Evergreen Valley College

CATALOG 2013-2014

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

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PRESIDENT'S MESSAGE

HENRY C. V. YONG, ED.S.
PRESIDENT
EVERGREEN VALLEY COLLEGE

Welcome to Evergreen Valley College! We are located in a very nice area of San Jose, the capital of Silicon Valley.

We thank you for making the right choice in attending Evergreen Valley College to pursue your educational and career goals.

Evergreen Valley College is fully accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC), which is part of the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC). EVC has transfer agreements with universities in the California State University system, and the University of California system. If you are planning to transfer to a four-year institution, EVC offers many of the lower division courses that are required by these state institutions.

As one of the 112 community colleges in California, EVC offers a variety of educational programs and services to meet the diverse learning needs of our diverse student body. This broad spectrum of offerings allows us to serve students who are attending college for the very first time, or returning after an extended absence, or specifically seeking training for employment opportunities. You will have the opportunity to pursue degree or certificate programs, fulfill your transfer requirements, or obtain first rate technical training.

You will see construction projects on campus, and we apologize for the inconvenience. You will be pleased to know that funds derived from community-supported tax measures are funding renovations and the construction of new buildings. These modern facilities will help us to serve our students better. With better instructional equipment and technology, our students will have an enhanced learning experience, and the time spent at EVC will be more productive and meaningful.

Our faculty members are well-known for their outstanding teaching and expertise in their fields, and are fully committed to helping you achieve your educational goals. We invite you to ask questions, discover knowledge, and make learning fun. In doing so, you will learn more about yourself, be able to attain your educational and career goals, and to chart a new direction in your life.

Our mission has always been to provide a comprehensive, student-centered community college education, and our guiding principles are Equity, Opportunity, and Social Justice.

Lao Tzu (604- 531 B.C.) once said that "A journey of a thousand miles begins with a single step." We want your journey to be successful, and beginning your journey at EVC is the right choice.

Tomorrow begins today at EVC!

CHANCELLOR'S MESSAGE

RITA M. CEPEDA, ED.D.
CHANCELLOR
SAN JOSÉ•EVERGREEN COMMUNITY COLLEGE DISTRICT

District's Mission Statement

As a leading educational institution, the mission of SJECCD is to meet the diverse educational workforce needs of our community by empowering our students to become agents of social change

Welcome to Evergreen Valley College and to the San José-Evergreen Community College District. Advancing your education is the single greatest investment you will ever make in your future, the future of your family and the future of our community at large. An "educated person" is the basic cornerstone of every community and, ultimately, the nation. The 2013-2014 Evergreen Valley College Catalog represents many things; a blue print for your future, a tool to plan your educational career, and a legal contract between you and the college. The words contract and "catalog rights" are found in the administrative guidelines that govern all institutions of higher education, and the reason is that what is printed in the catalog is the college's commitment to the courses, requirements, pre-requisites and policies that will govern your life as a student. In other words, two years from now if the requirements for a particular degree or certificate changes, you can point to "your catalog rights" and note that you are following the guidelines established in the 2013-2014 catalog; and, therefore, the changes do not apply to you.

On another note, as chancellor, I would like to point out that you are entering a human laboratory of sorts. You will be exposed to peers, faculty and staff all of whom have one thing in common; the pursuit of education. In addition, you will be privileged to attend a community college that is one of the most diverse in the Silicon Valley, an experience that will prove invaluable in the world of the 21st Century and one that will provide you with the intercultural and workforce skills that are critical to the global economy and workforce that is so much a part of our region.

This catalog contains most, if not all, of the answers to your questions. In addition, remember that we are here to support your academic goals; and when in doubt, just ask. Enjoy your academic career at Evergreen Valley College and take advantage of the learning experiences and opportunities in and outside the classroom.

One final note, our District is committed to fostering a great environment for teaching and learning. To that end, we have adopted a formal statement on civility; and we urge every individual to adopt the following maxim as their own:

"Civility begins with me;
Everyone has worth and dignity."

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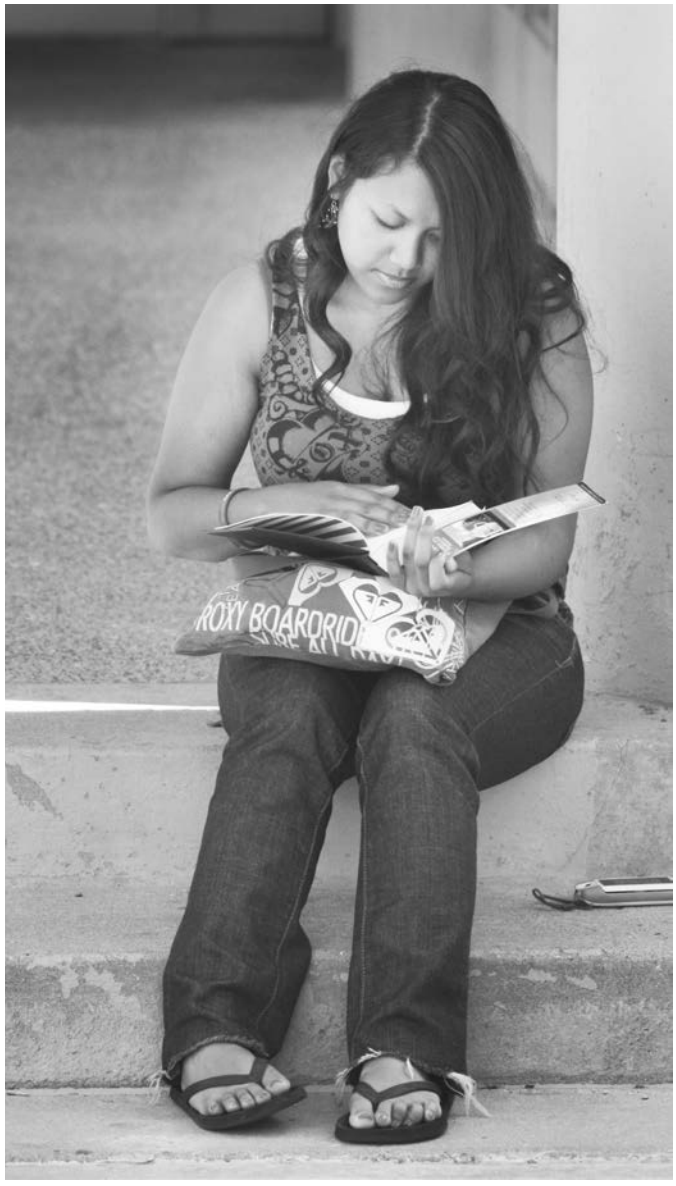
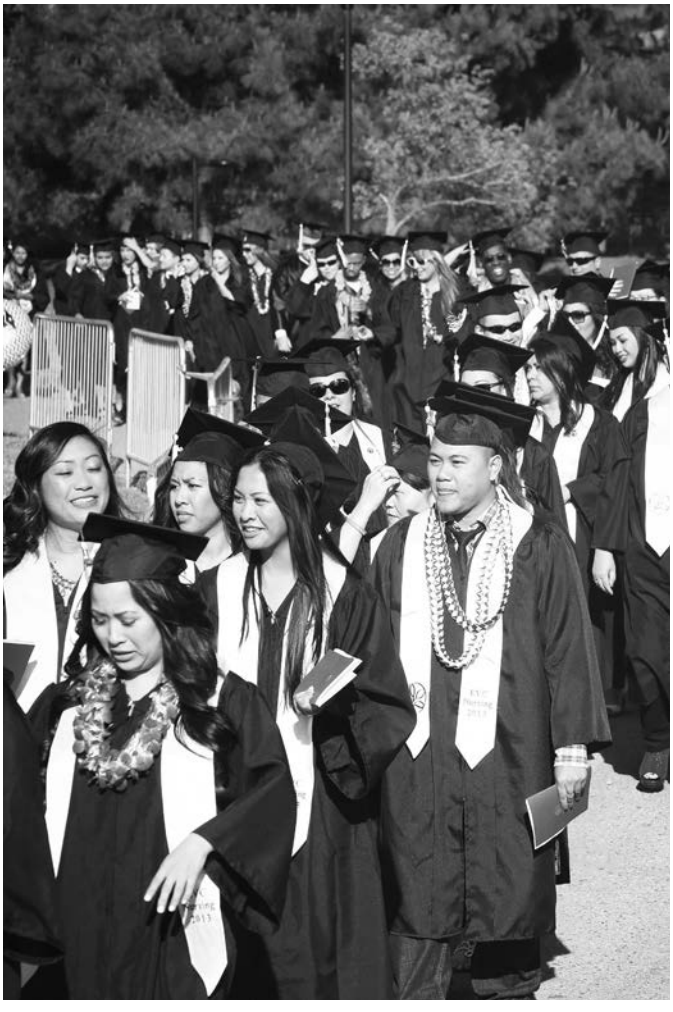


CHAPTER 1: COLLEGE PROFILE



IN THIS CHAPTER:

- Profile
- History
- Mission
- Code of Ethics
- Strategic Initiatives
- Institutional Learning Outcomes (ILOs)
- Schedule
- Leadership
- Accreditation
- South Bay Regional Public Safety Training Consortium
- Non Discrimination Statement

PROFILE

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

HISTORY

Evergreen Valley College opened its doors in 1975 to 3,000 students and currently hosts over 10,000 students from more than 70 countries. The rich variety of cultures, which both enhances and enriches campus life, comprises one of the most diverse student bodies within the California Community College System.

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

In recent years, bond measures have allowed us to build much needed facilities: classrooms and labs for biological sciences and nursing education programs, a robust Library, a center to accommodate vibrant student life, and the Montgomery Hill Observatory, and the Center for the Arts which includes a 400-seat Theater.

MISSION

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

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

CODE OF ETHICS

The Evergreen Valley College Code of Ethics was developed with input from representatives of each constituent group at Evergreen Valley College including faculty, staff and management. Inherent in this code is the belief that each employee and student has the right to dignity and respect.

We, the employees of Evergreen Valley College, agree to act in a responsible and ethical manner in the workplace, and by acting in a way that encourages our peers, students, and colleagues to do the same.

We support the following principles:

- To work in a professional manner with a mutual respect for individual differences.
- To maintain an open dialogue on issues while respecting differing opinions of colleagues and students alike.
- To be open and honest in dealing with students and colleagues and understand the value of having positive collegial relationships.
- That our collective responsibility is to create a positive environment that fosters respect for others and their cultural contributions, and to respect the academic curiosity of our students, colleagues and staff at Evergreen Valley College.
- This document nor the beliefs herein represented in no way limit the rights or duties of the employees of Evergreen Valley College as provided for by Code, Law, Board Policy, Procedure, or by contract.

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

INSTITUTIONAL LEARNING OUTCOMES

Institutional Learning Outcomes (ILOs) are the knowledge, skills and abilities a student is expected to leave an institution with as a result of a student's total experience. The faculty and staff at Evergreen Valley College believe that General Education (GE) Outcomes represent a common core of outcomes for the majority of students transferring or receiving degrees; therefore, Evergreen created ILO's encompassing GE components, as well as student support service areas.

Upon completion of study from Evergreen Valley College...

Communication:
The student will demonstrate effective communication, appropriate to the audience and purpose.

Inquiry and Reasoning:
The student will critically evaluate information to interpret ideas and solve problems.

Information Competency:
The student will utilize information from a variety of sources to make an informed decision and take action.

Social Responsibility:
The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.

Personal Development:
The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

SCHEDULE

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

LEADERSHIP

Henry Yong, President
Irma Archuleta, Vice President of Student Affairs
Keith Aytch, Vice President of Academic Affairs
Henry Gee, Vice President of Administrative Services
Octavio Cruz, Dean of Enrollment Services
Mark Gonzales, Dean of Social Science, Humanities, Arts, & Physical Education
Michael Highers, Dean of Math, Science and Engineering
Merryl Kravitz, Dean of Language Arts
Antoinette Navalta Herrera, Dean of Nursing and Allied Health
Vacant, Dean of Business & Workforce Development
Vacant, Dean of Counseling and Matriculation

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.

NON DISCRIMINATION STATEMENT

Evergreen Valley College provides equal access and opportunity and does not discriminate on the basis of 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 and physical or mental disability. We are committed to providing an inclusive and welcoming environment for all students, staff, faculty and members of our local community.

Declaración de Prohibición Discriminatoria

Evergreen Valley College ofrece la oportunidad y el acceso equitativo y no discrimina basados en identificación étnica, raza, color de piel, idioma, acento, estatus migratorio, ascendencia, nacionalidad, edad, sexo, religión, orientación sexual, identidad de género, estado civil, condición médica, estado militar, incapacidad física o mental. Estamos comprometidos a proporcionar un ambiente inclusivo y acogedor para todo el personal, estudiantes, Facultad y miembros de nuestra comunidad local.

Tuyên Bố Không Kỳ Thị

Trường Evergreen Valley College cung cấp tiếp cận bình đẳng và cơ hội và không phân biệt đối xử trên cơ sở xác định nhóm dân tộc, chủng tộc, màu da, ngôn ngữ, giọng nói, tình trạng di trú, tổ tiên, nguồn gốc quốc gia, tuổi tác, giới tính, tôn giáo, khuynh hướng tình dục, giới tính, tình trạng hôn nhân , điều kiện y tế, tình trạng cựu chiến binh và người khuyết tật về thể chất hoặc tinh thần. Chúng tôi cam kết cung cấp một môi trường khuyến khích và chào đón tất cả các sinh viên, giảng viên, nhân viên, và các thành viên của cộng đồng địa phương của chúng tôi.

CHAPTER 2: ADMISSIONS/REGISTRATION/FEES/FINANCIAL AID

IN THIS CHAPTER:

- Eligibility for Admission
- Application for Admission
- Residency Requirements
- International Students
- Transcripts from other Colleges
- Advanced Placement Program
- Transfer Credit
- Credit for Military Service
- Credit by Examination
- Open Enrollment & Registration Priorities
- Classification of Students
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- Repeating Courses
- Adding Classes
- Dropping Classes
- Grades
- Grade Challenge
- SJECCD Student Success Policies, SB 1456 Student Success Act of 2012 & New Title 5 Changes for Enrollment Priorities - Effective Fall 2014
- 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. Please note that this information is subject to change.

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, online at http://cccapply.org. Paper applications must be completed and submitted to the Office of Admissions and Records.

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

- Corrections
- Law Enforcement
- Nursing
- Honda Certificate Program
- International Students
- Translation and Interpretation program

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

Notice To All Applicants:

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 card which is used for access to the library and other student services.

HOW TO BECOME AN EVC STUDENT

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

High School Student Application/Registration:

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

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

1. They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Educational Rights and Privacy Act (FERPA).
2. They must identify EVC as a college attended on all future college applications, and include a transcript of EVC work where required.
3. They are held to the same standards as regular students in terms of class conduct and course requirements.
4. They will need to request transcripts for their high schools if EVC units will be used to fulfill high school graduation requirements.
5. They may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.) High school students approved to take more than 11 units will be responsible for paying full fees as a regular student. Please note that this information is subject to change.
6. They may not enroll in PE or basic skills (300 Level) courses. Courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools.
7. They may not register for courses not on an R-40 form. Additional R-40 forms may be required.
8. Courses completed at their high schools do not guarantee adequate preparation for college level courses; assessment and/or SAT/AP scores may be used to determine placement levels.

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

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

  Other Important Facts for Concurrent Enrollment Students
  - You may only register for up to 11 units (Spring and Fall Semesters) Please note that this information is subject to change.
  - If you are permitted to enroll in 12 or more units, you will be responsible for paying full fees as a regular student
  - The courses must be vocational, enrichment, or advanced courses not available at the high school
  - You may not register for PE courses or remedial courses (e.g. Math 311, English 394)
  - You may not enroll in courses available through the high school, except in summer or under special circumstances (supplemental petition from the high school counselor is required and will be reviewed by the Dean of Enrollment Services

- Any courses taken at EVC will appear on your permanent academic record.
  * Forms R40 and R42 Affidavit are available in the Office of Admissions and Records; the R40 form is also available online at www.evc.edu/admissions/pdfs/R40_Form.pdf.

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 instate 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 out-of-state tuition annually. Effective summer term 2012, California residents are charged $46 per unit fee. The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled. In addition to the $46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay $199 per unit in tuition and a Capital Outlay fee of $4. Consult the current Schedule of Classes for registration related fee deadlines.

Residency Guidelines

For tuition purposes, a resident is someone who meets the guidelines set forth by California Community College Uniform Student Residency Act. These regulations were created not to determine whether a student is a California resident or nonresident, but rather to establish whether a student should pay in-state or out-of-state fees.

- A "resident" is defined as a citizen of the United States or a person who holds a status that allows him or her to establish residency in the United States. Generally for purposes of establishing instate tuition, an individual must demonstrate a combination of physical presence and intent to make State of California his or her permanent home. Prior to the term of enrollment, a student must demonstrate proof that he or she has maintained a minimum of one year and one day of physical presence in California. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A "nonresident" is a person who is not permitted by the Immigration and Nationality Act to establish domicile in the United States.
- A student classified as a resident will only be required to pay the $46.00 per unit enrollment fee.
- A student classified as a nonresident is required to pay a tuition fee of $199 per semester unit, $4 capital outlay fee and a $46 per unit in-state registration fee.
- A student classified as a nonresident, with an out of status citizenship, and/or a nonresident US citizen who attended three years and graduated from a California high school is exempt from paying non-resident tuition under AB 540.

Residence for an Adult

- 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. Proof of residence should correspond to dates of physical presence in California.
- The student (under 19) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove that both he or she and his or her parent(s) have lived in California continuously for the last two years.

Residence for a Minor

- An unmarried minor (under 18) must derive residency from a parent or legal guardian, as he or she is precluded from establishing their own residency.
- A student (age 18 or under) and his or her parent have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency. An official copy of the parent's California tax form may be required.
- A student (age 18 or under) under the care and control of a legal guardian who has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency. Students who are minors living with a legal guardian must complete a Care and Control Form, which can be obtained from the Office of Admissions & Records.

Documents for Proof of Residency

The documents are examples of proof of residency. You must provide a minimum of the following documents:

- California driver's license;
- California identification;
- California tax form;
- Lease or rental contract.

Please check Admissions & Records weblink at http://www.evc.edu/admissions/ for more information regarding residence classification, exceptions, a more detailed listing of proof of residency documents and examples of evidence showing intent.

Assembly Bill 540 (AB540)

AB540 allows qualified undocumented students to be exempt from paying nonresident tuition at a public community college or university in California.

Students are eligible for AB540 exemption if they meet ALL of following criteria:

- Attended a California high school for three (3) years or more;
- Graduated from high school or received an equivalent thereof, such as a GED;
- Submit an affidavit (a written promise) to the college stating that you meet all of the above criteria and that you have filed an application to adjust your immigration status or will do so as soon as you are eligible to do so.

The California Dream Act comprising of legislation AB130 & AB131 authorizes eligible AB540, students to receive State Financial Aid as follows:

- **Effective January 1, 2012** - AB130 allows eligible AB540 students to apply and qualify for state and institutional scholarships.
- **Effective January 1, 2013** - AB131 allows eligible AB540 students to apply and qualify for the Board of Governors Fee Waiver (BOGFW), Cal Grants B & C and Chafee Grant (foster youth only). AB540 students are not permitted to receive Federal Financial Aid, such as Pell Grant, Workstudy and/or Loans. There are various private scholarships that you can qualify and be eligible to receive. For a listing of scholarships, please visits our Financial Aid weblink at: http://www.evc.edu/fao/ or go to the MALDEF Scholarship Listing at: https://www.maldef.org/assets/pdf/Scholarship_List_2010_2011.pdf

INTERNATIONAL STUDENTS

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

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

Applications must include:

1. International (F-1) Student Application Form.
2. Application for Admission to Evergreen Valley College.
3. $100 Application Processing Fee (non-refundable) Checks must be drawn on a U.S. bank and be made out to Evergreen Valley College.
4. TOEFL (Test of English as a Foreign Language). Minimum score based on test type: 500 paper based exam; 173 computer based exam; 61 internet based exam.

   Note: If applicant has completed degree applicable courses in English with a grade of "C" or better (at an accredited U.S. college/university), the TOEFL may be waived.
5. Original bank verification (signed by certifying official) with a minimum balance of $18,559 (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.

Effective summer term 2012, California residents are charged $46 per unit. In addition to the $46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay $199 per unit in tuition and a Capital Outlay fee of $4. Note: Fees shown are those in effect at the time of publishing and are subject to change without notice. Payment can be made by cash, credit card, money order or check. Students who fail to pay tuition will not be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

Each international student must pay the non-resident tuition at the beginning of each term ($199 per unit as of Spring 2010), plus a $4 Capital Outlay fee, registration, and other fees which are subject to change without notice. Payment can be made by cash, credit card, money order or check. Students who fail to pay tuition will not be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

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

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

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 contract and enrollment requirements.

TRANSCRIPTS FROM OTHER COLLEGES

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

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

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ADVANCED PLACEMENT PROGRAM

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

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

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

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

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

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

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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.

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 posted separately in the upper section of the student's permanent academic 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 $46 per unit registration 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.

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 three weeks of any registration cycle are dedicated to continuing students. New, returning, and transfer students will be given registration dates following the first three weeks of continuing student registration or when they apply. Current year high school senior and junior students may register one week after new and returning students. Current year high school sophomores and freshman may register two weeks after new and returning students. **Please see the online academic calendar at www.evc.edu for specific dates.**

CLASSIFICATION OF STUDENTS

- New Student - A student who has never enrolled at any college. High school students are always considered "new students."
- Continuing Student - A student who was enrolled at Evergreen Valley College the preceding semester.
- Former (Returning) Student - A student who has previously attended Evergreen Valley College but not during the preceding semester.
- New Transfer Student - A student who has attended a college other than Evergreen Valley College.

- International Student - A student from any country other than the United States who has applied to Evergreen Valley College and has been accepted into the International Student Program. All NEW international students are required to contact the International Student Representative in the Admissions & Records office prior to registration (408) 270-6423.
- Nonresident Student - A student who has not met California residency requirements and must pay nonresident tuition unless he/she meets AB 540 requirements.

STUDENT STATUS (FULL-TIME/HALF-TIME)

Fall and Spring Semesters:
Full-time student: registered for 12 or more units
Half-time student: registered for 6-11 units

Summer Session:
Full-time student: registered for 4 or more units
Half-time student: registered for 2-3 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, 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, but are strongly recommended to enroll in no more than one or two courses at any given time. Please note that this information is subject to change. If you are permitted to enroll in 12 or more units, you will be responsible for paying full fees as a regular student.

REPEATING COURSES

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) To determine whether a course is repeatable, refer to Chapter 5: Course Descriptions, in this Catalog.

Repeating Courses Previously Passed
State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of "A," "B," "C," "Credit" or "Pass." Students with extenuating circumstances may file a Request to Repeat in the Counseling Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Limitations on Repeating Courses
Beginning with the Fall 2009 semester, students who have recorded a substandard grade of either "D","F,""No Credit" or "No Pass" will only be allowed to repeat the same course two times, for a total maximum enrollment of three times. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. Unit credit is only allowed once when repeating a D grade. Withdrawals without a mark of "W" are allowed during the first 3 weeks of a 16-week class in a semester or within the first 20 percent of a short-term course. Students shall be allowed a maximum of three withdrawals for a given course where a mark of "W" is posted for all three withdrawals. In cases in which the student's grade and/or withdrawal was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal) in the Counseling Office. Extenuating circumstances are verified accidents, illnesses or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the highest grade and credit earned (if any) shall be disregarded in computing the student's grade point average each time the course is repeated. Participation in an intervention program may be required.

ADDING CLASSES

BEFORE CLASSES BEGIN

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

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

AFTER CLASSES BEGIN

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

- Go to the class as soon as possible.
- Ask the instructor if you can add the class.
- Obtain add code sticker from instructor.
- Process add code by going online to https://myweb.sjeccd.edu.
- Verify your class was added by going online to https://myweb.sjeccd.edu
- If you experience problems with your add code, bring it to Admission and Records Office immediately for processing.

  * No late adds for semester classes will be accepted after the second week of the semester. If extenuating circumstances exists, students are encouraged to obtain a LATE ADD PETITION from the Office of Admissions and Records.

  You have until 11:00 PM on September 15, 2013 to add a regular 16 week course by web using the Add Code; after that, the authorization code is no longer valid.

Students cannot be added to a course if:

- They do not meet the prerequisite
- They have already completed the course, unless it is repeatable
- They have a time conflict. For more information see Class Conflicts under Attendance
- They do not have a current application on file
- They have a hold for academic standing or fees owed
- They do not have high school approval (R-40)
- They are already enrolled in 18 units
- September 15, 2013 - 11:00 PM has elapsed for regular 16 week courses only

What if I have trouble registering?

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

DROPPING CLASSES

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

1. No "W" (Withdrawal) symbol or record of the course will occur on the student's permanent record if the student drops by September 16, 2013.
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course after September 17, 2013.
3. Students must receive an evaluative grade (A-F; FW; P/NP) if they do not drop by the deadlines above.
4. Students may be granted a "W" (Withdrawal) symbol after November 22, 2013 of the term only for extenuating circumstances. "Extenuating circumstances" are defined as verifiable cases of accidents, illness, or other circumstances beyond the students' control.
5. Students are responsible for all associated fees for classes they do not officially drop.

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

GRADES

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

GRADE CHALLENGE

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

SJECCD STUDENT SUCCESS POLICIES, SB 1456 STUDENT SUCCESS ACT OF 2012 & NEW TITLE 5 CHANGES FOR ENROLLMENT PRIORITIES - EFFECTIVE FALL 2014

The San Jose Evergreen Community College District (SJECCD) regards student success as the forefront mission. On January 22, 2013, the SJECCD Board of Trustees adopted its own student success definition and policy (BP-5050.2). Policies that not only uphold the State's new mandates and the California Community College Board of Governors recently adopted title 5 regulations but embody a broader and more holistic definition of student success.

SJECCD Student Success Definition

Student Success for community college students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary for becoming a better person, worker, and/or citizen. Student success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in subjects including science, mathematics, computer/technical skills, world languages, history, geography, and global awareness; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision

makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others. Student Success is everyone's responsibility demonstrated through role modeling, support, opportunity, equity, and social justice.

Leadership/Governance

Students succeed because of the work of the governing boards, chief executives, faculty, staff, administrators and students. Strong and supportive leadership is required to overcome cultural assumptions and systemic inertia that accepts the behavior that says "but we have always done it this way."

The Board's commitment to student success is to ensure the availability of resources for the colleges to:

- Ensure that Student Success is a shared responsibility.
- Mandate college orientation.
- Mandate assessment.
- Limit or eliminate late registration.
- Mandate advising and counseling and educational plans, targeted support and/or student success courses especially for high-risk students.
- Require or strongly encourage students to enroll in needed basic skills and prerequisite courses in their first term(s).
- Provide integrated basic skills programs and services that are evidence-based.
- Promote the use of disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs; engage in "courageous conversations."
- Foster common definitions of student progress and the ability to benchmark progress.
- Foster curricular and program design that addresses diversity in learning styles and cultural backgrounds.
- Engage employees in professional development focused on improving student success, including cultural competency and effective teaching/learning for students with a wide variety of backgrounds and skills.
- Revisit hiring practices for faculty to ensure effective teaching skills, including and particularly for faculty teaching basic skills courses.
- Adequately fund, staff and support programs on both campuses to create a culture of service and civic responsibility, and to provide students with opportunities to engage in social change work.

State Mandated Enrollment Priority Regulations

In September 2012, the Board of Governors unanimously approved title 5 regulations that established system-wide enrollment priorities designed to restructure the matriculation process and standardize student registration. Accordingly, the regulations are intended to ensure that students who wish to transfer, pursue a degree, complete a certificate program, or seek career advancement have access to the necessary courses and are provided support and encouragement to make progress toward achieving their educational goals. The regulations require that information about the new policies be disseminated to students beginning in Spring 2013 and mandates full implementation by Fall 2014.

Title 5 –"Protective Student" Categories

Under the new priority enrollment regulations, "priority registration dates" will be assigned to active duty military and recently discharged veterans, current and former foster youth, followed by students in Disabled Student Programs Services and Extended Opportunity Programs & Services. These student groups are permitted to enroll during the first week of continuing registration. Accordingly, under the new mandates, students in the "protective title 5 category" must maintain satisfactory academic progress in order to be assigned a priority registration date.

Mandated Matriculation Process

The regulations mandate all new students to participate in the College's matriculation process. Students are mandated to complete the college orientation, take the assessment placement test, and meet with a counselor to obtain an educational plan prior to receiving an enrollment registration date and time.

Maintain Satisfactory Academic Standing

Both new and continuing students who maintain satisfactory academic progress and are in good standing will be granted and an earlier registration date and time over those who are not in good standing.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good standing. A one-time appeal will be allowed for students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances.

100 Unit Cap

Students who have less than100 units (not including units in basic skills English, Math or English as a Second Language) completed will be granted and earlier registration date and time over those who have exceeded the 100 unit threshold. Exemptions to the high unit cap will be granted for students enrolled in high unit majors.

District policies and procedures associated with the title 5 Enrollment Priorities are under construction and will be made available to students December 2013. Hereafter, the official policies and procedures will appear in the college catalog beginning 2014-2015.

MATRICULATION

Matriculation Rights And Responsibilities

Evergreen Valley College is a partner in your educational pursuit. When you succeed, we succeed. Our main objective in this partnership is to follow all policies 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. . (Please be advised that as a result of title 5 regulations & the new student success mandates, Matriculation Exemptions may be subject to change beginning Fall 2014.)

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

- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.

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

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

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

All students are included in the follow-up component.

Assessment

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

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

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

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.

Questions regarding orientation should be directed to the Counseling Office at (408) 270-6475.

Other topics include:

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

Early Alert

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

STUDENT FEES

Enrollment Fees

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

Effective summer term 2012, California residents are charged $46 per unit. The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled.

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

Fee Waivers

Students may be eligible for a Board of Governor's Fee Waiver—BOGFW. Please see the BOGFW information in the Financial Aid section of this catalog.

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

Parking Permits and Fees

Effective fall term 2012, semester parking permits are $45 automobile / $15 motorcycle and are available for purchase online at https://MyWeb.sjeccd.edu. There are no refunds for parking permit purchases. If you are a Financial Aid student receiving a Board of Governors Fee Waiver (BOGFW), your parking discount will be automatically applied online. Every online purchase of a permit will include a temporary permit that can be printed and used immediately. Daily permits are $3 cash and are available from vending machines located in Student Parking Lots. Carpool semester parking permits are $35 automobile and are available in limited quantities. Paid parking is enforced Monday through Saturday; parking without a permit or parking along Yerba Buena or San Felipe Roads may result in a parking ticket fine. Permits and daily parking tickets are good at both EVC and SJCC campuses. A parking permit does not guarantee a parking space, but merely gives the student the convenience of not buying daily permits.

Students who receive a Board of Governors Fee Waiver (BOGFW) will only be required to pay $25 per term.

Student Health Services Fees

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

The Health Services fee is $18 per semester, payable at the time of registration. The fee is non-refundable unless the student withdraws from all classes prior to the end of the 10th class day of the term, or the District cancels all of the student's classes.

Mandatory Health Fee with the Following Exceptions:

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

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

Associated Students (AS) Fee

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

Student Representation Fee

The Student Representation Fee is a $1 nonrefundable fee collected at registration. This fee was approved by popular

student vote. The fee ensures EVC students representation of every form of government. Concurrently enrolled high school students with an approved R-40 on file are exempt from paying this fee.

Material Fees

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

Non-Resident/International Student Tuition

In addition to the $46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay $199 per unit in tuition and a Capital Outlay fee of $4. 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.

- Transcripts

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

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

- Student ID Card Replacement Fee

  Student Identification Cards are issued free at the time of registration in the Admissions and Records Office. The ID cards are used to access the College Library, Health Center, and other services. The ASB sticker is also placed on the ID card for access to special AS Services and discounts. Replacement photo ID cards cost $7 (non-refundable).

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

- Student's Schedule

  Students may access their schedules online at MyWeb.sjeccd.edu free of charge.

Payment Methods And Deadlines

- Payment When Registering

  A person may pay in person or online. 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 online at MyWeb.sjeccd.edu

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

- Payment Deadlines

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

- Payment When Adding Classes

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

- Fines And Holds

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

Failure To Clear Financial Obligations

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

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

OFFICIAL WITHDRAWAL FROM COLLEGE

Withdrawal from All Classes

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

Students on Financial Aid who wish to withdraw from all classes must submit a Complete Withdrawal Form and complete an exit interview with the Financial Aid Director. See Return of Title IV Aid Policy section on page 19.

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:

- 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" Academic Grading Symbol

It is the sole responsibility of each student to register for and drop a course if necessary. Faculty can support students by notifying them of add and drop deadlines. If, however, a student stops coming to class after the last day to officially withdraw November 22, 2013, or fails to adhere to the instructor's attendance policy. Faculty may assign the "FW" academic grading symbol. The formal "FW" definition is noted below**:**

The "FW" grade is an indication that a student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received authorization to withdraw from the course under extenuating circumstances (late withdrawal). The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW". If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade. 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 day of the current fiscal year (June 30th) 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."

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). Effective July 1, 2012 – Pell Grant eligibility is limited to the equivalent of 6 full-time years (600% Lifetime Eligibility).
- 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.
- Federal Direct Loans:

  The Direct Loan program is designed to assist students with educational expenses while attending at least half-time in an eligible program of study. Direct loans are processed and serviced by the federal government.
- Federal Work-Study:

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

  See FasTrack section of this catalog.

State Of California Financial Assistance Programs

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

- Cal Grant B:
  Cal Grant B is for students who are from disadvantaged or low-income families who otherwise would not be able to pursue higher education. This grant may be used at a community college or a university for up to four years.
- Cal Grant C:
  Cal Grant C helps vocationally oriented students who do not plan to transfer to a university. Training must lead to a recognized occupational goal: diploma, associate degree or certificate. Cal Grant financial criteria must be met.

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

  Grants, Work-Study, and CARE.
  See the EOP&S section of this catalog.
- Chafee Grant - provides educational funding for current and former foster youth.
- Board of Governors Fee Waiver – (See below for more information).

Eligibility Requirements For Federal And State Financial Aid

Students seeking Financial Aid should:

- Have a high school diploma, GED or equivalent. Students who enrolled before July 1, 2012 can meet this requirement by passing the Ability to Benefit (ATB) test or have completed 6 degree applicable units.
- Be enrolled in an eligible program.
- Be a U.S. citizen or eligible non-citizen (for Federal Aid only).
- 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).
  - Maintain an overall completion rate of 75% of the units attempted.

Submit all requested forms to Financial Aid Office.

2013-2014 Nine Month Student Expense Budget*		
	Living at Home w/ No Dependents	Not Living at Home
Fees**	$1336	$1336
Books/Supplies	$1710	$1710
Personal/Miscellaneous	$3096	$2844
Transportation	$1278	$1440
Maintenance	$4806	$11556
TOTAL	**$12226**	**$18886**

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

** Fees include Enrollment fee @ $46/unit, Health fee, Associated Students fee and 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.

The California Dream Act

The California Dream Act comprising of legislation AB 130 & AB131 authorizes eligible AB540 students to receive State Financial Aid as follows:

- **Effective January 1, 2012** - AB 130 allows eligible AB540 students to apply and qualify for state and institutional scholarships.
- **Effective January 1, 2013** - AB131 allows eligible AB540 students to apply and qualify for the Board of Governors Fee Waiver (BOGFW), Cal Grants B & C and Chafee Grant (foster youth only). Most AB540 students are not permitted to receive Federal Financial Aid, such as Pell Grant, Workstudy and/or Loans. There are various private scholarships that you can qualify and be eligible to receive. For a listing of scholarships, please visits our Financial Aid weblink at: http://www.evc.edu/fao/ or go to the MALDEF Scholarship Listing at: https://www.maldef.org/assets/pdf/Scholarship_List_2010_2011.pdf

For more information go to: www.csac.ca.gov/dream_act.asp

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 only have to pay $25 for parking per semester.

Eligibility

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

- Method A (Requires verification documents):

  For families who are receiving TANF/Cal WORKs, SSI/SSP, or General Assistance, please complete the BOGFW application.
- Method B – Qualification subject to meeting the income criteria (see chart below):

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

2013-2014 Income Standards for BOGFW Part B Eligibility	
Family Size	2010 Income
1	$16,755
2	$22,695
3	$28,635
4	$34,575
5	$40,515
6	$46,455
7	$52,395
8	$58,335
Each additional family member	$5,940

- 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 $1104 of unmet need. Please complete the FAFSA form to apply.

Special Classifications (You must file the BOGFW application)

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

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

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

The Financial Aid Office at Evergreen Valley College welcomes all students who are interested in applying for financial aid. For applications and detailed information please visit the Financial Aid Office (SSC 123), or our website at www.evc.edu/fao. 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 including the institution's portion. Students who receive all F, FW, and/or NP grades may be considered an unofficial withdrawal and calculated 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
- Institutional Learning Outcomes (ILOs)
- Graduation Requirements - A.A. & A.S
- General Education Requirements - A.S.
- General Education Requirements - A.A.
- Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)
- General Education Reciprocity
- Certification of General Education for State Universities and Colleges
- CSU General Education Pattern
- Certification List for the CSU System General Education Requirements
- Transfer/Admission to the CSU System
- CSU General Education
- Transfer/Admission to the UC - All Campuses
- Intersegmental General Education Transfer Curriculum (IGETC)
- IGETC - General Education Pattern for EVC

Evergreen Valley College is authorized by the Board of Governors of the California Community Colleges to grant the Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) 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.), Associate in Science (A.S.), Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) 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 22 and 23). 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. However, only one Associate in Arts General Studies major degree will be awarded to any student. 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 non-degree 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)

INSTITUTIONAL LEARNING OUTCOMES

Institutional Learning Outcomes (ILOs) are the knowledge, skills and abilities a student is expected to leave an institution with as a result of a student's total experience. The faculty and staff at Evergreen Valley College believe that General Education (GE) Outcomes represent a common core of outcomes for the majority of students transferring or receiving degrees; therefore, Evergreen created ILO's encompassing GE components, as well as student support service areas.

Upon completion of study from Evergreen Valley College...

Communication:
The student will demonstrate effective communication, appropriate to the audience and purpose.

Inquiry and Reasoning:
The student will critically evaluate information to interpret ideas and solve problems.

Information Competency:
The student will utilize information from a variety of sources to make an informed decision and take action.

Social Responsibility:
The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.

Personal Development:
The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

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

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

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

		A.S. Degree	A.A. Degree
CONTENT AREA		(Units)	(Units)
A. English Communication			
Written Communication	List[1]	3	3
Oral Communication	List	3	3
Critical Thinking	List	0	3
		6	**9**
B. Scientific Inquiry and Quantitative Reasoning			
Science with Lab (Physical or Life Science)	List	3	3
Science with/without Lab (Physical or Life Science)	List	0	3
Mathematics	List	competency	3
		3	**9**
C. Arts and Humanities			
Arts (Art, Dance, Music, Theater)		3	3
Humanities (Literature, Philosophy, foreign Language)		3	3
Arts or Humanities		0	3
		6	**9**
D. Social Sciences and Humanities			
	List[2]	6	6
Social Science		0	3
		6	**9**
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 1A
List[2] Area D. Social Science List –
History 17A and History 17B **OR**
History 1 and Political Science 1

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

3. Cultural Pluralism/Ethnic Studies

   Three units may be taken in either the Arts and Humanities area OR the Social and Behavioral Sciences area for the A.A. or the A.S. degree.

   The following courses meet the Cultural Pluralism/Ethnic Studies requirement:

   ANTH 090, ENGL 033, 062, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST 014, 021, 022, PSYCH 025, THEAT 025A, WOMS 010

   Note: Students graduating in Spring 1998 or thereafter have the Area C option to take an Arts and a Humanities course without being required to take Humanities 001 specifically. EVC and SJCC students graduating in Spring 1999 or thereafter are able to take a cultural pluralism/ethnic studies class in either Area C or Area D for both the A.A. and the A.S. degree.
4. The Area E requirement may be met by any 3-unit course approved for use within Area E.
5. Within Requirements I and II, courses may satisfy only one graduation requirement except for Cultural Pluralism and courses required in the major, which also fulfill general education requirements.

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EVERGREEN VALLEY COLLEGE

ASSOCIATE IN SCIENCE GENERAL EDUCATION REQUIREMENTS 2013-2014

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING	***Minimum 6 units***
ORAL COMMUNICATION Communication Studies 010, 020, 040, 045 **WRITTEN COMMUNICATION** ("C" grade or better) English 001A	
AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS	***Minimum 3 units***
SCIENCE WITH LAB: Astronomy *010L, Biology 004A, 004B, 020, 021, 064, 071, 072, 074, Chemistry 001A, 001B, 015, 030A, 030B, Environmental Science 010, Physics 001, 002A, 002B, 004A, 004B,004C, Physical Science 012 **ASTRO -010L will be acceptable only if student has completed Astronomy 010 or 016 previously or concurrently*	
AREA C: ARTS AND HUMANITIES *(one course from each area)*	***Minimum 6 units***
ARTS (ART, DANCE, MUSIC, THEATER) Art 090, 091, 092, 093, Dance 002, Ethnic Studies 011, Music 008A, 008B, 091, 092, 093, 095, 099, Theater Arts 020, 025A, 040, 045 **HUMANITIES (LITERATURE, PHILOSOPHY, AND LANGUAGES OTHER THAN ENGLISH)** English 001B, 021, 028, 033, 052, 062, 073, 080, 082A, 084A, 084B, 086A, 086B, Ethnic Studies 010, 020, 030, 040, 042, French 001A, 001B, Humanities 002, Philosophy 010, 065, 070, Sign Language 001A, 001B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Vietnamese 001A, 001B	
AREA D: SOCIAL SCIENCES	***Minimum 6 units***
****MUST COMPLETE OPTION 1 OR OPTION 2 (GRADUATION REQUIREMENT)** **OPTION 1: HISTORY 017A *AND* 017B** **OR** **OPTION 2: HISTORY 001 *AND* POLITICAL SCIENCE 001** **OTHER SOCIAL AND BEHAVIORAL SCIENCE** A.J. 010, 011, 014, Anthropology 063, 090, Economics 010A, 010B, 012, Engineering 001, Ethnic Studies 010, 020, 030, 035, 040, 042, FCS 070, Geography 010, History 003A, 003B, 010A, 010B, 012, 014, 015, 021, 022, 040, 045, Journalism 010, Psychology 001, 025, 026, 051, 092, 096, 099, 100, Social Science 050, Sociology 010, 011, Women's Studies 010	
AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT	***Minimum 3 units***
Counseling 013, 014, Family Consumer Studies 019, 050, 070, Health Ed 011, PED 031, 033, Psychology 020, 025, 060, 92, 096, 100	

ADDITIONAL GRADUATION REQUIREMENTS:

MAJOR REQUIREMENTS: Minimum 18 units in a specialized field of study or a general studies area

CULTURAL PLURALISM/ETHNIC STUDIES - 3 units *(can be completed in area C or area D)*

ANTH-090, ENGL-033, 062, 080, 082A, ETH-010, 011, 020, 030, 035, 040, 042, HIST-014, 021, 022, PSYCH 025, THEAT-025A, WOMS-010

****HISTORY 017A AND 017B** OR **HISTORY 001 AND POLITICAL SCIENCE 001** *(OPTION 1 OR OPTION 2 IN AREA D)*

PHYSICAL ACTIVITY: (1 Unit)

MATH COMPETENCY: MATH-013 OR 014 with "C" grade or better **OR** Equivalent Math Course **OR** Int. Algebra Competency Exam

READING/WRITTEN EXPRESSION COMPETENCY: English 001A

[If an equivalent course is used to fulfill the competency requirement(s), a grade of "C" or better must be earned in that course]

GPA: Minimum 2.0 in all units attempted in a curriculum which the college accepts toward a degree

RESIDENCY REQUIREMENT: No less than 12 units within the district, 6 of those units at the college awarding the degree. A minimum of 2 advanced courses, no less than 6 units in the major must be completed at the college awarding the degree

TOTAL DEGREE REQUIREMENTS: Minimum 60 A.S. Applicable units

EVERGREEN VALLEY COLLEGE

ASSOCIATE IN ARTS GENERAL EDUCATION REQUIREMENTS 2013-2014

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING
Minimum 9 units – One course from each area ("C" grade or better in each course)

A1: COMMUNICATION STUDIES - COMS 010, 020, 040, 045
A2: WRITTEN COMMUNICATION - ENGL 001A
A3: CRITICAL THINKING – COMS 040, ENGL 001C, IDIS-060, PHIL 060

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
Minimum 9 units – One course from area B1, B2 (minimum one course with lab) and B4 (with a "C" grade or better)

B1: PHYSICAL SCIENCE – ASTRO 010, 014, 016, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, OCEAN-010, PHYS 001, 002A, 002B, 004A, 004B, 004C, PHYSC 012, SETS 010
B2: LIFE SCIENCE – BIOL 004A, 004B, 020, 021, 061, 062, 063, 064,065, 071, 072, 074, ENVIR 010
B3: LABORATORY ACTIVITY: ASTRO *010L, BIOL 004A, 004B, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, PHYS 001, 002A, 002B, 004A, 004B, 004C, PHYSC 012
B4: MATHEMATICS/QUANTITATIVE REASONING – MATH 021, 022, 025, 052, 061, 062, 063, 071, 072, 073, 078, 079, COMPSC 072
**ASTRO 010L will be acceptable only if student has completed ASTRO 010 or 016 previously or concurrently.*

AREA C: ARTS AND HUMANITIES
Minimum 9 units – One course from C1, one course from C2, plus one additional course from C1 or C2

C1: ARTS: ARTS, CINEMA, DANCE, MUSIC, THEATER
ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 091, 092, 093, 095, 099, THEAT 020, 025A, 040, 045
C2: HUMANITIES - LITERATURE, PHILOSOPHY AND LANGUAGE OTHER THAN ENGLISH
ENGL 001B, 021, 028, 033, 052, 062, 073, 080, 082A, 084A, 084B, 086A, 086B, ETH 010, 020, 030, 040, 042, FREN 001A, 001B, HUMNT 002, PHIL 010, 065, 070, SL 001A, 001B, SPAN 001A, 001B, 002A, 002B, 020A, 020B, VIET 001A, 001B

AREA D: SOCIAL SCIENCES *Minimum 9 units – One course from at least two categories*

D0: SOCIOLOGY AND CRIMINOLOGY – AJ 010, 011, 014, ETH 035, SOC 010, 011
D1: ANTHROPOLOGY AND ARCHEOLOGY – ANTH 063, 090
D2: ECONOMICS – ECON 010A, 010B, 012
D3: ETHNIC STUDIES – ENGL 080, 082A, ETH 010, 020, 030, 035, 040, 042, HIST 014, 021, 022
D4: GENDER STUDIES – ENGL 033, HIST 014, PSYCH 025, 026, WOMS 010
D5: GEOGRAPHY – GEOG 010
D6: HISTORY – HIST 001*, 003A, 003B, 010A, 010B, 012, 014, 015, 017A*, 017B*, 021, 022, 040, 045
D7: INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE – ENGR 001, ETH 020, 030, 040, 042, JOURN 010
D8: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS – POLSC 001*
D9: PSYCHOLOGY – FCS 070, PSYCH 001, 025, 026, 051, 060, 092, 096, 099, 100

***U.S. HISTORY CONSTITUTION AND AMERICAN IDEALS** *(GRADUATION REQUIREMENT FOR CSU AND EVC)*
OPTION 1: HISTORY 017A *AND* 017B OR
OPTION 2: HISTORY 001 *AND* POLITICAL SCIENCE 001

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT *Minimum 3 units*

COUNS 013, 014, FCS 019, 050, 070, HED 011, PED 031,033, PSYCH 020, 025, 060, 92, 096, 100

ADDITIONAL GRADUATION REQUIREMENTS:

MAJOR: Minimum **18 units** in a specialized field of study or a general studies area
CULTURAL PLURALISM/ETHNIC STUDIES - 3 units *(can be completed in area C or area D)*
ANTH 090, ENGL 033, 062, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST-014, 021, 022, PSYCH 025, THEAT 025A, WOMS 010
***HISTORY 017A AND 017B** OR **HISTORY 001 AND POLITICAL SCIENCE 001** *(OPTION 1 OR OPTION 2 IN AREA D)*
PHYSICAL ACTIVITY: 1 Unit
MATH COMPETENCY: College level Math course with Math 013 (Intermediate Algebra) as a prerequisite
READING/WRITTEN EXPRESSION COMPETENCY: English 001A
[If an equivalent course is used to fulfill the competency requirement(s), a grade of "C" or better must be earned in that course]
GPA: Minimum 2.0 in all units attempted in a curriculum which the college accepts toward a degree
RESIDENCY REQUIREMENT: No less than 12 units within the district, 6 of those units at the college awarding the degree. A minimum of 2 advanced courses, no less than 6 units in the major must be completed at the college awarding the degree

TOTAL DEGREE REQUIREMENTS 60.0 AA Applicable units

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6. Competency in reading, written expression, and mathematics to be demonstrated by satisfactory completion of the following:
   a. Reading: ENGL 001A, English Composition
   b. Written expression: ENGL 001A, English Composition
   c. Mathematics
      A.S. Degree –
      MATH 013, MATH 014, **OR** equivalent Math Course
      OR Intermediate Algebra competency exam
      A.A. Degree –
      College-level Math course, with Math 013 as prerequisite
   If a student uses an approved or equivalent course to fulfill the competency requirement in reading, written expression, or Mathematics, a grade of "C" or better must be earned in that course.
7. Elective, major, and general education—Applicable courses to total at least 60 units.
8. Residency requirement:
   a. Prior to the fulfillment of graduation requirements, no less than 12 units must have been earned within the District and no less than 6 of these units must have been earned at the college awarding the degree. An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.
   b. A minimum of two advanced courses (no less than 6 units) must have been completed in the major at the college awarding the degree. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.
9. Physical Activity

   A minimum of 1 unit of physical activity must be taken unless the student is exempted by a doctor's excuse or prior military credit.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalogue publication, three majors for the AA-T or AS-T have been approved. Those majors are: AS-T Administration of Justice, AA-T History, AS-T Mathematics and AA-T in Psychology. For more information, please see a counselor or visit our website at and www.evc.edu.

