

# IMPERIAL VALLEY COLLEGE



**General Catalog**

**2004 - 2005**

# **IMPERIAL VALLEY COLLEGE 2004-2005**

## **General Catalog and Announcement of Courses**

Imperial Valley College welcomes you and wishes to take this opportunity to congratulate you on your decision to accept the challenge of further education. This catalog is your guide to and through this college and the many educational programs which it offers. In it you will find the information which you must have to succeed. In it also are those rules and regulations which govern not only the college, but you, the student, as well. It is your obligation to become thoroughly familiar with its contents. It has been prepared with your success in mind!

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[www.imperial.edu](http://www.imperial.edu)

# IMPERIAL VALLEY COLLEGE

ACCREDITED

by the

Accrediting Commission for Community and Junior Colleges of the  
Western Association of Schools and Colleges

10 Commercial Boulevard, Ste. 204

Novato, CA 94949

(415) 506- 0234

an institutional accrediting body recognized by the Commission on Recognition of  
Postsecondary Accreditation and the U.S. Department of Education

American Welding Society

California Association of Alcohol and Drug Educators

California Board of Registered Nursing

California Board of Vocational Nurse and Psychiatric Examiners

Commission on Accreditation of Allied Health Education Programs

Commission on Peace Officers Standards and Training

California State Department of Education

National Academy of Early Childhood Programs

A

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Hispanic Association of Colleges and Universities

Imperial County School Boards' Association

International Consortium for Educational and Economic Development

San Diego and Imperial Counties Community Colleges Association

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## Imperial Valley College Welcomes You

Opening the IVC Catalog is like opening the window to a chance for a lifetime. You will find a variety of programs and services of higher learning, rich in both breadth and depth. Recently, we made a promise to offer more programs to address the economic diversification of our community.

Our faculty, staff, administration, as well as Board of Trustees are interested in providing you an excellent education to assist you in achieving your educational and career goals. Ask for programs that will address your specific need and we will do everything possible to provide you access.

You will find our faculty members are excellent teachers who are sensitive to your needs, our main campus and extended campus centers are convenient and neat. The cost is affordable and a variety of financial aids are available. The application process is easy. If you have not come on to the IVC Campus before, please visit us at your earliest convenience. The campus is just beautiful and people here are friendly.

Our catalog is our contract with you. Please read and use it wisely to optimize your enrollment here at IVC. We want you to be thrilled for your experiences here.

Paul Pai, Ed.D.  
Superintendent/President

**THE BOARD OF TRUSTEES  
IMPERIAL COMMUNITY COLLEGE DISTRICT**

**MR. RUDY CARDENAS, JR.**

Trustee from area which includes Brawley Union High School District

**MR. CARLOS ACUÑA**

Trustee from area which includes Central Union High School District

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Trustee from area which includes Holtville Unified School District

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Trustee from area which includes Calexico Unified School District



**ADMINISTRATION**

PAUL PAI, Ed.D.  
Superintendent/President

MARION BOENHEIM, Ph.D  
Acting Vice President for Academic Services

VICTOR JAIME, Ed.D.  
Vice President for Student Services

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Dean of Business Services

GONZALO HUERTA  
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VACANT  
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EILEEN BUCKEL  
Dean of Learning Services

KATHIE WESTERFIELD  
Director of Admissions and Records

KATHY BERRY  
Director of Nursing Education and Health Technologies

MARION BOENHEIM, Ph.D.  
Director of Human Resources/EEO

TED CEASAR  
Director of Disabled Student Programs & Services

**INSTRUCTIONAL DIVISIONS**

KRISTA BYRD  
Division of Behavioral Science and Social Science

VALERIE RODGERS  
Division of Business

FRED FISCHER, Ed.D.  
Division of English

JILL TUCKER  
Division of Exercise Science, Wellness and Sport

TOM GILBERTSON  
Division of Humanities

KATHY BERRY  
Division of Nursing Education and Health Technologies

LIANNA ZHAO, M.D.  
Division of Science, Mathematics and Engineering

**IMPERIAL VALLEY COLLEGE  
2004-2005 CALENDAR**

**2004**

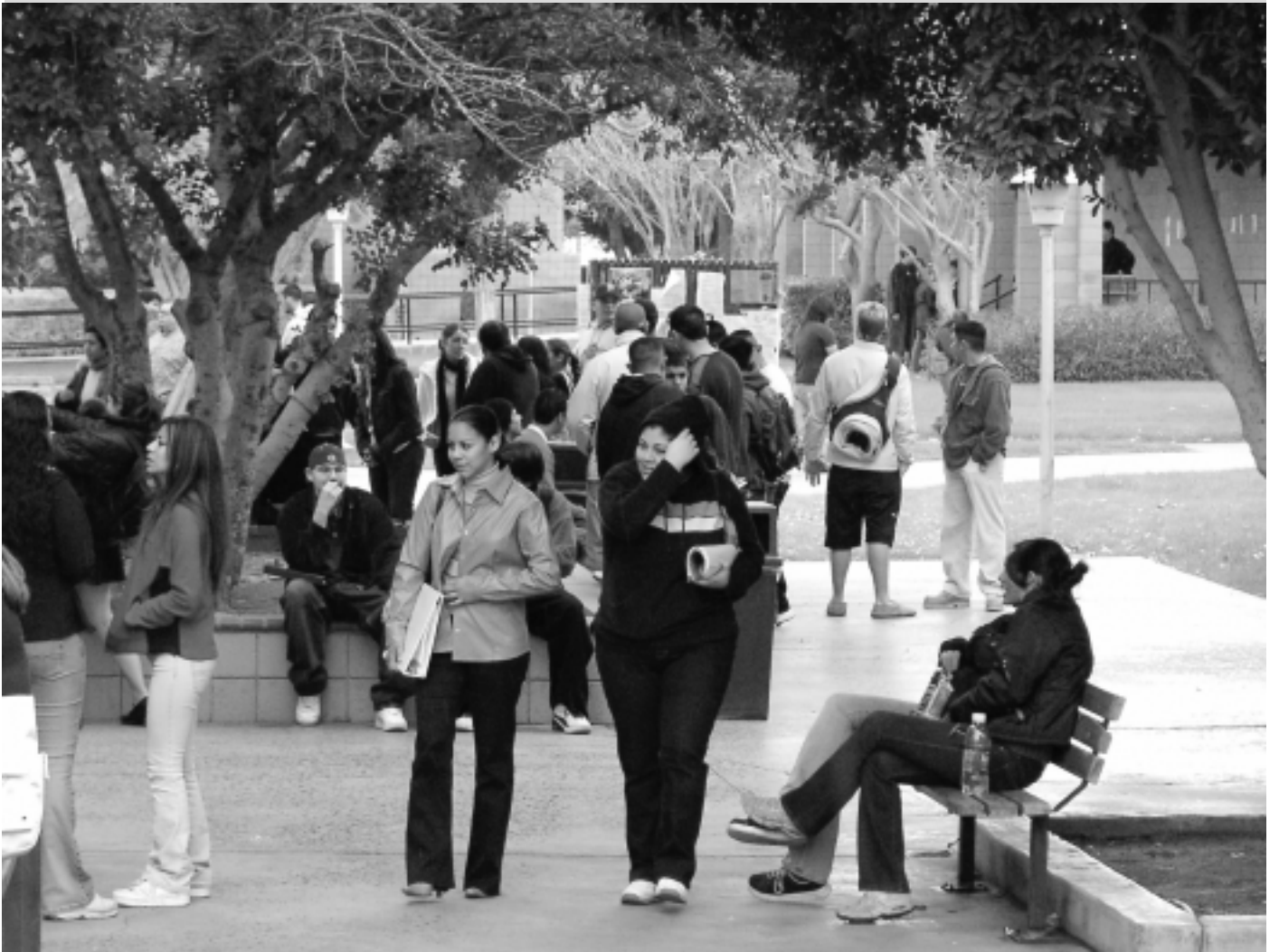
<b>August</b>	<b>14 Saturday</b>	Fall Semester Begins
	<b>16 Monday</b>	Orientation (Non-Instructional/Service Day)
	<b>17 Tuesday</b>	First Day of Classes
<b>September</b>	<b>6 Monday</b>	Holiday (Labor Day)
<b>November</b>	<b>12 Friday</b>	Holiday (Veterans Day)
	<b>25-26 Thursday/Friday</b>	Recess (Thanksgiving )
<b>December</b>	<b>11 Saturday</b>	Final Exams Begin
	<b>17 Friday</b>	Last Day of Final Exams
	<b>20 Monday</b>	Recess (Winter Break)

