# Evergreen Valley College

**CATALOG 2015-2016**

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.

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

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

# PRESIDENT'S MESSAGE

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

Welcome to Evergreen Valley College! Whether you are attending college for the very first time, or are returning to school after an extended absence, Evergreen Valley College is a great place for you to reach your educational and career goals.

If I am asked to describe Evergreen Valley College in just a few words, I would say the college is spacious, peaceful and evergreen. It is a perfect environment for serious academic advancement into your future, whether it is transferring to a four-year university, or preparing yourself for employment in Silicon Valley.

Evergreen Valley College sits on 160 acres near the foothills of San Jose, with plenty of open space, a lake with fountains, and plenty of evergreen trees and shrubs. At Evergreen Valley College, we are fortunate to have so many dedicated faculty and staff to support you in your quest for educational and personal success. We want you to know that we are here to support your academic efforts. To this end, we have excellent counseling and tutoring services to help you to be successful in your studies. We strive to serve our students from entry to exit. Helping to make you feel welcome and connected to the campus is important, and helping you to be successful is even more important.

The staff in the Financial Aid and Scholarship office can help provide you with the information to make your education a reality. Every year, Evergreen Valley College awards numerous scholarships, which help students with their educational expenses. To assist you in obtaining a quality education and meaningful student life, Evergreen Valley College offers an active Associated Student Government (ASG), various student clubs, and other student organizations for all students. You are encouraged to participate, and make full use of all services and opportunities because your success is our success. Even though Evergreen Valley College is located in a very nice and peaceful community, your safety is our top priority. Evergreen Valley College is patrolled by police officers, and the Police Station is located near the front entrance of the college.

Thank you for making the decision to begin your journey at Evergreen Valley College. Begin here, and go anywhere your dreams may take you!

My sincere best wishes for a successful academic year!


Sincerely,


Henry C. V. Yong, Ed.S.
President

# CHANCELLOR'S MESSAGE

**JOHN E. HENDRICKSON**
INTERIM CHANCELLOR
SAN JOSÉ•EVERGREEN COMMUNITY COLLEGE DISTRICT

Welcome to Evergreen Valley College and the San José-Evergreen Community College District, where student success is the focus of our mission:

*"As a leading educational institution, the mission of SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents for socioeconomic change."*

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 2015-16 Evergreen Valley College Catalog offers valuable resources: 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 2015-16 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 richest in diversity in the Silicon Valley, providing you an experience that will prove invaluable in the world of the 21st Century and one that will prepare 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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Evergreen Valley College, a non-profit California Community College, reserves the right to use photography of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objections to the use of an individual's photograph may be made in writing to the Administrative Services Department, Evergreen Valley College, AC-115.

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# CHAPTER 1: COLLEGE PROFILE

## PROFILE

At Evergreen Valley College, a community college located on a 160-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 parenting 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 renovate and 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.

Many of our students find the open space and vibrant greenery a conducive environment to the pursuit of academic excellence. The District Police is headquartered at Evergreen Valley College, and the Police Station is located near the front entrance of the college.

## 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. We offer associate degrees, associate degrees for transfer, certificates, career technical education, transfer coursework, and basic skills education.

## 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
- Services

2. Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:

   - Increase Visibility
   - Develop 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

## STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs) indicate the knowledge, skills and abilities that students will demonstrate upon completion of a course or program. In addition to the curriculum course outline and program outline of record, course level slos are available to students through the course syllabi. The program slos are listed under degrees and certificates in the catalog.

Assessment of learning outcomes is ongoing and documented annually on the evergreen valley college assessment matrices located at http://www.evc.edu/discover-evc/slos.

## INSTITUTIONAL/GENERAL EDUCATION 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

We offer classes year-round, students can enroll throughout the year for the traditional Fall and Spring Semesters, the summer and Winter sessions, or other 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
Keith Aytch, Vice President of Academic Affairs
Mark Gonzales, Interim Vice President of Student Affairs
Vacant, Vice President of Administrative Services
Octavio Cruz, Dean of Enrollment Services
Michael Highers, Dean of Math, Science and Engineering
Merryl Kravitz, Dean of Language Arts
Antoinette Navalta Herrera, Dean of Nursing and Allied Health
Lena Tran, Dean of Business & Workforce Development
Vacant, Dean of Student Success
Vacant, Dean of Social Science, Humanities, Arts, & Physical Education

## 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.

**COLLEGE PROFILE**

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.

### 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.

### CIVILITY STATEMENT

We the students, employees, and trustees at SJECCD are committed to a conscious demonstration of mutual respect - for people, for their roles, for their knowledge and expertise.

While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guide posts.

Respect, civility, integrity and honesty are not just words; they are intentions that must be present in our interactions with one another.

Civility requires cooperation, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, courtesy, perception, and patience. It is expressed not only in the words we choose, but also in our tone, demeanor, and actions.

We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom, tempered with respect for the rights of others, even when individual or group points of view are controversial or out of favor with prevailing perspectives. Individuals should not feel intimidated or be subject to reprisal for voicing their concerns, or for participating in governance or policy making.
An individual's perception of what is or is not civil conduct can be influenced by their culture and life experiences. We can all use assistance from time to time in understanding or seeing behaviors through the eyes of another person. We need to acknowledge these differences and be open to receiving feedback from someone who may perceive something we have done, without intent, as being uncivil. We also need to evaluate our own expectations of civility to ensure that we are not setting an unrealistically high bar.

In the face of incivility, silence can indicate consent; we each have responsibility to speak out to counteract incivility.

**Guide Posts:**
- Civility begins with me.
- Each person is responsible for creating and maintaining a positive place to learn and to work, where everyone can flourish.
- Take responsibility for one's own choices. Accept your responsibility to engage courteously in all forms of communication (oral, written, and electronic).
- Listening, not just hearing, but listening with respect, is the proper response to others.
- Regardless of status, everyone has worth and dignity which should be valued.
- Recognize contributions of others and value their opinions.
- All members of the community are responsible for and expected to exemplify and promote civility, integrity, and concern for the common good.
- Demonstrate and promote fair and just treatment; practice forgiveness and compassion.

Adopted by Board of Trustees on 10/8/13

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



**IN THIS CHAPTER:**

- Eligibility for Admission
- Application for Admission
- Residency Requirements
- International Students
- Transcripts from other Colleges
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- Credit for Military Service
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- Classification of Students
- Student Status (Full-time/Half-time)
- Minimum Unit Requirements
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- Repeating Courses
- Adding Classes
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- Grades
- Grade Challenge
- SJECCD Student Success Policies, SB 1456 Student Success Act of 2012 & New Title 5 Changes for Enrollment Priorities - Effective Fall 2014
- Student Success
- Student Success Support Program
- 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. Students are encouraged to submit their application for admission electronically by clicking the "Enroll Now" link at www.evc.edu.

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

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

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.

**ADMISSIONS**

**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.

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**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**

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**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. Students are encouraged to submit their admission application and R-40 one month prior to their scheduled registration date.

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

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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 http://www.evc.edu/current-students/admissions-and-records/student-forms.

## 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 $200 per unit in tuition and a Capital Outlay fee of $4 per unit. 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.

- 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 $200 per semester unit, $4 per unit 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 website at http://www.evc.edu/current-students/admissions-and-records 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.

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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, Work study 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 weblsite at: http://www.evc.edu/current-students/enrollment-services/financial-aid-and-scholarships 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 go to the International Programs and Services Office (IPSO) located in SC-201.

International Student Application materials are available in the Admissions & Records and online at http://www.evc.edu/current-students/admissions-and-records/international-students.

The spring semester application is due no later than **November 15**. Fall semester applications are due no later than **May 15**.

Applications must include:

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

2. Application for Admission to Evergreen Valley College.

3. 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.

4. **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 $20,000 (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 International Programs and Services Office regarding additional documentation that may be required. Please see the International Students Program web page for complete application guidelines.

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 $200 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 within 14 days of the start of the semester 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 ($200 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 SC-201, 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. The International Programs and Services Office is located in SC-201. The office hours are Monday – Thursday 8:30-4:30 and Friday 8:30-12:00.**

## College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the GE patterns.

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

G.E. credits and units granted at EVC may differ from course credit and units granted by the transfer institution. To determine how AP scores will be used at the four-year school, please consult the catalog of the transfer institution.

| EXAM | EVC AA GE | CSU GE | CSU – semester units earned toward transfer | IGETC | UC- semester units earned toward transfer |
|---|---|---|---|---|---|
| AP Art History | C1 or C2 3 sem. units | C1 or C2 3 sem. units | 6 | 3A or 3B | 5.3 |
| AP Biology | B2+B3 4 sem. units | B2+B3 4 sem. units | 6 | 5B & 5C | 5.3 |
| AP Calculus AB** | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Calculus BC** | B4 3 sem. units | B4 3 sem. units | 6 | 2A | 5.3 |
| AP Calculus BC/ AB Subscore* | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Chemistry | B1+B3 4 sem. units | B1+B3 4 sem. units | 6 | 5A & 5C | 5.3 |
| AP Chinese Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B | 5.3 |
| AP Comparative Government & Politics | D8 3 sem. units | D8 3 sem. units | 3 | 4H | 2.7 |
| AP Computer Science A** | n/a | n/a | 3 | n/a | 1.3 |
| AP English Language and Composition | A2 3 sem. units | A2 3 sem. units | 6 | 1A | 5.3 |
| AP English Literature and Composition | A2+C2 6 sem. units | A2+C2 6 sem. units | 6 | 1A or 3B | 5.3 |
| AP Environmental Science** | B1+B3 4 sem. units | B1+B3 4 sem. units | 6 | 5A & 5C | 2.7 |
| AP European History | C2 or D6 3 sem. units | C2 or D6 3 sem. units | 6 | 3B# or 4F# | 2.7 |
| AP French Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP German Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Human Geography | D5 3 sem. units | D5 3 sem. units | 3 | 4E | 2.7 |
| AP Italian Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Japanese Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin Literature | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin: Vergil | C2 | C2 | 3 | 3B & 6A | 5.3 |

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| | 3 sem. units (prior to F12) | 3 sem. units (prior to F12) | | | |
|---|---|---|---|---|---|
| AP Macroeconomics | D2 3 sem. units | D2 3 sem. units | 3 | 4B | 2.7 |
| AP Microeconomics | D2 3 sem. units | D2 3 sem. units | 3 | 4B | 2.7 |
| AP Music Theory | C1 3 sem. units (prior to F09) | C1 3 sem. units (prior to F09) | 6 | n/a | 5.3 |
| AP Physics 1*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 4 | -- | 5.3 |
| AP Physics 2*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 4 | -- | 5.3 |
| AP Physics B*** | B1+B3 4 sem. units (prior to F13) | B1+B3 4 sem. units (prior to F13) | 6 | 5A & 5C | 5.3 |
| AP Physics C (electricity/magnetism)*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 3 | 5A & 5C | 2.7 |
| AP Physics C (mechanics)*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 3 | 5A & 5C | 2.7 |
| AP Psychology | D9 3 sem. units | D9 3 sem. units | 3 | 4I | 2.7 |
| AP Seminar | n/a | n/a | 3 | n/a | |
| AP Spanish Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Spanish Literature | C2 6 sem. units (prior to F09) | C2 6 sem. units (prior to F09) | 6 | 3B & 6A | 5.3 |
| AP Statistics | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Studio Art - 2D Design | n/a | n/a | 3 | n/a | 5.3 |
| AP Studio Art - 3D Design | n/a | n/a | 3 | n/a | 5.3 |
| AP Studio Art - Drawing | n/a | n/a | 3 | n/a | 5.3 |
| AP U.S. Government & Politics | D8+US-2 3 sem. units | D8+US-2 3 sem. units | 3 | | 2.7 |
| AP U.S. History | (C2 or D6)+US-1 3 sem. units | (C2 or D6)+US-1 3 sem. units | 6 | 3B# or 4F# | 5.3 |
| AP World History | C2 or D6 3 sem. units | C2 or D6 3 sem. units | 6 | 3B# or 4F# | 5.3 |

*If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

**Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.

***If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

#AP may be used in either area regardless of where the certifying Community College's discipline is located.
        **Example:** U.S. History at a CCC is approved for Area 3B. The U.S. History AP maybe used in Areas 3B or Area 4.

Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC

Policy for AP credit can be found at:
http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetcreq.pdf .

The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at http://www.calstate.edu/app/general-ed-transfer.shtml

**International Baccalaureate (IB)**

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

| EXAM | Score | CSU GE Breadth Area and units | | Units earned towards CSU transfer | Score | IGETC area and units | | Units earned towards UC transfer |
|---|---|---|---|---|---|---|---|---|
| IB Biology HL | 5 | B2 | 3 | 6 | 5 or 6 or 7 | 5B | 3 | 5.3 |
| IB Chemistry HL | 5 | B1 | 3 | 6 | 5 or 6 or 7 | 5A | 3 | 5.3 |
| IB Economics HL | 5 | D2 | 3 | 6 | 5 or 6 or 7 | 4B | 3 | 5.3 |
| IB Geography HL | 5 | D5 | 3 | 6 | 5 or 6 or 7 | 4E | 3 | 5.3 |
| IB History (any region) HL | 5 | C2 or D6 | 3 | 6 | 5 or 6 or 7 | 3B* or 4F* | 3 | 5.3 |
| IB Language A Literature HL | 4 | C2 | 3 | 6 | 5 or 6 or 7 | 3B | 3 | 5.3 |
| IB Language A Language and Literature HL | 4 | C2 | 3 | 6 | 5 or 6 or 7 | 3B | 3 | 5.3 |
| IB Language A1 (any language, except English) HL | 4 | C2 (prior to F 13) | 3 | 6 | 5 or 6 or 7 | 3B & 6A | 3 | 5.3 |
| IB Language A2 (any language, except English) HL | 4 | C2 (prior to F 13) | 3 | 6 | 5 or 6 or 7 | 3B & 6A | 3 | 5.3 |
| IB Language B (any language) HL** | 4 | n/a | 0 | 6 | 5 or 6 or 7 | 6A | 3 | 5.3 |
| IB Mathematics HL | 4 | B4 | 3 | 6 | 5 or 6 or 7 | 2A | 3 | 5.3 |
| IB Physics HL | 5 | B1 | 3 | 6 | 5 or 6 or 7 | 5A | 3 | 5.3 |
| IB Psychology HL | 5 | D9 | 3 | 3 | 5 or 6 or 7 | 4I | 3 | 5.3 |
| IB Theatre HL | 4 | C1 | 3 | 6 | 5 or 6 or 7 | 3A | 3 | 5.3 |

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located. **Example:** History at a CCC is approved for Area 3B. The History IB may be used in Areas 3B or Area 4. Actual IB transfer credit awarded for these and other

IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html.  The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at http://www.calstate.edu/app/general-ed-transfer.shtml.

**The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.



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## College Level Examination Program (CLEP)

CLEP cannot be used on IGETC

| Exam | Score | CSU G.E. Breadth Area | Units earned toward G.E. Breadth Certification | Minimum semester units earned |
|---|---|---|---|---|
| CLEP American Government | 50 | D8 | 3 | 3 |
| CLEP American Literature | 50 | C2 | 3 | 3 |
| CLEP Analyzing and Interpreting Literature | 50 | C2 | 3 | 3 |
| CLEP Biology | 50 | B2 | 3 | 3 |
| CLEP Calculus | 50 | B4 | 3 | 3 |
| CLEP Chemistry | 50 | B1 | 3 | 3 |
| CLEP College Algebra | 50 | B4 | 3 | 3 |
| CLEP College Algebra-Trigonometry | 50 | B4 | 3 | 3 |
| CLEP College Mathematics | 50 | n/a | 0 | 0 |
| CLEP English Composition (no essay) | 50 | n/a | 0 | 0 |
| CLEP English Composition with Essay | 50 | n/a | 0 | 0 |
| CLEP English Literature | 50 | C2 | 3 | 3 |
| CLEP Financial Accounting | 50 | n/a | 0 | 3 |
| CLEP French* Level I | 50 | n/a | 0 | 6 |
| CLEP French* Level II | 59 | C2 | 3 | 12 |
| CLEP Freshman College Composition | 50 | n/a | 0 | 0 |
| CLEP German* Level I | 50 | n/a | 0 | 6 |
| CLEP German* Level II | 60 | C2 | 3 | 12 |
| CLEP History, United States I | 50 | D6+US-1 | 3 | 3 |
| CLEP History, United States II | 50 | D6+US-1 | 3 | 3 |
| CLEP Human Growth and Development | 50 | E | 3 | 3 |
| CLEP Humanities | 50 | C2 | 3 | 3 |
| CLEP Information Systems and Computer Applications | 50 | n/a | 0 | 3 |
| CLEP Introduction to Educational Psychology | 50 | n/a | 0 | 3 |
| CLEP Introductory Business Law | 50 | n/a | 0 | 3 |
| CLEP Introductory Psychology | 50 | D9 | 3 | 3 |
| CLEP Introductory Sociology | 50 | D0 | 3 | 3 |
| CLEP Natural Sciences | 50 | B1 or B2 | 3 | 3 |
| CLEP Pre-Calculus | 50 | B4 | 3 | 3 |
| CLEP Principles of Accounting | 50 | n/a | 0 | 3 |
| CLEP Principles of Macroeconomics | 50 | D2 | 3 | 3 |
| CLEP Principles of Management | 50 | n/a | 0 | 3 |
| CLEP Principles of Marketing | 50 | n/a | 0 | 3 |
| CLEP Principles of Microeconomics | 50 | D2 | 3 | 3 |
| CLEP Social Sciences and History | 50 | n/a | 0 | 0 |
| CLEP Spanish* Level I | 50 | n/a | 0 | 6 |
| CLEP Spanish* Level II | 63 | C2 | 3 | 12 |
| CLEP Trigonometry | 50 | B4 | 3 | 3 |
| CLEP Western Civilization I | 50 | C2 or D6 | 3 | 3 |
| CLEP Western Civilization II | 50 | D6 | 3 | 3 |

*If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

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## TRANSCRIPTS FROM OTHER COLLEGES

Academic work from another college may be used to verify prerequisites, or to meet graduation requirements. Unofficial transcripts may be used when meeting with a counselor to verify or clear prerequisites; however, official transcripts are required when using this academic work for graduation. Students may meet with a counselor and submit transcripts from other accredited colleges for prerequisite verification and/or to establish reading and writing levels prior to registration. Transfer students should submit official transcripts to the Office of Admissions and Records where applicable. Unofficial copies of transcripts or grade reports may be used for counseling purposes.

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

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

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

## 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/current-students/enrollment-services/veterans-affairs.

## 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

**SB-1456 - 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**

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youth, followed by students in Disabled Student Programs Services, CalWORKS, 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.

**Enrollment Matrix**
Students will be assigned priority registration in accordance with Senate Bill SB 1456 – Student Success Act of 2012 & San Jose Evergreen Community College District Board Policy (BP-5050.2). These policies and legislative mandates require the implementation of an official district-wide enrollment matrix in order to assign priority registration for all students. As of May 20, 2014, the approved enrollment matrix for San Jose Evergreen Community College is as follows:

**2014 ENROLLMENT MATRIX**

| TITLE 5 GROUP DESIGNATION | STUDENT CATEGORIES | REGISTRATION DAY |
|---|---|---|
| 1 | Veterans, Foster Youth, CalWORKS, EOPS & DSP | 1-3 |
| 2 | Honors | 3 |
| 3 | Continuing & New Students | 4+ |

**2014 ENROLLMENT MATRIX**

| TITLE 5 GROUP DESIGNATION | UNIT CATEGORY | REGISTRATION LEVEL | REGISTRATION DAY |
|---|---|---|---|
| 3 | 71-99 | 1 | 4+ |
| 3 | 31-70 | 2 | 5+ |
| 3 | 1-30 | 3 | 6+ |
| 4 | New students w/completed assessment, orientation, and educational plan | 4 | 7+ |
| 5 | 100+ units completed, Dismissal students | 5 | 8+ |

**\*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.**

## 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, 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.

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## 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 or Academic Division Office.

    You have until 11:00 PM on September 14, 2014 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 14, 2014 - 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 15, 2014.
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course on or after September 16, 2014.
3. Students must receive an evaluative grade (A-F; FW; P/

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NP) if they do not drop by the deadlines above.

4. Students may be granted a "W" (Withdrawal) symbol after November 21, 2014 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.

### Student Success Mandates

The main objective of the Student Success Act of 2012 is to assist students in planning and achieving their academic and career goals. In accordance with this act, students are required to complete mandatory orientation, assessment and counseling (educational plan) prior to registration.

### 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 academic 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 academic 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 than 100 units (not including units in basic skills English, Math or English as a Second Language) completed will be granted an 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.

### STUDENT SUCCESS SUPPORT PROGRAM

The goal of the Student Success & Support Program (formally "Matriculation") is to ensure all students are prepared with the essential tools to be successful in college and beyond. At Evergreen Valley College (EVC) the Student Success Center provides an array of support services to assist students in planning and achieving their academic and career goals, including orientation, assessment, counseling, advising and educational planning as well as follow-up services.

An **ORIENTATION** provides general information regarding EVC's services and programs. Students are provided with an overview of transfer and degree requirements, vocational programs, and student services as well as academic expectations, facilities and resources available. For more information or to find out when the next orientation will be taking place please contact (408) 270-6475 or Orientation@evc.edu.

The **ASSESSMENT** process is designed to help students determine the best starting point in English, math, reading and English as a Second Language (ESL) based on their past academic experience and abilities. The campus is committed to using multiple measures in all aspects of evaluation. Student assessments are available throughout the academic year. Questions regarding assessment should be directed to the Assessment Center at (408) 274-7900 ext. 6636 or Assessment@evc.edu.

### COUNSELING, ADVISING AND EDUCATIONAL PLANNING

are required to ensure students are receiving the appropriate guidance, tools, courses and support to achieve their academic and career goals. In addition various early intervention and follow up services are in place to foster student success. For more information or to make an appointment with a counselor please contact (408) 270-6475 or CounselingAppts@evc.edu.

### College Responsibilities:

- Provide an enrollment service that will enable the college to collect required information on students.
- Provide student assessments and utilize multiple measures to determine student's academic readiness in English, Reading, math, and ESL (English as a second language).
- Provide a new student orientation to familiarize students with college programs, services, facilities, academic expectations, and college policies and procedures.
- Provide counseling services to assist students in developing a student educational plan and provide information regarding campus support programs and services.
- Provide additional services 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.
- Inform students about district procedures for challenging state mandated provisions.

### Student Responsibilities:

- Submit official transcripts from previously attended high schools and colleges.
- Read the college catalog, schedule of classes, and other materials which provide details of college policies and procedures.
- Indicate an educational goal upon admission.
- Declare a major or course of study upon completion of 15 degree applicable units.
- Participate in Assessment, Orientation and Counseling/ Advisement services in order to achieve stated

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educational goals.

- Take advantage of other follow-up support services deemed necessary by the college that will also help achieve educational and personal goals.
- Attend all classes and complete all course assignments.
- Complete courses and maintain progress toward stated educational goals.

### Student Success & Support Program Exemption Policy

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

New students may be exempted from the Orientation and/or the Counseling components if they:
- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component 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.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better). This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and dean of Enrollment after student meets with a counselor and provides official transcripts. For more information please contact the Student Success Center. Call: 408-270 6475 or Email: StudentSuccess@evc.edu, Location: SC-250.

All students are included in the follow-up services.

### Early Alert

The goal of the Early Alert program is to help students realize that support may be needed to achieve academic success and refer them to the appropriate services on campus. About three weeks into each semester, EVC professors have the opportunity to notify the Student Success Center of any students in their class(es) that may need extra support. Professors prepare the notifications based on classroom performance. The early alert counselor along with Student Success staff contact these students in order to inform them of extra services and workshops available. This early intervention strategy is designed to assist at-risk students by connecting them to appropriate support services early on in their academic career.

## STUDENT FEES

### Enrollment Fees

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

California residents are 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/StudentAffairs/Documents/2014-2015%20Fee%20Waiver.pdf

### Parking Permits and Fees

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 $19 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 $200 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

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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 21, 2014, 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:

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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. New borrowers as of July 2013 have a maximum of 150% of their program length to complete their program in order to maintain the Federal Subsidy for their Direct Subsidized Loans.

- Federal Work-Study:

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

**State Of California Financial Assistance Programs**

- 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 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 if they passed 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 70% of the units attempted.
  - Submit all requested forms to Financial Aid Office.

| 2015-2016 Nine Month Student Expense Budget* | | |
|---|---|---|
| | Living at Home w/ No Dependents | Not Living at Home |
| Fees** | $1338 | $1338 |
| Books/Supplies | $1764 | $1764 |
| Personal/Miscellaneous | $3159 | $2898 |
| Transportation | $1278 | $1440 |
| Maintenance | $5400 | $11970 |
| **TOTAL** | **$12939** | **$19410** |

\* 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, EOP&S/CARE and

**FINANCIAL AID**

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 webpage at: http://www.evc.edu/current-students/enrollment-services/financial-aid-and-scholarships 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.

| 2015-2016 Income Standards for BOGFW Part B Eligibility | |
|---|---|
| Family Size | 2014 Income |
| 1 | $17,505 |
| 2 | $23,595 |
| 3 | $29,685 |
| 4 | $35,775 |
| 5 | $41,865 |
| 6 | $47,955 |
| 7 | $54,045 |
| 8 | $60,135 |
| Each additional family member | $6,090 |

- 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.

### **Fee Waiver Changes Affecting Eligibility for Fall 2016**

*Beginning with the Fall 2015 semester students' academic standing will affect their Fee Waiver eligibility. In order to maintain eligibility both Academic and Progress Standards must be met (Please see the Academic Policies section of this catalog). Two consecutive primary (Fall/Spring) semesters of not meeting the Academic and/or Progress Standards may result in the loss of fee waiver eligibility. EVC will begin tracking the students' progress with Fall 2015 grades, consequently students' eligibility may be affected for the Fall 2016 semester.*

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/current-students/financial-aid-and-scholarships. 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.

