gesture, surface modeling, hatching, cross-hatching and tonal shading using a variety of drawing media.

| Lecture Hours: 2 | Lab Hours: 4 | Repeatable: 3 | Grading: L |
|---|---|---|---|

Prerequisite: ART 024 with C or better

CAN: 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

## ART-055B   -   Life Drawing II     Units: 3

This course is a continuation of drawing the human figure, with emphasis on continued practice of technique while developing a personal artistic direction. Topics covered will include development of full-page composition, use of multiple figures, integration of color, theme development, and refinement of personal style. Traditional and non-traditional approaches will be explored.

| Lecture Hours: 2 | Lab Hours: 4 | Repeatable: 3 | Grading: L |
|---|---|---|---|

Prerequisite: ART 055A, with C or better

CAN: 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

#### ART-060     - Beginning Painting I     Units: 3

In this studio course, students will learn the fundamentals of painting technique including application of color theory, development of composition, and various practices of applying paint. Along with the development of technical skills, students will gain an understanding of how the qualities of the painting medium can be used to express personal values, observations and ideas. Traditional modes of representation as well as contemporary approaches will be explored.

Lecture Hours: 2     Lab Hours: 4     Repeatable: 3     Grading: O

Prerequisite: ART 014 and ART 024, both with C or better

CAN: ART 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

#### ART-061     - Beginning Painting II     Units: 3

ART 061 expands the knowledge and technologies gained in Art 060, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique to further explore and develop their aesthetic style. This course is repeatable for a total of 12 units. Prerequisite: ART 060.

Lecture Hours: 2     Lab Hours: 4     Repeatable: 3     Grading: O

Prerequisite: ART 060, with C or better, or equivalent

CAN: 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

#### 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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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:　　　Units: 3
　　　　　　　Prehistoric 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-098　　　- Directed Study in Art　　　Units: 0.5 - 6

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

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

CAN: 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-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 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 010 is an introductory course in general astronomy.  Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way, the birth and death of stars, galaxies, and the search for extraterrestrial life.  The scientific method and the fundamental laws of physics are stressed.  Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy.  Astronomy 010 satisfies the requirement for a general education course in Physical Science without lab.

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

CAN: None

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

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

**ASTRO-014     -  Solar System Astronomy**          **Units: 3**

Solar System Astronomy is an introductory course in general astronomy of the Solar System for non-science majors.  It describes planetary evolution and presents the main results of current space missions to several objects of our solar system. Additional topics include a complete and updated inventory of our solar system, and a description of planet formation, asteroids, Kuiper belt objects and comets in general.  Special attention is given to the physical description of planets and their orbiting satellites, and the search for extraterrestrial life.  This course satisfies the requirement for a general education course in Physical Science without lab.

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

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

**ASTRO-016     -  Stars, Galaxies, and the Origin**          **Units: 3**
**of the Universe**

Stars, Galaxies, and the Origin of the Universe is an introductory course in stellar properties, interstellar medium, galaxies, and the structure of the universe for non-science majors.  It describes the main phases of stellar evolution, the stellar population of the Milky Way Galaxy, the different types of galaxies and the properties of our universe in large scale. Additional topics include the development of the Big Bang theory, the Hubble flow, and the presence of dark matter in the galactic halo and dark energy in the intergalactic space.  This course satisfies the requirement for a general education course in Physical Science without lab.

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

CAN:  None
*Advisory Level:*        Read:   3          Write:   3          Math:   2
Transfer Status: CSU                          Degree Applicable: AA/AS
CSU GE:  None               District GE: None                     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**          **Units: 0.5 - 9**
**Technology**

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

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

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

**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, Steering, and Alignment  Units: 3**

This course will cover, in both theory and practice, the proper diagnosis and repair of manual and power steering systems including: recirculating ball, rack and pinion, tie rods, idler arms, pitman arms, steering columns, air bags, and other steering components, also McPherson Strut and SLA suspension systems including: ball joints, knuckle assemblies, bushings, shocks, coils, torsion bars, pneumatic springs, and active suspension systems, also tire and wheel technology, TPM, VSA, computerized four wheel and thrust alignment procedures including: caster, camber, toe, included angle, setback, scrub radius, TOT, drift or pull correction, and cradle adjustment.

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

Prerequisite: AUTO 102 with C or better

Recommended: AUTO 172, recommended or concurrent with grade of C or better.

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

**AUTO-106 - Brake Systems  Units: 2**

This course is a study of mechanical and hydraulic brake components and systems. Emphasis will be on system operation, adjustment, testing, replacement and repair procedures. Both drum and disc brake systems will be covered.

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

Prerequisite: AUTO 102

CAN: 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 train components. Cylinder head repairs and service are emphasized using machine shop equipment and techniques as they would be in industry. This course prepares its students to pass the national ASE test "Cylinder Head Specialist"

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

Prerequisite: Auto 102 and Auto 171, with C or better

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

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

This is an advanced course that studies the latest cylinder block component designs. Precision instruments and test equipment are utilized to diagnose and test modern automotive engines. Cylinder block repairs and service are emphasized using machine shop equipment and techniques, as they would be used in industry. This course prepares its students to pass the national ASE tests "Cylinder Block Specialist" (M-2) and "Engine Assembly" (M-3).

Lecture Hours: 1  Lab Hours: 4  Repeatable: No Grading: L

Prerequisite: Auto 102 and Auto 171, with C or better

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

**AUTO-109 - Engine Blueprint  Units: 2**

This is a high performance engine-machining course with theory and practice utilizing modern machine shop equipment. Comparisons will be made between engine blueprinting practices and production rebuilding techniques. This class will cover aftermarket upgrades in engine technology and how they affect engine life and performance.

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

Prerequisite: AUTO 102 with C or better

CAN: 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, pumps, lines, filters, idle and vacuum control devices, electronic fuel injection, and emission control devices. Emphasis will be placed on combustion chemistry and emission testing procedures, and the diagnosis and repair of fuel and emission control system components. Students will diagnose and repair hard start, no-start, poor performance, and emission failures on a range of vehicles using the latest test equipment and methods. This course provides significant preparation and experience for those pursuing licensing as CA emission technicians.

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

Prerequisite: AUTO 102 with a C or better.

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

**COURSE DESCRIPTIONS AND INFORMATION**

**AUTO-119 - Introduction to Engine Performance** **Units: 2.5**

This course is part of the Basic Skills track emphasizing engine systems relevant to performance and driveability. Using classroom theory, engine analyzers and test equipment will be utilized to diagnose modern automobile engine systems. Engine diagnostic strategies will be performed in the lab as they would be in industry.

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

Prerequisite:  Auto 102 with C or better or equivalent industry experience

CAN:  None

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

Transfer Status: CSU                  Degree Applicable: AA/AS

CSU GE:  None            District GE: None              IGETC:  None

**AUTO-120 - Automatic Transmission** **Units: 2.5**

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

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

Prerequisite:  AUTO 102 with C or better

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

CAN:  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 Systems** **Units: 3**

This is an advanced automotive electrical course stressing diagram-based diagnostic methods. Students will design and build functioning circuits and systems, as well as compute and measure all aspects of performance. Students will learn to diagnose and repair a wide variety of circuit, system, and component faults in general electrical, starting, charging, lighting, instrumentation, accessory, climate control, audio, navigation, and SRS systems. Critical thinking skills and use of specialized test equipment will be stressed to provide students with excellent and highly marketable diagnostic abilities.

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

Prerequisite:  Auto 170 with C or better

CAN:  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 DI and EI ignition systems.
Topics include: ignition system function, combustion requirements ,primary system triggering, switching components and operation. Included are secondary ignition components and operation, ignition timing devices, electronic spark timing function and strategy,as well as distributorless ignition systems i.e. Waste Spark and Coil-on-plug. System testing methods, fault isolation techniques, DSO, GDMM, Oscilloscope testing, waveform interpretation as well as maintenance/driveability fault corrections are also included.

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

Prerequisite:  AUTO 102 with C or better

CAN:  None

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

Transfer Status: None                  Degree Applicable: AS

CSU GE:  None            District GE: None              IGETC:  None

**AUTO-129 - DSO, GDMM, Scan Tool Diagnosis** **Units: 1**

This laboratory oriented course explores the many aspects of advanced engine performance testing. Students will develop proficiency using analog and digital storage oscilloscopes, current clamps, graphing multimeters, scan tools and other diagnostic equipment. Emphasis will be placed on waveform and PID interpretation, and the effects erroneous signals/information can have on vehicle performance.

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

Prerequisite:  AUTO 170 with C or better

CAN:  None

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

Transfer Status: None                  Degree Applicable: AS

CSU GE:  None            District GE: None              IGETC:  None

**AUTO-132 - Individualized Skills Training Lab  Units: 0.5 - 7.5**

This course allows Automotive Students to complete Honda Individualized Training Modules or other automotive topics not covered in regular classes. Topics include brakes, engine repair, suspension, steering, electrical, driveability, water leak repair, body adjustments, transmission, drivetrain, fuel systems, and air conditioning.

Lecture Hours: None      Lab Hours: 1.5 - 22.5   Repeatable: 14      Grading:  L

Open Curriculum:  An assessment test is required prior to first day of class

CAN:  None

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

Transfer Status: None                  Degree Applicable: AS

CSU GE:  None            District GE: None              IGETC:  None

COURSE DESCRIPTIONS AND INFORMATION

### AUTO-133  -  Computerized Engine Management          Units: 2.5

This is an advanced automotive course covering electronic engine and powertrain management. Systems covered are fuel, ignition, emissions, idle, transmission, throttle control, variable valve timing, and climate control.
Critical thinking skills and use of specialized test equipment will be stressed to provide students with excellent and highly marketable diagnostic abilities.

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

Prerequisite:  Auto 125 with C or better.

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

### AUTO-134  -  Advanced Engine Performance          Units: 2.5

This is an advanced automotive course for student/technicians possessing a solid background in mechanical/electronic engine control systems and general diagnostic procedures.  Advanced diagnostic techniques include scan-tool, break-out box, DSO/GDMM, five gas, and OBD-II mode 6  diagnosis of electronic powertrain management and related sub-systems.  Successful completion of this course will prepare students for the ASE L-1 Advanced Engine Performance test and California Smog licensing exam, in addition to providing practical diagnostic knowledge needed to repair modern engine control systems.

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

Prerequisite:  AUTO 133 with C or better or equivalent industry experience

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

### AUTO-135  -  Fundamentals of Air Conditioning          Units: 2

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

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

Prerequisite:  AUTO 102, with C or better

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

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

This course is intended to build on the basics of automotive electricity and electronics. Emphasis will be placed on the diagnosis of electrical/electronic systems. Additionally, this lecture/demonstration course will help prepare the student for ASE test A6, Electrical/Electronic Systems. Completion of this course and posttest will satisfy the bureau of Auto Repair's ASE A6 text requirement for entrance into the Clean Air Car Course (Auto 141).

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

Prerequisite:  AUTO 170 with C or better or equivalent experience

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

### AUTO-143  -  Engine Performance          Units: 1.5

This course is intended to build on the basics of automotive engine performance. Emphasis will be placed on the diagnosis of engine performance and driveability. Additionally, this lecture/demonstration course will help prepare the student for ASE test A8, Engine Performance. Completion of this course and posttest will satisfy the Bureau of Auto Repair's ASE A8 test requirement for entrance into the Clear Air Car Course (Auto 141).

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

Prerequisite:  AUTO 170 with C or better or equivalent experience

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

### AUTO-144  -  BAR OBD2 Update Training          Units: 1.5

This course covers the Second Generation of vehicle electronic engine control On Board Diagnostics, (OBD2).  The course meets state of California requirements for "update" training for both Basic (EB) and Enhanced Area (EA) technicians seeking licensure after January 31, 2001.   Students will learn about legislation, monitor strategy, diagnostic standards, failure criteria, OBD2 trip criteria, along with related OBD2 vehicle demonstrations.  Meets California smog licensing requirements for OBD2 diagnostic standards.

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

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

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

### AUTO-145  -  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 Course/Loaded Mode Emission Testing**      **Units: 0.5**

This course covers advanced emissions testing procedures using a loaded mode dynamometer and five gas emissions analyzer.  The course meets state of California requirements for Advanced Emission Specialist technicians desiring to operate a BAR-97 Emissions Inspection (EIS) System.  Completion of this course provides an endorsement to an existing Advanced Emission Specialist license.  The course covers testing procedures using the BAR-97 EIS, and NOX emissions diagnostic procedures.  To pass course, students must successfully complete all laboratory assignments and pass a written examination (35+ of 50 Questions answered correctly).

| Lecture Hours: 0.5 | Lab Hours: None | Repeatable: 3 | Grading: L |
|---|---|---|---|

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

CAN:  None

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

**AUTO-147**    - **BAR Update Training and Recertification**      **Units: 1**

This is a California Bureau of Auto Repair (BAR) Update training course.  This course is required of all new and renewing technicians before they can qualify to take the State Smog Exam.  This course consists of wideband lean air-fuel sensors, OBD2 data-stream analysis, and BAR updates.  This class includes both lecture and required lab examinations.  Attendees passing the final exam will be given a BAR course completion certificate to be used in applying for smog testing.  This course does not replace any past or future BAR update courses.

| Lecture Hours: 1 | Lab Hours: 0.06 | Repeatable: 3 | Grading: L |
|---|---|---|---|

Recommended:  Auto 102 and/or prior engine performance training and/or experience.  Recommended for current or prior Smog licensees or those seeking licensure.

CAN:  None

| *Advisory Level:* | Read: 2 | Write: 2 | Math: None |
|---|---|---|---|
| Transfer Status: None | | Degree Applicable: NAA | |
| CSU GE: None | District GE: None | IGETC: None | |

**AUTO-147A**    - **BAR 2005 Update Training**      **Units: 1**

The California Bureau of Auto Repair (BAR) Update training for 2005 is required of all new and renewing technicians before they can qualify to take the state smog exam.  This course consists of discussion of wideband lean air-fuel sensors, OBD2 data-stream analysis, and recent BAR updates.  This course includes both lecture and required BAR lab examinations.  Attendees passing this course AND Auto 141 will be given a BAR course completion certificate to be used in applying for smog testing and eventual licensing.  This course does not replace any past or future BAR update courses.

| Lecture Hours: 1 | Lab Hours: 0.06 | Repeatable: 4 | Grading: L |
|---|---|---|---|

CAN: None

| *Advisory Level:* | Read: 2 | Write: 2 | Math: None |
|---|---|---|---|
| Transfer Status: None | | Degree Applicable: NAA | |
| CSU GE: None | District GE: None | IGETC: None | |

**AUTO-147B**    - **BAR 2007 Update Training**      **Units: 1**

The California Bureau of Auto Repair (BAR) Update training for 2007 is necessary for new Smog Licenses or biannual renewals.  The course covers BAR Updates, a review of Sensor/Actuator/PCM interaction, use of manufacturer websites to obtain TSBs, PCM reprogramming, and aftermarket reprogramming.  Discussion of Mode 6 and OBD2 EVAP Diagnosis, CAN (controller area networks).

| Lecture Hours: 1 | Lab Hours: 0.06 | Repeatable: 5 | Grading: L |
|---|---|---|---|

Recommended:  Purchase required textbook for Auto 147B from EVC Bookstore prior to first day of class.  Contact EVC Bookstore for hours.  As per BAR, complete the 50 question homework test at the end of the book and turn in at the beginning of class.

CAN:  None

| *Advisory Level:* | Read: 2 | Write: 2 | Math: None |
|---|---|---|---|
| Transfer Status: None | | Degree Applicable: NAA | |
| CSU GE: None | District GE: None | IGETC: None | |

**AUTO-147C**    - **BAR 2009 Update Training**      **Units: 1**

The California Bureau of Auto Repair (BAR) Update Training for 2009 is necessary for new Smog Licenses or biannual renewals.  The course covers BAR Updates, ETC (Electric Throttle Controls), CAN C & Multiplexing, PID nomenclature, updates to Mode 6 and the application of diagnostic strategies to identify emission failure problems.

| Lecture Hours: 1 | Lab Hours: 0.06 | Repeatable: 5 | Grading: L |
|---|---|---|---|

CAN:  None

| *Advisory Level:* | Read: 2 | Write: 2 | Math: None |
|---|---|---|---|
| Transfer Status: None | | Degree Applicable: NAA | |
| CSU GE: None | District GE: None | IGETC: None | |

**AUTO-165**    - **Diesel Engines Ford Asset**      **Units: 2**

This course includes the study of basic diesel engine design applicable to light and medium duty Ford Motor Company vehicles. Emphasis will be placed on operational differences with conventionally fueled engines and their specific adjustments and repairs.

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

CAN:  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  covers 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 specific simulators, and practice diagnosis and repair procedures on a variety of vehicles. Students  will also develop an understanding  of modern electrical test equipment, such as DMMs, GDMMs, and DSO's,  and industry standard troubleshooting and repair procedures.

| Lecture Hours: 2 | Lab Hours: 3 | Repeatable: No | Grading: L |
|---|---|---|---|

Prerequisite:  Auto 102 with C or better.

CAN:  None

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

**COURSE DESCRIPTIONS AND INFORMATION**

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

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

Prerequisite:  AUTO 102, with C or better

CAN:  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-175     - Welding and Fabrication     Units: 2

This course will introduce students to the hands-on skills needed to plan and fabricate components for the purpose of manufacturing. Specialized tools such as mills, lathes, MIG welders, chop saws, as well as a variety of hand tools, will be covered. In addition to gaining hands-on experience, successful students will build teamwork and cooperative skills, improve time management practices, and develop sound workmanship values.

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

Prerequisite:  AUTO 111, with C or better or equivalent industry experience

CAN:  None

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

Transfer Status: None                              Degree Applicable: NAA

CSU GE:  None              District GE: None                    IGETC:  None

## AUTO-181A     - Introduction to Alternative Fuel     Units: 2
## and Hybrid/Electric Vehicles

This course will examine a variety of alternative fuels and propulsion systems used in modern automotive vehicles.  The advantages and limitations of alternative fuels used in internal combustion engines (ICE) will be discussed.  The topics on alternative propulsion systems will include the basic theory of operation, construction, and safety.  The unique dangers surrounding alternative fuel and propulsion vehicles will be explored, and how to minimize the risks.  This course will also cover what is needed to operate safely and effectively around these vehicles. The program includes a quick guide comparison chart of the different hybrid electric automobiles.

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

Prerequisite:  Auto 102, with C or better or equivalent industry experience

CAN:  None

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

Transfer Status: None                              Degree Applicable: AS

CSU GE:  None              District GE: None                    IGETC:  None

## AUTO-181B     - Hybrid Electric Vehicle     Units: 2
## Maintenance and Repair

This is an advanced course that provides an in-depth study of the technology, maintenance, and repair of hybrid electric light duty passenger vehicles.  Basic diagnostic, repair, and maintenance procedures of the unique systems associated with hybrid electric vehicles will be discussed and practiced.  Special tools and diagnostic equipment will be used during the laboratory exercises.

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

Prerequisite:  Auto 102, Auto 170, Auto 181A, all with a grade of C or better.

CAN:  None

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

Transfer Status: None                              Degree Applicable: AS

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

This course is intended for non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

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

CAN: None

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

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

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

### BIOL-021    - General Biology    Units: 4

This is an introductory biology course for non-science majors. The course covers the general principles and basic concepts of biology including the characteristics and classification of living systems, cells, metabolism, development, health, reproduction, genetics, evolution and ecology. This course is not open to biology or related pre-professional majors.

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

CAN: None

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

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

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

### BIOL-030    - Introduction to Molecular    Units: 1     Biology Lab Skills

Biology 030 is a course that introduces lab skills used in molecular biology courses that include a lab. Students are introduced to standard labware and its uses. This course covers lab safety, basic techniques in microbiology and molecular biology, use of pipets and micropipets, chromatography, gel electrophoresis, and spectrophotometry. Additional activities may be included. One or more field trips may be required.

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

CAN: None

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

Transfer Status: None       Degree Applicable: AA/AS

CSU GE: None     District GE: BL     IGETC: None

### BIOL-033    - Introduction to Biotechnology    Units: 3

An introduction to scientific principles and techniques of biotechnology, including recombinant DNA technology and gene cloning, recombinant protein design, and applications of immunological techniques to biotechnology. Discussion of technical, ethical, and forensic applications of biotechnology are part of this course.

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: B     IGETC: None

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

### BIOL-034 - Biotechnology Laboratory Methods    Units: 3

Biology 034 is a first course in biotechnology laboratory methods. Topics covered include: lab safety; documentation of procedures and experimental data; measurement techniques; basic math appropriate to preparing materials used in the lab; solution and media preparation; separation techniques; microbiology techniques; and manipulation of DNA. Laboratory work emphasizes skill development in: use of standard lab equipment; documentation; safety practices; basic microbiology; DNA manipulation; solution and media preparation; and separation techniques. Field trips may be required.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No     Grading: L

Recommended: CHEM 015 and BIOL 033, both with grade of C or better

CAN: None

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

Transfer Status: CSU             Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

### BIOL-061 - Human Heredity    Units: 3

This course stresses the importance of human heredity in one's daily life, how to keep up with the rapidly changing areas of human heredity, and how to learn more about specific genetic disorders that are of interest to students and their families. It covers the role and importance of genetic counselors and the genetic tests for disorders. The course includes the role of genetics in medicine, agriculture, and recombinant DNA technology.

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

CAN: 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-065L - Wildlife Biology Skills Development Laboratory    Units: 0.5

This individualized learning course is designed for students concurrently enrolled in Biology 65, Wildlife Biology. Students will enhance their knowledge of the concepts of wildlife studies. Students will use a variety of materials such as audio and videotapes.

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-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/UC            Degree Applicable: AA/AS

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

### BIOL-098 - Directed Study in Biology    Units: 0.5 - 9

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

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

CAN: 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 Statistics      Units: 3**

This course introduces statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Topics include: collection and presentation of data, measures of central value and spread, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation. This course requires the use of 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-063     - Employee-Employer Relations     Units: 3**

This course deals with employee-employer relationships in the areas of state and federal labor laws, collective bargaining, and dispute resolution. The rights and obligations of employees, union, and employers, employment discrimination, the rights to organize, picket, and strike, collective bargaining, & the structures & procedures of regulatory agencies are examined. The labor contract is examined with attention on its purpose, structure, functions and grievance procedure. Students will examine how labor and management negotiate and collaborate in determining conditions of employment, such as wages, training, promotion. Alternative dispute resolution systems will be evaluated for solving workplace problems.

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

Prerequisite: BUS 082 with C or better or equivalent.

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

**BUS-065     - Concepts of Management      Units: 3**

This course covers the principles and concepts of management. It includes planning, organizing, coordinating and controlling in the firm; social responsibility and ethics in business, decision-making, communications, and budgetary control.

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

CAN: 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-066     - Retail Store Management      Units: 3**

This course will address the principles and practices used in the management of retail stores. Site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function will be covered.

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

Prerequisite: BUS 082 with C or better

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

**BUS-067     - Organizational Management      Units: 3**

This course provides a study of business organizations in the context of an economic and political system such as operates in the United States. It examines the way in which business is structured, emphasizing the five functions of management. It stresses the importance of employee involvement in the decision making process in order to assure high levels of efficiency and productivity. It is designed for management-oriented business majors in transfer programs.

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

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

**COURSE DESCRIPTIONS AND INFORMATION**

COURSE DESCRIPTIONS AND INFORMATION

## BUS-069 - Human Resources Management        Units: 3

This course is an introduction to the management of human resources. Understanding the impact and accountability to the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union/nonunion practices, comparable work, employee compensation and benefits, and employee rights will be covered and emphasized.

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

Prerequisite:  BUS 082 with C or better

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

## BUS-071 - Legal Environment of Business        Units: 3

This course covers laws and regulations affecting business decisions including legal concepts and cases in areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.

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

CAN:  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

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-138 - Work Experience        Units: 1 - 8

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

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

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

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

COURSE DESCRIPTIONS AND INFORMATION

**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-038        - Graphic Design II        Units: 3**

This class builds on the visual language achieved in Graphic Design I and further develops communication skills, concepts and theories that create successful visual design. Topics include combining and utilizing design principles and exploration of visual organization theory and informational theory. Emphasis is placed upon developing an aesthetic which recognizes the visual impact of typographic choices. Students who complete this course will gain a further understanding of the principles of design and learn specific uses of design in advertising, corporate identity design, Web, and interactive media.

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

Prerequisite:  ART 035 or BIS 035

Corequisite:  ART 200 or BIS 200

Recommended:  profiency in basic computer skills, ie., file management, saving, navigating

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-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     Units: 3
                   Analysis 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: 1.81     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

**COURSE DESCRIPTIONS AND INFORMATION**

**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    Units: 3**
**Communication**

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 Projects I**     **Units: 1.5**

Students will expand their knowledge and enhance their skills using Microsoft Office to create business projects. This course builds on the knowledge students have acquired in BIS 109. Students will learn advanced functions of Word and Excel, integration and collaboration.