**2005**

<b>January</b>	<b>7 Friday</b>	Last Day of Recess (Winter Break)
	<b>10-14 Monday-Friday</b>	Instructional Flex Days
	<b>15 Saturday</b>	Spring Semester Begins (First Day of Classes)
	<b>17 Monday</b>	Holiday (Martin Luther King's Birthday)
<b>February</b>	<b>18 Friday</b>	Holiday (Lincoln's Birthday)
	<b>21 Monday</b>	Holiday (Washington's Birthday)
<b>March</b>	<b>24 Thursday</b>	Non-Instructional/Non-Service Day
	<b>25 Friday</b>	Holiday (Good Friday)
	<b>26-April 1</b>	Saturday-Friday Spring Recess
<b>May</b>	<b>21 Saturday</b>	Final Exams (Saturday Finals Only)
	<b>23-27 Monday-Friday</b>	Final Exams
	<b>28 Saturday</b>	Graduation (Non-Instructional Service Day)



# *THE COLLEGE*



# THE COLLEGE

## HISTORY OF IMPERIAL VALLEY COLLEGE

More than 40 years ago, a small group of students gathered for the first day of classes on a 160-acre plot of land at the Intersection of Highway 111 and Aten Road. It was the culmination of years of hard work by the citizens of this county to finance and build a freestanding Imperial Valley College.

Construction of the campus had been approved two years before when community college district residents set an all-time state record, voting thirteen to one in favor of bonds to finance the new IVC campus.

But even though the grand opening of the main campus in 1962 signaled a new era for higher education in the Imperial Valley, IVC's roots run even deeper into the county's heritage.

Exactly 40 years before the opening of the new campus, classes of Central Junior College began on the grounds of Central Union High School in El Centro—in September 1922. Two years later, in the fall of 1924, instruction began at the Brawley Junior College, located at Brawley Union High School.

Central Junior College first conferred the Associate in Arts degree in 1934. Enrollments increased in both schools until World War II, when attendance dropped sharply. Brawley Junior College was forced, by lack of attendance, to discontinue classes at the close of the 1947 school year.

In the fall of 1951, students, in cooperation with the administration and faculty, petitioned the Board of Trustees for a more representative name for the college. It was now serving students from all of the Imperial Valley. By action of the Board, the name was officially changed to Imperial Valley College.

The school, under the administration of the Central Union High School District, gained recognition as an accredited institution of higher education. As the institution grew with the community, this growth was reflected in the steady rise in enrollment and in the diversity of courses and curricula that was offered.

The extended-day program, which offered regular college classes at night, was initiated on a limited basis in 1952. Its rapid growth served to enlarge the service of the college to the community.

A recommendation that a county wide community college district be established in Imperial County was submitted to the State Department of Education and was approved on July 10, 1959. The Imperial County Superintendent of Schools then set a date for an election at which all qualified voters residing within the boundaries of the seven high school and unified school districts were eligible to vote. The election was held on October 6, 1959; and by an overwhelming vote, the Imperial Valley Junior College District was established. This was followed by the election of the members of the Junior College District Board of Trustees, one of whom comes from each of the seven high schools or unified school districts represented in the area served by the Imperial Junior College District.

This District includes all of Imperial County except a small area in the northwest corner of the County, which is a part of the Desert Community College District.

Because of the increase in enrollment at both Central Union High School and Imperial Valley College, and because of the lack of space on the Central Union High School Campus, Imperial Valley College moved to temporary quarters erected on the campus of the Imperial Valley Union High School in Imperial, California.

On October 4, 1960, the people of Imperial County set an all-time state record when they voted thirteen to one in favor of bonds to finance the building of a new campus.

The Board of Trustees selected a nationally known architectural firm to plan the new buildings, and a 160-acre site, which met the criteria, recommended by the Citizens' Committee was selected for the new campus.

On January 13, 1971, the Board of Trustees changed the name of the District to Imperial Community College District in order to further emphasize the close relationship the college has with its service area.

The following Superintendent/Presidents have served the District and College over the last forty years:

Milo P. Johnson	1960-1963
Dr. Terrel Spencer	1963-1978
Dr. Dan Angel	1978-1981
Dr. John A. DePaoli	1981-1995
Dr. Gilbert M. Dominguez	1996-2002
Dr. Paul Pai	2003-Present

## FACILITIES

The original Imperial Valley College main campus, which opened in September 1962, consisted of library, science laboratories, fine arts rooms, student activities building, academic classrooms, administration and faculty offices, social science rooms, physical education shower and locker rooms, and agricultural education classrooms and shop.