Requirements:

The following is required for all AA-T or AS-T degrees:

1. 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 27 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 28 for more information).

GENERAL EDUCATION RECIPROCITY

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

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

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

1. Student works with a counselor and requests General Education Certifications from the Office of Admissions and Records.
2. Official reciprocity certification will be completed by the counselor, verified by the evaluations specialist, and mailed to the community college of transfer. Student will be given a copy of the certification.

3. If transcripts are to be used from other colleges, official copies must be on file with the Office of Admissions and Records.
4. Evergreen Valley College will honor the certification presented from the participating college only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that only community colleges listed above participate in the agreement at this time, and these agreements are subject to change. Check with a counselor by calling 408-270-6475 or visiting the counseling office at SC-250 for a counseling appointment.

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 Center, and the counselors' offices.

CERTIFICATION LIST FOR THE CSU SYSTEM GENERAL EDUCATION REQUIREMENTS

The Board of Trustees of the California State University allows community colleges to certify the completion or partial completion of general education breadth requirements for students transferring to a California State University. Proper planning should enable students to satisfy the university lower division breadth requirements concurrently with the requirements for graduation with an associate degree from Evergreen Valley College. Thirty-nine (39) units must be completed in the five areas outlined below, for certification (at least 56 transferable units of Major and General Education courses are required for transfer - 60 is strongly recommended). A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some courses will double count for Major and GE. The requirements listed below are subject to change. Visit the Counseling Office or www.assist.org for updated information.

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.

Transfer Admission Agreements (TAA)

A TAA is a formal, written agreement between Evergreen Valley College, a participating four-year college or university, and the Evergreen Valley College student. Students who comply with the agreement and apply for admission during the appropriate filing period are guaranteed admission. For qualifications and a complete listing of Evergreen Valley College's TAAs, visit the Transfer Center, the Counseling Office, or the EVC website at www.evc.edu.

Application filing periods:
CSU's:
Fall Oct 1 – Nov 30
Winter June 1 – 30
Spring Aug 1 – 31
Summer Feb 1 – 28

UC's:
Fall Nov 1 – 30
Winter July 1 – 31
Spring Oct 1 – 31

All campuses accept students for fall admission, many do not accept for spring, winter or summer. Consult a counselor or the campus website for details about a specific campus. Apply at www.csumentor.edu for CSU's and www.universityofcalifornia.edu for UC's. You must complete an application along with the TAA to the institutions of your choice.

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

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

1. If you were eligible for admission to the University as a freshman, you may be admitted in advanced standing if you have established an overall grade point average of 2.0 or better in transferable college work.
2. If you were not eligible for admission as a freshman only because you had not studied one or more of the required high school subjects, you may be admitted after you have:
   a. Established an overall grade-point average of 2.0 or better in another college or university.
   b. Completed, with a grade of C or better, appropriate college courses in the high school subjects that you lacked.
   c. Completed 12 or more quarter or semester units of transferable college credit since high school graduation or successfully passed the CEEB tests required of freshman applicants.
3. If you were not eligible for admission as a freshman because of low scholarship or a combination of low scholarship and a lack of required subjects, you may be admitted after you have:
   a. Established an overall grade point average of 2.4 or better in another college or university in courses transferable to the University.
   b. Completed, with a grade of C or better, appropriate college courses in high school subjects that you lacked. Up to 2 units (a unit is equal to a year's course) of credit may be waived for University admission.
   c. Completed 60 semester units of college credit in courses accepted by the University for transfer.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students may complete to satisfy the lower division breadth/general education requirements at both the University of California and the California State University. It was developed to simplify the transfer process for students.

The IGETC is most helpful to students who want to keep their options open - those who know they want to transfer, but who have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a high unit major or one that requires extensive lower division preparation, such as engineering, should concentrate on completing the many prerequi-sites for the major.

IGETC must be complete in its entirety before transfer; otherwise students will be required to satisfy the specific lower division general education requirements of the transferring UC or CSU. All IGETC courses must be complete with a grade of C or better.

Although partial certification is allowed, full completion prior to transfer is highly recommended. Student should meet with a counselor to develop an educational plan and request IGETC certification be sent along with final transcripts to their transfer institution. The requirements listed on the following pages are subject to change. Visit the Counseling Office or www.assist.org for updated information and a complete list of specific courses.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

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

Area A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING ***Minimum 9 units***
One course from each area ("C" grade or better in each course)

A1: Communication Studies - COMS 010, 020, 040, 045

A2: Written Communication ENGL 001A

A3: Critical Thinking – COMS 040, ENGL 001C, IDIS 060, PHIL 060

Area B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING ***Minimum 9 units***
One course from area B1, B2 (at least one course with lab) and B4 ("C" Grade or better in area B4)

B1: Physical Science – ASTRO 010, 014, 016, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, OCEAN 010, PHYS 001, 002A, 002B, 004A, 004B, 004C PHYSC 012, SETS 010

B2: Life Science – BIOL 004A, 004B, 020, 021, 061, 062, 063, 064, 065, 071, 072, 074, ENVIR 010

B3: Laboratory Activity: ASTRO *010L, BIOL 004A, 004B, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, PHYS 001, 002A, 002B, 004A, 004B, 004C, PHYSC 012

B4: Mathematics/Quantitative Reasoning – MATH 021, 022, 025, 052, 061, 062, 063, 071, 072, 073, 078, 079, COMPSC 072

**Astronomy 10L will be acceptable only if student has completed Astronomy 010 or 016 previously or concurrently*

AREA C: ARTS AND HUMANITIES ***Minimum 9 units***
One course from C1, one course from C2, one additional course from C1 or C2

C1: Arts - Arts, Cinema, Dance, Music, Theater
ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 091, 092, 093, 095, 099, THEAT 020, 025A, 040, 045

C2: Humanities - Literature, Philosophy and Languages Other Than English
ENGL 001B, 021, 028, 033, 052, 062, 073, 080, 082A, 084A, 084B, 086A, 086B, ETH 010, 020, 030, 040, 042, FREN 001A, 001B, HUMNT 002, PHIL 010, 065, 070, SL 001A, 001B, SPAN 001A, 001B, 002A, 002B, 020A, 020B, VIET 001A, 001B

AREA D: SOCIAL SCIENCES ***Minimum 9 units***
One course from at least two categories

D0: Sociology and Criminology – AJ 010, 011, 014, ETH 035, SOC 010, 011

D1: Anthropology and Archeology – ANTH 063, 090

D2: Economics – ECON 010A, 010B, 012

D3: Ethnic Studies – ENGL 080, 082A, ETH 010, 020, 030, 035, 040, 042, HIST 014, 021, 022

D4: Gender Studies – ENGL 033, HIST 014, PSYCH 025, 026, WOMS 010

D5: Geography – GEOG 010

D6: History – HIST 001*, 003A, 003B, 010A, 010B, 012, 014, 015, 017A*, 017B*, 021, 022, 040, 045

D7: Interdisciplinary Social and Behavioral Science – ENGR 001, ETH 020, 030, 040, 042, JOURN 010

D8: Political Science, Government and Legal Institutions – POLSC 001*

D9: Psychology – FCS 070, PSYCH 001, 025, 026, 051, 060, 092, 096, 099, 100

***U.S. History Constitution and American Ideals** (CSU Graduation requirement)
Option 1: History 017A *and* 017B OR
Option 2: History 001 *and* Political Science 001

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT ***Minimum 3 units***

FCS 019, 050, 070, COUNS 013, 014, HED 011, P.E. 031, 033, PSYCH 020, 025, 060, 92, 096, 100

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

1A: English Composition – ENGL-001A
1B: Critical Thinking/English Composition – ENGL-001C
1C: Oral Communication (not required for UC) – COMS 010, 020, 040, 045

Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING ***Minimum 3 units***

2A: Mathematics – MATH 021, 025, 061, 062, 063, 071, 072, 073, 078, 079

AREA 3: ARTS AND HUMANITIES ***Minimum 9 units***
One course from Arts , one course from Humanities, one additional course from Arts or Humanities

3A: Arts – ART 090, 091, 092, 093, DANCE 002, ETH 011, MUSIC 008A, 008B, 091, 092, 093, 095, THEAT 020, 025A, 040, 045

3B: Humanities – ENGL 001B, 021, 028, 033, 052, 062, 073, 080, 082A, 084A, 084B, 086A, 086B, ETH 010, 020, 030, FREN 001B, HIST 010A, 010B, HUMNT 002, PHIL 010, 065, 070, SPAN 002A, 002B, 020A, 020B

AREA 4: SOCIAL AND BEHAVIORAL SCIENCE ***Minimum 9 units***
One course from at least two Academic Disciplines

4A: Anthropology and Archaeology – ANTH 063, 090
4B: Economics – ECON 010A, 010B, 012
4C: Ethnic Studies– ETH 010, 020, 030, 040, 042
4D: Gender Studies – HIST 014, PSYCH 025, 100, WOMS 010
4E: Geography – GEOG 010
4F: History – HIST *001, 003A, 003B, 012, 014, 015,*017A, *017B, 021, 022, 040, 045
4G: Interdisciplinary, Social & Behavioral Science – ENGR 001, ETH 020, 030, 040, 042
4H: Political Science – POLSC *001
4I: Psychology – PSYCH 001, 025, 051, 092, 096, 100
4J: Sociology and Criminology – SOC 010, 011

*The following may be used to satisfy the U.S. History Constitution and American Ideals **CSU** graduation requirement
History 017A and 017B **OR**
History 001 and Political Science 001

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCE ***Minimum 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 – ASTRO 010, 014, 016, **CHEM 001A, 015, 030A, 030B, *ENVIR 010, PHYSC 012, PHYS 001, 002A, 002B, 004A, 004B, 004C**, SETS 010

5B: Biological Science – BIOL **004A, 004B, 020, 021**, 061, 062, **064**, 065, **071, 072, 074**, ***ENVIR 010**

**5C: Science Laboratory – ****ASTRO 010L, BIOL 004A, 004B, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 010, PHYS 001, 002A, 002B, 004A, 004B, 004C, PHYSC 012

*ENVIR 010 may be certified for general education in either Physical or Biological Science, but may only be certified once.
** ASTRO 010L fulfills the lab requirement only if student has completed ASTRO 010 or 016 previously or concurrently

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, Sign Language 001B, Spanish 001A, 001B, 002A, 002B, 020A, 020B, Vietnamese 001A, 001B

CHAPTER 4: DEGREES AND CERTIFICATES

Degrees and Certificates at Evergreen Valley College

Evergreen Valley College
Degrees and Certificates
2013-2014

Major	Associate in Arts	Associate in Science	Certificate	AA-T/AS-T	Page
Accounting		•	•		30
Administration of Justice	•	•			30
Art and Design - Design Emphasis		•			31
Art and Design - Studio Practice 2-D		•			32
Associate in Science in Administration of Justice for Transfer (AS-T)				•	31
Associate in Arts in History for Transfer (AA-T)				•	47
Associate in Science in Mathematics for Transfer (AS-T)				•	49
Associate in Arts in Psychology for Transfer (AA-T)				•	59
Auto - Advanced Automotive Training			•		33
Auto - American Honda Program			•		34
Auto - Basic Skills Entry Level Employment			•		34
Auto - Drivetrain and Chassis		•	•		34
Auto- Engine Service			•		35
Auto - Electrical-Engine Performance		•	•		33
Auto - Smog Specialist			•		35
Biology	•				36
Building Information Modeling (BIM)			•		37
Business Administration	•				37
BIS - General Business		•	•		37
BIS - Information Processing Specialist		•	•		38
Chemistry	•				39
Communication Studies			•		39
Computer Aided Design & Drafting		•			39
- Autocad			•		40
- Mechanical CADD			•		40
- Mechanical Drafting & Design			•		40
- Architectural CADD			•		40
- 3D CADD			•		40
Engineering	•	•			40

Major	Associate in Arts	Associate in Science	Certificate	AA-T/AS-T	Page
English	•				41
Entrepreneurship			•		42
General Studies, Emphasis in Astronomy	•				42
General Studies, Emphasis in Health Science	•				43
General Studies, Emphasis in Mathematics for Secondary School Teaching	•				44
General Studies, Emphasis in Natural Science	•				45
General Studies, Emphasis in Sociology	•				45
General Studies, Emphasis in Women's Studies	•				46
Law Enforcement (Police Academy)			•		48
Liberal Studies, Emphasis in Elementary Teacher Preparation	•				48
Medical Assistant-Front Office			•		50
Nursing		•			50
Paralegal Studies	•	•	•		58
Psychology	•				58
Surveying and Geomatics	•	•	•		59
Translation and Interpretation			•		60

FOR FURTHER INFORMATION	
Business & Workforce Development	**(408) 270-6434**
S.S.H.A.P.E.	**(408) 223-6792**
Language Arts	**(408) 223-6775**
Math, Science, & Engineering	**(408) 270-6490**
Nursing & Allied Health	**(408) 270-6448**
SBRPSTC	**(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

ACCTG 020	Financial Accounting	5.0
ACCTG 021	Managerial Accounting	5.0
ACCTG 030	QuickBooks	3.0
ACCTG 062	Cost Accounting	5.0
ACCTG 063	Intermediate Accounting	5.0
ACCTG 097	Accounting for Income Taxes	3.0
BIS 102	Microsoft Excel	3.0
BUS 071	Legal Environment of Business	3.0
Major Requirements		**32.0**
Any AA/AS Elective		**4.0**
General Education Requirements		**24.0**
Total Units		**60.0**

CERTIFICATE OF ACHIEVEMENT

(Complete the following with "C" or better)

ACCTG 020	Financial Accounting	5.0
ACCTG 021	Managerial Accounting	5.0
ACCTG 030	QuickBooks	3.0
ACCTG 097	Accounting for Income Taxes	3.0
BIS 102	Microsoft Excel	3.0
BIS 007	Business Writing Skills	3.0
BUS 001	Business Math	3.0
BUS 071	Legal Environment of Business	3.0
Total Units		**28.0**

Program Learning Outcomes for Associate in Science in Accounting

- To prepare students to transfer to a four-year Degree Program in Accounting
- To prepare students to enter the world of accounting with an Associate Degree.
- To provide new job skills to individuals already working in the Accounting Field.

ADMINISTRATION OF JUSTICE

The Administration of Justice program offers an Associate Degree intended to academically prepare students for the skills necessary to work in the criminal justice field, in both public and private sectors. The program focuses on development of essential program dimensions of: effective communication, critical inquiry, information literacy, social and cultural awareness, and ethical intelligence. The Administration of Justice degree will benefit students who desire to enter the workforce, continue with career technical training, or transfer to a four year institution to continue academic pursuits.

Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree. At least 6 units in the major must be earned at EVC.

ASSOCIATE IN ARTS DEGREE

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 Criminal Investigation	3.0

Major Electives (choose from the following) 5.0
AJ 110, 111, 112, 113, 114, 115, 116, 117, 123, PHIL 060, 065, PSYCH 020, 026, SOC 010, 011, BIOL 025, Math 063, BIS 039, Foreign Language (including sign and conversational language)

Core Requirements in the Major	**15.0**
Major Elective Requirements	**5.0**
General Education Requirements	**39.0**
Physical Activity (graduation requirement)	**1.0**
Total units	**60.0**

ASSOCIATE IN SCIENCE DEGREE

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 Criminal Investigation	3.0

Major Electives (choose from the following) 20.0
AJ 110, 111, 112, 113, 114, 115, 116, 117, 123, PHIL 060, 065, PSYCH 020, 026, SOC 010, 011, BIOL 025, Math 063, BIS 039, Foreign Language (including sign and conversational language)
OR
LE 160, LE 161, and LE 162
OR
LE 154

Core Requirements in the Major	**15.0**
Major Elective Requirements	**20.0**
G.E. Requirements	**24.0**
Physical Activity	**1.0**
Total Units	**60.0**

ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER (AS-T) DEGREE

The Administration of Justice program offers an Associate of Arts Degree to prepare students for the skills necessary to work in the criminal justice field, in both public and private sectors. The Administration of Justice degree is ideally suited for students who desire to transfer to a four year institution to continue academic endeavors or to enter the workforce. The Administration of Justice program combines both academic and practitioner perspectives to the study of crime in a global society.

The Associate in Science in Administration of Justice for Transfer is designed to prepare students for fields related to law enforcement, corrections, courts, social service, and the private sector. Students who successfully complete the program will be eligible to transfer to the California State University system to continue study in Administration of Justice, Corrections including Probation and Parole, Social Services, or Legal-Pre Law Studies.

Required Core:

AJ 010	Instroduction to Administration of Justice	3.0
AJ 011	Criminal Law	3.0

List B: Select any TWO of the following courses 6.0

AJ 013 Criminal Procedures
AJ 014 Contemporary Police Issues
AJ 015 Introduction to Criminal Investigation
AJ 112 Introduction to Evidence
AJ 111 Juvenile Law and Procedures
AJ 115 Forensic Science
AJ 116 Introduction to Corrections

List C: Select any TWO of the following courses 6.0

SOC 010 Introduction to Sociology
PSYCH 001 General Psychology
MATH 063 Elementary Statistics

Total units for the degree:	**18.0**
Completion of CSU GE-B or IGETC	**33.0-39.0**
General Electives (to reach 60 units)	**3.0-9.0**
Total units required for the degree	**60.0**

Students who complete the Associate in Science in Administration of Justice for Transfer degree must complete the following:

- Complete 60 California State University transferable units.
- Maintain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. *While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.*
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major or area of emphasis with a "C" grade or better. *[Title 5, section 55063(a)]*
- Be certified as having completed the California State University-General Education-Breadth pattern (CSU- GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Please Note: No more than 60 units are required for this degree and no additional requirements will be imposed by Evergreen Valley College (CEC section 66746). In addition, remedial non-collegiate level coursework will not be counted toward units required for the associate degree for transfer.

Program Learning Outcomes for Associate in Arts, Associate in Science and Associate in Science for Transfer (AS-T) in Administration of Justice

- Demonstrate effective written and oral communication necessary in the criminal justice field.
- Interpret and analyze information, concepts, and theories of the criminal justice system from multiple perspectives.
- Apply and integrate terminology, concepts, and practices of law enforcement, the courts, and corrections.
- Recognize the value of a multicultural society and the importance of social justice within the community both personally and within the criminal justice field.
- Analyze and consider personal decisions and ideas related to the criminal justice system that are based on civility, civic responsibility, and public perception.

ART AND DESIGN

DESIGN EMPHASIS, ASSOCIATE IN SCIENCE DEGREE

This degree reflects serious, sustained study and achievement in foundational concepts of two-dimensional arts and graphic design. Hands-on studio practice, digital media skills and art history courses are required to fully engage students in the language of the visual arts and to introduce students to various theoretical approaches of art and design. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

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 035	Graphic Design I	3.0
ART 039	Introduction to Digital Video	3.0
ART 055A	Life Drawing I	3.0
ART 060	Beginning Painting I	3.0
ART 076A	Portfolio Preparation	3.0
ART 091	Survey of Art History – Prehistoric through Gothic	3.0
ART 092	Survey of Art History – Renaissance to the Present	3.0

Major Electives: Choose 6 units from the following: 6.0

ART 025	Expressive Drawing
ART 026A	Representational Drawing
ART 041	Digital Filmmaking: Camera Techniques, Lighting and Sound
ART 055B	Life Drawing II
ART 061	Beginning Painting II

Major Requirements	**33.0**
Major Electives	**6.0**
General Education Requirements	**21.0**
Total Units	**60.0**

Program Learning Outcomes for Associate in Science in Art, Design Emphasis

- Describe and analyze works of art and design using vocabulary specific to the visual arts.
- Demonstrate technical proficiency in handling various art and design materials, such as cutting tools, pasting options, duplicating processes, various drawing and painting media, digital media software, presentation materials and the health and safety standards related to these materials.
- Demonstrate technical skills in drawing, including drawing naturalistically from the observed world, drawing from the imagination, and applying systems of linear perspective.
- Demonstrate a working knowledge of the elements and principles of art and design and the dynamics of composition.
- Formulate works of art and design culling from various visual resources.
- Compose works of art and design using computer software programs.
- Demonstrate proficiency in critical thinking, problems solving, group interaction, and self-discipline to create works of art and design.
- Analyze how form affects content in works of art and implement design changes to strengthen this relationship.
- Evaluate their work and the work of others in terms of how art and design are a reflection of what we value, personally, socially and culturally.

STUDIO PRACTICE 2-D EMPHASIS, ASSOCIATE IN SCIENCE DEGREE

The Art and Design program offers an Associate in Science Degree. If the student desires to transfer, he/she may seek a Bachelor's 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. Students must complete each major course and major elective course with a grade of "C" or better to be awarded the degree.

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	3.0
ART 026A	Representational Drawing	3.0
ART 055A	Life Drawing I	3.0
ART 060	Painting I	3.0
ART 061	Painting II	3.0
ART 076A	Portfolio Preparation	3.0
ART 091	Survey of Art History – Prehistoric Through Gothic	3.0
ART 092	Survey of Art History – Renaissance to the Present	3.0
Major Electives – Choose 6 units from the following:		6.0
ART 035	Graphic Design I	
ART 039	Introduction to Digital Video	
ART 042	Sculpture I	
ART 055B	Life Drawing II	
PHOTO 022	Beginning Photography	

Major Requirements	**36.0**
Major Electives	**6.0**
General Education Requirements	**21.0**
Total Units	**63.0**

Program Learning Outcomes for Associate in Science in Art, Studio Practice 2D Emphasis

- Describe and analyze works of art and design using vocabulary specific to the visual arts.
- Demonstrate technical proficiency in handling various art and design materials, such as cutting tools, pasting options, duplicating processes, various drawing and painting media, presentation materials and the health and safety standards related to these materials.
- Demonstrate technical skills in drawing, including drawing naturalistically from the observed world, drawing from the imagination, and applying systems of linear perspective.
- Demonstrate a working knowledge of the elements and principles of art and design and the dynamics of composition.
- Formulate works of art and design culling from various visual resources.
- Demonstrate proficiency in critical thinking, problems solving, group interaction, and self-discipline to create works of art and design.
- Analyze how form affects content in works of art and implement design changes to their own work to strengthen this relationship.
- Evaluate their work and the work of others in terms of how art and design are a reflection of what we value, personally, socially and culturally.

AUTOMOTIVE TECHNOLOGY ASSOCIATE IN SCIENCE

DRIVETRAIN & CHASSIS

This course of study provides significant training and applicable skills development for future employment as automotive service technicians. Topics include: brakes, transmission, drivetrain, air conditioning, suspension, steering, and body chassis electrical systems. Students will acquire and demonstrate skills using classroom, lab, and on-line vehicle diagnostic/repair simulations using specialized test equipment and service literature that is consistent with industry practices. Students will also execute safe, proper, and ethical work practices.

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Automotive Brake Systems	2.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis and Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Body & Chassis Electronics	2.0

Total Major Units	**31.5**
Major Electives (any auto course not listed above)	**5.0**
General Education Requirements	**24.0**
Total Units	**60.5**

Program Learning Outcomes for Associate in Science in Automotive, Drivetrain Chassis Option

- Demonstrate a global understanding of various automotive systems and the ability to discern complaint, cause, and correction of complex and interrelated symptoms.
- Demonstrate the ability to diagnose, inspect, measure, and repair transmission, drivetrain, AC, brake and suspension systems in a competent and professional manner.
- Apply basic electrical principles to the repair of Chassis and Drivetrain systems.
- Execute safe, proper, and ethical work practices

ELECTRICAL-ENGINE PERFORMANCE

This program provides state of the art training and applicable employment skills in the following ASE certification topics: Electrical, Engine Performance, and Advanced Engine Performance. Also provides training and preparation for CA state emissions inspection license.

Students must complete each course with a grade of "C" or better to be awarded the Certificate in Automotive Technology.

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.5
AUTO 133	Computerized Engine Management	2.5
AUTO 141*	The Clean Air Car Course	5.0
AUTO 145	Enhanced Emission Diagnostics	2.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis and Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 202	Bugged Vehicle Diagnosis	1.5
Total Major Units		**40.5**
General Education Requirements		**24.0**
Total Units		**64.5**

Program Learning Outcomes for Associate in Science in Automotive, Electrical/Engine Performance (formerly Fuel and Electrical)

- Recognize, diagnose, and repair faults in the following systems: Starting, charging, lighting, instrumentation, climate control, safety, navigation, communication, fuel, ignition, valvetrain, throttle, emissions, powertrain, and stability.
- Demonstrate skills using online vehicle diagnostic/repair information and specialized test equipment that is consistent with industry standards.
- Execute safe, proper, and ethical work practices.

AUTOMOTIVE CERTIFICATE OF ACHIEVEMENT

ADVANCED AUTOMOTIVE TRAINING

This certificate certifies successful completion of all Basic Skills, Chassis and Drivetrain, and Electrical/Engine Performance coursework. Meets and/or exceeds CA State Automotive Apprenticeship training requirements. Students must complete each course with a grade of "C" or better to be awarded the Certificate in Automotive Technology.

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Automotive Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprint	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.5
AUTO 133	Computerized Engine Management	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 141*	Clean Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis and Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Body & Chassis Electronics	2.0
AUTO 202	Bugged Vehicle Diagnosis	1.5
Total Units		**58.0**

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

Program Learning Outcomes for Advanced Automotive Training Certificate of Achievement

- Demonstrate knowledge of theory, operation, fault validation, appropriate choice and execution of diagnostic methods, safe and environmentally sensitive practices, and efficient work habits of the following systems in a production environment.
- Validate service and/or repair success, ensure customer satisfaction, document service/repair information: Electrical Systems, Engine Performance, Vehicle Maintenance, Engine Service, Brake and Steering/Suspension Systems, Powertrain Systems, Climate Control, and Emission Control Systems

AMERICAN HONDA CERTIFICATE PROGRAM

This certificate certifies successful completion of American Honda/EVC training for employment preparation. Students must complete each course with a grade of "C" or better to be awarded the Certificate in Automotive Technology

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	3.5
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Automotive Brake Systems	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.5
AUTO 132	Individualized Skills Training Lab	1.5
AUTO 133	Computerized Engine Management	2.5
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 141*	Clean Car Course	5.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis and Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Body & Chassis Electronics	2.0
AUTO 202	Bugged Vehicle Diagnosis	1.5

Total Units **57.5**

Program Learning Outcomes for American Honda Certificate of Achievement

- Demonstrate knowledge of theory, operation, fault validation, appropriate choice and execution of diagnostic methods, safe and environmentally sensitive practices, and efficient work habits of the following systems in production environment.
- Validate service and/or repair success, ensure customer satisfaction, document service/repair information: Electrical Systems, Engine Performance, Vehicle Maintenance, Engine Service, Brake and Steering/Suspension Systems, Powertrain Systems, Climate Control, and Emission Control Systems.

BASIC SKILLS ENTRY LEVEL EMPLOYMENT

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

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0

Total Units **12.5**

Program Learning Outcomes for Basic Skills Entry Level Employment Certificate of Achievement

- Enhance student career opportunities by providing current, marketable skills.
- Provide students with a program that will help them stay current with ever evolving changes in the industry.
- Challenge students to maintain current training in a changing skill area.
- To gain entry level employment as a light line technician
- Introduce students to the tools and equipment used for repair and diagnostic work

DRIVETRAIN & CHASSIS

This course of study provides significant training and applicable skills development for future employment as automotive service technicians. Topics include: brakes, transmission, drivetrain, air conditioning, suspension, steering, and body chassis electrical systems. Students will acquire and demonstrate skills using classroom, lab, and on-line vehicle diagnostic/repair simulations using specialized test equipment and service literature that is consistent with industry practices. Students will also execute safe, proper, and ethical work practices.

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 105	Suspension Steering & Alignment	3.0
AUTO 106	Automotive Brake Systems	2.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 120	Automatic Transmission	2.5
AUTO 121	Manual Transmission	2.0
AUTO 135	Fundamentals of Air Conditioning	2.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 172	Chassis and Drivetrain Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 174	Body & Chassis Electronics	2.0

Total Units **31.5**

Program Learning Outcomes for Drivetrain Chassis Certificate of Achievement

- Demonstrate a global understanding of various automotive systems and the ability to discern complaint, cause, and correction of complex and interrelated symptoms.
- Demonstrate the ability to diagnose, inspect, measure, and repair transmission, drivetrain, AC, brake and suspension systems in a competent and professional manner.
- Apply basic electrical principles to the repair of Chassis and Drivetrain systems.
- Execute safe, proper, and ethical work practices

ENGINE SERVICE

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 107	Valve Train	2.0
AUTO 108	Engine Short Block	2.0
AUTO 109	Engine Blueprint	2.0
AUTO 111	Auto Welding	1.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 175	Welding and Fabrication	2.0
Total Units		**21.5**

Program Learning Outcomes for Engine Service Certificate of Achievement

- Demonstrate competency in the function and application of various engine systems.
- Diagnose and identify cause and correction of specific engine system malfunctions.
- Demonstrate the repair or replacement of various engine subsystem components.
- Demonstrate work habits, skills and attitudes of a professional service technician.

ELECTRICAL-ENGINE PERFORMANCE

Provides significant state of the art training and applicable employment skills in the following ASE certification topics: Electrical, Engine Performance, Advanced Engine Performance. Also provides training and preparation for CA state emissions inspection license. Students must complete each major requirement course with a grade of "C" or better to be awarded the degree in Automotive Technology.

AUTO 102	Automotive Systems	3.5
AUTO 103	Light Line Technician	2.0
AUTO 118	Fuel Systems/Emission Controls	3.0
AUTO 119	Introduction to Engine Performance	2.5
AUTO 122	Advanced Electrical Systems	3.0
AUTO 125	Automotive Electronics	2.0
AUTO 127	Ignition Systems	2.0
AUTO 129	DSO, GDMM, Scan Tool Diagnosis	1.5
AUTO 133	Computerized Engine Management	2.5
AUTO 141*	Clean Car Course	5.0
AUTO 145	Enhanced Emission Diagnostics	2.0
AUTO 170	Electrical Systems	3.0
AUTO 171	Engine Systems	2.5
AUTO 173	Automotive Service Operations	2.0
AUTO 202	Bugged Vehicle Diagnosis	1.5
Total Units		**38.5**

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

Program Learning Outcomes for Electrical/Engine Performance (formerly Fuel and Electrical) Certificate of Achievement

- Recognize, diagnose, and repair faults in the following systems: Starting, charging, lighting, instrumentation, climate control, safety, navigation, communication, fuel, ignition, valvetrain, throttle, emissions, powertrain, and stability.
- Demonstrate skills using online vehicle diagnostic/repair information and specialized test equipment that is consistent with industry standards.
- Execute safe, proper, and ethical work practices.

SMOG SPECIALIST

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

AUTO 133	Computerized Engine Management	2.5
AUTO 138	Auto Work Experience	0.5
AUTO 141*	Clean Car Course	5.0
AUTO 145	Enhanced Emission Diagnostics	2.0
AUTO 147X**	BAR Update (Offered biannually)	1.0
AUTO 202	Bugged Vehicle Diagnosis	1.5
Total Units		**12.5**

NOTE: Students with current EB or EA license are not required to take all courses listed above. For course substitutions, see Automotive Department.

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

***Auto 147X represents the BAR updated training course with a letter designation corresponding to the most recent smog regulations.*

Program Learning Outcomes for Smog Specialist Certificate of Achievement

- Demonstrate knowledge of theory, operation, fault validation, appropriate choice and execution of diagnostic methods, safe and environmentally sensitive practices, and efficient work habits of the following systems in a production environment.
- Operate/calibrate emissions testing equipment.
- Validate service and/or repair success, insure customer satisfaction, document service/repair information: Electrical Systems, Engine Performance, and Emission Control Systems

BIOLOGY

ASSOCIATE IN ARTS DEGREE

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

Major Requirements

BIOL 004A	General Principles and Cell Biology	5.0
BIOL 004B	Organismal Biology & Biodiversity	5.0
CHEM 001A *	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0

Required Major Electives *(8 units from the following)* 8.0

BIOL 020	Human Biology
BIOL 025	Forensic Biology
BIOL 033	Biotechnology and Society
BIOL 061	Human Heredity
BIOL 062	Plants and Human Welfare
BIOL 063	Ecology
BIOL 064	Marine Biology
BIOL 065	Wildlife Biology
BIOL 071	Human Anatomy
BIOL 072	Human Physiology
BIOL 074	General Microbiology
BIOL 080	Biology Field Program
ENVIR 010	Environmental Science

Recommended Chemistry/Math Preparation

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

General Education Requirements

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

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

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

Area B: Scientific Inquiry and Quantitative Reasoning

(One course from B1, B2 B4; 1 w/lab) 3.0**

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

Area C: Arts & Humanities 9.0

(Minimum one course from each area, plus one additional course from either Area)

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

Area D: Social Sciences 9.0

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

Area E: Lifelong Learning and Self Development 3.0

Major Requirements	**20.0**
Required Electives	**8.0**
General Education Requirements	**33.0***
Physical Activity	**1.0**
Total Units	**62.0**

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

Program Learning Outcomes for Associate in Arts in Biology
The biology program learning outcomes consist of two components – subject specific and supporting subjects' outcomes. The outcomes for the supporting subjects are broader in nature and are realized and emphasized by the strategic mission of the Evergreen Valley College. The subject specific outcomes are realized through training, theoretical and experimental, offered by the biology program.

Outcomes for General Supporting Subjects:

- Identify, define and solve problems.
- Make ethical choices and act responsibly.
- Critically evaluate information.
- Function effectively in a team, exercise initiative, and
- perform in a leadership role.
- Recognize broad societal issues and concerns.
- Serve clients and society with sensitivity and accountability.
- Interact effectively with diverse cultures.
- Adapt to change, recognize the value of life-long learning.
- Write, speak, and listen effectively.

Outcomes for Core Specific Subjects:

- Employ the scientific method to pose testable hypotheses and make predictions.
- Design and implement controlled experiments or observational studies to test predictions.
- Collect, quantify, summarize, interpret, and present biological data.
- Critically assess biological arguments.
- Use computers to access multimedia lessons and conduct internet searches for information on biological phenomena.
- Write scientific papers and laboratory reports.
- Use scientific terms appropriately.
- Describe the importance of evolution as a guiding principle in biology.
- Explain and apply general biology principles to include biochemistry, cell and molecular biology, organismal biology, genetics, evolutionary biology, and ecology.
- Integrate the concepts and systems of homeostasis.
- Compare and contrast the cells, tissues, organs, and organ systems of plant and animal organisms.
- Apply general chemistry principles to biological processes and systems.

BUILDING INFORMATION MODELING (BIM)

CERTIFICATE OF ACHIEVEMENT

The BIM Program will offer students the opportunity to develop the skills necessary to be BIM Specialists and consultants in the construction industry in both the public and private sectors. This program will acquaint students with the various BIM software and technologies that are being used throughout the construction industry. Certificates will be awarded to those who complete all of the units with a "C" or better.

BIM 120	Construction Means, Methods, and Materials	3.0
BIM 121	Virtual Design and Construction	3.0
CIT 010	Introduction to Computer Technology	3.0
BIM 122	Managing Construction Coordination Meetings	3.0
BIM 123	Revit Fundamentals	3.0
BIM 124	Advanced Revit	3.0
BIM 125	Planning and Managing Construction Projects with 4D CAD and Simulations	3.0
BIM 138	BIM Work Experience	3.0

Total Units **24.0**

Program Learning Outcomes for Building Information Modeling Certificate of Achievement

- Demonstrate their ability to use various types of BIM software (i.e. Revit, Navisworks)
- Execute project delivery and coordination of construction projects
- Utilize communication and workflow to complete projects efficiently
- Identify conflict detection in building designs through 3-D visualization techniques
- Demonstrate the ability to reduce construction costs and eliminate fabrication waste
- Work collaboratively with construction teams and subcontractors
- Identify the crucial factors impacting the construction/building industry in the 21st century
- Compare and contrast the workflow changes of the 20th and 21st century construction industry

BUSINESS ADMINISTRATION

ASSOCIATE IN ARTS DEGREE

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

ACCTG 020	Financial Accounting	5.0
ACCTG 021	Managerial Accounting	5.0
CIT 010	Introduction to Computing & Information Systems	3.0
BUS 060	Fundamentals of Business Statistics	3.0
BUS 071	Legal Environment of Business	3.0
BUS 082	Introduction to Business	3.0
ECON 010A	Principles of Macroeconomic Theory	3.0
ECON 010B	Introduction to Microeconomic Theory	3.0
ENGL 001B	English Composition	3.0
MATH 061	Finite Mathematics	3.0

Major Requirements **34.0**
General Education Requirements **30.0**
Total Units **64.0**

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

Program Learning Outcomes for Associate in Arts in Business Administration A.A.

- Solve business problems through statistical analysis.
- Utilize current business theories to manage staff in a successful manner.
- Use various motivational theories to improve productivity.
- Demonstrate knowledge of organizational structure and behavior, management, marketing, finance and accounting, operations and information systems, and ethical responsibilities of corporations.

BUSINESS INFORMATION SYSTEMS

GENERAL BUSINESS, ASSOCIATE IN SCIENCE DEGREE

This program is designed for students who want a broad and generalized background in business. This degree allows the student the flexibility to choose a specific area of concentration. Students will learn skills for many different business settings. Job opportunities are in various fields such as sales, retail, marketing, and small business ownership.

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

ACCTG 030	QuickBooks	
ACCTG-101	Bookkeeping for Small Business	3.0
BIS 012	Business Document Production	3.0
BIS 039	Professional Image	1.0
BIS 095	Microsoft Windows	1.0
BIS 101	Professional Business Communication	3.0
BIS 102	Microsoft Excel	3.0
BIS 109	Microsoft Office	3.0
BIS 121	Web Techniques for Business	1.0
BIS 135	Human Relations in the Workplace	3.0
BUS 001	Business Math	3.0
BUS 082	Introduction to Business	3.0
BUS 084	Introduction to Marketing Principles	3.0
CIT 010	Introduction to Computing and Information Technology	3.0

Major Requirements **35.0**
Major Electives* **1.0**
General Education Requirements **24.0**
Total Units **60.0**

Program Learning Outcomes for Associate in Science in BIS, General Business

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

INFORMATION PROCESSING SPECIALIST, ASSOCIATE IN SCIENCE DEGREE

This degree program is for students who wish to increase their knowledge and skills to meet the technological changes in the business environment. Students learn to work with the flow of information—entering and processing data and ensuring its accuracy. Opportunities in this field are vast, as all aspects of business are impacted with the efficient use of technology.

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

BIS 007	Business Writing Skills	3.0
BIS 012	Business Document Production	2.0
BIS 039	Professional Image	1.0
BIS 095	Microsoft Windows	1.0
BIS 101	Professional Business Communication	3.0
BIS 102	Microsoft Excel	3.0
BIS 104	Microsoft Access	3.0
BIS 106	Microsoft Word	3.0
BIS 109	Microsoft Office	3.0
BIS 121	Web Techniques for Business	1.0
BIS 135	Human Relations in the Workplace	3.0
CIT 010	Introduction to Computing & Information Technology	3.0
CIT 040	Web Design I: Internet Publishing	3.0
Major Requirements		**29.0**
Major Electives*		**7.0**
General Education Requirements		**24.0**
Total Units		**60.0**

*Major electives - choose from the following list:
ACCTG 030, 101, BIS 016, 017, 105, 160, 161, 162 BUS 001, 060, 060L, 071, 082, 084

Program Learning Outcomes for Associate in Science in BIS, Information Processing Specialist

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

GENERAL BUSINESS, CERTIFICATE OF ACHIEVEMENT

This program is for students who wish to broaden their background in business. Students are introduced to various business areas. The program provides choices for students who wish to further pursue a specific area in business.

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

ACCTG 030	QuickBooks	3.0
ACCTG 101	Bookkeeping for Small Business	3.0
BIS 012	Business Document Production	2.0
BIS 039	Professional Image	1.0
BIS 095	Microsoft Windows	1.0
BIS 101	Professional Business Communication	3.0
BIS 102	Microsoft Excel	3.0
BIS 109	Microsoft Office	3.0
BIS 121	Web Techniques for Business	1.0
BIS 135	Human Relations in the Workplace	3.0
BUS 001	Business Math	3.0
BUS 082	Introduction to Business	3.0
CIT 010	Introduction to Computing and Information Technology	3.0
Total Units		**32.0**

Program Learning Outcomes for BIS, General Business Certificate of Achievement

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

INFORMATION PROCESSING SPECIALIST, CERTIFICATE OF ACHIEVEMENT

This program is designed for students who wish to enhance their computer knowledge and skills, communications, and professionalism. Practical application of skills is emphasized.

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

BIS 007	Business Writing Skills	3.0
BIS 011	Computer Keyboarding	1.0
BIS 012	Business Document Production	2.0
BIS 039	Professional Image	1.0
BIS 095	Microsoft Windows	1.0
BIS 101	Professional Business Communication	3.0
BIS 102	Microsoft Excel	3.0
BIS 106	Microsoft Word	3.0
BIS 109	Microsoft Office	3.0
BIS 121	Web Techniques for Business	1.0
BIS 135	Human Relations in the Workplace	3.0
CIT 010	Introduction to Computing and Information Technology	3.0
CIT 040	Web Design I: Internet Publishing	3.0
Total Units		**30.0**

Program Learning Outcomes for BIS, Information Processing Specialist Certificate of Achievement

- Provide students with valuable software skills and soft skills so that they can stay current with the evolving employment needs of industry.
- Provide our students with a practical working knowledge of industry standard software.

CHEMISTRY

ASSOCIATE IN ARTS DEGREE

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.
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.

CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
CHEM 012A	Organic Chemistry	5.0
CHEM 012B	Organic Chemistry	5.0
		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.