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

Prerequisite: 1-1/2 or 3 units of BIS 109

Corequisite: BIS 200

CAN: None

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

Transfer Status: CSU     Degree Applicable: AA/AS

CSU GE: None     District GE: None     IGETC: None

**BIS-110B**     **- Advanced Microsoft Office Projects II**     **Units: 1.5**

Students will expand their knowledge and enhance their skills using Microsoft Office to create business projects. This course builds on the knowledge students have acquired in BIS 110A. Students will learn advanced functions of Access and PowerPoint, integration and collaboration.

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

Prerequisite: BIS 109 or BIS 110A

Corequisite: BIS 200

CAN: None

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

Transfer Status: CSU     Degree Applicable: AA/AS

CSU GE: None     District GE: None     IGETC: None

**BIS-112**     **- Web Pages with FrontPage**     **Units: 2**

In this class students will use Microsoft FrontPage to create web pages using templates and enhancements, graphics, tables, frames, and HTML forms. Students will complete assignments with components such as, banners, navigation bars, hotspots, scrolling marquees, page transitions and animations. In addition, the class will show how to use templates, themes, pictures, and hyperlinks using functions of MS FrontPage.

Lecture Hours: 2     Lab Hours: 1     Repeatable: No     Grading: O

Corequisite: BIS 200

CAN: None

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

Transfer Status: CSU     Degree Applicable: AA/AS

CSU GE: None     District GE: None     IGETC: None

**BIS-115**     **- Keyboarding Speed and Accuracy Improvement**     **Units: 0.5 - 1**

This course is designed to improve speed and accuracy in typing/keyboarding straight copy. Special practice drills designed for technique, speed, and accuracy improvement are included. It is appropriate for data processing, word processing, general business, and other students wishing to upgrade or refresh their keyboarding skills.

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

Prerequisite: BIS 011A or previous keyboarding experience

CAN: None

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

Transfer Status: None     Degree Applicable: NAA

CSU GE: None     District GE: None     IGETC: None

**BIS-121**     **- Introduction to the World Wide Web**     **Units: 1**

Students will gain a basic knowledge of the Internet. A widely used software browser will be used to access the World Wide Web. Students will use different information retrieval tools to access and retrieve information from the WWW. Students will be introduced to the Hypertext Transfer Protocol, Hypertext Markup Language, and will learn how to create a Web home page. This course covers the first half of BIS 123. (Introduction to the Internet and the World Wide Web.)

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

Corequisite: BIS 200

CAN: None

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

Transfer Status: CSU     Degree Applicable: AA/AS

CSU GE: None     District GE: None     IGETC: None

**BIS-125**     **- Web Design I: 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

**COURSE DESCRIPTIONS AND INFORMATION**

## BIS-128 - Web Design II, Design for the Web　　　Units: 3

This course teaches the basic design and layout techniques that incorporate multimedia production as it relates to the World Wide Web.  Students learn to scan and convert images for the Web, manipulate file sizes, compress image files, access graphics from Adobe illustrator or FreeHand or PhotoShop and convert these images to GIF or JPEG format for Web publishing.  Animation, sound files, and response forms will be incorporated in the assignments to create an interactive Web site.

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

Prerequisite:  BIS 125

Corequisite:  BIS 200

CAN:  None

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

Transfer Status: CSU　　　　　　　Degree Applicable: AA/AS

CSU GE:  None　　　　District GE: None　　　　IGETC:  None

## BIS-135 - Human Relations in the Workplace　　　Units: 3

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-138 - Work Experience　　　Units: 1 - 8

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

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

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

CAN:  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 or equivalent.

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

**COURSE DESCRIPTIONS AND INFORMATION**

**BIS-170       -  Innovations in MS Office               Units: 1**
                 **Applications**

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             Units: 0.5**
                 **Presentations**

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         Units: 3**
                 **Graphics**

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                  Units: 1 - 2**
                 **Development**

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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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, chemical reactions, stoichiometry, thermochemistry, physical states of matter,  solutions,  acid-base,  and dynamic equilibrium.  The role that chemistry plays in everyday life, industry, and human welfare is emphasized.

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

Prerequisite:  CHEM 015 with C or better, and MATH 013 with C or better, or equivalent.

CAN:  CHEM SEQ A = CHEM 1A+1B

*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

## CHEM-001B - General Chemistry          Units: 5

This course is a continuation of Chemistry 001A, the second semester of a one year college level general chemistry sequence.  The content includes thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, nuclear chemistry, and organic chemistry.  The laboratory emphasizes qualitative and quantitative analyses of inorganic compounds and introduces electronic instrumentation.  The course is required for students majoring in physical and biological sciences and pre-professional majors such as pre-medicine and dentistry.  The course also completes the basic chemistry requirements for students majoring in chemical and materials engineering.

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

Prerequisite:  CHEM 001A with C or better

CAN:  CHEM SEQ A = CHEM 1A+1B

*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-012A - Organic Chemistry          Units: 5

This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms and their kinetics.  Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem-solving techniques will be used to elucidate mechanistic, structural and stereochemical features of reactions and molecules.  Lecture and laboratory will cover synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

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

Prerequisite:  CHEM 001B with C or better

CAN:  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

## CHEM-012B - Organic Chemistry          Units: 5

This is the second semester of a year-long organic chemistry course designed  to follow Chemistry 012A.  Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds (such as amino acids, proteins, and nucleic acids).  Problem-solving techniques will be used to elucidate mechanistic, structural, and stereochemical features in chemical reactions.  Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

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

Prerequisite:  CHEM 012A with C or better

CAN:  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

## CHEM-015 - Fundamentals of Chemistry          Units: 4

Chemistry 015 covers the fundamentals of modern inorganic chemistry with emphasis on atomic structure, chemical bonding, chemical formulas, nomenclature, equations, stoichiometry, gas laws, solutions, and related topics.  Chemistry 015 is intended primarily as a preparation for the Chemistry 001A and 001B sequence.  The central nature of chemistry among other branches of science is stressed, and examples of the important role that chemistry plays in our lives are presented.  The course also meets the general education requirements for a laboratory science.

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

Prerequisite:  MATH 011A or MATH 011R or MATH 012 or MATH 011S; all with C or better or equivalent

Recommended:  MATH 013 may be taken prior to or concurrent with CHEM 015.

CAN:  None

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

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

CSU GE: B1,B3          District GE: B, BL          IGETC:  5A

## CHEM-030A - Introduction to Chemistry          Units: 3

This course covers the basic principles of chemistry and tends to be more descriptive rather than quantitative. Content includes: measurements; matter and energy; atomic structure, periodicity; chemical bonding and nomenclature; chemical reactions and equations; gases, solutions and colloids; oxygen, hydrogen and water; and acids, bases and salts. CHEM 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for nursing and other allied health majors. The course meets the General Education requirements for a laboratory science.

Lecture Hours: 2        Lab Hours: 3        Repeatable: No      Grading:  L

Prerequisite:  MATH 011A or MATH 011R or MATH 011S or MATH 012, minimum grade C

CAN:  CHEM SEQ B = CHEM 30A+30B

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

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

CSU GE: B1,B3          District GE: BL              IGETC:  5A

COURSE DESCRIPTIONS AND INFORMATION

**CHEM-030B   -   Introduction to Chemistry**                 **Units: 3**

This course covers the basic principles of introductory organic and biological chemistry.  It is designed for allied health,  and industrial technology majors. Content includes hydrocarbons, alchohols, ethers, carbonyl compounds, carboxylic acids, esters and amines; and an introduction to structures and properties of carbohydrates, lipids, and other biopolymers.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:  L

Prerequisite:  CHEM 030A or CHEM 015 or CHEM 001A, with grade of C or better

CAN:  CHEM SEQ B = CHEM 30A+30B

*Advisory Level:*       Read:    3            Write:    3            Math:   None
Transfer Status: CSU/UC                      Degree Applicable: AA/AS
CSU GE:  B1,B3            District GE: BL                      IGETC:  5A

**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

# Chinese

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

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

Recommended:  Completion of geometry, in high school or college, is strongly recommended.
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**                 **Units: 3**
**Requirements**

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**          **Units: 3**
**Principles**

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

**COURSE DESCRIPTIONS AND INFORMATION**

**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     - CADD for Civil Engineering,          Units: 3**
**        Surveying and Land Development**

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 (or equivalent) with C or better OR concurrent enrollment in ENGR 061

Recommended:  ENGR 018 or CADD 130

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          Units: 3**
**        Land Surveying**

Fundamentals of the global positioning system (GPS) and its applications in land surveying are introduced. The discussions include the three segments of GPS technology, i.e. the space segment  that consists of a constellation of 24 satellites orbiting around the earth, the control segment that consists of five ground monitoring stations, and the user segment that consists of two categories of receivers.  Among the topics studied are GPS observables, planning for a GPS field survey, GPS data processing, and GPS surveying techniques.  Emphasis is given to practical applications of GPS technology in surveying.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:  L

Recommended:  ENGR 061 or equivalent

CAN:  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          Units: 3**
**        Land Surveyors Act**

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, or equivalent.

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:  1C

**COMS-020     - Oral Communication          Units: 3**

This course offers students the opportunity to learn, improve, and practice the oral communication process.  The course covers critical listening, audience situation and analysis, research methods, managing communication apprehension, organization and delivery.  Skills are developed through multiple speaking situations

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

CAN:  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 with an understanding of how to support intelligent decisions by using reasoned discourse.  Instruction in:  logical analysis of modern controversies; the formulation of propositions for argument; construction of arguments; application through discussion and debate.  This course emphasizes the  importance of competent advocacy in a free society.

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

CAN:  SPCH 6

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

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

CSU GE:  A1,A3          District GE: A1,A3          IGETC:  1C

**COMS-045     - Small Group Communication          Units: 3**

In this course emphasis is on two perspectives within the group context: communication and decision making. Communication is the organizing means of the group; decision making is the purpose of the group. Concepts such as group process, leadership and status, social conflict and deviance, roles and rules, power, and decision-making will be investigated. Public speaking skills in group situations or as a group.

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

CAN:  None

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

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

CSU GE:  A1          District GE: A1          IGETC:  1C

**COMS-098    - Directed Study in            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: 1.81        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

**COURSE DESCRIPTIONS AND INFORMATION**

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

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

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

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

CAN:  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       Units: 2
Drafting**

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       Units: 2
and Assemblies**

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       Units: 2
Tolerancing**

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       Units: 1
Drafting Product Data
Management**

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- Landscaping     Units: 2**

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

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

CAN: 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

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 Skills Lab     Units: None**

Supervised CADD lab available to CADD students for use outside their regular scheduled CADD courses.

Lecture Hours: None     Lab Hours: 1     Repeatable: 3     Grading: N

Corequisite: Enrollment in any other CADD class

CAN: None

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

Transfer Status: None        Degree Applicable: NONC

CSU GE: None     District GE: None     IGETC: None

# Computer and Information Technology

## CIT-010     - Introduction to Computing and Information Technology     Units: 3

This course covers the basic concepts and terminology of computers and information technology.  Students will be introduced to computer hardware, software, data and procedures, as well as the impact and application of computers in business and the changes the computer has made on society as a whole.  Software applications used in business such as word processing, electronic spreadsheets, database management systems, e-mail systems and graphic/presentation packages will be introduced.  Students may develop and deliver presentations in teams.

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

Credit by Exam: Yes

Corequisite: CIT 200

CAN:  None

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

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

CSU GE:  None              District GE: None                    IGETC:  None

## CIT-020     - Program Design and Development     Units: 3

This course is an introduction to computer programming and the fundamentals of software engineering. The focus is on problem solving and algorithm design within the context of the software development cycle, including analysis, design, coding and testing.  Students will use systematic problem solving techniques to develop and test program specifications and detailed logic plans.  Students will code their designs in a programming language that introduces and reinforces the concepts and techniques needed for object-oriented design solutions. Debugging and testing will be treated as extensions of the coding task.

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

Prerequisite:  MATH 013 with C or better

Corequisite: CIT 200

CAN:  None

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

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

CSU GE:  None              District GE: None                    IGETC:  None

## CIT-024     - Visual Basic Programming     Units: 3

Students will learn Visual Basic, a programming language that allows rapid development of Windows applications with graphical user interface.  This course covers Visual Basic concepts, tools, and programming methodology.

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

Credit by Exam: Yes

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 Computer Networks     Units: 3

This course is intended for students who want a general introduction to telecommunications systems, network design and implementations, network applications, communications hardware, network management, and security, controls, and protocols.

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

Credit by Exam: Yes

Prerequisite:  CIT 010 with C or better

CAN:  None

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

Transfer Status: CSU                          Degree Applicable: AA/AS

CSU GE:  None              District GE: None                    IGETC:  None

## CIT-040     - Internet Publishing     Units: 3

This course teaches basic skills in HTML, CGI, JavaScript, and Multimedia techniques.  These techniques will be used to design, develop, and maintain professional Web sites.  Basic knowledge of computers, understanding of operating systems and Web browsers are required as prerequisites.  Students are required to register in CIT 200 in order to complete supplementary exercises.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:  L

Credit by Exam: Yes

Prerequisite:  CIT 010

CAN:  None

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

Transfer Status: CSU                          Degree Applicable: AA/AS

CSU GE:  None              District GE: None                    IGETC:  None

**COURSE DESCRIPTIONS AND INFORMATION**

**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

**COURSE DESCRIPTIONS AND INFORMATION**

**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, Part C**                     **Units: 1**

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

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

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

CAN:  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, Part A**                     **Units: 1**

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

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

Recommended:  CIT 050 or equivalent experience.

CAN:  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, Part B**                     **Units: 1**

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

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

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

CAN:  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, Part C**                     **Units: 1**

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

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

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

CAN:  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 Administration, Part A**                     **Units: 1**

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

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

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

CAN:  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 Administration, Part B**                     **Units: 1**

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

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

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

Recommended:  CIT 054A or equivalent experience.

CAN:  None

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

Transfer Status: CSU                                    Degree Applicable: AA/AS

CSU GE:  None               District GE: None                     IGETC:  None

**COURSE DESCRIPTIONS AND INFORMATION**

## CIT-054C     - UNIX/Linux System Administration, Part C     Units: 1

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

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

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

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

CAN:  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 Administration     Units: 3

This is an advanced course in the UNIX System Administration series.  This course includes set-up, configuration, maintenance and performance issues of Domain Name Servers (DNS), Network File System (NFS), Network Information Services (NIS), and Network Information Service Plus (NIS+) on a networked UNIX system.  The course also includes configuration, setting up and mounting Berkeley Internet Name Domain (BIND), troubleshooting DNS and BIND, Shell programming with nslookup, and use of Service Access Facility (SAF).  Students are required to register in CIT 200 in order to complete supplementary course work.

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

Prerequisite:  CIT 054

Corequisite:  CIT 200

CAN:  None

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

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None               District GE: None               IGETC:  None

## CIT-056     - UNIX Network Administration     Units: 3

This is a course on Transmission Control Protocol/Internet Protocol (TCP/IP) and UNIX networking.  It includes assembly, set-up and configuration of the UNIX Ethernet networks, host and router configurations, send mail, firewalls, remote access, and execution.  An introduction to distributed programming using sockets, TLI (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostics utilities are addressed.  Students are required to register in CIT 200 in order to complete supplementary course work.

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

Prerequisite:  CIT 054

CAN:  None

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

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None               District GE: None               IGETC:  None

## CIT-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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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 Units: 3 Administration

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 Units: 3 Applications

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 Units: 3 with Java

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 Units: 3 with Business Components

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 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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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

**COURSE DESCRIPTIONS AND INFORMATION**

**CIT-098    -  Directed Study in Computer and        Units: 0.5 - 9**
**Information Technology**

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

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

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

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major.  Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next.  A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maxiumum of 16 units total.  Students may only take one (if any) class in addition to work experience.  Internship/job placement is not guaranteed.

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

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

CAN:  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 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        Units: 0.5 - 9**
**Science**

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

Lecture Hours: 0        Lab Hours: 1.81        Repeatable: No        Grading:  O

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

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

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

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

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

## *Computerized Individual Instruction*

### CII-205     -  **Introductory Keyboarding**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  Students will be introduced to computer keyboarding. Practical experience is emphasized.  This course prepares students for a more comprehensive BIS keyboarding class.  Students pursuing BIS certificates should enroll in BIS 11A instead of this course.

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

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

### CII-215     -  **Introductory Word Processing**          **Units: 0.5**

This course is a self-paced individualized course offered to students with very little or no experience on a computer.  Students will be introduced to computer word processing.  Emphasis is on practical experience. The course is targeted for students who have little (or no) experience with word processing.  This course prepares students for a more comprehensive BIS word processing class and gives students the skills to complete their school assignments.

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

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

### CII-220     -  **Introductory Email and Internet**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  Students will be introduced to the Internet and email. Practical experience is emphasized.  Students pursuing the BIS certificates should enroll in BIS 121 instead of this course.

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

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

### CII-225     -  **Introductory Spreadsheet**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little (or no) experience with a computer.  During  this course students will be introduced to computer spreadsheets.  Emphasis is on practical experience.  The course is targeted at students who have little or no experience with spreadsheets. Students pursuing the BIS certificates should enroll in BIS 102B instead of this course.

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

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

### CII-230     -  **Introductory Presentations**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  During this course students will be introduced to computer presentation skills.  Emphasis is on practical experience.  The course is targeted for students who have had little (or no) experience with computer presentations.  This course prepares students for a more comprehensive BIS presentation class such as BIS 107.

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

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

### CII-235     -  **Introductory to Windows**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  During this course students will be introduced to the Windows operating system.  Emphasis is on practical experience.  The course is targeted for students who have had little (or no) experience with Windows.  This course prepares students for a more comprehensive BIS class such as BIS 95.

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

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

### CII-240     -  **Introductory Desktop Publishing**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  During this course students will be introduced to desktop publishing.  Emphasis is on practical experience. This course prepares students for a more comprehensive publishing or graphics class such as BIS 035.

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

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

### CII-245     -  **Introductory Database**          **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  During this course students will be introduced to databases.  Emphasis is on practical experience. This course prepares students for a more comprehensive database class such as BIS 104.

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

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

**CII-250     -  Basic Web Page**                    **Units: 0.5**

In this self-paced individualized study course, students learn basic web page design skills using templates or wizards and how to apply those skills.  Students learn to add graphics and print web pages.  Students should already know the very basic skills needed to access the Internet.  Emphasis is on practical experience. This course prepares students for a more comprehensive BIS class such as BIS 121 or BIS 125.

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

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

**CII-270     -   Introductory Course**                    **Units: 0.5**
                **Management System (CMS)**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer.  During this course, students will be introduced to CMS tools skills.

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

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

**CII-275     -   Basic Computer Literacy**                    **Units: 0.5**

This is a self-paced individualized study course which  introduces basic computer skills that are recommended for EVC students.  Topics covered include definition and introduction to word processing, graphics, computer-assisted instruction, Internet, and  email.  Emphasis is on practical experience such as mouse moves, starting and exiting programs, renaming, saving and retrieving files, and general computer terms.

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

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

## Corrections

**CORCT-101     -  Corrections Officer Basic**                    **Units: 5**

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

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

CAN:  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**                    **Units: 1**
                **Seizure**

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**                    **Units: 0.5**
                **Corrections**

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

**COURSE DESCRIPTIONS AND INFORMATION**

### CORCT-111 - Probation Officer Core Course    Units: 5

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of a Probation Officer within the State of California and prepare the graduate for the job. The course is certified by the State Board of Corrections, Training and Standards for Corrections (STC). Testing on the various topics covered will be both written and practical in nature. This course includes 200 hours of training.

Lecture Hours: 8     Lab Hours: 3.4     Repeatable: No    Grading: L

CAN: 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-098 - Directed Study in Dance | Units: 0.5 - 9

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

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

CAN: 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-098 - Directed Study in Design | Units: 0.5 - 9

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

Lecture Hours: 0 | Lab Hours: 1.81 | Repeatable: 17 | Grading: O

CAN: 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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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-098 - Directed Study in Drama     Units: 0.5 - 9

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

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

CAN: 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 and through the exercise of its regulatory powers. The course also provides an overview of how changes in inflation rates, interest rates, and the international value of the dollar reflect variations in the economy. This course provides an overview of the effects the government has upon businesses and households as a result of its taxation and spending policies.

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

CAN: ECON 2
*Advisory Level:*    Read: 3     Write: 3     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: 3     Write: 3     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-012MS - Math and Science Future Teacher Seminar**    **Units: 3**

This course is designed to provide students interested in pursuing a career in secondary school  math or science teaching with theory and hands-on experience working with children in math and science skills at a local elementary school.  The course includes work with mathematics and science materials, assessment, methodology, and the school environment.  The course includes 50 hours of on-site field experience, as a service learning component, in a local elementary school.

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

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

**EDUC-013MS - Math and Science Future Teacher Seminar II**    **Units: 3**

This is the second course designed to provide students interested in pursuing a career in secondary school  math or science teaching with theory and hands-on experience working with children in math and science skills at a local  middle, or high school.   The course includes work with mathematics and science materials, assessment, methodology, and the school environment.  The course includes 50 hours of on-site service learning  field experience as a classroom assistant in a local middle or high school .

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

Prerequisite:  MATH- 013 and EDUC-012MS; both with C or better

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

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

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

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

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

CAN:  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

**EDIT-024    -  Women in Technology        Units: 3**

Through a collaborative learning environment utilizing different application software, multimedia, web resources, and an online social network, students will explore the relationship between women and technology around the world, as well as the contributions women have made in technology.  Students will identify effective strategies for extending access to technology for women in order to close the gender gap that maintains a male-dominated hold on advanced technology.  They will also investigate the restrictions in technology education and technology careers for women.

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

CAN:  None

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

Transfer Status: CSU                       Degree Applicable: AA/AS

CSU GE:  None            District GE: None              IGETC:  None

# *Engineering*

**ENGR-001    -  Technology and Society        Units: 3**

This course will explore the interrelationships between technology and the social sciences. Specifically, the course will investigate the societal factors which impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society (language, art, music, psychology and sociology). This course is appropriate for students in both technical and non-technical majors.

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

CAN:  None

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

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

CSU GE:  D7            District GE: D,E1              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 graphical presentation in engineering as well as computer-aided design (CAD) and programming.  Major topics include the engineering design process,  orthographical projection, multiview drawing, pictorial drawings, dimensioning and tolerancing, and VBA programming.  Engineering graphical presentation is based on ANSI standard.  Students will learn to use CAD software in producing engineering drawings.

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

Prerequisite:  MATH 014 with C or better, or equivalent.

CAN:  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 CET 100 or equivalent, either with grade of C or better. OR you may take CET 100 concurrently.

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 introduces students to various plane surveys and calculations. The types of surveys covered include topographical, control, boundary and construction surveys. The public land survey system is discussed. The types of calculations include coordinate geometry computations, and area and volume calculations from survey data. Horizontal and vertical curve computations and layout are also discussed. Least squares adjustments, GPS and GIS are introduced.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No     Grading: L

Prerequisite: ENGR 060 with C or better

CAN: 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-063 - GIS for Civil Engineering and Surveying    Units: 3

This course introduces the fundamentals of Geographical Information System as related to civil engineering and surveying and how the 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

Recommended: ENGR 060 and ENGR 018

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, with C or better

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: 1.81     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-138   -   Work Experience      Units: 1 - 8

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

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

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

CAN:  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     Units: 0.5 - 9 Technology

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

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

CAN:  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     Units: 4 Information System and ArcView

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     Units: 3 Solving

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, a second semester college composition course, emphasizes expository and argumentative  writing directed toward an analysis of ideas and concepts from a wide variety of literature; English 1B includes discussion of fiction, drama, poetry, the essay, and other expository  prose-- stressing critical reading in these genres. All English 1B students will take a Department Final which will be holistically scored by at least two faculty members and will represent 20% of their course grade.

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

Prerequisite:  ENGL 001A with C or better

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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/UC      Degree Applicable: AA/AS
CSU GE: C2      District GE: C2      IGETC: 3B

## ENGL-060 - Japanese and Japanese-American Literature — Units: 3

Japanese and Japanese-American Literature is a survey of works in translations by both classical and modern Japanese writers with emphasis on the development of the novel, the diary, the haiku, and the short story. The course includes selected works by Japanese-American authors to develop an awareness of the experiences, culture and literary contributions of Japanese-Americans. English 60 satisfies the General Education Cultural Pluralism requirement.

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

Prerequisite: ENGL (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

CAN: None
*Advisory Level:*    Read: None    Write: None    Math: None
Transfer Status: CSU/UC      Degree Applicable: AA/AS
CSU GE: C2, 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 living in the United States. The course is designed to heighten critical awareness of the image of the Mexican American in distinct genres of literature. The focus will be on works written from mid 20th century to the present.

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

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 91; all with C or better or placement based on assessment

CAN: 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 1865 with some emphasis on social and cultural backgrounds. This course includes works of writers of the Colonial, Revolutionary, and Romantic periods.

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

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

CAN: 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 the late 19th Century to the present, with some emphasis on social and cultural backgrounds.

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

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

CAN: 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

First part of a two-part series surveying the development of English (Anglophone) Literature from the earliest writings in English to the Restoration and 18th Century literature. Students will read and discuss significant examples of epic, lyric, drama and prose writings of the finest authors writing in England and the British Empire from the Anglo Saxon, Anglo-Norman, Middle English, Renaissance, Restoration and 18th Century periods. The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, exams, research reports, and class work. This course is required for the English Major at EVC and CSU.