FINANCIAL AID

**IN THIS CHAPTER:**

Evergreen Valley College is authorized by the Board of Governors of the California Community Colleges to grant the Associate in Arts degree for Transfer, Associate in Science degree for Transfer, Associate in Arts degree, Associate in Science degree and Certificate of Achievement to those students who complete all the necessary requirements.

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).

**ASSOCIATE DEGREES FOR TRANSFER (AA-T, AS-T)**

The Associate degrees for transfer were created for students who intend to complete a Bachelor degree in a similar major at a California State University campus.  The associate degree for transfer will be granted to students who complete the following:

- Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtain a minimum grade point average 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*).
- Earn a "C" or better in all courses required for the major or area of emphasis.

**ASSOCIATE IN ARTS DEGREE**

To be awarded the Associate in Arts degree at Evergreen Valley College, students must complete the following minimum requirements:

- A major consisting of 18 semester units in a specialized or related field of study.  The major may be in a special field or general studies area. All required major coursework must be completed with a "C" grade or better.
- A minimum of 39 semester units from the A.A. general education pattern
- EVC graduation requirements which include:

**GRADUATION**

- U.S. History Constitution and American Ideals
- Three (3) units of Cultural Pluralism/Ethnic Studies
- One (1) unit Physical Education
- Competency in Reading, Writing and Mathematics Residency requirement:
- 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.
- A minimum of two courses (at least 6 units) must have been completed in the major at the college awarding the degree.

## ASSOCIATE IN SCIENCE DEGREE

To be awarded the Associate in Arts degree at Evergreen Valley College, students must complete the following minimum requirements:

- A major consisting of 18 semester units in a specialized or related field of study. The major may be in a special field or general studies area. All required major coursework must be completed with a "C" grade or better.
- A minimum of 24 semester units from the A.S. general education pattern
- EVC graduation requirements which include:
- U.S. History Constitution and American Ideals
- Three (3) units of Cultural Pluralism/Ethnic Studies
- One (1) unit Physical Education
- Competency in Reading, Writing and Mathematics Residency requirement:
- 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.
- A minimum of two courses (at least 6 units) must have been completed in the major at the college awarding the degree.

## 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.

Please note: Certificates of Specialization are not state approved and will not appear on transcripts.

## INSTITUTIONAL/GENERAL EDUCATION 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.

Assessment of Learning Outcomes is ongoing and documented on the Evergreen Valley College Assessment matrices located at http://www.evc.edu/discover-evc/slos.

**GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN SCIENCE**

*To be awarded an Associate Degree, EVC students must complete a total of 60 units. In addition to 24 units of general education courses (from areas A-E below), students must complete major requirements (see major sheet) and graduation requirements (listed below). It is important to meet with a counselor to determine the most appropriate courses to take depending on major.* **Courses listed in more than one area can only be counted in one area.**

|  | C | IP | N |
|---|---|---|---|
| **AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING -** Minimum 6 units – 2 courses | | | |
| **A1: Oral Communication -** COMS 010, 020, 040, 045<br>**A2: Written Communication** – ENGL 001A | | | |
| **AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING -** Minimum 3 units – one course | | | |
| **Science with Lab –** 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<br>*ASTRO 010L will be acceptable only if student has completed ASTRO 10 or 16 previously or concurrently.* | | | |
| **AREA C: ARTS AND HUMANITIES -** Minimum 6 units – 1 course from C1, 1 course from 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<br><br>**C2: Humanities - Literature, Philosophy and Languages Other Than English** – ENGL 001B, 021, 028, 032, 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 6 units – 2 courses | | | |
| US1, US2, US3 – US HISTORY, CONSTITUTION, & AMERICAN IDEALS *(Graduation Requirement-must complete option 1 or 2)*<br><br>☐ **Option 1: History 017A *and* 017B**    OR    ☐ **Option 2: History 001 *and* Political Science 001** | | | |
| **E: LIFELONG LEARNING AND SELF-DEVELOPMENT -** Minimum 3 units [1 unit (maximum) of physical activity course(s) may be used towards completion of this requirement (see catalog or ASSIST for qualifying physical activity courses)] | | | |
| COUNS 013, 014, FCS 019, 050, 070, HED 011, PED 031, 033, PSYCH 020, 025, 060, 92, 096, 100 | | | |

**ADDITIONAL GRADUATION REQUIREMENTS**
☐ **Major Coursework:** *See major sheet or visit your counselor*
☐ ***History 017A and 017B*    OR    ☐ History 001 and Political Science 001** *(Option 1 or Option 2 in area D)*
☐ **Cultural Pluralism/Ethnic Studies** – 3 units *(choose from:* ANTH 063, 090, COMS 035, ENGL 032, 033, 062, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST-014, 021, 022, PSYCH 025, THEAT 025A, WOMS 010)
☐ **Physical Activity**: 1 Unit
☐ **Math Competency:** Math 013 (Intermediate Algebra), Math 014 (Geometry)*, equivalent math course (If an equivalent course is used to fulfill the competency requirement, a grade of "C" or better must be earned in that course)*
☐ **Reading/Written Expression Competency**: English 001A
☐ **GPA:** *Minimum 2.0*
☐ **Residency requirement:** *12 units at EVC (minimum 6 units in the major)*

*Legend: C = Complete, IP= In progress, N=Needed*

**GRADUATION**

**GRADUATION**

## GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS

*To be awarded an Associate Degree, EVC students must complete a total of 60 units. In addition to 39 units of general education courses (from areas A-E below), students must complete major requirements (see major sheet) and graduation requirements (listed below). It is important to meet with a counselor to determine the most appropriate courses to take depending on major. **Courses listed in more than one area can only be counted in one area.***

|  | C | IP | N |
|---|---|---|---|
| **AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**<br>Minimum 9 units – one course from each area with a "C" grade or better in each course |  |  |  |
| **A1: Oral Communication -** 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**<br>Minimum 9 units – one course from each area B1, B2 and B4 *(minimum 1 course with lab)* |  |  |  |
| **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<br>*\*ASTRO 010L will be acceptable only if student has completed ASTRO 10 or 16 previously or concurrently.*<br>**B4: Mathematics/Quantitative Reasoning** *(with a "C" grade or better)*<br>BUS 060, COMPSC 072, MATH 021, 022, 025, 052, 061, 062, 063, 071, 072, 073, 078, 079 |  |  |  |
| **AREA C: ARTS AND HUMANITIES** - Minimum 9 units – 1 course from C1, 1 course from C2, and 1 course from either 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, 032, 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<br>**One course from C1 or C2 above** |  |  |  |
| **AREA D: SOCIAL SCIENCES** - Minimum 9 units – 3 courses from at least 2 academic disciplines |  |  |  |
| **D0: Sociology and Criminology** – AJ 010, 011, 014, ETH 035, SOC 010, 011<br>**D1: Anthropology and Archeology** – ANTH 063, 090<br>**D2: Economics** – ECON 010A, 010B, 012<br>**D3: Ethnic Studies** – COMS-035, ENGL 032, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST 014, 021, 022<br>**D4: Gender Studies** – ENGL 032, 033, HIST 014, PSYCH 025, 026, WOMS 010<br>**D5: Geography** – GEOG 010<br>**D6: History** – HIST 001\*\*, 003A, 003B, 010A, 010B, 012, 014, 015, 017A\*\*, 017B\*\*, 021, 022, 040, 045<br>**D7: Interdisciplinary Social and Behavioral Science** – ENGR 001, ETH 010, 020, 030, 040, 042, JOURN 010<br>**D8: Political Science, Government and Legal Institutions** – POLSC 001\*\*<br>**D9: Psychology** – FCS 070, PSYCH 001, 025, 026, 051, 060, 092, 096, 099, 100 |  |  |  |
| **E: LIFELONG LEARNING AND SELF-DEVELOPMENT** - Minimum 3 units [1 unit (maximum) of physical activity course(s) may be used towards completion of this requirement (see catalog or ASSIST for qualifying physical activity courses)] |  |  |  |
| COUNS 013, 014, FCS 019, 050, 070, HED 011, PED 031, 033, PSYCH 020, 025, 060, 92, 096, 100 |  |  |  |

**ADDITIONAL GRADUATION REQUIREMENTS**

☐ **Major Coursework:** *See major sheet or visit your counselor*

☐ **\*History 017A and 017B** OR ☐ **History 001 and Political Science 001** *(may also be used to satisfy requirements in D\*\*)*

☐ **Cultural Pluralism/Ethnic Studies** – 3 units *(choose from: ANTH 063, 090, COMS 035, ENGL 032, 033, 062, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST-014, 021, 022, PSYCH 025, THEAT 025A, WOMS 010)*

☐ **Physical Activity**: 1 Unit

☐ **Math Competency:** College level math with Math 013 (Intermediate Algebra) as a prerequisite *(If an equivalent course is used to fulfill the competency requirement, a grade of "C" or better must be earned in that course)*

☐ **Reading/Written Expression Competency**: English 001A

☐ **GPA:** *Minimum 2.0*

☐ **Residency requirement:** *12 units at EVC (minimum 6 units in the major)*

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS

| *Courses listed in more than one area can only be used in one area.* | C | IP | N |
|---|---|---|---|
| **AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**<br>Minimum 9 units – one course from each area with a "C" grade or better in each course | | | |
| **A1: Oral Communication** - COMS 010, 020, 040, 045<br>**A2: Written Communication** – ENGL 001A<br>**A3: Critical Thinking** – COMS 040, ENGL 001C, IDIS 060, PHIL 060 | | | |
| **AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**<br>Minimum 9 units – one course from each area B1, B2 and B4 *(minimum 1 course with lab)* | | | |
| **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<br>**B2: Life Science** – BIOL 004A, 004B,  020, 021, 061, 062, 063, 064, 065, 071, 072, 074, ENVIR 010<br>**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<br>*\*ASTRO 010L will be acceptable only if student has completed ASTRO 10 or 16 previously or concurrently.*<br>**B4: Mathematics/Quantitative Reasoning**  *(with a "C" grade or better)*<br>BUS 060, COMPSC 072, MATH 021, 022, 025, 052, 061, 062, 063, 071, 072, 073, 078, 079 | | | |
| **AREA C:  ARTS AND HUMANITIES -** Minimum 9 units – 1 course from C1, 1 course from C2, and 1 course from either 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<br><br>**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<br><br>**One course from C1 or C2** | | | |
| **AREA D:  SOCIAL SCIENCES -** Minimum 9 units – 3 courses from at least 2 academic disciplines | | | |
| **D0: Sociology and Criminology** – AJ 010, 011, 014, ETH 035, SOC 010, 011<br>**D1: Anthropology and Archeology** – ANTH 063, 090<br>**D2: Economics** – ECON 010A, 010B, 012<br>**D3: Ethnic Studies** – COMS-035, 080, 082A, ETH 010, 011, 020, 030, 035, 040, 042, HIST 014, 021, 022<br>**D4: Gender Studies** – ENGL 033, HIST 014, PSYCH 025, 026, WOMS 010<br>**D5: Geography** – GEOG 010<br>**D6: History** – HIST 001\*\*, 003A, 003B, 010A, 010B, 012, 014, 015, 017A\*\*, 017B\*\*, 021, 022, 040, 045<br>**D7: Interdisciplinary Social and Behavioral Science** – ENGR 001, ETH 010, 020, 030, 040, 042, JOURN 010<br>**D8: Political Science, Government and Legal Institutions** – POLSC 001\*\*<br>**D9: Psychology** – FCS 070, PSYCH 001, 025, 026, 051, 060, 092, 096, 099, 100 | | | |
| **E: LIFELONG LEARNING AND SELF-DEVELOPMENT -** Minimum 3 units   [1 unit (maximum) of physical activity course(s) may be used towards completion of this requirement-see catalog or ASSIST for qualifying physical activity courses] | | | |
| COUNS 013, 014, FCS 019, 050, 070, HED 011, PED 031, 033, PSYCH 020, 025, 060, 92, 096, 100 | | | |
| **\*\*US1, US2, US3 – US HISTORY, CONSTITUTION, & AMERICAN IDEALS** *(CSU Graduation Requirement) - 2 courses*<br><br>☐ **Option 1: History 017A** *and* **017B**        OR        ☐ **Option 2:  History 001** *and* **Political Science 001**<br><br>NOTE: The courses used to meet this requirement may also be used to satisfy requirements listed in D\*\* above | | | |

*Legend:  C = Complete, IP= In progress, N=Needed*

**TRANSFER**

**TRANSFER**

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

This pattern may be used for General Education Certification to University of California and/or California State University
*All courses must be complete with a grade of "C" or better.*

| | C | IP | N |
|---|---|---|---|
| **AREA 1: ENGLISH COMMUNICATION**<br>**CSU**: Select 3 courses, 9 units  – *One course from each area*<br>**UC**: Select 2 courses, 6 units – *areas 1A and 1B only* | | | |
| **1A: English Composition** – ENGL 001A | | | |
| **1B: Critical Thinking/English Composition** – ENGL 001C | | | |
| **1C: Oral Communication** (CSU requirement only) – COMS 010, 020, 040, 045 | | | |
| **AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** – *Minimum 3 units* | | | |
| **2A: Math** – BUS 060, MATH 021, 025, 061, 062, 063, 071, 072, 073, 078, 079 | | | |
| **AREA 3: ARTS AND HUMANITIES** – *Minimum 9 units – 3 courses, at least one course from Arts and one course from Humanities  and an additional course from either 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 | | | |
| **One course from 3A or 3B** | | | |
| **AREA 4: SOCIAL AND BEHAVIORAL SCIENCE** – *Minimum 9 units – 3 courses, one course from at least two academic disciplines* | | | |
| **4A: Anthropology and Archaeology** – ANTH 063, 090<br>**4B: Economics** – ECON 010A, 010B, 012<br>**4C: Ethnic Studies** – COMS 035, ETH 010, 011, 020, 030, 035, 040, 042<br>**4D: Gender Studies** – HIST 014, PSYCH 025, 100, WOMS 010<br>**4E: Geography** – GEOG 010<br>**4F: History** – HIST 001, 003A, 003B, 012, 014, 015,017A, 017B, 021, 022, 040, 045<br>**4G: Interdisciplinary, Social and Behavioral Sciences** – ENGR 001, ETH 010, 020, 030, 040, 042<br>**4H: Political Science** – POLSC 001<br>**4I:  Psychology** – PSYCH 001, 025, 051, 060, 092, 096, 099, 100<br>**4J: Sociology and Criminology** – SOC 010, 011 | | | |
| **AREA 5: PHYSICAL AND BIOLOGICAL SCIENCE**<br>   7-9 units, 2 courses required - one Physical Science and one Biological Science; at least one course must include a lab) | | | |
| **5A:  Physical Science** – ASTRO 010, 014, 016, CHEM 001A, 001B, 015, 030A, 030B, *ENVIR 010, PHYSC 012, PHYS 001, 002A, 002B, 004A, 004B, 004C, SETS 010<br>**5B:  Biological Science** – BIOL 004A, 004B, 020, 021,  061, 062, 064, 065, 071, 072, 074, *ENVIR 010<br>**5C:  Science Lab** – **ASTRO 010L, BIOL 004A, 004B, 020, 021, 064, 071, 072, 074, CHEM 001A, 001B, 015, 030A, 030B, ENVIR 10, PHYS 001, 002A, 002B, 004A, 004B, 004C, PHYSC 012<br><br>*ENVIR-010 may be certified in either Physical or Biological Science, but may only be certified once.*<br>***(ASTRO 010L fulfills the lab requirement for IGETC only if  student has completed ASTRO-010 , 014, or ASTRO-016  previously or concurrently)* | | | |
| **AREA 6: LANGUAGE OTHER THAN ENGLISH**  (UC Requirement only)<br> *(Proficiency equivalent to two years of high school study in the same language)* | | | |
| FREN 001A, 001B, SL 001B, SPAN 001A, 001B, 002A, 002B, 020A, 020B, VIET 001A, 001B | | | |
| US1,US2, US3 - U.S. History Constitution and American Ideals Requirement – **CSU graduation requirement only**<br>*Complete one of the options below. Courses may also be used to satisfy 6 units of IGETC area 4 requirements.*<br><br> Option 1: History 017A and History  017B     <u>OR</u>     Option 2: History 001 and Political Science 001 | | | |

*Legend:  C=Complete, IP=In Progress, N=Needed*

## TRANSFERRING TO A FOUR-YEAR COLLEGE/UNIVERSITY

Students planning to transfer to a four-year college or university may complete their lower-division general education and major preparatory requirements at Evergreen Valley College. Students are advised to meet early with a counselor to ensure a smooth transition to the transfer institution. Counselors work with students to develop Student Educational Plans that map out the courses needed for successful transfer.

Main components of a typical transfer plan include:
1. General Education Requirements
   The California State University (CSU) and the University of California (UC) systems require a program of General Education to grant a Bachelor degree.
2. Lower Division Major Preparation
   Lower division requirements vary 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.
3. Electives

### CALIFORNIA STATE UNIVERSITY (CSU)

Admission requirements to CSU:

- Complete 60 CSU transferable units;
- Earn a 2.0 GPA or higher in all transferable units;
- Be in good standing at the last college/university attended;
- Complete a least 30 units of CSU GE-Breadth requirements with a grade of "C" or better. The 30 units must include completion of CSU GE Areas A1, A2, A3, and B4 with a "C" grade or better in each course

Priority application filing dates for CSU:

Fall:     October 1 – Nov 30
Winter:   June 1 – 30
Spring:   August 1 – 31
Summer  February 1 – 28

Students can also find additional resources for CSU at the following websites:

www.csumentor.edu

www.calstate.edu

www.ASSIST.org

### ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU

campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. For more information about similar majors, please visit the website at www.SB1440.org.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. Current and prospective students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

The following is a list of associate degrees for transfer offered at EVC:

**Administration of Justice**
**Business Administration**
**Communication Studies**
**English**
**History**
**Mathematics**
**Physics**
**Psychology**

For more information please visit the website at www.evc.edu

### UNIVERSITY OF CALIFORNIA (UC)

Admission Requirements to transfer to UC:

- Complete 60 semester (90 quarter) units of UC transferable courses
- Earn a minimum 2.4 GPA in all UC transferable courses
- Complete the following seven-course pattern, earning a grade of "C" or better in each course (all courses must be3 semester or 4 quarter units):
  - ➢ English Composition – courses
  - ➢ Mathematical Concepts and Quantitative Reasoning – 1 course
  - ➢ Arts and Humanities, Social Science, Physical and Biological Science – 4 courses from at least 2 of the three subject areas

Most campuses require completion of the course pattern no later than the end of the spring term prior to fall admission. Students may complete IGETC or General Education requirements of the receiving UC campus to satisfy the seven course pattern.

Note: 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 prerequisites 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.

Priority Application filing Dates for UC

Fall        November 1 – 30
Winter    July 1 – 31
Spring    October 1 – 31

Students can also find additional resources for UC at the following websites:

www.universityofcalifornia.edu

www.ASSIST.org

## CSU and UC

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.

## CERTIFICATION OF GENERAL EDUCATION FOR TRANSFER TO CSU AND UC

Students should request certification of their CSU GE or IGETC prior to transfer. IGETC certification must be requested in the Admissions and Records Office. This is not an automatic process.  All necessary documentation (secondary or other college transcripts) must be submitted to the Admissions and Records Office prior to this request. Valid IGETC and CSU courses must appear on EVC's IGETC and CSU patterns the year in which they are taken. Students who transfer without certification may have to meet the general education requirements of the receiving campus.

## TRANSFERABILITY OF COURSES

Baccalaureate level courses at Evergreen Valley College have been articulated with CSU and UC systems.  Some courses are articulated for general education, major preparation and/or elective credit.   Articulation agreements between Evergreen Valley College and the CSU and UC systems can be found at www.ASSIST.org

## 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  for verification.

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. According to new Title 5 requirements, beginning Fall 2009, English Composition (English 1A) and Intermediate Algebra (Math 13) are required for all Associates Degrees. Please note that Title 5 requirements supersede local reciprocity agreements. Check with a counselor by calling 408-270-6475 or visiting the counseling office at SC-250 for a counseling appointment.

### Transfer Admission Agreements (TAA)/Transfer Admission Guarantee (TAG)

The TAA or TAG is a formal, written agreement between Evergreen Valley College, a participating four-year college or university, and the Evergreen Valley College student. Student should discuss transfer goals with a counselor and ask about the Transfer Admission Agreement (TAA) or Transfer Admission Guarantee (TAG). Careful planning with a counselor will enhance transferability to the University as a junior and meet the TAA/TAG criteria. While we encourage students to arrange for a TAA/TAG if possible, an agreement is not required for transfer admission. Visit the Transfer Center, the Counseling Office, or the EVC website at www.evc.edu. for qualifications and a complete listing of Evergreen Valley College's TAA/TAG agreements.

TRANSFER

**IDENTIFICATION NUMBERING SYSTEM (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

The following is a list of Evergreen Valley College courses with C-ID designation approval as of May, 2015. For a regularly updated list, please go to the ASSIST database at www.assist.org. This list will be updated regularly as courses receive approval for C-ID designation.

| C-ID Course Number | EVC Course Number | | C-ID Course Number | EVC Course Number |
|---|---|---|---|---|
| ACCT 110 | ACCTG-001A | | COMP 122 | COMSC-075 |
| ACCT 120 | ACCTG-001B | | COMP 142 | COMSC-077 |
| AJ 110 | AJ-010 | | ECON 201 | ECON-010B |
| AJ 120 | AJ-011 | | ECON 202 | ECON-010A |
| AJ 122 | AJ-013 | | ENGL 100 | ENGL-001A |
| AJ 124 | AJ-0112 | | ENGL 105 | ENGL-001C |
| AJ 140 | AJ-015 | | ENGL 120 | ENGL-001B |
| AJ 150 | AJ-115 | | ENGL 130 | ENGL-084A |
| AJ 160 | AJ-019 | | ENGL 135 | ENGL-084B |
| AJ 200 | AJ-116 | | ENGL 145 | HUMNT-002 |
| AJ 220 | AJ-111 | | ENGL 160 | ENGL-086A |
| ANTH 120 | ANTH-063 | | ENGL 165 | ENGL-086B |
| ARTH 120 | ART-092 | | ENGL 200 | ENGL-072 |
| ARTS 100 | Art-012 | | HIST 130 | HIST-017A |
| ARTS 101 | Art-013 | | HIST 170 | HIST-010A |
| ARTS 200 | ART-055A | | HIST 180 | HIST-010B |
| ARTS 205 | ART-025 | | MATH 230 | MATH-073 |
| ARTS 270 | ART-014 | | MATH 240 | MATH-078 |
| BIOL140 | BIOL-004B | | MATH 250 | MATH-079 |
| BUS 110 | BUS-082 | | PHYS 105 | PHYS-002A |
| BUS 120 | BUS-071 | | PHYS 110 | PHYS-002B |
| BUS 140 | CIT-010 | | PHYS 205 | PHYS-004A |
| CHEM 101 | CHEM-015 | | PHYS 210 | PHYS-004B |
| CHEM 102 | CHEM-030B | | PHYS 215 | PHYS-004C |
| CHEM 110 | CHEM-001A | | PSY 110 | PSYCH-001 |
| CHEM 120S | CHEM-001B | | PSY 115 | PSYCH-060 |
| CHEM 160S | CHEM-012A, CHEM-012B | | PSY 120 | PSYCH-099 |
| COMM 110 | COMS-020 | | PSY 130 | PSYCH-100 |
| COMM 120 | COMS-040 | | PSY 150 | PSYCH-030 |
| COMM 130 | COMS-010 | | PSY 180 | PSYCH-092 |
| COMM 140 | COMS-045 | | PSY 200 | PSYCH-018 |
| COMM 150 | COMS-035 | | SOCI 110 | SOC-010 |

**TRANSFER**

**College Credit for Advanced Placement (AP) Tests**

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5.  AP credit can be used to meet IGETC, CSU GE and A.A. general education requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the GE patterns.