A steady growth pattern began in April 1967 with the addition of the multipurpose building. The building was designed to house sporting and theater events, and was comparable to any such community college structure in the State. Three other projects followed which were completed through community donations: the Janey Jackson Memorial Fountain, 1969; the renovation of the Holtville Train Depot, located in the cactus garden, 1971; and the Meyer Center for Business and Commerce. The Meyer Center was dedicated February 20, 1972, at ceremonies commemorating the 50th anniversary of the Imperial Community College District. Also recognized the same day was the opening of an Archaeological Museum at 442 Main Street in El Centro in buildings donated by Howard P. Meyer, and the new agriculture-welding complex. The museum was later named the Barker Museum, honoring Michael Barker, deceased. Mr. Barker was an IVC archaeology instructor.

The museum, now named the Imperial Valley College Desert Museum, has since been relocated to the Imperial County community of Ocotillo, which is in the middle of some of the Imperial Valley's precious archeological resources. The museum is now owned and operated by a separate non-profit foundation.

Other building projects have included:

- \* Associated Students Activities Building, 1971;
- \* Spencer Library Media Center, in 1975, named in honor of the late Terrel Spencer, President Emeritus;
- \* Swimming Pool Complex, 1975;
- \* Remodeling of the Student Union and the cafeteria into the College Center complex, 1977;
- \* Preschool, 1981, which was constructed off Highway 111 on a section of the campus named Rider Park, honoring the late Amos R. Rider, who was the first custodian and maintenance supervisor at the new IVC campus;
- \* Modernization of facilities to remove architectural barriers to the handicapped, 1982.

On September 17, 1982, ceremonies were held to commemorate the 20th anniversary of the beginning of class instruction. From less than one thousand students a year in the early sixties, the college now enrolls approximately seven thousand students each year.

In June 1985, the California State Legislature approved an augmentation to the state budget in SB 150 to include full funding of the construction of a Health Sciences Building. In November 1986, Imperial Valley College began construction of a 17,500 square foot building that now houses the Health Sciences Program and the Disabled Students Program and Services. The Health Sciences Program had been scattered in several buildings on campus, while the Disabled Students Program was located in temporary metal buildings that have been on campus since 1961. The \$2.2 million project was completed at the end of 1987, which was also the 25<sup>th</sup> anniversary of the opening of Imperial Valley College.

A \$2.5 million General Obligation Bond for IVC was approved by 73 percent of the voters in November 1987. The monies developed by the Bond allowed the college to do major campus refurbishing and other general improvements such as: doubling the number of parking spaces; improving campus lighting; opening an extended-campus center in El Centro providing a women's softball field; rejuvenating classrooms, the library, the college center, the counseling center, the print shop; doubling the size of the Meyer Center for Business and Commerce; and computerizing the energy control system.

In May 1999, the Spencer Library Media Center opened a 4,200 square foot addition funded by the State of California that houses the Learning Center and Tutoring Center. The \$1,000,000 project included a complete renovation of the existing library.

The Reading/Writing Lab began operating from the Spencer Library and in 1975 it moved to the 1600 building. In 1999, the building was dedicated as the Jean Raulston Reading/Writing Lab. In April 2002,

the Jean Raulston Reading/Writing Lab was relocated to the newly constructed 2600 building, sharing space there with the Pauline Benoit Rice Language Lab. The late Pauline Benoit Rice was the first French professor hired in 1963 and she also taught Spanish and Humanities for 26 years. She was instrumental in redesigning and enlarging the Language Lab and expanded its services to include ESL. The late Jean Raulston was an English professor who served IVC for 17 years, and was instrumental in development of the Reading and Writing Lab programs.

The Childhood Education Center celebrated its grand opening on October 28, 1991 and the Infant Care Center was built and opened for service in June of 1999. These facilities are Lab-type schools being used to provide higher educational opportunities for IVC students and train future Early Childhood and Multi-Subject Teachers in the field of Early Child Education.

The gymnasium was dedicated on May 26, 1996 as the John A. "Buck" DePaoli Sports Complex in honor of the late John A. "Buck" DePaoli who served IVC for 30 years, of which 14 years were as Superintendent/President.

The IVC Desert Museum property is located in Ocotillo, California just south of Interstate 8 and can be seen from the highway. The IVC Museum rest area and landscaping were completed in 1999. The project was funded through a CalTrans grant. Construction of the museum building began in September of 2000. The Museum Society has funded construction, but is pending completion.

The Ray White Tool Distribution Center aids the Industrial Technology tool and equipment needs. At the fall 2000 grand opening, Ray White was honored as a retired and long-term Automotive Technology Instructor who served IVC from 1964-1998.

### **INSTITUTIONAL MASTER PLAN FOR 2003-2006**

The Institutional Master Plan was developed in collaboration with the members of the Imperial Community College District Board of Trustees, faculty, staff, students, and administration. This Plan provides a sense of vision and a guide for multi-year planning. A comprehensive analysis of both internal and external environments influencing future development of the College, and an examination of the present and anticipated development of both the instructional and support services areas is outlined in the Master Plan. The 2003-2006 Master Plan is under development. Please contact the President's Office at (760) 355-6219 for more information.

### **ACCREDITATION REPORT**

The Accrediting Commission of Community and Junior Colleges, Western Association of Schools and Colleges Evaluation Team visited Imperial Valley College on March 6-8, 2001, to validate the institutional self-study report. The Commission reaffirmed accreditation through 2006, with a requirement that the college complete an Interim Report by November 1, 2002, which focused on four recommendations made by the Evaluation Team.

An Evaluation Team visited the college on November 4, 2002, to validate the Interim Report that was submitted to the Commission in October 2002. The Commission accepted the report made by the Evaluation Team, with a requirement that the College submit a Focused Midterm Report by March 15, 2004, which was followed by a visit by Commission representatives.

### CAMPUS LOCATION

Imperial Valley College is located in California's southernmost county, Imperial County, which borders both Arizona and Mexico. Supported by an extensive and highly efficient below sea level irrigation system, Imperial County ranks among the top 10 agricultural counties in the nation. Total agricultural production value annually exceeds \$1 billion. The Imperial County's fertile soil and mild climate allow farmers to enjoy year-round planting, cultivation and harvest. More than 580,000 acres of Imperial Valley land is farmed, producing many field and vegetable crops. The mild, delightful winters have made the region attractive to tourists and helped it to become an outstanding recreational region as well. It is also the winter training headquarters for the Navy's Flight Demonstration Squadron, the Blue Angels.