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

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

CAN: 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 Postmodern periods. The course will contain lectures, discussions, group work, and other student centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work. This course is required for the English Major at EVC, SJCC, and the CSU system.

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

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

CAN: 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: 1.81      Repeatable: 17      Grading: O

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

CAN: 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

COURSE DESCRIPTIONS AND INFORMATION

**COURSE DESCRIPTIONS AND INFORMATION**

### 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 301 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          Units: 3
          Development

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      Units: 0.5 - 1
          College Students

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 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

COURSE DESCRIPTIONS AND INFORMATION

## ESL-100L   - ESL Skills Development Lab   Units: 0.5 - 2

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

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

Corequisite: Concurrent enrollment in ESL 104 or ESL 106 is required.

CAN: 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   - Individualized Skills Laboratory   Units: 0.5 - 6

This individualized instruction course is designed to strengthen workplace communication skills for automotive technicians. The course assists students to master technical vocabulary and informal speech used by automotive technicians, comprehend both written and oral descriptions and instructions, and critically read automotive manuals and specification data as well as posted signs and notices.

Lecture Hours: None    Lab Hours: 1.5 - 18    Repeatable: 11    Grading: O

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-302   - Introduction to College Reading and Writing   Units: 6

ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills using academic texts. ESL 302 may be taught as a learning community with a course in another discipline. Concurrent enrollment in 0.5 unit of ESL 302L is required for computer-assisted grammar and writing practice with lab assistance.

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

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

Corequisite: ESL 302L

CAN: 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 to acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in ESL 312L is required for computer-assisted grammar and writing practice with lab assistance.

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

Prerequisite:  ESL 322 and ESL 323 and ESL 324, all with CR or placement based on assessment.

Corequisite:  ESL 312L

CAN:  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 ESL 323 and ESL 324) or (ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S) or placement based on assessment

CAN:  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          Units: 3
             Speaking Skills

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     -   English Pronunciation 3          Units: 3

This course is designed to enable adult  learners of English to acquire more native-like speech.  Emphasis is placed on global aspects of speech such as stress, intonation and pitch, rhythm, linking, blending, and assimilation of sounds in connected discourse as well as proper articulation of vowels, consonants, and consonant blends and pronunciation of grammatical word endings.  Multimedia and online resources supplement the course.

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

Prerequisite:  ESL 324 with CR or placement by based on assessment

Recommended:  Concurrent enrollment in 312 or 313 or 314 strongly recommended

CAN:  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. This course focuses on writing well organized and fully developed paragraphs with correct grammar, sentence structure and word choice. Concurrent enrollment in 0.5 unit of ESL 320L is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

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

Prerequisite: ESL 332 with CR or placement based on assessment

Recommended: Concurrent enrollment in 323 or 324 or 327 is strongly recommended.

CAN: 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. Concurrent enrollment in ESL 322, 323, and ESL 320L is recommended.

Lecture Hours: 4     Lab Hours: None     Repeatable: No     Grading: K

Prerequisite: ESL 334 with CR or placement based on assessment

Recommended: Concurrent enrollment in (ESL 322 or 323 or 327) and ESL 320L is strongly recommended

CAN: 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    - English Pronunciation 2     Units: 3**

Designed for non-native speakers of English who require further intensive practice and instruction in the oral production and control of the English language.

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

Prerequisite: ESL 337 with CR or placement based on assessment

Recommended: Concurrent enrollment in ESL 322 or 323 or 324.

CAN: None

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

Transfer Status: None     Degree Applicable: NAA

CSU GE: None     District GE: None     IGETC: None

**ESL-328    - English for Job Search Success     Units: 0.5**

This course is designed for non-native speakers at an intermediate level of proficiency in English. Course content and materials focus mainly on job search strategies and skills. A combination of reading, writing, listening, and speaking skills will be practiced in the course.

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

Prerequisite: Completion of ESL 332 with CR or placement based on assessment

Recommended: Basic knowledge of keyboarding.

CAN: 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/Speaking 2**     **Units: 5**

This course is designed for non-native speakers at a low-intermediate level of English proficiency.  Class activities and multimedia materials focus on aural comprehension, oral communication and clear pronunciation in a variety of contexts.  Concurrent enrollment in ESL 330L, 332, and ESL 333 are recommended.

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

Prerequisite:  ESL 344 or ESL 347 with CR or placement based on assessment

Recommended:  Concurrent enrollment in ESL 332, ESL 333, and 330L are recommended

CAN:  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**    **- English Pronunciation 1**     **Units: 3**

English Pronunciation 1 introduces students to articulatory phonetics and the intonation, stress, and rhythm patterns of English.  Concurrent enrollment 0.5 unit in ESL 330L is strongly recommended.

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

Prerequisite:  Placement based on assessment

Recommended:  Concurrent enrollment in ESL 332 or 333 or 334

CAN:  None

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

Transfer Status: None       Degree Applicable: NAA

CSU GE:  None     District GE: None     IGETC:  None

**ESL-341L**    **- ESL Skills Development Lab**     **Units: 0.5 - 2**

The content of this lab will facilitate language skills development for students enrolling in the ESL entry level courses by providing computer assisted language instruction and workshops.  Students will work on an individualized basis to enhance any language skill they need to practice.  Students must be enrolled concurrently in any ESL 340 level course.  At least twenty-four hours of lab work are required for 0.5 unit of credit.

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

Recommended:  Concurrent enrollment in any ESL 340 class strongly recommended.

CAN:  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**    **- Basic Reading Skills 1**     **Units: 3**

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

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

Recommended:  Placement test required before registering

Open Curriculum:  An assessment test is required prior to first day of class

CAN:  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

## *Ethnic Studies*

**ETH-010**    **- Introduction to Ethnic Studies**     **Units: 3**

This interdisciplinary course is a combination of Humanities and Social Science. Students will be exposed to the various aspects of major ethnic minority cultures in the U.S. including philosophical and religious thought, art, music, literature, food, customs and traditions. This course will also serve as an introduction to the experiences and perspectives of selected racial/ethnic groups in the U.S.  Particular attention will be paid to racial and ethnic group relations in our society. Also of particular concern will be the study of key concepts and social theories pertinent to the study of racial/ethnic groups in the U.S.  This course was previously entitled "Survey of Third World Cultures."

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

CAN:  None

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

Transfer Status: CSU       Degree Applicable: AA/AS

CSU GE:  None     District GE: C2,D     IGETC:  3B

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

### 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

### 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/UC                    Degree Applicable: AA/AS

CSU GE: C2, D3        District GE: D,ES            IGETC:  3B, 4C, 4G

### ETH-035    -  Sociology of the Chicana/o             Units: 3
                    Experience

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

### ETH-040    -  Vietnamese American Culture             Units: 3
                    and Experience

This course provides students with a basic theoretical background to study the ancestral origin of the Vietnamese Americans, their migration to the U.S., and assimilation into U.S. culture and society.  It follows the evolution of their cultural roots into their ethnic heritage, focusing on their religious and philosophical thoughts, customs, and value system.  The course traces the emergence of their minority status, identity, and sense of community, and explores their current status and prospects of ethno-social mobility through education, employment, business, entrepreneurship, and politics.   This course meets the Humanities and/or Social Sciences requirements.

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

CAN: None

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

Transfer Status: CSU                    Degree Applicable: AA/AS

CSU GE: C2, D3, D7        District GE: C2,D            IGETC:  3B

### ETH-042    -  Asian Pacific American (APA)            Units: 3
                    Culture and Experience

This course covers (1) the Asian backgrounds, migration, ethnic culture (particularly major religious beliefs, philosophical thoughts, value system, customs, and traditions), and American experiences APAs as a whole have in common; (2) unique aspects of each Asian American co-group, with more emphasis on the six largest groups:  Chinese, Filipino, Asian Indian, Japanese, Korean, and Vietnamese Americans.  Also of special importance are key concepts, theories, and perspectives pertinent to this study, as well as American experiences APAs share with other U.S. racial groups, especially African American and Latino Americans. This course is a combination of the Humanities and Social Sciences.

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

CAN: None

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

Transfer Status: CSU                    Degree Applicable: AA/AS

CSU GE: C2, D7        District GE: C2,D            IGETC:  3B

## *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 health and diet and how the body uses nutrients.  Food fads and diet fallacies will be examined as well as the impact of culture and food supply on nutritional status and food choices

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

CAN: FCS 2

*Advisory Level:*      Read:  3        Write:  3            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 the prenatal period through adolescence.  The physical, social-emotional and cognitive aspects of development are explored.  This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children.  Transferable:  Equivalent to C.D. 60 at SJSU.

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

CAN: FCS 14
*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:  None

## FCS-138    -   Work Experience | Units: 1 - 8

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

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

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

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

# *French*

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

This is an introductory course in speaking, reading, writing and comprehending French.  Topics for conversation are everyday life situations and issues in the French-speaking world.  Students will learn the fundamentals of  French pronunciation and structure.  Students will also study aspects of the diverse cultures of France and other French-speaking countries.  Not recommended for native speakers of French.  Concurrent enrollment in French 001L or French 200 is required.  This course satisfies both foreign language requirements and GE requirements.  See your counselor for limitations.

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

Corequisite:  FREN 001L OR FREN 200

CAN:  FREN SEQ A = FREN 1A + 1B
*Advisory Level:*        Read:  2          Write:  2          Math:  None
Transfer Status: CSU/UC                         Degree Applicable: AA/AS
CSU GE:  C2              District GE: C2                IGETC:  6A

## FREN-001B    -   Elementary French-Second Semester | Units: 5

This is the second semester introductory course in speaking, reading, writing and comprehending French.  Topics for conversation are everyday life situations and issues in the French-speaking world.  Students will learn the fundamentals of French pronunciation and structure.  Students will also study aspects of the diverse cultures of France and other French-speaking countries.  Not recommended for native speakers of French.  Concurrent enrollment in French 1L or French 200 is required.  This course satisfies both foreign language requirements and GE requirements.  See your counselor for limitations.

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

Prerequisite:  FREN 001A or FREN 016

Corequisite:  FREN 001L OR FREN 200

CAN:  FREN SEQ A = FREN 1A + 1B
*Advisory Level:*        Read:  2          Write:  2          Math:  None
Transfer Status: CSU/UC                         Degree Applicable: AA/AS
CSU GE:  C2              District GE: C2                IGETC:  6A, 3B

## FREN-001L    -   Foreign Language Lab | Units: 0.5

Elementary French Lab  supplements classroom instruction in French 001A and French 001B.  Students use audiocassettes and/or computer programs for oral, aural, and written drill.  Repeatable to a maximum of 1 unit.

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

Corequisite:  FREN 001A or FREN 001B

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

### 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

## *Geology*

### GEOL-011   -   The Changing Earth     Units: 3

This is a lecture course in Physical Science for general education. Students will learn the origin of the Earth, development of continents and ocean basins, geologic history of North America, evolution of animals through geologic time, and the origin of humans. The problem of unraveling the Earth's past is used to illustrate fundamental principles of nature and the methods of science. This is an interdisciplinary course including concepts of biology and physical science.

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

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

## *Guidance*

### GUIDE-075   -   Transfer to Four-Year Institution Simplified     Units: 1

This course assists students through their active participation in all aspects of transfer to a 4-year public or private institution. Major topics include selecting a transfer college or university, choosing a major, examining lower division major and general education requirements, reviewing admission procedures, identifying application deadlines, exploring financial aid and scholarship options, and completing the transfer application.

Lecture Hours: 1     Lab Hours: 0     Repeatable: No     Grading: K

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

### GUIDE-080   -   Career Planning     Units: 3

This course assists students with career/major selection. Students will identify personal interests, abilities, goals, values, and lifestyle perferences 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 buliding and realistic decision making. (Guidance 080 formerly Guidance 096) (Guidance 080 equivalent to Guidance 081, 082 and 083.)

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

CAN: None
*Advisory Level:*     Read: 3     Write: 3     Math: None
Transfer Status: CSU     Degree Applicable: AA/AS
CSU GE: E     District GE: E1     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 Success      Units: 3**

This course surveys effective study skills and methods by contrasting ineffective study habits with techniques that maximize learning and memory. Emphasis is on promoting healthy changes in lifestyle that manage stress, improve health, and overall well-being. Techniques to change behavior are practiced for setting goals, managing time, increasing concentration, and controlling procrastination. Lecture topics include effective listening and note-taking skills, textbook reading, marking and vocabulary systems, memory strategies, and research paper methods using library resources. By mimicking a typical college course structure, this course orients students to college course expectations and procedures.

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

CAN: None

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

Transfer Status: CSU      Degree Applicable: AA/AS

CSU GE: E      District GE: E1      IGETC: None

**GUIDE-098    -   Directed Study in Guidance      Units: 0.5 - 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: 1.81      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

**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: Yes    Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

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

Transfer Status: None      Degree Applicable: NAA

CSU GE: None      District GE: None      IGETC: None

**GUIDE-104    -   Diagnostic Learning - Writing Strategies      Units: 1**

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

Lecture Hours: None      Lab Hours: 3      Repeatable: Yes    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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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.

Lecture Hours: 0.5          Lab Hours: 1.5          Repeatable: Yes    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-110A  -  Listening Skills**                    **Units: 1**

This course is geared toward  students with listening difficulties resulting from learning disabilities, language, cognitive communication,  and auditory processing disorders, who require special assistance in order to pursue regular college courses.  Students will learn listening strategies that include organization and processing verbally presented material.  Instruction is carried out in small group classes.  Reenrollment is based on continuing progress as measured by standardized tests and/or professional evaluation.

The instuctor will meet the minimum qualification set forth in section 53414 of Title 5 regulations.

Lecture Hours: 0          Lab Hours: 3          Repeatable: Yes   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-110B  -  Memory and Study Skills**            **Units: 1**

This course is geared toward students with memory difficulties resulting from learning disabilities, language, cognitive communication, and memory  disorders, who require special assistance in order to pursue regular college courses.  Instruction is carried out in small group classes.  Re-enrollment is based on continuing progress as measured by standardized tests/and/or professional evaluation.

The instructor will meet the minimum qualification set forth in section 53414 of Title 5 regulations.

Lecture Hours: 0          Lab Hours: 3          Repeatable: Yes   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-110C  -  Speech and Language**              **Units: 0.5**
**                   Assessment**

Guide 110C is geared toward students who want to be assessed for specific speech, language, cognitive communication, and / or hearing disorders. This course is recommended for students  who may  require special assistance in order to pursue regular college courses.  Complete speech/language evaluation is performed to determine student cognitive communication deficits  and provide the basis for assistance. Instruction is done in the classroom .

The instructor will meet the minimum qualifications set forth in section 53414 of Title 5 regulations

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

Open Curriculum:  No prerequisite, corequisite or levels
CAN:  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.

Lecture Hours: None          Lab Hours: 3          Repeatable: Yes   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 with various disabilities who may require extensive training and/or the use of adaptive computer hardware and/or software in order to successfully use computers

Lecture Hours: 1.5          Lab Hours: 1.5          Repeatable: Yes   Grading:   O

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 student success includes study skills.

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

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-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

## 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:  US-1                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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

### 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:  US-1, US-2        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:  US-1, US-3        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-040    - American Military History    Units: 3

This course is a survey of American Military History from 1775 to the present. All major American conflicts are reviewed as well an examination of the influence of the military upon foreign policy, domestic affairs and diplomacy. It examines the reasons, causes, and legal limitations of war, as well as various doctrines developed since the American Revolution.

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

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

### HIST-045    - Post-1945 America    Units: 3

This is a survey course of the United States from the end of World War II to the present. The course will focus on the political, economic, social, and cultural developments in America following the war. It will emphasize the Cold War, America's emerging role as a superpower, the emergence of civil rights, global capitalism, mass culture, and the evolving political contest between liberalism and conservatism.

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

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

## *Humanities*

### HUMNT-002 - Introduction to World Literature    Units: 3

This course, a chronological survey of great world literature from ancient times until the present, introduces students to a variety of literary works from around the world that are significant in illuminating both the universality and diversity of the human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance--including a mixture of classical and modern poetry, fiction, and drama, from Greece to Argentina; India to England; Japan to Italy; Spain to Africa; France to Mexico; China to North America; Russia to the Pacific Islands.

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

CAN: 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 - Individualized Basic Skills Laboratory    Units: 0.5 - 6

This non-transferable course provides a framework for any of the disciplines listed in the catalog to offer remedial-level individualized instructional modules which are designed to develop or support the student's experiences beyond that which is available through the regular curriculum. Repeatable for credit within the same discipline to a maximum of nine units; across the disciplines, repeatable to twelve units.

Lecture Hours: 0.5     Lab Hours: None     Repeatable: 11     Grading: K

Open Curriculum: No prerequisite, corequisite or levels

CAN: 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 learn basic problem solving and reasoning strategies. Specific skills learned will include distinguishing fact from opinion, reasoned judgement from personal preference, and belief from knowledge to form conclusions based on sound inferences and an understanding of the common fallacies of language and thought.

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

Prerequisite: ENGL 001A with C or better

CAN: 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: 1.81     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

**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: 0.5 - 9**

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

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

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

# Law Enforcement

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

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

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

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

CAN: 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: Yes     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- Arrest Methods and 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 Format, Level I**     **Units: 12.5**

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 Training**     **Units: 0.5**

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

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

CAN: 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: Yes     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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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: Yes    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 wil 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-020    -  Legal Technology and Software      Units: 3

This course gives students a thorough overview of technology used in the law office.  Students will learn how legal assistants/paralegals can use computer systems and legal software applications to make their jobs easier and improve their value to employers.  Topics include word processing, spreadsheets, and databases for the law office; timekeeping and billing; case management/calendaring/docket control; litigation support; computer-assisted legal research; electronic court filing and service of process; courtroom presentation graphics; and specialized legal software.  Students will complete online research assignments and use demonstration models of a variety of legal software applications.

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

Prerequisite: LA 010, with grade of C or better.  And, BIS 091 or CIT 010, with grade of C or better, or concurrent enrollment in BIS 091 or CIT 010.

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

**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, with grade of C or better.  And, BIS 091 or CIT 010, with grade of C or better, or concurrent enrollment in BIS 091 or CIT 010.

CAN:  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 010, 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-138    -  Work Experience    Units: 1 - 8**

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

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

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

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

COURSE DESCRIPTIONS AND INFORMATION

## *Library Studies*

### LIB-015    -   Electronic Research and the Internet     Units: 3

This course provides hands-on training for students doing course-related or personal research using the Internet and other electronic resources. Students will learn criteria for evaluating and comparing print and electronic resources. They will learn how to document and cite sources. The World Wide Web and e-mail will be discussed and used.

Lecture Hours: 2      Lab Hours: 3      Repeatable: No      Grading: O

Recommended: some familiarity with sending emails and using the computer

CAN: None

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

Transfer Status: CSU          Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

### LIB-021    -   Library Research Strategies     Units: 1

This course is an introduction to academic library research using both traditional resources and current information technologies, including books, electronic databases, and the internet. Students will gain the information competency skills necessary for success in college and university courses. Specifically, students will learn to formulate a search strategy, locate information in a variety of formats, evaluate sources of information, and compile a bibliography.

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

CAN: None

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

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

CSU GE: None      District GE: None      IGETC: None

### LIB-098    -   Directed Study-Library Studies     Units: 0.5 - 9

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

Lecture Hours: None      Lab Hours: 1.81      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 011A, 011S, or 012 will not receive credit for this course.

Lecture Hours: 3      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-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: None      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

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

**COURSE DESCRIPTIONS AND INFORMATION**

### MATH-021    -  Precalculus Algebra                    Units: 3

This course is designed to prepare students for the level of algebra required in calculus.  Topics will include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, and logarithmic functions, matrices and determinants.

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

Credit by Exam: Yes

Prerequisite:  (MATH 013 or ELECT 122) and MATH 014, all with C or better, or equivalent

CAN:  MATH 10

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

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

CSU GE: B4                    District GE: B4                    IGETC:  2A

### MATH-022    -  Trigonometry                    Units: 3

This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus.  Topics will include trigonometric  functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and conic sections.

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

Credit by Exam: Yes

Prerequisite:  (MATH 013 or ELECT 122) and MATH 014, all with C or better or equivalent.

CAN:  None

*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-051    -  Mathematics for General Education                    Units: 3

This course is intended for non-science majors. It fulfills the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, voting theory, graph theory, basic probability and statistics, and concepts in geometry such as symmetry, patterns and the golden rectangle.

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

Prerequisite:  MATH 013 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, and mathematics of finance.  Optional topics include game theory, Markov processes and graph theory.

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

Credit by Exam: Yes

Prerequisite:  MATH 013 or ELECT 122, both with C or better

CAN:  MATH 12

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

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

CSU GE: B4                    District GE: B4                    IGETC:  2A

### MATH-063    -  Elementary Statistics                    Units: 3

This course is an introduction to the study of statistics.  It does not require a knowledge of calculus but does assume a familiarity with the basic concepts of intermediate algebra.  Topics to be covered include methods of describing data, common sample statistics, probability theory, random variables, common statistical distributions, point and interval estimation, hypothesis testing, and regression and correlation.  Additional topics may include goodness of fit, tests of independence, non-parametric methods, and analysis of variance.  Students will be required to use a computer software package or a hand calculator to complete several laboratory projects.

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

Credit by Exam: Yes

Prerequisite:  MATH 013 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:  3          Write:  3          Math:  None

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

CSU GE: B4                    District GE: B4                    IGETC:  2A

### MATH-072 - Calculus II with Analytic Geometry     Units: 5

This is the second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering.  It contains a thorough study of logarithmic and exponential functions, inverse trigonometric functions, topics in analytic geometry, techniques of integration, polar coordinates, infinite sequences and series, further applications of integration, and an introduction to differential equations.

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

Credit by Exam: Yes

Prerequisite:  MATH 071 with C or better

CAN:  MATH 20; MATH SEQ B = MATH 72+71; MATH SEQ C = MATH 72+71+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-073 - Multivariable Calculus     Units: 5

Mathematics 73 completes the three semester calculus sequence begun with Mathematics 71 and Mathematics 72.  Mathematics 73 is required of mathematics majors, computer science majors, engineering majors and some physical science majors. In this course the concepts of differential and integral calculus are extended to multivariable functions. The content includes vectors, lines, planes, space curves, partial derivatives, multiple integrals, vector fields, line integrals, surface integrals, and vector calculus.

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

Credit by Exam: Yes

Prerequisite:  MATH 072 with C or better

CAN:  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 is a course on ordinary differential equations and their applications. Methods are developed for solving first order equations, linear equations of arbitrary orders, and linear systems. Students are introduced to Laplace transforms, as well as some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations. Note:  Some UC campuses combine differential equations with linear algebra and give transfer credit for Math 78 only when it is transferred together with Math 79. Some CSU campuses offer differential equations as an upper division course and give content credit only for Math 78.

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

Prerequisite:  MATH 073 with C or better

CAN:  None

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

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

CSU GE:  B4     District GE: B4     IGETC:  2A

### MATH-079 - Linear Algebra     Units: 3

This course is designed for students majoring in math, statistics, physics, computer science or engineering.  Content includes linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvalues and eigenvectors, diagonalization and their applications.  Note: Some UC campuses combine differential equations with linear algebra and give credit for Math 079 only when it is transferred  with Math  078. Some CSU campuses offer linear algebra as an upper division course and will give content credit only for Math 079.

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

Credit by Exam: Yes

Prerequisite:  MATH 072 with C or better

CAN:  MATH 26

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

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

CSU GE:  B4     District GE: B4     IGETC:  2A

### MATH-098 - Directed Study in Mathematics     Units: 0.5 - 9

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

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

CAN:  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 operations and application problems with whole numbers, fractions, decimals and percents, prime numbers, order of operations, units of measurement, perimeters, areas, signed numbers, variables, and simple equations. This class can be offered in a self-paced or lecture format.  Repeatable to a maximum of 3 units.

Lecture Hours: 1 - 3     Lab Hours: None     Repeatable: 2     Grading:   K

Open Curriculum:  No prerequisite, corequisite or levels

CAN:  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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

### MUSIC-008B - Music History and Literature II | Units: 3

A study of the history of Western art music from the Classical Period through the present, including the contributions of other cultures with selected readings and recordings.

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

CAN: 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-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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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: 3      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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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/UC                    Degree Applicable: AA/AS
CSU GE: C1          District GE: C1               IGETC: 3A

**MUSIC-090 - Music Appreciation: Eastern Civilization**          **Units: 3**

This course provides studies in music of Eastern cultures for students with no previous experience in music performance or listening. Musical study concentrates on the meaning and significance of music and musical instruments in Eastern cultures, e.g., Chinese, Japanese, Korean, Southeast Asian, Indonesian, Indian, and Moslem, and their relationship to Eastern philosophy and thought.