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English.  Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

G.E. credits and units granted at EVC may differ from course credit and units granted by the transfer institution. To determine how AP scores will be used at the four-year school, please consult the catalog of the transfer institution.

| EXAM | EVC AA GE | CSU GE | CSU – semester units earned toward transfer | IGETC | UC-semester units earned toward transfer |
|---|---|---|---|---|---|
| AP Art History | C1 or C2 3 sem. units | C1 or C2 3 sem. units | 6 | 3A or 3B | 5.3 |
| AP Biology | B2+B3 4 sem. units | B2+B3 4 sem. units | 6 | 5B & 5C | 5.3 |
| AP Calculus AB** | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Calculus BC** | B4 3 sem. units | B4 3 sem. units | 6 | 2A | 5.3 |
| AP Calculus BC/ AB Subscore* | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Chemistry | B1+B3 4 sem. units | B1+B3 4 sem. units | 6 | 5A & 5C | 5.3 |
| AP Chinese Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B | 5.3 |
| AP Comparative Government & Politics | D8 3 sem. units | D8 3 sem. units | 3 | 4H | 2.7 |
| AP Computer Science A** | n/a | n/a | 3 | n/a | 1.3 |
| AP English Language and Composition | A2 3 sem. units | A2 3 sem. units | 6 | 1A | 5.3 |
| AP English Literature and Composition | A2+C2 6 sem. units | A2+C2 6 sem. units | 6 | 1A or 3B | 5.3 |
| AP Environmental Science** | B1+B3 4 sem. units | B1+B3 4 sem. units | 6 | 5A & 5C | 2.7 |
| AP European History | C2 or D6 3 sem. units | C2 or D6 3 sem. units | 6 | 3B# or 4F# | 2.7 |
| AP French Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP German Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Human Geography | D5 3 sem. units | D5 3 sem. units | 3 | 4E | 2.7 |
| AP Italian Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Japanese Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin Literature | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Latin: Vergil | C2 | C2 | 3 | 3B & 6A | 5.3 |

**TRANSFER**

|  |  |  |  |  |  |
|---|---|---|---|---|---|
|  | 3 sem. units (prior to F12) | 3 sem. units (prior to F12) |  |  |  |
| AP Macroeconomics | D2 3 sem. units | D2 3 sem. units | 3 | 4B | 2.7 |
| AP Microeconomics | D2 3 sem. units | D2 3 sem. units | 3 | 4B | 2.7 |
| AP Music Theory | C1 3 sem. units (prior to F09) | C1 3 sem. units (prior to F09) | 6 | n/a | 5.3 |
| AP Physics 1*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 4 | -- | 5.3 |
| AP Physics 2*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 4 | -- | 5.3 |
| AP Physics B*** | B1+B3 4 sem. units (prior to F13) | B1+B3 4 sem. units (prior to F13) | 6 | 5A & 5C | 5.3 |
| AP Physics C (electricity/magnetism)*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 3 | 5A & 5C | 2.7 |
| AP Physics C (mechanics)*** | B1+B3 4 sem. units | B1+B3 4 sem. units | 3 | 5A & 5C | 2.7 |
| AP Psychology | D9 3 sem. units | D9 3 sem. units | 3 | 4I | 2.7 |
| AP Seminar | n/a | n/a | 3 | n/a |  |
| AP Spanish Language and Culture | C2 3 sem. units | C2 3 sem. units | 6 | 3B & 6A | 5.3 |
| AP Spanish Literature | C2 6 sem. units (prior to F09) | C2 6 sem. units (prior to F09) | 6 | 3B & 6A | 5.3 |
| AP Statistics | B4 3 sem. units | B4 3 sem. units | 3 | 2A | 2.7 |
| AP Studio Art - 2D Design | n/a | n/a | 3 | n/a | 5.3 |
| AP Studio Art - 3D Design | n/a | n/a | 3 | n/a | 5.3 |
| AP Studio Art - Drawing | n/a | n/a | 3 | n/a | 5.3 |
| AP U.S. Government & Politics | D8+US-2 3 sem. units | D8+US-2 3 sem. units | 3 |  | 2.7 |
| AP U.S. History | (C2 or D6)+US-1 3 sem. units | (C2 or D6)+US-1 3 sem. units | 6 | 3B# or 4F# | 5.3 |
| AP World History | C2 or D6 3 sem. units | C2 or D6 3 sem. units | 6 | 3B# or 4F# | 5.3 |

*If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

**Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.

***If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

#AP may be used in either area regardless of where the certifying Community College's discipline is located.
        **Example:** U.S. History at a CCC is approved for Area 3B. The U.S. History AP maybe used in Areas 3B or Area 4.

Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC

Policy for AP credit can be found at:
http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetcreq.pdf .

The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at http://www.calstate.edu/app/general-ed-transfer.shtml

**TRANSFER**

## International Baccalaureate (IB)

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

| EXAM | Score | CSU GE Breadth Area and units | | Units earned towards CSU transfer | Score | IGETC area and units | | Units earned towards UC transfer |
|---|---|---|---|---|---|---|---|---|
| IB Biology HL | 5 | B2 | 3 | 6 | 5 or 6 or 7 | 5B | 3 | 5.3 |
| IB Chemistry HL | 5 | B1 | 3 | 6 | 5 or 6 or 7 | 5A | 3 | 5.3 |
| IB Economics HL | 5 | D2 | 3 | 6 | 5 or 6 or 7 | 4B | 3 | 5.3 |
| IB Geography HL | 5 | D5 | 3 | 6 | 5 or 6 or 7 | 4E | 3 | 5.3 |
| IB History (any region) HL | 5 | C2 or D6 | 3 | 6 | 5 or 6 or 7 | 3B* or 4F* | 3 | 5.3 |
| IB Language A Literature HL | 4 | C2 | 3 | 6 | 5 or 6 or 7 | 3B | 3 | 5.3 |
| IB Language A Language and Literature HL | 4 | C2 | 3 | 6 | 5 or 6 or 7 | 3B | 3 | 5.3 |
| IB Language A1 (any language, except English) HL | 4 | C2 (prior to F 13) | 3 | 6 | 5 or 6 or 7 | 3B & 6A | 3 | 5.3 |
| IB Language A2 (any language, except English) HL | 4 | C2 (prior to F 13) | 3 | 6 | 5 or 6 or 7 | 3B & 6A | 3 | 5.3 |
| IB Language B (any language) HL** | 4 | n/a | 0 | 6 | 5 or 6 or 7 | 6A | 3 | 5.3 |
| IB Mathematics HL | 4 | B4 | 3 | 6 | 5 or 6 or 7 | 2A | 3 | 5.3 |
| IB Physics HL | 5 | B1 | 3 | 6 | 5 or 6 or 7 | 5A | 3 | 5.3 |
| IB Psychology HL | 5 | D9 | 3 | 3 | 5 or 6 or 7 | 4I | 3 | 5.3 |
| IB Theatre HL | 4 | C1 | 3 | 6 | 5 or 6 or 7 | 3A | 3 | 5.3 |

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located. **Example:** History at a CCC is approved for Area 3B. The History IB may be used in Areas 3B or Area 4. Actual IB transfer credit awarded for these and other

IB exams for admission is determined by the CSU and UC. The UC Policy for IB credit can be found at: http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html.  The CSU also has a system-wide policy for these and other IB exams for awarding transfer credit for admission. The CSU policy for IB can be found at http://www.calstate.edu/app/general-ed-transfer.shtml.

**The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

**TRANSFER**

**College Level Examination Program (CLEP)**

CLEP cannot be used on IGETC

| Exam | Score | CSU G.E. Breadth Area | Units earned toward G.E. Breadth Certification | Minimum semester units earned |
|---|---|---|---|---|
| CLEP American Government | 50 | D8 | 3 | 3 |
| CLEP American Literature | 50 | C2 | 3 | 3 |
| CLEP Analyzing and Interpreting Literature | 50 | C2 | 3 | 3 |
| CLEP Biology | 50 | B2 | 3 | 3 |
| CLEP Calculus | 50 | B4 | 3 | 3 |
| CLEP Chemistry | 50 | B1 | 3 | 3 |
| CLEP College Algebra | 50 | B4 | 3 | 3 |
| CLEP College Algebra-Trigonometry | 50 | B4 | 3 | 3 |
| CLEP College Mathematics | 50 | n/a | 0 | 0 |
| CLEP English Composition (no essay) | 50 | n/a | 0 | 0 |
| CLEP English Composition with Essay | 50 | n/a | 0 | 0 |
| CLEP English Literature | 50 | C2 | 3 | 3 |
| CLEP Financial Accounting | 50 | n/a | 0 | 3 |
| CLEP French* Level I | 50 | n/a | 0 | 6 |
| CLEP French* Level II | 59 | C2 | 3 | 12 |
| CLEP Freshman College Composition | 50 | n/a | 0 | 0 |
| CLEP German* Level I | 50 | n/a | 0 | 6 |
| CLEP German* Level II | 60 | C2 | 3 | 12 |
| CLEP History, United States I | 50 | D6+US-1 | 3 | 3 |
| CLEP History, United States II | 50 | D6+US-1 | 3 | 3 |
| CLEP Human Growth and Development | 50 | E | 3 | 3 |
| CLEP Humanities | 50 | C2 | 3 | 3 |
| CLEP Information Systems and Computer Applications | 50 | n/a | 0 | 3 |
| CLEP Introduction to Educational Psychology | 50 | n/a | 0 | 3 |
| CLEP Introductory Business Law | 50 | n/a | 0 | 3 |
| CLEP Introductory Psychology | 50 | D9 | 3 | 3 |
| CLEP Introductory Sociology | 50 | D0 | 3 | 3 |
| CLEP Natural Sciences | 50 | B1 or B2 | 3 | 3 |
| CLEP Pre-Calculus | 50 | B4 | 3 | 3 |
| CLEP Principles of Accounting | 50 | n/a | 0 | 3 |
| CLEP Principles of Macroeconomics | 50 | D2 | 3 | 3 |
| CLEP Principles of Management | 50 | n/a | 0 | 3 |
| CLEP Principles of Marketing | 50 | n/a | 0 | 3 |
| CLEP Principles of Microeconomics | 50 | D2 | 3 | 3 |
| CLEP Social Sciences and History | 50 | n/a | 0 | 0 |
| CLEP Spanish* Level I | 50 | n/a | 0 | 6 |
| CLEP Spanish* Level II | 63 | C2 | 3 | 12 |
| CLEP Trigonometry | 50 | B4 | 3 | 3 |
| CLEP Western Civilization I | 50 | C2 or D6 | 3 | 3 |
| CLEP Western Civilization II | 50 | D6 | 3 | 3 |

*If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

**TRANSFER**

# CHAPTER 4: DEGREES AND CERTIFICATES

## Degrees and Certificates at Evergreen Valley College

| Degrees and Certificates 2015-2016 | Associate Degree for Transfer (AA-T or AS-T) | Associate in Arts | Associate in Science | Certificate of (Achievement or *Specialization) |
|---|---|---|---|---|
| Accounting | | | x | Achievement |
| Administration of Justice | AS-T | x | x | |
| Art – Design Emphasis | | | x | |
| Art – Studio Practice 2-D | | | x | |
| Advanced Automotive Training | | | | Achievement |
| American Honda | | | | Achievement |
| Automotive Technology Basic Skills Entry Level Employment | | | | Achievement |
| Auto - Drivetrain and Chassis | | | x | Achievement |
| Auto - Electrical-Engine Performance | | | x | Achievement |
| Automotive Technology Smog Specialist | | | | Achievement |
| Biology | | x | | |
| Building Information Modeling (BIM) | | | | Achievement |
| Business Administration | AS-T | x | | |
| BIS – General Business | | | x | Achievement |
| BIS – Business Information Specialist | | | x | Achievement |
| Chemistry | | x | | |
| Communication Studies | AA-T | | | |
| Computer Aided Drafting and Design (CADD) | | | x | |
| CADD-AutoDesk | | | | *Specialization |
| CADD-Mechanical Modeling | | | | *Specialization |
| CADD-Digital Prototyping | | | | *Specialization |
| CADD-Architectural CADD | | | | *Specialization |
| CADD-3D CADD | | | | *Specialization |
| Engineering | | x | x | |
| English | AA-T | x | | |
| Entrepreneurship | | | | Achievement |
| General Studies with emphasis in Astronomy | | x | | |
| General Studies with emphasis in Health Science | | x | | |
| General Studies with emphasis in Mathematics for Secondary School Teaching | | x | | |
| General Studies with emphasis in Natural Science | | x | | |
| General Studies with emphasis in Sociology | | x | | |
| General Studies with emphasis in Women's Studies | | x | | |
| History | AA-T | | | |
| Law Enforcement | | | | Achievement |
| Liberal Studies with emphasis in Elementary Teacher Preparation | | x | | |
| Mathematics | AS-T | | | |
| Medical Assistant-Front Office | | | | Achievement |
| Nursing | | | x | |
| Paralegal Studies | | x | x | Achievement |
| Patient Community Navigator | | | | *Specialization |
| Physics | AS-T | | | |
| Psychology | AA-T | x | | |
| Surveying and Geomatics | | x | x | Achievement |
| Translation and Interpretation | | | | Achievement |

*Certificates of Specialization are not state approved and will not appear on a transcript.*

*Sidebar:* DEGREES AND CERTIFICATES

## ACCOUNTING – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes for Accounting Associate in Science Degree and Certificate of Achievement:
- Prepare and record accounting entries in accordance with generally accepted accounting principles using both manual and computerized accounting systems.
- Apply knowledge of payroll and tax accounting to identify and record economic events.
- Create and analyze financial statements, and communicate results to end users.

**Core Requirements**

| | | |
|---|---|---|
| ACCTG 001A | Financial Accounting | 4.0 |
| ACCTG 001B | Managerial Accounting | 4.0 |
| 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 |

| | |
|---|---|
| Core Requirements | 30.0 |
| Electives *(Any AA/AS applicable course)* | 6.0 |
| General Education Requirements | 24.0 |
| **Total Units** | **60.0** |

## ACCOUNTING – CERTIFICATE OF ACHIEVEMENT

**Complete the following with 'C' or better**

| | | |
|---|---|---|
| ACCTG 101 | Bookkeeping for Small Business | 3.0 |
| ACCTG 022 | Payroll Accounting | 4.0 |
| ACCTG 030 | QuickBooks | 3.0 |
| ACCTG 095 | Individual Income Tax CTEC | 5.0 |
| BIS 102 | Microsoft Excel | 3.0 |
| BIS 007 | Business Writing Skills | 3.0 |
| **Total Units** | | **21.0** |

## 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.

Program Learning Outcomes for Associate in Science in Administration of Justice for Transfer, Administration of Justice Associate in Arts and Administration of Justice Associate in Science Degrees:
- 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.

## ADMINISTRATION OF JUSTICE – ASSOCIATE IN ARTS

**Core Requirements**

| | | |
|---|---|---|
| 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 language and conversational)

| | |
|---|---|
| Core Requirements | 15.0 |
| Major Electives | 5.0 |
| General Education Requirements | 39.0 |
| Physical Activity *(graduation requirement)* | 1.0 |
| **Total Units** | **60.0** |

## ADMINISTRATION OF JUSTICE – ASSOCIATE IN SCIENCE

**Core Requirements**

| | | |
|---|---|---|
| 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 language and conversational)
**OR**
LE 160, LE 161, and LE 162
**OR**
LE 154

| | |
|---|---|
| Core Requirements | 15.0 |
| Major Electives | 20.0 |
| G.E. Requirements | 24.0 |
| Physical Activity | 1.0 |
| **Total Units** | **60.0** |

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

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.

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

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

**Core Requirements:**

| | | |
|---|---|---|
| AJ 010 | Introduction to Administration of Justice | 3.0 |
| AJ 011 | Criminal Law | 3.0 |

**List A:** 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 | Introduction to Forensic Science |
| AJ 116 | Introduction to Corrections |

**List B:** Select any TWO of the following courses   6.0

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

| | |
|---|---|
| Major Requirements (*Core, List A, List B*): | 18.0 |
| Completion of CSU GE-B or IGETC | 33.0-39.0 |
| Transferable Electives *(to reach 60 units)* | 3.0-9.0 |
| **Total Units** | **60.0** |

## ART: DESIGN EMPHASIS – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes:
• 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.

**Core Requirements**

| | | |
|---|---|---|
| ART 012 | Two-Dimensional Design | 3.0 |
| ART 013 | Three-Dimensional Design | 3.0 |
| ART 014 | Color Theory | 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 |

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

## ART: STUDIO PRACTICE 2-D – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes:
- 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.

### Core Requirements

| | | |
|---|---|---|
| ART 012 | Two-Dimensional Design | 3.0 |
| ART 013 | Three-Dimensional Design | 3.0 |
| ART 014 | Color Theory | 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 |

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

## ADVANCED AUTOMOTIVE TRAINING – CERTIFICATE OF ACHIEVEMENT

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.

Program Learning Outcomes:
- 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.

| | | |
|---|---|---|
| AUTO 102 | Automotive Systems | 3.5 |
| AUTO 103 | Light Line Technician | 2.0 |
| AUTO 105 | Suspension, Steering, and Alignment | 3.0 |
| AUTO 106 | Automotive Brake Systems | 2.0 |
| AUTO 107 | Valve Train | 2.0 |
| AUTO 118 | Fuel Systems/Emission Controls | 3.0 |
| AUTO 119 | Introduction to Engine Performance | 2.5 |
| AUTO 120 | Automatic Transmission Systems | 2.5 |
| AUTO 121 | Manual Transmission and Drivetrain Systems | 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 | Air Conditioning Systems | 2.0 |
| AUTO 138 | Work Experience | 1.0 |
| AUTO 141* | Clean Air 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 181A | Introduction to Alternative Fuel and Hybrid/Electric Vehicles | 2.0 |
| AUTO 181B | Hybrid Electric Vehicle Maintenance And Repair | 2.0 |
| AUTO 202 | Bugged Vehicle Diagnosis | 1.5 |
| **Total Units** | | **59.0** |

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

**DEGREES AND CERTIFICATES**

## AMERICAN HONDA – CERTIFICATE OF ACHIEVEMENT

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.

Program Learning Outcomes:
- 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.

| AUTO 102 | Automotive Systems | 3.5 |
|---|---|---|
| AUTO 103 | Light Line Technician | 2.0 |
| AUTO 105 | Suspension, Steering, and 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 Systems | 2.5 |
| AUTO 121 | Manual Transmission and Drivetrain Systems | 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 | Air Conditioning Systems | 2.0 |
| AUTO 141* | Clean Air 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** |

## AUTOMOTIVE TECHNOLOGY, BASIC SKILLS ENTRY LEVEL EMPLOYMENT – CERTIFICATE OF ACHIEVEMENT

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 to 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.

Program Learning Outcomes:
- 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

| 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** |

## DRIVETRAIN & CHASSIS – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes for Drivetrain & Chassis Associate in Science degree and 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.

**Core Requirements**

| AUTO 102 | Automotive Systems | 3.5 |
|---|---|---|
| AUTO 103 | Light Line Technician | 2.0 |
| AUTO 105 | Suspension, Steering, and Alignment | 3.0 |
| AUTO 106 | Automotive Brake Systems | 2.0 |
| AUTO 119 | Introduction to Engine Performance | 2.5 |
| AUTO 120 | Automatic Transmission Systems | 2.5 |
| AUTO 121 | Manual Transmission and Drivetrain Systems | 2.0 |
| AUTO 135 | Air Conditioning systems | 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 |

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

## DRIVETRAIN & CHASSIS – CERTIFICATE OF ACHIEVEMENT

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, and Alignment | 3.0 |
| AUTO 106 | Automotive Brake Systems | 2.0 |
| AUTO 119 | Introduction to Engine Performance | 2.5 |
| AUTO 120 | Automatic Transmission Systems | 2.5 |
| AUTO 121 | Manual Transmission and Drivetrain Systems | 2.0 |
| AUTO 135 | Air Conditioning Systems | 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** |

## ELECTRICAL-ENGINE PERFORMANCE – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes for Electrical-Engine Performance Associate in Science Degree and 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.

### Core Requirements

| | | |
|---|---|---|
| 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 138 | Work Experience | 1.0 |
| AUTO 141* | Clean Air Car Course | 5.0 |
| AUTO 145 | Enhanced Emission Diagnostics Level 2 | 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 |

| | |
|---|---|
| Core Requirements | 41.5 |
| General Education Requirements | 24.0 |
| **Total Units** | **65.5** |

## ELECTRICAL-ENGINE PERFORMANCE – CERTIFICATE OF ACHIEVEMENT

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 138 | Work Experience | 1.0 |
| AUTO 141* | Clean Air Car Course | 5.0 |
| AUTO 145 | Enhanced Emission Diagnostics Level 2 | 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** | | **39.0** |

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

## AUTOMOTIVE TECHNOLOGY, SMOG SPECIALIST – CERTIFICATE OF ACHIEVEMENT

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 course requirements and maintain a grade of 'C' or better in

each course to be awarded the certificate.

Program Learning Outcomes:
- 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.

| | | |
|---|---|---|
| AUTO 133 | Computerized Engine Management | 2.5 |
| AUTO 138 | Auto Work Experience | 0.5 |
| AUTO 141* | Clean Air Car Course | 5.0 |
| AUTO 145 | Enhanced Emission Diagnostics Level 2 | 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.*

## BIOLOGY – ASSOCIATE IN ARTS

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.

Program Learning Outcomes:
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.

**Core 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 |

| | |
|---|---|
| Core 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*

## 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.

Program Learning Outcomes:
- 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.

| | | |
|---|---|---|
| BIM 120 | Construction Means, Methods, and Materials | 3.0 |
| BIM 121 | Virtual Design and Construction Workflow | 3.0 |
| CIT 010 | Computer and Information Technology | 3.0 |
| BIM 122 | Managing Construction Coordination Meetings | 3.0 |
| BIM 123 | Revit Fundamentals | 3.0 |
| BIM 124 | Revit Advanced training | 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** |

## BUSINESS ADMINISTRATION – ASSOCIATE IN ARTS

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.

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

| | | |
|---|---|---|
| ACCTG 020 | Financial Accounting | 5.0 |
| ACCTG 021 | Managerial Accounting | 5.0 |
| CIT 010 | Computer and Information Technology | 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 |

| | |
|---|---|
| Core 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.

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE (AS-T)

This program provides students with the knowledge, both in practice and theory, to complete the lower division requirements and prepare them to transfer to a four-year institution and to earn a Bachelor's Degree. The degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Included in the curriculum are core courses in accounting, economics, business law, and mathematics. The student will learn to analyze data and problems related to businesses and use the basic analytic business tools to find solutions.

Students who complete the Associate in Science in Business Administration must have the following:

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- 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, and ethical responsibilities of corporations.
- Demonstrate knowledge of management, marketing, finance and accounting, operations and information systems,

**Core Requirements:** Select 5 courses (15 units)

| | | |
|---|---|---|
| ACCTG 001A | Principles of Financial Accounting | 4.0 |
| ACCTG 001B | Managerial Accounting | 4.0 |
| ECON 010A | Principles of Macroeconomic Theory | 3.0 |
| ECON 010B | Introduction to Microeconomic Theory | 3.0 |
| BUS 071 | Legal Environment of Business | 3.0 |

<u>List A</u>:  Select one course  3.0

| | |
|---|---|
| BUS 060 | Fundamentals of Business Statistics |
| MATH 061 | Finite Mathematics |
| MATH 062 | Calculus for Business and Social Science |

<u>List B:</u>  Select two courses  6.0
*Any course from LIST A not already used*

| | |
|---|---|
| CIT 010 | Computer Information Technology |
| BUS 082 | Introduction to Business |

| | | |
|---|---|---|
| Major Requirements (*Core, List A, List* B): | | 26.0 |
| CSU GE Breadth or IGETC for CSU | | 37.0-39.0 |
| Possible double counted | | 9.0 |
| Transferable Electives (as needed) | | 4-6 |
| **Total Units** | | **60.0** |

## BIS – GENERAL BUSINESS – ASSOCIATE IN SCIENCE

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.

Program Learning Outcomes for BIS, General Business Associate in Science degree and 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.

| | | |
|---|---|---|
| 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 082 | Introduction to Business | 3.0 |
| BUS 084 | Introduction to Marketing Principles | 3.0 |
| CIT 010 | Computer and Information Technology | 3.0 |
| ECON 010B | Introduction to Microeconomic Theory | 3.0 |

| | |
|---|---|
| Core Requirements | 35.0 |
| Major Electives* | 1.0 |
| General Education Requirements | <u>24.0</u> |
| **Total Units** | **60.0** |

## BIS – 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 082 | Introduction to Business | 3.0 |
| CIT 010 | Computer and Information Technology | 3.0 |
| ECON 010B | Introduction to Microeconomic Theory | 3.0 |
| **Total Units** | | **32.0** |

## BIS – INFORMATION PROCESSING SPECIALIST – ASSOCIATE IN SCIENCE

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.

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

| | | |
|---|---|---|
| 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 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 | Computer and Information Technology | 3.0 |
| CIT 040 | Web Design I: Internet Publishing | 3.0 |

| | |
|---|---|
| Core Requirements | 29.0 |
| Major Electives* | 7.0 |
| General Education Requirements | <u>24.0</u> |
| **Total Units** | **60.0** |

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

## BIS – 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 | Computer and Information Technology | 3.0 |
| CIT 040 | Web Design I: Internet Publishing | 3.0 |
| **Total Units** | | **30.0** |

## CHEMISTRY – ASSOCIATE IN ARTS

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.

Program Learning Outcomes:
- 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.

### Core Requirements

| | | |
|---|---|---|
| CHEM 001A | General Chemistry | 5.0 |
| CHEM 001B | General Chemistry | 5.0 |
| CHEM 012A | Organic Chemistry | 5.0 |
| CHEM 012B | Organic Chemistry | 5.0 |

**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 |

| | |
|---|---|
| Core Requirements* | 20.0 |
| Math Electives** | 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.*

## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE (AA-T)

Communication Studies is the study of human communication. It includes public speaking, argumentation and persuasion, and interpersonal, intercultural, and small group communication. The importance of communication awareness, training, and skills are essential for successful and fulfilling personal, professional, and academic relationships and activities. Communication skills, theory, and practice are useful in any career including: education, business management, communication management, journalism, law enforcement, mass media and media arts, political science, public policy and administration, social work, public relations, advertising, broadcasting, technology, and finance.

Students who complete the Associate in Arts in Communication Studies for Transfer degree, students must:

- Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
- Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- Express and convey message clearly for effective oral communication
- Demonstrate effective listening skills to comprehend spoken messages, analyze information critically, and consider multiple perspectives

- Participate in the civic life of their communities through public address and civic engagement, and advocate for positive change
- Articulate the importance of diversity, differing belief and value systems, as well as individual opinions
- Apply interpersonal skills to create and maintain successful and beneficial social and civic relationships
- Describe communication technology and its impact on human communication practices

**Core Requirements**
COMS 020 Oral Communication 3.0

**LIST A:** Select two courses 6.0
COMS 040 Introduction to Argumentation
COMS 010 Interpersonal Communication
COMS 045 Small Group Communication

**LIST B:** Select two courses 6.0
*Any course from LIST A not already used*
COMS 035 Intercultural Communication
COMS 018 Introduction to Communication
JOURN 010 Mass Media Communication

**LIST C:** Select one course 3.0
*Any course from LIST A or B not already used*
ANTH 063 Introduction to Cultural Anthropology
PSYCH 001 General Psychology
SOC 010 Introduction to Sociology
ENGL 001B English Composition
ENGL 001C Critical Thinking
JOURN 014 Newswriting

Major Requirements *(Core, List A, List B, List C):* 18.0
Completion of CSU GE-B or IGETC 37.0-39.0
General Electives (to reach 60 units) 6.0-18.0
**Total units required for the degree** **60.0**

**COMPUTER AIDED DESIGN & DRAFTING – ASSOCIATE IN SCIENCE**

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, Revit, Civil 3-D, ACAD Mechanical, SolidWorks and Creo CAD tools, 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.