General Education Requirements

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

Major Requirements*	**20.0**
Math Elective units**	**10.0**
General Education Requirements	**30.0**
Physical Activity (graduation requirement)	**1.0**
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.*

Program Learning Outcomes for Associate in Arts in Chemistry

- Provide lower division science course foundation needed for our graduating students to be adequately prepared to take upper division courses at the university.
- Provide the opportunity to earn an Associates level degree in chemistry for those students transferring to universities.
- Provide technical training in chemistry/biochemistry for students interested in careers as diverse as health sciences, engineering, industrial chemistry, pharmacy, materials science, and teaching.
- Meet the needs of business and industry for employees who can apply scientific methodologies and math skills, communicate effectively, and think critically.
- Enhance college retention and success efforts, outlined in the College Educational Master Plan and Enrollment Management Plan, by providing greater flexibility in meeting individual student educational and employment objectives.

COMMUNICATION STUDIES

CERTIFICATE OF SPECIALIZATION

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 and 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. Must complete all courses with a "C" grade or better.

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

ASSOCIATE IN SCIENCE DEGREE

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.

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	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

Plus minimum 12 units from the following: 12.0

CADD 135	Introduction to Autodesk Land Desktop
CADD 142	Modern Dimensioning &Tolerancing
CADD 144B	Architectural CADD Applications
CADD 145	Architectural CADD Applications- Landscaping
CADD 150	CADD Document Management
CADD 132	Using Mechanical Desktop
CADD 134	Advanced Autodesk Inventor
CADD 146A	AutoCAD Software Updates
CADD 146B	Inventor Software Updates
CADD 146C	Solidworks Software Updates

Major Requirements	**30.0**
Electives	**6.0**
General Education Requirements	**24.0**
Total Units	**60.0**

CERTIFICATES OF SPECIALIZATION - CADD

Mechanical CADD

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

Mechanical Draft 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 App. Detailing & 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	2.0
CADD 144B	Architectural CADD Applications	2.0
CADD 145	Architectural CADD Applications-Landscaping	
	OR	
CADD 135	Introduction to Autodesk Land Desktop	2.0
Total Units		**6.0**

Architectural CADD – Certificate of Specialization - PLO

- Create typical architectural drawings.
- Use the certificate for employment purposes.

3D CADD

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**

Program Learning Outcomes for 3D CADD Certificate of Specialization

- Create typical 3D parametric models and assemblies.
- Use the certificate for employment purposes.

ENGINEERING

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

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

ASSOCIATE IN ARTS DEGREE

ENGR 010	Engineering Processes & Tools	3.0
ENGR 018	Engineering Design & Graphics	3.0
ENGR 050	Introduction to Computing	4.0

ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
CHEM 001A	General Chemistry	5.0
ENGL 001A	English Composition (or equivalent)	3.0
MATH 071	Calculus I w/Analytical Geometry	5.0
MATH 072	Calculus II w/Analytical Geometry	5.0
MATH 073	Multivariable Calculus	5.0
MATH 078	Differential Equations	3.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0

Major Requirements	**61.0**
General Education Requirements	**24.0**
Total Units	**85.0**

Demonstrate an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

ASSOCIATE IN SCIENCE DEGREE

ENGR 010	Engineering Processes & Tools	3.0
ENGR 018	Engineering Design & Graphics	3.0
ENGR 050	Introduction to Computing	4.0
ENGR 066	Properties of Materials	3.0
ENGR 069	Statics	3.0
ENGR 071	Introduction to Circuits Analysis	4.0
CHEM 001A	General Chemistry	5.0
ENGL 001A	English Composition (or equivalent)	3.0
MATH 071	Calculus I w/Analytical Geometry	5.0
MATH 072	Calculus II w/Analytical Geometry	5.0
MATH 073	Multivariable Calculus	5.0
PHYS 004A	General Physics	5.0
PHYS 004B	General Physics	5.0

Major Requirements	**53.0**
General Education Requirements	**21.0**
Total Units	**74.0**

Program Learning Outcomes for Associat in Arts and Associate in Science in Engineering

- Design and conduct experiments as well as analyze and interpret data
- Design a system, component, or process as per customer specifications
- Identify potential changes in behavior and properties of materials as they are altered and influenced by manufacturing processes and loading conditions
- Assess the safety and environmental consequences of proposed design
- Demonstrate an awareness of the human and social ramifications of technological solutions in a global and societal context
- Work and communicate effectively, either independently or in a team, to solve technical problems using engineering principles
- Demonstrate an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

ENGLISH

ASSOCIATE IN ARTS DEGREE

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

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

Major Electives 9.0

Select three courses from the following list:

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

**meets the Cultural Pluralism/Ethnic Studies Requirement*

Major Core	**15.0**
Major Electives	**9.0**
General Education Requirements	**39.0**
Total Units	**63.0**

The following English courses also meet Cultural Pluralism Ethnic Studies Requirement: ENGL 062, 080, 082A

Program Learning Outcomes for Associate in Arts in English

- Demonstrate knowledge of and familiarity with the methods of interpreting literature across genres.
- Assess, evaluate, and analyze ideas expressed in text or in spoken language.
- Express orally and in writing coherent arguments that evidence clear prose and synthesize diverse bodies of knowledge

ENTREPRENEURSHIP

CERTIFICATE OF ACHIEVEMENT

The Entrepreneurship Program will offer students the opportunity to develop the skills necessary to start and operate a business in an urban environment. This program will acquaint students with an array of business models that can be used for new start-ups, as well as aquaint them with how to acquire the resources they will need to succeed in the form of a sole proprietorship, partnership, or corporate entity. Certificates will be awarded to those who complete all of the units with a "C" or better.

ACCTG 101	Bookkeeping for Small Business	3.0
BIS 101	Professional Business Communication	3.0
BUS 004	Business Plan Development	3.0
BUS 006	Introduction to Small Business Mgmt.	3.0
BUS 009	Introduction to Entrepreneurship	3.0
BUS 082	Introduction to Business	3.0
BUS 084	Introduction to Marketing Principles	3.0
LA 042	Corporate and Partnership Law	3.0
3 units from the following:		3.0
ACCTG 030	QuickBooks	
BIS 104	Microsoft Access	
BIS 109	Microsoft Office	
BIS 135	Human Relations in the Workplace	
BUS 138	Work Experience	
Total Units		**27.0**

Program Learning Outcomes for Entrepreneurship Certificate of Achievement

- Define the roles of entrepreneurs and small business in today's economy
- Analyze and address the problems in buying or starting a new business.
- Develop a business plan
- Demonstrate the ability to start a new business
- Execute business feasibility study
- Make critical business decisions in a timely manner
- Work collaboratively with potential business partners
- Identify the crucial factors impacting a business environment
- Analyze a balance statement, income statement, and bank statements
- Identify the various sources of funding to start a new business

GENERAL STUDIES WITH EMPHASIS IN ASTRONOMY

ASSOCIATE IN ARTS DEGREE

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

Area of Emphasis Requirements

ASTRO 010	Introduction to Astronomy	3.0
ASTRO 010L	Introductory Astronomy Lab	1.0
ASTRO 014	Solar System Astronomy	3.0
ASTRO 016	Stars Galaxies & Origin of the Universe	3.0
PHYS 004B	General Physics	5.0
PHYS 004C	General Physics	5.0
		20.0

General Education Requirements

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

Area A: English Language Communication & Critical Thinking *(One course from each area)* 9.0
A1 Oral Communications
A2 Written Communication (English 001A)
A3 Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning
(One course from B1, B2, B4; one with lab) 9.0
B1 Physical Science (*PHYS 4A Recommended*)
B2 Life Sciences
B4 Mathematics/Quantitative Reasoning

Area C: Arts & Humanities 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts, Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Language Other than English

Area D: Social Sciences 9.0
(3 courses in at least 2 categories)
2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:
HIST 017A &017B **OR** POLSC 001 & HIST 001)

Area E: Lifelong Learning &Self Development 3.0

Area of Emphasis Requirements	**20.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**60.0**

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Astronomy

The program learning outcomes consists of two components – subject specific and supporting subjects' outcomes. The outcomes for the supporting subjects are broader in nature and are realized and emphasized by the strategic mission of Evergreen Valley College. The subject specific outcomes are realized through training, theoretical and experimental, offered by the program.

Outcomes for General Supporting Subjects - Any graduate of the program should be able to:

- Identify, define and solve problems.
- Make ethical choices and act responsibly.
- Critically evaluate information.
- Function effectively in a team, exercise initiative, and perform in a leadership role.

- Recognize broad societal issues and concerns.
- Serve clients and society with sensitivity and accountability.
- Interact effectively with diverse cultures.
- Adapt to change, recognize the value of life-long learning.
- Write, speak, and listen effectively.

Outcomes for Core Specific Subjects:

- Use critical thinking skills in solving problems in Astronomy.
- Apply significant figures, scientific notation, and statistics in calculating and analyzing lab data.
- Use modern technology, including computers, and network, to communicate with peers and update information.
- Obtain final velocities of colliding masses if their initial velocities are known.
- Predict trajectories of satellites in orbit about the Earth or another planet using the principle of gravitational force and potential energy.
- Explain how light behaves in space.
- Describe Maxwell's equations.
- Explain the phenomena of interference and diffraction in optics.
- Explain the differences in chemical abundances of terrestrial and jovian planets.
- Describe phases and motions of the Moon.
- Describe the similarities and differences among impact craters of Mercury, Moon, Venus and Mars.
- Describe the atmosphere of terrestrial and jovian planets.
- Describe the development of astronomy.
- Apply the fundamentals of spectroscopy to estimate chemical abundances in stars.
- Apply the fundamentals of photometry to estimate surface temperature in stars.
- Describe energy production in stars.
- Describe the main phases in stellar evolution.
- Formulate the basic principles of nucleosynthesis.
- Compare the major types of galaxies in the Universe.
- Identify the candidates for dark matter.
- Describe the structure and evolution of the Milky Way and other galaxies.
- Describe the Big Bang theory and relate it to hydrogen and helium abundances, and the Hubble flow.

GENERAL STUDIES WITH EMPHASIS IN HEALTH SCIENCE

ASSOCIATE IN ARTS DEGREE

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

Area of Emphasis Requirements

CHEM 030A	Introduction to Chemistry	3.0
BIOL 071	Human Anatomy	5.0
BIOL 072	Human Physiology	5.0
BIOL 074	General Microbiology	5.0

General Education

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

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

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

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

B1 Physical Science
B2 Life Sciences *(BIOL-061 Recommended)*
B4 Mathematics/Quantitative Reasoning

Area C: Arts & Humanities 9.0

(Minimum one course from each area, plus one additional course from either Area)

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

Area D: Social Sciences 9.0

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

D9 *Psych-001 Recommended*

Area E: Lifelong Learning &Self Development 3.0

Area of Emphasis Requirements	**18.0**
Electives	**2.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**60.0**

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Health Science

The program learning outcomes consists of two components – subject specific and supporting subjects' outcomes. The outcomes for the supporting subjects are broader in nature and are realized and emphasized by the strategic mission of the Evergreen Valley College. The subject specific outcomes are realized through training, theoretical and experimental, offered by the program.

Outcomes for General Supporting Subjects:

- Identify, define, and solve problems
- Make ethical choices and act responsibly
- Critically evaluate information
- Function effectively in a team, exercise initiative, and perform in a leadership role
- Recognize broad societal issues and concerns
- Serve society with sensitivity and accountability
- Interact effectively with diverse cultures

- Adapt to change and recognize the value of life-long learning
- Write, speak, and listen effectively

Outcomes for Core Specific Subjects

- Use library databases and the Internet to efficiently find information relevant to health science.
- Use appropriate terminology to express physical measurements, describe biological processes, identify body structures, and name chemical entities.
- Apply scientific principles to solve practical problems in microbiology, physiology, and chemistry.
- Analyze and interpret experimental or clinical data.
- Demonstrate proper use of the light microscope to view cells and tissues.
- Describe homeostatic mechanisms, controls, and specific functions of the human body.
- Describe relationships between microbes and hosts, as well as between different taxonomic groups of microbes.
- Assess physical, chemical, and antibiotic measures to control or prevent microbial growth.
- Identify and describe common microbes, diseases caused, their modes of transmission, and means to reduce their transmission.
- Describe components of innate and adaptive immune systems and how protection against infection is provided.
- Describe the biology of DNA and microbial genetics.
- Explain how gases, liquids, solids, and solutions behave.
- Predict chemical reactivity, bond types, and molecular polarity from the period table of elements.

GENERAL STUDIES WITH EMPHASIS IN MATHEMATICS FOR SECONDARY SCHOOL TEACHING

ASSOCIATE IN ARTS DEGREE

Upon completion of the AA degree in General Studies with a Emphasis in Mathematics for Secondary School Teaching, a student will be prepared to enter a BA or BS degree program at a four-year college or university with a major in mathematics. Further, the student will have completed education courses and Service Learning to be on track with the UC Cal Teach Program or a CSU teacher preparation program leading to a fifth-year Secondary School Credential Program. Students must complete all Area of Emphasis requirements with a "C" grade or better.

Area of Emphasis Requirements

MATH 071	Calculus I with Analytic Geometry*	5.0
MATH 072	Calculus II with Analytic Geometry	5.0
MATH 073	Multivariable Calculus	5.0
EDUC 012MS	Math & Science Future Teacher Seminar I	3.0
EDUC 013MS	Math & Science Future Teacher Seminar II	3.0
EDIT 010	Computers in Education	3.0

General Education Requirements

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

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

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

Area B: Scientific Inquiry &Quantitative Reasoning 6.0*
(One course from B1, B2, B4; one with lab)
B1 Physical Science *(Physics-004A Recommended)*
B2 Life Sciences
B4 Mathematics/Quantitative Reasoning*

Area C: Arts & Humanities** 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts, Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Language Other than English

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

HIST 017A &017B **OR** POLSC 001 & HIST 001)
Psych 001 (*Recommended)*

Area E: Lifelong Learning & Self-Development 3.0

Area of Emphasis Requirements	**24.0**
General Education Requirements	**36.0**
Physical Activity	**1.0**
Total Units	**61.0**

**3 units of General Education (area B4) can be met with Math 071*

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Mathematics for Secondary School Teaching

- Apply problem-solving methods to application problems involving linear equations and inequalities.
- Categorize and distinguish the particular and special characteristics of linear, quadratic, absolute value, exponential, and logarithmic functions.
- Analyze polynomial functions of higher order, and apply to them the remainder theorem, factor theorem, and fundamental theorem of algebra and its corollaries to study their rational, irrational, and complex roots.
- Apply the principles of analytical trigonometry, including fundamental identities and formulas, in solving a variety of practical problems.
- Use matrix methods to solve problems that involve systems of three or more linear equations.
- Use the methods of calculus to solve problems involving rates of change, vectors, and interpretations of areas and volumes.
- Recognize and identify and best practices in teaching
- Assess the diversity of learners in a classroom and evaluate teaching methods that address the variety of ways that students learn.
- Distinguish between learner-centered and teacher-centered curricula and distinguish between classroom approaches that are inquiry-based (hands-on) and those that are informational.
- Describe how national and state standards in science and mathematics affect curricular design and testing.

GENERAL STUDIES WITH EMPHASIS IN NATURAL SCIENCE

ASSOCIATE IN ARTS DEGREE

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

Area of Emphasis Requirements

Minimum 10 units Life Science courses: 10.0
BIOL 025 Forensic Biology
BIOL 062 Plants & Human Welfare
BIOL 064 Marine Biology
BIOL 065 Wildlife Biology
BIOL 080 Natural History Field Program
ENVIR 010 Environmental Science*

Minimum 8 units Physical Science courses: 8.0
ASTRO 010 Introduction to Astronomy
CHEM 015 Fundamentals of Chemistry
ENVIR 010 Environmental Science*
OCEAN 010 Oceanography
PHYS 002A General Physics

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

General Education

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

Area A: English Language Communication & Critical Thinking *(One course from each area)* 9.0
A1 Oral Communications
A2 Written Communication (English 001A)
A3 Critical Thinking

Area B:
Scientific Inquiry and Quantitative Reasoning *(One course from B1, B2, B4; one with lab)* 9.0
B1 Physical Science *(PHYSC-012 Recommended)*
B2 Life Forms
B4 Mathematics/Quantitative Reasoning

Area C: Arts & Humanities 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Languages Other than English

Area D: Social Sciences 9.0
(3 courses in at least 2 categories)
2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:
HIST 017A &017B **OR** POLSC 001 & HIST 001)

Area E: Lifelong Learning &Self Development 3.0

Area of Emphasis Requirements	**18.0**
Electives	**2.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**60.0**

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Natural Science

- Provide a course of study that allows students to complete the general education requirements needed to graduate from Evergreen Valley College with an associate in arts degree.
- Provide a course of study that emphasizes breadth in natural science, including biology, earth science, chemistry, and physics.
- Provide a course of study that allows students to transfer courses completed for the General Studies (Natural Science) program to any CSU or UC campus.
- Provide students with an opportunity to increase their long-term earning potential by obtaining an associate degree.

GENERAL STUDIES WITH EMPHASIS IN SOCIOLOGY

ASSOCIATE IN ARTS DEGREE

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

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

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

Area of Emphasis Requirements

ETH 010 Introduction to Ethnic Studies 3.0
MATH 063 Elementary Statistics 3.0
SOC 010 Introduction to Sociology 3.0
SOC 011 Social Problems 3.0
(Select Two of the following three Courses) 6.0
ETH 020 African American Culture
ETH 030 Chicana/o Culture
ETH 040 Vietnamese American Culture & Experience

General Education Requirements

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

Area A: English Language Communication & Critical Thinking *(One course from each area)* 9.0
A1 Oral Communications
A2 Written Communication (English 001A)
A3 Critical Thinking

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

Area C: Arts & Humanities 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts, Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Language Other than English

Area D: Social Sciences 9.0
(3 courses in at least 2 categories)
2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:
HIST 017A &017B **OR** POLSC 001 & HIST 001)

Area E: Lifelong Learning &Self Development 3.0

Area of Emphasis Requirements	**18.0**
Electives	**2.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**60.0**

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Sociology

- Provide core courses that meet transfer requirements to UC, CSU, and Private University for a Sociology Major
- Provide varied multicultural traditions that honor and respect ethnic diversity
- Provide students flexibility to accommodate diverse career goals and plans

GENERAL STUDIES WITH EMPHASIS IN WOMEN'S STUDIES

ASSOCIATE IN ARTS DEGREE

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

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

Core Courses

EDIT 024	Women in Technology	3.0
ENGL 033*	Women in Literature	3.0
HIST 014*	Women in American History	3.0
PSYCH 025*	Psychology of Women; Global Perspective	3.0
SOC 011	Social Problems	3.0
WOMS 010*	Introduction to Women's Studies	3.0

Approved Electives 3.0

AJ 123	Women and the Criminal Justice System
LIB 015	Electronic Research and the Internet
PSYCH 026	Violence Against Women: Cross-Cultural Perspective
PSYCH 096	Marriage, Family and Intimate Relationships
PSYCH 100	Human Sexuality

Service-Learning/Community Service Option – Select One

Option #1: 40 hours of Service-Learning in core and elective courses.

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

General Education Requirements

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

Area A: English Language Communication & Critical Thinking *(One course from each area)* 9.0
A1 Oral Communications
A2 Written Communication (English 001A)
A3 Critical Thinking

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

Area C: Arts & Humanities 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts, Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Language Other than English

Area D: Social Sciences 9.0
(3 courses in at least 2 categories)
2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:
HIST 017A &017B **OR** POLSC 001 & HIST 001)

Area E: Lifelong Learning &Self Development 3.0

Core Requirements	**18.0**
Approved Electives	**3.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**61.0**

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

Program Learning Outcomes for Associate in Arts in General Studies with emphasis in Women's Studies

- Develop critical thinking and problem solving skills.
- Define, compare and contrast gender, ethnic and age-based stereotypes in society, literature and the media.
- Discuss how past events, concepts and laws have influenced women's consciousness.
- Recognize and identify famous women as role models.
- Compare and contrast images of women in distinct genres of literature.
- Demonstrate the critical understanding of the contemporary structure of opportunities for women in technology.
- Demonstrate solid understanding of how to work effectively with both women and men in all fields of study.
- Demonstrate a sense of cross-cultural awareness, sensitivity, civic and social responsibility and social justice.

HISTORY

ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER (AA-T) DEGREE

The study of history as an academic discipline is serious and systematic. Historians analyze the events and processes of the past, both to gain more understanding of human nature, in any place and at any time, and to explain the distinctive dynamics of particular societies, usually in regional and chronological contexts. Moreover, we see historical study as a fundamental contribution to liberal, humanistic education and the development of critical intelligence. Hence our history courses are intended to strengthen critical skills students will use in any field of study and/or profession. In addition, studying the past will prepare students to better discharge the responsibilities of citizenship. Most careers in history require education beyond the associate degree and some require a graduate degree. The most common career options for students with history preparation include: archivist, business person, diplomatic corps, government analyst, historian, journalist, lawyer, librarian, museum curator, park historian, professor, teacher and writer.

Core Requirements

HIST 017A	History of the United States	3.0
HIST 017B	History of the United States	3.0

Core Requirements List A1

3 units from the following: 3.0

HIST 003A	World History to 1500
HIST 010A	Development of Western Culture

Core Requirements List A2

3 units from the following: 3.0

HIST 003B	World History from 1500
HIST 010B	Development of Western Culture

Major Electives Group 1

3 units from the following: 3.0

HIST 003A	World History to 1500 (if not used in List A1)
HIST 003B	World History from 1500 (if not used in List A2)
HIST 014	Women in American History
HIST 021	African American History
HIST022	Mexican-American History

Major Electives Group 2

3 units from the following: 3.0

ANTH 063	Intro. to Social & Cultural Anthropology
ECON 010A	Principles of Macroeconomics
ECON 010B	Microeconomic Theory
ETH 010	Introduction to Ethnic Studies
GEOG 011	Introduction to Cultural Geography
HIST 012	East Asian History
HIST 014	Women in American History
HIST 015	South Asian History Since 1947
HIST 021	African American History
HIST 022	Mexican-American History
HIST 040	United States Military History
HIST 045	Post-1945 America
POLSC 001	Politics and Government in America
PSYCH 001	General Psychology
SOC 010	Introduction to Sociology
WOMS 010	Introduction to Women's Studies

Major Requirements	**18.0**
Complete CSU GE-B or IGETC	**37.0- 39.0**
Electives	**3.0- 5.0**
Total Degree Requirements	**60.0**

Students who complete the Associate in Arts in History for Transfer degree must complete the following:

- 60 California State University transferable units.
- Maintain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. *While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.*
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major or area of emphasis with a "C" grade or better. *[Title 5, section 55063(a)]*
- Be certified as having completed the California State University-General Education-Breadth pattern (CSU- GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Please Note: No more than 60 units are required for this degree and no additional requirements will be imposed by Evergreen Valley College (CEC section 66746). In addition, remedial non-collegiate level coursework will not be counted toward units required for the associate degree for transfer.

Program Learning Outcomes for Associate in Arts in History for Transfer (AA-T)

- Read critically about topics in history thereby identifying problems, theses, arguments, evidence and conclusions.
- Write critically about topics in history thereby addressing problems, formulating theses, making arguments, analyzing and weighing evidence, and deriving conclusions.
- Think critically in speaking about topics in history, thereby articulating problems, stating theses, posing arguments, explaining evidence, and communicating conclusions.

LAW ENFORCEMENT/POLICE ACADEMY

CERTIFICATE OF ACHIEVEMENT

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.

LE 154 Basic Police Academy	**22.0-27.0**
OR	
LE 160 Basic Police Academy, Modular, Level III,	4.0
LE 161 Basic Police Academy, Modular, Level II	6.5
LE 162 Basic Police Academy, Modular, Level I	13.0
	23.5

Program Learning Outcomes for Law Enforcement (Police Academy) Certificate of Achievement

- Demonstrate required competency as determined by the Commission on Peace Officer Standards and Training including firearms qualification, defensive tactics, Emergency Vehicle Operations, psychomotor testing and cognitive assessment on various learning domains.
- Recognize the importance of Leadership, Professionalism and Ethics and how to become leaders in the community, in their agencies, and among peers.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers
- Examine community policing and its effect on the community including department effectiveness, addressing crime and community problems and improving community relations.
- Identify the impact of crime on direct and indirect victims including emotional reactions, physical reactions, resource and referral support and police perception.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Describe when a minor may be taken into custody for violations of law, truancy, runaway and neglect, and the requirements of peace officers when dealing with minors in these situations.
- Identify crimes related to narcotic and alcohol use and recognize physical symptoms of influence.
- Recognize a peace officers role and legal responsibility when conducting person stops including consensual encounters, search and seizure, as well as the protections provided by constitutional law, statutory law, and case law against unreasonable searches and seizures. detentions and arrests.
- Demonstrate effective communication, both orally and writing, when constructing crime reports, testifying in court and presenting information to peers, superiors and the community.

LIBERAL STUDIES WITH EMPHASIS IN ELEMENTARY TEACHER PREPARATION

ASSOCIATE IN ART DEGREE

This AA Degree is designed primarily for students interested in teaching in elementary or middle school and transferring to SJSU. Alternatively, the AA Degree can be used for students wishing to transfer with a broad background in liberal education. Preparation for this degree includes 39 units of general education requirements. Students who choose Liberal Studies will meet *minimum* CSU transfer admission requirements, fulfill all lower division CSU GE, prepare for the baccalaureate major, and meet Evergreen Valley College's Associate in Arts Degree requirements. Students planning to transfer should meet with an Evergreen counselor to develop an educational plan.

Note: Many CSUs have unique admissions and preparation-for-the-major requirements beyond minimum requirements. Students should consult the specific university catalog and website, www.assist.org.
Students wishing to earn an Associate in Arts Degree in Liberal Studies with Emphasis in Elementary Teaching Preparation must complete each required area of emphasis course with a grade of "C" or better.

Area of Emphasis Requirements

BIOL 020	Human Biology (B2 and B3)	4.0
EDIT 010	Computers in Education	3.0
ENGL 001B	English Composition (C2)	3.0
MATH 052	Mathematics for Elementary Education (B4)	3.0
MUSIC 099	Introductory Music (C1)	3.0
CHEM 030A	Introduction to Chemistry **OR**	
CHEM 015	Fundamentals of Chemistry **OR**	
PHYS 001	Introductory Physics (B1 and B3)	3.0
FCS 070	Child Development or	
PSYCH 092	Developmental Psychology (E)	3.0

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

Area A: English Language Communication & Critical Thinking *(One course from each area)* 9.0
A1 Oral Communications
A2 Written Communication (English 001A)
A3 Critical Thinking

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

Area C: Arts & Humanities 9.0
(Minimum one course from each area, plus one additional course from either Area)
C1 Arts: Arts, Cinema, Dance, Music, Theater
C2 Humanities: Literature, Philosophy, Language Other than English
(ENGL-052, HUMNT-002 Recommended)

Area D: Social Sciences 9.0
(3 courses in at least 2 categories)
2 of these courses may be used to satisfy the U.S. History Constitution and American Ideals requirement:
HIST 017A &017B **OR** POLSC 001 & HIST 001)

Area E: Lifelong Learning &Self Development 3.0

Area of Emphasis Requirements	**22.0**
General Education Requirements	**39.0**
Physical Activity	**1.0**
Total Units	**62.0**

Program Learning Outcomes for Associate in Arts in Liberal Studies, Emphasis in Elementary School Teaching

- Provide the core requirements for transfer to SJSU as Liberal Studies major
- Offer students a degree option who desire a major in liberal education
- To make up for the loss of three General Studies-type majors.

MATHEMATICS

ASSOCIATE IN SCIENCE IN MATHEMATCS FOR TRANSFER (AS-T) DEGREE

Mathematics has been an important academic discipline in its own right for over 2500 years. In addition, mathematics provides the foundation for the study of physical, biological, health and computer sciences, engineering, statistics, economics, and many other disciplines. Graduates who complete a baccalaureate degree in Mathematics are prepared for employment as computer programmers, actuaries, data analysts, financial analysts, operations researchers, and educators. Others continue their studies and pursue advanced degrees in business, medicine, and law.

The Associate in Science in Mathematics for Transfer (AS-T) degree is intended for students who plan to complete a baccalaureate degree in Mathematics or a related field of study at a California State University. Students who complete this degree are guaranteed admission to the CSU system, *but not to a particular campus or major*. Students transferring to a CSU campus that accepts the Associate in Science in Mathematics for Transfer will be required to complete no more than 60 semester units after transfer to earn a baccalaureate degree.

Required Core Courses

MATH 071	Calculus I with Analytic Geometry	5.0
MATH 072	Calculus II with Analytic Geometry	5.0
MATH 073	Multivariable Calculus	5.0

Students must also complete a minimum of six units from Group A and Group B, with at least three units (and possibly all six) selected from Group A.

Group A

MATH 078	Differential Equations	3.0
MATH 079	Linear Algebra	3.0

Group B

COMSC 072	Discrete Math for Computer Science	4.0
COMSC 075	Computer Science I: Introduction to Program Structures	4.0
MATH 063	Elementary Statistics	3.0
PHYS 004A	General Physics	5.0

Units in the Major	**21-23**
CSU GE or IGETC	**37-39**
Possible double counting of CSU GE or IGETC	**10.0**
Transferable Electives	**2-10**
Total Units	**60.0**

To earn an Associate in Science in Mathematics for Transfer degree, students must complete the following:

- 60 CSU-transferable semester units with a minimum GPA of 2.0. *While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information*
- California State University General Education Breath pattern (CSU GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC) which requires 37 units
- 21-23 semester units in the Associate in Science in Mathematics for Transfer major, each with a grade of C or better. *[Title 5, section 55063(a)]*;

Please Note: No more than 60 units are required for this degree and no additional requirements will be imposed by Evergreen Valley College (CEC section 66746). In addition, remedial non-collegiate level coursework will not be counted toward units required for the associate degree for transfer.

Program Learning Outcomes for Associate in Science Degree in Mathematics for Transfer (AS-T)

- Identify, define and solve problems
- Employ inductive and deductive reasoning
- Critically analyze and weigh evidence in arriving at logical conclusions
- Write, speak, and listen effectively

MEDICAL ASSISTANT – FRONT OFFICE

CERTIFICATE OF ACHIEVEMENT

The Medical Assistant-Front Office certificate program requires a total of 22 units. Students will learn medical terminology, coding, and billing. Courses in communications, technology, and business are also part of the program. An internship is included to provide practical experience in the healthcare environment. After completion of the program, students can apply for positions such as, medical biller, patient specialist, or office assistant.

ACCTG101	Bookkeeping for Small Business	3.0
BIS 007	Business Writing Skills	3.0
BIS 012	Business Document Production	2.0
BIS 016	Medical Front Office Skills	2.0
BIS 017	Medical Terminology	1.0
BIS 102	Microsoft Excel	3.0
BIS 135	Human Relations in the Workplace	3.0
BIS 138	Work Experience	2.0
BIS 160	Computerized Medical Billing or	
BIS 162	Medical Coding	2.0
BIS 161	Computerized Medical Office Procedures	1.0
Total Units		**22.0**

Program Learning Outcomes for Medical Assistant – Front Office Certificate of Achievement

- Apply for employment as a Medical Office Assistant or an Office Assistant.
- Secure an entry-level position in an office environment.
- Manage the front office in the healthcare environment.
- Handle scheduling appointments.
- Read, interpret, and produce medical documents.
- Process insurance forms and claims.
- Handle patient concerns.
- Handle patients' accounts using a medical billing application

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 Accreditation Commission for Education in Nursing (ACEN) formerly known as the National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; telephone: 1-404-975-5000; web site: www.acenursing.org) accredits the Nursing Program. Graduates of the program are eligible to apply to take the National Council's Licensing Examination for Registered Nurses (NCLEX-RN). Nursing students have the same responsibilities and privileges as other college students. The Nursing Program encourages male and female students from culturally diverse backgrounds to become eligible and apply for admission. Students are admitted annually with 50.0% enrolled fall semester and 50.0% enrolled spring semester.

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

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

The San José/Evergreen Community College District reserves the right to add, amend or repeal any of the rules, regulations, policies and procedures consistent with applicable laws.

Program Purpose

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

Program Philosophy

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

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

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

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

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

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

Faculty define learning as an interactive, meaningful process that integrates visual, auditory and kinesthetic learning styles. The goal of learning is to become a faster, independent, creative, critical thinker. This is best achieved when the reflective learner develops reasoning abilities through

self-assessment and self-awareness. Faculty believe in the capacity of the individual to learn, grow and change in a culturally diverse environment.

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

References

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

Conceptual Framework

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

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

Program Outcomes

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

a. Safe and Effective Care Environment

The graduate will:

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

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

b. Health Promotion and Maintenance

The graduate will:

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

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

c. Psychosocial Integrity

The graduate will:

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

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

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

d. Physiological Integrity

The graduate will:

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

e. Professional Role of the Nurse

The graduate will:

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

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

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

Summary Statement

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

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

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

Eligibility Criteria for the Nursing Program:

a. High School Graduation or Equivalent

b. Human Anatomy with Lab* (Minimum 4.0 semester units)

Note: Beginning Fall 2010, one semester of combined A&P will no longer meet the requirement for Anatomy.

c. Physiology with Lab* (Minimum 4.0 semester units)

d. Microbiology with Lab* (Minimum 4.0 semester units)

e. ENGL 001A*

f. Cumulative GPA of 2.5 or Higher

*With grade of "C" or higher

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

- Students who have met the eligibility requirements are put into the State Chancellor's Office validated "Model Prerequisites for Enrollment in ADN Programs" formula.
- This formula includes cumulative GPA (all colleges attended), prerequisite science GPA, science repeats (a Withdrawal, D or F will count as repetitions), and English 1A GPA. The formula generates a composite score (cut score), which will be utilized in the selection process.
    - Students who meet the EVC designated cut score, 75%, are randomly selected to take the TEAS test (see information below). The TEAS, version V., score requirement is 62% (adjusted composite score).
        - Pass TEAS→ admitted to program
        - Not Pass TEAS→ Remediation/Enrichment
            - One year to complete plan successfully (including passing score on the TEAS)
            - Admit students in the next possible enrollment cycle

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

Entrance Requirements

Students must submit a record of:

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

Tuition Fees

Resident students pay California Community College enrollment fees each semester (approximately $1,702 dollars both years). Non-resident students pay enrollment fees as established by the District.

Approximate Costs Related To The Program

1. Uniforms, laboratory coat, shoes, books, and miscellaneous supplies: approximately $1,500.00 total both years.
2. ATI testing and online resources: approximately $400
3. CPR training approximately $65.00.
4. Physical exam and immunizations, variable costs.
5. Student supply kits $65.
6. Annual Mask Fitting $25.
7. Annual Background check/Drug screening $68.
8. Annual Immunization tracking $30
9. Parking

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: $3.00 Each

Program Enrollment And Progression

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

Definition Of A College Unit

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

Nursing Major Coursework

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

BIOL 071* Human Anatomy	5.0
BIOL 072* Human Physiology	5.0
BIOL 074* General Microbiology	5.0

***Will accept a minimum of 4.0 semester units if taken at another college**

ENGL 001A English Composition	3.0

Note: Nursing will not accept international coursework for the prerequisite classes

Course Supportive of the Major (required for graduation and licensure:

PSYCH 001 General Psychology (recommended prior to enrollment in the nursing program)	3.0

Major Requirements: All completed with a grade "C" or better

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

General Education Courses:

Area A: Communication Studies (Recommend Oral Communications 20)	3.0
Written Communication-ENLG-001A *(met by Pre-nursing prerequisite course)*	
Area B: Science with lab *(met by prerequisite course)*	
Area C: Fine Arts (Recommend Ethnic Studies 011)	3.0
Humanities (Recommend English 001B)	3.0
Area D: HIST 17A and 17B OR HIST-001 and POLSC 001	6.0
Area E: Lifelong Learning and Self Development *(met by Nursing curriculum)*	

Graduation Requirements:

Physical Activity: PE or DANCE	1.0
Cultural Pluralism/Ethnic Studies (can be completed in are C or D)	
Math competency: MATH 013 OR 014 or Equivalent OR Intermediate Algebra Competency Exam	

Nursing Major Courses	**37.0**
Pre-requisite Courses	**15.0 – 18.0**
Course Supportive of the Major	**3.0**
General Education Courses	**15.0**
Physical Activity:	**1.0**
Total Program Units	**71.0 – 74.0**

Note: For licensure, the board of Registered Nursing requires one of the following courses to meet Societal/Cultural Pattern: ETH 010, 011, 020, 030, 035, 040, 042, SOC 010, 011, SSCI-050, ANTH 063 OR Equivalent

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

However, to apply for licensure through the CA Board of Registered Nursing (BRN), additional coursework may be required.

EVC nursing program graduates are required to complete 3.0 units of each of the following courses or equivalent courses:
General Psychology (Psych 001),
Oral (verbal) communications (COMS 010,020,035,040,045) and Societal/Cultural Pattern (ETH 010,011,030,035,040,042, SOC 010,011, SSCI 020,050, ANTH 063).

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

IV. Nursing courses not part of nursing major

NURS 100	Introduction to Nursing	2.0
NURS 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 119	Nursing Pathophysiology	2.0

Advanced Placement

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

Advanced Placement: Transfer students

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

In order to be eligible, transfer students must:

1. Complete an EVC college application
2. Complete the nursing application available during the October application cycle (available at http://www.evc.edu/nursing)
3. Provide transcripts verifying nursing coursework
4. Provide a college catalog with course description as well as course syllabi
5. Meet with the nursing counselor to determine GE coursework and application completion
6. Bring supporting documents to the nursing office, S207, during the October application cycle. The application will be reviewed to determine potential placement

Advanced Placement: LVN To RN Bridge Program

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

1. Complete an EVC application.
2. Complete the Nursing application: available at http://www.evc.edu/nursing: during the month of October. Indicate LVN option on the application

3. Attend scheduled meeting with the Dean of Nursing (offered in November)
4. Completion of the Fundamentals of Nursing Final with a "C" or better (offered in December)
5. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January)
6. Completion of the Role Transition Course (N005) with a "C" or better (offered in spring or summer session) Upon completing the criteria, LVNs will be randomly selected for open spaces in the third semester. LVNs admitted as generic students must meet all nursing major requirements and general education requirements in order to receive the Associate of Science Degree in Nursing.

LVN to RN Bridge Coursework

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

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

Course Supportive of the Major (required for graduation and licensure:

PSYCH 001	General Psychology (recommended prior to enrollment in the nursing program)	3.0

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

General Education Courses:

Area A:	Communication Studies (Recommend Oral Communications 20)	3.0
	Written Communication-ENLG-001A *(met by Pre-nursing prerequisite course)*	
Area B:	Science with lab *(met by prerequisite course)*	
Area C:	Fine Arts (Recommend Ethnic Studies 011)	3.0
	Humanities (Recommend English 001B)	3.0
Area D:	HIST 17A and 17B OR HIST-001 and POLSC 001	6.0
Area E:	Lifelong Learning and Self Development *(met by Nursing curriculum)*	

Graduation Requirements:

Physical Activity: PE or DANCE	1.0
Cultural Pluralism/Ethnic Studies (can be completed in are C or D)	
Math competency: MATH 013 OR 014 or Equivalent OR Intermediate Algebra Competency Exam	

Nursing Major Courses	**18.5**
Pre-requisite Courses	**19.5**
Course Supportive of the Major	**3.0**
General Education Courses	**15.0**
Physical Activity:	**1.0**
Total Program Units	**54.0- 57.0**

Note: For licensure, the board of Registered Nursing requires one of the following courses to meet Societal/Cultural Pattern: ETH 010, 011, 020, 030, 035, 040, 042, SOC 010, 011, SSCI-050, ANTH 063 OR Equivalent

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

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

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

LVN 30-Unit Option Coursework

Prerequisites: No recency required

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

Nursing Major Courses

First Semester:

NURS 003	Advanced Pediatrics and Medical-Surgical Nursing	8.5

Second Semester:

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

Unit Breakdown

Prerequisite Course	**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, further information is available at the board's web site: **www.rn.ca.gov.**

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

A. Purpose

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

B. Applicability

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

C. Impaired Nursing Student Statement

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

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

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

D. Program Philosophy

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

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

E. Signs and Symptoms of Impaired Nursing Students

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

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

F. Rehabilitation

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

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

G. Reinstated Students

Students who are considered for readmission to the Nursing Program must supply sufficient evidence from the recognized program or individual supporting continued compliance with the treatment plan. This evidence must be given to the Dean of Nursing and Allied Health before the

student will be allowed to re-enter the program. Program re-entry will be on a space available basis only.

Americans With Disabilities Act Compliance Statement

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

Disability is defined in the Act as:

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

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

A. Essential Capabilities

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

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

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

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

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

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

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

B. Functional Requirements

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

Communication Ability:

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

Sensory Capability:

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

Motor Capability:

1. Move from room to room and maneuver in small spaces.
2. Transfer patients who may require physical assistance.
3. Guard and assist patients with ambulation.
4. Perform exercise techniques, including applying resistance during exercise.
5. Lift and carry up to 50 pounds, and exert up to 100 pounds force or push/pull.
6. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
7. Use hands repetitively; use manual dexterity.

8. Perform CPR.
9. Travel to and from academic and clinical sites.
10. Able to spend 75.0% to 90.0% of clinical time standing/walking.

Policy for Student Criminal Background Checks And Urine Drug Screening

A. Policy Statement

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

B. Purpose

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

C. Policy

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

1. Criminal Background Check:

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

2. Urine Drug Screen:

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

Policy for Students Returning to the Program

A. Policy Statement:

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

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

1. Definition of Returning Student

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

2. Exceptions

   Please note the following exceptions.

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

3. Procedure

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

Further Information

For further information about the Nursing Program contact the Nursing Program Office at (408) 270-6448 (Sequoia 207) or

access the Evergreen Valley College web site: www.evc.edu for specific questions on financial aid and counseling/testing.

Program Learning Outcomes for Associate in Science in Nursing

- Administer safe, competent, direct nursing care to clients at all stages in the life cycle.
- Function effectively at entry-level practice in acute care settings and community agency settings.
- Demonstrate critical thinking through independent nursing judgments and establish priorities of care.
- Recognize personal competencies and scope of practice as a registered nurse.
- Assume responsibility for continued learning in the field of nursing and for the advancement of nursing knowledge.
- Develop effective interpersonal communication
- Function as a member of the health team in a collaborative and leadership role.
- Apply principles of the teaching-learning process to effectively educate the clients, family members, and ancillary health personnel.
- Contribute to the community as a health care professional and client advocate.

PARALEGAL STUDIES

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

ASSOCIATE IN ARTS DEGREE

LA 010	Introduction to Law, Legal Research, the Constitution, and Ethics	3.0
LA 071	Legal Research	3.0
LA 072	Legal Analysis and Writing	3.0
Legal Specialty Courses (listed below)		15.0
Major Requirements		**24.0**
G.E. Requirements		**39.0**
		63.0

ASSOCIATE IN SCIENCE DEGREE

LA 010	Introduction to Law, Legal Research, the Constitution, and Ethics	3.0
LA 071	Legal Research	3.0
LA 072	Legal Analysis and Writing	3.0
Legal Specialty Courses (listed below)		15.0
Major Requirements		**24.0**
Electives		**12.0**
G.E. Requirements		**24.0**
		60.0

CERTIFICATE OF ACHIEVEMENT

LA 010	Introduction to Law, Legal Research, the Constitution, and Ethics	3.0
LA 071	Legal Research	3.0
LA 072	Legal Analysis and Writing	3.0
Legal Specialty Courses (listed below)		15.0
		24.0

LEGAL SPECIALTY COURSE LIST

LA 011 Overview of Contracts, Property, and Tort Law
LA 014 Civil Litigation
LA 016 California Courts and Litigation Practice
LA 020 Legal Technology and Software
LA 033 Tort and Personal Injury Law
LA 036 Real Estate and Property Law
LA 038 Family Law
LA 040 Criminal Law
LA 042 Corporate and Partnership Law
LA 044 Intellectual Property Law
LA 046 Immigration Law
LA 050 Constitutional Law

Program Learning Outcomes forAssociate in Arts, Associate in Science, and Certificate of Achievement in Paralegal Studies

- Demonstrate a proficient knowledge of the various areas of law and their importance
- Describe the legal profession's basic ethical guidelines and apply them in hypothetical situations
- Demonstrate effective legal research skills by selecting and utilizing appropriate sources of law
- Prepare legal research memoranda and other documents commonly used by attorneys
- Use legal terminology capably in an appropriate context

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE

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.

Core Requirements

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

Major Electives (6 units from the following) 6.0

PSYCH 020	Psychology of Stress Reduction
PSYCH 025	Psychology of Women: Global Perspective
PSYCH 026	Violence against Women: Cross-Cultural Perspective
PSYCH 060	Personal Growth and Adjustment

PSYCH 092	Developmental Psychology
PSYCH 096	Marriage, Family and Intimate Relationships
PSYCH 099	Abnormal Psychology
PSYCH 100	Human Sexuality

Recommended Electives from Related Disciplines 3.0

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

Major Requirements	**12.0**
Major Electives	**6.0**
Recommended Electives	**3.0**
General Education Requirements	**39.0**
Total Units	**60.0**

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER (AA-T) DEGREE

Psychology is the scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception and interaction. In pursuing the Associate in Arts in Psychology for Transfer degree, students acquire skills in research, information gathering, and analytic thinking. Students majoring in psychology develop critical thinking, problem solving and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations and within health and human services.

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

Core Requirements

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

List A: Select One Course 3-4

PSYCH-030	Biological Psychology
BIOL-020	Human Biology
BIOL-021	General Biology

List B: Select One Course (not used in List A above) 3.0

PSYCH-030	Biological Psychology
BIOL-020	Human Biology
BIOL-021	General Biology
ENGL-001B	English Composition or
ENGL-001C	Critical Thinking/composition

List C: Select One Course 3.0

PSYCH-025	Psychology of Women
PSYCH-026	Violence against Women; Cross cultural perspective
PSYCH-060*	Growth and Adjustment
PSYCH-092*	Developmental Psychology
PSYCH-099*	Abnormal Psychology
PYSCH-100*	Human Sexuality

Major Total	**18-20**
CSU GE Breadth	**39.0**
CSU- IGETC	**37.0**
Transferable Electives (as needed)	**0-5**
Double Counted	**13-16**
Total (maximum)	**60.0**

Students who complete the Associate in Arts in Psychology for Transfer degree must:

- Complete 60 California State University transferable units.
- Maintain a minimum grade point average (GPA) of 2.0 in all CSU transferable coursework. *While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.*
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major or area of emphasis with a "C" grade or better. *[Title 5, section 55063(a)]*
- Be certified as having completed the California State University-General Education-Breadth pattern (CSU- GE Breadth) **OR** the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

**G.E. applicable course*

Please Note: No more than 60 units are required for this degree and no additional requirements will be imposed by Evergreen Valley College (CEC section 66746). In addition, remedial non-collegiate level coursework will not be counted toward units required for the associate degree for transfer.