The Imperial Valley College campus is located on a 160-acre site at the intersection of Highway 111 and Aten Road, in Imperial, California. This location is in the heart of Imperial County and is within reasonable commuting distance of all of the cities in the Valley. There are also extended campus centers in the cities of El Centro, Brawley and Calexico.

### MISSION

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

### ACADEMIC FREEDOM STATEMENT

The common good of society depends upon the search for knowledge and its free exposition. Academic freedom is essential to both these purposes and is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. As such it protects each person's freedom to express opinions both inside and outside the classroom, to practice one's profession as teacher and scholar, librarian, or counselor, to carry out such scholarly and teaching activities as one believes will contribute to and disseminate knowledge, to express and disseminate the results of scholarly activities in a reasonable manner, and to select, acquire, disseminate and use documents in the exercise of one's professional responsibilities, all without interference and all with due and proper regard for the academic freedom of others. Academic freedom does not require neutrality, but rather makes commitment possible. However, academic freedom does not confer legal immunity, nor does it diminish the obligations of practitioners to meet their duties, their responsibilities, and their scholarly obligations to base research and teaching on an honest search for knowledge.

### TYPES OF COURSES AND PROGRAMS

In order that Imperial Valley College may achieve its goal of serving all students who desire to learn, a variety of courses are offered. Some will equip a student with job entry-level skills and other courses provide a general education for all students to assist them in living meaningful and productive lives in a complex society. Still other types of courses provide the basis for professional training offered by four-year colleges and universities. Regardless of the interests of the students, the first two years of college work normally can be completed at Imperial Valley College. Thus students have an opportunity to begin their advanced education while still residing at home. Not only can this opportunity be of great financial assistance, but it offers an excellent transition between the high school campus and the large, often impersonal, four-year college campus. The intimate, though scholarly, atmosphere of the college; the opportunity for each student

to know instructors personally; and the chance to participate in the counseling program; all offer invaluable opportunities to the student that might not be available in an institution where the very size of enrollment makes personal interest in every student more difficult. Not only can the student receive excellent personal assistance with work, but the opportunities for leadership in student affairs are increased.

Through the counseling program, a close scrutiny is given to the courses in which a student enrolls. The student plans ahead, sets up goals and systematically includes those courses of study that will be of the greatest benefit.

Many of the needs of the student who seeks employment at the end of the sophomore year can be met by a variety of occupational courses. In addition to offering a breadth of education, they meet specific needs in the shortest possible time to prepare the student for a field of employment.

These courses also offer a well-organized general education program to meet the needs of the individual who has only two years to devote to post-high school education.

The community college program also includes courses of study which may be taken by adults who can demonstrate their ability to do college work but who have not had the opportunity to complete high school. Evidence of success in classes of college level will permit these adults to continue their educational endeavors.

Coordinated with the general divisions of courses at the college are six programs designed with specific types of students in mind: students who can devote only evenings to school; students who cannot fully participate in regular classes on the main campus; students who can coordinate their college study with a program of employment; the outstanding high school 11th and 12th grade students who can profit by special work at the college level; and students with disabilities.

#### 1. Attendance of Local High School Students

Local high school students attending the college under the Honors or Vocational programs are restricted to a spectator's role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must be authorized for attendance and shall receive appropriate college credit. High school credit for Honors or Vocational classes may be negotiated.

Students must attend high school for the minimum school day.

#### Admission of 11th & 12th Grade High School Students

The governing board of any two-year community college may admit to the community college as a special part-time student any 11th or 12th grade high school student whose admission is recommended by the high school principal. A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school.

The student is authorized attendance at a community college as a special part-time student pursuant to this section and shall receive credit for community college courses completed in the same manner as if regularly enrolled at the community college.

Admittance of Pupil Who Has Completed 11th Grade to Summer Session: Crediting Summer Session Attendance The governing board of any two-year community college may admit to the summer session of the community college as a special student any high school student who has completed 11th grade and whose admission to summer session is recommended by the principal of the high school in which the student completed the 11th grade. A principal of a high school may recommend such a student as a special student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A principal of a high school shall not recommend a number of students who have completed the 11th grade in excess of 5 percent of the total number of students in the high school who have completed the 11th grade immediately prior to the time of recommendation.

The attendance of a student at community college as a special summer session student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001)

**2. Administration of Justice Credit for Administration of Justice Coursework**

**POLICY:** Students who have successfully completed a certified Basic Academy Program in Law Enforcement or corrections within the last three years, may petition for Imperial Valley College coursework credit or waiver within the Administration of Justice curricula. Credit may be given upon documentation of Academy completion and Division Chair approval.

**PROCEDURE:** To obtain IVC credit for completing a certified Basic Academy program in Law Enforcement, the student should contact the Registrar’s Office to petition for credit or waiver. At the same time of submission of the petition the student must be enrolled.

The following certified training academies meet the course requirements listed below:

U.S. BORDER PATROL ACADEMY  
 AJ 110 Police Community Relations 3.0 Units

CALIFORNIA HIGHWAY PATROL ACADEMY  
 AJ 141 Arrest & Firearms 3.5 Units

CALIFORNIA P.O.S.T. BASIC ACADEMY  
 AJ 100 Intro to Administration of Justice 3.0 Units  
 AJ 141 Arrest & Firearms 3.5 Units

CALIFORNIA DEPARTMENT OF CORRECTIONS  
 ACADEMY, AT GALT  
 (San Joaquin Delta College Affiliation)  
 AJ 141 Arrest & Firearms 3.0 Units

**3. Disabled Student Programs and Services**

The Disabled Student Programs and Services program is designed to provide supportive services to students with physical disabilities, learning disabilities, psychological disabilities and health problems. The program provides preferential registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, braille transcribing, adaptive physical education, special parking, and nursing assistance.

**4. Exercise Science, Wellness, and Sport**

IVC strongly believes in the efficacy of health education for all despite age, sex, or physical condition, a class is available and appropriate to the physical performance level of each student. Exemptions may be granted for:

- 1. Physical condition (medical excuse required)

Upon petitioning for graduation, a student must show a minimum proficiency in the following:

- 1. Successful completion of PE 100 (formerly PE 25) plus one elective PE activity unit (3 units required)

Students in physical education activity classes are required to dress appropriately. Appropriate dress for activity classes includes tennis shoes, shorts, sweat pants or jogging apparel, and tee shirts or a similar top for vigorous activity.