Program Learning Outcomes:
- Demonstrate knowledge in AutoDesk products (Inventor, AutoCAD/ Mechanical / Civil 3D, and Revit), Creo, and SolidWorks CAD systems.
- Prepare for employment as an engineering technician/CAD drafter, in architectural engineering or in civil engineering and design at an entry level.

CADD 130 Fundamentals of AutoCAD 3.0
CADD 131 3-D Modeling & Design Using AutoCAD 2.0
CADD 133 Using Autodesk Inventor **OR**
CADD 139 Using Solidworks 2.0
CADD 144A Architectural Design and Drafting
Using Revit Architecture 2.0
CADD 140A Technical Graphics Using CAD Tools 2.0
CADD 140B Advanced Technical Graphics Using
CAD Tools 2.0
CADD 141 Design and Analysis Using Creo
Parametric or SolidWorks 2.0
BIS 109 Microsoft Office OR
CIT 040 Web Design I: Internet Publishing 3.0

Plus 12 units minimum from the following: 12.0
CADD 135 Design Using AutoCAD Civil-3D
CADD 142 Geometrical Dimensioning and Tolerancing
CADD 144B Architectural Design and Drafting Using
Revit Structure and MEP
CADD 145 Landscaping Design Using CAD Tools
CADD 150 CADD Document Management
CADD 132 Using AutoCAD Mechanical
CADD 134 Advanced Autodesk Inventor
CADD 146A AutoCAD Software Updates

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

**CADD – MECHANICAL MODELING – CERTIFICATE OF SPECIALIZATION**

Completion of the program will enable students to be employable in industrial, mechanical, architectural, and civil engineering and design at an entry level. A 'C' grade or better is required in each course to be awarded the certificate.

Program Learning Outcomes:
- Demonstrate substantive entry and mid-level skills using AutoCAD, AutoCAD Mechanical, Inventor, SolidWorks and Creo.

CADD 130 Fundamentals of AutoCAD 3.0
CADD 131 3-D Modeling & Design Using AutoCAD 2.0
Plus three courses (6 units) from the following:
CADD 132 Using AutoCAD Mechanical 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**

## DIGITAL PHOTOTYPING – CERTIFICATE OF SPECIALIZATION

Students will learn the fundamentals of digital prototyping using AutoCAD Mechanical, Creo and SolidWorks. A 'C' grade or better is required in each course to be awarded the certificate.

Program Learning Outcomes:
- Demonstrate the fundamentals of digital prototyping using AutoCAD Mechanical, Creo and SolidWorks
- Demonstrate substantive job skills to be employable in industrial and mechanical engineering and design at an entry level

| | | |
|---|---|---|
| CADD 132 | Using AutoCAD Mechanical **OR** | |
| CADD 133 | Using Autodesk Inventor **OR** | |
| CADD 139 | Using Solidworks | 2.0 |
| CADD 140A | Technical Graphics Using CAD Tools | 2.0 |
| CADD 140B | Advanced Technical Graphics Using CAD Tools | 2.0 |
| CADD 141 | Design and Analysis Using Creo Parametric or SolidWorks | 2.0 |
| CADD 142 | Geometrical Dimensioning and Tolerancing | 2.0 |
| **Total Units** | | **10.0** |

## AUTODESK – CERTIFICATE OF SPECIALIZATION

Program Learning Outcomes:
- To prepare individuals who seek employment as an engineering technician/CAD drafter, in architectural engineering or in civil engineering and design by providing them with an overview of the latest version AutoDesk software while building transferable skills in computer aided drafting, architectural and construction design, and problem solving.
- Serves the needs of those currently employed or wishing to re-enter the mechanical engineering, civil engineering or architectural and design fields and needing to update technology and software skills.
- Completion of the program will enable students to be employable in industrial, mechanical, architectural, and civil engineering and design at an entry level.

| | | |
|---|---|---|
| CADD 130 | Fundamentals of AutoCAD | 3.0 |
| CADD 131 | 3-D Modeling & Design Using AutoCAD | 2.0 |
| Plus one course from the following: | | |
| CADD 132 | Using Mechanical Desktop | |
| CADD 133 | Using Autodesk Inventor | |
| CADD 135 | Design Using AutoCAD Civil-3D | |
| CADD 144A | Architectural Design and Drafting Using Revit Architecture | 2.0 |
| **Total Units** | | **7.0** |

## ARCHITECTURAL CADD – CERTIFICATE OF SPECIALIZATION

Students will learn substantive job skills in three major architectural, and civil engineering technology CAD software: AutoCAD Architecture, AutoCAD Civil 3D and Revit systems. A 'C' grade or better is required in each course to be awarded the certificate.

Program Learning Outcomes:
- Demonstrate substantive job skills in three major architectural, and civil engineering technology CAD software: AutoCAD Architecture, AutoCAD Civil 3D and Revit systems.

| | | |
|---|---|---|
| CADD 144A | Architectural Design and Drafting Using Revit Architecture | 2.0 |
| CADD 144B | Architectural Design and Drafting Using Revit Structure and MEP | 2.0 |
| Plus one course from the following: | | |
| CADD 135 | Design Using AutoCAD Civil-3D | |
| CADD 145 | Landscaping Design Using CAD Tools | 2.0 |
| **Total Units** | | **6.0** |

## 3-D CADD – CERTIFICATE OF SPECIALIZATION

The program teaches students substantive entry and mid-levels skills using AutoCAD, Inventor, SolidWorks and Creo for 3-D modeling and digital prototyping. A 'C' grade or better is required in each course to be awarded the certificate.

Program Learning Outcomes:
- Demonstrate substantive entry and mid-levels skills using AutoCAD, Inventor, SolidWorks and Creo for 3-D modeling and digital prototyping.

| | | |
|---|---|---|
| CADD 133 | Using Autodesk Inventor | 2.0 |
| CADD 139 | Using Solidworks | 2.0 |
| Plus one course from the following: | | |
| CADD 131 | 3-D Modeling and Design Using AutoCAD | |
| CADD 134 | Advanced Autodesk Inventor | |
| CADD 135 | Design Using AutoCAD Civil-3D | 2.0 |
| **Total Units** | | **6.0** |

## ENGINEERING

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

The Associate in Arts and the Associate in Science Degrees are 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.

Program Learning Outcomes for Engineering Associate in Arts and Associate in Science Degrees:
- 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.

### ENGINEERING – ASSOCIATE IN ARTS

| | | |
|---|---|---|
| ENGR 010 | Engineering Processes and Tools | 3.0 |
| ENGR 018 | Engineering Design and 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 with Analytic Geometry | 5.0 |
| MATH 072 | Calculus II with Analytic Geometry | 5.0 |
| MATH 073 | Multivariable Calculus | 5.0 |
| MATH 078 | Differential Equations | 4.0 |
| PHYS 004A | General Physics | 5.0 |
| PHYS 004B | General Physics | 5.0 |
| PHYS 004C | General Physics | 5.0 |

| | |
|---|---|
| Core Requirements | 62.0 |
| General Education Requirements | 24.0 |
| **Total Units** | **86.0** |

### ENGINEERING – ASSOCIATE IN SCIENCE

| | | |
|---|---|---|
| ENGR 010 | Engineering Processes and Tools | 3.0 |
| ENGR 018 | Engineering Design and 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 with Analytic Geometry | 5.0 |
| MATH 072 | Calculus II with Analytic Geometry | 5.0 |
| MATH 073 | Multivariable Calculus | 5.0 |
| PHYS 004A | General Physics | 5.0 |
| PHYS 004B | General Physics | 5.0 |

| | |
|---|---|
| Core Requirements | 53.0 |
| General Education Requirements | 21.0 |
| **Total Units** | **74.0** |

### ASSOCIATE IN ARTS IN ENGLISH

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

Program Learning Outcomes:
- 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

**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** (select from the following): | | 9.0 |
| 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 | |

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

### ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE (AA-T)

The Associate in Arts in English for Transfer degree is designed to prepare students to seamlessly transfer into the California State University (CSU) system and complete a baccalaureate degree in English or similar field of study. A baccalaureate degree in English cultivates strong reading, writing, analytical, and creative skills. It provides a sound foundation for students seeking careers in advertising, communication, film writing, electronic and print journalism, library science, public relations, publishing and editing, law, or teaching.

Students who complete the Associate in Arts in English for Transfer degree, students must:

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State

University General Education – Breadth Requirements.
2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- Demonstrate knowledge of 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 and respond to diverse bodies of knowledge

**Core Requirements:**
| | | |
|---|---|---|
| ENGL-001B | English Composition | 3.0 |
| ENGL-001C | Critical Thinking/Composition | 3.0 |

**LIST A:** Select two courses (6 units)      6.0
ENGL-084A Survey of American Literature
ENGL-084B Survey of American Literature
ENGL-086A Survey of English Literature I
ENGL-086B Survey of English Literature II
HUMNT-002 Introduction to World Literature

**LIST B:** Select one course (3 units)      3.0
Any **LIST A** course not already used or
ENGL-021 Introduction to Poetry
ENGL-028 Introduction to World Mythology
ENGL-033 Women in Literature
ENGL-073 Introduction to Shakespeare
ENGL-072 Fundamentals of Creative Writing

**LIST C:** Select one course (3 units)      3.0
Any **LIST A or B** course not already used or
ENGL-052 Children's/Adolescent Literature
ENGL-062 Asian/Asian American Literature
ENGL-080 Mexican American Literature
ENGL-082A African American Literature
FREN-001B Elementary French
SPAN-001B Elementary Spanish
SPAN-002A Intermediate Spanish

| | |
|---|---|
| Major Requirements *(Core, List A, List B, Liar C)*: | 18.0 |
| CSU-GE or IGETC General Education | 37.0-39.0 |
| Elective (CSU Transferable units) | 10.0-18.0 |
| **Total Degree Units** | **60.0** |

## 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.

Program Learning Outcomes:
- 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.

| | | |
|---|---|---|
| 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** |

## GENERAL STUDIES WITH EMPHASIS IN ASTRONOMY ASSOCIATE IN ARTS

The Associate in Arts 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 operators, 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.

Program Learning Outcomes:
- Demonstrate effective use of the language when communicating scientific information, using methodological skepticism to scrutinize knowledge and to formulate opinions about world situations
- Analyze data collected in laboratory experimentation and formulate predictions using computer technology, mathematics, and consistent significant figures
- Solve problems representing real world situations using classical and/or modern physics
- Demonstrate understanding of the scientific method, by clearly identifying its use in current scientific developments, and in historical scientific revolutions

- Show personal responsibility and social awareness by exercising ethical leadership and balanced critique of new scientific developments and public affairs

**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 |

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

**GENERAL STUDIES WITH EMPHASIS IN HEALTH SCIENCE – ASSOCIATE IN ARTS**

The Associate in Arts 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.

Program Learning Outcomes:
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.

**Area of Emphasis Requirements**

| | | |
|---|---|---|
| CHEM 030A | Introduction to Chemistry | 4.0 |
| BIOL 071 | Human Anatomy | 5.0 |
| BIOL 072 | Human Physiology | 5.0 |
| BIOL 074 | General Microbiology | 5.0 |

| | |
|---|---|
| Area of Emphasis Requirements | 19.0 |
| Electives | 2.0 |
| General Education Requirements | 39.0 |
| Physical Activity | 1.0 |
| **Total Units** | **61.0** |

**GENERAL STUDIES WITH EMPHASIS IN MATHEMATICS FOR SECONDARY SCHOOL TEACHING – ASSOCIATE IN ARTS**

Upon completion of the Associate in Arts 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.

Program Learning Outcomes:
- 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.

**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 and Digital Media in Education | 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

## GENERAL STUDIES WITH EMPHASIS IN NATURAL SCIENCE – ASSOCIATE IN ARTS

The Associate in Arts 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.

Program Learning Outcomes:
- 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.

**Area of Emphasis Requirements**

| | | |
|---|---|---|
| Minimum 10 units of 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 of Physical Science courses:** | | 8.0 |
| ASTRO 010 | Introduction to Astronomy | |
| CHEM 015 | Fundamentals of Chemistry | |
| ENVIR 010 | Environmental Science* | |

| | |
|---|---|
| OCEAN 010 | Oceanography |
| PHYS 002A | Algebra/Trigonometry-Based Physics I |

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

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

## GENERAL STUDIES WITH EMPHASIS IN SOCIOLOGY – ASSOCIATE IN ARTS

The Associate in 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-Core 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.

Program Learning Outcomes:
- 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.

**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 | |

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

## GENERAL STUDIES WITH EMPHASIS IN WOMEN'S STUDIES – ASSOCIATE IN ARTS

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.

Program Learning Outcomes:
- 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.

**Area of Emphasis Requirements**

| | | |
|---|---|---|
| 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 |
| SERV 001 | Introduction to Community Service-Learning |

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

| | |
|---|---|
| Area of Emphasis 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.*

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

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.

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

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- 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.

**Core Requirements**

| | | |
|---|---|---|
| HIST 017A | History of the United States | 3.0 |
| HIST 017B | History of the United States | 3.0 |
| **List A1:** 3 units from the following: | | 3.0 |
| HIST 003A | World History to 1500 | |
| HIST 010A | Development of Western Culture | |
| **List A2:** 3 units from the following: | | 3.0 |
| HIST 003B | World History from 1500 | |
| HIST 010B | Development of Western Culture | |

**List B:** one course from each group:

**Group 1:** one course *(If not used in List A)*     3.0

| | |
|---|---|
| HIST 003A | World History to 1500 |
| HIST 003B | World History from 1500 |
| HIST 010A | Development of Western Culture |
| HIST 010B | Development of Western Culture |
| HIST 014 | Women in American History |
| HIST 021 | African American History |
| HIST022 | Mexican-American History |

**Group 2:** one course *(if not used in List A)*     3.0

| | |
|---|---|
| ANTH 063 | Intro. to Social & Cultural Anthropology |
| ECON 010A | Principles of Macroeconomics |
| ECON 010B | Introduction to 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 *(Core, List A, List B)*: | 18.0 |
| Complete CSU GE-B or IGETC | 37.0-39.0 |
| Electives | 3.0-5.0 |
| **Total Degree Requirements** | **60.0** |

## LAW ENFORCEMENT – 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.

Program Learning Outcomes:
- 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.

| | |
|---|---|
| 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 |
| **Total Units** | **23.5** |

## LIBERAL STUDIES WITH EMPHASIS IN ELEMENTARY TEACHER PREPARATION – ASSOCIATE IN ARTS

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-Core Requirements beyond minimum requirements.

DEGREES AND CERTIFICATES

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.

Program Learning Outcomes:
- 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.

**Area of Emphasis Requirements**

| | | |
|---|---|---|
| BIOL 020 | Human Biology (B2 and B3) | 4.0 |
| EDIT 010 | Computers and Digital Media in Education | 3.0 |
| ENGL 001B | English Composition (C2) | 3.0 |
| MATH 052 | Math 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 – 4.0 |
| FCS 070 | Child Development **OR** | |
| PSYCH 092 | Developmental Psychology (E) | 3.0 |

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

## ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER DEGREE (AS-T)

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.

Students who complete the Associate in Science in Mathematics for Transfer degree, students must:

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:

1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses

➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- 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

**Core 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 |

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 | 4.0 |
| MATH 079 | Linear Algebra | 3.0 |

**Group B**

| | | |
|---|---|---|
| COMSC 072 | Discrete Mathematics | 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 |

| | |
|---|---|
| Major Requirements *(Core, List A, List B)*: | 21-23 |
| CSU GE or IGETC | 37-39 |
| Possible double count | 10.0 |
| Transferable Electives | 2-10 |
| **Total Units** | **60.0** |

## 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.

Program Learning Outcomes:
- 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

| | | |
|---|---|---|
| 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** |

## NURSING

The San José/Evergreen Community College District Governing Board approves the Nursing Program. The California State Board of Registered Nursing (P.O. Box 944210, Sacramento, California, 94244-2100; 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: http://www.evc.edu/academics/departments/nursing-allied-health/nursing-overview.

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 concurs 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 has 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/academics/departments/nursing-allied-health/nursing-enrollment**

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: https://secure.cccapply.org/applications/CCCApply/apply/Evergreen_Valley_College.html

2. Nursing Program applications and instructions will be available during the October application cycle at http://www.evc.edu/academics/departments/nursing-allied-health/nursing-enrollment

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)
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.
   o 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:
https://www.atitesting.com/Solutions.aspx

**Entrance Requirements for Generic Selected Students**
Students must submit a record of:
1. Basic Cardiac Life Support (BLS) for health care providers through the American Heart Association (CPR: cardiopulmonary-resuscitation).
2. Physical Examination with clearance of essential capabilities (including the ability to lift and carry 50lbs, push/pull 100 lbs., bend/stoop/squat/crawl)
3. Immunization Record including TB clearance (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 $1,776 dollars both years). Non-resident students pay enrollment fees as established by the District.

**Approximate Costs Related To The Program**

| Expense | Approximate Cost (both years) |
|---|---|
| Uniforms, laboratory coat, shoes, books, and supplies | $1,200.00 |
| Tuition for 4 semesters | $1,776.00 |
| ATI testing and online resources | $656.00 |
| CPR training, mask fitting and background and drug screening | $258.00 |
| Physical exam and immunizations | Variable costs |
| Student supply kits | $105.00 |
| Immunization tracker | $35 |
| Total | $4,030.00 |

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.

**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  3.0
*(recommended prior to enrollment in the nursing program)*

**Core 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 Area 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, 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, 020, 030, 035, 040, 042, SOC 010, 011, ANTH 063 OR Equivalent).

*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).

**Nursing Courses Not Part of Nursing Major**

| 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 119 | Pathophysiology for Allied Health | 3.0 |
| NURS 120 | Pharmacology in Nursing | 3.0 |

**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 Core Requirements and general education requirements in order to receive the Associate of Science Degree in Nursing.
In order to be eligible, transfer students must:
• Have completed first semester (Nursing Fundamentals)

• It has been no longer than 2 semesters that you have been out of nursing school (1 year).

Write us a letter explaining why you wish to transfer into our program to:

Adrienne Burns
Evergreen Valley College
Nursing Program
3095 Yerba Buena Road,
San Jose, CA 95135

Please be sure to include a valid phone number and email address in your correspondence.
1. Include in your letter all of your nursing school official transcripts
2. Include in your letter a copy of all course descriptions for your nursing classes (you can usually obtain this from the schools website)
3. Once we receive your information, we will send you a confirmation letter of receipt and add you to the list of transfer requests.
4. Please indicate if you are an international student in your letter. This will help us prepare you for the requirements through Admissions.
5. If there is an opening, you will be contacted at the number you provide to us or by email.

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

LVNs who request advanced placement as generic students must meet the same eligibility criteria for the Nursing Program generic students (see below). You cannot apply for the LVN to RN Bridge Program unless you currently have your California LVN license at the time of your application.
In addition you must complete the following:
1. Complete an EVC application.
2. Complete the Nursing application: available at http://www.evc.edu/academics/departments/nursing-allied-health/nursing-enrollment during the month of October.
3. Completion of the N001 Fundamentals of Nursing Challenge Exam with a 'C' or better (offered in December)
4. Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January-March)
5. Completion of a Role Transition Course or its equivalent
6. LVNs will be randomly selected for open spaces

**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 |

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

| PSYCH 001 | General Psychology | 3.0 |

*(Recommended prior to enrollment in the nursing program)*

**Nursing Major Courses**
**First Semester:**
NURS 002A    Basic Medical-Surgical Nursing          5.0
**OR***
**Second Semester:**
NURS 003     Advanced Pediatrics and Medical-Surgical
             Nursing                                  8.5
**Third Semester:**
NURS 004     Advanced Medical-Surgical/Geriatric/
             Mental Health/Leadership and
             Management Nursing                       10.0
*Depending on which Role Transition Course is available

**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 | 27.5 |
| 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, ANTH 063 OR Equivalent

**LVN 30-Unit Option**
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: available at http://www.evc.edu/academics/departments/nursing-allied-health/nursing-enrollment during the month of October.
3.  Completion of the N001 Fundamentals of Nursing Challenge Exam with a 'C' or better (offered in December)
4.  Achieve qualifying cut score on the ATI Test for Essential Academic Skills (offered in January-March)
5.  Completion of a Role Transition Course or its equivalent
6.  LVNs will be randomly selected for open spaces

**LVN 30-Unit Option Coursework**
**Prerequisites: No recency required**
| | | |
|---|---|---|
| BIOL 072 | Human Physiology | 5.0 |
| BIOL 074 | General Microbiology | 5.0 |
| | Role Transition or equivalent | 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/
             Mental Health/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.

**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's 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 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

DEGREES AND CERTIFICATES

(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. Procedure
a. Students eligible to return to the program must complete the "Request to Return to the Nursing Program" form available at http://www.evc.edu/academics/departments/nursing-allied-health/nursing-enrollment.
b. Requests must be submitted by form due dates.
c. 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.
d. 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).
iv. 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.)

For full list of nursing policies, refer to the EVC website: http://www.evc.edu/academics/departments/nursing-allied-health/nursing.

**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.

## 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.

Program Learning Outcomes for Paralegal Studies Associate in Arts degree, Associate in Science degree, and Certificate of Achievement:
- 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

### PARALEGAL STUDIES – ASSOCIATE IN ARTS

| | | |
|---|---|---|
| LA 010 | Introduction to Law, Legal Research, the Constitution, and Ethics | 3.0 |
| LA 071 | Legal Research | 3.0 |
| LA 072 | Advanced Legal Analysis and Writing | 3.0 |
| Legal Specialty Courses (see list below) | | 15.0 |
| Core Requirements | | 24.0 |
| G.E. Requirements | | 39.0 |
| **Total Units** | | **63.0** |

**PARALEGAL STUDIES – ASSOCIATE IN SCIENCE**

| | | |
|---|---|---|
| LA 010 | Introduction to Law, Legal Research, the Constitution, and Ethics | 3.0 |
| LA 071 | Legal Research | 3.0 |
| LA 072 | Advanced Legal Analysis and Writing | 3.0 |
| | Legal Specialty Courses (see list below) | 15.0 |

| | |
|---|---|
| Core Requirements | 24.0 |
| Electives | 12.0 |
| G.E. Requirements | 24.0 |
| **Total Units** | **60.0** |

**PARALEGAL STUDIES-CERTIFICATE OF ACHIEVEMENT**

| | | |
|---|---|---|
| LA 010 | Introduction to Law, Legal Research, the Constitution, and Ethics | 3.0 |
| LA 071 | Legal Research | 3.0 |
| LA 072 | Advanced Legal Analysis and Writing | 3.0 |
| | Legal Specialty Courses (see list 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 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 |

**PATIENT COMMUNITY NAVIGATOR – CERTIFICATE OF SPECIALIZATION**

The Certificate in Patient Community Navigator is designed to train individuals to better understand the complexities of the health care system, and communicate effectively in a variety of situations, so they can help patients and their families obtain the health care services they need in an efficient manner. Patient Navigators help patients overcome the barriers that keep them from getting timely care. The courses integrate to examine medical and environmental health issues, basic principles of general and interpersonal communication, and psychological processes of coping with challenges. Students will complete work experience in a health care institution or agency.

Program Learning Outcomes:
- Demonstrate effective written and oral communication necessary for patient navigation.
- Interpret complex healthcare issues in order to help patients make informed decisions.
- Examine psychological processes through which people manage to cope with challenges.
- Apply and integrate terminology, concepts, principles, and practices of a patient community navigator in a healthcare or agency setting.

**Core Requirements**

| | | |
|---|---|---|
| HED 011 | Dynamic Health Concepts | 3.0 |
| BIS 017 | Medical Terminology | 1.0 |
| COMS 010 | Interpersonal Communication | 3.0 |
| PSYCH 060 | Personal Growth and Adjustment | 3.0 |
| FCS 138 | Work Experience | 1.0 |

**Recommended Courses**

| | | |
|---|---|---|
| FCS 050 | Life Management | 3.0 |
| ETH 010 | Introduction to Ethnic Studies | 3.0 |
| COUNS 015 | Blueprint for Success | 1.0 |
| BIS 16 | Medical Front Office Skills | 2.0 |
| BIS 121 | Web Techniques for Business | 1.0 |
| **Total units** | | **11.0** |

**ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER DEGREE (AS-T)**

The study of Physics includes all of the energy interactions in the physical world. This study includes the smallest particles in the atom to the electrical energy flowing through our household appliances to the movements of the planets in our solar system, and even to the heat and light generated from the stars.

Much of the course of study at Evergreen Valley College is devoted to the energy relationships of everyday life, such as heat, light, electricity, mechanical energy, sound, and magnetism. The Theory of Relativity and Quantum Mechanics are also discussed.

A graduate with this degree usually will transfer to a four-year college to eventually earn a Bachelor's Degree. Graduates with this degree may work in technical fields in business and industry. Further work toward a Masters or PhD in Physics or Astronomy is preferable if a student plans to teach or work in research.

Earning an Associate of Science in Physics for Transfer will guarantee a student admission to a CSU campus, but not necessary to a particular campus. Please see the Associate Degree for Transfer in the Evergreen Valley College catalog.