Program Learning Outcomes for Psychology A.A. and AA-T

- Read critically about topics in psychology thereby identifying problems, theses, arguments, evidence, and conclusions.
- Write critically about topics in psychology thereby addressing problems, formulating theses,
- making arguments, analyzing and weighing evidence, and deriving conclusions.
- Think critically in speaking about topics in psychology thereby articulating problems, stating theses, posing arguments, explaining evidence and communicating conclusions.

SURVEYING AND GEOMATICS

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

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

ASSOCIATE IN ARTS DEGREE

Core Classes:		
CADD 130	Fundamentals of AutoCAD **OR**	
ENGR 018	Engineering Design and Graphics	3.0
ENGR 060	Surveying	3.0
ENGR 061	Plane Surveying	3.0
ENGR 063	GIS for Civil Engineering and Surveying	3.0
SG 100*	Applied Math for Land Surveying	1.0
SG 141	Boundary Control and Legal Principles	3.0
SG 142	California Coordinate System	1.0
SG 143	Photogrammetry	1.0
SG 145	Astronomy for Surveyors	1.0
SG 146	CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147	Global Positioning for Surveyors	3.0
SG 148	Maps, the Subdivision Map Ace and the Land Surveyors Act	3.0
SG 149	3D Laser Scanning for Land Surveying	3.0
Core Units		**31.0**
General Education Requirements		**39.0**
Total Units		**70.0**

** Math 22 also satisfies this requirement.*

ASSOCIATE IN SCIENCE DEGREE

Core Classes:		
CADD 130	Fundamentals of AutoCAD **OR**	
ENGR 018	Engineering Design and Graphics	3.0
ENGR 060	Surveying	3.0
ENGR 061	Plane Surveying	3.0
ENGR 063	GIS for Civil Engineering and Surveying	3.0
SG 100*	Applied Math for Land Surveying	1.0
SG 141	Boundary Control and Legal Principles	3.0
SG 142	California Coordinate System	1.0
SG 143	Photogrammetry	1.0
SG 145	Astronomy for Surveyors	1.0
SG 146	CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147	Global Positioning System for Surveyors	3.0
SG 148	Maps, the Subdivision Map Ace and the Land Surveyors Act	3.0
SG 149	3D laser Scanning for Land Surveying	3.0
Major Electives:		**5.0**
ENGR 010	Engineering Processes and Tools	
LA 071	Legal Research and Writing A	
BUS 065	Concepts of Management	
BUS 082	Introduction to Business	
Core Units		**31.0**
Elective Units		**5.0**
General Education Requirements		**24.0**
Total Units		**60.0**

CERTIFICATE OF ACHIEVEMENT

CADD 130	Fundamentals of AutoCAD **OR**	
ENGR 018	Engineering Design and Graphics	3.0
ENGR 060	Surveying	3.0
ENGR 061	Plane Surveying	3.0
ENGR 063	GIS for Civil Engineering and Surveying	3.0
SG 100*	Applied Math for Land Surveying	1.0
SG 141	Boundary Control and Legal Principles	3.0
SG 142	California Coordinate System	1.0
SG 143	Photogrammetry	1.0
SG 145	Astronomy for Surveyors	1.0
SG 146	CAD for Civil Engineering, Surveying and Land Development	3.0
SG 147	Global Positioning for Surveyors	3.0
SG 148	Maps, the Subdivision Map Ace and the Land Surveyors Act	3.0
SG 149	3D Laser Scanning for Land Surveying	3.0
Total Units		**31.0**

** Math 22 also satisfies this requirement.*

Program Learning Outcomes for Associate in Arts, Associate in Science, and Certificate of Achievement in Surveying and Geomatics

- Create engineering graphics and surveying maps.
- Design and conduct surveys using various tools including GPS and GIS
- Incorporate maps, the subdivision map act, and the land surveying act to produce standard and legal surveys
- Use the California coordinate system and boundary control and legal principles in surveys

TRANSLATION AND INTERPRETATION

CERTIFICATE OF ACHIEVEMENT

This certificate program is designed to prepare students for a career in legal/court interpretation. The courses in this program are designed to prepare students to pass the State of California Court Interpreter Certification Exam. All program participants must be fluent in Spanish and English. Students must complete each course with a grade of "C" or better.

SPAN 031	History and Theory of Translation and Interpreting	4.0
SPAN 032	Spanish Grammar and Composition	3.0
SPAN 033	Spanish/English Linguistics Analysis	3.0
SPAN 035	Sight Translation	3.0
SPAN 036A	Consecutive Interpretation I	3.0
SPAN 036B	Consecutive Interpretation II	3.0
SPAN 037A	Simultaneous Interpretation I	3.0
SPAN 037B	Simultaneous Interpretation II	3.0
Total Units		**25.0**

Program Learning Outcomes for Translation and Interpretation Certificate of Achievement

- Apply the terminology used in translating and interpreting
- Differentiate between translating and interpreting
- Apply grammar and composition rules correctly
- Translate sentences and texts from English to Spanish
- Demonstrate appropriate grammar terminology through a verbal discussion
- Identify the syntactic differences and similarities between Spanish and English
- Identify text type and audience in order to execute translation decisions
- Apply the appropriate use of sight translation in various settings
- Use consecutive interpretation in the appropriate situations in court and hospital settings
- Interpret complex proceedings up to 145+ wpm

CHAPTER 5: COURSE DESCRIPTIONS AND INFORMATION

IN THIS CHAPTER:

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

COURSE INFORMATION KEYS

GRADING

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

DEGREE APPLICABLE

A.A. = Applies to an Associate of Arts Degree
A.S. = Applies to an Associate of Science 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
UC = Course has been accepted by the University of California System
UC+ = UC will accept a total 6 units of these courses with some stipulations

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

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

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

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

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

Grading: Indicates the type of grading available for that course. For example, Grading: L means the course may be taken for letter grade only. All courses may be offered during 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 and Corequisite 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 or corequisite
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 or corequisites.
4. The prerequisite or corequisite 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 of classes and catalog.

OPEN CURRICULUM

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

ADVISORY MATH LEVELS

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

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

List of courses that will provide this skill level:

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

Advisory Math Level 2: beginning algebraic skills

List of courses that will provide this skill level:

1. Math 111 or 011R or 011S with a P grade

Advisory Math Level 3: intermediate algebraic skills

List of courses that will provide this skills level:

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

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

List of courses that will provide this skills level:

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

Advisory Math Level 5: first semester calculus

List of courses that will provide this skills level:

1. MATH 071 with a C grade or higher

Advisory Math Level 6: second semester calculus

List of courses that will provide this skills level:

1. MATH 072 with a C grade or higher

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

List of courses that will provide this skills level:

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

ADVISORY WRITING LEVELS

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

List of courses that provide this skill level:

1. ENGL 341
2. ESL 312

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

List of courses that provide this skill level:

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

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

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

List of courses that provide this skill level:

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

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

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

List of courses that provide this skill level:

1. ENGL 001A: C grade required

ADVISORY READING LEVELS

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

List of courses that provide this skill level:

1. ENGL 321 or READ 350 or
2. ESL 313

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

List of courses that provide this skill level:

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

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

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

List of courses that provide this skill level:

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

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

Advisory Read Level 4:

List of courses that provide this skill level:

1. ENGL 001D, with a C grade or higher

COURSE NUMBERING

1-99

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

94

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

98

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

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

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

100-199

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

194

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

200-299

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

300-399

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

394

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

REPEATING COURSES

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

Students may repeat courses that are designated "repeatable" within the course descriptions listed in the catalog. Repeatable courses may include the following:

- If a course is legally mandated training requirement as a condition of continued of paid or volunteer employment a student may take this course any number of times (Per Title 5 section 58161)
- If a student is enrolled in credit special class offered by the Disabilities Support Program
- If a significant lapse of time (3 years) has passed since the course was taken

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

COURSE DESCRIPTIONS AND INFORMATION

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 MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better

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

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

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

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

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

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

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

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

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

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

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

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

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

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

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

Prerequisite: ACCTG 021 with C or better

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

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

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

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

Prerequisite: ACCTG 021 with C or better

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

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

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

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

Recommended: ACCTG 020, C or better

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

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

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

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

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

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

An introduction to accounting principles and procedures that apply to the operations of a small business. The material is presented through lecture and simulation activities including online computer activities. 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 helps to prepare students for positions as accounting assistants or entry level bookkeepers. Course management software will be used to enhance learning.

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

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

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

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

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

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

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

Administration of Justice

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

This course covers the history and philosophy of administration of justice including law enforcement, the courts, and corrections. Responsibilities of criminal justice agents, legal frameworks, and the role of the justice system in a pluralistic society are examined. Concepts of crime causation, punishments and rehabilitation, and training standards of criminal justice personnel are explored.

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

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

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

This course covers concepts of criminal law including history, philosophy, and legal structure. Definitions and classifications of crime, case law analysis, the court system and the U.S. Constitution are examined. Crimes against person, property crimes, and the legal system as a social and cultural ideology are explored.

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

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

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

This course will cover the history, legal terminology, and principles of criminal procedures. Constitutional provisions, interpretation of statutory and case law, legal aspects of arrest, rules governing search and seizure, and institutional responsibilties of the criminal justice system within a multicultural society are examined.

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

Advisory Level: Read: 3 Write: 3 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

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

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

This course covers fundamental principles and procedures of criminal investigation including crime scene management, documentation methods, rules of evidence, and interviewing and interrogation. Modus operandi, sources of information, chain of custody, and investigative techniques related to persons and property crimes are analyzed.

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

Advisory Level: Read: 3 Write: 3 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**

This course explores the history and classification of legal and illegal psychoactive drugs including physiological and physical effects. Historical and contemporary trends relating to criminalization, decriminalization, addiction, harm reduction, and the relationship between drug use and violence are also examined.

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

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

AJ-111 - Juvenile Law and Procedures Units: 3

This course examines the causes and theories of juvenile delinquency, the function and jurisdiction of juvenile justice agencies, common juvenile statutes, delinquency control, and juvenile court procedures. Particular focus is placed on the role of law enforcement, probation services, schools, resources, and parents/guardians in relation to juvenile delinquency. The rights of juveniles, constitutional cases, and juvenile victimization are also analyzed.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

AJ-112 - Introduction to Evidence Units: 3

This course examines the history, legal standards, and social apects of the rules of evidence. Burden of proof, rules governing admissibility, hearsay, relevance, and types of evidence are covered. Judicial considerations, documentary evidence, and issues relating to witness examination and competency, and privileges are also explored.

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

Advisory Level: Read: 3 Write: 3 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 examines theories and predictors of violence, the role of victims in the criminal justice system, and approaches to crime measurement. Common crimes including criminal homicide, sex crimes, domestic violence, gang and hate crimes, and elder abuse are also addressed. The legal and social impact of violence on quality-of-life as well as crime prevention, intervention, and treatment strategies are explored.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

AJ-114 - Terrorism Units: 3

This course examines the history, causes, motivations, and typologies of domestic and international terrorism. Common terrorist tactics and ideologies of political, social, and issue-oriented extremist groups are examined. The role of the government and law enforcment to combat terrorism in a global society is also considered within this context.

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

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: None Repeatable: No Grading: L

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: None Repeatable: No Grading: L

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

AJ-123 - Women and the Criminal Justice System Units: 3

This course examines the practical and theoretical study of women in the criminal justice system, as offenders, victims, and survivors. Contributions made by women that have influenced and changed the criminal justice system, probation and parole, gender difference in criminal offending, employment, and social and cultural barriers will also be explored.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D0 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.

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

Anthropology

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

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

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

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

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

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

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

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

Art

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

This course is an introduction to the theories and applications of two-dimensional form in visual art and design. The students will use a variety of media, tools and techniques in studying the elements and principles of design, which includes the study of line, shape, volume, value, color, texture, pattern, balance, unity and variety, and scale.

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

Advisory Level: Read: 3 Write: 3 Math: 1
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 (non-firing), wood, plaster, and other materials at the instructor's discretion, in a studio lab setting. Concepts are introduced and clarified through instructor lectures and demonstrations. Three-dimensional design is a core foundational course required in many art majors. Field trips may be included.

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

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

ART-014 - Color Theory **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

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

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

Students are introduced 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, perspective, proportion, balance and unity.

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

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: No Grading: O

Prerequisite: ART 024 with C or better

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

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

ART-035 - Graphic Design I **Units: 3**

This course is a survey of graphic design fundamentals utilizing computers. Students are introduced to visual thinking and to the process of graphic design, 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, desktop publishing, illustration students and those pursuing careers in multimedia and web design.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O

Recommended: Grade of "C" or better in Art 12 and/or Art 14 and/or Art 24

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

ART-038 - Graphic Design II **Units: 3**

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

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

Prerequisite: ART 035 or BIS 035 with C or better

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

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

ART-039 - Introduction to Digital Video **Units: 3**

This class focuses on the techniques of conceptualizing and making short films using industry standard digital video software. Students will use some of their own imagery as well as Internet resources to create professional pieces of video work. The class will help students to develop their individual creativity while working around the typical financial and technical constraints of a beginning artist. Students will be introduced to the history of film and video art, copyright policies and web publishing.

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

Recommended: Basic Computer Skills

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

ART-041 - Digital Filmmaking: Camera Techniques, Lighting and Sound **Units: 3**

This is a hands-on course covering the basic techniques of digital filmmaking, camera techniques, lighting and sound. Topics will include the theory and practice of concept and design, camera techniques, lighting, sound recording and other fundamentals of producing a short film in the digital video medium. Students will shoot and produce their own footage and record their own sound. Students will engage in various filming exercises, as well as in group and individual projects. In addition, students will be required to complete homework assignments outside of class time.

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

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 in beginning sculptural processes. Various sculptural materials will be explored, such as clay (non-firing), plaster, wood, stone, silicone, beeswax, and metal. A survey of sculptural form, both historic and contemporary, parallels individual student work. Emphasis is on craftsmanship and technique, visual investigation, and idea development.

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

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

ART-043 - Sculpture II **Units: 3**

This is a studio/lecture course in sculptural processes that furthers the techniques and concepts learned in Art 042. Increased skill in various sculptural materials is emphasized with the goal for students to employ sculpture as a means of personal expression, developing an individual visual vocabulary. The types and meanings of sculpture in contemporary society will be examined.

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

Prerequisite: ART 042

Advisory Level: Read: 3 Write: 3 Math: 3
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: No Grading: L

Prerequisite: ART 024 with C or better

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: No Grading: L

Prerequisite: ART 055A with C or better

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**

Beginning Painting is an introductory studio course in acrylic and/or oil painting media. Students will explore a variety of methods of approach, learn various techniques, test the effects of different color schemes, become familiar with tools and materials of the craft, and develop skills related to painting through illustrated lectures, demonstrations, and studio practice.

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

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

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.

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

Prerequisite: ART 060 with C or better, or equivalent

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-076A - Art and Design Portfolio Preparation **Units: 3**

This course focuses on the development of an effective portfolio in the student's area of concentration. The emphasis will be on researching the student's chosen field of art or design, creating a portfolio that showcases the student's unique styles and strengths, and identifying areas that need further development.

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

Prerequisite: ART 012, ART 013 and ART 035; all with C or better

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

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

This is an introductory course to the appreciation of the visual arts. It examines the visual arts drawn from a wide variety of media, cultures and time periods. Students will learn to analyze art forms, technical procedures and the content of the works. The function and communication of visual arts within societal contexts will be examined.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

ART-091 - Survey of Art History: Prehistoric Through Gothic **Units: 3**

This course is an illustrated survey of Western and Non-Western Art History from the Prehistoric through the Gothic periods. Course content emphasizes painting, sculpture, and architecture from the most important centers of culture, and how art reflects historical, social, political, and religious attitudes of the time. Presentation of the material is through lecture with projected images. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics may include prehistoric, Egyptian, Greek, Roman, Early Christian, Romanesque, Byzantine, Islamic, Medieval, and Gothic Art, plus units on major artistic movements that have occurred in Africa, the Americas, and Asia.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

ART-092 - Survey of Art History: Renaissance to the Present **Units: 3**

This course is an illustrated survey of Western and Non-Western Art History from the Renaissance through the present. Course content emphasizes painting, sculpture, and architecture from the most important centers of culture, and how art reflects historical, social, political, and religious attitudes of the time. Presentation of the material is through lecture with projected images. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics include Early to High Renaissance, Mannerism, Baroque, Rococo, Romanticism, Realism, Impressionism, Post Impressionism, Fauvism, Cubism, Abstract Expressionism and Post-Modernism.

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

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 will explore a wide range of artworks, including painting, sculpture, design, architecture, and photography, from the mid 19th century to the end of the 20th century. Major schools of artistic expression to be explored include: Impressionism, Nabis, Symbolism, Expressionism, Cubism, Dada, Modernism, Social Realism, Abstract Expressionism, Op, Pop, New Realism, Surrealism, Futurism, Constructivism, and Feminism. Students will learn to evaluate art critically and will gain an understanding of how works of art serve to reflect the social, political, and philosophical ideas of their time.

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

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-098A - Service-Learning Directed Study Units: 0.5 - 9

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.81 Repeatable: 17 Grading: O

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

Astronomy

ASTRO-010 - Introduction to Astronomy Units: 3

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

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B1 IGETC: 5A

ASTRO-010L - Introductory Astronomy Lab Units: 1

This is an introductory laboratory course in general astronomy, and includes observations done with telescopes at the observatory. Students will learn to identify constellations and will model the apparent motion of planets and stars in the sky. Students will investigate the geology of terrestrial planets and the dramatic chemical differences found amongst planets and satellites of our solar system. Astronomy 010L will also cover the different stages of stellar evolution, making use of computer simulations to illustrate the changes in size and solar stars go through as they age. Acceptable as a CSU lab science requirement only if student has completed ASTRO 010 previously or concurrently.

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

Prerequisite: ASTRO 010, or ASTRO 014, or ASTRO 016, minimum grade "C", or concurrent enrollment

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B3 District GE: B3 IGETC: 5C

ASTRO-014 - Solar System Astronomy Units: 3

Solar System Astronomy is an introductory course focusing on the main physical processes governing the solar system formation and its evolution. It introduces the scientific methodology adopted by astronomers to establish self consistent models of celestial processes. It highlights the latest achievements in space exploration on planets and their moons, and other minor bodies such as asteroids, comets, and dwarf planets. Special consideration is given to current research focusing on origins of life and the search for evidence of extraterrestrial life, past or present.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B1 IGETC: 5A

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

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

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B1 IGETC: 5A

Athletics

ATH-058 - Sports Conditioning for Competitive Athletes [Pending State Aprv'l] **Units: 1**

This sports conditioning course is designed for the competitive athletes. The class involves Components of Fitness, Sports Conditioning, Training Protocols and Nutritional information for pre and post season.

Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: L

Recommended: Enrollment in an intercollegiate athletic course

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: E 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: 9 Repeatable: No Grading: O

Recommended: Competitive selection process

Advisory Level: Read: 3 Write: 3 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: 9 Repeatable: No Grading: O

Recommended: Competitive selection process

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

ATHW-061 - Intercollegiate Volleyball **Units: 3**

This is a physical education volleyball activity course with an emphasis on intercollegiate competition in team sports. The course involves physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play.

Lecture Hours: 0 Lab Hours: 9 Repeatable: No Grading: L

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

Automotive Technology

AUTO-102 - Automotive Systems **Units: 3.5**

This course will introduce students to the automotive industry and provide a basic overview of the eight areas of certification as specified by the National Institute for Automotive Service Excellence (ASE) and the National Automotive Technicians Education Foundation (NATEF). The course will examine the purpose, function, and operation of the major systems common to most automobiles. In addition, students will learn methodologies for inspecting and providing basic maintenance common to most vehicles. Students will work with the tools and equipment used for inspection, maintenace, repair, and diagnostic work.

Lecture Hours: 2 Lab Hours: 4.5 Repeatable: No Grading: L
Credit by Exam: Yes

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

AUTO-103 - Light Line Technician **Units: 2**

This course will prepare students for entry level employment in the automotive field as a first-level maintenance technician. The course will also introduce students to the Express Service training that the American Honda Program provides. Each student is assigned various vehicles and performs routine maintenance, inspection, and basic performance testing tasks that are commonly performed at automobile 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 or equivalent

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

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

AUTO-106 - Automotive 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. Drum, disc, power assist, and ABS brake systems will also be studied.

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

Prerequisite: AUTO 102

Recommended: AUTO 172

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

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

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

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

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.

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

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

This course is part of the Automotive Basic Skills track emphasizing engine systems relevant to performance and driveability. 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. 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: 2 Lab Hours: 2 Repeatable: No Grading: L

Prerequisite: AUTO 102 with a C or better, or equivalent

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.

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.

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

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

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

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: 1.5

This laboratory oriented course explores the many aspects of advanced engine performance testing. Students will develop proficiency using digital storage oscilloscopes, current clamps, graphing multimeters, generic and manufacturer specified 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: 3 Repeatable: No Grading: L

Prerequisite: AUTO 170 with C or better

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

AUTO-132 - Individualized Skills Training Lab Units: 1.5

This course allows Automotive Students to complete Honda Individualized Skills Training Modules not covered in regular classes. Topics include brakes, engine repair, suspension, steering, electrical, driveability, transmission, drivetrain, fuel systems, and air conditioning.

Lecture Hours: None Lab Hours: 4.5 Repeatable: No Grading: L

Prerequisite: AUTO 102

Recommended: AUTO 103,119, 171

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

AUTO-133 - Computerized Engine Management Units: 2.5

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

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

Prerequisite: Auto 125 with C or better.

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

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

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

AUTO-138 - Occupational Work Experience Units: 1 - 8

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

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

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

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

AUTO-141 - Clean Air Car Course Units: 5

This course covers details of the California Smog Inspection Program. Succcessful completion is required for technicians wishing any level of California smog license. It covers rules, regulations, licenses, consumer rights, inspection procedures, equipment usage, safety, diagnostic techniques, failure diagnosis and periodic updates of new technology. Incorporates portions of previous BAR Updates for OBD2, 2003, 2005, and 2007.

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

Prerequisite: AUTO 102 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: 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: No Grading: L

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

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

AUTO-147D - BAR 2011 Update Training **Units: 1**

California Bureau of Auto Repair (BAR) Update Training for 2011, necessary for new Smog Licenses or biannual renewals. The course covers latest BAR Updates, review of proper vehicular testing procedures, catalytic converter diagnosis, use of BAR references to determine after-market parts suitability.

Lecture Hours: 1 Lab Hours: 0.057 Repeatable: No Grading: O

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

AUTO-147E - BAR Update Training **Units: 1**

California Bureau of Auto Repair (BAR) Update Training effective Jan 1 2013, necessary for new Smog Licenses or biannual renewals. An In-depth study of evaporative emissions systems used on OBD II vehicles will be provided. Topics include the operation, diagnosis, and repair of vacuum decay, leak detection pumps, natural vacuum leak detection, and on-board refueling. The course covers latest BAR Updates to licensing, technician and shop scoring (STAR), Ethics and OIS (OBD only testing).

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

AUTO-170 - Electrical Systems **Units: 3**

This course introduces students and entry level automotive technicians to the automotive electrical system. The course covers electrical theory, magnetism, Ohm's law, series and parallel circuits and system dynamics. Students learn to calculate and measure voltage, resistance and current in theoretical and live circuits, build and test working models of typical automotive electrical systems using table top components and industry specific simulators, and practice diagnosis and repair procedures on a variety of vehicles. Students will also develop an understanding of modern electrical test equipment, such as DMMs, GDMMs, and DSO's, and industry standard troubleshooting and repair procedures.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: Auto 102 with C or better.

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

AUTO-171 - Engine Systems **Units: 2.5**

This is an intermediate level course that covers engine theory and repair procedures. This is a unique class, wherein students will start an engine in the first class session. Throughout the course students will complete disassemble and study each component and the system it relates to. During the last few class meetings students 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.

Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L

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

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

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

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 students with the marketable skills needed for the diagnosis and repair of modern electronic body-chassis control systems. It is designed to complement Auto 105, 106, 120, and 135 Chassis/Drivetrain classes by studying ABS, electronically controlled steering, suspension, AC, and transmission systems. Students will be using state-of-the-art equipment such as: lab scopes, ETMs, scanners, DVOMs, and other related resources. Students will apply knowledge of Ohm's Law, digital logic, parasitic load testing, short/open location, communication protocols, and other technical resources.

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

Prerequisite: AUTO 102

Corequisite: AUTO 170

Recommended: AUTO 172, 105, 106

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

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

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

AUTO-181A - Introduction to Alternative Fuel and Hybrid/Electric Vehicles **Units: 2**

This course will examine a variety of alternative fuels and propulsion systems used in modern automotive vehicles. The advantages and limitations of alternative fuels used in internal combustion engines (ICE) will be discussed. The topics on alternative propulsion systems will include the basic theory of operation, construction, and safety. The unique dangers surrounding alternative fuel and propulsion vehicles will be explored, and how to minimize the risks. This course will also cover what is needed to operate safely and effectively around these vehicles. The program includes a quick guide comparison chart of the different hybrid electric automobiles.

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

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

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

AUTO-181B - Hybrid Electric Vehicle Maintenance and Repair **Units: 2**

This is an advanced course that provides an in-depth study of the technology, maintenance, and repair of hybrid electric light duty passenger vehicles. Basic diagnostic, repair, and maintenance procedures of the unique systems associated with hybrid electric vehicles will be discussed and practiced. Special tools and diagnostic equipment will be used during the laboratory exercises.

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

Prerequisite: Auto 102, Auto 170, Auto 181A, all with a grade of C or better.

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

AUTO-202 - Bugged Vehicle Diagnosis **Units: 1.5**

This lab oriented course allows automotive technology students to utilize their previous training in electrical and powertrain performance courses to perform diagnosis of a wide variety of simulated and actual vehicle faults under real-world conditions. Students will punch in and out on a time card, work from a repair order, and bid diagnostic/repair time and needed repairs. Students will troubleshoot and repair faults in starting, charging, ignition, lighting, accessory, safety, instrumentation, heating and ventilation, fuel, emission control, powertrain control, navigation, and telematics systems.

Lecture Hours: 0.5 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: AUTO 170, and either AUTO 119 or (AUTO 118 and AUTO 127)

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

Biology

BIOL-004A - General Principles and Cell Biology **Units: 5**

Biology 004A is the first course in a two term sequence for students exploring a career in the sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes: scientific method, biochemistry, cell structure and function, bioenergetics, cell reproduction, genetics, laboratory techniques in molecular genetics, and microevolutionary concepts and processes. Field trips may be required.

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

Prerequisite: MATH 013 and ENGL (092 or 104) and CHEM 015; all with C or better

Recommended: Recently completed biology course with lab with high B or better in high school or college (i.e. BIOL 020, 021).

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-004B - Organismal Biology and Biodiversity **Units: 5**

Biology-004B is the second course in a two semester majors-level sequence for students preparing for careers in the sciences, including the health sciences, biochemistry, and teaching. This lecture and laboratory course emphasizes the form and function of plants and animals, the phylogenetic relationships among the major plant and animal taxa, macroevolution and Earth history, ecology, and scientific methods and laboratory techniques. Field trips may be required.

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

Prerequisite: BIOL 004A with C or better

Advisory Level: Read: Write: 4 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-020 - Human Biology **Units: 4**

This course introduces students to the form and function of the human body. BIOL-020 includes an overview of atoms and molecules, acids and bases, movement in solutions, important classes of biological molecules, the cell, human genetics, biotechnology, and issues in human ecology. Emphasis is on the basic anatomy and physiology of the body's major organ systems. The course is tailored for non-science majors and meets the General Education requirement for life science with a lab.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-025 - Forensic Biology **Units: 3**

This lecture-only science course is intended for those who have a general interest in the application of biological concepts to forensic science. Students will examine case studies involving crimes to demonstrate how the principles of science are used to analyze physical evidence. Scientific method, mathematical computations, and fundamental principles of physics, chemistry and biology will be applied to various forms of evidence to derive information about a crime scene.

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

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-030 - Introduction to Molecular Biology Lab Skills **Units: 1**

Biology 030 is a course that introduces lab skills used in molecular biology courses that include a lab. Students are introduced to standard labware and its uses. This course covers lab safety, basic techniques in microbiology and molecular biology, use of pipets and micropipets, chromatography, gel electrophoresis, and spectrophotometry. Additional activities may be included. One or more field trips may be required.

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

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

BIOL-033 - Biotechnology and Society **Units: 3**

This course focuses on some aspects of biotechnology's impact on society. Basic concepts in biotechnology are introduced in a non-technical manner to examine advances in medicine, agriculture, and other fields. Public perception and ethical issues are also considered.

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

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

BIOL-034 - Biotechnology Laboratory Methods **Units: 3**

Biology 034 is a first course in biotechnology laboratory methods. Topics covered include: lab safety; documentation of procedures and experimental data; measurement techniques; basic math appropriate to preparing materials used in the lab; solution and media preparation; separation techniques; microbiology techniques; and manipulation of DNA. Laboratory work emphasizes skill development in: use of standard lab equipment; documentation; safety practices; basic microbiology; DNA manipulation; solution and media preparation; and separation techniques. Field trips may be required.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: CHEM 015 and BIOL 033, both with grade of C or better

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 discusses the importance of human heredity in our lives. Students will study the rapidly changing areas of human heredity including patterns of inheritance, specific genetic disorders, recombinant DNA and other genetic-based biotechnologies, the role of genetic counseling and genetic tests, reproductive therapies, and bioethics. This is a CSU/UC transferable general education life science course suitable for non-majors.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2 District GE: B2 IGETC: 5B

BIOL-062 - Plants and Human Welfare **Units: 3**

Students are introduced to 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. Class meetings may be held at alternative off campus sites.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B2 District GE: B2 IGETC: 5B

BIOL-063 - Ecology **Units: 3**

This course introduces students to the science of ecology, the branch of biology that studies the abundance and distribution of plants and animals and their interrelationships with the environment. Topics covered include the intersection of evolution and ecology, population biology, community organization, ecosystem function, biodiversity, preservation and conservation, and human ecology.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2 District GE: B2 IGETC: 5B

BIOL-064 - Marine Biology **Units: 4**

Biol-64 is a lecture and laboratory course introducing students to the study of marine life. The course will cover physical and biological aspects of life in the sea including marine geology, physical oceanography, marine ecology, a comparative study of major marine taxa, and human exploitation and oceanic history. Special topics and required field trips to local marine habitats are an integral part of the course.

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

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

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.

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2 District GE: B2 IGETC: 5B

BIOL-071 - Human Anatomy **Units: 5**

This course covers the structure of the human body including identifying parts, understanding interrelationships, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as OT, PT, RT, and Chiropractic.

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

Prerequisite: BIOL 021, with C or better

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-072 - Human Physiology **Units: 5**

Students are introduced to cellular physiology and metabolism. Students study the physiological processes of the human body systems including nervous, endocrine, muscular, urinary, respiratory, sensory, digestive, cardiovascular and reproductive. Other topics include 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 BIOL 071) and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A) and MATH 013; all with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-074 - General Microbiology **Units: 5**

General Microbiology covers the structure and activities of microorganisms, including bacteria, viruses, protozoa, fungi, helminths, and algae. This course also covers principles of microbial control, metabolism, environmental microorganism genetics, genetic engineering, disease, modes of infection, and immunity. Emphasis is on aseptic laboratory technique, and the application of microbiology to human welfare.

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

Prerequisite: CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 032A or CHEM 065 or CHEM 089) and (AP 003 or ANAT 001 or BIOL 001 or BIOL 071 or BIOL 072 or PHYSO 060); all with C or better

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B,5C

BIOL-080 - Biology Field Program **Units: 1**

The Biology Field Program introduces students to the human and natural histories of a variety of ecosystems including the California seacoast, coastal and Sierra Nevada ranges, and deserts and canyon lands of the southwest. Emphasis will be given to general ecological principles, the flora and fauna of the areas visited, and the tenets of leave-no-trace. Each offering of the course focuses on one of the above areas, and involves on-campus lectures and the equivalent of one week in the field. Participation in the course requires camping, some hiking, and automobile travel. This course may be repeated for credit up to four times. Additional fees are required.

Lecture Hours: 0.25 Lab Hours: 2.25 Repeatable: 3 Grading: L

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

Building Information Modeling

BIM-120 - Construction, Means, Methods, and Materials **Units: 3**

This course is an introduction to construction management, as it relates to understanding the multi-faceted roles and responsiblities that are typically shared by project team members during the course of a construction project. The material is presented through lecture, discussion, mixed media and real-world examples. Innovations that are changing the industry as well as building for a sustainable future are also covered.

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

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

BIM-121 - Virtual Design and Construction Workflow **Units: 3**

This course will introduce students to the Virtual Design and Construction Workflow processes and procedures, and expose them to the software tools required.

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

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

BIM-122 - Managing Construction Coordination Meetings **Units: 3**

This course will cover the most commonly used software tools for managing construction coordination meetings. The software tools will be used in conjunction with "Best in Class" Clash Detection and Coordination meeting processes that enable rapid decision making abilities to keep projects on schedule, as well as maintain budgets and within the defined quality requirements of the projects.

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

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

BIM-123 - Revit Fundamentals **Units: 3**

This course will cover the fundamentals of Autodesk Revit Architecture in a lecture/lab format with hands-on learning.
Students will learn how to: set up a new building information model; create a basic floor plan; work with basic architectural elements (walls, doors, windows, floors, ceilings, roofs, curtain walls, stairs and railings); create sections, elevations and callouts views; add annotations including dimensions, text, tags, schedules and legends; and share designs by working in teams, creating architectural visualization renderings and plotting finished drawings. Students are also introduced to the basics of creating simple families.

Lecture Hours: 1 Lab Hours: 6 Repeatable: No Grading: L

Recommended: Basic AutoCAD or equivalent skills

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

BIM-124 - Revit Advanced Training **Units: 3**

This course is focused specifically on providing an immediate to advanced level of training on Revit Architecture. The skills learned during this class are for experienced Revit users and are designed to help experienced users take the next step in advancing their current knowledge of Revit Architecture. Students will learn to create architectural visualization renderings, use filters, section boxes, design options and phasing to present various display ideas and solutions. They will also create advanced families, develop advanced schedules using project and shared parameters and conceptual massing.

Lecture Hours: 1 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: BIM 123 with a C or better

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

BIM-125 - Planning and Managing Construction Projects with 4D CAD **Units: 3**

Building Information Modeling (BIM) integrates 3D drawings and 4D animations to dramatically improve the communication, coordination, and planning of construction projects, while reducing risks, errors, and costs. BIM is an in-depth resource that shows architects and building professionals how to capitalize on BIM concepts, tools, and techniques for their own building projects.

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

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

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

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

Lecture Hours: 1.81 Lab Hours: None 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.

Advisory Level: Read: 3 Write: 3 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 P grade or placement based on assessment

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

BUS-004 - Business Plan Development **Units: 3**

Students will learn how to develop a business plan for the creation of a business, including the organizing, marketing, operating and financing of a business. Risk analysis will be covered also.

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

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

BUS-006 - Introduction to Small Business Management **Units: 3**

This course explores the complex process of entrepreneurship from identifying a viable business idea, to creating a successful start-up, including planning for growth and continuing innovation, as well as avoiding pitfalls while launching an idea into a business. This course provides a good introduction for individuals seeking to create and manage a start-up business.

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

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

BUS-009 - Introduction to Entrepreneurship **Units: 3**

Students will study the principles of entrepreneurship, and focus on the entrepreneurial process, opportunity recognition, entry strategies, market opportunities, the development of a successful business plan, and making financial projections. The material is presented through methodologies of lecture, discussion, current events, Internet research, case studies, and computerized assignments.

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

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/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 BUS 060L is strongly recommended.

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

Prerequisite: MATH 013 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: B4 IGETC: None

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

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

Lecture Hours: None Lab Hours: 1.5 - 3 Repeatable: No Grading: O

Corequisite: BUS 060

Advisory Level: Read: 3 Write: 3 Math: 3
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: None Repeatable: No Grading: L

Prerequisite: BUS 082 with C or better or equivalent.

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: None Repeatable: No Grading: L

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**

Retail Management introduces students to the principles and practices of retail store operations. All major topics will be covered: consumers, site location, designing, staffing, and organizing, developing the retail offering and getting merchandise into the store, developing and controlling the merchandise plan, setting and adjusting retail prices, promotional activities, the importance of environmental influences, financial statements and operations control.

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

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

BUS-069 - Human Resources Management **Units: 3**

This course is an introduction to the management of human resources. Understanding the impact and accountability to the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union/nonunion practices, comparable work, employee compensation and benefits, and employee rights will be covered and emphasized.

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

Prerequisite: BUS 082 with C or better

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**

Students study laws and regulations affecting business decisions including legal concepts and cases in the areas of ethics, business torts, contracts, consumer and merchant sales, competition, environment, agency, employment and business organizations. This is a transfer equivalent course.

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

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

BUS-082 - Introduction to Business **Units: 3**

Students are introduced to the business functions and practices as they have developed over time in the U.S. Students will be introduced to topics such as 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

Advisory Level: Read: 4 Write: 4 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 provides students with an introduction to the theory and practice of marketing as well as the integration of marketing activities of a business. Students will study about marketing research, management of products and services, pricing policies and strategies, channels of distribution, physical distribution and logistics management, promotion strategies and tactics, government regulations, and marketing ethics.

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

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

BUS-098 - Directed Study in Business **Units: 0.5 - 9**

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

Lecture Hours: None Lab Hours: 1.5 - 27 Repeatable: 17 Grading: L

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

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

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

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

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.

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-007 - Business Writing Skills **Units: 3**

Students will review and apply Business English skills for business letter writing. Grammar, word and number usage, punctuation, vocabulary, spelling and other mechanics will be covered. The Internet and technological forms of communication used today will be reviewed.

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

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

BIS-011 - Computer Keyboarding **Units: 1**

The course will cover keyboarding basics-- touch typing, correct keyboarding technique, review of language arts and correct spacing. Students will also acquire a minimum speed of 15 net words per minute on a three-minute timed test. This course is for students with or without experience in keyboarding. Students with keyboarding experience will be able to build their speed to a higher rate.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Credit by Exam: Yes

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

BIS-012 - Business Document Production **Units: 2**

Students will learn to create and format business documents such as letters, memos, tables, reports, and employment documents. Standard industry requirements will be covered and emphasized. Students will learn how to produce documents that mirror or meet industry requirements. Speed and accuracy will be emphasized. Students will be able to produce an error-free document at the end of the course.

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

Recommended: Some keyboarding experience; or beginning keyboarding class

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 Front Office Skills **Units: 2**

This course teaches skills that are required in the healthcare office environment such as appointment scheduling, processing medical forms, transcription of medical documents, and handling patients. Students will work with a software application such as Medisoft. Hands-on experience is emphasized for all required tasks.

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

Recommended: Prior keyboarding experience; BIS 007

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**

The healthcare setting and environment will be covered. Emphasis will be placed on mastering medical terms, abbreviations, spelling rules for component parts, body systems, combining forms, prefixes, and suffixes. Students will learn to use medical terms correctly in medical forms and documents.

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

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

BIS-039 - Professional Image **Units: 1**

The importance of image to success in the business world will be discussed. Students will learn to how to project a positive and confident image. The appropriate attire for the different working environments will be covered. Etiquette, ethics, and communications that complements a professional image will be emphasized. Students will develop a professional wardrobe for a career.

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

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

BIS-095 - Microsoft Windows **Units: 1**

This course introduces students to the use of the current Microsoft Windows operating system. Students will learn how to use accessories and utilities, and customize the computer settings and desktop. They will also learn to organize and manage file folders, and perform basic security and maintenance tasks to improve workflow efficiency and business productivity.

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

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 - Professional Business Communication **Units: 3**

Students will be introduced to business communication--content development and presentation--both written and oral. Students will learn to plan, develop, compose, and edit a variety of documents. The social media tools and guidelines for communicating (blogs, Internet forum, media sharing, social networking, virtual reality, etc.) will be reviewed. Current letter styles, reports and effective business correspondence will be emphasized. Students will learn to express themselves correctly in speaking and writing that is appropriate and acceptable in today's workplace.

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

Prerequisite: ENGL 104 or ESL 091 and BIS 007A or BIS 007; all with C or better or equivalent

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

BIS-102 - Microsoft Excel **Units: 3**

Students will receive hands-on instruction using Microsoft's spreadsheet application Excel. Students will learn to create Excel worksheets using data, labels, formulas and functions. Students will also learn more complex features including styles, advanced functions, charts, comments, templates, and consolidation of workbooks.

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

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

BIS-104 - Microsoft Access **Units: 3**

Students will use Microsoft Access to learn basic database concepts by creating and modifying databases, database tables, and table fields. Students will learn about and create relationships between tables. Students will also learn how to develop applications that include queries, forms and reports and demonstrate the use of databases, tables, and fields. This course will also include using Access wizards and database tools, and importing and exporting data.

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

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

BIS-106 - Microsoft Word **Units: 3**

Students will use Microsoft Word to prepare documents by learning Word functions. Word commands will be shown using the ribbon and backstage view to produce professional-looking documents for the workplace, school and personal communication. Application terminology and procedures will be taught in depth.

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

Prerequisite: BIS-011 or type at least 25 words per minute

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

BIS-107 - Microsoft PowerPoint **Units: 2**

Students will learn presentation techniques and deliver presentations using current MS Office PowerPoint features, including document themes, title and master slides, character and paragraph formatting, graphic elements, backgrounds, SmartArt Diagrams, video and audio clips, charts, tables, action buttons, transitions, animations, and protection and security features.

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

Recommended: Basic computer literacy

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

BIS-109 - Microsoft Office **Units: 3**

Students will gain practical hands-on experience in creating business documents using the current version of Microsoft Office applications. Students will learn to create, format and integrate Word and Excel documents, as well as create, format and integrate Access databases and PowerPoint presentations.

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

Recommended: CIT 010

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

BIS-121 - Web Techniques for Business **Units: 1**

Students will learn how the Internet is used to access business resources. Additional business uses will be covered that include communicating with customers, vendors and business partners; accessing business news and financial information.

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

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

BIS-135 - Human Relations in the Workplace **Units: 3**

This course will expound on the importance of human relations. Customer service will also be covered. In addition, attitude, good work habits, time management, ethics, personality styles, management styles, teamwork, leadership, diversity will be discussed. A hands-on approach will be used to demonstrate how employees can use soft skills effectively in the workplace and in personal situations.

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

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.

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

BIS-160 - Computerized Medical Billing **Units: 2**

Students will be introduced to the billing process used in the medical offices today. Health insurance information will be covered. Students will learn to complete common medical insurance forms using a computer-based program. The medical billing career will be discussed. The claims process will be emphasized.

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

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 course introduces students to a medical billing software application. Students will learn to input patient information, schedule appointments, input billing information, organize and file patient records. Maintaining an office system will be emphasized. Students will complete a medical office simulation.

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

Recommended: Some keyboarding experience and knowledge of medical terminology are recommended

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

BIS-162 - Medical Coding **Units: 2**

Students will learn step-by-step coding used in the medical field. The use of the CPT (Current Procedural Terminology) and ICD 9 (International Classification of Diseases) manuals will be covered. All codes used in the billing process in the medical environment will be covered. Students can use this course to help them prepare for the medical coding certification exam.

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

Recommended: BIS 017

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

Chemistry

CHEM-001A - General Chemistry **Units: 5**

This course is required for students majoring in Biology, Chemistry, Geology, Physics, Forestry, Pharmacy, Veterinary Medicine, Dentistry, and Medicine. Chem 1A also meets the one semester chemistry requirement for all engineering majors. This course covers basic chemical principles: atomic structure, bonding, periodicity, nomenclature, chemical reactions, stoichiometry, thermochemistry, physical states of matter, solutions, acid-base, and dynamic equilibrium. The role that chemistry plays in everyday life, industry, and human welfare is emphasized.

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

Prerequisite: CHEM 015 and MATH 013 with C or better, or equivalent.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: None

CHEM-012A - Organic Chemistry **Units: 5**

This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms and their kinetics. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem-solving techniques will be used to elucidate mechanistic, structural and stereochemical features of reactions and molecules. Lecture and laboratory will cover synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

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

Prerequisite: CHEM 001B with C or better

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

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

CHEM-015 - Fundamentals of Chemistry **Units: 4**

Chemistry 015 covers the fundamentals of modern inorganic chemistry with emphasis on atomic structure, chemical bonding, chemical formulas, nomenclature, equations, stoichiometry, gas laws, solutions, and related topics. Chemistry 015 is intended primarily as a preparation for the Chemistry 001A and 001B sequence. The central nature of chemistry among other branches of science is stressed, and examples of the important role that chemistry plays in our lives are presented. The course also meets the general education requirements for a laboratory science.

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

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better or equivalent

Recommended: MATH 013 may be taken prior to or concurrent with CHEM 015.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

CHEM-030A - Introduction to Chemistry **Units: 3**

This course covers the basic principles of chemistry and tends to be more descriptive rather than quantitative. Content includes: measurements; matter and energy; atomic structure, periodicity; chemical bonding and nomenclature; chemical reactions and equations; gases, solutions and colloids; oxygen, hydrogen and water; and acids, bases and salts. CHEM 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for nursing and other allied health majors. The course meets the General Education requirements for a laboratory science.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 011A or MATH 011R or MATH 011S, minimum grade C

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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

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

COMS-020 - Oral Communication **Units: 3**

Students are taught the skills of speechmaking. Students focus on the following basic elements: rhetorical theory, researching, organizing and outlining a topic, analyzing an audience, effective use of language, ethics, effective presentation aids, critical listening, credibility, and physical delivery. Students will be required to attend speech activities outside of the classroom environment.

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

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

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

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

Computer & Information Technology

CIT-010 - Computer and Information Technology Units: 3

This course is an examination of information systems in business. Students will focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods will be through hands-on projects developing computer-based solutions to business problems.