**5. Extended Campuses**

The Extended Campus program provides Imperial County residents practical and convenient access to college course for credit in 11 communities at 3 locations. The network of centers throughout the district provides daytime and evening classes staffed by full and part-time faculty members of the main campus faculty, and three counselors.

The goal of the off-campus program is to offer expanded delivery capability, flexibility, and quality instruction to the 14 communities comprising the Imperial Valley College District. These community-based classes help solve the problems of isolation experienced by Imperial Valley residents. All classes are scheduled in frequent cycles throughout the year in such areas as: Office Technician, Legal Assistant, Hospital Nursing Assistant, Emergency Medical Technician, Microcomputer Operations, Spanish, ESL, Administration of Justice, and Fire Science.

Innovations include special training projects funded by the Private Industry Council for a variety of agencies in the County. Classroom facilities are made available through various agencies, churches, school districts, and San Diego State University, Imperial Valley campus.

**6. Preschool & Infant Toddler Center**

The preschool which is located in building 2200, is open five days a week from 7:45 a.m. to 4:00 p.m., concurrent with the college calendar. Child care services are available for newborn children to 5 years of age whose parent(s) are IVC students.

**7. Nursing-Associate Degree (ADN)**

As of Fall 2004 a major nursing curriculum change will be implemented. Continuing students will complete their course of study utilizing course progression as defined in the 2003-2004 Catalog. New students entering the nursing programs as of Fall 2004 will be required to meet all requirements of the new nursing curriculum.

**General Information**

The Registered Nursing (RN) program is accredited by the California Board of Registered Nursing. The program prepares graduates to give direct nursing care to patients and/or clients in a variety of health care agencies on a staff nurse level. The curriculum consists of course work in nursing, general education, and clinical nursing practice in local hospitals, health care agencies, and San Diego based Psychiatric Hospitals.

Admission to the nursing program is by special application (applications are available in the nursing office or on the Nursing Program Web Site.) To be eligible for consideration, applicants must: (1) Be eligible for admission to Imperial Valley College; (2) Submit proof of high school graduation or equivalency or higher; (3) Submit official college transcripts indicating completion of college level (transferrable course) in English Composition (3 units), Anatomy (4 units), Physiology (4 units) or BIOL 200 (4 units) and BIOL 202 (4 units) and Microbiology (BIOL 220) with a GPA of 2.0 or higher; and (5) meet academic requirements specified in the Nursing Department brochure.

**Selection**

**Note:** *Beginning Fall 2005 the Nursing Program may adopt a selection process developed by the Chancellor's Office of California Nursing Prerequisite Validation Study.*

Applications will be considered by a selection committee based on successful completion of the Pre-application and prerequisite courses. The following criteria will be used to determine acceptance.

- \*Overall College Level GPA
- \* English course(s) GPA (does not include remedial English or ESL courses)
- \* Cumulative GPA on core Science courses (Includes Anatomy, Physiology, and Microbiology)

Meeting eligibility will **NOT** guarantee immediate admission. If there are more qualified applicants than space available within the program the following process will occur. Applicants will be placed in two groups based on the first-come-first-basis.

**Group A:** Applicants who have completed all Science and English for the program with a grade of "C" or better prior to application to the program.

**Group B:** This group consist of applicants who have work in progress for English and/or Science requirements during the application process. Students will be selected from Group A prior to students in Group B.

**Licensure-**Upon successful completion of the Associate Degree Nursing Program, students will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and, if performance on the examination is successful, will be licensed as a registered nurse.

Student's electing the non-degree 30-unit option as well as students who do not complete the requirements for the ADN but who successfully complete the required nursing and support courses are eligible to apply to the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as a NON-DEGREE candidate, and if successful, will be licensed as an RN by the California Board of Registered Nursing. Endorsement of a non-degree RN in other states is questionable. **ONCE THE LICENSING EXAM IS TAKEN, STATUS CANNOT BE CHANGED, REGARDLESS OF SUBSEQUENT DEGREES EARNED.**

**CREDIT BY EXAM.** Academic credit by examination may be obtained by those whose prior education and/or experience provides the knowledge and skills required to meet the objectives of one or more courses. Students who believe they may be eligible for credit by examination should contact the Nursing Education Department for an appointment for special advising prior to submitting their application for admission to the program. For College policy regarding credit by examination, consult "Credit by Examination" in the Academic Information and Regulations section of this Catalog.

Upon completion of the eligibility requirements, separate theory and clinical performance examination will be administered for courses with a laboratory component. A written patient care plan is required in all theory and clinical courses. Completion of the written work with a grade of "C" or better is required prior to taking a clinical examination. Courses without a lab component will have a written examination only. A grade of "C" or better must be achieved. A maximum of 20 units may be obtained through credit by examination.

**PROGRESSION POLICY.** All courses must be taken in sequence. Each course within the major must be completed with a "C" or better to progress to the next level. All Skills and Clinical courses must be completed with a "S" or higher to progress to the next level. All supporting courses must be completed with a "C" or better prior to progression to the next level of nursing.

**Associate Degree Nursing (ADN) Curriculum**

For students entering the ADN program Fall 2004. All courses must be passed with a grade of "C" or better.

**Pre Application Requirements**

ENGL 101 English Composition	3.0 Units
BIOL 204 Human Anatomy	4.0 Units

BIOL 206 Human Physiology 4.0 Units  
 OR;  
 BIOL 200 Human Anatomy & Physiology I 4.0 Units  
 BIOL 202 Human Anatomy & Physiology II 4.0 Units  
 BIOL 220 General Microbiology 5.0 Units

**Pre Admission Requirements**

Demonstration of Math Competency: A score of 35 or higher in Elementary Algebra Test or Math 080.

Demonstration of Reading Competency: A score of 64 or higher on the Degrees of Reading Power (DRP) or higher or ENGL 089 (formerly ENGL 12B).