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

CAN: None
*Advisory Level:*     Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC                    Degree Applicable: AA/AS
CSU GE: C1          District GE: C1               IGETC: 3A

**MUSIC-091 - Music Appreciation: Western Civilization**          **Units: 3**

This course provides the opportunity for students with no previous experience in music performance or listening to learn an appreciation of the music of western cultures through the development of aural listening skills. The first portion of the course concentrates on the development of a musical vocabulary, and the aural identification and recognition of the basic elements of music both individually and compositely. The remaining portion of the course emphasizes the ability to recognize style in relationship to time periods, countries, groups of composers and individual composers. This is accomplished through the study of specific compositions representing the major forms and composers of each period. Also included in each unit of study is a discussion of the influence of government, philosophy, art, and religion on musical composition.

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

CAN: None
*Advisory Level:*     Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC                    Degree Applicable: AA/AS
CSU GE: C1          District GE: C1               IGETC: 3A

**MUSIC-092 - Music Appreciation: American Musical Theater**          **Units: 3**

This course is designed for students interested in developing an appreciation of the American Musical Theater as an art form, and in gaining an understanding of its composition, evolution, philosophical, and multi-cultural basis.

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

CAN: 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: 1.81     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

## Nursing

**NURS-001        -   Fundamentals of Nursing**              **Units: 8.5**

This course addresses the health needs of individuals of varied psychosocial and cultural backgrounds. Nursing skills are developed to adapt nutrition, hygiene, comfort, safety and pharmacology for each client.  This course is designed to apply the nursing process to the health needs of the adult client utilizing basic nursing skills and caring behaviors to meet physical, social and emotional needs.  The Client Needs approach is used as the framework for providing safe and effective nursing care.  The course includes clinical experiences in health care facilities.

Lecture Hours: 4          Lab Hours: 13.5          Repeatable: No      Grading:  L

Prerequisite:  NURS 110 with C or better

CAN:  None

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

Transfer Status: CSU                            Degree Applicable: AS

CSU GE:  None              District GE: None                  IGETC:  None

**NURS-002A    -   Basic Medical-Surgical**                  **Units: 5**

This course focuses on health promotion and health maintenance for the adult client with chronic illness.  Course content includes pharmacological therapies, the nurse's role in preventive and rehabilitative services, and the maintenance/restoration of physiological and psychosocial integrity through the application of the nursing process. This course includes clinical experiences in adult health care units.

Lecture Hours: 2.5          Lab Hours: 7.5          Repeatable: No      Grading:  L

Prerequisite:  NURS 001 with C or better

CAN:  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-002B    -   Maternity Nursing**                      **Units: 4**

This course focuses on health promotion and health maintenance for the childbearing client.  The course content includes pharmacological therapies, the nurse's role in maternity nursing, and the maintenance/restoration of physiological and psychosocial integrity through the application of the nursing process.  This course includes clinical experiences in maternity units.

Lecture Hours: 2.5          Lab Hours: 4.5          Repeatable: No      Grading:  L

Prerequisite:  NURS 001 with C or better

CAN:  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-003        -   Advanced Pediatrics and              Units: 8.5**
                        **Medical-Surgical Nursing**

This course includes the application of medical-surgical nursing care for the pediatric, adolescent and adult client with complex disorders. Course content emphasizes pathophysiology, growth and development, nutrition and pharmacology. The nursing process is used to apply these concepts to the maintenance and restoration of physiological and psychosocial integrity of the client. The course includes clinical experiences in pediatric and adult health care settings.

Lecture Hours: 4.5          Lab Hours: 12          Repeatable: No      Grading:  L

Prerequisite:  NURS-002A and NURS-002B, with a C or better

CAN:  None

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

Transfer Status: CSU                            Degree Applicable: AA/AS

CSU GE:  None              District GE: None                  IGETC:  None

**COURSE DESCRIPTIONS AND INFORMATION**

## NURS-004 - Advanced Medical-Surgical/Geriatric/Mental Health/Leadership and Management Nursing — Units: 10

This course includes mental health nursing, advanced medical surgical nursing, geriatrics, leadership and management, including the preceptorship. Mental health nursing includes the principles of mental health and the social, economic, cultural and physiological factors that predispose a person to mental illness. In advanced medical surgical nursing, critical thinking and leadership concepts are applied to the management and care of multiple clients in adult and geriatric settings. During preceptorship, in collaboration with a registered nurse, the student will provide optimal client outcomes by applying concepts learned throughout the nursing program.

Lecture Hours: 4.5     Lab Hours: 16.5     Repeatable: No     Grading: L

Prerequisite: NURS-003 with C or better

CAN: 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-005 - Role Transition — Units: 1.5

This course prepares LVNs to begin the transition into the role of the Registered Nurse. Emphasis is on the utilization of the nursing process, application of critical thinking and the professional role of the Registered Nurse.

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

Prerequisite: BIOL-072 and MICRO-70, both with C or better

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

## NURS-098 - Directed Study in Nursing — Units: 0.5 - 9

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

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

CAN: 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-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-110 - Basic Nursing Concepts — Units: 2

This course focuses on those basic concepts which form the foundation of nursing practice including nursing history, nursing process, communication, legal-ethical principles of practice, socio-cultural factors, and an introduction to the scope of nursing within the health care system. It is designed to provide a foundation of basic nursing care including vital signs, body mechanics, bed making, hygiene and environmental safety. Application of these skills will occur in wellness-oriented settings. Laboratory practice is an essential component. Minimum 4 unit courses of Anatomy (ANAT 001) and Physiology (BIO-072) with C or better, are prerequisites. This course is a prerequisite to the nursing program.

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

Prerequisite: ANAT-001, and BIOL-072, all with C or better

Corequisite: MICRO-070

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-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

**COURSE DESCRIPTIONS AND INFORMATION**

**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: 1**

This elective course is recommended to be taken during the first semester of the nursing program. The course correlates with the content of NURS 001, Fundamentals of Nursing.  This course provides access to instructor-facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

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

Corequisite:  NURS-001

CAN:  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 elective course is recommended to be taken during the second semester of the nursing program.  The course correlates with the content of NURS 002A and NURS 002B, Basic Medical-Surgical Nursing and Maternity Nursing.  This course provides access to an instructor-facilitated lab in the Nursing Program Resource Center, which includes the Nursing Skills lab and Nursing/Biology computer center.

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

Corequisite:  NURS 002A

CAN:  None
*Advisory Level:*          Read:   3          Write:   3          Math:   2
Transfer Status: None                                     Degree Applicable: NAA
CSU GE:  None               District GE: None                    IGETC:  None

**NURS-132A    -   Nursing Resource Center, Lab 3     Units: 1**

This elective course is recommended to be taken during the third semester of the nursing program.  The course correlates with the content of NURS 003, Advanced Pediatrics and Medical Surgical Nursing.  This course provides access to an instructor-facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

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

Corequisite:  NURS-003

CAN:  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 elective course is recommended to be taken during the fourth semester of the nursing program. The course correlates with the content of NURS 004, Advanced Medical-Surgical/Geriatrics/Mental Health/Leadership and Management Nursing. This course provides access to an instructor facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

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

Corequisite:  NURS 004

CAN:  None
*Advisory Level:*          Read:   3          Write:   3          Math:   2
Transfer Status: None                                     Degree Applicable: NAA
CSU GE:  None               District GE: None                    IGETC:  None

**COURSE DESCRIPTIONS AND INFORMATION**

## NURS-138 - Work Experience | 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: 1.81　　Repeatable: 15　　Grading: K

Prerequisite: Completion of NURS-112 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: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

CAN: None

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

Transfer Status: CSU　　　　Degree Applicable: AA/AS

CSU GE: None　　District GE: None　　IGETC: None

## NURS-170 - Strategies for Nursing Student | Units: 2
## Success: Entry Level

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: 2　　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 | Units: 2
## Success: Advanced Level

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-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 course provides a description of the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, tides, and plant and animal life in the ocean. The course partially fulfills the general education requirement in physical science, without a laboratory.

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

Recommended: 3 units of Math 310 with "CR" or placement based on math assessment

CAN: None

*Advisory Level:*　　Read: 3　　Write: 3　　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 and Epistemology

Introductory course for philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only basic concepts and ideas, but causes of the development of philosophical history.

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

CAN: PHIL 2

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

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

CSU GE: C2　　District GE: C2　　IGETC: 3B

## PHIL-011 - Introduction to Philosophy: | 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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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-098 - Directed Study in Philosophy        Units: 0.5 - 9

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

Lecture Hours: 0        Lab Hours: 1.81        Repeatable: 17        Grading: O

CAN: 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

Intermediate practice and theory of photography. The course will include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will discuss issues within photography, ways to conceptualize the finished image and how photography is used in print and electronic media. Students must provide their own 35 mm camera.

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

Prerequisite: PHOTO 022

CAN: 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

## PHOTO-098 - Directed Study in Photography        Units: 0.5 - 9

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

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

CAN: 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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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: E2              IGETC: None


**PED-024      - Beginning Golf**                    **Units: 1**

This course is designed to teach the fundamentals of a golf swing using irons, fairway woods, and driver. Putting, chipping, and pitching skills will also be covered. Information on rules, scoring, etiquette, and course play will be included. Students will be required to pay for range balls and green fees.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: L

CAN: None

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

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

CSU GE: 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/UC                             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

**COURSE DESCRIPTIONS AND INFORMATION**

**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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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-068  -  Ultimate Frisbee    Units: 1

Students will learn Ultimate Frisbee skills, strategies and physical fitness training.

Lecture Hours: 0    Lab Hours: 3    Repeatable: 2    Grading:  L

CAN:  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-069H  -  Outdoor Education-Hiking    Units: 1.5

Physical activity course in hiking.  Students will learn the principles and concepts of environmentally sensitive and safe participation in outdoor education activities.

Lecture Hours: 0    Lab Hours: 4.5    Repeatable: 3    Grading:  L

CAN:  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-070  -  Fitness Walking    Units: 1

Students will learn the principles and concepts of cardiovascular fitness through the activity of speed walking.

Lecture Hours: 0    Lab Hours: 3    Repeatable: 3    Grading:  L

CAN:  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 Education    Units: 0.5 - 9

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

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

Open Curriculum:  No prerequisite, corequisite or levels
CAN:  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 an introductory course in the four main areas of earth sciences: geology, oceanography, meteorology, and astronomy. The course content is delivered primarily through laboratory activities, hands-on experiments, and short lectures. Emphasis is on geology: mineral and rock identification, erosion, igneous activity, plate tectonics, and mountain building. Students will tumble and polish rocks. The oceanography section will cover the continental margins and ocean floor, while the meteorology section will focus on the Earth's dynamic atmosphere and gas content. The astronomy section will present an inventory of the solar system and of our own galaxy.

Lecture Hours: 2    Lab Hours: 3    Repeatable: No    Grading:  L

CAN:  None
*Advisory Level:*    Read:  3    Write:  3    Math:  2
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: B1,B3      District GE: None      IGETC: 5A

### PHYS-004A   -   General Physics     Units: 5

This course is the first in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of mechanics are introduced at an elementary but calculus-based level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, and simple harmonic motion, universal gravitation and fluids . Practical applications of these principles are discussed. A problem solving approach is used emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4      Lab Hours: 3      Repeatable: No    Grading: L

Prerequisite: MATH 072 with C or better

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

## *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: US-2      District GE: D,D*      IGETC: 4H

## *Psychology*

### PSYCH-001   -   General Psychology     Units: 3

This behavioral science course is a basic introduction to the scientific study of the psychological, biological and environmental influences on behavior. It is a survey of traditional and contemporary theories and attitudes about perception, consciousness, learning, memory, thinking, human development, intelligence emotions, motivation, personality, stress/adaptation, abnormal behavior/ treatment, and the social world. It is designed to give insight into oneself and others.

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

CAN: 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 of women within an historical, familial, societal, and cultural framework. A variety of experiences and issues that uniquely concern women, which are traditionally examined from a male point of view, will be explored. The concepts of development, adaptation, well-being, and the diversity of women will be included using psychological theories and current research.

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

CAN: 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: 4D

**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: E     District GE: D,E1     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: 1.81     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

**COURSE DESCRIPTIONS AND INFORMATION**

## Sign Language

### SL-001A - Introduction to American Sign Language    Units: 3

This is a language course providing beginning American Sign Language instruction in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course satisfies both foreign language requirements, GE requirements, and can lead to bilingual employment certification.

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

CAN: None

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

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

CSU GE: C2      District GE: C2      IGETC: None

### SL-001B - Intermediate American Sign Language    Units: 3

This course is designed to enable second semester students of American Sign Language to become more fluent in their language acquisition. The student will continue learning vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Students are challenged to sign longer expressive dialogues, to comprehend more complicated dialogues, and self-generated short stories, which will help develop intermediate conversational skills.

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

Prerequisite: SL 001A, with C or better, or two years of High School ASL, or the equivalent

Recommended: Review of SL 001A material

CAN: None

*Advisory Level:*    Read: 3      Write: 3      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, with C or better, or equivalent

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: 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 with C or better

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: 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-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-098 - Directed Study in Social Science    Units: 0.5 - 9

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

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

CAN: None

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

Transfer Status: CSU        Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

## Sociology

### SOC-010 - Introduction to Sociology    Units: 3

This course is a survey of the principles and basic concepts of sociology. It includes the analysis of American culture, social organization, group behavior, social stratification, racial and ethnic groups, and the dynamics of social change and other social processes.

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

CAN: 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

Credit by Exam: Yes

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:  6A

**SPAN-001B    -   Elementary Spanish                          Units: 5**

This is the second of two  courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain.

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

Credit by Exam: Yes

Prerequisite:  SPAN 001A

CAN:  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 is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. This course will focus on the development of 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding of dialectal differences; 3) oral expression and critical thinking through commentary and cultural/historical presentations.

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

Recommended:  Demonstrate basic conversational skills in Spanish as first or home language through a minimum 1 page essay and an interview with the instructor.

CAN:  None

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

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

CSU GE:  C2                    District GE: C2                          IGETC:  6A, 3B

**SPAN-020B    -   Spanish for Spanish Speakers                Units: 5**

This is the second in a two-course sequence specially designed to serve the needs of students whose first or home language is Spanish. This course will focus on the continuing development of 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding of dialectical differences; and 3) oral expression and critical thinking through commentary and cultural/historical presentations.

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

Prerequisite:  SPAN 020A

CAN:  None

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

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

CSU GE:  C2                    District GE: C2                          IGETC:  6A, 3B

**SPAN-091A    -   Conversational Spanish                      Units: 3**

This three-unit course is designed to develop oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation, and grammar.  In addition the students will develop an ability to use the Spanish language in everday situations and become acquainted with some aspects of the Hispanic culture.

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

**COURSE DESCRIPTIONS AND INFORMATION**

## SPAN-091B  -  Conversational Spanish                  Units: 3

This is the second of two courses designed to increase oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation and grammar, that will result in the development of an abilitiy to use Spanish language in everyday situations and become acquainted with some aspects of the Hispanic culture.

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

Prerequisite:  SPAN 091A, with C or better

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

## SPAN-098    -  Directed Study in Spanish        Units: 0.5 - 9

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

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

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

# *Surveying and Geomatics*

## SG-149        -  3D Laser Scanning for Land        Units: 3
                    Surveying

This course introduces students to 3D laser scanning for land surveying.  The fundamental principles of 3D laser scanning are discussed.  The implementation of time-of-flight measurement and interaction of laser beams with various types of surfaces are  examined.  Students will learn the structure of a 3D laser scanner, its operation in the field, data collection  and  geo-referencing.  Topics on post-measurement processing include data transfer to an
office computer, point cloud registration and calibration, data filtering and checking, mesh and surface generations, digital image calibration, 2D drawing generation, feature code management and animations.  Several applications in land surveying are discussed.

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

Recommended:  ENGR 060, with minimum grade C

CAN:  None
*Advisory Level:*      Read:   3          Write:   3              Math:  3
Transfer Status: None                      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-010    -  Beginning Screenwriting            Units: 3

In this course, students are introduced to and use the basic principles of screenwriting to develop story ideas, gain an understanding of narrative structure, character development, write effective dialogue, and become  familiar with professional script terminology and format.   Students will learn to formulate constructive critiques of their own work and the work of others.

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

CAN:  None
*Advisory Level:*      Read:   3          Write:   3              Math:  None
Transfer Status: CSU                      Degree Applicable: AA/AS
CSU GE:  None              District GE: C1              IGETC:  None

## THEAT-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

**COURSE DESCRIPTIONS AND INFORMATION**

**THEAT-045    -  Shakespeare on Film**                    **Units: 3**

In this course students read and study Shakespeare's plays and view and study Shakespeare's plays on film.  They will study the nature of adaptation, character development, story structure, visual style, and compare and contrast different films of the same play.

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

CAN:  None

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

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None              District GE: C1                    IGETC:  None

## Vietnamese

**VIET-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/UC                              Degree Applicable: AA/AS

CSU GE:  C2              District GE: C2                    IGETC:  6A

**VIET-001B      -  Elementary Vietnamese**                    **Units: 5**

This is the second course in Vietnamese with  emphasis on understanding, speaking, reading and writing.  Further training  includes pronunciation, vocabulary, grammar, syntax, spelling, intonation, cultural backgrounds.  Continuation of  an introduction to Vietnamese literature and culture will be analyzed.

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

Prerequisite:  VIET 001A with C or better

CAN:  None

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

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

CSU GE:  C2              District GE: C2                    IGETC:  None

**VIET-091A      -  Conversational Vietnamese and Culture**                    **Units: 3**

This course is designed for students desiring a basic, practical conversational approach to learning the Vietnamese language. The course emphasizes conversation and vocabulary building with a minimum of grammar.  A variety of classroom activities will permit the student to actively use the language.  Cultural topics will center on Vietnamese customs and traditions, including family concepts, religion, special events and food, as well as the history of Vietnam.

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

CAN:  None

*Advisory Level:*        Read:   2          Write:   3          Math:  None

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None              District GE: None                    IGETC:  None

**VIET-091B      -  Conversational Vietnamese and Culture**                    **Units: 3**

This is the second course of two covering the essentials of Vietnamese conversation leading to the development of  ability to use the Vietnamese language in everyday situations.

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

Prerequisite:  VIET 091A, with C or better

CAN:  None

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

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None              District GE: None                    IGETC:  None

## Women's Studies

**WOMS-010    -  Introduction to Women's Studies**                    **Units: 3**

This course will explore women's theory and the perspectives of women from different ethnicities, age and social groups and social classes, along with contemporary definitions and values that affect  women's livelihoods.  Perspectives on cultural, ethnic, and gender similarities and differences will be examined.

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

CAN:  None

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

Transfer Status: CSU                              Degree Applicable: AA/AS

CSU GE:  None              District GE: D,E1                    IGETC:  None

## Work Experience

**WE-088        -  General Work Experience**                    **Units: 1 - 6**

The Cooperative Work Experience program is designed to assist students expand their career options and develop new job skills.  A maximum of 6 six units of General Work Experience may be earned. Internship/Job Placement is not guaranteed.

Lecture Hours: None          Lab Hours: 1.81          Repeatable: 6     Grading:   O

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

CAN:  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
- Auditing
- Units
- Credit/No-Credit Grading
- Attendance
- Class Conflicts
- Academic Renewal
- Academic Leave (Leave of Absence)
- Student Records
- Student Access to Records
- Family Education Rights and Privacy Act (FERPA)
- Academic Probation and Dismissal
- Student Learning Outcomes (SLOs)
- Lost and Found

## AWARDS OF DISTINCTION

### Honors At Graduation

Students graduating with cumulative Grade Point Averages (GPA) between 3.5 and 4.0 are eligible to receive a gold chord to be worn at Commencement. The following awards of distinction are designated in the Commencement Program:

```
  * CUM LAUDE……………… …. GPA  3.5- 3.74
 ** MAGNA CUM LAUDE……. …… GPA  3.75-3.99
*** SUMMA CUM LAUDE……........ GPA  4.0
```

## GRADES

Grades are issued by instructors at the end of each semester for each class. All grades are final and will not be changed unless any of the following can be demonstrated:

### Grade Changes/Challenges

- Once awarded, grades are final and cannot be changed except in extenuating circumstances (per Education Code 76224a). Grades will not be changed except in cases involving a) mistake, b) fraud, c) bad faith, or d) incompetency.

- Requests for grade changes must be made within two years of receiving the grade, and will not be permitted after that time period.

### Definition of Letter Grades and Symbols

Letter grades and symbols shall be assigned to students to indicate proficiency or grasp of course material according to the following criteria:

Grade "A" – Distinguished

1. The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.
2. The student consistently distinguishes self in examinations, reports, projects, and class participation.
3. The student shows independent thinking in assignments and class discussion.
4. Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.
6. The student complies with class attendance regulations.

Grade "B" – Above Average

1. The student consistently shows mastery of the course content, and usually is able to apply it to new situations or to relate it to other knowledge.
2. The student is consistently above average in examinations, reports, projects, and class participation.

3. Work is in proper form, shows evidence of research, and is submitted punctually.

4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills, ability, and performance.

5. The student complies with class attendance regulations.

Grade "C" – Average

1. The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student's competence in the content is sufficient to indicate progression to the next course in the same field.

2. Assignments are completed in good form and on time.

3. If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

4. The student consistently makes average scores on examinations, projects, and reports.

5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

6. The student complies with class attendance regulations.

Grade "D" – Below Average / Minimum Passing

1. The student falls below the average in examinations, projects, and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty in completing the next course in the same field.

2. Assignments are completed in imperfect form, are late, or are of inconsistent quality.

3. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable but below-average skills, ability, and performance.

4. The student complies with class attendance regulations.

5. Grade "D" may permit passing to the next course, depending upon course discipline prerequisites.

6. In Optional 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 suspended from a course or the College.

7. The "F" grade is used in computing the standards of probation and dismissal.

Grade "CR" – Passing Credit Earned

A "CR" grade is equivalent to a "C" or better grade. "CR" is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.
(Optional) Grade "CR" can be converted to an "A" or "B" or "C" grade.

(Mandatory) Grade "CR" may be used to progress to the next higher level only in designated development courses.

The "CR" grade is not used to calculate academic probation or dismissal.

Grade "NC" – Less Than Satisfactory/No Credit Earned

1. Grade "NC" is used in credit/no credit classes only.

2. The student makes unsatisfactory grades in examinations, projects, and reports.

3. The student does not show evidence of competence in the subject matter.

4. Assignments may be omitted or are incomplete.

5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability and performance.

6. The student does not comply with class attendance regulations.

7. In optional (Category 1) Credit/No Credit classes a "D" or "F" grade will convert to and "NC" grade.

8. The "NC" grade is used in computing the standards of probation and dismissal.

Symbol "W" – Withdrawal

1. No notation ("W" or other) shall be made on the permanent record of the student who withdraws from a course or the College during the first four weeks, or 30% of a term, whichever is less.

2. Withdrawal between the end of the 4th week and the 14th week or 75% of the term of instruction shall be recorded as a "W" on the student's permanent record.

3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a "W" grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.

4. "W" shall not be used in calculating grade point average, but excessive "W"s shall be used in calculation of "Progress Probation and Dismissal."

ACADEMIC POLICIES

Symbol "MW" – Military Withdrawal

1. Military withdrawal occurs when a student who is a member of the US military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of MW shall be assigned.

2. In stead of an "MW" symbol, a student may directly petition the faculty member for an incomplete (I) grade. If granted, the student will receive an IMW. This grade will default to MW as opposed to the standard letter grades if the student fails to ever complete the class.

3. In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District shall upon petition of the affected student refund the entire enrollment fee for courses in which academic credit is not awarded.

4. Military Withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations.

Symbol "FW" – Unofficial Withdrawal

1. Unofficial withdrawal occurs when students withdraw without permission and without having achieved a final passing grade.

Symbol "I" – Incomplete

The "I" grade may be given only upon written agreement between the student and the instructor. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. In a written record on an "Incomplete" form, the instructor shall state the conditions for removal of the "I" and the grade to be assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.  Students requesting an Incomplete must have completed at least 75% of the term and be in good academic standing.

1. The "I" may be made up no later than one year following the end of the term in which it was assigned.

2. The student may not clear the Incomplete by reenrolling in the course.

3. The symbol "I" is assigned no grade points in computing the grade point average.

4. The "I" is used in calculating "Progress Probation and Dismissal."

Symbol "IP" – In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is "in progress." The "IP" shall not be used in calculating grade point average. Only the Office of Admissions and Records can assign "IP".

Symbol "RD" – Report Delayed

The "RD" symbol can be assigned only by the Office of Records and Admissions. It is used when there is a delay in reporting the grade. This symbol is not used in the calculation of Probation or Dismissal.

Grade Points and Grade Point Average (GPA)

Letter grades and symbols are assigned grade points according to the following system:

| | | | |
|---|---|---|---|
| A | = 4.0 | CR | = 0.0 |
| B | = 3.0 | NC | = 0.0 |
| C | = 2.0 | W | = 0.0 |
| D | = 1.0 | RD | = 0.0 |
| F | = 0.0 | IP | = 0.0 |
| MW | = 0.0 | | |

Grade point average is computed by the following formula:

$$\text{Grade Point Average} = \frac{\text{Total Grade Points Earned}}{\text{Total Semester Units Attempted}}$$

Grade criteria for individual courses are found in the Grades section of the Course Syllabus provided by the instructor on the first day of class.

## AUDITING

District policy does not allow auditing and/or sitting in classes without being registered in those classes.