Students who complete the Associate in Science in Physics for Transfer degree must:

➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
  1) The Intersegmental General Education Transfer Curriculum (IGETC) for CSU Requirements.
  2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- Identify all of the physical quantities in a problem, and define the steps to model and solve real world problems

- Use inductive and deductive reasoning to analyze evidence to arrive at logical conclusions
- Demonstrate proficiency in assembly of experimental apparatuses to conduct and analyze measurements of physical phenomena
- Assess experimental uncertainty to aid in making meaningful comparisons between experiment and theory

**Required Core**

| | | |
|---|---|---|
| PHYS 004A | General Physics | 5.0 |
| PHYS 004B | General Physics | 5.0 |
| PHYS 004C | General Physics | 5.0 |
| MATH 071 | Calculus I with Analytic Geometry | 5.0 |
| MATH 072 | Calculus II with Analytic Geometry | 5.0 |
| MATH 073 | Multivariable Calculus | 5.0 |

| | |
|---|---|
| Core requirements | 30.0 |
| IGETC for CSU | 37.0 |
| Units that may be doublecounted | 7.0 |
| **Total Units** | **60.**0 |

<u>High School Preparation:</u>  Courses in physics, chemistry, four years of high school mathematics are required.  If this preparation is not complete, Evergreen Valley College offers courses to meet this preparation.  If the preparation is not complete, it may take more than two years to complete the AS-T degree.

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

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 Core 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.

Students who complete the Associate in Arts in Psychology for Transfer degree must:
➢ Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

   2) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, with a 'C' grade or better in all required courses
➢ Obtain a minimum grade point average 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.*

Program Learning Outcomes:
- 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.

**<u>Core Requirements</u>**

| | | |
|---|---|---|
| MATH-063 | Elementary Statistics | 3.0 |
| PSYCH-001 | General Psychology | 3.0 |
| PSYCH-018 | Introduction to Research Methods | 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 Requirements *(Core, List A, List B, List C)*: | 18-20 |
| CSU GE Breadth or IGETC for CSU | 37.0-39.0 |
| Transferable Electives (as needed) | 0-5 |
| Double Counted | 13-16 |
| **Total (maximum)** | **60.0** |

## PSYCHOLOGY – ASSOCIATE IN ARTS

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.

**Program Learning Outcomes:**
- 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.

**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 | |

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

## 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 degrees or certificate, a grade of 'C' or better is required in each major course and major elective.

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.

## SURVEYING AND GEOMATICS – ASSOCIATE IN ARTS

| | | |
|---|---|---|
| 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 Requirements | 31.0 |
| General Education Requirements | 39.0 |
| **Total Units** | **70.0** |

*\* Math 22 also satisfies this requirement.*

## SURVEYING AND GEOMATICS – ASSOCIATE IN SCIENCE

**Core Requirements**
| | | |
|---|---|---|
| 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 |

DEGREES AND CERTIFICATES

| LA 071 | Legal Research | |
| BUS 065 | Concepts of Management | |
| BUS 082 | Introduction to Business | |

| Core Requirements | 31.0 |
| Elective Units | 5.0 |
| General Education Requirements | 24.0 |
| **Total Units** | **60.0** |

## SURVEYING AND GEOMATICS – 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.

## 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.

Program Learning Outcomes:
- 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.

| SPAN 031 | Introduction to Translation & 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** |

**Please Note:**
There is a separate application process for this program. Interested students should submit an application so they can be notified when the next group of students will begin the Translation & Interpreting program sequence. This date will depend on the number of interested students and the availability of instructors.

**Minimum requirements:**

1. All applicants must be fluent in Spanish and English, and have a speaking proficiency equivalent to that of an educated native speaker. Applicants will have to take a bilingual proficiency assessment.
2. It is recommended that all applicants should have completed at least one term of college English.
3. All applicants must submit a Translation and Interpreting application to the Language Arts Division, located in the Roble building, room RE-206.
4. All applicants must attend an orientation.

# 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 |
| **AA-T and AS-T =** | Associate Degrees for Transfer |
| **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.

**COURSE ADVISORIES**

**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 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
3. ACCTG 101

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

List of courses that will provide this skill level:

1. Math 111 with a P grade or placement based on assessment

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

List of courses that will provide this skill level:

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

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

List of courses that will provide this skill 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 skill level:

1. MATH 071 with a C grade or higher

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

List of courses that will provide this skill level:

1. MATH 072 with a C grade or higher

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

List of courses that will provide this skill level:

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

## ADVISORY WRITING LEVELS

**Advisory Write Level 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 "C" or "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

**COURSE ADVISORIES**

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. These courses require concurrent enrollment in a credit course. 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.

### 500-599

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

## 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 paid or volunteer employment a student may take this course any number of times (Per Title 5 section 55040)

- 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]

## STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs) indicate the knowledge, skills and abilities that students will demonstrate upon completion of a course or program. In addition to the curriculum course outline and program outline of record, course level SLOs are available to students through the course syllabi. The program SLOs are listed under degrees and certificates in the catalog.

Assessment of learning outcomes is ongoing and documented annually on the evergreen valley college assessment matrices located at http://www.evc.edu/discover-evc/slos.

## *Accounting*

### ACCTG-001A - Principles of Financial Accounting    Units: 4

This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool. [Note: ACCTG 001A same as ACCTG 020]

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

Prerequisite: ACCTG 101 or MATH 111 with C or better

*Advisory Level:*    Read: 4     Write: 4     Math: None
Transfer Status: CSU             Degree Applicable: AA/AS
CSU GE: None     District GE: None     IGETC: None

### ACCTG-001B - Managerial Accounting    Units: 4

This transfer course introduces students to managerial decision-making using accounting information. Topics include the master budget, static and flexible budgets, 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. Other topics include standard costing, responsibility accounting, cost performance reporting, special business decisions, incremental analysis, break-even analysis, and pricing under absorption and variable costing. [Note: ACCTG 001B same as ACCTG 021]

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

Prerequisite: ACCTG 020 or ACCTG 001A with C or better or equivalent

*Advisory Level:*    Read: 4     Write: 4     Math: 1
Transfer Status: CSU             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

Students are provided hands-on computer based accounting using QuickBooks, which includes 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 various methods of business problem solving.

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

Prerequisite: ACCTG 101 or ACCTG 020 or ACCTG 001A, all with a 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-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: 0     Repeatable: No     Grading: L

Prerequisite: ACCTG 001B 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: 0     Repeatable: No     Grading: L

Prerequisite: ACCTG 001B 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: 4     Write: 4     Math: None
Transfer Status: CSU             Degree Applicable: AA/AS
CSU GE: None     District GE: None     IGETC: None

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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: None
Transfer Status: CSU      Degree Applicable: AA/AS
CSU GE: None      District GE: None      IGETC: None

**ACCTG-105 - Financial Statement Auditing**    **Units: 1**

This course provides students with an overview of the process of auditing a company's financial statements. Successful completion of this course fulfills the requirement for the one semester unit of financial statement auditing for the California CPA certificate.

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

Prerequisite: ACCTG 020 with C or better

*Advisory Level:*    Read: 4    Write: 4    Math: None
Transfer Status: None      Degree Applicable: NAA
CSU GE: None      District GE: None      IGETC: None

**ACCTG-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: 2.07    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**

Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principles and approaches.

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

*Advisory Level:*    Read: 4    Write: 4    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 the historical and contemporary role of police in a multicultural society with an emphasis on police hiring and training, police ethics and discretion, institutional accountability, police-community relations, and the challenges and prospects of administering justice within a diverse multicultural population.

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: 4    Write: 4    Math: None
Transfer Status: CSU      Degree Applicable: AA/AS
CSU GE: None      District GE: None      IGETC: None

**AJ-019    -  Law Enforcement in         Units: 3
                Multicultural Communities**

This course examines the complex, dynamic relations between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural society. Topics may include the consensus and conflicting values in culture, religion, and law.

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: 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       -  Introduction to Forensic Science        Units: 3**

This course covers principles, concepts, and practices of forensic science including identification, collection, comparison, and analysis of different types of physical evidence.   Emphasis is placed on standard analytical techniques to identify and examine evidence such as biological fluids, ballistics, impression marks, fingerprints, hair and fibers, questioned documents, controlled substances, 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, theory, and practice of the correctional process in America with critical analysis of adult and juvenile correctional institutions, probation, parole, and community-based alternatives.  Specific issues facing correctional systems such as inmate constitutional rights, effects of institutionalization, cost, overcrowding, ethnicity, gender, and aging 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

COURSE DESCRIPTIONS AND INFORMATION

**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        Units: 3
                    System**

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: 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-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: 2.07        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             Units: 3
                    Cultural Anthropology**

This course introduces the student to an overview of the field of social and cultural anthropology.  Topics include the development of the field of anthropology, the concept of culture, language and communication, subsistence patterns and economic systems.  Other topics covered are sex and marriage, family, kinship and descent, political systems, belief systems, the expressive culture 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,ES                IGETC:  4A

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

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

Lecture Hours: 3        Lab Hours: 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,ES                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**

Students study the principles, theories, and applications of additive and subtractive color in two dimensions.  Topics will include major historical and contemporary color systems and the elements of design as they apply to color. Students will produce projects in applied color.

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

Students will explore artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

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 provides a rigorous study of drawing based on observation and linear perspective. Emphasis is on building skills to render in a naturalistic and representational manner, which includes a study of line, value, texture, volume, mass, and the illusion of spatial depth.

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 an introduction to the fundamental concepts, practices, and theories of graphic design. Students will be exposed to visual thinking and the design process. Students will practice professional graphic design techniques and principles from initial conception to final execution. Topics include integration of the principles of design, color, and composition utilizing computers.

Lecture Hours: 2     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: 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 design, and interactive media.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No     Grading: L

Prerequisite: ART 035 or equivalent knowledge of Graphic Design.

*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 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 - Beginning 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: 2
Transfer Status: CSU/UC     Degree Applicable: AA/AS
CSU GE: None     District GE: None     IGETC: None

**COURSE DESCRIPTIONS AND INFORMATION**

## 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 with C or better

*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

In this course, students will draw from the live 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: O

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 themes and approaches in painting. 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-066 - Introduction to Metalsmithing    Units: 3

This course is an introduction to techniques and processes for the production of small metal sculpture and jewelry metal arts in non-ferrous and precious metals. This course includes an examination of the history and contemporary practices of small metal arts and jewelry with a global cultural perspective.

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

Recommended: ART 013

*Advisory Level:*   Read: 3    Write: 3    Math: None
Transfer Status: CSU      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. The course provides insight into the various cultural contexts, theories, terminology, themes, design principles, media, and techniques of arts and artifacts of world cultures across 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-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: 0    Repeatable: No    Grading: L

*Advisory Level:*    Read: 4    Write: 4    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: 4    Write: 4    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 the 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

# 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

Recommended: 3 units of Math 111 with "P" or placement based on math assessment

*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/UC      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 and Galaxies is an introductory course for non-science majors highlighting the following subjects: stellar properties, stellar evolution, shapes of galaxies, and structure of the universe in large scale. It presents the main phases of stellar evolution, the stellar population in different sections of Milky Way Galaxy, the distribution of galaxies within clusters, and Hubble flow. Additional topics include a brief history of the Big Bang Theory, the presence of dark matter in the galactic halo, and dark energy. This course satisfies the requirement of a general education course in Physical Science without a laboratory component.

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

## Athletics

**ATH-064    -   Competitive Soccer**                    **Units: 2**

This is an athletic soccer course that provides advanced instruction in the techniques, tactics, and strategies associated with soccer.

Lecture Hours: None        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:  E            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: None        Lab Hours: 9        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

## 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, maintenance, 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: None                    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**                    **Units: 3**
                         **Alignment**

This course will cover, in both theory and practice, the proper diagnosis and repair of manual and power steering systems, steering columns, air bags, and other steering components. Also discussed are McPherson Strut and SLA suspension systems including ball joints, knuckle assemblies, bushings, shocks, coils, torsion bars, pneumatic springs, and active suspension systems, 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 103 and AUTO 172

*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

COURSE DESCRIPTIONS AND INFORMATION

**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. Valve train repairs and service are emphasized using valve and seat resurfacing techniques and several types of valve timing methods. This course prepares students to become proficient at valve train service, repair, and diagnostics.

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

Prerequisite: AUTO 102 and AUTO 171, with a C or better

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

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.

Recommended: AUTO 170

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

Transfer Status: None             Degree Applicable: 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: None             Degree Applicable: AA/AS

CSU GE: None      District GE: None      IGETC: None

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

This course will prepare students to diagnose and repair front and rear wheel drive automatic transmission systems. Topics include: stall and pressure testing, torque converters, planetary, CVT, and helical gear systems, overhaul practices, valve body repair, and on-car service techniques 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: AUTO 103 and AUTO 172

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

Transfer Status: None             Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**AUTO-121    -   Manual Transmission and Drivetrain Systems**      **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 drivetrain systems are also studied to prepare students for the ASE Manual Transmission Exam.

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

Prerequisite: AUTO 102 with C or better

Recommended: AUTO 103 and AUTO 172

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

Transfer Status: None             Degree Applicable: AS

CSU GE: None      District GE: None      IGETC: None

**COURSE DESCRIPTIONS AND INFORMATION**

**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.  Analytical 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:  3        Write:  3        Math:  2
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. Multiplex (vehicle intranet) systems, serial communications, and diagnostic practices will also be covered.

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

Prerequisite:  AUTO 170 with C or better

Recommended:  AUTO 118, AUTO 122, AUTO 127, AUTO 129

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

**AUTO-127    -   Ignition Systems    Units: 3**

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

Prerequisite:  AUTO 102 with C or better

Recommended:  AUTO 170

*Advisory Level:*    Read:  3        Write:  3        Math:  2
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, AUTO 119, AUTO 171

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

**AUTO-132A    -   Honda Individualized Skills    Units: 1.5**
**            Training Session A**

This course allows automotive students to complete Honda Individualized Skills Training Modules not covered in regular classes.  Topics include engine repair and scanner usage.

Lecture Hours: 0        Lab Hours: 4.5        Repeatable: No    Grading:  L

Prerequisite:  AUTO 102 with C or better

Recommended:  AUTO 103, AUTO 119, AUTO 171

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

**AUTO-132B    -   Honda Individualized Skills    Units: 1.5**
**            Training (IST) Session B**

This course allows automotive students to complete Honda Individualized Skills Session B training modules not covered in regular classes.  Topics include advanced electrical and fuel systems.

Lecture Hours: 0        Lab Hours: 4.5        Repeatable: No    Grading:  L

Prerequisite:  AUTO 102 with C or better

Recommended:  AUTO 103, AUTO 119, AUTO 170

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

**AUTO-132C    -   Honda Individualized Skills    Units: 1.5**
**            Training (IST) Session C**

This course allows automotive students to complete Honda Individualized Skills Session C training modules not covered in regular classes. Topics include drivability, multiplexing, and advanced scanner diagnostics.

Lecture Hours: 0        Lab Hours: 4.5        Repeatable: No    Grading:  L

Prerequisite:  AUTO 102 with C or better

Recommended:  AUTO 103, AUTO 119, AUTO 170

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

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

This is an advanced automotive course covering electronic powertrain and vehicle management. The systems covered include fuel, ignition, emissions, idle, cruise control, transmission, throttle control, variable valve timing, collision mitigation, variable valve timing, vehicle stability assist, lane departure warning, and interrelated vehicle systems. Analytical 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: 3     Write: 3     Math: 2
Transfer Status: None       Degree Applicable: AS
CSU GE: None     District GE: None     IGETC: None

**AUTO-135    -   Air Conditioning Systems**     **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 using various refrigerant types. Auto 135 and 174 prepare 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

Recommended: AUTO 103

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

This course covers California Smog inspections and testing. The course meets State of California BAR licensing requirements for Inspector licensing. Students will become familiar with inspection procedures and system analyzers, including the Test Analyzer Systems as required by current regulations. Instruction will include oxygen sensor graphing, five gas emissions, baseline techniques, loaded mode testing, NOx inspections, diagnosis, and catalytic converter diagnosis and testing.

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

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

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

**COURSE DESCRIPTIONS AND INFORMATION**

## AUTO-171    - Engine Systems                 Units: 2.5

This is an intermediate level course that covers engine theory and repair procedures. This is a unique class, wherein 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 intermediate level 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 all Automotive degree options.

Lecture Hours: 2        Lab Hours: 2        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-173    - Automotive Service Operations      Units: 2

This course will provide overview information about careers in Automotive Technology. Preparation for "on the 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:   2
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 with C or better

Corequisite:  AUTO 170

Recommended:  AUTO 172, AUTO 105, AUTO 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      Units: 2
                   and Hybrid/Electric Vehicles

This course will examine a variety of alternative fuels and propulsion systems used in modern automotive vehicles. The advantages and limitations of alternative fuels used in internal combustion engines (ICE) will be discussed. The topics on alternative propulsion systems will include the basic theory of operation, construction, and safety. The unique dangers surrounding alternative fuel and propulsion vehicles will be explored, and how to minimize the risks. This course will also cover what is needed to operate safely and effectively around these vehicles. The course includes a quick guide comparison chart of the different hybrid electric, plug-in hybrid, battery electric, and CNG 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:   2
Transfer Status: None                        Degree Applicable: AS
CSU GE:  None            District GE: None            IGETC:  None

## AUTO-181B    - Hybrid Electric Vehicle      Units: 3
                   Maintenance and Repair

This is an advanced course that provides an in-depth study of the technology, maintenance, and repair of hybrid, plug-in, and all electric light duty passenger vehicles. Basic diagnostic, repair, and maintenance procedures of the unique systems associated with hybrid and electric vehicles will be discussed and practiced. Special tools and diagnostic equipment will be used during the laboratory exercises.

Lecture Hours: 2        Lab Hours: 3        Repeatable: No    Grading:  L

Prerequisite:  AUTO 102,and AUTO 181A, both with C or better

*Advisory Level:*    Read:   2        Write:   2        Math:   2
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 majors-sequence for students preparing for careers in the sciences, science education, or medicine. This lecture and laboratory course emphasizes the nature of science and the scientific method, fundamental principles and theories in biology at the molecular and cellular level. Topics will include biological chemistry, cell structure and function, bioenergetics, respiration, photosynthesis, cell reproduction, cell communication and regulation, genetics, microevolution, and laboratory techniques and experience. 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, BIOL 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, science education, or medicine. This lecture and laboratory course emphasizes the form and function, evolution, and biodiversity of unicellular and multicellular organisms. Topics include protists, fungi, plants, and animals including the phylogenetic relationships among major taxa, macroevolution and Earth history, ecology, and adaptation. Science, the scientific method, and laboratory techniques are also covered. Field trips may be required.

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

Prerequisite: BIOL 004A with C or better or equivalent

_Advisory Level:_    Read: 4    Write: 4    Math: None
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 may be a prerequisite, but it is not designed to fulfill requirements of the biology or 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-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-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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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:           Write:   4          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-064 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:  R 3          Math:  3
Transfer Status:  CSU/UC

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 Biology course designed for non-science majors and carrying elective science transfer credit.  Emphasis is on wildlife, and its relationship to ecological succession and conservation, energy, mass, and to ecological crises  resulting from human exploitation and the explosion in human population.  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 to study different cell types and major tissue types.  This course is primarily intended for nursing, OT, PT, RT, Chiropractic, and other health-related majors.

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:  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 015 or CHEM 030A) and (BIOL-004A or BIOL 071 or BIOL 072); 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: 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

**BIOL-080A    -  Field Biology - Zion National Park**                **Units: 1**

EVC's field-biology courses introduce students to the human and natural histories of a variety of ecosystems. Biol-080A emphasizes the biodiversity and geology of Zion National Park and its unique mix of desert and riparian ecosystems. The course covers general ecological principles, common flora and fauna of Zion National Park, the geologic history of the Kayenta formation, and human history in the area. The course entails on-campus lectures and the equivalent of one week in the field. Course participation requires camping, hiking, and automobile travel. Additional fees are required.

Lecture Hours: 0.44        Lab Hours: 2.11        Repeatable: No    Grading:   O

*Advisory Level:*     Read:   3         Write:  3          Math:  2
Transfer Status: CSU                        Degree Applicable: AA/AS
CSU GE:  None          District GE: B1,B2            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: 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

**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

**COURSE DESCRIPTIONS AND INFORMATION**

**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: B4     District GE: B4     IGETC: 2A

**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-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.

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:               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               Units: 3
          Principles

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

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: 2.07     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-002    -   Introduction to Project                 Units: 1
          Management

In this course, you will learn the definition of project management, the context of modern project management, and how to manage projects throughout the five major process groups, to gain commitment, to minimize or eliminate scope creep, to organize, to develop project teams and realistic schedules, and to efficiently close out a project.

Lecture Hours: 1          Lab Hours: 0        Repeatable: No     Grading:   L

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

## BIS-004    -   Mastering Microsoft Project             Units: 2

Students will learn about Microsoft Project® as a critical tool for project management planning, tracking, decision-support, and project office support.  The course content is process centric, not feature focused.  This enables students to quickly and effectively apply the tool to their specific projects.  This course presents practical concepts and techniques for using a commonly available, but often-misused, management tool. No software programming experience is required.

Lecture Hours: 2          Lab Hours: 0        Repeatable: No     Grading:   L

Recommended:  BIS 102

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

## BIS-005    -   Project Integration & Schedule          Units: 2
          Management

The primary objective of this course is to equip students with project integration and risk management skills, including how to plan and organize projects, elicit and manage product requirements, and manage project risks.

Lecture Hours: 2          Lab Hours: 0        Repeatable: No     Grading:   L

Recommended:  BIS 002

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

## BIS-006    -   Strategic Thinking                     Units: 1.5

This course is designed to teach participants how to think beyond traditional project management processes by considering the overall strategies and tactics needed to meet project goals and objectives.  A specific "4C" (Customer, Corporation, Competitor, Co-worker) approach will be taken to show how these concepts can be applied in a practical manner.

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

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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**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-009       -  Communication & Teamwork in         Units: 2
                      Project Management**

This course is designed to equip students with soft skills needed for managing projects--leadership, communications, team organization and development, conflict management, quality management, and negotiating.  Case studies and exercises will be used by students to explore vital aspects of project leadership such as the use of participative management to build commitment, leadership styles, organizational cultures and configurations, interpersonal skill development, project staffing, and working with distance-separated teams.  Students will also gain valuable skills needed for establishing clear project goals, overcoming communication problems, writing performance reports, and managing agreements.

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

Recommended:  BIS 002

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

Transfer Status: None                          Degree Applicable: NAA

CSU GE:  None                District GE: None                  IGETC: None


**BIS-010       -  PMP Examination Preparation**           **Units: 2**

This course is designed to prepare students for the Project Management Institute (PMI) Project Management Professional (PMP®) examination.

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

Recommended:  BIS 002

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

Transfer Status: None                          Degree Applicable: NAA

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            Units: 3**
**            Communication**

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

**COURSE DESCRIPTIONS AND INFORMATION**

**BIS-135      -  Human Relations in the                    Units: 3
                      Workplace**

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: 2.07       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                    Units: 1
                      Procedures**

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 001A 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, acids and bases, 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, both 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:  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:  5A, 5C


**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 111 with P grade

Recommended: MATH 013 may be taken prior 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: 4

This course covers the basic principles of chemistry. 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. This course meets the General Education requirements for a laboratory science.

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

Prerequisite: MATH 111 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:  5A, 5C

## CHEM-030B - Introduction to Chemistry     Units: 4

This course introduces the basic principles of introductory organic and biological chemistry. It is designed for allied health and industrial technology majors. Content includes hydrocarbons, alcohols, ethers, carbonyl compounds, carboxylic acids, esters and amines, and an introduction to structures and properties of carbohydrates, lipids, and other biopolymers.

Lecture Hours: 3          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-018 - Introduction to Communication Studies     Units: 3

Students will study the principles of communication theory and the skills necessary to put them into practice in their daily lives. Students will focus on the basic elements: communication competence, foundations of interpersonal communication, foundations of small group communication, and public speaking skills.

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

## 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-035 - Intercultural Communication     Units: 3

Students study communication transactions among members of differing cultures including definitions, perceptions, models, patterns, values, beliefs, customs, and attitudes that affect intercultural communication. Students will examine culture-specific modes of communication and identify factors that impede effective intercultural understanding.

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:  D3                District GE: D3, ES                IGETC:  4C

**COURSE DESCRIPTIONS AND INFORMATION**

## COMS-040 - Introduction to Argumentation    Units: 3

This course provides students with an understanding of how to support intelligent decision making by using reasoned discourse. This course will covers instruction in logical analysis of modern controversies, the formulation of propositions for argument, construction of arguments, and 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

Students study communication and decision making within the group context. Concepts such as group interaction; leadership, status and power; conflict and cohesiveness; rules and roles; verbal and nonverbal messages and problem-solving will be investigated.