PSY 101 (formerly Pysch 1A): Intro to Psychology 3.0 Units

*\*The Nursing Department recommends that students complete PSY 204 (formerly Psych 35) Developmental Psychology: Conception to Death prior to entering the nursing program. (Students wishing to complete a Bachelor's of Science in Nursing Program may be required to complete such a course)*

**Nursing Requirements**

**Semester One (1):**

NURS 110 Nursing Process I 4.5 Units  
 NURS 110 Nursing Skills Lab I 1.5 Units  
 NURS 112 Nursing Process Application I (Clinical) 4.0 Units  
 NURS 113 Pharmacology 3.0 Units  
 SOC 101 Intro to Sociology 3.0 Units  
 or  
 ANTH 102 Cultural Anthropology 3.0 Units

**Semester Two (2):**

NURS 120 Nursing Process II 4.5 Units  
 NURS 121 Nursing Skills Lab II 1.0 Unit  
 NURS 122 Nursing Process Application II (Clinical) 4.0 Units

**Summer Session**

NURS 200 Psychiatric Nursing 2.5 Units  
 NURS 202 Psychiatric Nursing Application (Clinical) 2.0 Units

**Semester Three (3):**

NURS 210 Nursing Process III 4.5 Units  
 NURS 211 Nursing Skills Lab III 1.0 Unit  
 NURS 212 Nursing Process Application III (Clinical) 4.0 Units

**Semester Four (4):**

NURS 220 Nursing Process IV 4.5 Units  
 NURS 221 Nursing Skills Lab IV 1.0 Units  
 NURS 222 Nursing Process Application IV (Clinical) 4.0 Units  
 NURS 230 Nursing Trends 1.0 Units

**Additional Degree Requirement**

SPCH 100 Oral Communications 3.0 Units  
 American Institutions Requirement 3.0-6.0 Units  
 Humanities Elective 3.0 Units  
 PE 100 Physical Education 2.0 Units  
 Physical Education Activity Course 1.0 Units  
 Total Nursing Units 50.0 Units  
 Total General Education/Support Courses 34-37 Units  
 Total Units for Degree 84.0 Units

Nursing Program graduates must submit a transcript demonstrating completion of all course work and graduation prior to sitting for the National Board of Nursing Exam.

**Advanced Placement for LVN's**

Advanced placement for LVN's is based on the following requirements:

- Hold a valid, active LVN license in the State of California.
- Meet all requirements for admission as identified in the College Catalog and the Nursing Education Department Student Handbook/brochure.
- Successfully complete NURS 204
- Graduate from an accredited LVN/RN program or Armed services nursing courses equivalent to the LVN level.

**Associate Degree Nursing Curriculum (LVN-RN)**

Courses required for A.A. Degree major must be completed with a grade "C" or better.

**Pre-Admission Requirements**

ENGL 101 (Reading & Composition) 3.0 Units  
 Demonstration of Math Competency (2004-2005 major sheet)  
 Demonstration of Reading Competency

**Pre-Application Requirements**

PSY 101 General Psychology 3.0 Units  
 \*~BIOL 204 Human Anatomy 4.0 Units  
 or  
 \*~BIOL 206 Human Physiology 4.0 Units  
 \*~BIOL 220 General Psychology 5.0 Units  
 and

\*~BIOL 200 Human Anatomy/Physiology I 4.0 Units  
 \*~BIOL 202 Human Anatomy/Physiology II 4.0 Units

\*Courses have a time limit of seven (7) years. Must be repeated if time limit has expired.

~Courses have prerequisites of one year Biology and Chemistry in high school with lab, or one semester of each college level.

**Nursing Courses**

NURS 204 (Transition Course) 3.0 Units  
 NURS 3AR 5.5 Units  
 NURS 3BR 5.5 Units  
 Humanities Elective 3.0 Units  
 (must be completed prior to 4th semester)  
 NURS 4BR 5.5 Units  
 NURS 4AR 5.5 Units  
 NURS 230 1.0 Unit

\* NOTE: Students must meet all General Education Requirements of the College to be eligible for graduation which includes, oral communications three (3) units, American Institutions, 3.0-6.0 units, Physical Education requirement and demonstration of reading competencies. It is strongly recommended that Advanced Placement students meet with a counselor prior to entering nursing courses.

**30-Unit Option LVN-RN Students:** are eligible to apply to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) as a **NON-DEGREE candidate**, and if successful, will be licensed as an RN by the California Board of Registered Nursing. Endorsement of a non-degree RN in other states is questionable.

Course of Study	
BIOL 092	4.0 Units
BIOL 206	4.0 Units
NURS 3AR	5.5 Units
NURS 3BR	5.5 Units
NURS 4BR	5.5 Units
NURS 4AR	4.5 Units
NURS 4CR	1.0 Units
Total Units	30.0 Units

**8. Reserve Officer Program (P.O.S.T)**

Imperial Valley College offers a Level III and Level II extended Reserve Peace Officer program. The courses satisfy the training standards set forth by the California Commission on Peace Officer Standard and Training (P.O.S.T)

**Reserve Officer Level III-** Upon successful completion the student is eligible to be hired by a law enforcement agency to perform specified limited support duties; traffic control, security parades and sporting events, report writing, evidence transportation, parking enforcement and other duties that are not likely to result in physical arrests. May transport prisoners without immediate supervision.

**Reserve Officer Level II-** Upon successful completion the student is eligible to be hired for general law enforcement duties, and will work under the immediate supervision of a peace officer who has completed P.O.S.T. Regular Basic Course. The Level II Reserve Officer also perform limited support duties authorized for Level III officer, without immediate supervision.

**Admission to the Program-** The program is sequential and AJ 141 or a current Arrest and Firearms certification is required to enter into Level III, AJ 143. Students entering the program must be at least 18 years old, be a U.S. citizen or have applied for U.S. citizenship, have no felony domestic violence convictions, have a recent Department of Justice fingerprint clearance, and be in good physical and mental health.

An application, oral interview and physical fitness test are part of the curricula. P.O.S.T mandated exams must be successfully completed.

ENGL 098 is required for AJ 141, Level III, and AJ 144, Level II.

**Progression Policies-**After successful completion of Reserve Officer Level III, the student may take Reserve Officer Level II. The student must complete each level with a grade of "C" or better to receive certification and/or continue to the next level. If the student is unsuccessful the second time, he/she must meet with the P.O.S.T. Program Coordinator who will evaluate the student's academic situation and vocational goals with the student, and develop a plan best suited for the student.

All Reserve Officer classes require some Saturday meetings. Students are expected to schedule accordingly as attendance and grades are strictly mandated.

**9. Vocational Nursing**

The Vocational Nursing Program is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. The program prepares graduates to provide basic bedside nursing care to clients under the direction of physician or registered nurse. The LVN utilizes scientific and technical expertise and manual skills. Duties within the scope of practice of an LVN typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; medicated intravenous therapy and blood withdrawal (requires separate Board certification.)

Admission to the Vocational Nursing Program is by special application. (Applications are available in the Nursing Office or on the College's Web Site). To be eligible for consideration, applicants must: (1) Be eligible for admission to Imperial

Valley College; (2) Submit proof of high school graduation or equivalency or higher; (3) Maintain a 2.0 GPA in Pre-application courses: English Composition (ENGL 101); (4) Maintain a 2.0 GPA in Pre-Clinical courses: Medical Terminology (3.0 Units); Introduction to Psychology (3.0 Units); and BIOL 090. Current American Heart Associate BLS Healthcare Provider card. Students who have met the requirements and are in good health are eligible for admission.