## UNITS

A unit is defined as the course credit equal to approximately one attendance hour per week of lecture-recitation, seminar, or other approved course activity throughout a semester. A unit of credit may also be granted for approximately three hours per week of laboratory.

The following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

## CREDIT/NO-CREDIT GRADING

Students may take some courses on an optional credit/no-credit. These are found in the course section of the catalog and have an "O" in the grade designation. A CR/NC petition must be submitted to Admissions and Records by published deadlines in the Schedule of Classes. The CR 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.

- Will be used in calculating Progress, Probation, or Dismissal.

- May not convert to a letter grade by examination.

- May not be converted to a letter grade once 5 weeks, or 30% of the semester has elapsed.

**NOTE:** Once this request is made, the student may not request that the CR/NC be converted to letter grade at a later date. 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.

**ACADEMIC POLICIES**

**ACADEMIC POLICIES**

### Pre-collegiate and Basic Skills 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.

For specific information about the meaning of the "CR" and "NC" grades see the Grades section of this catalog.

### Limits on Pre-collegiate Basic Skills Units

Students may not enroll in more than 30 semester units of basic skills courses as restricted by Title V, section 55756(b). The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability.
3. Students who show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses. Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

Pre-collegiate/Basic Skills Courses:
ENGL 310, 310L, 321, 321L, 322, 322L, 330, 341, 394
GUIDE 104, 108, 394
II 380, 394
MATH 310, 311, 394

### ATTENDANCE

Students are expected to attend all sessions of each class. Instructors may drop students from class if they do not attend the first class meeting. Absences may lead to disqualification from a course in which the instructor requires attendance and maintains an attendance record. No student shall be dropped from a course whose absences are fewer than the number of times the class meets in one week. A student who simply stops attending without formally dropping may receive an unsatisfactory grade and may be required to repay financial aid funding.
Students who are dropped but feel that extenuating circumstances justify their absences may petition for readmission to the course. Petition For Readmission forms are available in the Office of Admission and Records.

### CLASS CONFLICTS

Students may register for two or more classes which conflict in day and time only with written authorization of the instructors involved and approval of the Director of Admissions and Records.

### ACADEMIC RENEWAL

District policy grants Academic Renewal as follows:

Academic Renewal Course Repetition.
Students may repeat any course, two times only, for which they have received a "D" or "F" grade at EVC or SJCC.

Courses repeated for a better grade after 2000 will automatically replace the original non-passing grade in the student's units completed and GPA calculation. (For original courses taken prior to 2000, students should complete an Academic Renewal petition). The change, noted as Academic Renewal (AR), is posted on the Evergreen Valley College transcript. The original non-passing grade will still appear on the transcript, but no longer be calculated in the GPA.

When students must repeat a course for a third time in order to proceed to the next level course, (where a minimum grade of "C" is required), the second non-passing grade (AR) and the third passing grade will be averaged into the student's GPA. Students repeating a course for the third time will need to see a counselor and petition the Vice President of Student Affairs.

### ACADEMIC LEAVE (LEAVE OF ABSENCE)

Academic Leave provides students with an opportunity to pursue activities related to their academic program otherwise unavailable at EVC. It is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for an Academic Leave of Absence is available in the Office of Admissions and Records. It requires the 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. There must be a reasonable expectation that the student will return from the Academic Leave.

Leave may be granted for two consecutive semesters, not to exceed a total of three consecutive semesters. In cases of extreme hardship, the Director of Admissions and Records may grant extensions.

Students who receive Federal Financial Aid must qualify for an Approved Financial Aid Leave of Absence, which includes the following restrictions:

- Leave may not exceed a total of 180 days in any 12-month period.
- The institution will not assess any additional charges nor may the student's financial need increase, and therefore, the student is not eligible to receive any additional Federal Student Aid.
- A student returning from an approved leave must continue their academic program at the same point in the academic program that he or she began the leave, unless the student was enrolled in a clock-hour or non-term, credit-hour program.
- Students who fail to return after their approved leave will have their last date of attendance recorded as the Withdrawal Date. In the case of Title IV loan recipients, this could effect the loan repayment terms, including the expiration of the student's grace period.

Upon approval of the application for Academic Leave of Absence, the student's transcript at the college will be appropriately annotated to reflect the leave for the granted period (AL). Students who fail to return after their approved leave will have their last day of attendance recorded as the Withdrawal Date. (See the Office of Financial Aid for more information.) Once withdrawn, students must reapply to the college if they wish to return.

## STUDENT RECORDS

Official academic records are kept and maintained in the Office of Admissions and Records. These records consist of a complete listing of all course work attempted at the College: the student's academic transcript record, assessment scores, and transcripts from other schools and colleges. Financial aid transcripts and records of students receiving financial aid are kept and maintained by the Financial Aid Office.

Private Records related to students with physical and learning disabilities are kept and maintained by the Disabled Students Program.

Private records related to students receiving health services are kept and maintained by the Health Services Center.

Private Records related to student behavior leading to disciplinary action are kept and maintained by the Office of the Vice-President, Student Affairs.

All student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA).

## STUDENT ACCESS TO RECORDS

Students have the right to access their records and may challenge any records they find to be inaccurate, For more information on accessing records and the process for changing record inaccuracies, please see the Federal Education Rights and Privacy Act section of this catalog.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Once a student reaches the age of 18, the college considers him/her an adult, and the parents' rights transfer to the student.

- Parents of students under the age of 18, or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the

school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions:

  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid awarded to a student.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies.
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. When applying to EVC, students may request, in writing, that their directory information be withheld.

## ACADEMIC PROBATION, DISMISSAL AND REINSTATEMENT

The probation procedure notifies students that their academic performance is below minimum college standards. It is intended to encourage students to take the necessary action to be successful. The process may include a reassessment of educational, vocational, and personal goals. It is essential that the student meet with a counselor.

### Academic Probation

A student who has attempted a total of 12 semester units of letter grades (A, B, C, D and F), as shown by the permanent record, will be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.

### Progress Probation

A student who has enrolled in a total of 12 semester units, as shown by the permanent transcript, will be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "I," "W," and "NC" are recorded reaches or exceeds fifty percent (50%).

### Academic Dismissal

A student who is on Academic Probation twice will be academically dismissed from the College if the student earns, in letter grade classes (A, B, C, D and F), a grade point average of less than 2.0 in the next two terms of enrollment.

ACADEMIC POLICIES

**Progress Dismissal**

A student who is on Progress Probation twice, will be academically dismissed if at the end of the second subsequent term of enrollment, the number of "I," "W," and "NC" reaches or exceeds 50% of all entries.

**Reinstatement After Dismissal**

A student must petition for reinstatement following dismissal and must make an appointment with a counselor. Petitions for Reinstatement are available in the Counseling Office.

The petition must contain:

1. An explanation of the situation that resulted in dismissal.
2. A plan for future success.
3. A proposed list of classes for the coming semester.
4. A clear justification for re-admission.

**STUDENT LEARNING OUTCOMES**

Learning can take place in many different ways, not just by taking a class and being tested. Student Learning Outcomes (SLOs) are measurable and produce data used to assess what is learned by students within a given class, program or service. All courses, services, and programs are using SLOs to help evaluate, and if needed modify, how learning and services are delivered to best meet student needs.

**LOST AND FOUND**

Items should be turned into the Campus Police Department. To claim a lost item call 408.270.6468

Hours are:

M-SAT:      7:00 AM - 11:00 PM
SUN:        7:00 AM - 3:00 PM
Holidays:   8:00 AM - 4:00 PM

# CHAPTER 7: STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS



**IN THIS CHAPTER:**

- Office of Student Life
- Child Development Center
- Counseling and Guidance
- Disabilities Support Program (DSP)
- Extended Opportunity Program and Services (EOP&S)
- Student Support Services (FasTrack) Program
- Health Services
- EVC Job Placement Center
- Learning Resource Center
- Library Services
- Individualized Instruction Program
- Campus Tutoring Program
- Transfer/Career/Co-op Education Center
- Veterans Affairs
- Special Academic Programs

## OFFICE OF STUDENT LIFE

### Philosophy

Involvement is the key to your success at Evergreen Valley College! The Office of Student Life seeks to create a nurturing campus environment by enhancing your co-curricular experiences, which will increase your likelihood to succeed. This office plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. The Office of Student Life serves as the hub of campus events and activities and strives to collaborate with other campus departments, programs, and organizations to meet the various needs of our diverse student population. By visiting the Office of Student Life, you can learn how to join Associated Student Government or one of the many other student organizations that currently exist at EVC.

We encourage you to drop by the Office of Student Life which is located on the 2nd floor of the Gullo Student Center. Ask any Student Life staff member how to get involved, join student government, a student club, or just get campus information. Whether you wish to be a spectator, a participant, or a leader, we can assist you in your journey at EVC.

### Student Activities

Student Activities are guided by the belief that college learning extends beyond the classroom. Leadership and co-curricular events and activities provide a "laboratory" for learning within a collaborative environment. Student activities augment classroom instruction by fostering unique and expanded educational and cultural experiences. These experiences prepare students for future civic and social responsibilities through community service, learning, and leadership development experiences. They also foster personal growth and facilitate interaction between students, faculty, and administrators from varied backgrounds in diverse settings through organization of social and recreational activities.

Understanding that the definition of student activities includes co-curricular as well as social and cultural activities, a wide range of diverse activities is encouraged and sponsored by the students, faculty, and administration. Many student activities are supported by the Associated Students in cooperation with various campus organizations. Programs are funded through the $5 per semester AS Activities/Membership fee.

### How can students get involved in Student Life at EVC?

- Attend campus events and activities during the year
  - Week of Welcome
  - EVC Kicks It Outside Student Information Day
  - AS Club Rush (student club information/recruitment)
  - Support events during the year such as Latino Heritage Month, Black History, Women's History, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities

- Join the Associated Students; participate in campus government
- Join a student organization or start your own
- Plan campus events and activities for students
- Become an EVC Student Ambassador

Students interested in the many activities, organizations, and clubs available at EVC should contact the Office of Student Life located in G-205 or by phone at (408) 274-7900 ext. 6768. Information is also available online at http://www.evc.edu/student_life/

### Associated Students Government of Evergreen Valley College

The Associated Students Government of Evergreen Valley College (ASG), with offices located in Gullo II (G2-110), holds open meetings weekly to address issues that affect the entire student body, develops policies that impact and promote student life, and funds student-focused events and activities. Elections are held annually every spring semester, and officers serve for the following academic year. Appointments for various ASEVC positions occur throughout the academic year.

Students interested in Student Government opportunities and activities, should contact the ASG Office in G2-103, or phone (408) 274-7900 ext. 6692. Information is also available online at http://www.evc.edu/associated_students/

### Services

- Coordinating campus-wide (cultural, educational, recreational and social) events & activities for students.
- Gullo Student Center reservations and managing use of facilities.
- Off-campus vendors and information tables.
- Approval for posting of flyers on campus.

### The Gullo Student Centers

Located In Gullo I:

- Fresh and Natural Food Court (grill, pizza, deli sandwiches, hot entrees, espresso bar, salad bar, fresh fruit & pastries).
- EVC Campus Store (textbooks, supplies, magazines, paper-backs, gift items, candy, computer software, clothing).

  The Campus Store is proud to serve students, faculty and staff. We carry course materials, school supplies, logo products, backpacks, greeting cards, candy, and gifts. We are located upstairs in the Gullo Student Center (G-201).

  We are committed to keeping the cost of textbooks down by making available as many used books as possible. Our textbook buyback program enables students to recycle their books and to receive cash back on the spot. We pay the highest dollar value during finals week - up to 50% of new book price. We buy back every new and used college textbook for which there is a resale market. To qualify for buyback, a book must be the correct edition, in good condition with all the original pages and components,

and have limited highlighting and writing. Please check individual stores for details.

Our goal is to help students succeed. For more information, call (408) 274-7900, ext. 6824; recording ext. 6465; 408) 531-0418 TDD; or visit the campus store website at http://campusstore.evc.edu

- ATM Machine (Santa Clara County Federal Credit Union) and Pay Phone are located on the lower level in the southeast corner of the cafeteria. ATM is for withdrawals only.
- Game Room (G-111) contains video arcade games, an air hockey table, a foosball table, a jukebox, and coin change machine.
- Pool Table Room (G-112) has a pool table, bar table and chairs for student use.
- Student Lounge (second floor) with Big Screen TV for viewing broadcast television.
- Cyber Lounge (G -201) houses I-Mac computers for Internet access.
- Vending Machines and Microwave (G-106) are available for students.

Located In Gullo II:

- Associated Students Office (G2-110).
- Club Room (G2-104).
- Conference and meeting rooms.

For more information about the Gullo Center hours of operation, and available services check the website at http://www.evc.edu/gsc/.

## CHILD DEVELOPMENT CENTER

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 while preparing 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 certificated 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

**STUDENT SERVICES**

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.

### Cost

Low-income students may be eligible for a 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 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 the center at (408) 270-6452.

### 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.

**Location:** The Child Development Center is in a chocolate-colored building, located in the student parking lot, on the Yerba Buena Road side of the campus. For hours of operation and more information call (408) 270-6452, or visit us online at http://www.evc.edu/cdc/.

## 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. Counselors work jointly with students to develop a student educational plan (SEP) to fulfill the course requirements to meet the student's 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 teaches guidance courses to assist students with college orientation, career exploration, study skill success, and the like. These classes are listed in the catalog and schedule under the heading Guidance.

Day and evening counseling services are available on both an appointment and a walk-in basis. For office hours, more information and/or to schedule a counseling appointment, contact the EVC Counseling Department, located in the Student Services Building, Room SC-256, at (408) 270-6475, or visit us online at: http://www.evc.edu/counseling/

## DISABILITIES SUPPORT PROGRAM (DSP)

Disabilities Support Program (DSP) provides support services and instructional programs for students with disabilities who are attending Evergreen Valley College.

A variety of services are available including academic and vocational counseling, interpreting or captioning services (for students who are deaf), mobility assistance, provision of print materials in alternate formats (for students with visual impairments or learning disabilities), tutorial assistance, and individual adaptive assistance as needed.

Specialized courses offered through DSP include classes for students with learning disabilities, speech/language

impairments, visual limitations, hearing impairments, and mobility limitations. Specific courses in adaptive physical education (APE), assistive computer technology, and learning strategies are offered to accommodate students with various disabilities.

Services offered through the Disabilities Support Program comply with Section 504 and 508 of the Federal Rehabilitation Act of 1973 and its amendment of 1998, Title V of the State of California Education Code, and the Americans with Disabilities Act of 1990.

### High Tech Center for Students with Disabilities

The High Tech Center, located in the DSP, is available for students who are unable to access the screen, keyboard, or word processing in traditional computer classes. Training is provided in assistive hardware/software to meet the unique needs of students with low vision, orthopedic or learning disabilities, hearing loss, or cognitive disabilities acquired from brain injuries. Students can utilize software designed for cognitive retraining, basic skills development, and problem solving improvement.

For office hours, more information, or a counseling appointment, visit the Disabilities Support Program office in the Student Services Center, Room SC-120, or call (408) 270-6447 (voice) or (408) 238-8722 (TTY). Information is also available online at http://www.evc.edu/counseling/dsp/.

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)

Evergreen Valley College offers Extended Opportunity Program and Services (EOP&S) to assist students in meeting the social, financial, and academic requirements of completing a college education. As a California-funded student support program, EOP&S is designed specifically for students who face financial and educational challenges. The mission of EOP&S is to provide access to financial and social support to successfully complete a program in higher education--whether a student seeks to transfer to a four-year institution, earn an associate degree or a vocational certificate.

EOP&S is comprised of counselors, outreach specialists, administrative support, student workers, and an EOP&S Director dedicated to the overall welfare of students from diverse cultural, social, educational, and economic backgrounds. EOP&S welcomes students from all stages of life, and unique perspectives. EOP&S is here to serve your needs, your success is our business. Call EOP&S at (408) 270-6455 for information about application requirements.

### EOP&S Eligibility Requirements

All interested students must complete the EOP&S application. Staff members are available to assist you. To be considered for the program, all of the items listed below must apply to you:
- Be a California resident as determined by the Evergreen Valley College Admissions and Records Office
- Qualify for the California Community Colleges Board of Governors Fee Waiver (BOGFW) Part A or Part

STUDENT SERVICES

B (visit the Financial Aid Office for information and assistance to complete the form)

- Have completed less than 70 degree applicable units (including all prior college work)

- Be enrolled as a full-time student (12 units or as determined by DSP)

- All students must meet educational disadvantage criteria, as defined by one or more of the following:
  - Not qualified for minimum college level Math or English required for associate's degree
  - Not in possession of a high school diploma or GED certificate
  - Graduated from high school with a GPA of less than 2.5
  - Are the first in your family to attend college (i.e. neither parent received a college degree)
  - Current or previous college enrollment in remedial level classes
  - In the judgment of EOP&S director/designee, to be determined educationally disadvantaged

## EOP&S Support Services

As an EOP&S student in good academic standing, (2.0 GPA or better) you have access to the following services:

- Academic counseling
- Assistance in completing federal, state, and college financial aid applications
- Career Counseling
- Complimentary graduation cap and gown
- Counseling workshops
- Emergency loan request
- Employment referrals
- Fee waivers for UC and CSU admission application
- Fieldtrips related to academic aspirations and career exploration
- Grants based on state funding and student eligibility
- Invitations to engage in campus activities and special events
- Monitoring of academic progress
- Newsletter regarding EOP&S updates and deadlines
- Personal counseling
- Priority Registration
- Referrals to on- and off-campus resources for academic and career support
- Scholarship information
- Scholarship recommendation letters
- Study skills instruction
- Textbook vouchers
- Transfer assistance to UC, CSU and other transfer options
- Tutorial services
- University transfer letters of recommendation

## Cooperative Agencies Resources for Education (CARE) Program

The Cooperative Agencies Resources for Education (CARE) is also a California-funded program  designed to help EOP&S students who are single parents  seeking education opportunities . In conjunction with the Santa Clara County Department of Social Services and other community agencies, CARE services strives to break down some of the barriers single parents face when pursuing higher education. The CARE Program provides single parent students with additional support services including grant funds, school supplies, child care subsidy, transportation assistance, and meal tickets. These services are in addition to the services provided to all EOP&S students.

### CARE Program Eligibility

Students are eligible to receive CARE services by meeting all of the following requirements. Verification and documentation is required.

- Meet all EOP&S requirements
  - Be a single parent and at least 18 years of age
  - Be a single head of household
  - Have at least one dependent child under the age of 14
  - Currently receive Temporary Assistance for Needy Families (TANF) benefits
  - In pursuit of completing a vocational certificate, an associate degree, or university-transfer requirements

The CARE Office is located next to EOP&S in the lower level of the Dr. Chavez Student Services Building (SC-118). There are caring, knowledgeable, friendly faculty and staff available to help you with the application process and services. A CARE application is required in addition to the EOP&S application. Call CARE at (408) 270-6429 , for information about application dead-lines. Information about the EOP&S and CARE programs are also available online at http://www.evc.edu/eops/

## STUDENT SUPPORT SERVICES (FASTRACK) PROGRAM

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, or disabled students, as they prepare to obtain a two-year degree and/ or transfer to a four-year university. The program provides educational planning, career planning, workshops, counseling, cultural enrichment activities, scholarships and tutoring, and referrals to on-campus and community resources.

### Counseling

The SSS 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 SSS 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 and planning, financial aid counseling, and scholarship information.

### Educational Planning and Career Planning

With the help of a program counselor, students are able to plan academic and/or career goals and to complete an individualized Education Plan. This plan serves as a "roadmap" to detail the classes the student will need to meet his/her educational goals. The Educational Plan is designed to ensure that those goals are met in an organized and timely manner.

### Workshops

The SSS 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 SSS program offers tutoring services in various subjects in cooperation with the EVC Tutoring Center and SSS Math Faculty members. These services provide additional support to students who are experiencing difficulty in academic courses.

### Cultural Enrichment Activities

Through the SSS 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 SSS Program, he/she must meet the federal eligibility requirements outlined by the U.S. Department of Education. Applicants must:

- Be a first generation college student.
- Have a maximum individual taxable income of $15,600 (add $5,400 for each additional family member in the 48 contiguous states; $6,750 for Alaska; $6,210 for Hawaii)*.
- And/or have a learning or physical disability.

Applicants under the age of 24 with no dependents 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 SSS Office.

*This maximum figure may increase in the 2008-2009 academic year.

### Location

SSS is located in SC-110, in the lower lever of the Student Center. For office hours and information, call (408) 274-7900, ext. 6547, or visit us online at online at http://www.evc.edu/fastrack/.

## 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.**

### Services Available

- Appointments with our doctor or nurse practitioners
- Treatment for chronic and minor illnesses
- Physical exams for the nursing program, work, or yearly checkup
- Nutrition Counseling with a Registered Dietitian
- Immunizations and TB skin testing          .
- STD and HIV screening and education
- Pregnancy tests
- Birth Control Counseling
- PAP smear and exam
- Low-cost laboratory services
- Some low-cost medications
- Medical emergency care when needed
- Health Education and Counseling.
- Referrals to community health agencies

### 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.

### Student Health Services do not cover the following:

- 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.

Student Health Services are not available during the summer.

### 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 SERVICES**

- 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.

### Location

Student Health Services is located in SC-124, on the lower floor of the Student Services Center. For office hours, more information or to make an appointment, please call (408) 270-6480. Information is also available on our website at http://www.evc.edu/health_services/

## EVC JOB PLACEMENT CENTER

Job placement services are available to all students enrolled at Evergreen Valley College. The Cooperative Education Work Experience/Job Placement Coordinator will assist students who are seeking full-time, permanent, employment opportunities related to their vocational academic major, or assist with identifying part-time employment to assist with finances while attending college.

Local employers, as well as other various companies, are aware of our job placement services and are continuously seeking to provide employment opportunities to Evergreen Valley College students.

In addition, our office provides information regarding the current labor market and job search techniques and will assist students with preparing or enhancing a résumé on an appointment basis.

For office hours and information regarding these opportunities, contact the Cooperative Education/Job Placement Coordinator, at (408) 274-7900 ext. 6857, stop by the office located in Student Services Center SC-214, or visit online:
http://www.evc.edu/transfer_center/

## LEARNING RESOURCE CENTER

The centralized Learning Resource Center (LRC) provides a variety of learning resources for students. These include Library Services, Individualized Instructional Lab, and Campus Tutoring Services.

The mission of the Learning Resource Center (LRC) is to enable students to improve their academic performance and enhance their educational experience by engaging in student-centered learning activities. These include topical workshops, study groups, discipline-based seminars, tutorial sessions, and interactive subject area computer programs.

Students can work at their own pace using computerized instructional material in the faculty supervised Computer Lab. Students have an opportunity to interact with their instructors as well as in small study groups. In an atmosphere carefully structured to be conducive to learning and to meet individual student's academic goals, the student can take advantage of a myriad of instructional activities and learning tools.

The Learning Resource Center is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call (408) 270-6333.

## LIBRARY SERVICES

The Library is located on the third floor of the Library/Educational Technology Building. It is a place to study and do research. The Electronic Research Area has computers with access to several full-text databases and the Internet, enhancing an excellent collection of books, magazines, audiocassettes, videos, DVD's and music CDs. The online catalog is a database of all materials available in both the Evergreen Valley College and San José City College Libraries.

Additional services and resources include assistive technologies, laptop computers, free (unsecured) wireless access to the Internet, study rooms for groups, research guides, ongoing cultural/art displays.

Loan rules vary by type of material. Students must obtain an EVC Student ID card from Admissions and Records to check out Library materials or to use computers in the Electronic Research Area.

Many classes come to the Library each semester for workshops tailored to the needs of particular assignments. Interested faculty should call or visit the Reference Desk to make appointments for class visits and to find Library resources in their disciplines.

A 3-unit online course, Electronic Research and the Internet (LIB 015), teaches students information literacy and how to conduct research using current information technologies.

Copy machines and print cards are available for a small fee. Small group rooms are available free of charge in the Library. Reference librarians and library technicians are ready to help. For hours of operation and more information please call (408) 270-6433, or visit our website at http://www.evc.edu/library/.

STUDENT SERVICES

## 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 faculty supervised Computer Lab. Students have an opportunity to interact with their instructors as well as in small study groups. In an atmosphere carefully organized to be conducive to learning and to individual students' academic goals, the students can take advantage of self-paced computer modules developed with two primary focuses:

1. To teach computer skills such as keyboarding, word processing, spreadsheets, database, graphics, desktop publishing, Internet basics, and the Macintosh operating system

2. To supplement classroom instruction in various subject areas, such as math and grammar.

The list of courses is frequently updated to provide individualized instruction and self-paced learning in most current technologies and other subject areas.

The Individualized Instruction Program is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call (408) 270-6333.

## CAMPUS TUTORING PROGRAM

Tutorial services are provided to students by qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group tutoring. Tutoring is also provided on a drop-in basis. The Tutoring Centers have been established to provide support, motivation, and encouragement for students. To receive tutoring services, a student must register for an II 210 Supervised Tutoring section in either center. This is a noncredit course, free to students registered at Evergreen Valley College.