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

Advisory Level: Read: 3 Write: 3 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: L

Prerequisite: MATH 13 or equivalent with a C grade or better

Advisory Level: Read: 3 Write: 3 Math: None
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 for .NET Framework in order to rapidly develop Windows Applications with Graphical User Interface. This course covers Visual Basic concepts, tools, and programming methodology.

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

Prerequisite: COMSC 075 or CIT 020, or CIT 042, or CIT 044 or equivalent programming language knowledge

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

CIT-040 - Web Design I: Internet Publishing Units: 3

This course teaches basic skills in HTML and design/layout concepts. These techniques will be used to design, develop and maintain professional Web sites.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes

Recommended: Knowledge of Internet, equivalent to material taught in BIS121. Familiarity with file manager; ability to use a simple text editor such as Notepad

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

CIT-041J - JavaScript/Dynamic HTML Units: 3

This course is intended for students with some knowledge of programming. Students learn to use JavaScript language to dynamically modify nearly all aspects of a web page, including images, links, text, and styles. Students also use JavaScript to validate forms, create data that persists across pages, and handle user input, including mouse and keyboard events. The course also introduces the standard Document Object Model that is used to represent web pages, and is also used by other technologies such as XML. Students study debugging techniques and best practices for writing code.

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

Recommended: Knowledge of programming equivalent to that gained in CIT 020 (Program Design and Development). This includes but is not limited to knowledge of variables, control structures, loops, and arrays.

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

CIT-041X - Introduction to XML Units: 3

XML 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 Repeatable: No Grading: L

Prerequisite: CIT 040 with C or better

Advisory Level: Read: 3 Write: 3 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 create packages and modules, and interact with web pages via CGI.

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

Recommended: Basic Computer Literacy, familiarity with programming concepts (such as those taught in CIT 020)

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

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, and exceptions will be covdered. Applications covering I/O and graphics will also be addressed.

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

Prerequisite: COMSC 075 or CIT 020, or CIT 024, or CIT 042 or equivalent programming language knowledge

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

CIT-050 - Introduction to UNIX/Linux **Units: 3**

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

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

Recommended: Computer literacy

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/Linux Shell Programming using different shell programs available with the UNIX and Linux operating systems. The course will include use of bash 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 of arguments to shell scripts, IO redirection, terminal/file IO, subshells and using special UNIX commands. Additionally, this course will include use of the sed and awk utilites, and an introduction to Korn shell commands.

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

Recommended: Basic Computer Literacy, familiarity with UNIX/Linux systems such as taught in CIT 050 (prior)

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/Linux System Administration **Units: 3**

This course includes a review of basic UNIX/Linux commands and also covers: using administration tools, mounting and unmounting the file systems, adding and removing users from the system, and backing up and restoring the file system. Students learn to utilize UNIX/Linux tools to administer user accounts and groups and administer devices, printers and networking services. Also included are planning, setting up and administering log files, basic network file system setup, use of UNIX/Linux tools to administer hardware, and troubleshooting file access problems.

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

Prerequisite: CIT 050 with C or better

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

CIT-138 - 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.

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

Computer Aided Design & Drafting

CADD-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

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.

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.

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.

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.

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

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

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

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

Recommended: CADD 130 or equivalent coursework or work experience

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.

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: None Lab Hours: 6 Repeatable: No Grading: L

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

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

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

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

Recommended: Prior CADD training and/or experience

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

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

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

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

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

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.

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

CADD-142 - Modern Dimensioning and Tolerancing **Units: 2**

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

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

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

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: 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: None Lab Hours: 6 Repeatable: No Grading: O

Recommended: CADD 130 or equivalent coursework or work experience.

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

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

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

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: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

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: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

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: None Lab Hours: 1.5 - 6 Repeatable: 3 Grading: O

Recommended: Prior CADD knowledge

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

Computer Science

COMSC-072 - Discrete Mathematics **Units: 4**

This course is an introduction to the discrete and combinatorial mathematics that serves as a foundation for advanced courses in mathematics and computer science. Topics include logic, predicates and quantifiers, validity of argument, mathematical proof techniques (including induction), sets, Boolean algebras, recursive algorithms, functions, relations, elementary number theory, combinatorics, discrete probability, and an introduction to graphs and trees.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: MATH 021 and 022 or MATH 025; all with C or better

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

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

CSU GE: B4 District GE: B4 IGETC: None

COMSC-075 - Computer Science I: Introduction to Program Structures **Units: 4**

An introduction to computer programming concepts from a computer science perspective. Programming structures of sequential, selection and repetition are covered using a high-level object oriented language. Using existing classes and creating classes, methods, argument passing, program and data abstraction (including arrays) are covered. Documentation, programming style, and program design and development are addressed throughout the course.

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

Prerequisite: MATH 025 or MATH 021 and MATH 022, all with C or better.

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

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

CSU GE: None District GE: None IGETC: None

COMSC-076 - Computer Science II: Introduction to Data Structures **Units: 4**

This course covers abstract data types and structures in an Object Oriented environment and the use of advanced programming techniques. Students will learn to reason mathematically about programs, including Big-O methods. The principles of encapsulation, abstraction, and polymorphism will be applied to large programming projects. The course will cover data structures and algorithms for such task as searching, sorting, and collections, using sets and list implement with arrays and link-list and to implement stacks, queues, trees, graphs, iterators and hashing.

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

Prerequisite: COMSC 072 or MATH 070 and COMSC 075, all with a C or better

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

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

CSU GE: None District GE: None IGETC: None

COMSC-138 - 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.

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

CII-270 - Introductory Course Management System (CMS) **Units: 0.5**

This course is a self-paced individualized study course offered to students with very little or no experience on a computer. During this course, students will be introduced to CMS tools skills.

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Corrections

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

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

Lecture Hours: 0.5 Lab Hours: 0.9 Grading: L

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

Counseling

COUNS-013 - Career Planning **Units: 3**

This course assists students with career/major selection. Students will identify personal interests, abilities, goals, values, and lifestyle preferences. Students will examine career trends and opportunities, employment outlook and the nature of today's workplace. Students will learn about personal and professional planning as it relates to careers through job search techniques, resume writing, interviewing, career building and realistic decision making. [Replaces GUIDE-080 in Fall 2012.]

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

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

COUNS-014 - 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 such as setting goals, managing time, increasing concentration, and controlling procrastination are practiced. Lecture topics include effective listening and note-taking skills, textbook reading, marking and vocabulary systems, memory strategies, and research paper methods using library resources. This course orientates students to transition to college course expectations and procedures. (Formerly GUIDE-095)

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

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

COUNS-015 - Blueprint for Success **Units: 1**

This course is designed to develop students' personal effectiveness in school and in life. Students will explore and clarify their belief systems, values, and attitudes; identify personal strengths and weaknesses; examine and identify psychological and societal barriers; and overcome obstacles to success through mental strategies and techniques such as time and stress management, study techniques and goal setting. (Formerly GUIDE-085)

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

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

COUNS-016 - Career Self-Assessment **Units: 1**

Students will identify personal qualities and skills useful in selecting possible career paths. Using inventories and exercises of self-assessment, students will gather information about their abilities, aptitudes, interests, goals, lifestyle preferences, personality and values, and relate these qualities and skills to the world of work. Students will identify personal and workplace stereotypes and barriers that act as impediments to career selection and career exploration. (Formerly GUIDE-081)

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

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

COUNS-017 - 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. (Formerly GUIDE-075)

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

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

COUNS-018 - Planning an Educational Future: EVC to SJSU **Units: 1**

This course is designed to assist students who have applied to San José State with their transition from EVC to San José 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 faculty and staff from SJSU. Students will do basic career/major exploration, learn about California's higher education system, and prepare educational plans. (Formerly GUIDE-086)

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

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

Dance

DANCE-002 - Dance Appreciation **Units: 3**

Students survey the art of dance, its development as an art form, and elements present in all dance. The course examines the diversity of people and culture leading to the development of theatrical dance forms of the world and Western cultures. Basic movements, use of performing space, and dynamic qualities are explored in a variety of contexts.

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

Advisory Level: Read: Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

DANCE-010 - Ballet, Beginning **Units: 1**

In this course students will focus on the fundamentals of ballet technique while learning traditional French ballet terminology through barre and centre work. Students will be introduced to principles of alignment, port de bras, coordination and musicality while developing strength, flexibility, control and performance quality. The student will gain an appreciation of his/her own unique body in relation to ballet as a classical art form. Attendance at a live dance performance may be required. Students may take no more than 4 units of the combined DANCE 010 and DANCE 011 courses.

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

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

DANCE-011 - Ballet, Intermediate **Units: 1**

This course furthers the student's artistry and skill in classical ballet. The student will apply fundamentals of theory and technique with attention to musicality and performance in the execution of intermediate level barre and centre combinations. The intermediate class will draw from the fundamentals of the beginning ballet while increasing the difficulty in coordination, complexity, tempo and stamina. The student will gain fluency in the use of traditional French volcabulary. Attendance at a live dance performance may be required. Students may take no more than 4 units of the combined DANCE 011 and DANCE 010 courses.

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

Prerequisite: DANCE 010 with C or better, or assessment based on instructor evaluation

Advisory Level: Read: 3 Write: 3 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**

Students will be involoved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing repertory reconstructions, folkloric arrangement and original student and faculty choreography. Repeatable to a maximum of 8 units.

Lecture Hours: None Lab Hours: 2 - 6 Repeatable: No Grading: L

Recommended: Dance 010 - Ballet, Beginning or
Dance 020 - Jazz, Beginning or
Dance 040 - Tap Dance or
Dance 050 - Modern, Beginning

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

DANCE-019 - Jazz Dance, Fundamentals **Units: 1**

Students will be introduced to the fundamental skills of jazz dance technique. Students will learn primary positions, isolations, and locomotor movements. Exploration of movement qualities, basic rhythms, and musical phrasing unique to jazz dance, will be a focus of the course. The student will gain an appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required.

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

Open Curriculum: No prerequisite, corequisite or levels

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

DANCE-020 - Jazz Dance, Beginning **Units: 1**

Students will be introduced to beginning skills of jazz dance technique. The student will integrate beginning positions, isolations, and locomotor movements into full body actions and explore movement qualities, polyrhythms, and musical phrasing unique to jazz dance. The student will gain an appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required. It is recommended that studetns take DANCE 019, Jazz Dance, Fundamentals, or have some previous dance experience before taking this course.

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

Recommended: DANCE 019, or previous dance experience

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

DANCE-021 - Jazz Dance, Intermediate **Units: 1**

This course works to develop the student's artistry and jazz dance technique at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate jazz dance combinations. The course will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.

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

Prerequisite: DANCE 020 with C or better, or assessment based on instructor evaluation

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

DANCE-021B - Jazz Dance, High-Intermediate **Units: 1**

This course continues to develop the student's artistry and jazz dance technique at the high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate jazz dance combinations. The course will draw from the intermediate level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.

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

Prerequisite: DANCE 021 with C or better, or assessment based on instructor evaluation

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

DANCE-022 - Social Dance **Units: 1**

Students will learn basic steps, rhythms, and partnering techniques for various social dance forms of European and Latin American origins including Merengue, Waltz, Rhumba, Cha-Cha, Salsa, and Swing Dance. Stylistic origins and evolution in social and historical contexts will also be discussed.

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

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

DANCE-022B - Intermediate Social Dance **Units: 1**

This course works to develop the students' artistry and technique of Social Dance at an intermediate level. Students will learn intermediate steps, rhythms, and partnering techniques for various social dance forms of European and Latin American origins including Merengue, Waltz, Rhumba, Cha-Cha, Salsa, and Swing Dance. Stylistic origins and evolution in social and historical contexts will also be discussed.

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

Prerequisite: DANCE 022 with C or better

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

DANCE-040 - Tap Dance **Units: 0.5**

This course introduces the student to elementary tap dance technique and application. The student will learn basic steps, rhythms and elements of improvisation. The student will gain understanding and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art.

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

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

DANCE-049 - Modern Dance, Fundamentals **Units: 1**

Students will be introduced to fundamental skills of modern dance technique. Students will learn basic positions, gestures, traveling and jumping steps, turns, level changes, and spatial orientation. The student will gain an appreciation of her/his own unique body in relation to modern dance as an expressive art form. Attendance at a live dance performance may be required.

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

Open Curriculum: No prerequisite, corequisite or levels

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

DANCE-050 - Modern Dance, Beginning **Units: 1**

Students will be introduced to beginning skills of modern dance technique. The student will learn basic positions, gestures, traveling and jumping steps, turns and level changes. The student will learn about spatial orientation and will gain an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. It is recommended that students take DANCE 049, Modern Dance, Fundamentals, or have some previous dance experience before taking the class. Attendance at a live dance performance may be required.

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

Recommended: DANCE 049, or previous dance experience

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

DANCE-051 - Modern Dance, Intermediate **Units: 1**

Students will be working at an intermediate level modern dance technique. Focus will be on intermediate level positions, gestures, traveling and jumping steps, turns, level changes and spatial orientation. The student will work towards a deeper level of artistry and expression through musicality and dynamic qualities of movement. The students will gain an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. Attendance at a live dance performance may be required.

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

Prerequisite: DANCE 050 with C or better, or assessment based on instructor evaluation

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

DANCE-051B - Modern Dance, High-Intermediate **Units: 1**

This course works to develop the student's artistry and modern dance technique at a high-intermediate level. The student will apply theory and technique with attention to musicality and performance in execution of high-intermediate positions, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. Attendance at a live performance may be required.

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

Prerequisite: DANCE 051 with C or better, or assessment based on instructor evaluation

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

Dispatch

DISP-170 - Basic Public Safety Dispatch Academy **Units: 3**

This course is designed to provide dispatchers with the necessary skills and knowledge to perform their job. Curriculum includes computer systems familiarization, legal updates, communication techniques, etc. It may contain POST curriculum, as well as local training mandates.

Lecture Hours: 1.67 Lab Hours: 5 Repeatable: No Grading: L

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

DISP-172 - Public Safety Dispatcher-Update **Units: 1 - 5**

This variable unit course is designed to provide necessary and required continuing professional training to public safety dispatches as required by The Commission on Peace Officer Standards and Training (POST). Students will learn radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques.

Lecture Hours: 0.91 - 4.69 Lab Hours: 1.37 - 6.7 Repeatable: No Grading: L

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

DISP-173 - Medical and Fire Emergency Dispatch **Units: 1**

This course expands the dispatcher's knowledge of the medically related incidents and fire emergencies dealt with daily. It will prepare dispatchers to be prepared in pre-arrival instructions and end of case procedures.

Lecture Hours: 0.8 Lab Hours: 1.49 Repeatable: No Grading: K

Prerequisite: CPR Certification as required by State regulation

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

DISP-176 - Dispatch Academy - Extension Units: 2 - 24

The Dispatch Academy extension is designed to provide a training continuum which integrates the acquired knowledge and skills from the Dispatcher Academy with practical applications. This program has been developed to assist the trainer in preparing the trainee to adequately and safely serve both the agency and the public. The categories of instruction include basic skills, tasks, and information which the agency expects the dispatchers to know and perform.

Lecture Hours: 40 - 200 Lab Hours: 40 - 760 Repeatable: No Grading: K

Prerequisite: DISP 170 with C or better

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

DISP-178 - Communications Training Officer Units: 1

This course is to educate communications trainers to their responsiblities 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. This program includes topics such as: Adult Learning Concepts and Effective Training Techniques, Legal and Liability Considerations, and Ethics and Leadership Concepts.

Lecture Hours: 0.44 Lab Hours: 1.77 Repeatable: No Grading: O

Recommended: Basic Dispatch Academy DISP 170

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: 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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D2 District GE: D2 IGETC: 4B

ECON-010B - Introduction to Microeconomic Theory Units: 3

Microeconomics focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. An analysis of the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. It explores some of the more urgent micro-economic problems such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes and welfare.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D2 District GE: D2 IGETC: 4B

ECON-012 - Introduction to Global Economics Units: 3

This Introduction to Global Economics course will be a cornerstone and foundational component for students pursuing degrees in International Business, and an invaluable supplement for those in other areas of business or economics. With the diverse student body of EVC, rich with first- and second-generation residents, this Global Economics course and the language/cultural skills and connections of the students will broaden their ambitions. This course will catalyze their academic and career success.

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

Prerequisite: Math 013 with C or better

Recommended: ECON 010A or ECON 010B, prior or concurrent enrollment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D2 District GE: D2 IGETC: 4B

Education

EDUC-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: None Repeatable: No Grading: L

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

EDUC-013MS - Math and Science Future Teacher Seminar II Units: 3

This is the second course designed to provide students interested in pursuing a career in secondary school math or science teaching with theory and hands-on experience working with children in math and science skills at a local middle, or high school. The course includes work with mathematics and science materials, assessment, methodology, and the school environment. The course includes 50 hours of on-site service learning field experience as a classroom assistant in a local middle or high school .

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

Prerequisite: MATH- 013 and EDUC-012MS; both with C or better

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

EDUC-138 - Work Experience Units: 1 - 8

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

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

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

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 explores the fundamentals of learning in an online environment by preparing first time online students. It will explore how the online learning environment differs from face-to-face instruction and present important tips to online learning through use of online tools, technologies and strategies. Students will be engaged in topics such as the characteristics and unique needs of the online learner, and learning styles and diversity in an online class. Emphasis will be placed on student engagement and motivation, and creating a collaborative and interactive environment while gaining practical experience with online tools and mobile devices.

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

Recommended: Use of keyboard, mouse, handheld devices and basic experience with using computers, iPads, iPhones, Smartphones

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

EDIT-010 - Computers and Digital Media in Education Units: 3

Students will learn how to effectively implement instructional technology into an educational environment. Students will explore how Internet and online learning technology, combined with pedagogy, computer applications, digital media and web technology tools, can be used for teaching and learning.

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

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

EDIT-012 - Online Learning Technologies, Tools and Techniques Units: 3

This course provides an overview of the communication technologies and instructional tools used in presenting and developing online curriculum. It is designed to help students 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 interactive tools such as threaded discussions, lecture capture, podcasting, vodcasting, webconferencing and a variety of synchronous and asynchronous learning tools that are provided by the emerging technologies.

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

Recommended: Computer skills should include familiarity with the Internet and file management

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

EDIT-022 - Course Management System (CMS) to Develop Online Courses Units: 3

This course teaches the skills and knowledge necessary to create effective online learning environments using a Course Management System (CMS). Students will explore examples of CMS content, learn to navigate the interface, add tools and content, and perform basic course management functions. The course also emphasizes customizing and integrating emerging technologies into the CMS. Participants will learn to customize their courses, use communication tools, assessment tools, and course management tools.

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

Advisory Level: Read: 3 Write: 3 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: None Repeatable: No Grading: L

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: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D7 District GE: D7 IGETC: 4G

ENGR-010 - Engineering Processes and Tools Units: 3

This course introduces students to the engineering profession and the devices, processes, and techniques utilized in solving engineering problems. Computers and associated components, hardware and software, are introduced. The use of spreadsheets and mathematical software in engineering problem solving and data presentation is discussed. Engineering report writing and technical presentations are practiced in the class. Students also learn the engineering process through a term project.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 021 or MATH 025, with a C or better

Recommended: Ability to use word processing and spreadsheet software

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

ENGR-018 - Engineering Design and Graphics Units: 3

This course covers the principles of design and its graphical presentation in engineering as well as computer-aided design (CAD) and programming. Major topics include the engineering design process, orthographical projection, multiview drawing, pictorial drawings, dimensioning and tolerancing, and VBA programming. Engineering graphical presentation is based on ANSI standard. Students will learn to use CAD software in producing engineering drawings.

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

Prerequisite: MATH 014 with C or better or equivalent

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

ENGR-050 - Introduction to Computing **Units: 4**

Students learn the fundamentals of computer assisted problem solving, as it applies to the solution of engineering problems. The four major themes of this course are algorithm development, efficient programming/modeling, PC device interfacing, 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: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 071 with C or better

Recommended: Ability to use word processing and spreadsheet software; Completion of ENGR 010

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**

Students learn 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: L

Prerequisite: MATH-022, or SG-100 or equivalent, either with grade of C or better. Or, SG-100 may be taken concurrently.

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**

Students learn 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 or equivalent

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

ENGR-063 - GIS for Civil Engineering and Surveying **Units: 3**

Students learn the fundamentals of Geographical Information System (GIS) as related to civil engineering and surveying and how the Multipurpose Cadastre (MPC), Land Information System (LIS) and GIS fit together. Geodetic reference frame, base map, cadastral overlay, and linkage mechanisms are also discussed. Data quality and accuracy, privacy, ethics, and institutional, governmental and technological issues associated with GIS are explored. The ArcGIS 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

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

ENGR-066 - Properties of Materials **Units: 3**

Mechanical, thermal, electrical, magnetic and chemical properties of materials are studied. Effect of atomic and crystal structure and various bonding mechanisms on the above properties are discussed. Diffusion and phase analysis in various material are studied. Defects and failure in materials including the effect of heat treatment on the strength of materials are investigated. Various laboratory experiments such as impact, tensile and compression, torsion, fatigue, corrosion, thermal conduction and expansion, electrical conduction, magnetic strength, composite structure, rubber and polymer resilience, and photomicrograph are conducted to provide enhanced knowledge of material properties.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: CHEM 001A and PHYS 004A, both with a C or better

Recommended: Ability to use word processing and spreadsheet software; Completion of ENGR 010

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. The 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

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

ENGR-071 - Introduction to Circuit Analysis **Units: 4**

Analyses of DC and AC circuits are performed using Kirchhoff's voltage and current laws. Emphasis is given to resistive, capacitive, inductive, and amplifier circuits powered by independent and dependent sources. The transient nature of first order and second order circuits containing capacitors and inductors are studied. Thevenin's and Norton's theorems are applied to DC and AC circuits and properties of these circuits for maximum power transfer are determined. The concept of impedance is used to analyze AC circuits in the frequency domain as well as to perform power analysis.

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

Prerequisite: MATH 073 and PHYS 004B, both with C or better

Recommended: 1. MATH 078
2. Completion of ENGR 010 and 050
3. Ability to use word processing and spreadsheet software

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-138 - Occupational Work Experience Units: 1 - 8

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

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

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

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

English

ENGL-001A - English Composition Units: 3

English 001A is the first course in a transfer level sequence (English 001A, 001B) 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 001A 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) and (ENGL 102 or READ 101)) or ESL 091; all with C or better. New students will be placed based on the results of assessment.

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 001B, 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 001B includes discussion of fiction, drama, poetry, the essay, and other expository prose-- stressing critical reading in these genres. All English 001B 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

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

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A3 District GE: A3 IGETC: 1B

ENGL-001D - Advanced College Reading Units: 3

In this transfer-level reading course, students will advance their reading effectiveness for academic, career, and personal growth. The course is designed to empower students to read difficult text at an in-depth level. Students will learn to summarize, to paraphrase, to understand descriptive and scientific language, to analyze writers' strategies, and to interpret abstract concepts. It will give them practice with a range of texts, including texts representing other college courses and primary source material relevant to the transfer major. This course can be taken after completion of English 102 and 104 or ESL 91; concurrently with English 001A; or after English 001A.

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

Prerequisite: (ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or ESL 091; all with C or better or placement based on assessment; course may be taken concurrently with ENGL 001A or after ENGL 001A.

Advisory Level: Read: None 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: 9 Grading: K

Corequisite: ENGL 001A, or 001B, or 001C.

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

ENGL-021 - Introduction to Poetry Units: 3

This course emphasizes reading poetry for analysis and enjoyment. An appreciation of poetry is developed through discussion of theme, tone, imagery, poetic techniques, purpose, and versification.

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

Prerequisite: ENGL (104 or 092) and (ENGL 102 or READ 101) or ESL 091 all with C or better or placement based on assessment

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) and ENGL 102 or READ 101 or ESL 091; all with C or better or placement based on assessment.

Recommended: ENGL-001A

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 in multicultural literature.

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

Prerequisite: (ENGL 102 or READ 101 and ENGL 104 or 092) or ESL 091 all with a C or better, or placement based on assessment

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

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

CSU GE: C2,D4 District GE: C2,D4,ES 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: None Repeatable: No Grading: L

Prerequisite: (ENGL 102 or READ 101 and ENGL 104 or ENGL 092) or ESL 091 all with a C grade or better, or placement based on assessment)

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-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

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 create and analyze lucid, well developed pieces of fiction, short dramatic treatments and poetry. This course will 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: L

Prerequisite: ENGL 001A with C or better

Recommended: ENGL 001B / ENGL 001C

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 literary contribution to society and the relationship of the student to his work.

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

Prerequisite: (ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or ESL 091; all with a C or better or placement based on assessment

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-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

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

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

CSU GE: C2,D3 District GE: C2,D3,ES IGETC: 3B

ENGL-082A - African American Literature Units: 3

Students study 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, the artistic and the philosophical — that African-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience.

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

Prerequisite: ENGL (104 or 92) and ENGL 102 or READ 101, both with grade of C or better, or placement based on assessment

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

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

CSU GE: C2,D3 District GE: C2,D3,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.

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.

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.

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.

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-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

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**

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 are strongly encouraged to complete a 0.5 unit of lab work per semester in the Reading Lab. Concurrent enrollment in English 104 is recommended.

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

Prerequisite: ESL-302 or ENGL-322 or READ-301, all with P; or placement based on assessment.

Recommended: Concurrent enrollment in ENGL 104.

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ENGL-102L - College Reading Lab **Units: 0.5**

The reading lab offers individualized programs in reading development plus supplemental reading skills work for students enrolled in English 102, College Reading. Students make use of a wide range of audiovisual and self-instructional materials to imporove their reading proficiency. This lab may be repeated for credit to a maximum of 2 units. Concurrent or previous enrollment in English 102 is required.

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

Prerequisite: ENGL 322 or placement based on assessment.

Corequisite: ENGL-102

Recommended: Concurrent enrollment in ENGL 104

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ENGL-104 - Fundamentals of Composition Units: 4

English 104 is an introduction to academic discourse and to writing short essays. The course develops competence in analytic reading and expository writing. The course stresses paragraph and essay structure through the use of pre-writing, revision, editing, and peer review strategies. Competence in English usage and syntactic variety will also be developed. Students will respond to culturally relevant model writings for general, academic, and special audiences. English 104 includes a three-hour weekly writing lab, which determines 25% of each student's final course grade. Twenty percent of each student's grade will be based on a department final essay exam. The course meets the pre-requisite for ENGL-001A.

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

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

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

Transfer Status: None Degree Applicable: AS

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

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ENGL-321L - Reading Laboratory Units: 0.5 - 1

English 321L is a lab designed to supplement the reading skill development covered in English 321. The lab is individualized and uses self-instructional materials. Students receive assignments to match class work. Concurrent or prior enrollment in English 321 is required.

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

Recommended: English 341

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

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

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 are strongly encouraged to complete a 0.50 unit per semester in the Reading Lab. Concurrent enrollment in English 330 is recommended.

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

Credit by Exam: Yes

Prerequisite: Completion of ((ENGL 321 (3 units) and ENGL341)) or READ 350 or (ESL 312 and ESL 313) all with a P, or placement based on assessment.

Recommended: Concurrent enrollment in ENGL 330.

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ENGL-322L - Introduction to College Reading Lab Units: 0.5

English 322L offers additional practice in vocabulary and comprehension for students enrolled in English 322. Students make use of a wide range of materials to improve their reading skills. Concurrent enrollment in English 322 is required.

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

Prerequisite: 3 units of ENGL 321 with P grade or placement based on assessment.

Corequisite: ENGL 322

Recommended: Concurrent enrollment in ENGL 330

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 standard English sentences, paragraphs, and 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. 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: ENGL 321 and ENGL 341, or ESL 312 and ESL 313, all with a P grade or placement based on assessment.

Corequisite: XENGL 330L

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ENGL-341 - Sentence/Paragraph Development Units: 3

This course focuses on assisting students in developing strong grammar skills by emphasizing correct use of word forms, parts of speech, and basic sentence structure. Ultimately, student competence in sentence skills will help them to 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: None Repeatable: No Grading: K

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

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

Students will study patterns of essay organization, relationships of paragraphs within essays, author's purpose, audience, tone, and mood. Student will read materials that highlight cross-cultural content and contemporary issues. Students will also acquire skills in the development and organization of ideas in coherent, well-developed paragraphs and in writing essays that require research. Concurrent enrollment in ESL 091L is required for computer-assisted and instructor-guided practice. This course is designed for non-native speakers of English one level below English 1A.

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

Prerequisite: ESL 302 with P grade or placement based on assessment

Corequisite: ESL 091L

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: K

Corequisite: ESL 091

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

Students will focus on development of multi-paragraph essays that have a clearly stated thesis that controls the logical development of ideas and demonstrates a high level of fluency and accuracy in sentence grammar and word choice. Students will study readings that demonstrate the ways writers organize and express ideas in different genres and for a variety of rhetorical purposes. Reading materials will include articles, essays, and short literary works highlighting current issues and topics of interest across cultures. Concurrent enrollment in ESL 302L is required for computer-assisted and instructor-guided practice. This course is designed for non-native speakers of English two levels below English 1A.

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

Prerequisite: ESL 312 and ESL 313, both with P grade or placement based on assessment

Corequisite: ESL 302L

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

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 - 1

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 developed for the ESL 310L course. Students utilize computer software programs, 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. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 1 unit.

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

Corequisite: Concurrent enrollment in ESL 312 or 313 or 314

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

Students read and write compositions of multiple 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. ESL 312 is a high-intermediate writing course for non-native speakers of English three levels below English 1A.

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

Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P grade or placement based on assessment.

Corequisite: ESL 312L

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

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: None Repeatable: No Grading: K

Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P grade, or placement based on assessment

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-314 - Intermediate-High Listening and Speaking Skills Units: 3

This course 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 P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 310L is highly recommended.

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

This 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 P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 310L is highly recommended.

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 P grade or placement based on assessment

Recommended: Concurrent enrollment in 312 or 313 or 314 strongly recommended

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 - 1

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 develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students utilize English Interactive computer software program. 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 1.0 units.

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

Corequisite: Concurrent enrollment in ESL 322, 323, or 324

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

ESL-322 - Paragraph Development Units: 5

ESL 322 is an intermediate writing course for non-native speakers of English. Students will focus 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 grammar and writing practice and instructional assistance.

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

Prerequisite: ESL 332 and ESL 333 and ESL 334, all with P or placement based on assessment.

Recommended: Concurrent enrollment in ESL (323 or 324 or 327) and ESL 194 is strongly recommended

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 P grade or placement based on assessment

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

Students will focus on developing academic listening and speaking skills at an intermediate-mid level of language proficiency. Students will also acquire idiomatic and academic vocabulary, cultural awareness, and discussion skills through the use of multimedia materials.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 334 with P grade or placement based on assessment

Recommended: Concurrent enrollment in (ESL 322 or 323 or 327) and ESL 320L is strongly recommended

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 P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 322 or 323 or 324.

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 - 1

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 develop and improve their skills in listening comprehension, oral production, reading, writing, and vocabulary development. Students utilize English interactive computer software program and workbooks to improve these skills. 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 1.0 unit.

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

Corequisite: Concurrent enrollment in ESL 332, 333, 334, or 337

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

This is a low-intermediate grammar/writing course for non-native speakers of English. Students learn grammar and writing techniques for composing sentences and short paragraphs.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 342 or ESL 345 with a P or placement by assessment

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 346 with P grade or placement based on assessment

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

Students will learn listening and speaking skills at the intermediate-low level of English proficiency. Students will participate in class activities and use multimedia materials focused on aural comprehension, oral communication, and clear pronunciation in a variety of contexts.

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

Prerequisite: ESL 344 or ESL 347 with P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 332 and/or ESL 333 is strongly recommended.

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

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 - 1

The content of this lab will facilitate language skill development for students enrolling in the ESL entry level courses by providing computer-assisted language instruction and workbooks. Students will work on an individualized basis, with assistance from staff as needed, to enhance language skills. It is highly recommended that students be enrolled concurrently in any ESL 340 series course. Repeatable to a maximum of 1.0 unit

Lecture Hours: 0 Lab Hours: 1.5 - 3 Repeatable: 1 Grading: K

Recommended: Concurrent enrollment in any ESL 340 series courses strongly recommended.

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: None Repeatable: No Grading: K

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

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: None Repeatable: No Grading: K

Recommended: Placement test required before registering

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

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: None Repeatable: No Grading: K

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

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 in which students examine the interaction between human civilization and the environment, and the foundations for a sustainable future. Students explore the major issues facing our planet: population growth, resource exploitation, pollution and dwindling biodiversity. They analyze environmental policies and their effectiveness. Field trips are required. The course is designed for non-science majors to meet general education laboratory science requirements in either biological or physical science.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B2,B3 District GE: B1,B2,B3 IGETC: 5A,5B, 5C

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: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, D3 District GE: C2,D3,ES IGETC: 3B, 4C

ETH-011 - Ethnic Film: Reel Studies **Units: 3**

This course will examine contemporary and classic cinema, focusing primarily on US ethnic films from African American, Native American, Latino, Asian-Pacific Islander, and Middle Eastern American cultures as a tool to explore universal human themes as well as stereotypes.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1, ES IGETC: 3A

ETH-020 - African American Culture **Units: 3**

This course is a survey of the African American experience in the United States. Students will crirtically examine past, present and evolving, social, political and economic cultural dynamics that create African American culture.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2,D3, D7 District GE: C2,D3,D7,ES IGETC: 3B, 4C, 4G

ETH-030 - Chicana/o Culture **Units: 3**

This is a survey course designed to study the development of Mexican and Chicana/o culture in Mexico, the Southwest U.S. and beyond. Emphasis will be placed on the cultural history as well as the socio-psychological aspects in the study of people of Mexican origin. Specific areas of interest in the course include theory and analysis of the concept of culture and its application to the Mexican and Chicano communities. Other areas of interest include the Pre-Columbian period, the religions and philosophies, art, language, music, folklore, and lifestyles of the Chicana/o.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, D3, D7 District GE: C2,D3,D7,ES IGETC: 3B, 4C, 4G

ETH-035 - Sociology of the Chicana/o Experience **Units: 3**

This course focuses on Chicanas/os and their relation to U.S. society. It will address some critical areas of the Chicana/o experience in terms of economics, labor, immigration, stereotypes, religion, and police-Chicano conflict. 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 with similar circumstances.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D0, D3 District GE: D0,D3,ES IGETC: None

ETH-040 - Vietnamese American Culture and Experience **Units: 3**

This course provides students with a basic theoretical background to study the ancestral origin of the Vietnamese Americans, their migration to the U.S., and assimilation into U.S. culture and society. It follows the evolution of their cultural roots into their ethnic heritage, focusing on their religious and philosophical thoughts, customs, and value system. The course traces the emergence of their minority status, identity, and sense of community, and explores their current status and prospects of ethno-social mobility through education, employment, business, entrepreneurship, and politics. This course meets the Humanities and/or Social Sciences requirements.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, D3, D7 District GE: C2,D3,D7,ES IGETC: 4C,4G

ETH-042 - Asian Pacific American (APA) Culture and Experience **Units: 3**

This course covers (1) the Asian backgrounds, migration, ethnic culture (particularly major religious beliefs, philosophical thoughts, value system, customs, and traditions), and American experiences APAs as a whole have in common; (2) unique aspects of each Asian American co-group, with more emphasis on the six largest groups: Chinese, Filipino, Asian Indian, Japanese, Korean, and Vietnamese Americans. Also of special importance are key concepts, theories, and perspectives pertinent to this study, as well as American experiences APAs share with other U.S. racial groups, especially African American and Latino Americans. This course is a combination of the Humanities and Social Sciences.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, D3, D7 District GE: C2,D3,D7,ES IGETC: 4C,4G

Family and Consumer Studies

FCS-019 - Nutrition **Units: 3**

This course provides students an introduction to basic nutrition principles, including physiological, psychological and sociological considerations. Students will analyze the human diet in relation to health, lifestyle choices, personal behaviors, and disease prevention. Individual recommended nutrient intake, the body's use of nutrients, and optimum dietary health across the lifespan will be discussed. Students will also examine the influence of culture, food supply, food choices, and nutritional status, as well as socioeconomic conditions, food fads, and diet fallacies.

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

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

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

CSU GE: E District GE: E IGETC: None

FCS-050 - Life Management **Units: 3**

Life Management provides individuals with skills for understanding and using resources for effective functioning now and in the future. Students will explore day-to-day resources including time, energy, and money. Major topics include steps in value clarification, goal setting, decision making, problem solving, time management, health, money management, education and career planning, communication skills, handling change and stress, and conflict management. In addition, the course explores the effect of cultural forces and future trends on goals, values, standards, and time management.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: E District GE: E IGETC: None

FCS-070 - Child Development **Units: 3**

Child Development is the study of the child from the prenatal period through adolescence. The physical, social-emotional and cognitive aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.

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

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

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

CSU GE: D9, E District GE: D9, E IGETC: None

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

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

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

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

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 **Units: 5**

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. Concurrent enrollment in French 001AL is required. This course corresponds to two years of high school study.

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

Corequisite: FREN 001L

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

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

CSU GE: C2 District GE: C2 IGETC: 6A

FREN-001AL - Foreign Language Lab - French 1A **Units: 0.5**

The Foreign Language Lab supplements classroom instruction for French 001A. The students will use textual and other instructional media to improve fluency, comprehension and written expression in the target language.

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

Corequisite: FREN 001A

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

FREN-001B - Elementary French **Units: 5**

Students continue to develop skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical structures and patterns necessary for comprehension of standard spoken and written French.

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

Prerequisite: FREN 001A with C or better

Corequisite: FREN 001L

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

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

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

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

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

CSU GE: D5 District GE: D5 IGETC: 4E

Guidance

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

Open Curriculum: No prerequisite, corequisite or levels

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

Open Curriculum: No prerequisite, corequisite or levels

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

GUIDE-110C - Speech and Language Assessment **Units: 0.5**

Guide 110C is geared toward students who want to be assessed for specific speech, language, cognitive communication, and / or hearing disorders. This course is recommended for students who may require special assistance in order to pursue regular college courses. Complete speech/language evaluation is performed to determine student cognitive communication deficits and provide the basis for assistance. Instruction is done in the classroom .

The instructor will meet the minimum qualifications set forth in section 53414 of Title 5 regulations

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

Open Curriculum: No prerequisite, corequisite or levels

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: No Grading: K

Recommended: Knowledge of the keyboard.

Advisory Level: Read: 1 Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

Health Education

HED-011 - Dynamic Health Concepts **Units: 3**

This course surveys current health issues. Topics include the latest information on defining health; global and national health issues; mental health; use of tobacco, alcohol and illicit drugs; nutrition; common infectious and non infectious diseases including risk factors and prevention; human sexuality; and environmental health issues. Primary emphasis is directed to the individual's total emotional, intellectual and social health across the life span. Students are empowered to make intelligent, analytical decsions related to personal and community health. This course meets the Health Education requirement for California Teaching Credentials.

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

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

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

CSU GE: E District GE: E IGETC: None

History

HIST-001 - Survey of American History **Units: 3**

This course surveys the development of U.S. History in a broad approach to the social, constitutional, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. Note: Combined with Political Science 001, this course meets US History & Constitution and State and Local Govt. requirements.

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

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

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

CSU GE: D6, US-1 District GE: D6,US-1 IGETC: 4F

HIST-003A - World History to 1500 **Units: 3**

This course introduces students to the world's regions and civilizations as interconnected entities. The course examines the fundamental economic, social, political, and ideological elements of human culture in historical context. This course is intended to take 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 are covered.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

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

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

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

HIST-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 chronological 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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 3B

HIST-010B - Development of Western Culture **Units: 3**

This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression since 1600. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a chronological 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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 3B

HIST-012 - East Asian History **Units: 3**

This course is a developmental survey of the major cultures of East Asia, including the history, institutions and artistic expressions of China, Korea, and Japan from the ancient period to the present. This course will illustrate not only the regional differences of East Asia, but also the commonalities that are shared, especially with regard to the major Asian philosophies and religions.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

HIST-014 - Women in American History **Units: 3**

This is an historical survey course on women in the United States from Pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. The course will examine the interaction of race, class, ethnicity and gender. This course will be taught in the form of lectures, reading and discussion of primary and secondary sources, essays quizzes, oral presentations and exams.

Students will analyze the social, political and economic aspects of women in present-day U. S. from Pre-Columbian to present times using primary and secondary sources. [Note: Effective Spring 2011, HIST 014 replaces HIST 009]

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3, D4, D6 District GE: D3,D4,D6,ES IGETC: 4D, 4F

HIST-015 - South Asian History Since 1947 **Units: 3**

This course examines the political, social, economic, and cultural history of the South Asian subcontinent from independence in 1947 to the present. The focus is upon India, Pakistan and Bangladesh, with Sri Lanka, Nepal and Bhutan also examined when appropriate. The course also situates South Asian history in its local, regional and global contexts in a survey of the tumultuous events of the last half-century.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

HIST-017A - History of the United States **Units: 3**

This course surveys the political, economic, cultural, social, and intellectual development of the United States. The course emphasizes the interactions among Europeans, Africans, and American Indians in North America beginning with European colonization, through the creation of the U.S. Republic, its expansion west, and the developments leading up to the Civil War and Reconstruction. Along with History 017B, it meets the District requirement in Unites 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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6, US-1, US-2 District GE: D6,US-1,US-2 IGETC: 4F

HIST-017B - History of the United States **Units: 3**

This course surveys the political, economic, cultural, social and intellectual development of the United States from Reconstruction to the present. The course emphasizes the U.S. expansion to the Pacific, its rise as a superpower through WW I and WW II, and the Cold War. Students will examine the role of major ethnic, gender and social groups in U.S. history. Along with History 17A, it meets the requirement in United States History, constitution and state and local government. History I may not be combined with either History 017A or History 017B to meet the graduation requirement in United States History, Constitution and American Ideals.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6, US-1, US-3 District GE: D6,US-1,US-3 IGETC: 4F

HIST-021 - African American History **Units: 3**

This historical survey course examines the formation of African Americans from their time in captivity to their establishment as citizens who shaped the economic, political, social actions and consciousness of the nation.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3,D6 District GE: D3,D6,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: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3,D6 District GE: D3,D6,ES IGETC: 4F

HIST-040 - United States Military History **Units: 3**

This course is a survey of American Military History from 1775 to the present. All major American conflicts are reviewed as well an examination of the influence of the military upon foreign policy, domestic affairs and diplomacy. It examines the reasons, causes, and legal limitations of war, as well as various doctrines developed since the American Revolution.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

HIST-045 - Post-1945 America **Units: 3**

This is a survey course of the United States from the end of World War II to the present. The course will focus on the political, economic, social, and cultural developments in America following the war. It will emphasize the Cold War, America's emerging role as a superpower, the emergence of civil rights, global capitalism, mass culture, and the evolving political contest between liberalism and conservatism.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D6 IGETC: 4F

HIST-098A - Service-Learning Directed Study **Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

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

HIST-099 - History Fundamentals **Units: 3**

This course is intended for history majors as an introduction to the skills, technology and technique of reading, writing and researching history.

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

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

Humanities

HUMNT-002 - Introduction to World Literature **Units: 3**

This course, a chronological survey of great world literature from ancient times until the present, introduces students to a variety of literary works from around the world that are significant in illuminating both the universality and diversity of the human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance--including a mixture of classical and modern poetry, fiction, and drama, from Greece to Argentina; India to England; Japan to Italy; Spain to Africa; France to Mexico; China to North America; Russia to the Pacific Islands.

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

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. Students who are employed as a tutor in any of the EVC Tutoring Centers are required to complete this course. This course is also recommended for any student who intends to pursue a profession in teaching.

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

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

II-210 - Supervised Tutoring **Units: None**

Under the direction of a certificated supervisor in the Tutoring Center, students taking this course will receive tutoring assistance in areas of identified academic need. With the recommendation of appropriate faculty, tutors will be employed who have demonstrated competency in a particular subject, skills and/or discipline and who have or will successfully complete the tutor training course.

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

Open Curriculum: No prerequisite, corequisite or levels

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

II-394 - Individualized Basic Skills Laboratory **Units: 0.5 - 6**

This non-transferable course provides a framework for any of the disciplines listed in the catalog to offer remedial-level individualized instructional modules which are designed to develop or support the student's experiences beyond that which is available through the regular curriculum. Repeatable for credit within the same discipline to a maximum of nine units; across the disciplines, repeatable to twelve units.

Lecture Hours: 0.5 Lab Hours: None Repeatable: 11 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

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

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A3 District GE: A3 IGETC: None

Journalism

JOURN-010 - Mass Media and Communications **Units: 3**

This course provides an introduction to communications media, and their role in reflecting, affecting, creating and molding public opinion, ideas and values, as well as their influence on popular culture. It involves the analysis of the media from the point of view of the audience, and the production of the media from the point of view of the communicator, with technology as its central theme.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D7 District GE: D7 IGETC: None

JOURN-014 - Newswriting and Reporting **Units: 3**

Students explore the fundamentals of gathering, organizing and writing selected types of news stories for print, broadcast, web and mobile based media. The study of news sources, news values, 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: L

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

JOURN-020 - Photojournalism **Units: 3**

This course is an intermediate journalism course that stresses the use of photography as a medium in covering news. Students will learn photographic techniques including digital technology and their applications to journalism and produce photos and photo stories for campus media.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Corequisite: PHOTO 022, or basic understanding of the photographic process.

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

Kinesiology

KINS-012A - Beginning Basketball [Pending State Aprv'] **Units: 1**

This course is designed to introduce the basic skills, techniques and rules of basketball. This is an excellent class for the student who took basketball in junior high/high school, but has not played the game for several years.

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

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

KINS-029 - Power Punch **Units: 1**

This course is a dynamic, exciting, and effective fitness class that involves a wide array of disciplines supported by energizing music, and incorporates a number of upper body punches, and lower body kicks. The emphasis is on technique, power, and focus utilizing controlled contact and circuit training.