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                          Units: 3**
**Administration**

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-073     -  Fundamentals of Data                          Units: 3**
**Communications and Networking**

This course is an introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:   L

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

**CIT-074     -  IP Routing Protocols (CCNA)**                          **Units: 3**

This course describes the architecture, components, and operations of routers, and explains the principles of routing and routing protocols. Students will be given the opportunity to configure a router for basic and advanced functionality. Students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPv2, EIGRP, and OSPF in both IPv4 and IPv6 networks.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:   L

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

**COURSE DESCRIPTIONS AND INFORMATION**

**CIT-075    -   The Local Area Networks: Ethernet and Wireless Networks (CCNA)      Units: 3**

This course introduces the design, configuration, deployment, analysis and troubleshooting of Local Area Networks. It provides both lecture and laboratory practices in a variety of areas such as the fundamentals of Ethernet switches, Virtual Local Area Networks (VLANs), the VLAN Trunking Protocol (VTP), the Spanning Tree Protocol (STP and RSTP) and Inter-VLAN Routing. Students learn the details of the configuration of these functions and operation of the protocols. This course helps prepare the student for the Cisco CCNA, CCNP and CWNA certification.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

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

**CIT-076    -   Introduction to Wide Area Networks, Network Security & IP Addressing Services (CCNA)      Units: 3**

This course introduces Wide Area Network technologies and protocols, network security, and IP addressing services. It provides both lecture and laboratory practice in a variety of areas including PPP and Frame Relay, Access Control Lists, Virtual Private Networks (VPNs), Dynamic Host Configuration Protocol, DHCP, Network Address Translation (NAT) and Network Troubleshooting. This course helps prepare the student for the Cisco CCNA and CCNP certification.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

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

**CIT-077    -   Introduction to IP Network Security      Units: 3**

This course provides a next step for students who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. The course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. This course helps prepare students for entry-level security career opportunities and the globally recognized Cisco CCNA Security certification.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

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

**CIT-078    -   Advanced Switching & Campus LAN Design (CCNP)      Units: 3**

This course provides the knowledge and skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture. Secure integration of VLANs, WLANs, voice and video into campus networks is also provided. The material is presented in a lecture and discussion format supplemented by comprehensive laboratory exercises. This course uses the official Cisco Academy CCNP SWITCH curriculum and is designed to provide preparation for the CCNP SWITCH certification exam.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

Prerequisite: CIT 075 with C or better

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

**CIT-079    -   Advanced IP Routing Protocols & Services (CCNP)      Units: 3**

This course is designed to help students advance their knowledge and skills and work independently on complex network solutions. Students will plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols. Configuration of solutions to support branch offices and mobile workers will be presented. This course uses the official Cisco Academy CCNP ROUTE curriculum and is designed to provide preparation for the CCNP ROUTE certification exam.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

Prerequisite: CIT 074 with C or better

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

**CIT-091    -   Network Troubleshooting (CCNP)      Units: 3**

This course provides the knowledge and teaches the skills necessary to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL- compliant (Information Technology Infrastructure Library) approach to perform network troubleshooting. This course uses the official Cisco Academy CCNP TSHOOT curriculum and is designed to provide preparation for the CCNP ROUTE certification exam.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

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

**CIT-092    -   Enterprise Wireless Local Area Networks      Units: 3**

This course provides a broad and in-depth knowledge of enterprise wireless LAN administration. It provides a complete foundation of knowledge needed for entering into or advancing in the wireless networking industry. From basic RF theory to 802.11 frame exchange processes are covered. This course delivers hands-on training that will benefit the novice as well as the experienced network professional. It provides preparation for the CWNA Certification examination.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No    Grading: L

*Advisory Level:*    Read: 2     Write: 2     Math: 2
Transfer Status: None      Degree Applicable: NAA
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: 2.07     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

Recommended:  Basic computer skills

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

**CADD-131       -  3-D Modeling and Design - Using       Units: 2
                       AutoCAD**

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:  2
Transfer Status: None                              Degree Applicable: AS
CSU GE:  None            District GE: None              IGETC:  None

**CADD-132       -  Using AutoCAD Mechanical            Units: 2**

AutoCAD Mechanical is an integrated CAD package of advanced design tools, and 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 AutoCAD Mechanical software.

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

Recommended:  CADD 131 or equivalent coursework or work experience.

*Advisory Level:*        Read:  2        Write:  2        Math:  2
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:  2
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 Autodesk Inventor training and/or experience is recommended.

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

**CADD-135       -  Design Using AutoCAD Civil-3D       Units: 2**

This is a CADD course that focuses on the use of Autodesk AutoCAD Civil-3D software.  This course is designed for students, civil engineers and surveyors who want to take advantage of AutoCAD Civil-3D's interactive, dynamic design functionality.  In this course students will learn techniques enabling them to organize project data, work with points, create and analyze surfaces, model road corridors, create parcel layouts, perform grading and volume calculations tasks, and lay out pipe networks.  This course focuses on teaching students the core tasks and workflows that are needed to successfully operate AutoCAD Civil-3D.

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

Recommended:  CADD 140A  or equivalent coursework or work experience

*Advisory Level:*        Read:  2        Write:  2        Math:  2
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: 2.07    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:  O

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

**COURSE DESCRIPTIONS AND INFORMATION**

**CADD-140A  -  Technical Graphics - Using CAD Tools**  **Units: 2**

This course is a beginning level CADD course focusing on standard concepts of technical graphics communication. The fundamental concepts of orthographic projection, sketching, section views, auxiliary views, dimensioning practices, and drawing annotations used in variety of technical applications will be covered. Students explore the learning process through a series of design situations, industry scenarios, and projects. Students will be introduced to multiple CAD tools.

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

Recommended:  Prior CADD training and/or experience

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

**CADD-140B  -  Advanced Technical Graphics - Using CAD Tools**  **Units: 2**

This course is a CADD course focusing on the application of drafting concepts using orthographic projection,  dimensioning practices, and geometric tolerancing. Strong emphasis is put on the type of design and industrial applications which can be found in the real world. Creating models, drawings and assembly drawings in CAD programs will be covered in this course. This course also teaches creation of basic multi-part assemblies, constraint-driven assembly animation, and generation of detailed production drawings.

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

Recommended:  Prior CADD training and/or experience

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

**CADD-141  -  Design and Analysis Using Creo or SolidWorks**  **Units: 2**

This course is geared towards students who wants to learn engineering design while learning the 3D modeling using Creo  or SolidWorks. This course focuses on applying Creo Parametric or SolidWorks as a design tool. Design steps, geometrical tolerancing, and the creation of detail and assembly drawing documentation will be covered. Analysis of current design practices and/or manufacturing processes will be included through research of standards, catalogs, data sheets, drawings, and other reference sources.

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

Recommended:  CADD 140A or equivalent coursework or work experience

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

**CADD-142  -  Geometrical Dimensioning and Tolerancing**  **Units: 2**

CADD 142 is a CADD course that focuses on a study of dimensioning and tolerancing based on ASME Y14.5-2009  standards.  Emphasis will be given to geometric dimensioning and tolerancing concepts, tolerance studies, general dimensioning and tolerancing techniques and theory.

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

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

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

**CADD-144A  -  Architectural Design and Drafting Using Revit Architecture**  **Units: 2**

This course is an architectural drafting and designing course where the students will apply CADD techniques to typical architectural drawing and design problem. Revit Architecture is a powerful architectural design and drafting tool that works the way architects think. From preliminary design through design development, and into construction documents, the program streamlines the design process with a central 3D model. Changes made in one view update across all views and on the printable sheets. This course is designed to teach the students the Revit functionality as well as architectural design process and methods.

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

Recommended:  Basic computer skills

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

**CADD-144B  -  Architectural Design and Drafting Using Revit Structure and MEP**  **Units: 2**

This course is geared for beginning architectural students or professional architects who want to get a start into 3D parametric modeling for commercial structures. This course is designed to provide the students with a well-rounded knowledge of Autodesk Revit tools and techniques. All three flavors of the Revit platform are introduced in this course. This approach gives the students a broad overview of the Building Parametric Modeling process. This course covers the design integration of most of the building disciplines: Architectural, Interior Design, Structural, Mechanical, Plumbing and Electrical.

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

Recommended:  Basic computer skills

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

**CADD-145  -  Landscaping Design Using CAD Tools**  **Units: 2**

This course is an architectural drafting course where the student will apply CADD techniques to typical landscaping 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: L

Recommended:  CADD 140A  or equivalent coursework or work experience

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

Recommended:  CADD 130 or CADD 131 or equivalent coursework or work experience

*Advisory Level:*      Read:  2      Write:  2      Math:  2
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-020  -  Introduction to Programming Concepts and Methodologies**      **Units: 3**

This course is an introduction to basic computer programming concepts using both the procedural and an object-oriented paradigm. It is intended for non-computer science majors, and for students interested in COMSC 075 but would like a more gradual entry into computing fundamentals. Topics include hands-on practice with software engineering tools, simple programs, variables, control structures, functions, input/output and introduction to abstraction. Specifications, adherence to style guidelines, and the importance of testing to ensure that programs are usable, robust and modifiable, will be addressed throughout the course.

Lecture Hours: 2     Lab Hours: 3     Repeatable: No     Grading: L

Recommended:  Basic knowledge of computer usage and keyboarding skills

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

**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**

This course is 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 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:  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 075, with a grade of 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-077  -  Computer Organization and Systems**      **Units: 4**

The course covers the organization, systems, and machine-level programming of computer systems. Topics include mapping of high-level language constructs into assembly code, internal data representations, numerical computation, virtual memory, pipelines, caching, multitasking, MIPS architecture, MIPA assembly language code, interrupts, input/output, peripheral storage processing, and comparison of CISC (Intel) and RISC (MIPS) instruction sets.

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

Prerequisite:  COMSC-075 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

**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: 2.07     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

**COURSE DESCRIPTIONS AND INFORMATION**

## *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



## *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.

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

**COURSE DESCRIPTIONS AND INFORMATION**

**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 will explore dance from an aesthetic, historic, and cultural point of view. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe from historical and contemporary perspectives. Attendance at a live dance performance 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: 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: None      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: None        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:  E                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: None        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:  E                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: None        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

**COURSE DESCRIPTIONS AND INFORMATION**

### 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: None    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: E    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: 2.22 - 11.1  Lab Hours: 2.22 - 42.  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 such as variations in money and credit, income, output, productivity, employment, prices and inflation. ECON 010A 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

Prerequisite: MATH 111 with P grade

*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-010B - Introduction to Microeconomic Theory
**Units: 3**

Microeconomics focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. An analysis of the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. It explores some of the more urgent micro-economic problems such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes and welfare.

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

Prerequisite: MATH 111 with P grade

*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          Units: 3**
                     **Teacher Seminar**

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          Units: 3**
                     **Teacher Seminar II**

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: 2.07       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          Units: 3**
                   **Education**

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

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          Units: 3**
                   **(CMS) to Develop Online Courses**

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

**COURSE DESCRIPTIONS AND INFORMATION**

**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

**EDIT-026      -   Women in STEM**                         **Units: 3**

Female participation and retention in science, technology, engineering and math (STEM) education and careers is an international issue with critical social, economic and political implications. In this course, students will learn strategies for women and girls to overcome the societal and cultural barriers to STEM careers and focus on narrowing the gender gap in STEM.  Students will do so by exploring emerging technologies and their potential impact in increasing women's access and success in STEM education and careers.

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: 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 devices, processes, and techniques utilized in solving engineering problems.  Engineering designs and their impact on society, environment, and economics are emphasized. Design principles and methodology are a major focus of the course. The use of spreadsheets and mathematical software in engineering problem solving and data presentation are discussed.  Engineering design process, report writing and technical presentations are practiced through term projects.

Lecture Hours: 2          Lab Hours: 3          Repeatable: No     Grading:  L

Prerequisite:  MATH 021 or MATH 025, 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

**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

**COURSE DESCRIPTIONS AND INFORMATION**

**ENGR-063    - GIS for Civil Engineering and          Units: 3
                   Surveying**

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-032 - Gender in Literature    Units: 3

This introductory survey of literature focuses on the stereotyped and individualized characterizations of gender in multicultural literature, including fiction, nonfiction, poetry, drama, and film. Students will read, discuss, and write about literary images of men and women, representations of gender in literature, portrayals of gender-based attitudes and values, and the ways in which writing can change conventional views of gender.

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

Prerequisite: ENGL 102 and ENGL 104 or ESL 091 or placement based on assessment

*Advisory Level:*    Read: None    Write: None    Math: None
Transfer Status: CSU      Degree Applicable: AA/AS
CSU GE: None      District GE: C2, D3, D4, ES      IGETC: None

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

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

Prerequisite:  ENGL (104 or 92 ) and [ENGL102 or READ 101] or ESL 091 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          Units: 3**
                        **Writing**

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 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,D3                  District GE: C2,D3,ES                IGETC:  3B, 4C

**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 I          Units: 3**

This course includes representative American literature from its beginning to 1865, including works of writers of the Colonial, Revolutionary, and Romantic periods, with some emphasis on social and cultural backgrounds.

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 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 II          Units: 3**

This course includes representative American literature from the late 19th Century to the present, including works of writers of the Realist, Naturalist, Modernist, and Contemporary movements, with some emphasis on social and cultural backgrounds.

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 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

**COURSE DESCRIPTIONS AND INFORMATION**

## ENGL-086A   -   Survey of English Literature I          Units: 3

This is the 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. 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.

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 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-086B   -   Survey of English Literature II          Units: 3

This is 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.

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

This course is designed for students who have passed English 00IA, 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 improve their reading proficiency.  This lab may be repeated for credit to a maximum of 2 units.  Concurrent or previous enrollment in English 102 is required.

Lecture Hours: None          Lab Hours: 1.5          Repeatable: 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.

Corequisite:  XENGL-104L

*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: 1 - 3

English 321, a variable unit course, develops fundamental reading skills using lectures and an individualized approach.  Emphasis is on vocabulary development, comprehension improvement and basic techniques of study. 3.0 units are needed to complete the course. The course may not be used to satisfy the written English requirement for an Associate degree.  Concurrent enrollment in English 321 Lab is highly recommended.

Lecture Hours: 1 - 3          Lab Hours: None          Repeatable: 2     Grading:   K

Recommended:  ENGL 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 a variety of self-paced instructional materials. Students receive assigments to enhance skill development based on the English 321 lecture class. Concurrent or prior enrollment in English 321 is required.

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

Corequisite: ENGL 321

*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: None      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

**COURSE DESCRIPTIONS AND INFORMATION**

**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 ESL 313 or ESL 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**

Students develop native-like speech in English. They utilize the International Phonetic Alphabet to distinguish the sounds of English and produce natural-sounding speech in connected discourse. They learn different intonation, stress, and pitch patterns to change sentence focus and to signal middle and end of sentences. They use contractions and reductions and assimilate sounds to produce natural speech. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 207 is strongly recommended.

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

Prerequisite: Successful completion of ESL 324 or ESL 327 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-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, ESL 323, or ESL 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          Units: 3**
**                    Development**

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          Units: 4**
**                    Development**

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**

Students further their study of the pronunciation, intonation, stress, and rhythm patterns of English. They are introduced to the phonetic alphabet and study the sound-spelling correlations of English. They also receive further instruction on the production of sounds in word-initial and word-final environments, intonation and stress patterns in multi-syllabic words, and native-like sentence stress, rhythm and intonation. Concurrent enrollment in (ESL 322 or ESL 323 or ESL 324) and ESL 207 is strongly recommended.

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

Prerequisite:  Successful completion of ESL 334 or ESL 337 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-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, ESL 333, ESL 334, or ESL 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 343 or 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

Students are introduced to articulatory phonetics and basic intonation, stress, and rhythm patterns of English. Students will study the place and manner of the articulation of the sounds of English and spelling patterns for vowel and consonant sounds. Students will also be introduced to rhythm, stress, and intonation patterns, in English. Concurrent enrollment in (ESL 332 or ESL 333 or ESL 334) and ESL 207 is strongly recommended.

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

Prerequisite: Placement based on assessment or satisfactory completion of ESL 347

*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: None     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 novice-high grammar and writing course for non-native speakers of English. Students will study the grammar and syntax of written discourse in sentences and short passages. Students will learn how to write, revise, and edit a variety of sentences and short paragraphs.

Lecture Hours: 4     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

### ESL-346    -   Basic Reading Skills 1     Units: 3

ESL 346 is a novice-high reading course for non-native speakers of English. Students learn comprehension skills such as identifying and distinguishing main ideas and details and finding meaning of new words through context clues. Students also develop post-reading strategies such as paraphrasing important information and brief writing responses to readings.

Lecture Hours: 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

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

ESL 347 is a novice-high listening/speaking course for non-native speakers of English. Students will learn listening skills such as listening for main idea and details, phonemic differences, intonation and stress patterns, and sound reductions. Students will also learn speaking skills at novice-high level of restatement of important information, use of key words and phrases in questions and statements, description of speakers' opinions and feelings, and pronunciation of phonemic pairs, stress patterns, and sound reductions.

Lecture Hours: 5     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

## *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 the humanities and social sciences. There is an emphasis on the learning of concepts and theories central to the study of Ethnic Studies. The class will also explore the culture concept. Included is an analysis of the interrelationship between the dominant group and various ethnic groups. This course will also serve as an introduction to the experiences and perspectives of selected racial/ethnic group relations in our 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: C2, D3, D7     District GE: C2,D3,D7, ES     IGETC: 3B, 4C, 4G

## 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 ethnic/cultural 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, D3          District GE: C1, D3, ES          IGETC: 3A, 4C

## ETH-020      -  African American Culture                        Units: 3

This course is a survey of the African American experience in the United States. Students will critically examine past, present and evolving socio-political, economic and cultural dynamics that help to 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,ES          District GE: C2,D3,D7,ES          IGETC: 3B, 4C, 4G

## ETH-035      -  Sociology of the Chicana/o                      Units: 3
             Experience

This course focuses on Chicanas/os and their relation to U.S. society. It will address some critical areas of the Chicana/o experience in terms of economics, labor, immigration, stereotypes, religion, and police-Chicano conflict.  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: 4C

## ETH-040   -  Vietnamese American Culture                        Units: 3
          and Experience

This course provides students with a basic theoretical background to study the ancestral origin of Vietnamese Americans, their migration to the U.S., and assimilation into U.S. culture and society.  It follows the evolution of their cultural roots to 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 reflects the Humanities and Social Science areas.

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)                    Units: 3
             Culture and Experience

This course covers (1) the Asian backgrounds, migration, ethnic culture (particularly major religious beliefs, philosophical thoughts, value system, customs, and traditions), and American experiences APAs as a whole have in common; (2) unique aspects of each Asian American co-group, with more emphasis on the six largest groups:  Chinese, Filipino, Indian, Vietnamese, Korean, and Japanese 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

Prerequisite:  (ENGL 092 and READ 101) or ESL 091; all with C or better

*Advisory Level:*     Read: None          Write: None          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

*COURSE DESCRIPTIONS AND INFORMATION*

**FCS-070     -  Child Development**                    **Units: 3**

Students will study 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

Prerequisite:  (ENGL 092 and READ 101) or ESL 091; all with C or better

*Advisory Level:*      Read:   None       Write:   None       Math:   None
Transfer Status: CSU/UC                         Degree Applicable: AA/AS
CSU GE:  D9, E            District GE: D9, E                IGETC:  None

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**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: 2.07       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

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**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: None       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

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**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

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**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: No     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 the 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

**HED-012 - Global Health Issues**    **Units: 3**

This course presents a comprehensive look at global health issues, including a review of ecological principles, environmental, infectious and non-infectious conditions, maternal and child health issues, as well as other health issues related to economic development in the developing world.

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

Prerequisite:  HED 011 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

## 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

**COURSE DESCRIPTIONS AND INFORMATION**

**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 a historical survey course about women in the United States from pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. Also, the course will examine the interaction of race, class, ethnicity and gender. This course will be taught in the form of lectures, readings and discussions of primary and secondary sources, essays, quizzes, oral presentations and exams. Combined with Political Science 001, this course meets US History, Constitution and American Ideals 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: 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. Combined with Political Science 001, this course meets US History, Constitution, and American Ideals 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: 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. Combined with History 017A, History 045 meets 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      District GE: D6      IGETC: 4F

**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**

Students are introduced to a variety of literary works from around the world, from the 17th to the 21st century which are significant in illuminating both the universality and diversity of human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance.

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

Prerequisite: ENGL 102 and ENGL 104 or ESL 091 all with C or better or 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

## 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: NONC

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

**COURSE DESCRIPTIONS AND INFORMATION**

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## 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-008B    -   Pickleball Intermediate**              **Units: 1**

This course is an intermediate level class in Pickleball.  Ground strokes and serves will be refined.  Overhead smashes and poaching shots will be introduced.  Tactics for the experienced player will be developed around personal strengths.

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

Recommended:  Cleared by a physician for physical activity

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

**KINS-008C    -   Pickleball Advanced**                  **Units: 1**

This course will provide instruction in Pickleball at the advanced level including tactics in poaching, varying the service, anticipating shots and adjusting tactics in singles and doubles play.  Students will play competitive matches.

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

Recommended:  Cleared by a physician for physical activity

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

**KINS-009B    -   Badminton Intermediate**               **Units: 1**

Students will learn necessary skills for performing in badminton at the intermediate level including developing effective short, drive and long serves.  Shots developed include backcourt clears, drops, smashes, and blocks.  Students will refine their ability to apply tactics in doubles, mixed and singles play.  Competitive games will be played regularly.

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

Recommended:  KINS 009A or equivalent

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

**KINS-009C    -   Badminton Advanced**                   **Units: 1**

Students will learn necessary skills for performing in badminton at the advanced level including footwork and court positioning, reading the opponents' strengths and weaknesses and adjusting tactics, developing greater power with control in all shots.  Students will learn techniques for improved quickness and shot anticipation.  Competitive matches are played regularly.

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

Recommended:  Completion of KINS 009B or equivalent

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

## KINS-009D - Badminton Tournament Play Units: 1

Students will learn necessary skills and strategies for performing in badminton tournaments. Tournament preparation for playing extended matches, maintaining readiness between games, team and tournament scoring, effective team communication, rest and nutrition.

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

Recommended: Completion of KINS 009C or equivalent

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

## KINS-012A - Beginning Basketball 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: 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

## KINS-012D - Basketball Tournament Play Units: 1

Students will learn necessary skills and strategies for performing in basketball tournaments or club play. Tournament preparation for playing extended matches, maintaining readiness between games, team and tournament scoring, effective team communication, and strategies will be covered.

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

Recommended: Skills demonstration on the first day of class.

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

## KINS-025 - First Aid, CPR & AED Units: 1

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 First Aid, CPR, and AED.

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

## 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: 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

## 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: 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

## 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: 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

## KINS-040B - Softball Intermediate Units: 1

Students will learn intermediate softball skills and tactics. Defensive skills include fielding ground balls forehand and backhand, double plays, outfielding skills, throwing on the run and team communication skills. In addition, students will learn to use spin, placement and defensive pitching techniques. Students will develop bat control and work to increase bat speed. Offensive base running techniques to force defensive errors will be introduced.

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

Recommended: Completion of KINS 040A or equivalent

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

**COURSE DESCRIPTIONS AND INFORMATION**

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### KINS-040C   -   Softball Advanced     Units: 1

Students will learn advanced softball skills and tactics. Offensive skills include hit and run techniques, switch hitting, hitting to opposite field. Defensive skills will include position specific instruction for all infield and outfield positions. Advanced double play tactics including reading the pitched ball to anticipate direction of hit and alignment shifts will be taught. Effective base coaching techniques and commands will be covered.

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

Recommended: Completion of KINS 040B or equivalent

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

### KINS-040D   -   Softball Tournament Play     Units: 1

Students will learn necessary skills for tournament softball participation including readiness before, between and after multiple games in a single day or up to three days. Readiness skills for batting and fielding will be introduced and practiced in class. Effective team communication techniques and tournament specific supplies and equipment will be addressed. Hydration, nutrition and injury care will also be covered.

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

### 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: 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

### 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: None    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/UC       Degree Applicable: AA/AS
CSU GE: E      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: None    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/UC       Degree Applicable: AA/AS
CSU GE: E      District GE: E      IGETC: None

### KINS-051A   -   Table Tennis Beginning     Units: 1

Students will learn rules, etiquette and basic skills regarding Table Tennis. Serve, forehand, backhand and loops will be introduced. Body position and readiness necessary to develop faster play will be practiced. Students will develop game playing skills during class practice with singles and doubles.

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

### KINS-051B   -   Table Tennis Intermediate     Units: 1

Further development of table tennis skills including pendulum forehand and sidespin backhand serves, forehand and backhand loops with technique to maximize spin generation. Improved set-up, blade angle, body position and follow through to generate more effective blocks, chops, and smashes. Tactics against spinners and power hitters will be introduced. Students participate in competitive matches in singles and doubles play.

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

Recommended: KINS 051A

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

### KINS-051C   -   Table Tennis Advanced     Units: 1

Table tennis skills, tactics and footwork for the advanced player. Mental training for shot anticipation, recovery positioning and return hitting zone is introduced. Service variety and tactics against attackers and defenders, loop shots against the push and block, counter-loops, counter-spin shots, and flick shots will be taught. Students perform regularly in competitive singles and doubles matches.

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

Recommended: KINS 051B

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


**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: None          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/UC                         Degree Applicable: AA/AS

CSU GE:  E                    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: None          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/UC                         Degree Applicable: AA/AS

CSU GE:  E                    District GE: E                    IGETC:  None


**KINS-052D   -   Volleyball Tournament Play**              **Units: 1**

Students will learn necessary skills and strategies for performing in volleyball tournaments or club play. Tournament preparation for playing extended matches, maintaining readiness between games, team and tournament scoring, effective team communication, and strategies will be covered.

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

Recommended:  Completion of KINS 052C or equivalent (student background playing 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


**KINS-053A   -   Walk/Jog Beginning**                     **Units: 1**

This entry level course will introduce techniques for improving cardiovascular fitness, strength, flexibility and weight management through the activity of walking and jogging.  The class is designed for individuals having little or no previous experience in walking or jogging programs.  Principles for improved health practices and healthy weight management will be covered.  Throughout the class students will progress to more challenging routes as physical fitness improves.

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

Recommended:  Cleared by a physician for physical activity

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

Transfer Status: CSU                         Degree Applicable: AA/AS

CSU GE:  None                    District GE: E                    IGETC:  None


**KINS-053B   -   Jogging for Fitness**                     **Units: 1**

This course provides information on preparation, training principles and suggested programs to follow for jogging for fitness. It also includes techniques to improve and progress to a higher level of aerobic capacity, as well as focus on the benefits of strength and flexibility programs related to jogging.

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


**KINS-056A   -   Weight Training Beginning**               **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:  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


**KINS-056C   -   Weight Training Advanced**                **Units: 1**

This is a physical activity course designed for students having a solid understanding of basic training techniques and strength programs.  Students will learn techniques for bodybuilding and improving strength and speed in athletic competition.

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

**COURSE DESCRIPTIONS AND INFORMATION**

**KINS-070A    -   Fitness Walking for Beginners          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:  E                 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: None        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

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

Prerequisite:  KINS 080 or concurrent enrollment

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

**KINS-081L     -   Canyoneering Lab                      Units: 1**

Develop Canyoneering skills in bouldering; basic rope use including knots, tie-in, anchor and belay techniques; basic climbing skills stemming, smearing, layback, wedge; and apply these skills exploring canyons on an extended overnight trip.