Students who are interested in becoming tutors should be enrolled at the college for at least six units (three of which may be at San José City College), have a "B" or better grade in the course that they want to tutor, successfully complete the individualized Tutor Training Seminar (II 90), and be recommended by an instructor. Tutors who complete training receive a certificate from the College Reading and Learning Association.

### Location

The Campus Tutoring Center is located in the Library Technology Building (LE-200). For center hours or more information please call (408)274-7900 ext. 6802, or visit our website at http://www.evc.edu/tutoring_center/

The Math and Science Resource Center is located in the Acacia Building Room AD-141. For center hours or more information please phone (408) 274-7900, ext. 6883, or visit online at http://www.evc.edu/mse/mathCenter.htm

## TRANSFER/CAREER/CO-OP EDUCATION CENTER

The Transfer/Career/Co-op Ed Center provides transfer, career, and cooperative education work experience services. This important resource center is staffed by a Transfer counselor/coordinator, Cooperative Education Work Experience Coordinator and a transfer program specialist that are committed to working with students on long range goals as they prepare to transition from Evergreen Valley College to a four year college institution or directly into a career field.

### Transfer Services:

The successful transfer of EVC students to a wide variety of in-state and out-of-state colleges and universities is a high priority for the college. The Transfer Center is committed to providing services which directly assist potential transfer students in preparing for upper division work at a four-year college or university. Outreach efforts are made to identify and encourage students who have chosen or who may choose transfer as their educational goal. The EVC Transfer Center also works closely with many four-year institutions to facilitate the transfer process. Transfer services include:

- Academic preparation of an educational plan that leads to successful transfer
- Advising sessions with UC, CSU, and Private University Representatives
- Transfer workshops - TAA, TAG, Online Applications, UC & CSU Information, Personal Statement, WST, and others
- Transfer Day – Fall Semester (September)
- Assistance with Transfer admissions procedures and academic planning.
- Preparation of Transfer Admission Agreements/Guarantees (TAA/TAG). To various UC, CSU and Private 4-year colleges and universities.
- Campus tours and Field trips to Universities.
- Seminars - Presentations from alumni, specialized topics relating to transferring, UC, CSU, and Private University highlights and others.
- Transfer Students Recognition Reception.
- Transfer Center Open House – First Month of Fall (September) & Spring (February).

### Resources Available in the Center:

- College/university catalogs
- Applications for admission assistance
- Course schedules
- Articulation agreements
- Scholarship information
- Career and Transfer Reference books
- Computer software programs
- Computers
- ASSIST.org (computerized student-transfer information system)
- Transfer informational brochures

**STUDENT SERVICES**

**SPECIAL ACADEMIC PROGRAMS**

### The Bridge to Transfer Program (BTP)

In partnership with Cal SOAP and UC college representatives, BTP works in collaboration with high school students who are interested in transferring to a university but may not be ready for admission to a four year institution. The student's educational progress is monitored by the Transfer Counselor/Coordinator in the Transfer Center to ensure that they understand the transfer requirements, complete appropriate course work, prepare a Transfer Admissions Agreement/Guarantees (TAA/TAG) and seek out scholarships, financial aid, and other support services available for transfer students.

### Cooperative Education Work Experience and Career Services:

The Cooperative Education Work Experience program is a cooperative effort by the college and the community to provide opportunities for students to discover their interests and aptitudes. The program serves to develop attitudes, work habits, and understanding of the world of work. The curriculum taught will assist the student in becoming a successful employee. Study and work are integrated, making both more relevant and rewarding.

The Cooperative Education Work Experience Program (Co-op Ed) is designed to help students expand their career options and develop new job skills. General Work Experience allows students to work and earn college credit. Students can earn 3 units of credit for a maximum of six units of credit. Occupation Work Experience allows students to earn college credit in their field of study by providing evidence that they are enrolled in a vocational program. Students can earn up to 8 units per semester to a maximum total of 16 units. In order to participate in the program students must have an internship or employment opportunity approved by program coordinator. Career and Work Experience services include:

- Assistance and support for students participating in the work experience program
- Internships and Employment Opportunities (Placement is not guaranteed)
- Online career assessment through Eureka
- Eureka Searches (computerized career information)
- Career Guidance workshops on Resume Writing, Interviewing Skills, How to Get a Job, Changing Careers
- Career advisement and referrals to alumni or friends of Evergreen Valley College who are established in their careers
- Career Fair
- Employability Workshops and Seminars

### Location

Second Floor - Dr. Mauro Chavez Student Service Center Building, SC-214. For office hours and more information call (408) 270-6470.

Visit online at http://www.evc.edu/work_experience/

## VETERANS AFFAIRS

Evergreen Valley College is approved to enroll veterans by The Council for Private Postsecondary and Vocational Education.

Eligible veterans may receive benefits while pursuing a college degree or certificate. Veterans may verify their eligibility by calling the San Francisco Veterans Administration at (800) 827-1000. Veterans and dependents may apply for educational benefits by contacting the Veterans Coordinator in the Office of Admissions and Records, or by calling, (408) 270-6430. After meeting with the Veterans Coordinator, please schedule an appointment to see a VA counselor at (408) 270-6474. A counselor will assist the Veteran to develop an education plan that meets the Veteran's goals, and complies with Veterans Affairs guidelines.

In compliance with the Code of Federal Regulations Section 21.4253 (d)(4) a veteran or eligible person receiving GI Bill Educational Benefits and placed on academic probation for unsatisfactory progress shall have their benefits terminated if his or her grade point average remains below 2.0 at the end of two terms on probation. Benefits may be reinstated when the student's progress is satisfactory (i.e. grade point average is 2.0 or above

Effective, January 1, 2008 members of the armed forces in active duty and former members separated from active duty within the last two years, are granted priority registration, along with EOP&S students and students with disabilities.

## SPECIAL ACADEMIC PROGRAMS

### Accelerated Degree Program

The Accelerated Degree Program allows working adults to get their degree at or near their place of employment. It is designed so students can complete an Associate in Arts degree in the shortest amount of time while continuing their careers. 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 office hours and information, call the Accelerated Degree Office (S130) at (408) 270-6434, the Accelerated Degree Counselor (408) 274-7900 ext. 6629, or (408) 274-7900 ext. 6475 (the Counseling Office). Visit our website at http://www.evc.edu/adp/

### AFFIRM Program

The AFFIRM (Academic Force for Inspiration, Retention and Matriculation) Program's philosophy is that the classroom experience must be rewarding to students, and that they should be exposed to and/or involved in a variety of specialized learning strategies in supportive learning environments. The major focus of the AFFIRM Program is to assist students in developing positive self-images as successful college students while providing them with the opportunity to acquire a solid foundation of basic skills in a supportive environment.

The AFFIRM program is an academic program and offers Basic skills courses that include English 330, 104, 001A, Math 311 and 011A. Transfer level courses include Guidance 095, 193, and 080, Chemistry 030A, and Political Science 001. All courses offered will enhance success and progress towards the desired goal.

The AFFIRM Program, although specifically designed for African-American students, also serves all students who desire the nurturing services that are offered by the program, regardless of race.

The overall goal of the AFFIRM Program is to provide academic and personal assistance that will significantly increase graduation and transfer rates of all students in the program.

### AFFIRM Program Admissions Criteria

Students who are admitted to the AFFIRM Program must be at the English 322/330 level (Reading and Writing Level 1); at-level placements can be determined through the placement test scores and/or a writing sample. The AFFIRM counselors are responsible for screening students who enroll in the AFFIRM Program. Students who are not at the English 322/330 levels will be placed in other appropriate classes, and will be eligible to use all other AFFIRM services, such as counseling, tutoring, book loans, scholarships, etc.

### Support Services

1.  Academic Counseling

    A counselor is assigned to work specifically with all AFFIRM students. Academic counseling makes it possible for each student to discuss and explore options about their future goals and to develop an educational plan that maps the route by listing courses in sequence that will assist them to attain their goals.

2.  Tutoring

    Students receive one-on-one assistance with their course work with experienced tutors. This service provides students with the encouragement and support needed to succeed; it has significantly contributed to the increased retention rate of AFFIRM students.

3.  Scholarships and book loans

    These are made available to assist as many students as possible. The three AFFIRM scholarships are awarded in Spring semester only. The AFFIRM Program also offers book loans for both Spring and Fall semesters.

For office hours and information, call the AFFIRM Program (SC-206) at (408) 274-7900 ext. 6853, or visit online at http://www.evc.edu/affirm/

### ASPIRE Program

The ASPIRE (Asian/Pacific Islander Resources for Excellence) Program is designed to enhance the academic and personal success of Asian/Pacific Islander students, utilizing the commitment and skills of faculty, staff, and mentors. The program welcomes all students who may benefit from the nurturing services that this program offers.

The ASPIRE Program offers courses in Communication Studies, English, Ethnic Studies, Math, and Political Science. Success in these courses will provide the foundation for student achievement of academic and career goals. These courses employ culture-specific course materials and learning strategies.

The key support components of the ASPIRE program are culturally sensitive tutoring, counseling, mentoring, and scholarship opportunities. ASPIRE tutoring helps students succeed in ASPIRE courses and in other college courses.

ASPIRE tutors are trained and supervised by program faculty and staff to provide instructional assistance consistent with program principles and methodologies. ASPIRE counseling incorporates culture-specific strategies to provide academic, career, and personal counseling. The counselor works with program faculty and staff to develop and implement strategies to maximize student success. ASPIRE campus and community mentors provide students with important advice and guidance. They serve as role models and provide links between the academic and the community/work world. ASPIRE also sponsors several scholarships to help students attain their academic goals.

For office hours and additional information, contact the ASPIRE Program Specialist, in Acacia 5-204, by phone at (408) 274-7900 ext. 6227, or visit our website at http://www.evc.edu/aspire/

### Distance Education Program

The Distance Education Program at Evergreen Valley College offers a variety of college credit courses for students interested in learning on an independent basis. The program includes both Telecourses and Online courses.

A Telecourse is an integrated learning system that uses telecommunications to teach, inform, and provide students with a comprehensive learning experience. Adults can earn college credit at home or at work by enrolling in one of the Distance Education Telecourses offered by EVC. Telecourses are produced by colleges and universities experienced in education technology and instruction design. Students meet on campus to take exams, and attend review/study sessions.

Online courses offer independent learning, which is truly space and time independent. These courses use the internet and other online technologies to deliver instruction. They are ideal for working adults or anyone who cannot attend classes on campus on a regular basis.

Hybrid courses offer both in class and online delivery of instruction. It is ideal for students who need the structured classroom interaction while not having to attend class by using online technologies.

Distance Education courses are available in a variety of disciplines including business, science, computer science, intercultural studies, foreign language, and social science. They are equivalent to on-campus courses, and the majority of them meet General Education and transfer requirements. (See the section "Distance Education Programs" in the Schedule

**SPECIAL ACADEMIC PROGRAMS**

of Classes for a listing of available courses and enrollment procedures.)

Distance Education courses are designed for those who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take a course at their convenience. Distance Education courses are ideal for persons working toward a college degree, continuing education students, and business professionals who want to brush up professional skills. Students who are usually successful in the Distance Education Program enjoy learning independently, are highly motivated, and possess good study skills.

The Distance Education Program Office is located in the Library Educational Technology Building, room LE- 208. For office hours and more information, call (408) 270-6422, see our Web page at http://www.evc.edu/de/

### ENLACE Program

The Enlace Program is designed to help Latino/a students succeed.  The goals of Enlace are:

- To enable Latino/a students to successfully complete the Enlace English, Math, Science, and Guidance courses.
- To increase the number of Latino/a students who graduate with an Associate of Arts or Associate of Science degree.
- To increase the number of Latino/a students who transfer to four-year colleges and universities.

Latino/a community professionals contribute to the program as mentors; serving as role models; sharing their personal academic, and career experiences; and providing guidance and motivation for the students.

The Enlace Counselor meets with Enlace students to set career goals, take appropriate courses, and prepare to graduate and/or transfer.

Three student organizations help students succeed academically, contribute to the community, and develop leadership skills: the Enlace Student Association (ESA), the Enlace Honors Society (EHS), and SACNAS (Society for the Advancement of Chicanos and Native Americans in the Sciences).

The Enlace office is located in Roble 5-134. For office hours and more information, contact the Enlace Program Specialist at (408) 274-7900, ext. 6598, or visit our website at http://www.evc.edu/enlace/

### Honors Program

The Evergreen Valley College Honors Program serves high achieving students in all majors and interests on our campus by:

- Offering a list of designated Honors Courses each semester.
- Allowing Honors Credit for other academic courses by way of individual class contracts with the instructor, which must be approved.

- Awarding of yearly scholarships to active Honors students.
- Providing specialized counseling.
- Providing priority registration privileges which allow active, qualified Honors students to register early.
- Acknowledging Honors work both on student's transcripts and at Graduation.
- Inviting all Honors students to participate in campus events, and to use the Honors office for homework, meetings, and other gatherings.

New and incoming students must accrue 12 units of college credit at Evergreen Valley College and achieve a GPA of at least 3.25 before they qualify for the Honors Program. Applications are processed by checking the student's GPA, then informing the student by mail or email of acceptance. Within one semester following admittance, each Honors student must submit to the Honors Program Office at least one signed contract from an Evergreen Valley College instructor. The contract must contain a minimum of two of the Honors course criteria, be approved as meeting program standards, be academic in nature and from a transfer level class, and be completed with a grade submitted by the end of the semester. The contract submitted to the Honor Program Office must stipulate the course, the number of units, the instructor, and the Honors project the student will complete in order to remain an Honors student in good standing and an active member of the Honors program, which allows the students to be eligible for priority registration.

Please consider this opportunity if you are a serious student who wants to stand out as exceptional; this continuous academic support during your undergraduate education can make a difference now and when you transfer.

Handouts and information are always available in the office, and the hours of staffing are posted.  For more information, contact the Program Coordinator at (408) 274-7900, ext. 6566, visit the office in RE 206, or see our website at http://www.evc.edu/honors/

### Service Learning Program

Building Future Leaders and Strengthening Communities Through Service

Service Learning connects academic instruction with community service through reflection and critical analysis. At EVC service experiences are carefully designed so as to enhance the learning objectives of each class, meet real community needs, encourage cross-cultural awareness and promote civic responsibility.

EVC Service Learning Program offers students the opportunity to connect classroom instruction with real life experience through community service. Students can substitute quizzes, midterms, research papers, and other assignments by electing to study in the community. Students who elect a service learning assignment will be asked to reflect, discuss, and write about their service experience and how the service relates to what they are studying in their class. This hands-on approach provides students with opportunities to explore different careers, increase self-confidence, enhance résumé

and employment opportunities, as well as transfer and scholarship applications. At the completion of the course, students receive a certificate signed by the college president.

Find out how you can make a difference in your life, your studies, and your community.

The Service Learning office is located in Roble D-216. For office hours and more information please call (408) 223-6770, e-mail at evcservicelearning@evc.edu, or visit our Web site at http://www.evc.edu/service_learning/

## WIN Program (Workforce Initiative Network)

San José/Evergreen Community College District's **Workforce Initiative Network (WIN) Program** is an umbrella for several programs, including: CalWORKs, Foster and Kinship Care Education Program, Independent Living Program, and Keys to Success.

The WIN office is located in SC-201. For office hours and information call (408) 274-7900 ext. 6589 or see online at http://www.evc.edu/win/

## CalWORKs Program

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.

The CalWORKs Program has a Work/Study component that allows students to work on- or off-campus without a deduction in their cash aid. Students gain valuable and rewarding experience in their chosen field through the Work/Study Program. A WIN Program Job Developer also works directly with each student to determine job readiness, skills, and interests to match current openings. Additionally, we provide résumé assistance and interviewing skills to ensure that our students are prepared for the workforce.

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.

CalWORKs Office is located in room SC-201 For more information call (408) 274-7900 ext. 6589, or visit our website at http://www.evc.edu/win/

## 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. For office hours and information phone (408) 274-7900, ext. 6499.

## Youth Empowerment Strategies for Success (YESS) (Formerly ILP)

The YESS Program, under the Workforce Initiative Network (WIN) umbrella, works with on campus programs and off campus partners to ensure that EVC provides a one stop shop of comprehensive services to foster youth to support their success.  The YESS Program Coordinator works directly with the youth to ensure each of their particular needs and potential barriers are being addressed.  The EOP&S Counselors and Foster Youth Success Initiative Liaisons will work closely with the youth and YESS Coordinator to ensure that educational and financial aid services are continually provided.  In addition, YESS provides about 80 hours of training each semester in four areas: employment, education, financial literacy, and daily living skills.
To find out more about the YESS program, please call (408) 270-6499 or contact the WIN office (SC 201) at (408) 274-7900 x6589.

## The Keys to Success Program

**The Keys to Success Program** provides learning disability testing and diagnosis for CalWORKs clients. Included in the program is a three week workshop where clients develop the insight, self-awareness, and understanding of how their learning disabilities may affect their lives. Compensatory strategies will be provided to assist them to deal most effectively with life's challenges.

The Keys to Success Program gives comprehensive written evaluations that outline test results. A student then has an understanding of their learning disability's strengths and weaknesses in a vocational or educational environment. Based on that information, specific training implications and accommodations can be made for each referred student. The office is located at 1888 Senter Road, San José. For office hours and more information please call (408) 278-6587.



SPECIAL ACADEMIC PROGRAMS

# CHAPTER 8: CAMPUS AND DISTRICT POLICIES

**IN THIS CHAPTER:**

## ACADEMIC FREEDOM POLICY

Institutions of higher learning exist for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends on the free search for truth and its free expression; to this end, faculty and students hold the right of full freedom of inquiry and expression.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Academic freedom cannot be separated from academic and professional responsibility.

The instructor has the right to study and investigate, interpret findings, and express conclusions based on these findings to students. The instructor has the responsibility to be thorough in investigations and to draw conclusions supported by research. Because human knowledge is limited and changeable, the instructor may present views that are controversial and evaluate opinions held by others while respecting the right of free expression.

The student may express and defend views to question or differ without suffering repression or scholastic penalty. The student has the same responsibility as instructors — to seek and weigh evidence, express supportable conclusions, identify bias, and evaluate opinions held by others while respecting the right of free expression.

## ACADEMIC SENATE

The Academic Senate at Evergreen Valley College is a faculty forum for academic issues. It plays a key role in the college's quadripartite governance structure. The Academic Senate is represented at all Board of Trustees meetings, and its members serve on numerous campus committees, which it either initiates or to which it provides faculty representation.

As the faculty's official representative, and in accordance with Assembly Bill 1725, the Academic Senate is involved in all academic matters affecting instruction. In this regard, the Senate is an important part of the governance structure of the college and an equally important source of information to the campus and outside community.

By representing the widest possible cross section of the faculty, the Academic Senate is an important source for information and opinion gathering. The Academic Senate wants to be informed of all academic problems, concerns, projects, proposals, and activities throughout the campus. Academic Senate meetings are scheduled to coincide with the Board of Trustees meetings twice a month (normally, the first and third Tuesdays of the month, 3-5 p.m.).

Academic Senate office is located in A3-205; hours are Monday through Thursday, 9 a.m. to 5 p.m., and Fridays, 9 a.m. to 4 p.m. Telephone (408) 274-7900, ext. 6533.

## CLASSIFIED SENATE

The purpose of the Evergreen Valley College/District Office (EVC/DO) Classified Senate is to participate in the quadripartite system of governance by serving the interests, needs, and viewpoints of all classified staff at Evergreen Valley College. All classified staff are eligible to serve as members of the Senate. Participation is voluntary, and there are no mandatory dues.

The Classified Senate consists of 12 members elected by classified staff from four occupational groups, plus two former members (the Senate Past-President and the California School Employees Association Vice President for EVC/DO). Some of the goals and objectives of the Classified Senate are to:

• Actively participate in the District and Evergreen Valley College governance structure.

• Provide a centralized means of communication between classified staff and the rest of the campus community.

• Articulate the professionalism of the classified staff so that it is properly recognized and valued.

• Provide an opportunity to develop individual leadership among the classified staff, as well as to increase the professional standards of its members.

• Promote and support activities that develop or increase the skills, productivity, and professionalism of the classified staff.

The EVC/DO Classified Senate meets twice monthly during the regular school year, when necessary special meetings may be held.

## STUDENT-RIGHT-TO-KNOW 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 2004, a cohort (group) 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 2004 cohort defined above, 24.46% completed a certificate or degree program or became "transfer-prepared" during the three-year period from Fall 2004 through Spring 2007. Students who are "transfer-prepared" have completed at least 56 transferable units with a GPA of 2.0 or better.

Based upon the Fall 2004 cohort defined above, 29.35% transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period from Spring 2005 through Spring 2007.

Information is available online at http://www.evc.edu/rightToKnow.htm. 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 José/Evergreen Community College District to provide a drug-free campus community and workplace. The unlawful manufacture, possession, distribution, or use of a controlled substance is prohibited on the campuses and District facilities. Violation of this standard may result in dismissal under the applicable regulations of Title V of the California Code of Regulations and will be subject to civil and criminal penalties.

For more explicit information on this policy and its sanctions, contact:

District Human Resources Director
San José/ Evergreen Community College District Offices
(408) 270-6406

EVC 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.

• 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 José/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

It is the policy of the San José/Evergreen Community College District to provide an educational and employment

environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Conduct need not arise to the level of a violation of law in order to violate this policy.

### Zero Tolerance
It is the highest priority of the San José/Evergreen Community College District to maintain a working and learning environment for every student, District employee and campus visitor that is free from discrimination and harassment. Every District employee and student should be treated with dignity and respect. To achieve this goal the District will have zero tolerance against behavior that amounts to discrimination or harassment. Zero tolerance means that in all instances where discrimination or harassment is found, corrective action will be taken in accordance with state law, the District's collective bargaining agreements and policies. All supervisory personnel will be responsible for maintaining an environment that is free of prohibited discrimination and harassment.

### Discrimination
Discrimination is defined as unfavorable or unfair treatment, or preferential treatment of a person or class of persons, or treatment that has an adverse impact on persons or class of persons, on the basis of any of the above referenced legally protected categories. This policy pertains to all board actions, to all employment practices, to all student related matters, and to the community's ability to access the District's programs, services and use of campus facilities.

### Harassment
Harassment is a form of discrimination and is therefore also prohibited. Harassment means verbal, written, graphic or physical conduct relating to an individual's membership in any of the above referenced legally protected categories that has the purpose or effect of:

a) Creating an intimidating, hostile or offensive working or learning environment; or,

b) Substantially or unreasonably interfering with an individual's work or academic performance; or,

c) Otherwise adversely affecting an individual's employment or academic opportunities.

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of offensive written materials or pictures.

### Discipline
Any individual who is found to have engaged in discriminatory or harassing behavior will be subject to appropriate corrective and/or disciplinary action.

### Complaint Process
The District shall maintain a discrimination complaint procedure for employees, students and campus visitors who believe they have been discriminated against or have suffered some form of harassment.

### Confidentiality
The District recognizes that confidentiality is important to all parties involved in a discrimination or harassment investigation. Confidentiality will be maintained to the extent possible.

### Retaliation Prohibited
The District will not tolerate retaliation against any individual for initiation, pursuit or assistance with a lawful complaint of discrimination or harassment.

### Where To File An Informal Harassment Or Discrimination Complaint
Informal complaints may be filed by contacting the designated District and/or Campus Officers, who may accept informal complaints from any location within the San José/Evergreen Community College District.

### Designated Campus Officers:
Sexual harassment , gender discrimination, and disability discrimination:
Vice-President of Student Affairs  SC 205 (408) 223-6738

Discrimination and harassment complaints involving students:
Dean of Counseling, SC 230A, (408) 274- 7900 ext.6491

All discrimination and harassment complaints:
Director of Diversity, SJECCD Office, Room 9, (408) 274-7900 ext. 6798

Designated District Officer:
Associate Vice Chancellor of Human Resources: Sexual Harassment and discrimination complaints.

### How To File A Formal Harassment Or Discrimination Complaint:

Complaints of sexual harassment or discrimination on the basis of race, color, national origin, ethnic group identification, age, gender, transgender, immigration status, language, accent, religion, sexual orientation, marital status, veteran status, medical condition, physical or mental disability filed against an employee of the District should be directed to the Associate Vice Chancellor of Human Resources or the Diversity Office.

A copy of these procedures, and the District's Unlawful Discrimination Complaint Forms, are available in the  District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the President of the Associated Student Body, the Diversity Director's Office, and the Disabled Student's program at either campus.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 96 N. Third St. Suite 200, San José, CA 95112, or the Department of Fair Employment and Housing, 111 N. Market St. Ste. 810, San José CA 95113 or the Office of Civil Rights of the U.S. Department of Education, 50 United Nations Plaza, Rm. 239, San Francisco, CA 94102 at the time of filing a complaint or during, or after use of the District harassment or discrimination complaint process.

Completed complaint forms are to be given to appropriate department supervisor and one copy mailed or taken to:

Diversity Office
San José/Evergreen Community College District
4750 San Felipe Rd,
San José, CA 95135

## POLICY ON CONSENSUAL RELATIONSHIPS

The District prohibits its employees from engaging in sexual relationships with individuals employed by the District and with whom they have a direct supervisory relationship. Examples include, but are not limited to: managers, supervisors, and their subordinates. Because of the differential in the level of authority, such relationships could lead to charges of coerced submission or sexual harassment, even if there was apparent consent.