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

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

KINS-033 - Introduction to Kinesiology and Physical Education **Units: 3**

This course is an introduction to the interdisciplinary approach to the study of Kinesiology. An overview of the importance of the sub-disciplines in Kinesiology will be discussed. Students will explore career opportunities in the areas of education, coaching, wellness, fitness, Allied Health, recreation, and fitness professions. [KINS-033 is the same as PED-033]

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

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

KINS-040A - Softball, Beginning **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: 0 Lab Hours: 3 Repeatable: No Grading: O

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

KINS-047A - Tennis, Beginning **Units: 1**

This course is designed for individuals having very little or no tennis playing experience. The course includes an introduction to basic ground strokes, serves and volleys, playing rules and beginning level tactics. Students will participate in modified games appropriate to development as well as formal singles and doubles matches.

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

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

KINS-047B - Tennis, Intermediate **Units: 1**

This course is designed for individuals having some tennis playing experience. Course content includes continued development of forehand and backhand ground strokes, service, net play, smashes and lobs. Offensive and defensive tactics will be introduced for singles and doubles play. Students will participate in frequent matches.

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

Recommended: Must have some tennis playing experience

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

KINS-047C - Tennis, Advanced **Units: 1**

This course is designed for individuals having competitive tennis playing experience. Course content includes physical conditioning for competitive play, continued development of power and control in all ground strokes and serves, advanced level offensive and defensive tactics, mental preparation for greater success, and performing under pressure. Students will engage in frequent tournaments in competitive singles and doubles play.

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

Recommended: Should have competitive tennis playing experience

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

KINS-052A - Beginning Volleyball **Units: 1**

This course is designed to introduce the basic fundamentals of volleyball. Students will learn the rules, strategies and proper etiquette as well as an appreciation for a lifetime activity.

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

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

KINS-052B - Intermediate Volleyball **Units: 1**

This course is designed to introduce the intermediate level skills, techniques, and rules of volleyball. Emphasis will be placed on refining fundamental skills and strategies, as well as an appreciation that volleyball is a lifetime activity.

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

Recommended: Complete the beginning volleyball course or have the necessary skills.

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

KINS-052C - Advanced Volleyball **Units: 1**

This course is designed for students that are able to play volleyball at an advanced level, with the ability to perform advanced techniques, demonstrate ideal body positioning during advanced play, and to understand and apply the written and unwritten rules of play.

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

Prerequisite: KINS 052B with a grade of C or better

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: E IGETC: None

KINS-080 - Backpacking and Hiking **Units: 1**

The course covers safe and environmentally responsible skills, methods and principles for participating in hiking and backpacking.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: IGETC: None

KINS-080L - Backpacking and Hiking Lab **Units: 1**

Complete weekly hikes at local county parks followed by an extended overnight field experience in one of the National Parks or wilderness areas.

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

Prerequisite: KINS 080 or concurrent enrollment

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: E IGETC: None

Law Enforcement

LE-116 - PC 832, Laws of Arrest **Units: 1**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students will learn professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component of Correctional Officer Core Course or the Reserve Police Officer Modules.

Lecture Hours: 1.71 Lab Hours: 0.57 Repeatable: No Grading: L

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

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

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

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

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

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 - 27**

This 880-1080 variable hour course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol Procedures, Cultural Diversity, Investigative Procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint and medical clearance

Lecture Hours: 34.2 - 42 Lab Hours: 14.7 - 18 Repeatable: No Grading: L

Prerequisite: POST approved pre-entry English skills and physical abilities assessment exams provided by the academy; Medical clearance by a licensed physician; Criminal History clearance by the Department of Justice and pursuant to Penal Code; valid driver's license pursuant to government code 1031

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

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 recertification, or remediation mandated by the Commission on Peace Officer Standards of 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: 0.91 Repeatable: No Grading: L

Prerequisite: Clearance by Department of Justice

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

LE-160 - Basic Police Academy, Modular, Level III **Units: 4**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Peace Officers. This course combined with current PC 832 certificate, Level I and Level II certificates meet the regular basic academy requirements.

Lecture Hours: 5.37 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: Completion of POST Level II course Entry Requirements
Medical insurance
Valid California Driver's License
Medical exam clearance by licensed physician
Department of Justice clearance per Penal Code section 13511.5

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

LE-161 - Basic Police Academy, Modular, Level II **Units: 6.5**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. This course combined with Level I and Level III certificates meet the regular basic academy requirements. (6.5 units)

Lecture Hours: 10.9 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: LE 160 with C or better

Completion of POST Level II course Entry Requirements
Medical insurance
Valid California Driver's License
Medical exam clearance by licensed physician
Department of Justice clearance per Penal Code section 13511.5

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

LE-162 - Basic Police Academy, Modular, Level 1 **Units: 13**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Peace Officers. This course combined with Level III and Level II certificates meet the regular basic academy requirements. (13 units)

Lecture Hours: 16.6 Lab Hours: 14 Repeatable: No Grading: L

Prerequisite: LE 160 and LE 161, both with C or better

Successful completion of POST Level I course Entry Requirements
POST entry reading and writing exam
Academy physical agility test
Medical insurance
Valid California Driver's License
Medical exam clearance by a licensed physician
Department of Justice clearance per Penal Code section 13511.5

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 those previously learned skills are maintained and reinforced. 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 from the Commission on Peace Officers Standards and Training (POST).

Lecture Hours: 0.46 - 0.91 Lab Hours: 0.8 - 1.49 Repeatable: No Grading: O

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

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: No Grading: L

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 enforcment officers with the skills to be accomplished in background investigations. Students will learn the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal /non-verbal communication.

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

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 program in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officers Standards and Training (POST) and follows the guidelines and standards under 832.3 of the California Penal Code. The course covers methods of teaching, training and evaluation of police officers in the program.

Lecture Hours: 0.8 Lab Hours: 1.49 Repeatable: No Grading: K

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

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

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

Lecture Hours: 0.5 - 2 Lab Hours: None Repeatable: No Grading: K

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-010 - Introduction to Law, Legal Research, the Constitution, and Ethics **Units: 3**

This course provides an introduction to law, legal research, constitutional law, and legal ethics while helping students build the foundational skills necessary to succeed in legal specialty courses and in professional careers. The course includes an overview of constitutional law and court systems, a survey of legal ethics, an introduction to legal research methods, and an examination of current careers for legal professionals. Course objectives include the development of a working knowledge of the legal system, acquisition of basic legal research skills, and an understanding of current ethical guidelines in the law.

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

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

LA-011 - Overview of Contracts, Property, and Tort Law **Units: 3**

This course provides an essential overview of the three main areas of civil law: contracts, property, and tort law. Students will learn the legal requirements of valid contracts and the functions of commonly used provisions as they gain experience drafting and customizing various contracts. Students will also receive an introduction to property law, including the basic concepts involved in the ownership and use of personal property and real property. The class will also cover the fundamentals of tort law, including intentional torts, negligence, strict liability torts, and the policies and procedures of a personal injury law office.

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

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. Students will learn how to access and utilize appropriate Judicial Council forms, draft pleadings and motions, conduct pre-trial discovery, prepare trial notebooks, and handle other responsibilities that are typical for paralegals in a litigation-oriented law office.

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

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 - California Courts and Litigation Practice **Units: 3**

This course serves as an introduction to courts of law in this state, including the California Supreme Court, Courts of Appeal, Superior Courts, and California-based federal District Courts. The course covers the structure, institutions, jurisdiction, and rules of the court system. In addition, students will gain practical knowledge of the various stages of litigation practice that involve the courts, including the filing of cases, preparation of court documents, proper use of discovery, and readiness for trial.

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

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: 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.

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. Students gain substantive knowledge of tort law and will be trained in the use of specific forms and procedures utilized in personal injury work. Course content includes intentional torts, negligence, professional malpractice, causation, proximate cause, strict liabilities, employer's liability, nuisance, misrepresentation, product liability, and complex litigation.

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

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

LA-036 - Real Estate and Property Law **Units: 3**

This course covers real property law, purchase and sales agreements, mortgages, leases, easements, deeds, closing and recordings of documents, and title searches. Emphasis will be placed upon interpreting the law, drafting and recording documents related to real property law.

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

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 of family law and 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 to work as a paralegal in the area of family law. Content will include the use of Judicial Council forms, the preparation of pleadings, drafting of declaration, preparation of Income and Expense Declaration Form, the drafting of property settlement agreements, and the use of interviewing checklists.

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

Advisory Level: Read: 3 Write: 3 Math: 1
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 includes 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 criminal procedure from the arrest through the appeal.

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

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

LA-042 - Corporate and Partnership Law **Units: 3**

This course provides students with a general understanding of the various legal structures of businesses and the laws governing business transactions. Students learn the basic laws of corporations, partnerships, sole proprietorships, and modern limited liability entities. The course will emphasize finding and utilizing proper business forms and drafting appropriate documents related to the creation and operation of the various business organizations.

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

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 introduces students to the expanding field of patents, copyrights, trademarks, and trade secrets. 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

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 - Immigration Law **Units: 3**

Students will study basic immigration law for paralegals. This is a hands-on approach to identification of people eligible to immigrate, types of visas, citizenship eligibility and application, and special conditions. Course topics include United States Citizenship and Immigration Services (USCIS) structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology.

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

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: None Repeatable: No Grading: L

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 **Units: 3**

This course provides the student with a working knowledge of the essential techniques used to research legal issues. Students will learn to find, select, and begin utilizing appropriate sources of law in the library and in the online LEXIS and WESTLAW databases. The course covers primary sources of law such as federal and state constitutions, statutes, cases, and regulations, as well as secondary sources that include legal dictionaries, encyclopedias, digests, summaries, and articles. Students will learn how to update statute and case law using the Shepard's and KeyCite citators. The course will include basic legal analysis and writing assignments which draw upon research results.

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

Prerequisite: LA 010, with grade of C or better.

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

LA-072 - Legal Analysis and Writing **Units: 3**

This course provides students with advanced skills training in legal analysis, legal writing, and the use of electronic legal research using databases like WESTLAW and LEXIS. Students will be presented with complex legal problems and will learn how to analyze them using the IRAC method (Issue, Rule, Analysis, Conclusion). Students will learn to present their legal analyses in professional quality written documents, including trial court pleadings, research memoranda, motions, client opinion letters, demand letters, and more.

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

Prerequisite: LA 010, with C or better

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.

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

Library Studies

LIB-015 - Electronic Research and the Internet Units: 3

This is an online course providing students with skills and competencies to use electronic information sources (the web, online catalogs, and databases) for course-related or personal research. Students will learn to define an information search, select the sources appropriate to their needs, use criteria for evaluating information sources, and document information sources using accepted formats. Student participation will be via email, discussions, and online chat.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Basic computer and word processing skills, including e-mail and chat

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

LIB-098A - Service-Learning Directed Study Units: 0.5 - 9

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

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

Mathematics

MATH-011A - Elementary Algebra Units: 5

This is a five-unit course in elementary algebra. Students will cover topics including operations on real numbers and algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents and operations on polynomials, factoring polynomials and solving quadratic equations by factoring, and operations on rational expressions and solving rational equations.

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

Prerequisite: 3 units of MATH 310 or MATH 311, with CR or placement based on math assessment.

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

MATH-013 - Intermediate Algebra Units: 5

This course continues the Algebra sequence and is a prerequisite to college level math courses. Students will review the first course in algebra and explore further the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions. Content may include determinants, Cramer's rule, matrices, simultaneous solutions of sets of equations, sequences and series, or conic sections.

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

Prerequisite: MATH 111 or MATH 011A or MATH 011R or MATH 011S; all with C or better, or placement based on assessment.

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

MATH-014 - Geometry Units: 3

The course involves the study of plane geometric figures and relationships. Students will study logical proofs, constructions, and numerical calculations. Additional topics in solid geometry and analytic geometry may be covered. This course is highly recommended for anyone who has not had or wishes to review high school geometry. This course is a pre-requisite to Precalculus Algebra and Mathematics for Elementary Education.

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

Credit by Exam: Yes

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better or placement based on assessment

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

MATH-021 - Precalculus Algebra Units: 3

This course is designed to prepare students for the level of algebra required in calculus. Topics will include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, and logarithmic functions, matrices and determinants. Students may not receive credit for both Math 021 and Math 025.

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

Credit by Exam: Yes

Prerequisite: MATH 013 with C or better, or equivalent

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. Students may not receive credit for both MATH 022 and MATH 025.

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

Credit by Exam: Yes

Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: B4 District GE: B4 IGETC: None

MATH-025 - Precalculus Algebra and Trigonometry **Units: 5**

This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates, analytic geometry, and mathematical induction. Students may take both MATH 021 and MATH 022 or take only MATH 025.

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

Credit by Exam: Yes

Prerequisite: MATH 013 and MATH 014, all with C or better or equivalent

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

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

CSU GE: B4 District GE: B4 IGETC: 2A

MATH-051 - Mathematics for General Education **Units: 3**

This course is intended for non-science majors. It fulfills the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, voting theory, graph theory, basic probability and statistics, and concepts in geometry such as symmetry, patterns and the golden rectangle.

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

Prerequisite: MATH 013 with C or better

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

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

CSU GE: None District GE: None IGETC: None

MATH-052 - Math for Elementary Education **Units: 3**

This course covers arithmetic theory and operations necessary for the teaching of mathematical concepts to elementary school children. The course includes basic set theory and logic, number theory, numeration systems and their history, modular arithmetic, mathematical patterns and sequences, and the structure and properties of integers, real and rational numbers. Designed for prospective multiple subject credential candidates.

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

Prerequisite: MATH 013 and MATH 014, both with C or better

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-061 - Finite Mathematics **Units: 3**

Finite Mathematics is the application of skills acquired in algebra to problems in economics, behavioral sciences and social science. Course content includes systems of linear equations and inequalities, matrices, linear programming, set theory, counting techniques, probability theory, and mathematics of finance.

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

Credit by Exam: Yes

Prerequisite: MATH 013 with C or better

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-062 - Calculus for Business and Social Science **Units: 3**

This course presents single variable calculus and an introduction to multivariable calculus and their applications for business and social science students. The content includes functions and graphs, limits, continuity, differential and integral calculus of polynomials, rational functions, power functions, exponential functions, logarithmic and natural logarithmic functions, partial differentiation and applications of these topics in business and social science.

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

Prerequisite: MATH 021 or MATH 025, with C or better

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 concepts of intermediate algebra. Students will learn methods of displaying data, descriptive statistics, basic concepts of probability theory, random variables, common statistical distributions, estimates and sample size, hypothesis testing, goodness-of-fit test, contingency table analysis, tests of two independent population parameters, and regression and correlation. Students will apply basic statistical concepts to data from education, business, social sciences, and natural sciences. To aid in the analysis of data, the use of technology will be required.

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

Prerequisite: MATH 013 with C or better

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

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 a second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. Topics included are techniques of integration, applications of integration to areas, volumes, average values of functions, arc lengths, surfaces of revolution, problems in physics and engineering, use of parametric equations and polar equations to plot curves and compute derivatives, areas and arc length, a thorough study of infinite sequences, infinite series, and power series, and an introduction to differential equations.

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

Credit by Exam: Yes

Prerequisite: MATH 071 with C or better

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**

This is the third course in calculus for students majoring in mathematics, physical science, computer science, or engineering. In this course, the concepts of differential and integral calculus are extended to multivariable functions. The course 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

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 systems of linear differential equations. 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.

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

Credit by Exam: Yes

Prerequisite: MATH 072 with C or better

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

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-111 - Elementary Algebra **Units: 5**

Students will study 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: K

Prerequisite: 3 units of MATH 310 or MATH 311 with a P grade, or placement based on math assessment

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

MATH-115 - Algebra for Statistics **Units: 6**

This course is designed for students who do not plan to major in math, science, computer science, or business. This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data.

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

Prerequisite: 3 units of Math 310 or Math 311 with P, or placement based on math assessment.

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

MATH-300 - Basic Math Skills **Units: 1**

This course is offered to students who need basic math experience. This course includes a review of operations (addition, subtraction, multiplication, and division) on whole numbers, decimals and fractions.

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

Open Curriculum: No prerequisite, corequisite or levels

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

MATH-310 - Basic Mathematics **Units: 1 - 3**

This course is designed to give students a basic background in mathematics. Topics include operations and application problems with whole numbers, fractions, decimals and percents, prime numbers, order of operations, units of measurement, perimeters, areas, signed numbers, variables, and simple equations. This class can be offered in a self-paced or lecture format. Repeatable to a maximum of 3 units.

Lecture Hours: 1 - 3 Lab Hours: None Repeatable: No Grading: K

Open Curriculum: No prerequisite, corequisite or levels

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

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

MATH-311 - Pre-Algebra **Units: 3**

This course is designed for those students who have a foundation in arithmetic but need to further develop skills before taking Elementary Algebra. It is intended to serve as a bridge between arithmetic operations and elementary algebra. Topics include: integers, fractions, decimals, percents, exponents, scientific notation, order of operations, variables, algebraic expressions, equations, basic geometric shapes, and simple applications.

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

Prerequisite: 3 units of MATH 310 with P grade or placement based on math assessment.

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

Music

MUSIC-008A - Music History and Literature I **Units: 3**

Students will study the history of Western music from antiquity through the Baroque period including the contributions of other cultures with selected readings and recordings. Attendance at a live performance is required.

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

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-008B - Music History and Literature II **Units: 3**

Students will study the history of Western music from the Classical Period through the present including the contributions of other cultures with selected readings and recordings. Attendance at a live performance is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

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-010A - Music Theory **Units: 3**

This course is the first of a sequence designed to equip the student with the skills necessary to comprehend diatonic harmony. Additionally this course will serve as an introduction to music notation software. Students will learn the construction principles and aesthetic qualities of various scales and chords as well as functional capacities of scale tones, traditional use of triads, voice leading and aspects of rhythm.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MUSIC 099

Corequisite: MUSIC 011A

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-010B - Music Theory **Units: 3**

A continuation of Music 010A, 010B focuses on procedures found in chromatic literature. This includes, secondary dominants, modulations, altered chords, and traditional forms.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MUSIC 010A

Corequisite: MUSIC 011B

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-011A - Musicianship **Units: 1**

Students learn to sing by sight in treble, bass and alto clef. The class is designed for beginners who have limited experience with music but want to learn to read music in order to participate in music classes or choirs.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MUSIC 099 with C or better

Corequisite: MUSIC 010A

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-011B - Musicianship **Units: 1**

Students learn to sightsing in treble, bass and alto clef. This course focuses on chromatic harmony. The course is required for students taking Music 010B.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MUSIC 011A with C or better

Corequisite: MUSIC 010B

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-020 - Class Piano **Units: 1**

This course is designed for intermediate pianists to improve technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, etudes, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. The student will learn approaches to improvisation and other creative activities.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MUSIC 050B, with grade C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-023 - Class Voice **Units: 1**

This course is designed for experienced singers to improve their technique and performance and interpretive skills. Study and testing material are drawn from a graduated series of vocal 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 to the modern day. The course will also include individualized instruction in folk songs and classical music indigenous to various cultures.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: MUSIC 053B with a C or better

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 Choir **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. Brief audition required.

Lecture Hours: None Lab Hours: 4.5 Repeatable: No Grading: O

Recommended: MUSIC 099
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-050A - Beginning Piano **Units: 1**

This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The student will study basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-050B - Beginning Piano **Units: 1**

This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. Students will expand their knowledge of basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MUSIC 050A, with grade C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-052A - Beginning Guitar I **Units: 1**

This course introduces students to playing the guitar, including music notation and sight-reading, correct positioning and technique, chords, strums, arpeggios. Students will play and learn basic ensemble and solo pieces and songs.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O

Recommended: MUSIC 099; Student must supply their own guitar

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**

Students will further develop their ability to play guitar, including reinforcement and refinement of sight reading, 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: No Grading: O

Prerequisite: MUSIC 052A with C or better

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: No Grading: O

Recommended: MUSIC 099

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-053B - Beginning Voice **Units: 1**

This course continues building upon the skills acquired in Music 053A and further develops the fundamentals of vocal technique through exercises that require greater depth and ability. Technical exercises and 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: No Grading: O

Prerequisite: MUSIC 053A with C or better

Recommended: MUSIC 099

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-091 - Music Appreciation: Western Civilization **Units: 3**

This course provides the opportunity for students with no previous musical experience, to develop an appreciation of the music of western cultures through the development of aural listening skills. The course focuses on the relationships between composers and the times in which they lived. Included in each unit of study is a discussion of the influence of government, philosophy, art, religion, and musical composition. Attendance at a live performance is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

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-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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

MUSIC-093 - Introduction to Film Music **Units: 3**

This course serves as an introduction to the study of Hollywood film music from the 1920's to the present day. The class will explore the relationship between film and sound through original and adopted film scores. This course will explore both historic and technical aspects of film music.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

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**

The student, who has little or no previous experience in musical performance or listening to the traditions of jazz music, will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music and trace the evolution of styles and structures of jazz from its inception to the present time.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

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-096 - Introduction to Electronic Music **Units: 3**

This course is intended to introduce students to the basics of electronic music production, which includes the fundamental techniques of Musical Instrument Digital Interface (MIDI) and Digital Audio in the project studio environment. The student will learn the use of keyboard controllers, software synthesizers and instruments, MIDI sequencing and digital audio recording in the making of music. Short technical quizzes and music assignments will be given on material covered in class. Some prior music experience is recommended, but not required.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: C1 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, ie., what elements of music are organized in various cultures and time periods.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: None

Nursing

NURS-001 - Fundamentals of Nursing **Units: 9.5**

This course addresses the health needs of individuals of varied psychosocial and cultural backgrounds. Nursing skills are developed to adapt nutrition, hygiene, comfort, safety and pharmacology for each client. This course is designed to apply the nursing process to the health needs of the adult client utilizing basic nursing skills and caring behaviors to meet physical, social and emotional needs. The Client Needs approach is used as the framework for providing safe and effective nursing care. The course includes clinical experiences in health care facilities.

Lecture Hours: 4.5 Lab Hours: 15 Repeatable: No Grading: L

Prerequisite: BIOL 071, BIOL 072, BIOL 074, ENGL 001A, all with minimum grade of C, and admission into the EVC Nursing Program.

Advisory Level: Read: Write: 4 Math: 2
Transfer Status: CSU Degree Applicable: AA
CSU GE: None District GE: None IGETC: None

NURS-002A - Basic Medical-Surgical **Units: 5**

This course focuses on health promotion and health maintenance for the adult client with chronic illness. Course content includes pharmacological therapies, the nurse's role in preventive and rehabilitative services, and the maintenance/restoration of physiological and psychosocial integrity through the application of the nursing process. This course includes clinical experiences in adult health care units.

Lecture Hours: 2.5 Lab Hours: 7.5 Repeatable: No Grading: L

Prerequisite: NURS 001 with C or better

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

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

NURS-003 - Advanced Pediatrics and Medical-Surgical Nursing **Units: 8.5**

This course includes the application of medical-surgical nursing care for the pediatric, adolescent and adult client with complex disorders. Course content emphasizes pathophysiology, growth and development, nutrition and pharmacology. The nursing process is used to apply these concepts to the maintenance and restoration of physiological and psychosocial integrity of the client. The course includes clinical experiences in pediatric and adult health care settings.

Lecture Hours: 4.5 Lab Hours: 12 Repeatable: No Grading: L

Prerequisite: NURS-002A and NURS-002B, with a C or better

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

NURS-004 - Advanced Medical-Surgical/Geriatric/Mental Health/Leadership and Management Nursing **Units: 10**

This course includes mental health nursing, advanced medical surgical nursing, geriatrics, leadership and management, including the preceptorship. Mental health nursing includes the principles of mental health and the social, economic, cultural and physiological factors that predispose a person to mental illness. In advanced medical surgical nursing, critical thinking and leadership concepts are applied to the management and care of multiple clients in adult and geriatric settings. During preceptorship, in collaboration with a registered nurse, the student will provide optimal client outcomes by applying concepts learned throughout the nursing program.

Lecture Hours: 4.5 Lab Hours: 16.5 Repeatable: No Grading: L

Prerequisite: NURS-003 with C or better

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

NURS-109 - Nurse Assistant Training/Home Health Aide Training **Units: 7**

This course focuses on nursing assistant and home health aide skills/concepts performed under the direct supervision of a nurse. It is designed to provide a foundation of basic nursing care including vital signs, transfer and feeding techniques, bed making, hygiene, and environmental safety. Communication skills, cultural awareness, and sensitivity as well as client rights and safety will be stressed. Application of these skills will occur in a skilled nursing facility and assisted living facility. Successful completion of the course qualifies the student to take the CA State Certification Exam. Course requirements include high school graduation or GED, Social Security number and background clearance.

Lecture Hours: 4.5 Lab Hours: 7.5 Repeatable: No Grading: L

Prerequisite: High School Graduation or GED required; current Basic Cardiac Life Support for Health Care Providers; Health Clearance including physical exam and TB testing; Background clearance and Social Security Number required

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

NURS-119 - Pathophysiology for Allied Health **Units: 3**

This course will provide a foundation of essential concepts of disease processes for students to examine and apply in their allied health field. The three areas of focus will include fundamental concepts and processes in pathophysiology, the relationship of developmental stages to pathophysiology, and specific disorders organized by body systems.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: BIOL 071 and BIOL 072; both with C or better

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 an instructor-facilitated lab in the Nursing Program Resource Center which includes the Nursing Skills lab and Nursing/Biology computer center.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS-001

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: None Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: NURS 001 with C or better

Corequisite: NURS 002A or NURS 002B

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: None Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: NURS 002A and NURS 002B, both with C or better

Corequisite: NURS-003

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: None Lab Hours: 3 Repeatable: No Grading: K

Corequisite: NURS 004

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

NURS-170 - Strategies for Nursing Success **Units: 1**

This course is designed for students who have been provisionally accepted into Evergreen Valley College's Nursing Program, pending successful completion of the TEAS. The course will discuss strategies to enable the learner to be successful in the Nursing Program. These basic strategies will include study skills, critical thinking skills, and goal setting techniques for the entry-level nursing student.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: Provisional acceptance into the Nursing Program pending TEAS test results.

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

Oceanography

OCEAN-010 - Descriptive Oceanography **Units: 3**

This course provides a description of the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, tides, and plant and animal life in the ocean. The course partially fulfills the general education requirement in physical science, without a laboratory.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of Math 310 with "CR" or placement based on math assessment

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1 District GE: B1 IGETC: None

Philosophy

PHIL-010 - Introduction to Philosophy: Metaphysics and Epistemology **Units: 3**

Introductory course for philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only basic concepts and ideas, but causes of the development of philosophical history.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

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-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

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 are exposed to the concepts of good and evil, right and wrong, 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

Recommended: Completion of PHIL 010

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-070 - Comparative Religions **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

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PHOTO-062 - Intermediate Photography **Units: 3**

Intermediate practice and theory of photography. The course will include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will discuss issues within photography, ways to conceptualize the finished image and how photography is used in print and electronic media. Students must provide their own 35 mm camera.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: PHOTO 022 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Physical Education

PED-009 - Beginning Badminton **Units: 1**

Students learn the fundamental skills and knowledge of badminton. Students will also learn the foot work, strokes, singles and doubles strategies, rules and etiquette of the sport. Students learn badminton as a life-long activity including diet and nutrition.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-009A - Beginning Badminton **Units: 1**

Develop Badminton skills and tactics for the beginner. Develop and improve shots and tactics in competitive play in both singles and doubles matches.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-009B - Intermediate Badminton **Units: 1**

This course is an intermediate level class of badminton that includes skills, match play, and a review of the rules of the game. Improvement of individual skills, team techniques, and game strategies will be emphasized.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Completion of PED 009 or equivalent

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-012 - Intermediate Basketball **Units: 1**

Students learn intermediate basketball skills, team play and intermediate strategies of play. Students will also learn team unity and team respect.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-021 - Step Aerobics **Units: 1**

This course is an introduction to the discipline of Physical Education through step aerobics. Students will learn techniques and choreography related to step aerobics, as well as the four health-related components of fitness: cardiorespiratory, flexibility, muscular strength and endurance, and body composition.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-022 - Ultimate Fitness **Units: 1**

This course teaches the principles and concepts of cardiovascular fitness through activity in step training, aerobics with music, kickboxing, jogging and walking and use of variety aerobics exercise machines. Body mechanics, safe exercise parameters, tracking fitness levels and utilization of supplemental exercise apparatus will be accentuated.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-022A - Adapted Cross Training **Units: 1**

This course is designed to provide an individualized program for overall fitness for the student with a documented 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: No Grading: O

Recommended: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-023 - Cardio Kickboxing **Units: 1**

Students are introduced to the dynamic kickboxing techniques which provide 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: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-024 - Beginning Golf **Units: 1**

This course is designed to teach the fundamentals of a golf swing using irons, fairway woods, and driver. Putting, chipping, and pitching skills will also be covered. Information on rules, scoring, etiquette, and course play will be included. Students will be required to pay for range balls and green fees.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-024A - Intermediate Golf **Units: 1**

This course is designed to teach the development of intermediate golf skills through instruction, practice, and golf play on local golf courses. The student will learn advanced swing techniques, practice strategies, strategies for positive mental skills, shot selection, and course management skills Students will be required to pay for range balls and green fees.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-025 - Advanced First Aid, CPR & AED **Units: 2**

This course will teach students how to recognize and respond to an emergency. The student will be prepared to make appropriate decisions regarding first aid care and how to provide care for injuries or sudden illness until professional medical help arrives. Upon completion of this course, students will be eligible to take the exam for certification in Advanced First Aid, CPR, and AED.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-026 - Basketball - Competitive **Units: 1**

Competitive basketball is designed for the competitive player having a high experience in basketball. This course will prepare students for participation in basketball at the most advanced levels.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Recommended: A minimum of three years at the varsity high school, club experience or 3 semesters of PED 012.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-027 - Sports Officiating **Units: 3**

This class provides practical experience on the interpretation and knowledge of rules of team sports. The rules and mechanisms of officiating basketball, volleyball, soccer, softball/baseball. This course can be used for Recreation and Kinesiology majors, and people involved in community athletic organizations, junior and high schools, and community college. The course explores avenues of employment related to sports officiating.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-031 - Lifetime Physical Fitness & Wellness **Units: 3**

This course presents an overview of the concepts of physical fitness, training principles, appropriate exercise and health practices with application to lifelong health and exercise benefits. It includes lecture, laboratory, exercise, and physical fitness tests.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-033 - Introduction to Physical Education and Kinesiology **Units: 3**

This course will explore the broad spectrum of Physical Education as an academic discipline and the required preparation and training for occupations involved with human movement, education, fitness, recreation, coaching, and wellness. This course is an in-depth overview of kinesiology, current issues, and professionalism. [PED-033 is the same as KINS-033]

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-038 - Soccer-Recreational **Units: 1**

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing soccer successfully. This class will accommodate students with beginning and intermediate skill levels.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-039 - Hatha Yoga **Units: 1**

Hatha Yoga focuses on understanding and controlling the body, breath and mind through postures or positions and breathing. The techniques are designed to increase range of motion, strength and endurance, balance and coordination. Methods for relieving stress, and the promotion of relaxation and meditation will be taught.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-040 - Softball **Units: 1**

Students learn the fundamental softball skills of hitting, running, catching and throwing. Students learn the rules, terminology, strategies and etiquette of the game. Softball as a healthy lifelong activity will be emphasized.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-043 - Pilates Mat Workout **Units: 1**

Pilates is an exercise method that focuses on improving core muscle strength, flexibility, and body awareness through a progression of challenging and functional exercises performed on a mat. Pilates strengthens muscles through controlled movement patterns, focused breathing, and concentration.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-047A - Tennis, Beginning **Units: 1**

This course is designed for individuals having no or very little tennis playing experience. The course includes an introduction to basic ground strokes, serves and volleys, playing rules and beginning level tactics. Students will participate in modified games appropriate to development as well as formal singles and doubles matches.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-047B - Tennis, Intermediate **Units: 1**

PED 047B is designed for individuals having some tennis playing experience. Course content includes continued development of forehand and backhand ground strokes for improved power and control, service and service-return, net/midcourt volleys, smashes and lobs. Offensive and defensive tactics will be introduced for singles and doubles play. Students will participate in frequent matches.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-047C - Tennis, Advanced **Units: 1**

PED 047C is designed for individuals having competitive tennis playing experience. Course content includes physical conditioning for competitive play, continued development of power and control in all ground strokes and serves, advanced level offensive and defensive tactics, mental preparation for greater success, and performing under pressure. Students will engage in frequent tournaments in competitive singles and doubles play.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-051 - Table Tennis **Units: 1**

This course is designed to teach the rules, etiquette, basic strokes, scoring, offensive and defensive strategy of table tennis. Singles and doubles play will be taught.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-052 - Volleyball **Units: 1**

This course emphasizes individual skills of passing, setting, spiking, serving, blocking, as well as team offensive and defensive tactics of volleyball. The skills portion of the course will encourage an understanding of how to adapt the game and conventional techniques to age, gender, and physical fitness conditions. Students learn rules, strategies, etiquette and terminology of the game.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-053 - Walk/Jog **Units: 1**

Students will learn the principles and concepts of cardiovascular fitness through the activity of walking or jogging.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-055 - Aerobics with Music **Units: 1**

This course teaches high and low impact rythmic exercise routines to music. It is designed to attain improvements in cardiovascular fitness, core strength, and flexibility.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-056 - Weight Training **Units: 1**

This is a physical activity course designed to teach students how to use progressive weight resistance exercises to develop muscular strength and endurance while using both free weights and weight machines.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PED-056A - Adapted Strength Conditioning **Units: 1**

This course is designed to provide an individualized muscle strength and conditioning program for the student with a documented disability. The student will learn proper skills and techniques and how to adapt fitness equipment to enhance muscle strength and endurance.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: Temporary or permanent verifiable disability and written verification provided by a physician or other appropriate professional.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E IGETC: None

PED-058 - Sports Conditioning **Units: 1**

This sports conditioning course is designed for the competitive athlete. The class involves cardiovascular, strength and flexibility development.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-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: No Grading: O

Recommended: Competitive playing or coaching experience in soccer.

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-064 - Soccer-Competitive **Units: 2**

Competitive soccer is designed for the competitive player having much experience in soccer. This class will prepare student for participation in soccer at the most advanced levels.

Lecture Hours: None Lab Hours: 6 Repeatable: No Grading: O

Prerequisite: PED 038

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

PED-068 - Ultimate Frisbee **Units: 1**

Students will learn Ultimate Frisbee skills, strategies and physical fitness training.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: E IGETC: None

PED-069H - Outdoor Education-Hiking **Units: 1.5**

Physical activity course in hiking. Students will learn the principles and concepts of environmentally sensitive and safe participation in outdoor education activities.

Lecture Hours: None Lab Hours: 4.5 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: E IGETC: None

PED-070 - Fitness Walking **Units: 1**

This course is designed to teach fitness walking. The student will learn fitness walking techniques, fitness walking exercise principles, and different fitness walking training programs. Students will participate in fitness walking throughout the semester and learn fitness walking measurement and evaluation techniques. This class is intended for walkers of any age, fitness level, and skill level.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: E 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

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

Physics

PHYS-001 - Introductory Physics **Units: 3**

Physics 001 is an introductory course in physics. The course content is delivered primarily through laboratory activities, hands-on experiments and short lectures. Students are shown how physical laws work. Among the topics covered are: the physics of motions; the properties of solids, liquids, and gases; heat and thermodynamics; waves and sound; electricity and magnetism; optics.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: Math 11A, 11R, 11S, with C or better, or equivalent.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-002A - General Physics **Units: 4**

This is the first of a two-semester course in general physics for students not needing calculus based physics. The course begins with basic principles: vectors, Newton's laws of motion, work, and the conservation principles of energy, momentum, elasticity, and thermodynamics.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 013, minimum grade C, or equivalent

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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. In Physics 002B, the basic principles of vectors, Newton's Laws of Motion, work, and the conservation principles of energy, linear and angular momentum are applied to topics in electrodynamics, optics, and modern physics.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 002A with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004A - General Physics **Units: 5**

This is the first course in the calculus-based physics sequence for majors in math, science, and engineering. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, simple harmonic motion, universal gravitation and fluids. Practical applications of these principles are discussed. A problem solving approach emphasizing both conceptual understanding and basic mathematical modeling is used.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 072 with C or better or equivalent

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004B - General Physics **Units: 5**

This course is the second in the physics sequence for majors in physics, chemistry, biology, engineering, mathematics or other physical sciences. The general principles of electricity and magnetism are introduced at a calculus-based level. Several technological applications of these principles are discussed. Topics include the electric field, Gauss' Law, electric potential, DC circuits, the magnetic field, electromagnetic induction, AC circuits, Maxwell's equations, and electromagnetic waves. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 004A and MATH 073, both with C or better, or currently enrolled or equivalent.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004C - General Physics **Units: 5**

This course is the third in the physics sequence for majors in physics, chemistry, engineering, mathematics and other physical sciences. Students are introduced to general principles of optics and thermodynamics at a calculus-based level. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 004A and MATH 073, both with C or better, or currently enrolled or equivalent

Corequisite: Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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 and Californian political system. America's and California's political institutions (executive, legislative and judicial) and political processes (voting, lobbying, attitudes) are examined against the backdrop of America's and California'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 and Californian governments. 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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D8, US-2, US-3 District GE: D8, US-2, US-3 IGETC: 4H

Psychology

PSYCH-001 - General Psychology **Units: 3**

This behavioral science course is a basic introduction to the scientific study of the psychological, biological and environmental influences on behavior. It is a survey of traditional and contemporary theories and attitudes about perception, consciousness, learning, memory, thinking, human development, intelligence emotions, motivation, personality, stress/adaptation, abnormal behavior/ treatment, and the social world. It is designed to give insight into oneself and others.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9 District GE: D9 IGETC: 4I

PSYCH-018 - Introduction to Research Methods **Units: 3**

This course is an introduction to the experimental and correlational methods used in psychological research. Students will learn to research the literature, perform laboratory experiments, conduct statistical analyses and write reports of the research findings.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PSYCH 001 or PSYCH 010 and MATH 063 with C or better

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-020 - Psychology of Stress Reduction **Units: 3**

Students are presented a comprehensive approach to stress and stress reduction from a psychological perspective. A psychophysiological model of stress will be presented and analyzed. A variety of evidenced-based stress reduction methods will be taught in the contexts of student and work life settings.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: completion of PSYCH 001

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

PSYCH-025 - Psychology of Women: Global Perspective **Units: 3**

This course examines the female experience from a global, historical, familial, cultural and psychological framework, and analyzes how women's lives are shaped by social and economic institutions, political movements, ethnicity, race and individual experiences. Psychological theories and current research will address concepts of development, gender-typing, sexism, motherhood, work, adaptation, well being as well as other psychological questions of central concern to women.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D4, D9, E District GE: D4,D9,E,ES IGETC: 4D,4I

PSYCH-026 - Violence Against Women: Cross-Cultural Perspective **Units: 3**

This course presents an overview of various forms of violence against women and girls from a global and human rights perspective through critical examination of social structures and psychological research. Contemporary attitudes towards women, children, power, aggression, sexuality, race and class will be investigated. Topics will include, rape, wife beating, incest, sexual harassment, sex trafficking, pornography, honor and dowry killing, and economic, psychiatric and military violence. The course will also consider the ways in which women are individually and collectively combating these various forms of violence.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: Psych 025

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D9 District GE: D9 IGETC: None

PSYCH-030 - Introduction to Biological Psychology **Units: 3**

This course is designed to provide an overview of biological approaches to understanding behavior. The course will cover the general organization of the neural and neuroendocrine systems and their influences in the control of behavior. Animal and human research findings, within the science of brain-behavior relationships, will be included. This course is designed to prepare students for more advanced courses in behavioral neuroscience, clinical psychology, and other health-related fields. It is a required course for psychology majors.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: PSYCH 001 or PSYCH 010

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-051 - Introduction to Cross-Cultural Psychology **Units: 3**

Students will examine how individuals' behavioral, developmental, and cognitive phenomena are differentially affected by culture and subculture. Emphasis on the diversity of parent-child relationships, role of women and men, adult personality and beliefs, attitudes and values. Service-Learning is included in this course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: Enrollment in or completion of Psychology 001

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9 District GE: D9 IGETC: 4I

PSYCH-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 are analyzed in the context of contemporary and complex society.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9, E District GE: D9, E IGETC: None

PSYCH-092 - Developmental Psychology **Units: 3**

This course is an introduction to developmental psychology. Human development is traced from conception through death and dying. The biological, cognitive, psychological, social and cultural factors affecting development and the integration and interactions of these factors throughout the lifespan of human beings will be studied. The dynamic interrelationship of these factors to the uniqueness of, and differences between, individuals will also be considered. Development tasks and potential developmental crises in the contemporary multicultural society are identified for each age group.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9, E District GE: D9, E IGETC: 4I

PSYCH-096 - Marriage, Family, and Intimate Relationships **Units: 3**

Students will study the family, marriage and relationship from psychological, historical and intercultural perspectives. Topics to include gender socialization and inequality, personality development, dating, Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) relationships, marriage, family violence, divorce, and remarriage, and how they relate to psychological well-being.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9,E District GE: D9, E IGETC: 4I

PSYCH-098A - Service-Learning Directed Study **Units: 0.5 - 9**

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

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 relationship 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: L

Recommended: Completion of PSYCH 010 recommended

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9 District GE: D9 IGETC: None

PSYCH-100 - Human Sexuality Units: 3

This course is designed to offer factual information on human sexual functioning. It will include some of the basic questions regarding sexual behavior, learning of sexual roles, anatomy and physiology of sexual response, social patterns of sexual behavior, sexual adjustment and maladjustment. The course will also include areas dealing with the treatment of sexual dysfunction, sex variance, and legal and cultural aspects of sexual behavior.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9,E District GE: D9,E IGETC: 4D,4I

Service Learning

SERV-001 - Introduction to Community Service-Learning Units: 2

This course offers students community-based learning through classroom instruction, and critical reflection to arrive at a personal understanding of the need and importance for community service, civic responsibility, cultural competence and activism for social justice. The course will include community service in a non-profit organization or school of choice that meets a real need in the community.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Sign Language

SL-001A - Introduction to American Sign Language Units: 3

This is a language course providing beginning American Sign Language instruction in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course satisfies both foreign language requirements, GE requirements, and can lead to bilingual employment certification.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: 4J

SOC-011 - Social Problems Units: 3

Students will analyze selected contemporary social problems and their impact on society. The relationship between social problems and social change will be addressed and its effect on the family, education, crime, class, poverty, race/ethnicity, population, employment, income distribution, gender inequality, health care, and aging.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: 4J

SOC-098A - Service-Learning Directed Study Units: 0.5 - 9

Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines

Lecture Hours: 0 Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Spanish

SPAN-001A - Elementary Spanish **Units: 5**

This is the first of two courses designed to develop basic ability to understand, speak, read, and write the Spanish language. Course content includes aspects of the culture of Latin America and Spain. Not recommended for native speakers of Spanish. This course corresponds to two years of high school study.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

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. Course content includes aspects of the culture of Latin America and Spain.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: SPAN 001A with C or better

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-002A - Intermediate Spanish **Units: 5**

This course will further develop oral and written communication, review and apply Spanish grammar, and increase cultural awareness and vocabulary at the advanced novice to mid intermediate level.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN 001B with C or better

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-002B - Intensive Intermediate Spanish **Units: 5**

This is a course designed to further develop conversation, composition, review of the structure of the Spanish language, oral and written expression. Students will also study literary and journalistic readings in Spanish, and expand cultural awareness.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN 002A with C or better

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-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: None 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.