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

Prerequisite:  KINS 080 with C or better

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

**KINS-082L     -   Hiking Death Valley                   Units: 1**

Develop necessary skills and understanding to hike safely and responsibly in desert condition.  Local training will occur on and off campus prior to an extended overnight field experience to Death Valley National Park.

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

Prerequisite:  KINS 080 with C or better

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

**KINS-087A    -   Hiking and Backpacking,               Units: 1**
**                    Beginning**

This course will introduce students to the preparation, knowledge and skills necessary for safe, enjoyable and adventurous hiking and backpacking.  Students will build stamina and fitness hiking local parks and complete an overnight field experience hiking and camping in a wilderness area.

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

Recommended:  Cleared by a physician for physical activity

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

**KINS-087B    -   Hiking and Backpacking,               Units: 1**
**                    Intermediate**

This course will develop greater understanding and capacity to hike and/or backpack distances up to 10 miles with elevation changes up to 2,000 feet. Students will learn about trail ratings, planning for extended exposure, managing hydration and energy needs and risk management.  The course includes an overnight field experience camping and hiking in a wilderness area.

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

Recommended:  Cleared by a physician for physical activity

*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-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-160      -  Basic Police Academy, Modular,        Units: 4
                Level III**

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,        Units: 6.5
                Level II**

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,        Units: 13
                Level 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 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

**COURSE DESCRIPTIONS AND INFORMATION**

## Legal Assistant

**LA-010**     **-**  **Introduction to Law, Legal**      **Units: 3**
                   **Research, the Constitution, and**
                   **Ethics**

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,**   **Units: 3**
                   **and Tort Law**

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

**COURSE DESCRIPTIONS AND INFORMATION**

**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-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

**COURSE DESCRIPTIONS AND INFORMATION**

**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      -   Advanced Legal Analysis & 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 such as 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 and demand letters.

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: 2.07       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

## *Mathematics*

**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 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

**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 111 with C or 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

**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

| *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 Cr

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           Units: 5
                          Trigonometry**

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

*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           Units: 3
                          Education**

This course is intended for non-science majors. It fulfills the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, voting theory, graph theory, basic probability and statistics, and concepts in geometry such as symmetry, patterns and the golden rectangle.

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

Prerequisite:  MATH 013 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    Units: 3
                          Science**

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. Students will learn methods of collecting data, displaying data, descriptive statistics with emphasis on understanding variation, empirical probability, probability distributions, sampling distributions, confidence intervals and sample size, hypothesis testing, testing the difference between two independent  population parameters, matched pairs analysis, one-way analysis of variance, chi-square tests, correlation and simple linear regression.

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           Units: 5
                          Geometry**

This is the first course of the calculus sequence. It is intended for majors in mathematics, computer science, engineering and the physical sciences. This course covers differentiation and integration of functions of one variable, with applications. The course includes a treatment of limits and continuity; differentiation: definition, rules, application to graphing, rates, linear approximation, and extremum problems; indefinite integration; Riemann sums, definite integral, the Fundamental Theorem of Calculus; and application of integration to geometry and science.

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

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

**COURSE DESCRIPTIONS AND INFORMATION**

**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 in two and three dimensional space, vector-valued functions, differentials, gradients, multiple integrals, vector fields, line integrals, surface integrals, and vector calculus.

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

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: 4**

Students will study ordinary differential equations and their applications, including methods for solving first order equations, linear equations of arbitrary orders, and systems of linear differential equations. Students are introduced to Laplace transforms, series solutions, and some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations.

Lecture Hours: 4          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.  It develops the techniques and theory needed to solve systems of linear equations using matrices and determinants.  It also investigates the properties of vector spaces. These topics will be mainly presented including orthogonality and inner product spaces, eigenvalues and eigenvectors, linear transformations and their applications.

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:  MATH 311 with P grade, or placement based on 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. It includes a review of operations (addition, subtraction, multiplication, and division) on whole numbers, decimals and fractions.

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


**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.

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:  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: None          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: None          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/UC                             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

COURSE DESCRIPTIONS AND INFORMATION

## MUSIC-023  -  Class Voice                    Units: 1

This course is designed for experienced singers to improve their technique and performance and interpretive skills.  Study and testing 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: None        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: None        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: 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

**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: 4          Write: 4          Math: 2
Transfer Status: CSU                    Degree Applicable: AA
CSU GE: None                    District GE: None                    IGETC: None

**NURS-002A - Basic Medical-Surgical Nursing**  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: 4          Write: 4          Math: 2
Transfer Status: CSU                    Degree Applicable: AA/AS
CSU GE: None                    District GE: None                    IGETC: None

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

### 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: 4    Write: 4    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: 4    Write: 4    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: 4    Write: 4    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-120 - Pharmacology in Nursing    Units: 3

This course is a study of the interaction between drugs and living systems and their connection to the nursing practice. The major pharmacological classifications will be presented and integrated with the concepts of physiological and psychological principles. Nursing responsibilities relative to the administration of specific medications will be emphasized including safety, comfort, communication, teaching, health promotion, restorative/rehabilitative measures and cultural diversity.

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

Prerequisite: BIOL 072 with C or better or equivalent

*Advisory Level:*    Read: 4    Write: 4    Math: 2
Transfer Status: CSU      Degree Applicable: AA/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

## *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: Math 111 with "P" or placement based on math assessment

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

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

CSU GE: B1     District GE: B1     IGETC: None



## *Philosophy*

**PHIL-010    -   Introduction to Philosophy:**     **Units: 3**
                **Metaphysics and Epistemology**

Introductory course for philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only basic concepts and ideas, but causes of the development of philosophical history.

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

*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: 2

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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

## 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 and discuss how they relate to contemporary trends in photography. 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/UC      Degree Applicable: AA/AS
CSU GE: E     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/UC      Degree Applicable: AA/AS
CSU GE: E     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

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**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

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**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

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**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

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**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/UC                        Degree Applicable: AA/AS
CSU GE:  E                District GE: E                IGETC:  None

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**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

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

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**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

**COURSE DESCRIPTIONS AND INFORMATION**

**PED-033    -   Introduction to Physical    Units: 3**
**              Education and Kinesiology**

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

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**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:  E                  District GE: E                  IGETC:  None

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**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

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**PED-039B    -   Hatha Yoga - Intermediate    Units: 1**

This course is an intermediate level hatha yoga class. This yoga course offers a more in-depth practice of yoga postures including new postures.  Different types of breath work will be introduced as well as essential techniques and information about yoga.

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

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**PED-039C    -   Mindfulness Fitness    Units: 1**

This class is an introduction to the discipline of Physical Education through blending two areas of exercise: fitness walking and yoga. Students will increase the awareness of their walking mechanics of different types of indoor and outdoor walk programs.  Students will learn to control and understand the body and mind through exercises and breathing techniques.

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

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**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:  None              District GE: E                  IGETC:  None

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**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

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**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-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-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-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: 4

This course is an introduction to the main physical processes governing Earth's geosphere, atmosphere, and hydrosphere, highlighting the interactions of these systems with one another, and with the sun and other solar system bodies. Main topics include formation of the solar system, the theory of plate tectonics, and the interactions among tectonics plates as a driving mechanism constantly reshaping Earth's landscape. It also covers basic physical and chemical processes governing the rock cycle, the types of ocean boundaries, and the evolution of Earth's atmosphere. This is a G.E. physical science course with a lab component designed for nonscience 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: B1,B3    District GE: B1, B3    IGETC: 5A, 5C

## *Physics*

## PHYS-001 - Introductory Physics    Units: 3

Physics 001 is an introductory investigation into the topics of physics for non-science majors. Topics include the fundamentals of the scientific method, mechanics, forces, conservation of momentum and energy, rotational motion, gravity, atomic physics, thermodynamics, waves (sound and EM), electricity and magnetism, optics, relativity and nuclear physics. The course content incorporates hands-on laboratory activities, in-class physical demonstrations, journaling, outdoor activities, homework, and a group project.

Lecture Hours: 2    Lab Hours: 3    Repeatable: No    Grading: L

Prerequisite:  MATH 111 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

**COURSE DESCRIPTIONS AND INFORMATION**

**COURSE DESCRIPTIONS AND INFORMATION**

**PHYS-002A  -  Algebra/Trigonometry-Based Physics I**                    **Units: 4**

This is the first of a two-semester course in general physics for students not needing calculus-based physics. Students will study basic principles of mechanics and thermodynamics such as Newton's laws of motion, work, and the conservation principles of energy and momentum, heat transfer, calorimetry, and the fundamental laws of thermodynamics.

Lecture Hours: 3          Lab Hours: 3          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:  B1,B3           District GE: B1, B3            IGETC:  5A, 5C

**PHYS-002B   -  Algebra/Trigonometry-Based Physics II**                    **Units: 4**

This is the second algebra-based course in general physics, designed for students not majoring in engineering or physics, but required to fulfill their specific majors. In Physics 002B, the basic principles of vector operation, Newton's Laws of Motion, work, energy conservation, and linear and angular momentum are applied to topics in electricity, magnetism, 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 one of a three-semester series in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other sciences. It emphasizes conceptual aspects of electricity, magnetism, circuits, and Maxwell's equations, and requires quantitative analysis of real world situations.

Lecture Hours: 4          Lab Hours: 3          Repeatable: No      Grading:  L

Prerequisite:  PHYS 004A and MATH 073 with a grade of C or better, or PHYS 004A 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

**PHYS-004C   -  General Physics**                    **Units: 5**

This is one of a three-semester series of courses in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other 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, and thermodynamics and its laws.  Other 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 with a grade of C or better, or PHYS 004A 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, design and perform experimental and non-experimental research, and write reports on the research findings. Students will perform statistical analyses on data collected from research conducted during lab sessions

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      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:  4I

**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

**COURSE DESCRIPTIONS AND INFORMATION**

**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:  4I

**PSYCH-100   -   Human Sexuality**                    **Units: 3**

This course is designed to offer scientific information on human sexual functioning. It will include current research findings related to sexual behavior, social learning of sexual roles, anatomy and physiology of sexual response, social-cultural influence pertaining to sexual behavior, sexual adjustment and maladjustment.  The course will also include topics covering sexual orientations and legal and political 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               Units: 2
                      Service-Learning**

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           Units: 3
                     Language**

This is a language course providing beginning American Sign Language instruction in both expressive and receptive signing.  The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system.  Emphasis will be on a visual learning through practice dialogues and classroom activities.  This course 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               Units: 3
                     Language**

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 explore sociological perspectives on contemporary social problems in the United States. Students examine the social processes through which issues come to be viewed as social problems and the dynamics through which groups attempt to respond and solve these problems.

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

## *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

*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

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:  3B, 6A

## 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        Units: 4
                   Interpreting

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                Units: 3
                   Composition

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           Units: 3
                   Analysis

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

**COURSE DESCRIPTIONS AND INFORMATION**

## 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:  4          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:  4          Write:  4          Math:  None
Transfer Status: CSU                              Degree Applicable: AA/AS
CSU GE:  None              District GE: None               IGETC:  None

## SPAN-036B    -  Consecutive Interpretation II      Units: 3

This course builds on the skills acquired in Consecutive Interpretation I. Students will continue to enhance retention while developing personal note-taking systems in more demanding situations with lengthier messages. There will be an emphasis on complying with the legal equivalence requirement and limiting omissions. Students will learn how to deal with challenges to interpretation and make corrections on the record. Students will acquire terminology related to complex criminal proceedings, administrative hearings and varied medical settings.

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

Prerequisite:  SPAN 036A with C or better

*Advisory Level:*     Read:  4          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:  4          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:  4          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: None     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 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

**COURSE DESCRIPTIONS AND INFORMATION**

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

**THEAT-020 - Introduction to Theatre**     **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 performances of a studio theatre production. After enrolling in the class, auditions will be held for performance roles. Attendance is mandatory at all rehearsals and 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: 3      Write: 3      Math: None
Transfer Status: CSU      Degree Applicable: AA/AS
CSU GE: None      District GE: None      IGETC: None

## Water/Wastewater Technology

**WWT-101 - Fundamentals of Water Quality and Wastewater Technology**      **Units: 3**

This course provides a broad overview of the water quality and wastewater fields and issues confronting the industry. Students will learn how source waters are obtained, treated, and distributed and how wastewater is collected, transported, disposed, and recovered in the area. Contemporary issues facing the water and wastewater technology will be explored.

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

*Advisory Level:*      Read: 4      Write: 4      Math: 3
Transfer Status: None      Degree Applicable: NAA
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: 2.07      Repeatable: 5      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

**COURSE DESCRIPTIONS AND INFORMATION**

# CHAPTER 6:  ACADEMIC POLICIES



**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)
- SJECCD Student Success Policies, SB 1456 Student Success Act of 2012 & New Title 5 Changes for Enrollment Priorities
- 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

ACADEMIC POLICIES

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:

Grade Point Average = $\dfrac{\text{Total Grade Points Earned}}{\text{Total Semester Units Attempted}}$

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.

## 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.

ACADEMIC POLICIES

**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 321, 321L, 322, 322L, 330, 341
GUIDE 110A, 110B, 110C, 150
II 394
MATH 111, 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 follows:

- 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 Student Success.

## 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). The Policies not only uphold the State's new mandates and the California Community College Board of Governors recently adopted title 5 regulations but also embody a broader and more holistic definition of student success.

### SJECCD Student Success Definition

Student Success means more than just obtaining a degree, transfer, certificate, or career advancement. It also means the achievement of the student's self-established educational goals. This involves completing a specific course, program, and/or Career 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 that encompasses multiple levels of achievement and milestones.

Student markers of success include the ability 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, follow-up services 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;
- 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, 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 Student Success Process

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

### Maintain Satisfactory Academic Standing

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

**ACADEMIC POLICIES**

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 than 100 units (not including units in basic skills English, Math or English as a second language) completed will be granted an 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.

## 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 students meet with a counselor.

### Probation & Dismissal Definitions

### Academic Probation & Academic Dismissal
- After attempting 12 units of letter-grade courses, a student with a cumulative grade point average (GPA) below 2.0 is placed on Academic Probation 1.

- If the student's cumulative GPA stays below 2.0 after a second semester, the student is placed on Academic Probation 2 (Continuing Academic Probation).

- If the student's cumulative GPA stays below 2.0 after a third semester, the student will be dismissed (placed on Academic Dismissal).

### Progress Probation & Progress Dismissal
- After attempting 12 units, a student who earns marks of "NP," "W," & "I" for 50% or more of all attempted units is placed on Progress Probation 1.

- If this cumulative, non-completion percentage of attempted units remains at 50% or more after a second semester, the student is placed on Progress Probation 2 (Continuing Progress Probation).

- If this cumulative, non-completion percentage remains at 50% or more after a third semester, the student will be dismissed (placed on Progress Dismissal).

### Early Registration for each semester:
- Students on Probation 1 will have no impact on their early registration date for the next semester.

- Students on Probation 2 will lose their early registration date for the next semester and will be able to register after new and returning students. An appeal process is available (see below).

### Appeal process for Probation 2 students who otherwise lose their early registration date for the next semester:
- Students may appeal their loss of early registration based only on proper documentation of one of the following extenuating circumstances which prevented them from successfully completing their courses:

- Accident/Injury/Serious Illness to self or immediate family member
- Death of immediate family member
- Military Assignment
- Incarceration

- Students will be notified early in the current semester of their opportunity to appeal; decisions will be emailed prior to the beginning of registration for the next semester.

### Students on Dismissal:
- To stay in/take EVC classes for the current (or next) semester, students on Dismissal must have met Minimum Standards during their last semester of attendance—by achieving a 2.0 GPA during that last semester and by successfully completing over half of their attempted units during that last semester (without marks of D, F, FW, NP, W, or I).

- Students on Dismissal who did not meet Minimum Standards during their last semester of attendance (including students on Probation 2 who moved to Dismissal status after the posting of their grades/marks for their last semester of attendance) are not allowed to take any regular EVC courses for the current semester (and will be disenrolled from any EVC courses before the start of the semester). Instead, these students must take the dismissal version of Counseling 15 (Blueprint for Success) as their only EVC class during the current semester for possible reinstatement for the following semester.

- Once students on Dismissal have passed the dismissal version of Couns 15, they can only continue at EVC (while still on Dismissal status) by achieving Minimum Standards during each subsequent semester. Students who do not do this will be dismissed from the college for a minimum of two years.

**Reinstatement After Dismissal:** Students who have been dismissed from the college may later petition for reinstatement (after the minimum two-year dismissal period) upon presentation of evidence that they are now capable of succeeding in college (e.g., a transcript demonstrating success at another college after attending EVC).

## 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 SUCCESS, STUDENT SERVICES AND 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, Womyen's Herstory, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities

**STUDENT LIFE**

- 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 http://www.evc.edu/current-students/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/current-students/student-life/associated-student-government

### 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).
- The Campus Store is proud to serve students, faculty, staff and community. We carry all your course material needs, school supplies, logo products, backpacks, candy, and gifts. We are located upstairs in the Gullo Student Center.
  We are committed to keeping the cost of your course materials low by providing several purchase options including New, Used, Rental, and Digital.
  Rent your books with our simple rental program and save up to 65% off the cost of purchasing new textbook. All you have to do is provide a credit card, accept the terms and conditions, and voila! Books: rented.
  Go digital with BryteWave and use your textbooks on any device, anytime with online and offline access. Take notes, highlight all within your BryteWave textbook. Get better organized and save up to 60% off the cost of new books.
  You also have the option to sell back your textbooks with our buyback program. We buy back textbooks every day. However, we pay the highest dollar value during finals week – up to 50% of the price you paid.

Even if we are overstocked or the book has not been requested for next term, we may still purchase it at the national market price.
Call: (408)223-6765
E-mail: evc@bkstr.com
Website: http://www.evcstore.com
- 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.
- 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 (G-106) are available for students.

Located In Gullo II:
- Multi-purpose room
- Conference room
- Veteran's Center

## STUDENT SUCCESS CENTER

The mission of the Student Success Center (SSC) is to empower and support all EVC students to accomplish their educational, career and personal goals by offering orientation, assessment, counseling, transfer, work experience, early alert and student follow-up services based on our college guiding principles of equity, opportunity and social justice.

The SSC includes all core services that enhance students' opportunities to succeed in their academic plans. The center has set up an accessible and comprehensive process to help students succeed.

The SSC also processes academic, probation and dismissal progress, as well as reinstatement after dismissal. The center offers Student Success workshops, counseling courses and referral services to ensure students take the necessary action to achieve their academic and personal goals. In addition, the SSC includes pre-college services and college courses provided to high school students in our area.

The Student Success team invites students to navigate the website, visit the center, or connect with us via email or phone to learn about our comprehensive and accessible support programs and services.

### Student Success Programs and Services

Academic Progress
Articulation
Assessment Center
Career & Transfer Center
Counseling-Educational Planning
Early Alert
Evaluation of student progress
Follow-up services for at-risk students
OASISS (Outreach & Advocacy Services for Immigrant Student Success)
Orientation (in-person and online)
Probation/Dismissal

Referrals to specialized support services
Special Academic Programs
Support Programs
Student Success Ambassadors Program
Student Success Committee
Student Success Workshops
Transfer Events & Services
Upward Bound (Pre-college services)
Work Experience

For more information, help and to make an appointment with a counselor visit the Center for Student Success

Call: 408-270-6475
Email StudentSuccess@evc.edu
Location: SC 250
Website: www.evc.edu/current-students/student-success

## COUNSELING

The Counseling Department at Evergreen Valley College (EVC) provides students with the opportunity to obtain guidance in developing their academic and personal goals. Students receive essential information and support regarding transfer requirements, developing their Educational Plan, career options, adjusting to college life and time management. EVC Counselors are professional, credentialed faculty who work to support students' individual needs. The Counseling Department offers many resources and services to assist students in declaring an academic major or career goal and in developing an Educational Plan for college completion. In accordance with the Student Success Act of 2012, it is mandatory for students to complete a Comprehensive (2 year) Ed Plan after completing 15-degree applicable units.

The counseling faculty also teach a variety of college courses focusing on introduction to college and orientation, career exploration and skills to be successful in college and life.

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, counselingappts@evc.edu, or visit online at: http://www.evc.edu/current-students/counseling.

## CAREER & TRANSFER CENTER

The Career & Transfer Center's (CTC) mission is to help students achieve their career and transfer goals by providing students with the tools and guidance to be successful. The center staff, resources and support services enable students to identify a major or field of interest. The center also provides access to online tools and one-on-one assistance to help prepare students for the transfer process or explore the career trajectory of their choice. The CTC strives to provide educational equity by addressing the diverse needs of the EVC student population. The center staff can help students understand the eligibility criteria and the admissions process for CSU, UC, and private institutions through the use of web-based tools and resources. The center is also a place to explore careers, choose a major, research and apply for

jobs & internships, prepare for interviews, and connect with employers.

Career & Transfer Center Services
- Information on TAA/TAG, and ADT's (AA-T, AS-T)
- Transfer Day – Fall Semester (September)
- Career & Transfer workshops – How to Find a Summer Internship, Job Fair Success, Writing a Resume, Identifying Majors & Exploring Careers, and many more
- University representative table visits
- Advising sessions with UC, CSU, and private University Representatives
- Campus tours and field trips
- Career Fair
- Student Success Workshops (in-person and online)

Resources Available in the Center

- College/University catalogs & brochures
- Career & Transfer Reference materials and websites
- ASSIST.org (web-based student transfer information system)
- Web-based career exploration tools - Cacareerzone.org, Cacareercafe.com and more
- Student Success Workshops online at StudentLingo.com/evc
- Inner Heroes and a wide array of other personality and career assessments
- Eureka.org (The California Career Information System)
- Cooperative Education Work Experience*

Location

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call (408) 270-6470 or email ctc@evc.edu. Visit online at http://www.evc.edu/current-students/student-success/career-transfer-center

### *Cooperative Education Work Experience

The Cooperative Education Work Experience program is a collaborative effort by the college and the community to provide opportunities for students to discover their interests and aptitudes. The program enables students to develop professional attitudes, work habits, and understandings about the world of work. The curriculum taught will assist students in becoming successful employees. Study and work are integrated, making both more relevant and rewarding. 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. Occupational 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 for a maximum total of 16 units. In order to participate in the program students must have an internship

**STUDENT SERVICES**

or be employed at the time of enrollment.  All internships or employment must be approved by program coordinator to be able to earn units.

Co-op Ed includes:
- Assistance and support for students participating in the work experience program
- Internships and employment opportunities (Placement is not guaranteed)
- Online career assessment through Eureka
- Career Guidance workshops on Resume Writing, Interviewing Skills, How to Get a Job, Changing Careers
- Career advisement and referrals to alumni or friends of EVC who are established in their careers
- Career Fair
- Employability Workshops and Seminars

Location

Second Floor - Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call 408-274-7900 x6857.

Visit online at: http://www.evc.edu/current-students/work-experience

### EARLY ALERT

The goal of the Early Alert program is to support students' academic success. The Early Alert Program is a collaboration among instructors, counselors, support staff, and the District ITSS.

Every student who attends EVC is important to us and we want to ensure that all students have the tools and support they need to be academically successful. This program is not designed to be punitive or judgmental, and it does not appear on your transcript and does not affect your financial aid or GPA.

Location

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center.  For information call (408) 270-6475 or email studentsuccess@evc.edu

Visit online at http://www.evc.edu/current-students/student-success/early-alert

### STUDENT SUCCESS AMBASSADOR PROGRAM

The Student Success Ambassador Program (SSAP) at Evergreen Valley College (EVC) seeks to support student success and promote EVC. Student Success Ambassadors (SSA) serve as representatives of the Student Success Center and the college at large, working with faculty, staff, other students and members of the community to promote EVC academic programs, support services and Student Success Center activities. They assist with orientations, recruitment, high-school visits, campus tours, special events, community service, speaking engagements and participate in campus wide hiring committees. They also oversee the Student Success Ambassadors Hub which functions as an

informational station located at the entrance of the Student Success Center.

Student Success Ambassadors:
- Gain leadership experience
- Meet new peers and professionals
- Challenge themselves and work beside experts
- Serve as peer mentors to other EVC students

This experience is great for college applications and resumes. If you are interested in becoming a SSA, email studentsuccess@evc.edu

### OASISS

Outreach & Advocacy Services for Immigrant Student Success (OASISS) is a center designed to serve immigrant students in a safe space and with personnel that is sensitive, knowledgeable and experienced working with DREAMers.

Our mission is to provide DREAMer and immigrant students with the necessary tools and information to succeed in pursuing a higher education and professional career.

Programs and Services Include:
- Strengthen a college-going and success culture among students
- Assist students with applying for AB540 and Dream Act benefits
- Educational/career counseling and workshops in Spanish & English
- Assistance in filling out Financial Aid applications (for qualifying students)
- Provide English as a Second Language (ESL) assessments at local school and centers
- Supervision of student's academic progress
- An "Inclusive Community" program where students can interact, network and support each other
- Provide resources to increase parental support and guidance

Call:  408-274-7900 x6079
Email: OASISS@evc.edu
Location:  Student Service Center  Room SC-214
Website: www.evc.edu/current-students/student-success/oasiss

### THE TRIO UPWARD BOUND PROGRAM

Evergreen Valley College TRiO Upward Bound Program provides high school students with fundamental support in preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low-income families and students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate in which participants complete secondary education, enroll in and ultimately graduate from post-secondary institutions.

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Program services include:

- Mentoring
- Academic Tutoring
- Academic/Cultural Field Trips
- 6 Week Summer Residential Program at a college or university
- Workshops/Seminars

The TRiO program works with High Schools in the San Jose area.

Location

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call (408) 223-6764 or email UpwardBound@evc.edu.