In addition, the District prohibits instructors from engaging in consensual sexual relationships with students who are enrolled in a class that they are currently teaching and counselors from engaging in consensual sexual relationships with students whom they are currently counseling.

A manager's, faculty member's, or supervisor's liability protection under California statute will not protect the individual in subsequent litigation arising from the relationship's effect on the student or employee.

Persons who believe that they have been victims of harassment/discrimination may file a complaint under the District's Procedure for Resolution of Discrimination/Harassment Complaints with the College Title IX Officer or the District Office of Human Resources

## STANDARDS OF STUDENT CONDUCT

Students and visitors to San José City College and Evergreen Valley Community College are expected to adhere to academic and behavioral Standards of Student Conduct and Academic standards which include honesty, satisfactory academic performance, and regular attendance.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the District. Violation of these standards on District-owned or controlled property, or at a District-sponsored activity, could result in the consequences outlined in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the college and the California Education Code.

## Academic Standards and Consequences

Academic Integrity

Evergreen Valley College values academic integrity. Students are expected to complete and submit their own work. These values ensure that every student is graded fairly. Academic dishonesty is unethical and does not support student learning.

Violations of standards include the following:

- Altering grades.
- Altering or forging college documents, records, or identification.
- Copying from someone's test or allowing someone to copy your test.
- Copying from an author's work without giving credit (plagiarism).
- Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or blackmailing someone to do an assignment for you.
- Sitting in for someone in class, or on a test, or having someone sit in class for you, if not authorized by the instructor.
- Submitting work previously presented in another class if not authorized by the instructor.
- During an exam, using or consulting other test or course material not authorized by the instructor.
- Possession of an examination or materials not authorized by the instructor.

Consequences may include one or more of the following actions by appropriate college officials:

- Receiving a failing grade on the test, paper, or exam.
- Course grade lowered, possibly resulting in course failure.
- Verbal or written reprimand/warning.
- Suspension for a longer specified time.
- Expulsion from college.

## Behavioral Standards and Consequences

Evergreen Valley College is committed to fostering a safe, positive, learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair or improper actions by any member of the district community.

Students are expected to adhere to State and Federal laws, and to the rules and regulations of the District, and of the College. Violations may result in disciplinary action against the student.
Violations include but are not limited to the following:

- Applying undue pressure on an instructor to alter a grade.
- Threat or act of physical harm directed against a student, visitor, or college employee.

- Willful damage to, or theft of, district property.
- Threat or act of stalking, sexual assault, or rape (report will be sent to the District Attorney for further legal action).
- Possession of a knife, gun, rifle, or an object used as a weapon to threaten bodily harm (report will be sent to the District Attorney for further legal action).
- Use of fraudulent identification.
- Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises.
- Unauthorized copying or an attempt to copy, computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus.
- Unlawful possession, sale, use of, or being under the apparent influence of illegal drugs or alcohol.
- Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction.
- Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend).
- Gambling (money or its equivalent exchanged and not part of an approved campus activity/event).
- Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation, or age.
- Bomb or terrorist threat (report will be sent to the District Attorney for further legal action).
- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

Consequences may include one or more of the following actions:

- Verbal Reprimand/Warning: Verbally reprimanding students for inappropriate behavior and warning that the continuation of the conduct will cause disciplinary action.
- Suspension: Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student's file (instructors may suspend a student for the remainder of a class period and the next class period; Administrators or President may suspend a student for a longer specified time).
- Expulsion: Termination of student's right and privileges noted in student's file.

### Due Process Procedures

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report that includes:

- The name of violating student.
- A statement of the alleged violation(s) with date, time, and place.
- Names of witnesses (if any).
- Sanction(s) to be imposed.

Within three working days of receiving the report, the President or designee must notify the student by certified mail of the following:

- Reason or reasons for suspension or dismissal.
- Length of suspension or dismissal.
- Conditions for removal of suspension or dismissal.
- The right to appeal the suspension or dismissal through the college grievance process.

When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement cannot be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for reinstatement.

If the grievance process finds in the student's favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

## STUDENT GRIEVANCE

### Definition

Student grievances are limited to the following areas:

1. Prejudicial or capricious action in the evaluation of a student's academic performance (see "Grades").
2. Act or threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard to academic due process as specified in college procedures.
5. Violation of student rights described in College Rules and Regulations or the District Standards of Student Conduct.
6. A violation of students' rights as stipulated in the California Education Code, Title IX, or Section 504 of the Rehabilitation Act of 1973, or any other applicable Federal and State Regulations.

   A student may institute grievances against another student, a classified employee, a faculty member, or an administrator. However, grievances between students are directed to and resolved by the Dean of Counseling and Matriculation. For more information, call (408) 274-7900, ext. 6638.

### Student Grievance Procedures

First Level:

1. The student should have an informal meeting with the faculty or staff member to discuss the difficulty and show an effort to come to a resolution.
2. If the issue is not resolved, the grievance may move to the next level.

Second Level:

1. The student should inform the Dean of the faculty or staff member.

2. The Dean will investigate the matter which may include a meeting with the student and faculty or staff member.

3. Once the investigation is complete, the Dean will issue a decision.

   If the student is not satisfied with the decision, the grievance may move to level three.

Third Level:

1. The student may appeal to the Vice President of Academic Affairs for instruction and classroom issues, or the Vice President of Student Affairs for other issues.

2. The Vice President will investigate the grievance and issue a decision.

3. 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.

## Student Grievance Review Board

### Purpose

The Student Grievance Review Board allows a hearing for those students who believe that they have been unjustifiably penalized or suffered grievous personal abuse by actions of any member of the certificated or classified staff of San José/Evergreen Community College District.

### Membership

The Review Board consists of two faculty members appointed by the Academic Senate or two classified employees appointed by the CSEA, an administrator appointed by the College President, one counselor appointed by the Dean of Counseling and Matriculation, and two students appointed by the Associated Student Body President. A person shall serve as a member of the Review Board until such time as he/she resigns or is removed by the respective appointing authority.

The College President shall appoint the chairperson of the Student Grievance Review Board.

Whenever a classified employee is involved, the two members of the classified staff shall be substituted for the faculty members to the membership of the Review Board. In the event a substitution of members must be made because of a known conflict of interest, the President or elected representative of that section of the Review Board shall appoint a substitute.

The Review Board shall establish its own procedures and have the authority to require those present to conduct themselves in accordance with the dignity of the proceedings and the right to place reasonable restrictions of time and relevancy upon parties and witnesses. The Review Board may call witnesses.

## Student and Staff Rights

When a student or staff member appears before the Review Board, he/she shall have the right to:

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.

## Student Grievance Review Board Procedures:

The Student Grievance Board will meet at the appointed time. The student can invite anyone else to the hearing. The faculty or staff member can invite anyone else to the hearing.

1. 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.

2. The recommendation of the Review Board shall be determined by a majority vote.

3. The Review Board shall forward its findings and recommendations to all involved parties and the College President for appropriate action.

4. 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.

5. 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.

6. If the student or the staff member is not satisfied with the final college-level disposition of the case, that person may appeal directly to the Governing Board of the District.

## Recommendation of Review Board

The Review Board recommends to the College President that the student not suffer academic penalty if he/she has been required to be absent from class or classes for hearings, and that the instructors be so notified. This protection shall also apply to students who serve as Board members or who are required to serve in other capacities. This provision in no way excludes the obligation of the student to meet course requirements.

While the results of the hearing are pending, the student's right to be on campus will not be suspended unless, in the judgment of the College President or an appointed representative, the student's own safety, the safety and well-being of other students or college personnel, or the protection of college property are threatened. The student's instructors shall be notified immediately of any changes in the student's status.

Subsequent to the filing of the request for hearing, no information pertinent to the proceedings shall be released until the filing of the formal report of the hearing.

For further information, call the Vice President of Student Affairs at (408) 223-6749 located in SC-205.

## SAN JOSÉ EVERGREEN COMMUNITY COLLEGE DISTRICT PUBLIC SAFETY

The San José/Evergreen Community College District maintains a campus Police Department staffed with highly trained officers to help protect the safety and ensure security of students, staff, their property, and the property of the District. District police officers, committed to standards of professional excellence, are required to meet the selection and training requirements of the California Peace Officer Standards and Training Commission. Officers receive the same training and carry the same authority in or near the college campuses as city police officers and county deputy sheriffs.

The District Police Department operates under the direction of a vice chancellor and a chief of police, and offers a wide range of services to the campus community. Services include providing and presenting current crime prevention information, patrolling the college campuses and parking lots, proactive crime suppression, investigating all offenses that occur on the campuses, and informing campus users of the occurrence of crimes specified by federal statute. Officers are authorized to arrest or cite law violators.

### Crime Reporting Procedures

Offenses, accidents, and all emergencies that occur on campus should be reported immediately to the District Police at the number listed below:

Evergreen Valley College Police Station
Central Utilities Building
(408) 270-6468

Red emergency call-boxes are available at various locations for anyone who needs to contact the District Police. Emergency call boxes are marked by blue signs and blue lights for easy visibility.

### Office Hours

#### Evergreen Valley College

Monday through Saturday 7 a.m. – 11 p.m.
Sunday 7a.m. – 3 p.m.
Holidays 8 a.m. – 4 p.m.

**After hours**, all campus emergencies should be reported by dialing **911** on a public telephone. Coins are not required when placing 911 calls. Office phones normally used as FAX lines may also be used for placing emergency 911 calls. Other telephones in District and College offices and facilities require that one dial **"9" then 911** for emergency service.

If for some reason **9-911** should fail to work, dial the City of San José Emergency Services number **(408) 277-5454**.

### Facility Security

When classes are in session, most campus facilities are unlocked from 6:30 a.m. to 10:30 p.m. on weekdays. However, during the hours of 10:30 p.m. to 6:30 a.m., buildings are locked for service by the custodial staff. Facilities are normally locked at 10:30 p.m. on Friday until 6:30 a.m. on Monday, unless special arrangements are made for weekend use. Arrangements must be communicated to the District Police.

### Campus Crime and Security Report

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1 of each year to all current students, employees, and prospective employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.

A complete copy of the Campus Crime Report can be obtained from the EVC Campus Police website at http://www.sjeccd.org/HTML/District/DistPolice/Policehome.html. The report contains additional crime statistics on major offenses reported over the past two years. The college will provide a complete paper copy upon request.

## PARKING INFORMATION

**Student Semester Parking permits** are valid at both campuses and may be purchased in the Campus Store. They are static-cling and transferable so that students who carpool or regularly drive different cars to campus, may transfer the permit from car to car.

**All automobiles** must have the valid permit placed on the lower left-hand corner of the front windshield and be parked "nosein".

**All motorcycles** must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls.
**Restrictions**

- Daily and semester permits are NOT valid in metered or other time-limit zones.
- Students must park in lots designated for students.
- Staff must park in one of the lots designated for staff parking, or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call District Police immediately.

### Disabled Person Parking Spaces

Use of disabled person parking spaces requires the display of a valid blue or red placard issued by the State Department of

Motor Vehicles. District staff, student, or daily permits are no longer required in addition to the DMV handicapped placard in order to park in handicapped spaces. Possession and display of handicapped placards on vehicles does not permit parking on red, green, and fire hydrant zones and areas designated as "No parking".

**NOTE:** Students should lock their vehicles at all times. The District is not responsible for damage or loss to student vehicles.

### Citation payment

Payment for parking violation citations must be mailed to the address on the envelope, or may be paid online at www.ptsonline.org. Online payment requires a valid credit card, and the citation number. Payments will NOT be accepted at the Campus Police Station. Individuals wishing to contest parking citations may obtain forms at the Campus Police Station. These forms must be completed and mailed to the address within 21 days from the citations' issue date otherwise the violation fee may be subject to an increase. Individuals contesting citations need not pay the initial violation fee until they receive a result of their contest.

For information on Parking Fees, see the Student Fees section of Chapter 2.

**CAMPUS AND DISTRICT POLICIES**

## FACULTY AND ADMINISTRATORS

**Adams Stryker, Joel (2003)**
Biological Science
B.S., Cornell University, Ithaca, NY
M.A., University of California, Berkeley

**Adamski, Maureen (2008)**
Nursing
BS, Temple University, Philadelphia, PA
MS, San José State University (Moore Fellow), San José, CA

**Ames, David (1996)**
Automotive Technology
A.A., De Anza College
B.S., San José State University

**Apen, Lynette (2003)**
Dean, Nursing & Allied Health
B.S., Medical College of Georgia
M.S., University of California, San Francisco

**Archuleta, Irma (2008)**
Vice President, Student Affairs
B.A., California State University, Dominguez Hills
M.A., California State University, Dominguez Hills

**Aytch, Keith (1993)**
Dean, Library and Learning Resources
B.A., California State University, Sacramento
M.A., California State University, Sacramento

**Baiardo, Richard P. (1975)**
Counselor/Psychology
B.A., San José State University
M.S., San José 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 José State University

**Banh, Phuong (2000)**
English/ESL
B.A., English,
M.S., TESOL  San Francisco State University

**Barta, Melody (2008)**
Accounting
B.A., San José State University
M.S. Taxation, San José State University

**Batalha, Celso (2003)**
Physics/Astronomy
B.S., Pontificia Universidade Catolica, Rio De Janeiro, Brazil
M.S., Pontificia Universidade Catolica, Rio De Janeiro, Brazil
Ph.D., Observatorio Nacional, Rio de Janeiro,   Brazil

**Bergholdt, Bradley W. (1989)**
Automotive Technology
University of California, Berkeley, Teacher Training
A.S., Evergreen Valley College

**Bettencourt, Laura E. (1976)**
Counselor
A.A., Evergreen Valley College
B.A., San José State University
M.A., Santa Clara University

**Blackman Shelly Anne (2005)**
Librarian
B.A., Concordia University
M.L.S., University of Western Ontario

**Blades, Stephen (1976)**
English/ESL/Psychology
B.S., Oregon State University
M.Ed., Oregon State University

**Bolaris, Valerie (2001)**
Reading
B.S., Gannon University Villa Maria College
M.A., San José State University

**Bouzek, Cheryll (2001)**
Director of Health Services
B.S.N, Point Loma College Health Services
Credential, Fresno State University

**Brashares, Wendy (1981)**
CIT/Basic Skills, Individualized Instruction
B.S., Purdue University
M.S., Purdue University

**Bristow, Carol (1974)**
Librarian
B.A., University of California, Santa Barbara
M.L.S., University of California, Los Angeles

**Brown, Bonnie (2005)**
Chemistry
B.S., Tuskegee Institute
M.S., San José State University

**Burnham, Cynthia (1991)**
Math Instructor/Enlace
B.S., University of State of New York
M.A., University of California, Berkeley

**Burke, Leticia (2001)**
English as a Second Language
B.A., University of California, Berkeley
M.A., San José State University

**Burton, Mirella (2006)**
Counseling/Enlace
B.A., California State University, Chico
M.A., California State University, Sacramento

**Carey, Mark (1983)**
Automotive Technology
A.A., San José City College
B.A., San José State University

**Carothers, Brad (1996)**
Psychology
B.S., Arizona State University
M.A., Arizona State University

**Carpio, Theresa (2000)**
Counseling/FasTrack
B.A., University of California, Santa Cruz
M.A., San José State University

**Carrion, John (1999)**
Communications
B.A., California State University, Long Beach
M.A., California State University, San Francisco

**Carroll, Bruce (1982)**
Mathematics
B.S., Stevens Institute of Technology
M.A., University of Illinois

**Chase, Joy (1992)**
Librarian
B.A., University of Madras, India
M.A., University of Wisconsin

**Chu, Hang (2000)**
Counselor
B.A., San José State University
M.A., San José State University

<div style="writing-mode: vertical">COLLEGE PERSONNEL</div>

**Clark, Marjorie (1996)**
Counseling/Psychology/Service Learning
Coordinator
A.A., Englewood Cliffs College, New Jersey
B.A., Montclair State College, New Jersey
M.A., New School for Social Research, New York

**Cohen Reyes, Rachel (2000)**
English as a Second Language
B.A., Santa Clara University
M.A., San José State University

**Cong Huyen, Laimi (2006)**
Mathematics
B.S., University of California, Davis
M.S., University of California, Davis

**Coon, David Wain (2005)**
President
B.A., Central Washington University
M.Ed., Western Washington University
Ed.D., Seattle University

**Cruz, Octavio (2003)**
Dean of Enrollment Services
B.A., California State University, Dominguez Hills
M.A., San José State University

**Crummer, Larry D. (1981)**
Music
B.M., Morningside College, Sioux City, Iowa
M.M., Indiana University
D.M., Indiana University

**Da Silva, Jack (2005)**
3D Art
A.A., Chabot College
B.A., San José State University
M.F.A., Indiana University, Bloomington, IN

**De La Rosa, Deborah (1993)**
Reading
B.A., San José State University
M.A., San José State University

**Deng, Hanh (2007)**
Counseling
B.A., San José State University
M.A., San José State University

**DeWolfe, Sandra (2002)**
Nursing Education
B.S., Wright State University
M.A., Wright State University

**Doherty, William J. (2007)**
Director @ONE
B.A., University of Southern California
M.A., University of Southern California
Ph.D., University of Southern California
M.B.A., University of California at Los Angeles

**Duke, Minerva (1989)**
Physical Education
A.S., Imperial Valley College
B.S., California State Polytechnic
M.S., California State University, Hayward

**Eisenberg, David (2003)**
B.S., University of Illinois (Urbana)
M.S., University of Illinois (Urbana)

**Espinoza, Frank (1999)**
Counseling/Enlace
B.A., San José State University
M.A., San José State University
Ed.D., University of San Francisco

**Espinoza, Janina (1997)**
Co Op Education/Job Placement
B.A., San José State University
M.A., San José State University

**Estrada, J. Henry (1982)**
Mathematics
B.A., University of California, Los Angeles
M.A., University of California, Berkeley

**Fieler, Margaret (1995)**
Reading
B.A., Marygrove College
M.S., California State University, Hayward
ESL, UC Berkeley Coursework in English,
College of Notre Dame Denamure

**Fong, Paul (1997)**
Social Science
B.A., San José State University
M.A., University of San Francisco
M.P.A., San José State University

**Fromm, Loren F. (1979)**
CADD/Engineering
A.A., El Camino College
B.A., California State University, Long Beach
M.A., California State University, Long Beach

**Gee, Henry (1990)**
Business/Computers & Information Technology
B.S., Purdue University
M.B.A., Pepperdine University
J.D., Santa Clara University

**Gilkerson, Tammiel (2008)**
Dean of Counseling and Matriculation
B.A., University of California, Berkeley
M.S., California State University, Hayward

**Gill, Ambica (2007)**
Communication Studies
A.A., Evergreen Valley College
B.A., San José State University
M.A., San José State University

**Gipson, Harvey (1979)**
Counseling/EOP&S
B.A., San José State University
M.A., San José State University

**Gonzales, Mark (1998)**
Dean, Social Science, Humanities, Art and
Physical Education (SSHAPE)
A.A., San José City College,
B.S., San José State University,
M.F.A., University of California, Los Angeles

**Gonzalez III, Alfred (2000)**
Environmental Science
A.A., Evergreen Valley College
B.A., University of California, Santa Cruz
M.S., Yale University

**Gorbach, Margaret (1996)**
Family Consumer Studies
A.A., Mt. San Antonio College
B.A., California State University, Long Beach
M.A., California State University, San Francisco

**Gressel, Maria Elena (2001)**
Counseling/Articulation
B.A., San José State University
M.A., San José State University

**Hahn, Robin (2005)**
English
B.A., San José State University
M.A., San José State University

**Han, Helen (1992)**
English as a Second Language
B.A., New York University
M.A., New York University

**Hardin, Martha (1999)**
Counseling
M.A., San José State University

**Hay, Kuni (2005)**
Vice President, Academic Affairs
B.A., University of Hawaii at Manoa
M.A., Boston College
C.A.E.S., Boston College

**Hays, Lisa (1999)**
Biological Science
B.A., University of California, Davis
M.A., University of California, Davis
Ph.D., University of California, Davis

**Hendricks, David (2005)**
History
B.A., University of California, Santa Barbara
M.A., University of California, Davis
Ph.D., University of California, Davis

**Hernandez, Michael (2008)**
Automotive Technology
A.A., Evergreen Valley College
B.S., San José State University

**Ho, Chung Wu (2001)**
Mathematics
B.S., University of Washington
M.A., University of Washington
Ph.D., Massachusetts Institute of Technology

**Hoogendijk, Linda (2005)**
Nursing Education
B.S., Eastern Washington University
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 José State University

**Kachuck, Iris (1987)**
Mathematics
B.A., University of California, Santa Cruz
M.A., University of California, Santa Cruz
Ph.D., University of California, Berkeley

**Kahn-Lomax, Charlie (2000)**
EOP&S Counselor
B.A., San Francisco State University
M.A., San José State University

**Keane, Jackie (2008)**
Nursing
BS, San José State University, San José, CA
MS, San José State University (Moore Fellow),
San José, CA

**King, Jonathan (2007)**
Dean of Business and Workforce Development
B.A., Morehouse College
M.A., International University of Japan
M.A., Harvard University
Ph.D., University of Texas at Austin

**Knight, Robert (2001)**
Mathematics
B.A., Adelphi University, Garden City NY
M.S., Adelphi University, Garden City, NY
D.P.M., California College of Podiatric Medicine

**Ky, Teck (1998)**
Mathematics
B.A., San José State University
M.S., California State University Hayward

**Lazo, Rachel (2005)**
Art
B.F.A., Painting, Rhode Island School of Design
and San Francisco Art Institute
M.F.A., Pictorial Arts, San José State University

**Le, Hue (1993)**
Counseling/EOPS
B.A., California State University, San Francisco
M.A., California State San José State University

**Lichtbach, Harry (1999)**
Computers and Information Technology
B.S., University of California, Santa Barbara
M.S., University of California, Santa Barbara

**Ligioso, Yulian**
Vice President Administrative Services
B.S., University of Southern California
M.B.A, University of the Pacific
C.P.A., California

**Lim, Sherryanne B.**
Reading
B.A., California State Polytechnic University,
Pomona
B.S., Biola University
M.S., California State University, Fullerton

**Lin, Nancy (2008)**
Nursing
BS, San Francisco State University,
San Francisco, CA
MS, San José State University (Moore Fellow),
San José, CA

**Lopez, Rozanne (1981)**
Nursing Education
B.S., University of San Francisco
M.S., San José State University

**Lombard, Bob (2000)**
Mathematics
B.S., University of California, Davis
M.S., California State University, Northridge

**Longacre, Richard (2000)**
ESL
B.A., University of California, San Diego
M.A School for International Training,
Brattleboro, Vt.