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 dialectical differences; and 3) oral expression and critical thinking through commentary and cultural/historical presentations.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN 020A

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 6A, 3B

SPAN-031 - Introduction to Translation and Interpreting **Units: 4**

This course will cover the historical origins, theories, techniques, and practices of translating and intrepreting. Students will focus on comprehension of source language texts and accurate expression of content and style in translations. Theoretical readings will be used to familiarize students with strategies, techniques, and challenges faced in the translation process.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Recommended: Native fluency in Spanish (or equivalent) required. Student must see instructor prior to enrollment.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-032 - Spanish Grammar and Composition **Units: 3**

Students will develop reading and writing skills through the process of composition. Students will also improve such writing skills by applying the rules of grammar and orthography reviewed in class. This course is required for the Translation and Interpreting Certificate.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Recommended: Native fluency in Spanish (or equivalent) required. Student must see instructor prior to enrollment.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-033 - Spanish/English Linguistics Analysis **Units: 3**

This course will provide the student with an analysis and description of some of the most relevant aspects of Spanish/English grammar, emphasizing the implications on translation and interpreting.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: SPAN 032, with C or better

Recommended: ENGL 001A, minimum grade "C", highly recommended

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-035 - Sight Translation **Units: 3**

This course will introduce students to the fundamental skill of sight translation. Students will learn how to comply with the legal equivalence requirements of this mode of interpretation. There will be emphasis on reviewing the necessary reading comprehension skills, acquiring the ability to analyze text upon first reading, acquiring vocabulary research skills, expanding vocabulary and understanding the role of the intepreter. Students will practice paraphrasing, chunking, prediction and expanding and condensing exercises to finally develop the skills necessary for performing sight translation of complex texts.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-036A - Consecutive Interpretation I **Units: 3**

This course will introduce students to consecutive legal interpretation. Students will learn how to comply with the legal equivalence requirements of consecutive interpretation. They will also be introduced to the proper usage of this mode of interpretation at various settings. There will be a focus on memory building skills as well as note-taking techniques. Students will begin to develop their own notetaking system and symbols. Through guided exercises students will continue to build vocabulary and learn how to deal with various factors encountered when using the consecutive mode of interpretation.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN-035 with C or better

Advisory Level: Read: Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-036B - Consecutive Interpretation II **Units: 3**

This course builds on the skills acquired in Consecutive Interpretation I. Students will continue to enhance retention while developing personal note-taking systems in more demanding situations with lengthier messages. There will be an emphasis on complying with the legal equivelance requirement and limiting omissions. Students will learn how to deal with challenges to interpretation and make corrections on the record. Students will acquire terminology related to complex criminal proceedings, administrative hearings and varied medical settings.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN 036A with C or better

Advisory Level: Read: Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-037A - Simultaneous Interpretation I **Units: 3**

This course will introduce students to simultaneous legal interpretation. Students will learn how to comply with the legal equivalence requirements of simultaneous interpretation. There will be emphasis on reviewing; the history of simultaneous interpretation, the role of the intepreter, relevant settings and research skills. Students will practice paraphrasing, chunking and shadowing exercises to increase vocabulary and create a strong foundation to begin acquiring simultaneous interpreting skills up to 125 words per minute.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN-035 with C or better

Advisory Level: Read: Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-037B - Simultaneous Interpretation II **Units: 3**

This course will continue to build students simultaneous interpretation skills. Students will begin to interpret more complex legal proceedings at faster speeds. Students will be introduced to testimony of expert witnesses, legal motions, jury instructions, and other complex materials. Students will also acquire the skills necessary to build glossaries for complex proceedings and in the process expand vocabulary to include terminology related to drugs, violence, medical, weapons, DNA and other specialized topics. At the conclusion of course students will be able to interpret proceedings at speeds of 145+ wpm.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: SPAN-037A with C or better

Advisory Level: Read: Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-091A - Conversational Spanish **Units: 3**

This three-unit course is designed to develop oral and listening communication skills through vocabulary improvement, listening comprehension, pronounciation, 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

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SPAN-091B - Conversational Spanish **Units: 3**

This is the second of two courses designed to increase oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation and grammar, that will result in the development of an 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

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

Surveying and Geomatics

SG-100 - Applied Math for Land Surveying Units: 1

This course presents math concepts and skills required in land surveying and mapping. The course covers topics in geometry and trigonometry related to surveying problem-solving. Intersections of lines and circles are discussed and so are the formulas used in horizontal and vertical curves.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Completion of geometry, in high school or college, is strongly recommended.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-141 - Boundary Control and Legal Principles Units: 3

This course provides the student with an understanding of and the ability to apply legal principles and past court rulings to questions of land survey and boundary control. This course will also provide the student with the required background and preparation for areas of the State Land Surveyors Examination, and the Land Surveyors-In-Training examination devoted to this topic. Discussions include ownership, transfer and description of real properties, types of boundaries, boundary laws and presumptions, resurveying and retracing, easement, conveyances and the role of the surveyor.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061
2. Surveying experience

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-142 - California Coordinate System Units: 1

This course introduces students to the theory of the California Coordinate System and its application in modern surveying and geomatics practices; conversion of geodetic coordinate system to state plane coordinates and vice versa; zone coversion; and transversing of the grid. It also provides the students with the required background and preparation for areas of the State Land Surveyors Examination and the Land Surveyor-In-Training Examination on this topic.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L

Recommended: ENGR 060 and SG 100

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-143 - Introduction to Photogrammetry Units: 1

This course provides an introduction to principles of photogrammetry, geometry of photographs, flight planning, ground control, single and double image photogrammetry, stereoscopic plot, orthophoto, photogrammetric mapping, applications, and economic factors. This will also provide the student with the required background preparation for areas of the State Land Surveyors Examination and the Land Surveyors-In-Training Examination devoted to this topic.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L

Recommended: 1. Engr 060 and 061
2. Surveying experience

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-145 - Astronomy for Surveyors Units: 1

This course provides an introduction to astronomical procedures relating to the determination of latitude, time, and azimuth as observed with the surveying instruments. Additionally, this course provides 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: L

Recommended: 1. Engr 060 and 061
2. Surveying experience

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-146 - CADD for Civil Engineering, Surveying and Land Development Units: 3

This is a course on computer-aided design and drafting for civil engineering, surveying and land development. AutoCAD Civil 3D software program will be utilized. Students will acquire the necessary computer skills to use the software for applications in civil engineering design, surveying and land development projects. Topics include basic drawing component management, terrain surface modeling and contours, alignments and stationing, cross sections, volume computation, and profiles. In addition, the course will discuss various applications in civil engineering and land surveying.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: SG 100, ENGR 018, ENGR 060

Advisory Level: Read: 3 Write: 3 Math: 4

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-147 - Global Positioning System for Land Surveying Units: 3

Fundamentals of the global positioning system (GPS) and its applications in land surveying are introduced. The discussions include the three segments of GPS technology, i.e., the space segment that consists of a constellation of 24 satellites orbiting around the earth, the control segment that consists of five ground monitoring stations, and the user segment that consists of two categories of receivers. Among the topics studied are GPS observables, planning for a GPS field survey, GPS data processing, and GPS surveying techniques. Emphasis is given to practical applications of GPS technology in surveying.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR 061, or equivalent.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-148 - Maps, Subdivision Map Act and Land Surveyors Act Units: 3

This course is designed to present both theory and practical mapping experience in the preparation of subdivision maps, records of surveys, topographic maps, route and rights-of-way maps. Requirements of the Subdivision Map Act and the Land Surveyors Act are studied. Techniques of the reduction of field survey notes and the preparation of improvement plans are also presented. This course will provide the student with the required background and preparation for areas of the Land Surveyors-in-Training and the State Land Surveyors examinations.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: 1. ENGR 060 and 061
2. SG 141 or
3. ENGR 063
4. SG 146

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

SG-149 - 3D Laser Scanning for Land Surveying **Units: 3**

This course introduces students to 3D laser scanning for land surveying. The fundamental principles of 3D laser scanning are discussed. The implementation of time-of-flight measurement and interaction of laser beams with various types of surfaces are examined. Students will learn the structure of a 3D laser scanner, its operation in the field, data collection and geo-referencing. Topics on post-measurement processing include data transfer to an office computer, point cloud registration and calibration, data filtering and checking, mesh and surface generations, digital image calibration, 2D drawing generation, feature code management and animations. Several applications in land surveying are discussed.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: ENGR 060, with minimum grade C

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Sustainable Energy Technologies & Systems

SETS-010 - Energy Systems and Sustainability **Units: 3**

This course provides an overview of the science of energy, and the physical, environmental, and socio-economic impacts of its production and use. Students will examine sustainable energy technologies, including non-conventional fossil fuels, renewable energy sources, and nuclear power. The course will take a systems approach to examining the challenge of achieving a sustainable energy future.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B1 IGETC: 5A

Theatre Arts

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: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-020 - Introduction to Theatre Arts **Units: 3**

Students study the aesthetics of drama and theatre from their origin through modern theatre practice. Students will examine: plays, playwrights, theatrical design, acting, directing, theatre architecture, the role of the audience, cultural and socio-political effects, production values and dramatic genres.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

THEAT-025A - Theatres of Diversity: Chicano/Latino Theatre **Units: 3**

This is a survey course designed for the general public to study the history and practice of Chicano/Latino Theatre. Emphasis will be placed on the development of Chicano and Latino theatre in the United States. Specific areas of interest will include the Chicano/Latino theatre movement in San Jose and California. Students will also participate in the elements of creating and performing Chicano/Latino theatre.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: Read Latino dramatic literature. Attend teatro performances.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1, ES IGETC: 3A

THEAT-034 - Studio Theatre Performance **Units: 3**

Students participate in rehearsals and performance of a studio theatre production. After enrolling in the class, auditions will be held for performance roles. Attendance is mandatory at all rehearsals and all performances.

Lecture Hours: 1 Lab Hours: 6 Repeatable: No Grading: L

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 films and learn to understand the artistic disciplines of film making. Film content is examined in relationship to cinematography, editing, visual design, special effects, sound design, acting, directing, social and cultural contexts.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

THEAT-045 - Shakespeare on Film **Units: 3**

In this course students read and study Shakespeare's plays and view and study Shakespeare's plays on film. They will study the nature of adaptation, character development, story structure, visual style, and compare and contrast different films of the same play.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

Vietnamese

VIET-001A - Elementary Vietnamese **Units: 5**

This is the first course in Vietnamese with emphasis on understanding, speaking, reading and writing. Essential components include pronunciation, vocabulary, grammar and syntax, cultural backgrounds and an introduction to Vietnamese literature and culture. This course corresponds to two years of high school Vietnamese language study.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Recommended: Highly recommend completion of VIET 091A or 091B

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. Students further develop skills in oral and written communication in the Vietnamese language. Students will cover essential language components including spelling, pronunciation, intonation, vocabulary, grammar, syntax structure, as well as continue examination of Vietnamese literature and culture.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: VIET 001A with C or better

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-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

Advisory Level: Read: 2 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: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D4 District GE: D4,ES IGETC: 4D

Work Experience

WE-088 - General Work Experience **Units: 1 - 6**

The Cooperative Work Experience program is designed to assist students expand their career options and develop new job skills. A maximum of 6 six units of General Work Experience may be earned. Internship/Job Placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 6 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

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
- Pass/No Pass Grading
- Attendance
- Class Conflicts
- Course Repetition Policy
- Academic Leave (Leave of Absence)
- Student Records
- Student Access to Records
- Family Education Rights and Privacy Act (FERPA)
- Academic Probation, Dismissal and Reinstatement
- Student Learning Outcomes (SLOs)
- Lost and Found

AWARDS OF DISTINCTION

Honors At Graduation

Students graduating with cumulative Grade Point Averages (GPA) between 3.5 and 4.0 are eligible to receive a gold chord to be worn at Commencement. The following awards of distinction are designated in the Commencement Program:

* CUM LAUDE…….....	GPA	3.5- 3.74
** MAGNA CUM LAUDE…….	GPA	3.75-3.99
*** SUMMA CUM LAUDE…….....	GPA	4.0

GRADES

Grades are issued by instructors at the end of each semester for each class. All grades are final and will not be changed unless any of the following can be demonstrated:

Grade Changes/Challenges

- Once awarded, grades are final and cannot be changed except in extenuating circumstances (per Education Code 76224a). Grades will not be changed except in cases involving a) mistake, b) fraud, c) bad faith, or d) incompetency.
- Requests for grade changes must be made within two years of receiving the grade, and will not be permitted after that time period.

Definition of Letter Grades and Symbols

Letter grades and symbols shall be assigned to students to indicate proficiency or grasp of course material according to the following criteria:

Grade "A" – Distinguished

1. The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.
2. The student consistently distinguishes self in examinations, reports, projects, and class participation.
3. The student shows independent thinking in assignments and class discussion.
4. Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.
6. The student complies with class attendance regulations.

Grade "B" – Above Average

1. The student consistently shows mastery of the course content, and usually is able to apply it to new situations or to relate it to other knowledge.
2. The student is consistently above average in examinations, reports, projects, and class participation.

3. Work is in proper form, shows evidence of research, and is submitted punctually.
4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills, ability, and performance.
5. The student complies with class attendance regulations.

Grade "C" – Average

1. The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student's competence in the content is sufficient to indicate progression to the next course in the same field.
2. Assignments are completed in good form and on time.
3. If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.
4. The student consistently makes average scores on examinations, projects, and reports.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.
6. The student complies with class attendance regulations.

Grade "D" – Below Average / Minimum Passing

1. The student falls below the average in examinations, projects, and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty in completing the next course in the same field.
2. Assignments are completed in imperfect form, are late, or are of inconsistent quality.
3. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable but below-average skills, ability, and performance.
4. The student complies with class attendance regulations.
5. Grade "D" may permit passing to the next course, depending upon course discipline prerequisites.
6. In Optional Pass/No Pass courses the grade of "D" converts to "NP".

Grade "F" – Failing Grade/No Credit Earned

1. The student makes unsatisfactory grades in examinations, projects, and reports.
2. The student does not show evidence of competence in the subject matter.
3. Assignments may be omitted or are incomplete.
4. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.
5. The student does not comply with class attendance regulations.
6. The student is suspended from a course or the College.
7. The "F" grade is used in computing the standards of probation and dismissal.

Grade "P" – Passing Credit Earned

A "P" grade is equivalent to a "C" or better grade. "P" is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.

(Optional) Grade "P" can be converted to an "A" or "B" or "C" grade.

(Mandatory) Grade "P" may be used to progress to the next higher level only in designated development courses.

The "P" grade is not used to calculate academic probation or dismissal.

Grade "NP" – Less Than Satisfactory/No Credit Earned

1. Grade "NP" is used in Pass/No pass classes only.
2. The student makes unsatisfactory grades in examinations, projects, and reports.
3. The student does not show evidence of competence in the subject matter.
4. Assignments may be omitted or are incomplete.
5. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability and performance.
6. The student does not comply with class attendance regulations.
7. In optional (Category 1) Pass/No Pass classes a "D" or "F" grade will convert to and "NP" grade.
8. The "NP" grade is used in computing the standards of probation and dismissal.

Symbol "W" – Withdrawal

1. No notation ("W" or other) shall be made on the permanent record of the student who withdraws from a course or the College during the first four weeks, or 30% of a term, whichever is less.
2. Withdrawal between the end of the 4th week and the 14th week or 75% of the term of instruction shall be recorded as a "W" on the student's permanent record.
3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a "W" grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.
4. "W" shall not be used in calculating grade point average, but excessive "W"s shall be used in calculation of "Progress Probation and Dismissal."

Symbol "MW" – Military Withdrawal

1. Military withdrawal occurs when a student who is a member of the US military service receives orders

necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of MW shall be assigned.

2. In 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.
3. Military Withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations.

Symbol "FW" – Unofficial Withdrawal

It is the responsibility of each student to register for and drop a course if necessary. Faculty can support students by notifying them of add and drop deadlines. If, however, a student stops coming to class after the last day to officially withdraw, Faculty may assign the "FW" academic grading symbol. The formal "FW" definition is noted below:

The "FW" grade is an indication that a student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received authorization to withdraw from the course under extenuating circumstances (late withdrawal). The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW". If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade. If applicable, the Financial Aid Office will apply the Return to Title IV funds formula.

Symbol "I" – Incomplete

The "I" grade may be given only upon written agreement between the student and the instructor. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. In a written record on an "Incomplete" form, the instructor shall state the conditions for removal of the "I" and the grade to be assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. Students requesting an Incomplete must have completed at least 75% of the term and be in good academic standing.

1. The "I" may be made up no later than one year following the end of the term in which it was assigned.
2. The student may not clear the Incomplete by reenrolling in the course.
3. The symbol "I" is assigned no grade points in computing the grade point average.
4. The "I" is used in calculating "Progress Probation and Dismissal."

Symbol "IP" – In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is "in progress." The "IP" shall not be used in calculating grade point average. Only the Office of Admissions and Records can assign "IP".

Symbol "RD" – Report Delayed

The "RD" symbol can be assigned only by the Office of Records and Admissions. It is used when there is a delay in reporting the grade. This symbol is not used in the calculation of Probation or Dismissal.

Grade Points and Grade Point Average (GPA)

Letter grades and symbols are assigned grade points according to the following system:

A = 4.0	P = 0.0
B = 3.0	NP = 0.0
C = 2.0	W = 0.0
D = 1.0	RD = 0.0
F = 0.0	IP = 0.0
FW = 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.

PASS/NO PASS GRADING

Students may take some courses on an optional pass/no pass. These are found in the course section of the catalog and have an "O" in the grade designation. A P/NP petition must be submitted to Admissions and Records by published deadlines in the Schedule of Classes. The P grade shall be defined as completion of the course requirements.

Credits earned on a Pass (P) or No Pass (NP) basis:

- May be counted toward satisfactory completion of the Associate degree.
- Are not used in computing the grade point average.
- Will be used in calculating Progress, Probation, or Dismissal.
- May not convert to a letter grade by examination.
- May not be converted to a letter grade once 5 weeks, or 30% of the semester has elapsed.

NOTE: Once this request is made, the student may not request that the P/NP be converted to letter grade at a later date. Choosing P/NP may affect transfer or Honors at graduation eligibility in the future. Students should see a Counselor or the Transfer Center Coordinator for more information.

Basic Skills Courses

All pre-college level courses are graded only on a "P" and "NP" basis. A grade of "P" is entered on the official record for successfully completed courses. If the course work is unsatisfactory, a grade of "NP" is entered. Neither the grade of "P" nor "NP" is considered in computing grade point average.

"P/NP" grades may not be converted to letter grades. Units earned for pre-college level courses are not to be used to satisfy General Education, Associate Degree, or Major requirements, and they are not transferable to a four-year institution.

For specific information about the meaning of the "P" and "NP" grades see the Grades section of this catalog.

Limits on Basic Skills Units

Students may not enroll in more than 30 semester units of basic skills courses as restricted by Title V, section 55756(b). The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability.
3. Students who show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses. Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

Basic Skills Courses:
ENGL 194, 310, 310L, 321, 321L, 322, 322L, 330, 341, 394
GUIDE 100, 104, 108, 110A, 110B, 110C, 115, 150, 394
II 380, 394
MATH 011A, 300, 310, 311

ATTENDANCE

Students are expected to attend all sessions of each class. Instructors may drop students from class if they do not attend the first class meeting. Excessive absences and/or disciplinary action taken pursuant to law or to the student code of conduct may lead to disqualification (being dropped) from a course by the instructor even after the census date (Title 5, 55003). .

A student who simply stops attending without formally dropping may receive an unsatisfactory grade and may be required to repay financial aid funding.

Students who are dropped but feel that extenuating circumstances justify their absences may petition for readmission to the course. Petition For Readmission forms are available in the Office of Admission and Records.

CLASS CONFLICTS

Students may register for two or more classes which conflict in day and time only with written authorization of the instructors involved and approval of the Dean of Enrollment Services.

COURSE REPETITION POLICY

Repetition of courses must be conducted in compliance with California Title V Regulations, Sections 55040 through 55046. A course (or its equivalent) may be repeated up to two times at either Evergreen Valley College or San Jose City College for which a notation of "D", "F", or "FW", "NC" (No Credit), "NP" (No Pass), or "W" (Withdrawal) was earned. This regulation is effective across the district.

Exceptions to this regulation are as follow:

- The college finds that the student's most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. This is a one-time exception.
- A student may repeat a course because there has been a significant lapse of time since the student previously took the course based on the established recency for that course. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average. This is a one-time exception.
- Courses designated as "repeatable" are those listed as such in the College Catalog and are designed to enhance students' skills or performances through supervised repetition. These include: (a) courses where the content differs each time it is offered; (b) activity courses where the student continues or builds on skills or proficiencies by supervised repetition and practice in class; (c) courses in music, fine arts, theatre or dance which are part of a sequence of transfer courses. In all of these cases, students can take the course a maximum of four times.
- Students may repeat courses listed in the College Catalog as such to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the College's verification of established legal mandates.

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 Dean of Counseling and Matriculation.

ACADEMIC LEAVE (LEAVE OF ABSENCE)

Academic Leave provides students with an opportunity to pursue activities related to their academic program otherwise unavailable at EVC. It is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for an Academic Leave of Absence is available in the Office of Admissions and Records. It requires the Dean of Enrollment Services approval, and must clearly state the basis for and duration of the requested leave. Documentation is required to substantiate a leave for personal or medical reasons. There must be a reasonable expectation that the student will return from the Academic Leave.

Leave may be granted for two consecutive semesters, not to exceed a total of three consecutive semesters. In cases of extreme hardship, the Dean of Enrollment Services may grant extensions.

Students who receive Federal Financial Aid must qualify for an Approved Financial Aid Leave of Absence, which includes the following restrictions:

- Leave may not exceed a total of 180 days in any 12-month period.
- The institution will not assess any additional charges nor may the student's financial need increase, and therefore, the student is not eligible to receive any additional Federal Student Aid.
- A student returning from an approved leave must continue their academic program at the same point in the academic program that he or she began the leave, unless the student was enrolled in a clock-hour or non-term, credit-hour program.
- Students who fail to return after their approved leave will have their last date of attendance recorded as the Withdrawal Date. In the case of Title IV loan recipients, this could affect the loan repayment terms, including the expiration of the student's grace period.

Upon approval of the application for Academic Leave of Absence, the student's transcript at the college will be appropriately annotated to reflect the leave for the granted period (AL). Students who fail to return after their approved leave will have their last day of attendance recorded as the Withdrawal Date. (See the Office of Financial Aid for more information.) Once withdrawn, students must reapply to the college if they wish to return.

STUDENT RECORDS

Official academic records are kept and maintained in the Office of Admissions and Records. These records consist of a complete listing of all course work attempted at the College: the student's academic transcript record, assessment scores, and transcripts from other schools and colleges. Financial aid transcripts and records of students receiving financial aid are kept and maintained by the Financial Aid Office.

Private Records related to students with physical and learning disabilities are kept and maintained by the Disabled Students Program.

Private records related to students receiving health services are kept and maintained by the Health Services Center. Private Records related to student behavior leading to disciplinary action are kept and maintained by the Office of the Vice-President, Student Affairs.

All student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA).

STUDENT ACCESS TO RECORDS

Students have the right to access their records and may challenge any records they find to be inaccurate, For more information on accessing records and the process for changing record inaccuracies, please see the Federal Education Rights and Privacy Act section of this catalog.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
Once a student reaches the age of 18, the college considers him/her an adult, and the parents' rights transfer to the student.

- Parents of students under the age of 18, or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions:
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid awarded to a student.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies.
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. When applying to EVC, students may request, in writing, that their directory information be withheld.

SJECCD STUDENT SUCCESS POLICIES, SB 1456 STUDENT SUCCESS ACT OF 2012 & NEW TITLE 5 CHANGES FOR ENROLLMENT PRIORITIES - EFFECTIVE FALL 2014

The San Jose Evergreen Community College District (SJECCD) regards student success as its forefront mission. On January 22, 2013, the SJECCD Board of Trustees adopted its own student success definition and policy (BP-5050.2). Policies that not only uphold the State's new mandates and the California Community College Board of Governors recently adopted title 5 regulations but embody a broader and more holistic definition of student success.

SJECCD Student Success Definition

Student Success for community college students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary for becoming a better person, worker, and/or citizen. Student success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in subjects including science, mathematics, computer/technical skills, world languages, history, geography, and global awareness; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others. Student Success is everyone's responsibility demonstrated through role modeling, support, opportunity, equity, and social justice.

Leadership/Governance

Students succeed because of the work of the governing boards, chief executives, faculty, staff, administrators and students. Strong and supportive leadership is required to overcome cultural assumptions and systemic inertia that accepts the behavior that says "but we have always done it this way."

The Board's commitment to student success is to ensure the availability of resources for the colleges to:

- Ensure that Student Success is a shared responsibility.
- Mandate college orientation.
- Mandate assessment.
- Limit or eliminate late registration.
- Mandate advising and counseling and educational plans, targeted support and/or student success courses especially for high-risk students.
- Require or strongly encourage students to enroll in needed basic skills and prerequisite courses in their first term(s).
- Provide integrated basic skills programs and services that are evidence-based.
- Promote the use of disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs; engage in "courageous conversations."
- Foster common definitions of student progress and the ability to benchmark progress.
- Foster curricular and program design that addresses diversity in learning styles and cultural backgrounds.
- Engage employees in professional development focused on improving student success, including cultural competency and effective teaching/learning for students with a wide variety of backgrounds and skills.
- Revisit hiring practices for faculty to ensure effective teaching skills, including and particularly for faculty teaching basic skills courses.
- Adequately fund, staff and support Service-Learning programs on both campuses to create a culture of service and civic responsibility, and to provide students with opportunities to engage in social change work.

State Mandated Enrollment Priority Regulations

In September 2012, the Board of Governors unanimously approved title 5 regulations that established system-wide enrollment priorities designed to restructure the matriculation process and standardize student registration. Accordingly, the regulations are intended to ensure that students who wish to transfer, pursue a degree, complete a certificate program, or seek career advancement have access to the necessary courses and are provided support and encouragement to make progress toward achieving their educational goals. The regulations require that information about the new policies be disseminated to students beginning in Spring 2013 and mandates full implementation by Fall 2014.

Title 5 –"Protective Student" Categories

Under the new priority enrollment regulations, "priority registration dates" will be assigned to active duty military and recently discharged veterans, current and former foster youth, followed by students in Disabled Student Programs Services and Extended Opportunity Programs & Services. These student groups are permitted to enroll during the first week of continuing registration. Accordingly, under the new mandates, students in the "protective title 5 category" must maintain satisfactory academic progress in order to be assigned a priority registration date.

Mandated Matriculation Process

The regulations mandate all new students to participate in the College's matriculation process. Students are mandated to complete the college orientation, take the assessment placement test, and meet with a counselor to obtain an educational plan prior to receiving an enrollment registration date and time.

Maintain Satisfactory Academic Standing

Both new and continuing students who maintain satisfactory academic progress and are in good standing will be granted and an earlier registration date and time over those who are not in good standing.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good standing. A one-time appeal will be allowed for students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances.

100 Unit Cap

Students who have less than100 units (not including units in basic skills English, Math or English as a Second Language) completed will be granted and earlier registration date and time over those who have exceeded the 100 unit threshold. Exemptions to the high unit cap will be granted for students enrolled in high unit majors.

District policies and procedures associated with the title 5 Enrollment Priorities are under construction and will be made available to students December 2013. Hereafter, the official policies and procedures will appear in the college catalog beginning 2014-2015.

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 or W), as shown by the permanent record, will be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.

Progress Probation

A student who has enrolled in a total of 12 semester units, as shown by the permanent transcript, will be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "I," "W," and "NP" are recorded reaches or exceeds fifty percent (50%).

Academic Dismissal

A student who is on Academic Probation twice will be academically dismissed from the College if the student earns, in letter grade classes (A, B, C, D and F or FW), a grade point average of less than 2.0 in the next two terms of enrollment.

Progress Dismissal

A student who is on Progress Probation twice will be academically dismissed if at the end of the second subsequent term of enrollment, the number of "I," "W," and "NP" reaches or exceeds 50% of all entries.

Reinstatement After Dismissal

A student must petition for reinstatement following dismissal and must make an appointment with a counselor. Petitions for Reinstatement are available in the Counseling Office.

The petition must contain:

1. An explanation of the situation that resulted in dismissal.
2. A plan for future success.
3. A proposed list of classes for the coming semester.
4. A clear justification for re-admission.

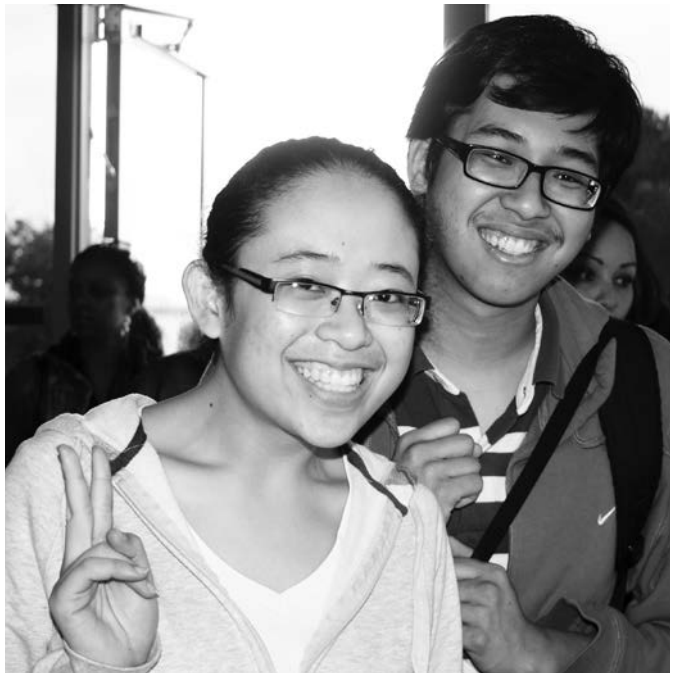
STUDENT LEARNING OUTCOMES

Learning can take place in many different ways, not just by taking a class and being tested. Student Learning Outcomes (SLOs) are measurable and produce data used to assess what is learned by students within a given class, program or service. All courses, services, and programs are using SLOs to help evaluate, and if needed modify, how learning and services are delivered to best meet student needs.

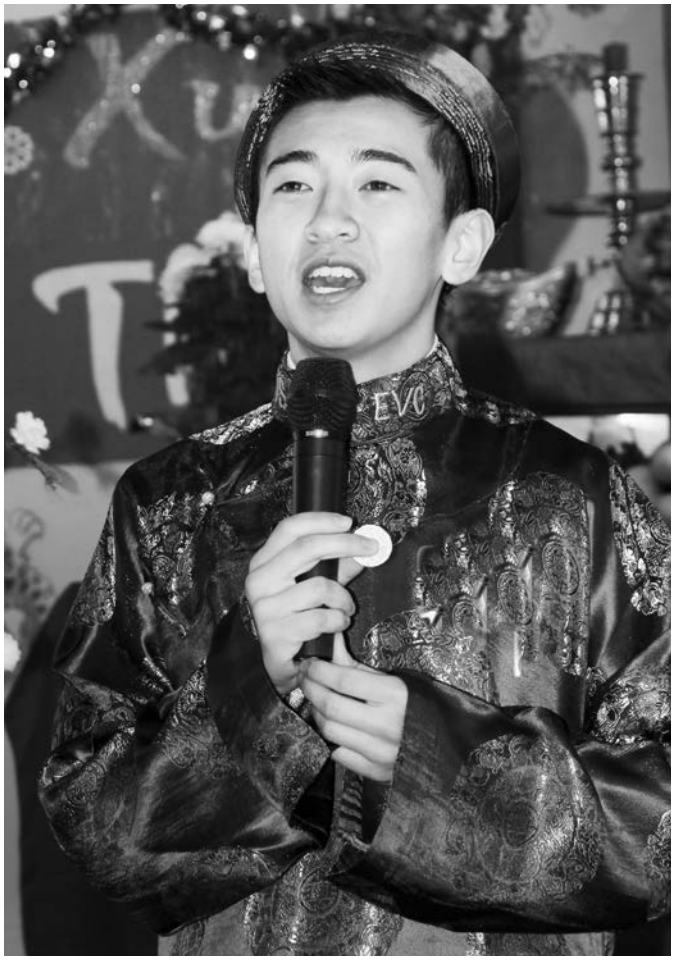
LOST AND FOUND

Items should be turned into the Campus Police Department. To claim a lost item call 408.270.6468. Hours are:

M-SAT: 7:00 AM - 11:00 PM
SUN: 7:00 AM - 3:00 PM
Holidays: 8:00 AM - 4:00 PM



CHAPTER 7: STUDENT LIFE, STUDENT SERVICES, AND SPECIAL ACADEMIC PROGRAMS



IN THIS CHAPTER:

- Office of Student Life
- Counseling
- Disabilities Support Program (DSP)
- Extended Opportunity Program and Services (EOPS)
- Student Support Services-FasTrack (SSI) TRIO
- Student Health Center
- Learning Resource Center
- Library Services
- Computerized Individual Instruction Program
- Campus Tutoring Program
- Transfer/Career/Co-op Education Center
- Veterans Affairs
- Special Academic Programs

OFFICE OF STUDENT LIFE

Philosophy

Involvement is the key to your success at Evergreen Valley College! The Office of Student Life seeks to create a nurturing campus environment by enhancing your co-curricular experiences, which will increase your likelihood to succeed. This office plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. The Office of Student Life serves as the hub of campus events and activities and strives to collaborate with other campus departments, programs, and organizations to meet the various needs of our diverse student population. By visiting the Office of Student Life, you can learn how to join Associated Student Government or one of the many other student organizations that currently exist at EVC.

We encourage you to drop by the Office of Student Life which is located on the 2nd floor of the Gullo Student Center. Ask any Student Life staff member how to get involved, join student government, a student club, or just get campus information. Whether you wish to be a spectator, a participant, or a leader, we can assist you in your journey at EVC.

Student Activities

Student Activities are guided by the belief that college learning extends beyond the classroom. Leadership and co-curricular events and activities provide a "laboratory" for learning within a collaborative environment. Student activities augment classroom instruction by fostering unique and expanded educational and cultural experiences. These experiences prepare students for future civic and social responsibilities through community service, learning, and leadership development experiences. They also foster personal growth and facilitate interaction between students, faculty, and administrators from varied backgrounds in diverse settings through organization of social and recreational activities.

Understanding that the definition of student activities includes co-curricular as well as social and cultural activities, a wide range of diverse activities is encouraged and sponsored by the students, faculty, and administration. Many student activities are supported by the Associated Students in cooperation with various campus organizations. Programs are funded through the $5 per semester AS Activities/Membership fee.

How can students get involved in Student Life at EVC?

- Attend campus events and activities during the year
  - Week of Welcome
  - Spooktacular Student Information Day
  - AS Club Rush (student club information/recruitment)
  - Support events during the year such as Latino Heritage Month, Black History, Women's History, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities

- Join the Associated Students; participate in campus government
- Join a student organization or start your own
- Plan campus events and activities for students

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 on the second floor of Gullo I (G-201), 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 G-201, or phone (408) 274-7900 ext. 6694. 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.
- 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.

  We are committed to keeping the cost of textbooks down by making available as many used books as possible. Our textbook buyback program enables students to recycle their books and to receive cash back on the spot. We pay the highest dollar value during finals week - up to 50% of new book price. We buy back every new and used college textbook for which there is a resale market. To qualify for buyback, a book must be the correct edition, in good condition with all the original pages and components, and have limited highlighting and writing. Please check individual stores for details.

  Our goal is to help students succeed. For more information, call (408) 223-6765; recording ext. 6465; 408) 531-0418 TDD; or visit the campus store website at http://campusstore.evc.edu
- ATM Machine (Santa Clara County Federal Credit Union) is located on the lower level in the southeast corner of the cafeteria. ATM is for withdrawals only.
- Game Room (G-111) contains video arcade games, an air hockey table, a foosball table, a jukebox, and coin change machine.
- Student Lounge (second floor) with Big Screen TV for viewing broadcast television.
- Associated Student Government Office (G -201).
- Associated Student Government President's Office (G-204).
- Office of Student Life (G-205).
- Vending Machines and Microwave (G-106) are available for students.

Located In Gullo II:

- Director of Student Life Office (G2-103).
- Conference and meeting rooms.

For more information about the Gullo Center hours of operation, and available services check the website at http://www.evc.edu/gsc/.

COUNSELING

Counseling is available to all Evergreen Valley College students to assist with clarifying educational goals, establishing appropriate academic and career plans, and providing support for social and personal problems. Our counselors work jointly with students to identify their programs of study and create a plan for reaching their educational goals. This may include helping students explore their life goals and career options by evaluating their aptitudes and interests through the use of tests and interviews. Students are encouraged to meet with a counselor on a regular basis and to seek advice from professors in the department of their major interest. Counselors are also available to support students with alleviating their relationship, health or emotional concerns. Matters discussed are held in strict confidence by the counselor. When appropriate, students may be referred to other professional services on campus or in the community.

In addition to providing counseling services, our faculty teach courses to assist students with college orientation, career exploration, study skill success, and the like. These classes are listed in the catalog and schedule under the heading Counseling.

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 Center, Room SC-250, at (408) 270-6475, or visit us online at: http://www.evc.edu/counseling/

DISABILITIES SUPPORT PROGRAM (DSP)

The Disabilities Support Program (DSP) provides support services and instructional programs for students with disabilities who are attending Evergreen Valley College.

A variety of services are available including academic and vocational counseling, American Sign Language interpreting, captioning, provision of print materials in alternate formats, tutorial assistance, and individual adaptive assistance as needed.

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 to DSP students who could benefit from using a computer and adaptive software and hardware. Training is provided to meet the unique needs of each student.

For office hours or for more information, visit the Disabilities Support Program office in the Student Services Center, Room SC-120, or call (408) 270-6447 (voice). Information is also available online at http://www.evc.edu/dsp/.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The Extended Opportunity Program and Services (EOPS), offers financial assistance and academic support for obtaining a college education. EOPS is a California funded student support program designed specifically for students facing financial and educational challenges. The mission of EOPS is to provide financial and academic services to eligible students seeking a vocational certificate, associate degree or transfer opportunity to a traditional college or university.

The EOPS program has counselors, an outreach specialist, administrative support, student workers and a program director dedicated to the overall success of students coming from diverse cultural, social, educational and economic backgrounds. EOPS welcomes students from all stages of life and perspectives. The program is here to assist in the success of EOPS students.

The EOPS Office is located in the Student Services Center, (Room SC118). For more information please call 408-270-6455. Office hours and application information are also available online at www.evc.edu/eops.

To be eligible you must:

- Be a California resident or AB540 as determined by the Evergreen Valley College Admissions and Records Office
- Qualify for the Board of Governors Fee Waiver, (BOGFW) Part A or B
- Have completed less than 70 units of college-degree applicable credits (including all prior college coursework)
- Enroll in a minimum of 12 course unites per semester* (*Exceptions as approved by the Disabilities Support Program)
- Be educationally disadvantaged as defined by EOPS State Guidelines, by any one of the following:
    1. You do not qualify for minimum college level Math or English required for associate's degree
    2. You do not possess a high school diploma or GED certificate
    3. You graduated from high school with a GPA of less than 2.5
    4. You are the first in your family to attend college (of any kind)
    5. You were enrolled in remedial-level education
    6. In judgment of EOPS Director/designee, have the ability to benefit from EOPS services

Cooperative Agencies Resources for Education (CARE) Program

Assistance for Single Parents

CARE is a California-funded program designed to help EOPS students who are single parents. In conjunction with the Santa Clara County Department of Social Services and other community agencies, the CARE program offers over and above services to single parents pursuing higher education.

The CARE Program provides students with grants, school supplies, child care information, transportation assistance, and food vouchers. These services are in addition to the services provided to EOPS students.

To be eligible for CARE services you must:

- Meet all EOPS requirements
- Be a parent and at least 18 years of age
- Be a single head of household
- Have at least one dependent child under the age of 14
- Be receiving Temporary Assistance for Needy Families (TANF), benefits

Both an EOPS and CARE application are required. CARE applications are available in the EOPS Main Office, located in the Student Service Center, Room SC118. For more information please call 408-270-6429, or online at www.evc.edu/eops.

STUDENT SUPPORT SERVICES- FASTRACK (SSS) TRIO

Student Support Services- FasTrack (SSS) TRIO program is designed to assist first-generation, low-income, and disabled students as they prepare to obtain a two-year degree and/or transfer to a university. FasTrack is geared to support students' academic success and goal achievement.

Office Hours/Location:

FasTrack is located in the Dr. Mauro Chavez Student Center Building, SC-110. Office hours are Monday, Tuesday, Wednesday, and Thursday, 8:00 a.m.—5:00 p.m. and Friday 8:00 a.m.—1:00 p.m.

Program Services:

- Educational and Career Planning
- Associate and Bachelor Degree Completion Readiness
- University Transfer Preparation
- Student Grant Aid (Students who qualify)
- Study Skills/Test Taking Workshops
- Peer Mentor Groups
- Academic Counseling/Advising
- Tutoring
- Cultural Enrichment Activities

Eligibility Requirements:

Evergreen Valley College students are eligible to receive services from the FasTrack Program if they meet the federal income eligibility requirements outlined by the United States Department of Education.

Applicants must be first generation, low income, and/or have learning or physical disability. Students must be enrolled in a minimum of six units per semester and maintain satisfactory academic progress.

Applications and additional information may be obtained in the Student Support Services- FasTrack office, Room SC-110, or by calling (408) 274-7900 Ext. 6547.

STUDENT HEALTH CENTER

The Student Health Center is committed to promoting optimal health as well as providing urgent medical care for our diverse student population. We serve our students in a culturally appropriate and timely manner. Our focus, during clinic visits and campus wide initiatives, is on student-centered learning, to prevent disease and maintain health through the achievement of balance in body, mind and spirit. Our goal is to promote health as a means for students to achieve their personal, academic and professional goals.

All services are completely confidential.

Accidents incurred on campus should be reported immediately to the Campus Police Department. at 408-270-6468. They will contact the Student Health Center, if appropriate, or will arrange for emergency services as needed.

The Student Health Center is open during the fall and spring sessions and closed during the summer and winter sessions.

Services Available

- Physical examinations and preventive health screenings including PAP Smears and STD testing
- Health education and counseling on nutrition, exercise and promoting healthy lifestyles
- Urgent care for acute illnesses or injuries
- Diagnosis and management of acute conditions
- Initial diagnosis and management of chronic conditions, with appropriate referrals for ongoing care
- Physician consultation for medical questions or concerns
- Immunizations and TB skin testing .
- Pregnancy tests and Birth Control
- Selected low-cost medications as available
- Low cost laboratory tests as ordered by the provider
- Referrals to community health agencies, continuity practices and specialists as needed.

Services not covered include but are not limited to the following:

- Ambulance, family coverage, fees involving off-campus care, hospitalizations, laboratory costs, ongoing medical care, pharmacy costs, or X-ray costs

The current health fee is $18.00 per semester and is mandatory for all students, with the following exceptions:

- Concurrently enrolled high school students with an approved R-40 and/or R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bona fide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students taking Friday evening, Saturday or Sunday classes only
- Students taking short-term classes, which meet on campus seven times or less

Requests for waiver or refund of Health Fee are made at the Office of Admissions & Records. These requests should be made at the beginning of each semester.

Accident Insurance Program

The Community College District also provides to students, visitors, and athletes, accident insurance while on campus. Coverage is related to accidents under the following circumstances:

- Students – while attending regularly scheduled classes on the campus, college-sponsored activities, including club activities, and while traveling under college supervision, to and from college-sponsored events.
- Student Athletes – while participating in or attending any regularly scheduled practice or competition, supervised by an authorized representative of the College, or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the College.
- Official Visitors – who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not official visitors

This information is provided as a guide, and neither replaces nor supersedes the actual provisions of the insurance program.

Financial and Legal Limitations

Although the College provides health services for enrolled students, it is in no way financially responsible for the total medical care of the student nor is it legally liable for accidents occurring on campus.

Location

The Student Health Center 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/

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 meeting 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 EVC Library, located on the third floor of the Library/Educational Technology Building, is a place for study and research. It houses the Electronic Research Area, a computer lab providing access to Microsoft Office products and networked printers, the Internet as well as the library's collection of full-text databases and ebooks. The library also houses a collection of approximately 40,000 items, including books, periodicals, and media (videos, DVDs, music CDs, audiobooks on CDs/tapes and audiocassettes).

Many course textbooks are available on reserve for students to use in the library. Search for items of interest from on or off campus via the library's homepage (by clicking on the "Catalog" link) at http://www.evc.edu/library or directly at http://library.sjeccd.edu. The catalog includes items owned by both the Evergreen Valley College and San José City College Libraries.

Loan periods 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.

Reference and instructional services provided by the library include librarian-led orientations which can be tailored to the needs of particular assignments. Interested faculty should call or visit the Reference Desk to make appointments for class visits or for assistance in locating Library resources to support instruction and coursework.

A 3-unit online course, Electronic Research and the Internet (LIB 015), teaches students information competency and is offered in the fall and spring semesters.

Additional services and resources include adaptive computer technologies, tv magnifiers, media players, scanners, laptop computers, free unsecured wireless Internet, ongoing cultural/art displays, research guides, and study rooms for groups.

Copy machines and printers are available at a fee and require Student ID to access them.

Reference librarians and library technicians are available to help during all library hours.
For hours of operation and more information please call (408) 270-6433, or visit our website at http://www.evc.edu/library/.

COMPUTERIZED INDIVIDUAL INSTRUCTION PROGRAM

The Computerized Individual Instruction Program was developed to enhance classroom instruction. Students meet with an instructor to determine individualized course objectives and learning activities. During the semester, 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 each other in small study groups. In an atmosphere carefully organized to be conducive to learning and meeting individual student's academic goals, the students can take advantage of self-paced computer modules developed to teach computer skills such as keyboarding, word processing, spreadsheets, graphics, email and Internet basics, and the windows operating system.

Emphasis is on being able to use the programs for school, work, and personal projects. The Computerized Individual Instruction Program is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call 274-7900 x6333.

CAMPUS TUTORING PROGRAM

Tutorial services are provided to students by qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group drop-in tutoring. Tutoring is also provided on a drop-in basis. Weekly Conversation and Grammar groups are also available for students as well as Study Skills workshops. 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 EVC instructor. Tutors who complete training receive a certificate from the College Reading and Learning Association.

Locations

The Campus Tutoring Center is located in the Library Technology Building (LE-237). 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 Transfer Counselors and a Cooperative Education Work Experience Coordinator that are committed to working with students on long range goals as they prepare to transition from Evergreen Valley College to a four year college institution or directly into a career field.

Transfer Services:

The successful transfer of EVC students to a wide variety of in-state and out-of-state colleges and universities is a high priority for the college. The Transfer Center is committed to providing services which directly assist potential transfer students in preparing for upper division work at a four-year college or university. Outreach efforts are made to identify and encourage students who have chosen or who may choose transfer as their educational goal. The EVC Transfer Center also works closely with many four-year institutions to facilitate the transfer process. Transfer services include:

- Academic preparation of an educational plan that leads to successful transfer
- Advising sessions with UC, CSU, and Private University Representatives
- Transfer workshops - TAA, TAG, Online Applications, UC & CSU Information, Personal Statement, WST, and others
- Transfer Day – Fall Semester (September)
- Assistance with Transfer admissions procedures and academic planning
- Preparation of Transfer Admission Agreements/ Guarantees (TAA/TAG). To various UC, CSU and Private 4-year colleges and universities
- Campus tours and Field trips to Universities
- Transfer Students Recognition Reception
- Transfer Center Open House – First Month of Fall (September)

Resources Available in the Center:

- College/university catalogs
- Applications for admission assistance
- Course schedules
- Articulation agreements
- Scholarship information
- Career and Transfer Reference books
- Computer software programs
- Computers
- ASSIST.org (computerized student-transfer information system)
- Transfer informational brochures

Location

Second Floor - Dr. Mauro Chavez Student Services Center Building, Counseling Department. For office hours and more information call (408) 270-6470.

Visit online at http://www.evc.edu/transfer_center/

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)
- CACareerCafe.com SB70 AB1133
- 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 Services Center Building, Counseling Department. 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

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, , Math 0111, Math 013, and Counseling 015. Transfer level courses include English 001A, Chemistry 015, 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 counselor is 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 Fall and spring 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, ESL, Ethnic Studies, History, 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, book loan

and scholarship opportunities. ASPIRE tutoring helps students succeed in ASPIRE courses and in other college courses.

For office hours and additional information, please contact the ASPIRE Office 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.

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 are DL courses and have to go through approval process. This modality is some version of a course with a distance component and some required on-campus / face-to-face meeting(s). The on-campus portion is either regularly scheduled or irregularly scheduled face-to-face meetings as a class. A hybrid course with irregularly scheduled required on-campus meetings will include a specified number of formally scheduled meetings throughout the semester. This on-campus meeting schedule must be noted in the instructor's syllabus. A hybrid course with regularly scheduled on-campus component includes formally scheduled weekly meetings throughout the semester. The on-campus meetings must be indicated in the schedule of classes.