Visit online at http://www.evc.edu/current-students/student-success/upward-bound

## 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, as amended; Title V of the California Code of Regulations; and the Americans with Disabilities Act of 1990, as amended.

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/current-students/support-programs/dsp-s.

## 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 units 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 http://www.evc.edu/current-students/support-programs/eop-s-care.

STUDENT SERVICES

**STUDENT SERVICES**

## 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 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, as available
- 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 $19.00 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 may be made at the beginning of each semester.

### 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 more information or to make an appointment, please call (408) 270-6480

Office Hours:

Mondays – 8:30-12:00 and 1:00-4:30
Tuesdays – 8:30–12:00 and 1:00-4:30
Wednesdays: 8:30-12:00 and 1:00-4:30
Thursdays: 8:30-12:00
Fridays: Closed

Limited Psychological Counseling Services are available Monday-Thursday by appointment only.

## LEARNING RESOURCE CENTER

The centralized Learning Resource Center (LRC) provides a variety of learning resources for students. These include Library Services, Open Computer Lab Services, 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.

In an atmosphere carefully structured to be conducive to learning and meeting the 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 or visit our website at http://www.evc.edu/current-students/open-computer-lab.

## 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, and 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, and audiocassettes).

Some 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 searching the Library Catalog) at http://www.evc.edu. The catalog includes items owned by both the Evergreen Valley College and San José City College Libraries.

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 Photocopiers and printing services, which are available for a small fee, also require a valid Student ID card. Loan periods for library items vary by type of material so please check with staff.

Librarians teach information competency skills to help students learn the basics of research or to master more advanced skills tailored for the needs or outcomes of a specific assignment. If you are faculty member who is interested in setting up a session for your class, please contact the Reference Desk to make an appointment. Also contact the desk if you wish to locate and identify library materials to support instruction and coursework or if you wish to make a purchase recommendation. Library faculty offer a 3-unit online course, Electronic Research and the Internet (LIB 015), to teach students information competency skills. This course is offered in the fall and spring semesters.

Additional services and resources include adaptive computer technologies, laptop computers, free unsecured wireless Internet, ongoing cultural/art displays, research guides, and study rooms for groups.

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 Computer Individualized Instruction Program was developed to augment and supplement classroom instruction. Students work at their own pace using instructional materials in the faculty-supervised Computer Lab. Students have an opportunity to interact with their instructors as well as in small study groups. In an atmosphere carefully organized to be conducive to learning and to individual students' academic goals, the students can take advantage of self-paced instruction developed with the primary focus of teaching computer skills such as keyboarding, word processing, spreadsheets, Internet and email basics, windows, presentations, and computer literacy.

What makes CII special?
- Provides a self-paced, individualized study program for students with limited levels of computer experience.
- Prepares students with computer skills needed to succeed on class assignments

The Computer Individualized Instruction Program is located on the lower level of the Library Technology Building (LE-200). For operating hours and more information, call (408) 270-6333.

## CAMPUS TUTORING PROGRAM

Tutorial services are provided to students by qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group 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. Online tutoring for English and ESL is another resource for EVC students. Tutoring resources 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, have a grade of "B" or higher in the course that they want to tutor as well as a cumulative GPA of 3.0, successfully complete the Individualized Tutor Training Seminar (II 90), have strong communication skills, and be recommended by an instructor.

Locations
The Campus Tutoring Center is located in the Library Technology Building in Room LE-237. Spring and Fall semester hours are Mondays-Thursdays from 9am-6pm and Fridays from 9am-1pm. For more information please call (408)274-7900 ext. 6802, or visit our website at http://www.evc.edu/current-students/tutoring-center

The Math and Science Resource Center is located in the Acacia Building in Room AD-141. Spring and Fall semester hours are Mondays-Thursdays from 9am-6pm and Fridays from 9am-1pm. For more information please phone (408) 274-7900, ext. 6883, or visit online at http://www.evc.edu/academics/departments/math-science-resource-center

## 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, 408-274-7900, ext. 6689

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.

STUDENT SERVICES

**SPECIAL ACADEMIC PROGRAMS**

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.

### SECTION 702 OF VETERANS CHOICE ACT

GI Bill® Resident Rate Requirements

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill-Active Duty at public Institutions of Higher Learning (IHLs) if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

To remain approved for VA's GI Bill® programs, schools must charge in-state tuition and fee amounts to "covered individuals." A covered individual is defined in the Choice Act as:

Student are eligible if:

- Physically in California
- Within 3 years of discharge date
- Active duty of at least 90 days
- Spouse/child of eligible member who has transferred benefits
- Eligible to use one of the following:
  - "John David Fry" scholarship
  - Montgomery GI Bill-Active Duty
  - Post 9/11 GI Bill® (Chapters 30 or 33)
- May continue to benefit after 3 year discharge is up if student is continuously enrolled

Students must complete and submit form AB13 (VACA) Affidavit for Eligible Veterans to the Office of Admissions and Records to verify eligibility. Eligible Veteran students may request for a change to their residency status, under Section 702 of the Veterans Choice Act, beginning fall term 2015.

### 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 111, 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 (AC-130) at (408) 274-7900 ext. 6853, or visit online at http://www.evc.edu/academics/special-academic-programs/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 hybrid and online courses.

An Online course is offered 100% online.   Instructors must not require students to meet face-to-face at any time, including, but not limited to office hours, homework, tests, and distribution of resource materials.  Students cannot be required to attend a physical classroom when participating in an online course. Instructors must provide an orientation of their course(s) where students are given the option to attend either virtually or in person (face-to-face). Students must choose one of the options to attend the required orientation of their online course(s). The orientation time and date are published in the syllabus and the schedule of classes prior to the beginning of the semester. An online course shall utilize features of the Learning Management System, such as course documents, discussion boards, real-time chatroom, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. All course instruction, materials, assignments, and discussions are posted and done online. There is at least one required proctored exam, the time and date will be announced in the schedule of classes. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses; they are offered in a more flexible and independent environment. Online courses must be approved by the Curriculum Committee and noted as such in any published schedule of classes.

Hybrid courses are version of distance learning courses with some distance component and some required on-campus / face-to-face meeting(s).  A Hybrid course can utilize features of the Learning Management System, such as course documents, discussion boards, real-time chatroom, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. The course can be offered during regularly scheduled class times or with online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus and schedule of classes. Hybrid courses must be approved by the Curriculum Committee and noted as such in any published 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 sciences. 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, single parents, 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) 270-7900 x6246 or visit our Web page at http://www.evc.edu/academics/special-academic-programs/distance-education

## 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.

**SPECIAL ACADEMIC PROGRAMS**

- 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 and Public Service Program

EVC Service-Learning and Public Service Program, provides students with hands on experience in the real world, while earning college credit. Our Service-Learning faculty members offer Service-Learning assignments in lieu of exams, research papers and other requirements. Students are expected to complete a reflection assignment, connecting their service experience with what they studied in class.

With dozens of community partners to choose from, students

are able to find non-profit organizations and schools that meet their course requirements, as well as their major and career goals!

Benefits for Student
- Learn by Doing
- Gains real life experience
- Improve UC and Private college and universities transfer applications
- Explore Careers
- Enhance  resume, and scholarship applications
- Qualify for International Service-Learning scholarships
- Apply to President's Volunteer Award
- Learn to work with diverse populations
- Become good citizens of the world
- Make a Difference in the community

To find out more about this exciting program visit us at 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.

Website:  http://www.evc.edu/academics/special-academic-programs/service-learning.

### 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 x6874 or see online at http://www.evc.edu/current-students/support-programs/calworks.

### 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 further 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, Program Coordinator, Educational Counselor, Program Assistant, Community Engagement Specialist, 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, 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. 6874, or visit our website at http://www.evc.edu/current-students/support-programs/calworks. 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 resource family approved caregivers of children in the foster care system. In collaboration with Santa Clara County and many community based organizations, the FKCE Program ensures that 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 http://www.evc.edu/current-students/support-programs/yess-fkce.

### Youth Empowerment Strategies for Success (YESS) (Formerly ILP)

The YESS program at Evergreen Valley College provides educational, daily living, financial literacy, career planning skills, 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  http://www.evc.edu/current-students/support-programs/yess-fkce



SPECIAL ACADEMIC PROGRAMS

**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.edu/district-services/district-police/the-jeanne-clery-act. 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 2011 Cohort, Completion Rate is 23.60% and Transfer Rate is 13.87%.

## 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 Jose/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 or gender, gender identity, religion, sexual orientation, 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.

### Sexual Harassment

"Sexual harassment" is defined in College policy as follows: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; 2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic (grades, academic progress, internships, etc decisions affecting the individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance, academic (grades, academic progress, internships, etc.) decisions affecting the individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance, academic performance, or creating an intimidating, hostile, or offensive work environment."

For details on new sexual assault legal action & procedures, please see the Administrative Procedures section at http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies.

### 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 Student Success, SC 230A, (408) 274-7900 ext.6491

**All discrimination and harassment complaints:**
Director of Diversity, SJECCD Office, Bldg. 2, (408) 274-7900 ext. 6798

**Designated District Officer:**
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:

Mark Gonzales, Interim Vice President of Student Affairs
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 members, 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.

Definitions: The following are examples of conduct that shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Police Chief.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the college and the consequences that will be applied.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which includes but is not limited to obscene, libelous or slanderous remarks, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
- Sexual assault or stalking.

### Due Process Procedures

For detailed information on Due process Procedures, please see the Student Discipline Procedures in the Administrative Procedures section at http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies.

## 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.

Please see the Student Discipline Procedures in the Administrative Procedures section at http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies.

### 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:

District Police Station
(408) 270-6468

**CAMPUS AND DISTRICT POLICIES**

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 7 a.m. – 3 p.m.
Holidays 8 a.m. – 4 p.m.

**After hours**, all campus emergencies should be reported by dialing **911** on a public telephone. Coins are not required when placing 911 calls. Office phones normally used as FAX lines may also be used for placing emergency 911 calls. Other telephones in District and College offices and facilities require that one dial **"9" then 911** for emergency service.

If for some reason **9-911** should fail to work, dial the City of San José Emergency Services number **(408) 277-5454**.

### Facility Security

When classes are in session, most campus facilities are unlocked from 6:30 a.m. to 10:30 p.m. on weekdays. However, during the hours of 10:30 p.m. to 6:30 a.m., buildings are locked for service by the custodial staff. Facilities are normally locked at 10:30 p.m. on Friday until 6:30 a.m. on Monday, unless special arrangements are made for weekend use. Arrangements must be communicated to the District Police.

### Campus Crime and Security Report

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1 of each year to all current students, employees, and prospective employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.

A complete copy of the Campus Crime Report can be obtained from the EVC Campus Police website at http://www.sjeccd.edu/district-services/district-police. 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.

# CHAPTER 9: COLLEGE PERSONNEL



## FACULTY AND ADMINISTRATORS

**Adamski, Maureen (2008)**
Nursing
B.S., Temple University, Philadelphia, PA
M.S., 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
B.A./M.A., San Jose State University

**Assadi, Janice (2014)**
Director of Student Services, RN
BSN, San José State University
School Nurse Services Credential, Fresno State
University

**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
A.S., Evergreen Valley College
University of California, Berkeley, Teacher
Training

**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

**Bolaris, Valerie (2001)**
Reading
B.S., Gannon University Villa Maria College
M.A., San José State University

**Braun, Patricia (2015)**
Nursing
B.S,/M.S., William Paterson University, Wayne NJ

**Brown, Bonnie (2005)**
Chemistry
B.S., Tuskegee Institute
M.S., San José State University

**Brown, Robert (2011)**
Accounting
B.S., California Polytechnic 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

**Carothers, Brad (1996)**
Psychology
B.S./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

**Cheung, A. Karen (2015)**
Nursing
B.S., California State University, Chico
M.S., University of Michigan

**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

**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)**
Associate Dean of Student Services
B.A., San José State University
M.P.A., San José State University
Ed.D., International & Multicultural Education,
University of San Francisco

**Gee, Henry (1990)**
Business Law
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)**
Interim Vice President, Student Affairs
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

**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
DHSc, Still University Arizona
CCRN, American Association of Critical Care Nurses
CMSRN, Academy of Medical Surgical Nurses

**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
Ph.D., Capella University

**Kahn-Lomax, Charlie (2000)**
Counseling/EOPS
B.A., San Francisco State University
M.A., San José State University

**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
M.A., San José State University

**Lee, Terrence (2015)**
Biology
B.A., University of California, Santa Cruz
M.S., University of Maryland, Baltimore County
PhD., University of California, Los Angeles

**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
B.S., San Francisco State University
M.S., San José State University (Moore Fellow)

**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
M.A., School for International Training,
Brattleboro, Vt.

**Lujan, Lori (1996)**
Sociology/Ethnic Studies/Ethnic Film
B.A., California State University, Hayward
M.A., San José State University

**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./M.L.I.S., 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

**Min, Sylvia (2014)**
Art
M.A., San José State University

**Morgan, Ken (1988)**
Automotive Technology
A.A., San José City College

**Nava, Elizabeth (1995)**
Social Science
B.A./M.A., University of California, Santa Cruz

**Narveson, Eric J. (2001)**
History
A.A., West Valley College
B.A./M.A., San José State University

**Nguyen, Gam (1999)**
Counseling
B.A., University of Saigon
M.A., San José State University

**Nguyen, William (2000)**
Academic Skills/Tutoring Center
B.A./M.A, San José State University

**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
Ph.D., University of California, Riverside

**Ott, Heather (2015)**
Librarian
B.A., History, University of California, Santa Cruz
M.A., Library and Information Science, San José State University

**Ortiz Kristich, Elaine (2001)**
Counseling/TLC Coordination
A.A., Evergreen Valley College
B.A./M.A., San José State University

**Payne, John (1972)**
Physical Education
B.A., San José State University
M.A., Stanford University

**Perez, Felicia (2006)**
Physical Education & Athletics
A.A., Cosumnes River College
B.A., Chico State University
M.A., University of Redlands

**Perkins, Patricia (2001)**
Counseling
B.A., San José State University
M.A., Santa Clara University

**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

**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)**
Instructor/Coordinator, DSP
B.A., San José State University
M.A., Santa Clara University

**Saleem, Huma (2015)**
English
B.A./M.A., English, San José State University

**Salonga, Stephan (1976)**
English/ESL/Psychology
B.S./M.Ed. Oregon State 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

**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

**Tran, Lena (2014)**
Dean, Business and Workforce Development
B.A., Montclair State University
M.B.A., Seton Hall University
D.A., University of San Francisco

**Toyoshima, Janice (2001)**
Biological Science
B.S., University of California, Davis
M.S., California Polytechnic State University, SLO
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

**Vanniasegaram, Sithparran (2014)**
Mathematics
B.A., University of California, Berkeley
M.S., Stanford University

COLLEGE PERSONNEL

**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

**Warner, Sterling (1990)**
English
B.A./M.A, San José State 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

**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

**Archuleta, Irma (2008-2015)**
Vice President, Student Affairs
B.A./M.A., California State University,
Dominguez Hills

**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

**Carey, Mark (1983 - 2013)**
Automotive Technology
A.A., San José City College
B.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

**De La Rosa, Deborah (1993 - 2014)**
Reading
B.A./M.A., San José State 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

**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 (1989-2004)**
Counseling
A.A., San José City College
B.A./M.S., San José State University

**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

**Hwang, Chui (1980 - 2015)**
Chemistry
A.A., Warren Wilson College
B.A., University of California, Berkeley
Ph.D., Ohio State University

**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

**Lopez, Rozanne (1981 - 2015)**
Nursing Education
B.S., University of San Francisco
M.S., San José State University

**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

**Owren, Betty Ann (1993 - 2014)**
Music
B.A./M.A., San José State University
D.M.A., University of Colorado, Boulder

**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

**Regua, Richard (1970-2015)**
English/ENLACE Program
B.A./M.A., San José State University

**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

**Saldana, Maria Elena (2001-2010)**
Counseling
B.A./M.A., 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 - 2013)**
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. (1969-2004)**
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 (1980-2004)**
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

**Wambach, Nancy (1991-2015)**
English
B.A., University of California, Santa Barbara
M.A., San José State University

**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

**Wells, Kelley (1996 - 2013)**
Philosophy
A.B., Drury College
M.D., Starr King School for Ministry
M.A./Ph.D., St. Louis 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

**Aldama, Alejandro (2001)**
Custodian II

**Alvarez, Graciela (1996)**
Custodian I

**Alvarez, Stacy (1999)**
Office of Academic Services Coordinator
A.A., Evergreen Valley College

**Artiga, Mario (2002)**
Custodian I

**Atchazo, Wilson D. (2000)**
Custodian II

**Avila, Reyna (2015)**
Community Engagement Specialist

**Azevedo, Arthur (2001)**
Groundskeeper III

**Barraza, Joe (2001)**
Network Technician
A.A., Evergreen Valley College
A.S., Computer Information Systems, San José City College

**Bintocan, Angelica (1997)**
Admissions & Records Technician
A.A., Evergreen Valley College

**Blumenkrantz, Robert (1996)**
Instructional Laboratory Technician IV,
Biological Science

**Bonanno , Gina (2006)**
Student Health Services
Staff Assistant
B.A., UCLA

**Bouzek, George (1992)**
Network Technician

**Brewster, Vicki (2010)**
Curriculum Specialist
B.A.,Public Administration, CSU Fullerton

**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

**Clutario, Gwen (2015)**
Outreach/ Recruitment Specialist, TRiO
B.S., San Francisco State University

**Collins, Debra (2007)**
Program Assistant, DSP
A.A., Evergreen Valley College

**Cooper, Gary (1977)**
Groundskeeper III

**Crossfield, Megan (2014)**
Senior Division Administrative Assistant, Student
Success
B.A., San José State University

**Cuen, Colleen (2008)**
Administrative Secretary

**De Hoyos, Juana P. (2008)**
Custodian I

**De La Cerda, Rita (1990)**
Administrative Secretary

**Duong, Van (2007)**
Instructional Laboratory Technician III, Physics/
Chemistry

**Echeverria, Armando (1999)**
APE Instructional Support Assistant,DSP

**Fray, Karen (1984)**
Program Assistant
A.A., San José City College

**Gaetos, Rebecca (1997)**
Staff Assistant II/EOPS

**Garibay, Penny (1999)**
Executive Administrative Assistant to the President

**Gonzalez, Isidro (2015)**
Custodian I

**Griffin, Franchesca (Julie) (1988)**
Admissions & Records Coordinator I

**Gutierrez, Rosa (1997)**
Custodian I

**Hamilton, Angela (2015)**
Senior Division Administrative Assistant, A&R

**Hernandez, Maricela (2005)**
Custodian II

**Hernandez, Rafael (2014)**
Groundskeeper II

**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.,/M.A., San José State University

**Iniguez, Tina (2003)**
Program Coordinator, Fostercare
B.A., University of California, Davis
M.A., San José State University

**Johari, Kamala (1995)**
Instructional Support Assistant, BIS/Accounting

**Kost, Catherine (1995)**
Senior Division Administrative Assistant, LLRC
B.S., San José Christian College
M.A., John F. Kennedy University

**Lam, Tiffani (1990)**
Lead Coordinator, Admissions and Records
B.A., California State University, Long Beach

**Lara, Teodora Q. (1999)**
Custodian I

**Lau, Frances (1993)**
Instructional Support Coordinator
B.A., National University

**Le, Tanya (1990)**
Financial Aid Specialist III

**Leaf, Roxanne (2004)**
Instructional Support
Assistant, Lab Lead
B.S., San José State University

**Li, Joaquin**
Instructional Lab Tech. III/Science

**Liu, DI (2000)**
Instructional Support Assistant, Lab Lead

**Long, Brittany**
Instructional Support Assistant, Subject Lead-ESL
B.A./M.A., History, California State  University,
Sacramento

**Ma, Yick (1993)**
Custodian I

**Mai, Lan**
Senior Division Administrative Assistant, SSHAPE

**Mardueno, Jose (2014)**
Custodian I

**Markevitch, Alla (2001)**
WIN/CalWORK'S Program Coordinator
M.S., National University of Electronics, Ukraine

**Marks, Sawanii (1996)**
Mathematics Instructional SupportAssistant

**Martian, Camella (2000)**
ProgramSpecialist, FasTrack

**Martinez-Barajas, Amparo (1986)**
Custodian II

**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 Support Assistant Lab Lead
A.S., Evergreen Valley College

**Meza, James S. (2004)**
Financial Aid Specialist II
B.S., San José State University

**Micetich, David (1999)**
Adaptive Media Specialist I, DSP
A.S., San Jose City College

**Naidu, Shashi (2003)**
Web and Distance Education Technician
B.A., Mount Carmel College, Bangalore, India
M.A., Bangalore University, Bangalore, India

**Najera, Edelberto D. (2001)**
Custodian I

**Nazarov, Vera (1992)**
Senior Division Administrative Assistant
A.A., Evergreen Valley College

**Nguyen, Emmy (2015)**
Program Specialist, WIN

**Nguyen, Luu (1985)**
Financial Aid Specialist III
A.A., Evergreen Valley College

**Nguyen, Nguyet (1995)**
Instructional Support Assistant Mathematics

**Nguyen, Thu (1993)**
Library Assistant
B.S., San José State University

**Norment, Jeff (1980)**
Assessment Specialist
B.A./M.A., San José State University

**O'Brien, Tiffany (2015)**
Program Assistant
SSHAPE

**Omer, Mahad (2005**
Staff Assistant II

**Ontiveros, Dianna (2004)**
Instructional Lab Tech II, Automotive
A.A., Evergreen Valley College

**Paiz, Paul (2011)**
Instructional Lab Tech I, Automotive

**Pereida, Rosa (1989)**
Outreach/Recruitment Specialist EOPS
M.A., San Jose State University

**Perez, Jr., Antonio (Tony) (2008)**
Instructional Laboratory Technician III,
Science/Engineering

**Pham, Bryan (2000)**
Instructional Support Coordinator, Lab Lead
B.S., Santa Clara University

**Quinonez, Benjamin (1997)**
Custodian II

**Ramirez, Ivanna (1990)**
Administrative Secretary

**Ramirez, Yesenia (2001)**
College Facilities Coordinator
B.S., San José State University

**Ratto, Christopher (1999)**
Senior Library Technician

**Renteria, Lisa (2010)**
Instructional Lab Tech. II/Physical Education
M.A., San José State University, Kinesiology

**Rivet, Robert (1992)**
Accounting Technician

**Rodriguez, Rogelio (1999)**
Custodian I

**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
Specialist

**Sadler, Paulette (1996)**
Staff Assistant II, Counseling

**Salvador Sanchez, Mayra**
Program Coordinator

**Santos , Maria Veronica (2015)**
Program Specialist, TRiO Talent Search
A.A. National Hispanic University

**Shah, Hansa (1992)**
BIS/CIT
Instructional Support Assistant, Lab Lead

**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)**
Systems Administrator

**Tran, Vu**
Instructional Laboratory Technician IV, Chemistry
B.S./M.S., California State University, East Bay

**Tran, Kiet Binh Gia (1998)**
Instructional Support Assistant, Subject Lead, CIT/
BIS

**Tung, Nancy (2001)**
Instructional Support Assistant, Subject Lead,
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 Support Assistant, Mathematics

**Vasquez, Veronica (2015)**
Outreach and Recruitment Specialist, TRiO
M.Ed. San Jose State University
B.A. California State University Long Beach

**Vasquez-Perez, Rafael (2015)**
Custodian I

**Vigliecca, Joseph (2001)**
Facilities Maintenance Worker

**Vo, Julie (2015)**
Career & Transfer Center Coordinator
B.A. University of California, Berkeley
M.A. Stanford University

**Vu, Ann (1994)**
Program Coordinator, EOPS
A.A., Evergreen Valley College

**Wu, Raymond (2014)**
Network Technician

**Yabumoto, Vivian (1996)**
Program Specialist, ASPIRE

**Zendejas, Maria (1998)**
Admissions and Records Assistant
A.A.,Evergreen Valley College

**Zepeda, Refugio A. (1997)**
Custodian I

## DISTRICT POLICE

**Burton, Eric (2006)**
Police Officer I

**Flores, Tony (1998)**
Police Officer II

**Khuc, Thinh (2003)**
Traffic & Campus Service Officer

**Loera, Lorena (2013)**
Police Dispatcher

**Tejero, Cynthia (2007)**
Police Communications & Records Coordinator

**Valle, Rodrigo (2007)**
Police Dispatcher

## MAINTENANCE

**Chapman, Elaine (1981)**
Operations Coordinator

**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)**
Facilities Maintenance Worker

**Nunes, Angelo (2006)**
Maintenance – Equipment and Vehicle Mechanic

**Olivas, Juan (1993)**
Facilities Maintenance 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

**COLLEGE PERSONNEL**

**COLLEGE PERSONNEL**

## 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**
Grounds Supervisor

**Macias, Luis Fernando (2015)**
Supervisor, TRiO Educational Talent Search
B.A., UC Berkeley
M. Ed., National Hispanic University

**McKee, Lauren (1984)**
Supervisor, Office of Academic Services
B.A., San José State University

**Osorio, Michael (2014)**
Supervisor, Upward Bound
B.A., University of California Santa Cruz
M.P.A, California State University East Bay

**Serratos, Guillermo (1988)**
Supervisor, Custodial Crew

## DISTRICT ADMINISTRATIVE STAFF

**John Hendrickson (2015)**
Interim Chancellor

**Garcia, Kim (2010)**
Vice Chancellor of Human Resources

**Hawley, Tamela (2012)**
Interim Vice Chancellor, Research and Institutional
Effectiveness

**Ho, Sam (2000)**
Director of Communications, Community Relations
& Diversity

**Ledesma, Rosalie (2008)**
Executive Director of Government & External
Affairs

**Seaberry, Ben (2014)**
Vice Chancellor of Information of
Technologies

**Smith, Doug (2011)**
Vice Chancellor, Administrative Services

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