**SELECTION:** Applicants are considered by a selection committee once all pre-admission and pre-clinical requirements have either been met or in progress. Students are encouraged to complete all course work before submitting an application to the program. Selections are based on a point system and points are issued for: (1) GPA; (2) residency; (3) previous nursing paid experience; (4) current nurse assistant, EMT or equivalent certification and; (5) previous Degree.

**LICENSURE:** Upon successful completion of the Vocational Nursing (VN) program, students will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and, if performance on the examination is successful, will be licensed as a Licensed Vocational Nurse. Vocational Nursing graduates must submit a transcript demonstrating completion of all course work leading to a Certificate or Associate Degree in Vocational Nursing prior to sitting for the National Board of Nursing-PN exam.

**CREDIT BY EXAMINATION OR TRANSFER:** The Nursing Program follows College policy regarding credit by examination and/or transfer for the Vocational Nursing Program.

**PROGRESSION POLICY:** All courses must be taken in sequence. Each course within the major must be completed with a "C" or better to progress to the next level. All Skills and Clinical components of each course must be completed with a satisfactory to progress to the next level. All supporting courses must be completed in the semester indicated on the major sheet with a grade of "C" or better prior to progression to the next level of nursing.



**VOCATIONAL NURSING CURRICULUM**

**Pre-clinical Nursing**

ENGL 101	3.0 Units
AHP 100 (formerly HT 3) Vocab in Health Science	3.0 Units
PSY 101 General Psychology	3.0 Units
BIOL 090 Human Anatomy & Physiology for Health Occupations	3.0 Units

**Semester One (1)**

VN 110 Intro to Patient Care I	5.0 Units
VN 112 Intro to Patient Care II	5.0 Units
VN 114 Pharmacology I	1.5 Units
VN 116 Patient Care Mgmt & Critical Thinking	2.5 Units

**Semester Two (2)**

VN 122 Common Health Problems I	5.5 Units
VN 121 Maternity Cycle	5.5 Units
VN 124 Pharmacology II	2.0 Units

**Semester Three (3)**

VN 130 Common Health Problems II	5.5 Units
VN 132 Common Health Problems III	5.5 Units

**10. Work Experience**

Work Experience is a cooperative educational program between Imperial Valley Community College and community employers. The college provides the organization, the coordination of class facilities, and the personnel for the program. The employers provide places to work (work stations) and on-the-job training which has educational value for the students. The units of credit earned may be used to meet some of the graduation requirements.

**DEGREES**

The Board of Trustees, on recommendation of the President and faculty of the college, is authorized in accordance with Article 12, Section 102, of the State Administrative Code, Title 5, to confer the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Conditions under which the degrees are granted are outlined in the section on graduation requirements.

The community college degree is awarded to a student who fulfills a two-year organized program of work, either occupational-vocational-technical or lower-division four-year college. A student who wishes to transfer to the upper division of a four-year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.

**SCHOLASTIC HONORS**

**Graduation Honors**

“**With Distinction**” is granted to those graduates who in the course of their entire college work have achieved a grade point average of 3.5 or higher in degree applicable courses.

“**With Honors**” is granted to those graduates who achieve a grade point average of 3.0 in their college work in degree applicable courses.

**President’s Honor List**

The president of the college gives special recognition to top scholars each semester by publishing a list of students whose grades for the previous semester show a 3.0 average or better in twelve or more units of work.

**FINANCIAL ASSISTANCE**

Imperial Valley College believes that no student who has the ability to profit from instruction should be denied an education due to a lack of financial means.

There are several types of aid available to needy, deserving students each year. This assistance is made available by the college district, the state and federal governments, civic groups, and individual citizens. The college participates in available federal financial aid programs.

Imperial Valley College determines the amount of federal financial aid that a student is eligible for in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. The official withdrawal date will be:

1. The date the student officially notified the Admissions Office of his/her intent to withdraw (submit a drop card), or;
2. The midpoint of the semester if a student leaves without notifying the college, or;
3. The student’s last date of attendance.

In addition to the federal programs, there is aid available from the state and the local district in the form of scholarships, work study grants, and loans.

Further information regarding financial assistance may be secured from the Financial Assistance Office located in the Counseling Center, Building 100.

**EXPENSES**

All Fees and Tuition are due and payable at the time of registration. Registration in courses WILL NOT be finalized until the college has received full payment.

**UNPAID FINANCIAL OBLIGATIONS**

Unpaid financial obligations to the college will result in grades, transcripts, diplomas and registration privileges being withheld.

**FEES**

Enrollment Fee (Subject to Change)	\$18.00 per unit
Foreign and Non-Resident Tuition	\$149.00 per unit
Student Representation Fee	\$1.00 per semester
Parking Fee	
First vehicle	\$15.00 per vehicle
(after late registration)	\$20.00 per vehicle
Each additional vehicle	\$15.00 per vehicle

**NOTE:** Students enrolled solely in off-campus classes are not required to pay the parking fee.

**EXPLANATION OF FEES**

The **Enrollment Fee** is mandated by the California State Legislature, with the approval of the Governor and requires all California Community Colleges to charge students an Enrollment Fee each semester.

The legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the Financial Assistance Office.

The **Parking Fee** provides administrative and operating funds for parking and transportation-related facilities.

The **Student Representation Fee** is expended by the college solely for the purpose of student advocacy efforts to Federal, State, and local governments. Students have the right to refuse to pay the fee for religious, moral, political, or financial reasons.

### TUITION

Nonresidents and international students are required to pay tuition charges of \$149.00 per unit in addition to the fees outlined above.

The college will accept payment from nonresident and international students in cash, Western Union money orders, traveler's checks, credit cards, debit cards, and bank drafts. Personal checks cannot be accepted. Payment of nonresident and international student tuition cannot be deferred.

### OTHER FEES/CHARGES

#### Insufficient Funds Check Charge

There will be a charge of \$10.00 for checks returned to the college because of insufficient funds.

### REFUND POLICY

Upon completion of a refund request form, reimbursement in full will be made for the following:

1. Fee or tuition collected in error
2. Fee or tuition for a discontinued class

A student refund request form must be completed and filed prior to the close of late registration in order to receive reimbursement for the following:

1. Enrollment Fee
2. Parking Fee
3. Tuition

### PARKING PERMIT

**ALL** vehicles parked on campus must have a valid parking permit. If you will be bringing a vehicle to campus, please complete the vehicle registration form available in the registration packet.