Distance Education courses are available in a variety of disciplines including astronomy, business, English, math, science, engineering, computer science, educational instructional technology intercultural studies, foreign language, and social science. They are equivalent to on-campus courses, and a majority of the courses meet General Education and transfer requirements. (See the section "Distance Education Programs" in the Schedule of Classes for a listing of available courses and enrollment procedures.) Distance Education courses are designed for those who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take a course at their convenience. Distance Education courses are ideal for persons working toward a college degree, continuing education students, and business professionals who want to brush up professional skills. Students who are usually successful in the Distance Education Program enjoy learning independently, are highly motivated, and possess good study skills.

The Distance Education Program Office is located in the Library Educational Technology Building, room LE- 230. For office hours and more information, call (408), 274-6246 or visit our Web page at http://www.evc.edu/de/

ENLACE Program

The Enlace Program is designed to help Latino@ students succeed. The goals of Enlace are:

- To enable Latino@ students to successfully complete the Enlace English, Math, Science, and Guidance courses.
- To increase the number of Latino@ students who graduate with an Associate of Arts or Associate of Science degree.
- To increase the number of Latino@ students who transfer to four-year colleges and universities.

Latino@ 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 campus and 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 Coordinator 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:

- Allowing Honors Credit by way of individual class contracts with the instructor, which must be approved by the coordinator.
- Awarding of yearly scholarships to active Honors students.
- Providing specialized counseling.
- Providing priority registration privileges which allow active, qualified Honors students to register early.
- Acknowledging Honors work both on student's transcripts and at Graduation.
- Inviting all Honors students to participate in campus events, and to use the Honors office for homework, meetings, and other gatherings.
- Encouraging Honors students to provide 5 hours of volunteer service to the campus each semester.

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. Students also need to complete 5 hours of community service each semester in order to retain 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/

Honors at Graduation

Graduation with "President's Honors" is granted to graduating students who earn a 4.00 grade point average in all units attempted, both transfer and District. "Graduation with Honors" is granted to graduating students who earn an overall grade point average of 3.5 to 3.99 for all transfer and District units attempted. Students with P/NP grades earned after the 04-05 academic year should be aware that they may not be able to convert P/NP to letter grades to determine honors eligibility at graduation (pending board policy revision and Title 5 regulations).

Service Learning Program

Earn Class Credit for Community Service!

EVC's Service-Learning Program offers students a great opportunity to earn college credit, learn by doing, explore career options, develop new skills, build resumes, enhance transfer and scholarships applications while contributing valuable service to the community!

Our Service-Learning faculty members offer Service-Learning assignments to their students in lieu of exams, research papers and other assignments. Students who elect to do Service-Learning are asked to reflect, discuss and write about their service experience and how it relates to what they have studied in class.

With dozens of community partners to choose from, students are often able to find a service project that meets their course requirements as well as their major and career goals!

To find out more about this exciting program visit our website at http://www.evc.edu/service_learning/for_students.htm or the Center for Service-Learning and Public Service located in the Roble Building RD-216, or call 408-223-6770 to speak with our Program Specialist.

WIN Program (Workforce Initiative Network)

The Workforce Initiative Network (WIN) Program is an umbrella program for CalWORKs students. The WIN Program office is located in SC-201. To contact our office, call 408-274-7900 x6589 or see online at http://www.evc.edu/win.

CalWORKs Program

The CalWORKs (California Work Opportunities and Responsibility to Kids) provides services to parents receiving TANF (Temporary Aid to Needy Families) or cash aid. The CalWORKs Program is under the WIN (Workforce Initiative Network) umbrella of programs. The WIN/CalWORKs Program offers degree and vocational training programs for TANF students.

Based on a solid foundation of support services, the CalWORKs Program is specifically created to enable students to pursue both educational and career opportunities. The CalWORKs Program helps assist students to manifest economic self-sufficiency by pursuing a higher education at our college. Through the college's certificated and degree programs, students obtain directly transferable skills to the marketplace in a variety of disciplines. Our goal is to help students transition from gaining an education in an in-demand field, to finding and securing meaningful employment during their college experience and after they have graduated.

Through the CalWORKs Work/Study Program, we have a limited number of jobs on and off campus to assist students in gaining hands-on experience during their education at the college. Each student can request to meet with the Director to assess their career goals and determine what kind of workplace experience would be most beneficial to them. As part of our program, we offer cover letter preparation, interview techniques, workplace behavior, and managing work and home responsibilities.

To support CalWORKs student in their studies, the program provides a dedicated EVC CalWORKs Program Director, Educational Counselor, Program Assistant, Student Mentor, and Student Tutor who work together to make each student's school to work transition a rewarding experience. Through funding from the County of Santa Clara, students receive: childcare support services, transportation, books, supplies, and other school-related expenses. This program also links with EOP&S/CARE, DSP, FasTrack, Financial Aid, Admissions and Records, Tutoring, and many other campus related services. Additionally, we provide links to county and community resources to assist students with many different kinds of needs such as: housing, counseling, childcare, and Second Harvest monthly food distribution.

The WIN/CalWORKs Office is located in room SC-201. For more information call (408) 274-7900 ext. 6589, or visit our website at www.evc.edu/win/. Office hours are Monday through Thursday 8:30am - 12pm and 1pm– 4:00pm. Fridays from 8:30am to 12:00pm.

Foster and Kinship Care Education Program (FKCE)
The FKCE program provides trainings that are tailored for relative care givers of children in the foster care system. In collaboration with Santa Clara County and many community based organizations, the FKCE Program ensures that kinship caregivers have the tools and training necessary to successfully meet the educational, emotional, behavioral, and developmental needs of children and youth. The FKCE program is located in the Student Services Center, SC110. For more information, call 408.270.6499 or visit www.evc.edu/ilp.

Youth Empowerment Strategies for Success (YESS) (Formerly ILP)
The YESS program at Evergreen Valley College provides educational, daily living, financial literacy, career planning skills, on-campus support, and other resources to current and former foster care youth.

The Evergreen Valley College YESS Program is committed to prepare and support our foster youth in their transition to self-sufficiency by giving them the necessary academic preparation, career planning, and life skills to become successful adults.

The YESS program is located in the Student Services Center, SC110. For more information, call 408.270-6499 or visit www.evc.edu/ilp

CHAPTER 8: CAMPUS AND DISTRICT POLICIES

IN THIS CHAPTER:

- Academic Freedom Policy
- Academic Senate
- Student-Right-to-Know Act
- Drug-Free Workplace Policy
- Alcohol and Drug Abuse Prevention and Treatment Information
- Non-Smoking Policy
- Statement of Nondiscrimination
- Policy on Consensual Relationships
- Standards of Student Conduct
- Student Grievance
- SJECCD Public Safety
- Parking information

ACADEMIC FREEDOM POLICY

Institutions of higher learning exist for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends on the uninhibited search for truth and its open expression, and to this end both faculty and students must hold the right of full freedom of inquiry and expression.

Academic freedom is equally essential to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom is fundamental to the protection of the rights of the instructor in teaching and to the student in learning.

Academic freedom cannot be separated from academic and professional responsibility.

Instructors have the right to study and investigate, to interpret their findings, and express conclusions. Instructors may present views that are controversial and may evaluate opinions held by others, while respecting the right of free expression.

Academic freedom does not include use of discriminatory, discourteous, offensive, abusive conduct or language toward students, supervisors, other employees, or the public while in performance of District employment.

ACADEMIC SENATE

The Academic Senate at Evergreen Valley College represents the faculty on academic and professional matters. 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 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.

STUDENT-RIGHT-TO-KNOW ACT

In accordance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), the Student Right to Know and Campus Security Act, Evergreen Valley College will collect as of August 1, 1991, and distribute an annual crime report as required by this legislation. Student-Right-to-Know requires all colleges to publish annual transfer and completion rates along with Campus Crime Rates & Security Report. The report is made available to the community by September 1st of each year.

Federal Regulations
In compliance with the federal Student- Right-to-Know Act of 1990, Evergreen Valley College collects and reports statistics regarding criminal activity on campus. The incident report is available at http://www.sjeccd.org/HTML/District/DistPolice/Campussecurityreports.html. This information contains daily incidents police personnel are involved in and are called to. The Student-Right- to- Know information is available at each of the police stations on campus for viewing.

Transfer & Completion Rates
In conformity with Student- Right-to-Know-Act, EVC makes available its completion & transfer rates to all current perspective students. Fall 2009 Completion Rate is 25.65% and Transfer Rate is 13.10%.

DRUG-FREE WORK PLACE POLICY

In accordance with the Drug-Free Workplace and the Drug-Free Schools and Communities Acts, it is the policy of the San José/Evergreen Community College District to provide a drug-free campus community and workplace. The unlawful manufacture, possession, distribution, or use of a controlled substance is prohibited on the campuses and District facilities. Violation of this standard may result in dismissal under the applicable regulations of Title V of the California Code of Regulations and will be subject to civil and criminal penalties.

For more explicit information on this policy and its sanctions, contact:

District Human Resources Director
San José/ Evergreen Community College District Offices
(408) 270-6406

EVC Director of Student Life
(408) 274-7900, ext. 6867

ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT INFORMATION

A resource list of available community resources and health education materials are located in Health Services, along with psychological services for intervention and support. Students who need information regarding substance abuse are encouraged to visit Student Health Services located at SC124, or call us at 408-270-6480.

NON-SMOKING POLICY

Evergreen Valley College is a smoke free campus. Smoking is permitted in the designated areas within the parking lots only.

STATEMENT OF NONDISCRIMINATION

It is the policy of the San José/Evergreen Community College District to provide an educational and employment environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Conduct need not arise to the level of a violation of law in order to violate this policy.

Zero Tolerance
It is the highest priority of the San José/Evergreen Community College District to maintain a working and learning environment for every student, District employee and campus visitor that is free from discrimination and harassment. Every District employee and student should be treated with dignity and respect. To achieve this goal the District will have zero tolerance against behavior that amounts to discrimination or harassment. Zero tolerance means that in all instances where discrimination or harassment is found, corrective action will be taken in accordance with state law, the District's collective bargaining agreements and policies. All supervisory personnel will be responsible for maintaining an environment that is free of prohibited discrimination and harassment.

Discrimination
Discrimination is defined as unfavorable or unfair treatment, or preferential treatment of a person or class of persons, or treatment that has an adverse impact on persons or class of persons, on the basis of any of the above referenced legally protected categories. This policy pertains to all board actions, to all employment practices, to all student related matters, and to the community's ability to access the District's programs, services and use of campus facilities.

Harassment
Harassment is a form of discrimination and is therefore also prohibited. Harassment means verbal, written, graphic or physical conduct relating to an individual's membership in any of the above referenced legally protected categories that has the purpose or effect of:

a) Creating an intimidating, hostile or offensive working or learning environment; or,

b) Substantially or unreasonably interfering with an individual's work or academic performance; or,

c) Otherwise adversely affecting an individual's employment or academic opportunities.

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior,

slurs, mimicking, name calling, graffiti, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of offensive written materials or pictures.

Discipline
Any individual who is found to have engaged in discriminatory or harassing behavior will be subject to appropriate corrective and/or disciplinary action.

Complaint Process
The District shall maintain a discrimination complaint procedure for employees, students and campus visitors who believe they have been discriminated against or have suffered some form of harassment.

Confidentiality
The District recognizes that confidentiality is important to all parties involved in a discrimination or harassment investigation. Confidentiality will be maintained to the extent possible.

Retaliation Prohibited
The District will not tolerate retaliation against any individual for initiation, pursuit or assistance with a lawful complaint of discrimination or harassment.

Where To File An Informal Harassment Or Discrimination Complaint
Informal complaints may be filed by contacting the designated District and/or Campus Officers, who may accept informal complaints from any location within the San José/Evergreen Community College District.

Designated Campus Officers:

Sexual harassment, gender discrimination, and disability discrimination:
Vice-President of Student Affairs SC 205 (408) 223-6749

Disability 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.

State Compliant Process:
For detailed information go to:
http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.

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 Vice Chancellor of Human Resources or the Diversity Office or to the Vice President of Student Affairs who serves as Title IX Coordinator.

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 and in Office of the Vice President of Student Affairs located in the Mauro Chavez Student Center building, room 205. Forms and procedures can also be obtained at the President's Office at each campus, the Office of the President of the Associated Student Body, and the Disabled Student's program at either campus.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 96 N. Third St. Suite 200, San José, CA 95112, or the Department of Fair Employment and Housing, 2570 North First Street, Suite 480, San José, CA 95131, or the Office of Civil Rights of the U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105 at the time of filing a complaint or during, or after use of the District harassment or discrimination complaint process.

Completed complaint forms are to be given to appropriate department supervisor and one copy mailed or taken to:

Title IX Coordinator
Office of the Vice President, Student Affairs
Evergreen Valley College
Student Center, Room 205
(408) 223.6749

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 and in certain cases criminal arrests can be made and charges filed by the District Attorney's Office.
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 (report will be sent to the District Attorney for further legal action)
- Willful damage to, or theft of personal or district property (report will be sent to the District Attorney for further legal action)
- 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, use of District or College property (report will be sent to the District Attorney for further legal action)
- Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of District or College property (report will be sent to the District Attorney for further legal action)
- 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 (report will be sent to the District Attorney for further legal action)
- Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction (report will be sent to the District Attorney for further legal action)
- Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend). (report will be sent to the District Attorney for further legal action)
- Possession or distribution of Child Pornography (report will be sent to the District Attorney for further legal action)

- 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. (report will be sent to the District Attorney for further legal action if Federal Hate Crime laws have been violated)
- 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:

- Immediate instruction for the disruptive student to leave campus based on the need to maintain the orderly operation of the campus, and upon the direction of District Police officials in accordance with Section 626.4 and 626.6 of the California Penal Code
- Verbal Reprimand/Written Warning: Verbally reprimanding students for inappropriate behavior and a written 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
- Criminal Arrest and Prosecution (when applicable)

Due Process Procedures

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report that includes:

- The name of violating student
- A statement of the alleged violation(s) with date, time, and place
- Names of witnesses (if any)
- Sanction(s) to be imposed

Within 10 working days of receiving the report, the President or designee must notify the student by certified mail of the following:

- Reason or reasons for suspension or dismissal
- Length of suspension or dismissal
- Conditions for removal of suspension or dismissal
- The right to appeal the suspension or dismissal through the college grievance process

When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement cannot be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for reinstatement.

If the grievance process finds in the student's favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

STUDENT GRIEVANCE

Definition

Student grievances are limited to the following areas:

1. Prejudicial or capricious action in the evaluation of a student's academic performance (see "Grades").
2. Act or threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard to academic due process as specified in college procedures.
5. Violation of student rights described in College Rules and Regulations or the District Standards of Student Conduct.
6. A violation of students' rights as stipulated in the California Education Code, Title IX, or Section 504 of the Rehabilitation Act of 1973, or any other applicable Federal and State Regulations.

   A student may institute grievances against another student, a classified employee, a faculty member, or an administrator. However, grievances between students are directed to and resolved by the Director of Student Life. For more information, call (408) 274-7900, ext. 6117.

Student Grievance Procedures

First Level:

1. The student should have an informal meeting with the faculty or staff member to discuss the difficulty and show an effort to come to a resolution.
2. If the issue is not resolved, the grievance may move to the next level.

Second Level:

1. The student should inform the Director of Student Life.
2. The Director will investigate the matter which may include a meeting with the student and faculty or staff member.
3. Once the investigation is complete, the Director will issue a decision.

   If the student is not satisfied with the decision, the grievance may move to level three.

Third Level:

1. The student may appeal to the Vice President of

Academic Affairs for instruction and classroom issues, or the Vice President of Student Affairs for other issues.

2. The Vice President will investigate the grievance and issue a decision.
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 or designee shall appoint the chairperson of the Student Grievance Review Board.

When a complain involves a classified employee, 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 District 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 Interim Police Station
Temporary Building in Lot 4A
(408) 270-6468

Wall-mounted emergency call-boxes are available at various locations for anyone who needs to contact the District Police.

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.edu/business/distpolice/Pages/default.aspx. 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 $45 automobile / $15 motorcycle and are available for purchase online at https://MyWeb.sjeccd.edu. 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 "nose in".

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls.

Restrictions

- Daily and semester permits are NOT valid in metered or other time-limit zones.
- Students must park in lots designated for students.
- Staff must park in one of the lots designated for staff parking, or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call District Police immediately.

Disabled Person Parking Spaces

Use of disabled person parking spaces requires the display of a valid blue or red placard issued by the State Department of Motor Vehicles. District staff, student, or daily permits are no longer required in addition to the DMV handicapped placard in order to park in handicapped spaces. Possession and display of handicapped placards on vehicles does not permit parking on red, green, and fire hydrant zones and areas designated as "No Parking".

NOTE: Students should lock their vehicles at all times. The District is not responsible for damage or loss to student vehicles.

Citation payment

Payment for parking citations must be done within 21 calendar days of issuance. To pay or make inquiries regarding your citation, please utilize one of the following methods noted below:

By Internet: www.pticket.com/sjeccd

By Telephone: 1.800.818.1832 – Enter 7532 when prompted to enter the first four letters of the city.

By Mail: SJECCD PO Box 11113 San Jose CA 95103-1113

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.

FACULTY AND ADMINISTRATORS

Adamski, Maureen (2008)
Nursing
BS, Temple University, Philadelphia, PA
MS, San José State University (Moore Fellow), San José, CA

Ames, David (1996)
Automotive Technology
A.A., De Anza College
B.S., San José State University
M.Ed., University of Phoenix

Anderson, Caritha (2008)
Counseling/AFFIRM
BA./M.A., San Jose State University

Archuleta, Irma (2008)
Vice President, Student Affairs
B.A./M.A., California State University, Dominguez Hills

Aytch, Keith (1993)
Vice President, Academic Affairs
B.A./M.A., California State University, Sacramento

Baker, Jack (1996)
Biological Science
B.S., University of California, Riverside
M.A., University of California, Davis

Banerjee, Sravani (2001)
English
B.A., St. Xaviers College
M.A., San José State University

Banh, Phuong (2000)
English/ESL
B.A., English,
M.S., TESOL San Francisco State University

Barta, Melody (2008)
Accounting
B.A., San José State University
M.S. Taxation, San José State University

Batalha, Celso (2003)
Physics/Astronomy
B.S./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)
Counseling
A.A., Evergreen Valley College
B.A., San José State University
M.A., Santa Clara University

Blackman, Shelly Anne (2005)
Librarian
B.A., Concordia University
M.L.I.S., University of Western Ontario

Blades, Stephen (1976)
English/ESL/Psychology
B.S., Oregon State University
M.Ed., Oregon State University

Bolaris, Valerie (2001)
Reading
B.S., Gannon University Villa Maria College
M.A., San José State University

Brown, Bonnie (2005)
Chemistry
B.S., Tuskegee Institute
M.S., San José State University

Brown, Robert (2011)
Accounting
BS California Polytecnic State University
M.A., Santa Clara University

Burnham, Cynthia (1991)
Mathematics/Enlace
B.S., University of State of New York
M.A., University of California, Berkeley

Burke, Leticia (2001)
English as a Second Language
B.A., University of California, Berkeley
M.A., San José State University

Burton, Mirella (2006)
Counseling/Enlace
B.A., California State University, Chico
M.S.W., California State University, Sacramento
Ph.D., Colorado State University

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

Castilla, Guillermo (2005)
Mathematics
B.S., National University of Mexico
M.A., University of California, Berkeley
Ph.D., University of California, Los Angeles

Chen, May (2011)
Biological Science
B.S.,University of California, Los Angeles
M.S., Georgetown University

Chu, Hang (2000)
Counseling/ASPIRE
B.A./M.A, San José State University

Clark, Marjorie (1996)
Counseling/Psychology/Service Learning Coordinator
A.A., Englewood Cliffs College, New Jersey
B.A., Montclair State College, New Jersey
M.A., New School for Social Research, New York

Cohen Reyes, Rachel (2000)
English as a Second Language
B.A., Santa Clara University
M.A., San José State University

Cong Huyen, Laimi (2006)
Mathematics
B.S./M.S., University of California, Davis

Cruz, Octavio (2003)
Dean, Enrollment Services
B.A., California State University, Dominguez Hills
M.A., San José State University

De La Rosa, Deborah (1993)
Reading
B.A./M.A., San José State University

Deng, Hanh (2007)
Counseling
B.A./M.A., San José State University

Duke, Minerva (1989)
Physical Education
A.S., Imperial Valley College
B.S., California State Polytechnic
M.S., California State University, Hayward

Eisenberg, David (2003)
CIT, Psychology
B.S./M.S., University of Illinois (Urbana)

Espinoza, Frank (1999)
Sociology
B.A./M.A., San José State University
Ed.D, University of San Francisco

Espinoza, Janina (1997)
Work Experience
B.A./M.A., San José State University

Estrada, J. Henry (1982)
Mathematics
B.A., University of California, Los Angeles
M.A., University of California, Berkeley

Fong, Paul (1997)
Social Science
B.A./ M.P.A., San José State University
M.A., University of San Francisco

Garza, Victor (2006)
Director, EOPS/CARE & Student Life
BA Behavioral Science, SJSU
Master of Public Administration (MPA), SJSU
Ed.D. International & Multicultural Education, University of San Francisco

Gee, Henry (1990)
Vice President, Administrative Services
B.S., Purdue University
M.B.A., Pepperdine University
J.D., Santa Clara University

Gill, Ambica (2007)
Communication Studies
A.A., Evergreen Valley College
B.A./M.A., San José State University

Gonzales, Mark (1998)
Dean, Social Science, Humanities, Art and Physical Education (SSHAPE)
A.A., San José City College,
B.S., San José State University,
M.F.A., University of California, Los Angeles

Gonzalez III, Alfred (2000)
Biological Science
A.A., Evergreen Valley College
B.A., University of California, Santa Cruz
M.S., Yale University

Gorbach, Margaret (1996)
Family Consumer Studies
A.A., Mt. San Antonio College
B.A., California State University, Long Beach
M.A., California State University, San Francisco

Hahn, Robin (2005)
English/ESL
B.A./M.A., San José State University

Han, Helen (1992)
English as a Second Language/ESL
B.A./M.A, New York University

Hardin, Martha (1999)
Counseling/WIN-CalWORKS
B.A./M.A., San José State University

Hays, Lisa (1999)
Biological Science
B.A./M.A./Ph.D., University of California, Davis

Hendricks, David (2005)
History
B.A., University of California, Santa Barbara
M.A./Ph.D., University of California, Davis

Hernandez, Michael (2008)
Automotive Technology
A.A., Evergreen Valley College
B.S., San José State University

Herrera, N. Antoinette (2013)
Dean, Nursing & Allied Health
B.S., San José State University
M.S., Azusa Pacific University
Ed.D., University of the Pacific

Highers, Michael (2012)
Dean of Math, Science Engineering
B.S., Austin Peay State University, Clarksville, TN
M.A., George Peabody College, Nashville, TN

Ho, Chungwu (2001)
Mathematics
B.S./M.A., University of Washington
Ph.D., Massachusetts Institute of Technology

Hwang, Chui (1980)
Chemistry
A.A., Warren Wilson College,
B.A., University of California, Berkeley
Ph.D., Ohio State University

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

Johnson, Garry (2013)
Nursing
B.S., University of British Columbia, Vancouver
M.S., University of Phoenix

Kachuck, Iris (1987)
Mathematics
B.A./M.A., University of California, Santa Cruz
Ph.D., University of California, Berkeley

Kafle, Elaine Amo (2010)
Nurse Assistant Training
B.S. University of San Francisco
M.S. University of California, San Francisco

Kahn-Lomax, Charlie (2000)
Counseling/EOPS
B.A., San Francisco State University
M.A., San José State University

Keane, Jackie (2008)
Nursing
BS, San José State University, San José, CA
MS, San José State University (Moore Fellow), San José, CA

Knight, Robert (2001)
Mathematics
B.A./M.A., Adelphi University, Garden City, NY
D.P.M., California College of Podiatric Medicine

Kravitz, Merryl (2013)
Dean, Language Arts
B.A., State University of New York, Binghamton
M.A., University of New Mexico, Albuquerque
Ph.D. University of New Mexico, Albuquerque

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
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Lim, Sherryanne B. (2008)
Reading/English
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,
MS, San José State University (Moore Fellow),

Lopez, Rozanne (1981)
Nursing Education
B.S., University of San Francisco
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Lombard, Bob (2000)
Mathematics
B.S., University of California, Davis
M.S., California State University, Northridge

Longacre, Richard (2000)
English as a Second Language
B.A., University of California, San Diego
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Lujan, Lori (1996)
Sociology/Ethnic Studies/Ethnic Film
B.A., California State University, Hayward
M.A., San José State University

Machado, Susana (2013)
Nursing
A.D.N., Gavilan College
B.S., University of Phoenix
M.S., San José State University

Marvin, Todd (2004)
English
B.A./M.S., San José State University

Mata, Lorena (2008)
Librarian
B.A./MLIS, San José State University

Mentor, Steven (1996)
English
B.A., University of Pennsylvania
M.A., San Francisco State University
Ph.D., University of Washington

Mesa, Felicia (2003)
Nursing Education
B.S., San José State University
M.S., University of California, San Francisco

Morgan, Ken (1988)
Automotive Technology
A.A., San José City College

Nava, Elizabeth (1995)
Social Science
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Narveson, Eric J. (2001)
History
A.A., West Valley College
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Nguyen, Gam (1999)
Counseling
B.A., University of Saigon
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Nguyen Wong, Khanh Hoa (2006)
Vietnamese/Ethnic Studies/ESL
B.A., San Francisco State University
M.A., San José State University

Nichols, Ralph (1993)
Journalism
B.A., University of Nevada, Reno
M.A., California State University, Northridge

Norris, Keenan (2009)
English/Affirm Program
B.A./M.A, UC Riverside
M.F.A., Mills College

Ortiz Kristich, Elaine (2001)
Counseling/TLC Coordination
A.A., Evergreen Valley College
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Owren, Betty Ann (1993)
Music
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Director, Student Support Services
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Payne, John (1972)
Physical Education
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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

Quach, Tin (1996)
Mathematics
B.A., Fresno State University
M.A., University of California, Riverside

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./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
M.A., San Diego State University

Rowe, 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)
Coordinator
Disabilities Support Program
B.A., San José State University
M.A., Santa Clara University

Santos, Soledad (2001)
Business Information Systems
B.A., University of Guam
M.A., University of Northern Colorado

Shaner, Christina (2001)
Computer Information Technology, Business
B.A., University of California, Santa Cruz
M.B.A., Santa Clara University

Silver, William F. (1979)
Language Arts
B.A., State University of New York, Buffalo
M.A., Stanford University
M. Phil., University of Sussex, England

Solorzano, Carmen (2004)
Spanish
B.A./M.A., San José State University

Srinivasan, Preeti (2008)
Chemistry
B.Pharm.Sci., University of Bombay, India
M.S./Ph.D., University of Kansas, Lawrence, KS

Stewart, Beverly (1996)
Counseling
A.A., West Valley College
B.S./M.S., San José State University

Strickland, Lana (1992)
ESL/English
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./M.A., San José State University

Tavana, Azita (2012)
B.A., UC Berkeley
M.S., California State University, Chico

Tisdale, Barbara (2006)
Nursing Education
A.A., DeAnza College
B.A., Dickinson College, Pennsylvania
M.S., University of California, San Francisco

Toyoshima, Janice (2001)
Biological Science
B.S., University of California, Davis
M.S., California Polytechnic State University
D.A., Idaho State University

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/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)
Counseling
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./M.A, San José State University

Wells, Kelley (1996)
Philosophy
A.B., Drury College
M.D., Starr King School for Ministry
M.A./Ph.D., St. Louis University

Wetzel, Sue (2006)
Nursing Education
B.S., California State University, Sacramento
M.S., San José State University

Williams, Leslie (2006)
Counseling/DSP
B.A./M.S., California State University, Los Angeles

Wilson, Scott (2001)
English
B.A./M.A., San José State University

Yong, Henry (2011)
President
B.A./M.A./Ed.S., Loma Linda University-La Sierra Campus

Yu, Zhanjing (John) (1996)
Engineering
B.S., Shandong Mining Institute, China
M.S., University of Utah
M.S./Ph.D., Virginia Polytech Institute & State University

Zeiszler, Nancy (1993)
Physical Education
A.A., San Joaquin Delta Community College
B.A./M.A., University of Pacific

EMERITI FACULTY AND ADMINISTRATORS

Abshier, Barbara (1961-1997)
Nursing Education
B.S., University of Michigan
M.S., University of Pennsylvania

Alexander, Judith Ann (1970-2000)
Health Education
A.A., Foothill College
B.A./M.A., San José State University

Alvarez-Hickman, Flor (1999-2004)
Spanish
B.A./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

Baiardo, Richard P. (1975-2010)
Counselor/Psychology
B.A./M.A., San José State University

Balistreri, Jerry (1974-1992)
Anatomy & Physiology
B.A., M.A., San Jose State University

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

Bouzek, Cheryll (2001-2013)
Director of Health Services
B.S.N, Point Loma College Nazarene University
Credential, Fresno State University

Brashares, Wendy (1981-2013)
CIT/Basic Skills, Individualized Instruction
B.S./M.S., Purdue University

Bristow, Carol (1974)
Librarian
B.A., University of California, Santa Barbara
M.L.S., University of California, Los Angeles

Butler, Margaret N. (1965-1987)
Assistant Provost Student Services
A.B./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./M.A., San José State University

Carroll, Bruce (1982-2012)
Mathematics
B.S., Stevens Institute of Technology
M.A., University of Illinois

Chang, Shirley (1985)
Nursing Education
B.S., Loma Linda University
M.S., University of California, Los Angeles
Ph.D., University of California, San Francisco

Chase, Joy (1992-2011)
Librarian
B.A., University of Madras, India
M.A., University of Wisconsin

Christian, J. Richard (1955-1979)
English/French
B.A./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)
Disabilities Support Program
Learning Disabilities Specialist
B.A., California State University, Long Beach
M.A., Santa Clara University

Cook, Richard (1973-2008)
Administration of Justice
B.S./M.A., Washington State University

Cooksley , William (1977-1995)
Coordinator/Counselor, Disabled Students Program/ESL
B.A./M.Ed., Orgeon 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

DeWolfe, Sandra (2002-2013)
Dean, Nursing and Allied Health
B.S./M.S., Wright State University

Doherty, William J. (2007-2012)
Director @ONE
B.A./M.A./Ph.D., University of Southern California
M.B.A., University of California at Los Angeles

Dougherty, Patrick (1966-1993)
Physical Education
A.B./M.A., Stanford University

Ferner, Edward (1973-1995)
Dean, Applied Arts and Sciences
A.S., New York State University
B.V.E./M.A., San José State University

Fieler, Margaret (1995-2012)
Reading
B.A., Marygrove College
M.S., California State University, Hayward
ESL, UC Berkeley Coursework in English, College of Notre Dame Denamure

Firetag, Roberta (1961-1991)
Dean, Community Education
B.A./B.V.E., San José State University
M.A., San Francisco State University

Fischer, Ronald J. (1970-2001)
Engineering/Mathematics
B.S./M.S., Newark College of Engineering
M.A., University of Alabama

Ford, Herbert B. (1961-1991)
Engineering
B.S., University of New Mexico
M.S., Carnegie Institute of Technology

Fromm, Loren F. (1979-2009)
CADD/Engineering
A.A., El Camino College
B.A./M.A, California State University, Long Beach

Gipson, Harvey (1979-2009)
Counseling/EOP&S
B.A./M.A., San José State University

Greenberg, Florence Bonzer (1962-1988)
English
A.B., Hunter College of the City of New York
M.Ed., University of Miami, University of California, Stanford University

Gressel, Maria Elena (2001-2010)
Counseling
B.A./M.A, San José State University

Grimm, Barbara A. (1969-1995)
Family Consumer Studies/Fashion Studies
A.B./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./B.A./M.S., San José City College

Guyer (Hoogendijk), Linda (2005 – 2012)
Nursing Education
B.S.N., Eastern Washington University
M.N., Washington 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./M.S., University of Utah
M.P.H./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./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./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./M.A., University of Washington

Johnson, Tanya (1980-1997)
Communication Studies
B.A./M.A./, San José State University
Ed.D, Nova University

Johnston, Robert M. (1962-1984)
Business Education
A.B./M.A., San Francisco State College
University of Minnesota
California State Colleges at San José and
Fullerton

Karlsten, Rita (1990-2007)
Dean of Language Arts
B.A., Arizona State University
M.A./M.Ed., Santa Clara University

Kawazoe, Bobbie Gwinn (1973-2003)
Dean of Counseling
B.A./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

Lichtbach, Harry (1999-2011)
Computers and Information Technology
B.S./M.S., University of California, Santa Barbara

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./M.A., San José State University
M.A., University of San Francisco

Marr, Kenneth (1974-1988)
Provost
B.A./M.S., University of Southern California
Ed.D, Stanford University

Matusow, Steven (1998-2009)
Mathematics
B.A., University of California Berkeley
Secondary Teaching Credential,
California State University, Hayward
MSTM, Santa Clara University

McFarlin, Andrew (1959-1994)
Engineering/Mechanical Technologies
A.B., University of California, Santa Barbara
M.A., Los Angeles State College
Certified Manufacturing Engineer

McMilin, Natalie (1968-2001)
Physics
B.A./M.A.T., Reed College
M.S., San Francisco State College

Mogler, Edward J. (1959-1985)
English
B.S., University of San Francisco
M.A., San Francisco State College
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./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/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./M.A., San José State University

Payton, George T. (1961-1988)
Administration of Justice
A.B./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./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./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./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./M.A., 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./ 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./M.A., San José State University

Smith, Patricia A. (1975-1986)
Psychology
B.S./M.S., University of Wisconsin
Ph.D., University of Oregon
Post Doctoral Fellow, Stanford University

Smith, Thelma (1959-1984)
Business Education
B.A., San José State University
M.A., Santa Clara University

Snapp, Marilyn (1990)
Business Information Systems
B.A., San Francisco State University
M.B.A., San José State 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

Stauble, Elisabeth (1990)
Biological Science
B.A./M.A., San José State 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./M.S., Temple University
Ed.D, University of Southern California

Stroth, Jan E. (1969-2006)
Physics/Chemistry
B.S., University of San Francisco
M.S., University of Washington, Seattle

Stroud, Fred H. (1971-1997)
Counseling
B.S., Tuskegee Institute
M.A., San Francisco State College

Sutherland, Jean (1959-1992)
Mathematics
B.A./M.A., San José State University

Talbot, Susan (1980-2005)
Dean, Math, and Science
B.A., Wellesley College
M.A., Stanford University

Thomas, Ariss (1981-1995)
Family & Consumer Studies
B.S., University of Cincinnati
M.A., San José State University

Tran, Tri (1981)
Social Science
B.A., University of Saigon, Vietnam
M.Ed./Ph.D., Ohio University

Turner, Charles (1976-1989)
Automotive Technology
Certificate of Achievement, Wolvereen School of Trades, University of California, Berkeley

Vanacore, Evangela (1981-1995)
Vice-President, Student Services
B.A., Manhattan College
M.A., Fordham University
Ph.D., Yale University

Vidal, Jose (1969-1992)
Psychology
B.A., San Francisco State
M.S., California State University, Hayward
Ph.D., University of Southern California

Walton, M. O. (1970-1983)
Director: Financial Aid & Placement Services
B.A., University of Colorado
B.F.T., Thunderbird Graduate School of International Management

Washington, Leonard (1969-1997)
Ethnic Studies/English/ Project AFFIRM
B.A., Texas Southern University
M.A., Santa Clara University

Watson, Odber B. (1970-1985)
Librarian
B.A./M.A., University of Nebraska
M.A., San 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./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./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./M.A., San José State University

Zimmerman, Seth (1985-2006)
Mathematics
B.A., Dartmouth College
M.A., Princeton University

Zufall, Gloria (1969-1992)
Physical Education
B.A./M.S., Arizona State University

CLASSIFIED STAFF

Aguirre, Josephine (2000)
Financial Aid Specialist II

Ahmed, Adil (2003)
Business Services
B.S. San Jose State University

Albanese, Amelia
Instructional Support Assistant

Aldama, Alejandro (2001)
Custodian I

Alvarez, Graciela (1996)
Custodian I

Alvarez, Stacy (1999)
Senior Division Administrative Assistant
A.A., Evergreen Valley College

Artiga, Mario (2002)
Custodian I

Atchazo, Wilson (2000)
Custodian II
Avalos, Maria (1998)
Staff Assistant II, Counseling

Barajas, Amparo (1986)
Custodian II

Barraza, Joe (2001)
Network Technician
A.A. /A.S. San José City College
BSIT, UOP

Bintocan, Angelica (1997)
Admissions & Records Technician
A.A., Evergreen Valley College

Blumenkrantz, Robert (1996)
Instructional Laboratory Technician IV, Biological Science

Bouzek, George (1992)
Network Technician

Brewster, Vicki (2010)
Curriculum Specialist
B.A. Public Administration, CSU Fullerton

Browne, Gina (2005)
Financial Aid Coordinator
B.A. Vocational Education, CSU Sacramento
M.A., San José State University

Burns, Adrienne (2002)
Nursing Program Coordinator

Chan, Deborah (2005)
Library Technician
B.A., San José State University

Chang, Youfen (2008)
Evaluations Specialist

Chung, Linh (2005)
Network Technician, CTSS
B.S., California State University East Bay

Collins, Debra (2007)
Staff Assistant II, DSP

De Hoyos, Juana (2008)
Custodian I

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)
APE Instructional Support Assistant I, DSP

Fray, Karen (1984)
Program Assistant
A.A., San José City College

Gaetos, Rebecca (1997)
Staff Assistant II/EOPS

Giles, Katharine (2008)
Instructional Assistant, ESL
B.A./M.A., San Francisco State University

Griffin, Franchesca (Julie) (1988)
Admissions & Records Technician

Gutierrez, Rosa (1997)
Custodian I

Hamad, Omar (2005
Staff Assistant II

Hernandez, Maricela (2005)
Custodian I

Hernandez, Jose S. (2000)
Custodian I

Holguin, Maria (1980)
Senior Library Technician
A.A., Foothill College

Hopkins, Ebonnie (2004)
Financial Aid Specialist II
B.A. San José State University
M.A. Education, Concentration in Counseling and Student Personnel, San Jose State University

Iniguez, Tina (2003)
Program Coordinator, Fostercare
B.A., University of California, Davis
M.A., San José State University

Johari, Kamala (1995)
Instructional Assistant, BIS/Accounting

Jose, Joceline (1995)
Instructional Assistant, BIS

Kost, Catherine (1995)
Senior Division Administrative Assistant
B.S., San José Christian College

Lam, Tiffani (1990)
Coordinator II, Admissions and Records
B.A., California State University, Long Beach
Lara, Teodora (1999)
Custodian I

Lau, Frances (1993)
Instructional Support Coordinator
B.A., National University

Le, Tanya (1990)
Financial Aid Specialist III

Leaf, Roxane (2004)
Instructional Support Assistant, Lab Lead
B.S., San José State University

Lente, Joseph (2005)
Custodian I

Li, Joaquin
Instructional Lab Tech. III/Science

Liu, DI (2000)
Instructional Support Assistant, Lab Lead

Ma, Yick (1993)
Custodian I

Mai, Lan
Eligibility Specialist, EOP&S Eligibility

Markevitch, Alla (2001)
WIN/CalWORK'S Program Assistant
M.S., National University of Electronics, Ukraine

Marks, Sawanii (1996)
Mathematics Instructional Assistant

Martian Camella (2000)
Staff Assistant II, FasTrack

Martinez, Erlinda (1996)
Schedules and Catalog Technician
A.S., Evergreen Valley College

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

Meza, James S. (2004)
Financial Aid Specialist II
B.S., San José State University

Micetich, David
Program Specialist/Assessment

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., Bangalore University, Bangalore, India

Najera, Edelberto (2001)
Custodian I

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 (1997)
Hourly Personnel Services Specialist

Nguyen, William (2000)
Tutoring Center Coordinator
B.A./M.A, San José State University

Norment, Jeff (1980)
Assessment Specialist
B.A./M.A., San José State University

Ontiveros, Dianna (2004)
Instructional Lab Tech, Automotive
A.A. Evergreen Valley College

Paiz, Paul (2011)
Instructional Lab Tech, Automotive

Pereida, Rosa (1989)
Outreach/Recruitment Specialist EOPS

Perez, Jr., Antonio (Tony) (2008)
Instructional Laboratory Technician III, Science/Engineering

Pham, Bryan (2000)
Instructional Support Assistant Lab Lead
B.S., Santa Clara University

Quinonez, Benjamin (1997)
Custodian II

Ramirez, Ivanna (1990)
Administrative Secretary

Ramirez, Yesenia (2001)
Business Services Coordinator
B.S., San Jose State University

Ratto, Christopher (1999)
Senior Library Technician

Renteria, Lisa (2010)
Instructional Lab Tech. II/Physical Education
M.A., San Jose State University, Kinesiology

Rico, Marjorie (1990)
Senior Division Administrative Assistant

Rivet, Robert (1992)
Accounting Technician

Rodriguez, Rogelio (1999)
Custodian I

Romano, Paulette (1972)
Executive Secretary
A.A., San José City College

Rosas, Lorenzo (2002)
Custodian II

Rottman, Ingrid (2001)
Program Specialist, Outreach, and Recruitment
A.A., Evergreen Valley College

Ruiz-Esparza, Annette (2000)
Financial Aid Outreach and Recruitment Specialist

Sadler, Paulette (1996)
Staff Assistant II, Counseling

Shah, Hansa (1992)
Instructional Assistant, BIS/CIT

Snider, Cindy L. (1998)
Library Technician
A.A., De Anza College
Certificate of Proficiency in Library Technician, Foothill College

Steele, Kimberly (2000)
Admissions and Records Technician

Thompson, John (2001)
Network Technician

Tomisaka, Janice (1996)
Program Specialist, Service Learning

Tong, Quyen (2000)
Instructional Assistant CIT/BIS/Accounting
A.S. Evergreen Valley College

Tran, Kiet Binh Gia (1998)
Instructional Assistant CIT/BIS

Tung, Nancy (2001)
Instructional Support Assistant, English
A.S, Evergreen Valley College
B.A., University of California, Berkeley
M.A., San José State University

Valdez, Jovita (1988)
Articulation Specialist

Vallin, Jorge (2006)
Instructional Assistant, Mathematics

Vasquez, Elizabeth (1991)
Health Services Office Assistant
A.A., Evergreen Valley College

Velez, Jose (1991)
Custodian I

Vu, Ann (1994)
Program Coordinator Assistant CARE
A.A., Evergreen Valley College

Vu, Tran (2013)
Instructional Laboratory Technician IV, Chemistry
B.S./M.S., California State University, East Bay

Yabumoto, Vivian (1996)
Program Specialist, ASPIRE

Zendejas, Maria (1998)
Admissions and Records Assistant
A.A. Evergreen Valley College

Zepeda, Refugio (1997)
Custodian I

BOOKSTORE

Araki, Kathy (2007)
Bookstore Sales Associate

Bonanno , Gina
Bookstore Supervisor
B.A., UCLA

Daley, Jason (2007)
Bookstore Warehouse Distribution Coordinator

Hattman, Colleen (1986)
Campus Store Merchandise Specialist
B.A., California State University, Chico

Joe Viglieca
Bookstore Operations Coordinator

DISTRICT POLICE

Aguirre, Ray (2002)
Chief of Police
B.A., University of the Philippines
M.A., University of Pittsburgh

Burton, Eric (2006)
Police Officer

Flores, Tony (1998)
Police Officer

Khuc, Thinh (2003)
Community Service Officer

Luna, Pete (2004)
Community Service Officer

Tejero, Cynthia (2007)
Police Communications & Records Coordinator

Valle, Rodrigo (2007)
Police Dispatcher

GROUNDS

Azevedo, Arthur (2001)
Groundskeeper II

Castro, Danny (1991)
Groundskeeper II

Cooper, Gary (1977)
Groundskeeper/Arborist

Nunes, Angelo (2006)
Groundskeeper II

MAINTENANCE

Chapman, Elaine (1981)
Senior Administrative Assistant

Corral, Rene (2010)
HVAC Mechanic/Plumber
Durbin, Phillip Randy (2002)
Painter

Emanuel, Andrade (1998)
Equipment and Vehicle Mechanic

Garza, Jose (2007)
Locksmith

Juntado, Arnold (2000)
Electrician

Monarrez, Ernesto (1999)
Maintenance Worker

Olivas, Juan (1993)
Maintenance Facilities Worker
Quinonez, Mario (2000)
Facilities Maintenance Worker

Valencia, Efren (Jose) (2008)
Carpenter

Villa, Faustino (1999)
HVAC Mechanic/Plumber

REPROGRAPHICS

Nguyen, Nam (1988)
Reprographics Technician

Partida, Arturo (2001)
Reprographics Assistant

WAREHOUSE

Hulse, Steve (1990)
Warehousing/Distribution Coordinator

Juarez, Luis (1992)
Warehousing/Distribution Specialist II

PHONE SERVICES

Juarez, Elizabeth (1997)
Telecommunications Systems Technician

SUPERVISORY PERSONNEL

Bui, Lan
Supervisor, Business Services
B.S., University of Phoenix

Canoy, Eugenio
Supervisor, Campus Technology Support Services

Quade, Tom
Supervisor, Grounds Services

Mathis, Gail (2008)
Maintenance Supervisor

McKee, Lauren (1984)
Supervisor, Office of Academic Services
B.A., San José State University

Serratos, Guillermo (1988)
Supervisor, Custodial Crew

DISTRICT ADMINISTRATIVE STAFF

Aguirre, Ray (2002)
Chief of Police, District

Cepeda, Rita M., Ed.D. (2010)
Chancellor

Garcia, Kim (2010)
Vice Chancellor of Human Resources

Hawley, Tamela (2012)
Executive Director, Research and Institutional Effectiveness

Larry, Shawn P. (2013)
Director, Human Resources

Smith, Doug (2012)
Vice Chancellor, Administrative Services

Zen, Dolly (1984)
Senior Systems Analyst/Database Manager

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