**Lujan, Lori (1996)**
Sociology/Ethnic Studies/Ethnic Film
B.A., California State University, Hayward
M.A., San José State University

**Marvin, Todd (2004)**
English
B.A., San José State University
M.S. San José State University

**Mata, Lorena (2008)**
Librarian
B.A., San José State University
MLIS, San José State University

**Matusow, Steven (1998)**
Mathematics
B.A., University of California Berkeley
Secondary Teaching Credential,
California State University, Hayward
MSTM, Santa Clara University

**McCandless, Kevin (2006)**
Mathematics
B.A., California Polytechnic State University,
San Luis Obispo
M.S., California Polytechnic State University,
San Luis Obispo

**Mentor, Steven (1996)**
English
B.A., University of Pennsylvania
M.A., San Francisco State University
Ph.D., University of Washington

**Mesa, Felicia (2003)**
Nursing Education
B.S., San José State University
M.S., University of California, San Francisco

**Montevirgen, Alexis S. (2006)**
Director of Student Life
B.S., University of California, San Diego
M.S.Ed., University of Pennsylvania

**Morgan, Ken (1988)**
Automotive Technology
A.A., San José City College

**Nava, Elizabeth (1995)**
Social Science
B.A., University of California, Santa Cruz
M.A., University of California, Santa Cruz

**Narveson, Eric J. (2001)**
History
A.A., West Valley College
B.A., San José State University
M.A., San José State University

**Nguyen, Gam (1999)**
Counseling
B.A., University of Saigon
M.A., San José State University

**Nguyen Wong, Khanh Hoa (2006)**
Vietnamese
B.A., San Francisco State University
M.A., San José State University

**Nichols, Ralph (1993)**
Journalism
B.A., University of Nevada, Reno
M.A., California State University, Northridge

**Ortiz Kristich, Elaine (2001)**
Counseling/TLC Coordination
A.A., Evergreen Valley College
B.A., San José State University
M.A., San José State University

**Owren, Betty Ann (1993)**
Music
B.A., San José State University
M.A., San José State University
D.M.A., University of Colorado, Boulder

**Parker, Savander (2008)**
EOP&S/CARE Director
B.S., SUNY-Oneonta State University
M.A., SUNY-Binghamton, NY

**Payne, John (1972)**
Physical Education
B.A., San José State University
M.A., Stanford University

**Perez, Felicia (2006)**
Physical Education & Athletics
A.A., Cosumnes River College
B.A., Chico State University
M.A., University of Redlands

**Perkins, Patricia (2001)**
Counseling
B.A., San José State University
M.A., Santa Clara University

**Potter, Kara (2007)**
Nursing Education
B.S., Norwich University, Vermont
M.S. San José State University

**Pratt, N. Randy (1993)**
Physical Education
B.A., University of California, Berkeley
M.A., San José State University

**Rahim, Nasreen (1988)**
Instructional Technology
B.A., English, Chittagong University, Bangladesh
M.A., Linguistics/TESOL, San José State University

**Regua, Richard (1970)**
English/ENLACE Program
B.A., San José State University
M.A., San José State University

**Risso, Michael (1990)**
Economics/Business
B.S., University of California, Berkeley
J.D., M.S., University of California, Berkeley

**Rojas, Raquel (2007)**
English/Reading, ENLACE Program
B.A., San Francisco State University
MA, San Diego State University

**Rowe Tinsley, Karen (1992)**
Communication Studies
B.A., Georgetown University
M.A., San Francisco State University

**Ruppenthal, R.J. (2005)**
Legal Assistant/Paralegal Studies
B.A., University of California, Davis,
J.D., University of Wisconsin, Madison

**Salak, Robin (2005)**
Instructor/Coordinator, DSP
B.A., San José State University
M.A., Santa Clara University

**Sanchez, Mark (2005)**
Interim Director- Student Support Services ( FasTrack) Program
B.A. Sociology- Point Loma Nazarene University
M.A. Higher Education Administration- California State University at Fresno

**Santos, Soledad (2001)**
Business Information Systems
B.A., University of Guam
M.A., University of Northern Colorado

**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 José State University

**Solorzano, Carmen (2004)**
Spanish
B.A., San José State University
M.A., San José State University

**Srinivasan, Preeti (2008)**
Chemistry
B.Pharm.Sci., University of Bombay, India
M.S., University of Kansas, Lawrence, KS
Ph.D., University of Kansas, Lawrence, KS

**Stauble, Elisabeth (1990)**
Biological Science
B.A., San José State University
M.A., San José State University

**Stewart, Beverly (1996)**
Outreach Counselor
A.A., West Valley College
B.S., San José State University
M.A., San José State University

**Strickland, Lana (1992)**
English/ESL
B.A., Duksung College, Korea
M.A., San José State University

**Tabrizi, Abdie H. (1991)**
Engineering
B.S., University of Tulsa
M.S., Oklahoma State University
Ph.D., University of Tennessee

**Tanon, Alma R. (1988)**
Financial Aid Director

**Tarquinio, Kenneth (2001)**
Psychology
B.A., San José State University
M.S., San José State University

**Tisdale, Barbara (2006)**
Nursing Education
A.A., DeAnza College
B.S., Dickinson College, Pennsylvania
M.S., University of California, San Francisco

**Todd, Marvin (2005)**
English
B.A., San José State University
M.A., San José 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., Ohio University
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

**Tyrrell, Elizabeth (2005)**
WIN/CALWORKS Program Director
B.A., University of Michigan
M.A., Columbia University

**Valentín, José (2001)**
Chemistry
B.S., University of Puerto Rico, Rio Piedras
M.S., Illinois State University, Normal, IL
Ph.D., Southern Illinois University, Carbondale, IL

**Villarreal, Arturo (1989)**
Ethnic Studies and Anthropology
B.A., San José State University,
M.A., San José 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 José State University

**Warner, Sterling (1990)**
English
B.A., San José State University
M.A., San José State University

**Wells, Kelley (1996)**
Philosophy
A.B., Drury College
M.D., Starr King School for Ministry
M.A., St. Louis University
Ph.D., St Louis University

**Wetzel, Sue (2006)**
Nursing Education
B.S., California State University, Sacramento
M.S., San José State University

**COLLEGE PERSONNEL**

**Williams, Leslie (2006)**
Counselor, DSP
B.A., California State University, Los Angeles
M.S., California State University, Los Angeles

**Wilson, Scott (2001)**
English
B.A., San José State University
M.A., San José State University

**Yu, Zhanjing (John) (1996)**
Engineering
B.S., Shandong Mining Institute, China
M.S., University of Utah
M.S., Virginia Polytech Institute & State University
Ph.D., Virginia Polytech Institute & State University

**Zeiszler, Nancy (1993)**
Physical Education
A.A., San Joaquin Delta Community College
B.A., University of Pacific
M.A., University of Pacific

**Zhou, Wei (2007)**
Dean, Math, Science and Engineering
B.A., Fudan University
M.S., Fudan University
Ph.D., University of Texas at Austin

## EMERITI FACULTY AND AMINISTRATORS

**Abshier, Barbara (1961-1997)**
Nursing Education
B.S., University of Michigan
M.S., University of Pennsylvania

**Alexander, Judith Ann (1970-2000)**
Health Education
A.A., Foothill College
B.A., San José State University
M.A., San José State University

**Alvarez-Hickman, Flor (1999-2004)**
Spanish
B.A., San José State University
M.A., San José State University

**Alves, Jack Eugene (1965-2000)**
Biological Science
B.A., University of California, Davis
M.A., San José 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

**Atherton, Victoria (1990-2007)**
Director of the Library
B.A., Eckerd College
M.L.S., University of Kentucky

**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 José State University

**Bouchard, Barbara (1972)**
Art
B.A., Central Washington State College
M.A., Central Washington University

**Butler, Margaret N. (1965-1987)**
Assistant Provost Student Services
A.B., University of Denver
M.A., University of Denver
Ed.D., Brigham Young University

**Canterbury, James (1955-1990)**
English
B.A., University of Redlands
M.A., University of Denver

**Carbajal, Linda (1976-2006)**
Dean of Business and Applied Technology
B.A., San José State University
M.A., San José State University

**Chang, Shirley (1985)**
Nursing Education
B.S., Loma Linda University
M.S., University of California, Los Angeles
Ph.D., University of California, San Francisco

**Christian, J. Richard (1955-1979)**
English/French
B.A., Harvard University
M.A., Harvard University
M.A., San Francisco State College

**Christman-Phelps, Mary Ann (1981-2004)**
DSP/Speech Pathology B.S., University of North Dakota
M.S.P.A., University of Washington

**Clark, Bonnie (1981-2008)**
Learning Disabilities Specialist
B.A., California State University, Long Beach
M.A., Santa Clara University

**Cook, Richard (1973-2008)**
Administration of Justice
B.S., Washington State University
M.A., Washington State University

**Cooksley , William (1977-1995)**
Coordinator/Counselor, Disabled Students Program/ESL
B.A., Orgeon State University
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 (1991-2000)**
Mathematics
B.A., San José 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 José 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., Stanford University
M.A., Stanford University

**Ferner, Edward (1973-1995)**
Dean, Applied Arts and Sciences
A.S., New York State University
B.V.E., San José State University
M.A., San José State University

**Firetag, Roberta (1961-1991)**
Dean, Community Education
B.A., San José State University
B.V.E., San José State University
M.A., San Francisco State University

**Fischer, Ronald J. (1970-2001)**
Engineering/Mathematics
B.S., Newark College of Engineering
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

**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., San José State University
M.A., San José State University

**Gutierrez, Guadalupe (1974-1998)**
Counseling
B.A., San José State University
M.S.W., University of California, Berkeley

**Gutierrez, Josie (1989)**
Counseling
A.A., San José City College
B.A., San José State University
M.S., San José 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., San José State University
M.A., Stanford University

**Helmer, Dianne C. (2001-2007)**
Dean of Nursing and Allied Health
B.S., University of Utah
M.S., University of Utah
M.P.H., University of California, Berkeley
Ph.D., University of California, Berkeley

**Hendrickson, Roy G. (1958-1980)**
Mathematics
B.S., United States Military Academy
M.A., Stanford University

**Higashi, Rose Anna (1970-2004)**
English
B.A., San José State University
M.A., San José 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., San José State University
M.S., San José State University

**Hultquist, L. Lorraine LeHew (1968-1995)**
Director: Nursing Education
Diploma, Johns Hopkins Hospital,
School of Nursing
A.A., Foothill College
B.S., University of California, San Francisco
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 José State University

**Jacobs, William (1969-2004)**
English
B.A., University of Washington
M.A., University of Washington

**Johnson, Tanya (1980-1997)**
Communication Studies
B.A., San José State University
M.A., San José State University
Ed.D., Nova University

**Johnston, Robert M. (1962-1984)**
Business Education
A.B., and M.A., San Francisco State College
University of Minnesota
California State Colleges at San José and
Fullerton

**Karlsten, Rita (1990-2007)**
Dean of Language Arts
B.A., Arizona State University
M.A., Santa Clara University
M.Ed., Santa Clara University

**Kawazoe, Bobbie Gwinn (1973-2003)**
Dean of Counseling
B.A., San José State University
M.A., San José State University

**Kress, Robert R. (1960-1986)**
Drafting
A.B., San José State University
M.A., Sacramento State College

**Lakatos, William T. (1985-2007)**
Chemistry
B.A., Earlham College
M.S., University of California, Riverside

**Lam, Paul (1987-2007)**
Director of Finance and Administrative Services
B.A., University of California, Berkeley,
M.A., Golden Gate University

**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 (1981-1999)**
Business Information Systems
B.S., San José State University
M.A., San José 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., Reed College
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
M.A., 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., San José State University
M.A., San José State University

**Nakashoji, Frances (1980-1996)**
Dean of Mathematics/ Science
B.A., San José 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.,California State University, Sacramento
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 José State University
M.S., University of California

**Papkoff, Leon C. (1954-1993)**
Biological Science
B.A., San José State University
M.A., San José State University

**Payton, George T. (1961-1988)**
Administration of Justice
A.B., San José State University
M.A., San José State University
Ed.D., University of Southern California
Seattle University
Sergeant Detective, San José Police Department

**Pellino, Ruth (1968-1983)**
Nursing Education
Diploma, Good Samaritan Hospital,
Cincinnati, Ohio
B.S., College of Mt. St. Joseph, Ohio
M.S.N.S., University of California,
San Francisco Medical Center

**Phillips, Evangelos P. (1965-1992)**
Journalism
B.A., San José State University
M.A., San José 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 José 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 José State
University

**Radabaugh-Rich, Sandra E. (1981-2006)**
English
B.A., San José State University
M.A., San Francisco State University

**Redding, Dell (1970-2001)**
Biological Science
B.A., Fresno State College
M.A., San José 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., San José State University
M.S., San José State University

**Riordan, Joan (1990-2000)**
English
B.A., University of San Francisco
M.A., Holy Names College

**Robinson, Walter (1960-1995)**
Communication Studies
A.B., San José State University
M.A., San José State University

**Rookstool, Judy (1976-2007)**
Teaching and Learning Center
B.A., University of California, Santa Barbara
M.A., San José State University
Ed.D., University of San Francisco

**Roy, Linda J. (1975-2008)**
Accounting/Business
B.A., San José State University
M.S., San José State University
M.B.A., Santa Clara University

**Rucker, Sylvia (1990-2008)**
French/English as a Second Language
B.A., Swarthmore College
M.A.T., Wesleyan University
M.A., Rutgers University

**Rye, Jerry (1980-2003)**
CADD/Business
A.A., San José State College
B.V.E., M.A., San José 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 José State University
M.L.S., San José State University

**See, Sarah G. (1977-1987)**
Individualized Instruction
B.A., Smith College
M.Ed., University of Virginia

**Sloan, Shirley A. (1975-2001)**
Reading
B.A., Chico State University
M.A., San José State University

**Smith, Art (1979-1989)**
Economics/Business
B.A., San José State University
M.A., San José State University

**Smith, Patricia A. (1975-1986)**
Psychology
B.S., University of Wisconsin
M.S., University of Wisconsin
Ph.D., University of Oregon
Post Doctoral Fellow, Stanford University

**Smith, Thelma (1959-1984)**
Business Education
B.A., San José State University
M.A., Santa Clara University

**Soellner, Walter R. (1977-2004)**
Art
B.S., Western Michigan University
M.F.A., Cranbrook Academy of Art, Michigan
M.A., Western Michigan University

**Stroth, Jan E. (1969-2006)**
Physics/Chemistry
B.S., University of San Francisco
M.S., University of  Washington, Seattle

**Talbot, Susan (1980-2005)**
Dean of Science and Mathematics
B.A., Wellesley College
M.A., Stanford University

**Stein, Mary (1966-1992)**
English
A.B., University of Michigan
M.A., San José 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., Temple University
M.S., Temple University
Ed.D., University of Southern California

**Stroud, Fred H. (1971-1997)**
Counseling
B.S., Tuskegee Institute
M.A., San Francisco State College

**Sutherland, Jean (1959-1992)**
Mathematics
B.A., San José State University
M.A., San José State University

**Thomas, Ariss (1981-1995)**
Family & Consumer Studies
B.S., University of Cincinnati
M.A., San José 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., University of Nebraska
M.A., University of Nebraska
M.A., San José State University

**Webb, Earl (1975-1989)**
Cooperative Work Experience/High School Liaison
B.A., University of California, Santa Barbara
B.A., Woodbury University
M.A., San José 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., San José State University
M.A., San José 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 José 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., Stanford University
M.A., Stanford University

**Wolff, Leonard (1981-2006)**
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 (1970-2001)**
History
B.A., San José State University
M.A., Stanford University

**Zeppa, Anthony J. (1957-1989)**
Electronics
B.A., San José State University
M.A., San José State University

**Zimmerman, Seth (1985-2006)**
Mathematics
B.A., Dartmouth College
M.A., Princeton

**Zufall, Gloria (1969-1992)**
Physical Education
B.A., Arizona State University
M.S., Arizona State University

## CLASSIFIED STAFF

**Agrawal, Mukata (2001)**
Instructional Assistant, BIS

**Aguirre, Josephine (2000)**
Financial Aid Specialist II

**Alvarado, Francisco (2007)**
Instructional Assistant, Science

**Alvarez, Stacy (1999)**
Staff Assistant IV

**Anderson, Amelia (2006)**
Instructional Assistant

**Arimura, Joyce (1975)**
Instructional Laboratory Technician IV, Chemistry

**Armstead, Loretta (1993)**
Financial Aid Specialist II

**Banerjee, Alpona (2002)**
Instructional Assistant, Mathematics

**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 José State University
A.A., Evergreen Valley College

**Bintocan, Angelica (1997)**
Admissions and Records Technician
A.A., Evergreen Valley College

**Blumenkrantz, Robert (1996)**
Instructional Laboratory Technician IV, Biological Science

**Bouzek, George (1992)**
Network Technician

**Browne, Gina (2005)**
Financial Aid Coordinator
B.A. Vocational Education, CSU Sacramento

**Bruno, Patricia (2001)**
Administrative Secretary
A.A., Evergreen Valley College

**Burns, Adrienne (2002)**
Nursing Program Coordinator

**Calhoun, Mona (2000)**
Senior Division Administrative Assistant

**Chan, Deborah (2005)**
Library Technician
B.A., San José State University

**Chung, Linh (2005)**
Network Technician, CTSS
B.S., California State University East Bay

**Collins, Debra (2007)**
Staff Assistant II, DSP

**De La Cerda, Rita (1990)**
Administrative Secretary

**Delvey, Fred (2005)**
Adaptive Media Technology Specialist, DSP
B.A., University of California, Berkeley

**Duong, Van (2007)**
Instructional Laboratory Technician III, Physics/Chemistry

**Echeverria, Armando (1999)**
API Instructional Support Assistant I, DSP

**Eckford, Elizabeth (2007)**
Program Specialist AFFIRM Program
B.A. UC Berkeley
M.A., San José State University

**Fray, Karen (1984)**
Program Assistant
A.A., San José City College

**Griffin, Franchesca (Julie) (1988)**
Admissions & Records Technician

COLLEGE PERSONNEL

**Gulkin, Lynn (1975)**
Program Specialist Transfer Center and Work Experience
A.S., Evergreen Valley College

**Holguin, Maria (1980)**
Senior Library Technician
A.A., Foothill College

**Hopkins, Ebonnie (2004)**
Financial Aid Specialist I
B.A. San José State University

**Iniguez, Tina (2003)**
Program Coordinator, WIN Program /Keys to Success
B.A., University of California, Davis

**Johari, Kamala (1995)**
Instructional Assistant, BIS/Accounting

**Jose, Joceline (1995)**
Instructional Assistant, BIS

**Kazemi , Farkhondeh (Susan) (2008)**
Instructional Laboratory Technician III/Science
B.S., Tabriz University, Iran

**Kirkham, Marlana (1992)**
Instructional Technician, Physical Education

**Knecht, Denise (1978)**
Instructional Assistant, BIS
A.A., San José City College

**Kost, Catherine (1995)**
Senior Division Administrative Assistant
B.S., San José Christian College

**Lam, Tiffani (1990)**
Admissions and Records Coordinator I
B.A., California State University, Long Beach

**Lamantia, Marie (1990)**
Staff Assistant IV Health Services
A.A., Evergreen Valley College

**Lau, Frances (1993)**
Instructional Assistant
B.A., National University

**Lazetera, Rosemary (2007)**
Program Assistant, Student Life

**Le, Tanya (1990)**
Financial Aid Specialist III

**Leaf, Roxane (2004)**
Staff Assistant Language Arts Department
B.S., San José State University

**Lease, Lois (1977)**
Curriculum Specialist
B.S., San José State University

**Marino, Joane (1984)**
Senior Accounts Clerk

**Marks, Sawanii (1996)**
Mathematics Instructional Assistant

**Martinez, Erlinda (1996)**
Schedules and Catalog Technician
A.S., Evergreen Valley College

**Martinez, Matthew (2001)**
Computer Network Technician

**Mathew, Sambo (1994)**
Senior Library Technician
A.A., Evergreen Valley College
B.S., San José State University

**Medina, Denise (1997)**
Biology Instructional Assistant Lab Lead
A.S., Evergreen Valley College

**Medina, Qiana (2008)**
Staff Assistant II – Student Support Services ( FasTrack) Program
A.A. Evergreen Valley College

**Messenger, Stacy (2001)**
Program Assistant, WIN Program/
Keys to Success

**Meza, James S. (2004)**
Financial Aid Specialist I
B.S., San José State University

**Mora, Robert (1998)**
Instructional Assistant
B.A., San José State University

**Naidu, Shashi (2003)**
Web and Distance Education Technician
B.A. Mount Carmel College, Bangalore, India
M.A., Psychology, Bangalore University, Bangalore, India

**Nazarov, Vera (1992)**
Senior Division Administrative Assistant
A.A., Evergreen Valley College

**Nguyen, Luu (1985)**
Financial Aid Specialist III
A.A., Evergreen Valley College

**Nguyen, Nguyet (1995)**
Instructional Assistant Mathematics

**Nguyen, Thu (1993)**
Library Assistant
B.S., San José State University

**Nguyen, Tina**
Hourly Personnel Services Specialist

**Nguyen, William (2000)**
Tutoring Center Coordinator
B.A., San José State University
M.A., San José State University

**Noriega, Marie (2000)**
Staff Assistant II

**Norment, Jeff (1980)**
Assessment Specialist
B.A., San José State University
M.A., San José State University

**Oloju, Joseph (2007)**
Instructional Support Assistant, Mathematics

**Ontiveros, Diane (2004)**
Instructional Lab Tech, Automotive
A.A. Evergreen Valley College

**Pardue, Melanie (2002)**
Instructional Assistant, Language Arts
B.A., San José State University

**Pereida, Rosa (1989)**
EOP&S Outreach/Recruitment Specialist

**Pham, Bryan (2000)**
Mathematics Lab Lead
B.S., Santa Clara University

**Pinkston, Lenora (1999)**
Training Program Coordinator, @One Program

**Quezada, Margarita (1997)**
Instructional Assistant, Language Arts

**Ramirez, Ivanna (1990)**
Senior Division Administrative Assistant

**Ramirez, Yesenia (2001)**
Program Specialist, Enlace

**Ratto, Christopher (1999)**
Senior Library Technician

**Rivet, Robert (1992)**
Senior Account Clerk

**Rodriguez, Barbara (2004)**
Staff Assistant

**Romano, Paulette (1972)**
Executive Secretary
A.A., San José City College

**Rottman, Ingrid (2001)**
Program Specialist, Outreach and Recruitment
A.A., Evergreen Valley College

**Ruiz-Esparza, Annette (2000)**
Financial Aid Specialist II

**Shah, Hansa (1992)**
Instructional Assistant, BIS/CIT

**Shirakawa, Brad (1996)**
Instructional Assistant, Photo Journalism

**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

**Steele, Kimberly (2000)**
Admissions and Records Technician

**Tayag, Cindy (2005)**
Coordinator II, Admissions & Records

**Thompson, Ronald (1997)**
Network Technician

**Tomisaka, Janice (1996)**
Program Specialist, Distance Education

**Tong, Quyen (2000)**
Instructional Assistant CIT/BIS/Accounting
A.S. Evergreen Valley College

**Tran, Bich-Phuong (1997)**
Nutrition Aide

**Tran, Kiet Binh Gia (1998)**
Instructional Assistant CIT/BIS

**Tran, Song-Ho (2007)**
Instructional Support Assistant, Language Arts

**Tung, Nancy (2001)**
Lead Instructional Support Assistant, DSP
A.S, Evergreen Valley College
B.A., University of California, Berkeley
M.A., San José State University

**VanGaasbeck, Thanh (2005)**
Staff Assistant, Counseling

**Valdez, Jovita (1988)**
Articulation Specialist

**Vallin, Jorge (2006)**
Instructional Assistant, Mathematics

**Vasquez, Elizabeth (1991)**
Assistive Services Specialist, DSP
A.A., Evergreen Valley College

**Vu, Ann (1994)**
EOP&S Program Assistant
A.A., Evergreen Valley College

**Wong-Kauzlarich, Mary (2001)**
Senior Division Administrative Assistant
A.A., Cypress College
B.A., CSU Long Beach
M.B.A., Chapman University
M.S., Golden Gate University

**Yabumoto, Vivian (1996)**
Program Specialist, ASPIRE

**Zendejas, Maria (1998)**
Admissions and Records Assistant
A.A. Evergreen Valley College

## EMPLOYEES AT EVC WITH PRIMARY ASSIGHMENT 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 I

**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 II

**Serratos-Lopez, Guillermo (1988)**
Custodian II

**Velez, Jose (1991)**
Custodian I

**Vincent, Anthony (1997)**
Custodian II

**Zepeda, Refugio (1997)**
Custodian I

## BOOKSTORE

**Cadile, Dale (1998)**
Campus Store Operations Coordinator

**Lam, Cam (2002)**
EVC Campus Store Accounting

**Nguyen, Sandy (2002)**
EVC Campus Store Accounting

## CHILD DEVELOPMENT CENTER

**Cossey, Esther (1992)**
Child Development Specialist I

**Harden, Laurie (2002)**
Child Development Center Manager
B.A., California State University, Chico

**Huynh, Vivian P. (1999)**
Child Development Aide

**Kramer, Ramona (2004)**
Staff Assistant III, Child Development Center
B.A., Child and Adolescent Development, San José State University

**Payton, Casey (1987)**
Child Development Specialist II

**Solorzano, Esperanza (1994)**
Child Development Specialist I

**Tran, Phuong Thi (1999)**
Child Development Aide

## CAMPUS POLICE

**Engcahl, Peter (1999)**
Campus Police
Traffic Officer

**Flores, Antonio (1998)**
Police Officer

**Morris, Sheila (1997)**
Police Assistant

## 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

**COLLEGE PERSONNEL**

**Heck, Eugene (2000)**
Electrician

**Juntado, Arnold (2000)**
Electrician

**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, Anne (2000)**
Document Center Specialist Technician II

**Hood, Sherry (1978)**
Reprographics Supervisor, District Office/
Evergreen Valley College
B.A., California State University, Chico

**Partida, Arturo (2001)**
Reprographics Assistant

## WAREHOUSE

**Hulse, Steve (1990)**
Senior Warehouse Worker

**Juarez, Luis (1992)**
Warehouse Worker

## PHONE SERVICES

**Juarez, Elizabeth (1997)**
Telephone Communications Operator

**Mello, Rosalinda (1997)**
Telephone Communications Operator

## SUPERVISORY PERSONNEL

**Chumbley, Sally (1990)**
Supervisor of Learning Resources, Business and
Workforce Development
B.S. New Mexico State University

**McKee, Lauren (1984)**
Supervisor, Office of Academic Services
B.A., San José State University

**Raby, Elvis (2000)**
Supervisor, Business Services

**Sakulsinghdusit, Sam (2006)**
Supervisor, Campus Technology Support
Services
A.A., Computer Science,
Brigham Young University
B.A., Computer Information Systems,
Brigham Young University
M.B.A., University of Phoenix

## DISTRICT ADMINISTRATIVE STAFF

**Aguirre, Ray**
Chief of Police, District

**Clabough, Tom (1996)**
Maintenance Manager

**Dias, Robert (1997)**
Director, Facilities/Maintenance

**Gordon, Bruce**
Custodial Manager

**Root, Ron (2006)**
Vice Chancellor, Administrative Services

**Zen, Dolly (1984)**
Senior Systems Analyst/Database Manager

# INDEX

**INDEX**

**INDEX**

**Primary photographs courtesy of Patricia Bruno**