### ACCREDITATION

Imperial Valley College is officially accredited by the Accrediting Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education, American Welding Society, California Association of Alcohol and Drug Educators, California Board of Registered Nursing, California Board of Vocational Nurse and Psychiatric Examiners, Commission on Accreditation of Allied Health Education Programs, Commission on Peace Officers Standards and Training, California State Department of Education, and National Academy of Early Childhood Programs. Accreditation reports are available and may be reviewed at the office of the Superintendent/President.

### COUNSELING SERVICES

It is the aim of Imperial Valley College to provide all students with pertinent information they will need in the formulation of their academic and personal goals and objectives and to assist them in being aware of and making the most of their desires, interests, and opportunities. Counseling services are provided by professional counselors who are well-skilled and trained in the areas of academic, vocational, and personal counseling.

The Counseling Center is open between the hours of 8:00 a.m. and 7:00 p.m. Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday, during the year. A Transfer and Career Center, located within the Counseling Center and has an extensive reference library of catalogs from various colleges and universities and resource materials on vocational and career information.

Although counselors assist in long-range planning and in checking specific requirements, **THE RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS OR REQUIREMENTS FOR TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT.** For assistance and/or more information please come to the Counseling Center, Bldg. 100, (760) 355-6246; or the Extended Campuses Centers (Brawley 344-7213; Calexico 768-9740; or El Centro 353-2180).

### STUDENT ACTIVITIES

Student affairs are governed by the Associated Students of Imperial Valley College.

Those students who are socially inclined will find an opportunity for the development of their interests in clubs and the social affairs of the year. Others who are interested in athletics will benefit from a variety of intercollegiate sports and those who are interested in music, publications, or student government will find many opportunities for participation in these activities.

### BOOKSTORE AND COLLEGE CENTER

The college bookstore is maintained by the district through a lease arrangement with a private company. All college textbooks and necessary supplies are available. The College Center building contains a snack and coffee bar that provides refreshments and meals for the students.

### ATHLETICS

Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Conference. The Pacific Coast Conference includes Grossmont, Mira Costa, Palomar, San Diego City, San Diego Mesa, and Southwestern Colleges.

### LEARNING AND TUTORING SERVICES

Tutoring is available for all students enrolled at Imperial Valley College. The Tutoring Center is located in the Spencer Library Media Center. The center offers a variety of tutorial programs that provide remedial assistance, as well as enrichment programs to direct students in proper study skills, note taking and test preparation. Sessions are based on individual program guidelines and may be in the form of one-on-one tutoring or group sessions. Depending on scheduling, drop-in tutoring is also available.

In addition, bilingual services are offered for limited English speakers who need academic assistance in interpretation of course work. Conversation groups are held for limited English speakers to practice speaking and to extend and enrich vocabulary skills.

### WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center (WDC) offers a variety of resources and services designed to enhance the learning process and assist the student in the transition to the workplace. General resources and services include job search assistance, a computer lab featuring software programs to assist individualized study, Internet access, one-on-one tutoring, computerized tutoring, study materials, and learning videos. Workforce development resources include CalJOBS, EUREKA, labor market data, resume programs, job search workshops, and a job board featuring employment postings. WDC also houses the IVC Satellite One Stop Business and Employment Services Center in conjunction with the Workforce Investment Board of Imperial County. The Satellite hosts partner agencies on a rotating basis that provide in-depth job search assistance to IVC students at no cost. The Center is located in building 1700.

### ASSESSMENT

It is the policy of Imperial Valley College that new students seeking to enroll in their initial reading, writing, and/or math classes be assessed. Assessment includes basic skills testing, needs analysis, evaluation of past performance, aptitudes, goals, learning and study skills, and motivation. Students may be exempt from the basic skills testing portion of assessment if they enroll in entry level classes for which there are no prerequisites, or if they submit scores from recently taken tests which articulate with those used by Imperial Valley College. No portion of the assessment process is used to exclude students from admission to the college and all placement based on such assessment is strictly advisory.

### MATRICULATION PROCESS

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instruction and the use of appropriate college programs and services. Enrollment at IVC constitutes an agreement in which the college is responsible for:

- \* Helping students to succeed in their college careers.
- \* Assisting students in making decisions based on accurate information.
- \* Offering services and resources for proper course selection.
- \* Providing an opportunity to develop a Student Educational Plan (SEP).

Students are responsible for:

- \* Selecting an educational goal or major by the semester following the completion of 15 semester units.
- \* Registering for classes.
- \* Attending class regularly.
- \* Taking college seriously.
- \* Meeting with a counselor to develop a Student Educational Plan (SEP).
- \* Requesting additional services when needed.
- \* Completing their educational goal.

The college may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the college may never suspend or terminate any service for which a student is otherwise entitled under any other provision or law. In addition, students may challenge any matriculation requirement or regulation using the student petition process.

# REGULATIONS

### ADMISSION

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college placement tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination)
2. Nongraduates of high school who are eighteen years of age.
3. High school students who are recommended by the high school principal for one to nine units of work. (Must submit a Concurrent Enrollment Form.) Extracurricular participation is to be confined to the high school. These students must attend high school for the minimum school day.
4. College transfers who submit official transcripts (high school and college) may be granted advanced standing.
5. Prospective foreign students and students from other states may be accepted for enrollment. A tuition fee will be charged. Contact the Registration Office for current costs.

### TRANSCRIPTS

Imperial Valley College furnishes two free transcripts. Thereafter, a fee of \$2.00 is charged for each additional transcript. Requests for transcripts will not be honored until all outstanding obligations to the College are met. Fax transcripts will cost \$12.00 each and will be unofficial.

### FOREIGN TRANSCRIPTS

Imperial Valley College does not evaluate foreign transcripts. A student may request the foreign transcript be evaluated by:

International Education Research Foundation, Inc.  
P.O. Box 66940  
Los Angeles, CA 90066  
[www.ierf.org](http://www.ierf.org)

By student petition, Imperial Valley College may accept lower division course work recommended by I. E. R. F. when appropriate.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Director of Admissions and Records written requests that identify the record(s) they wish to inspect. The Director of Admissions and Records will make arrangements for access and notify the student of the time and

place where the records may be inspected. If, the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent) person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Imperial Valley College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

The following information will be available in the Admissions and Counseling offices on each enrolled student: name, address, telephone, date and place of birth, classes and units in which the student is enrolled, dates of attendance, enrollment date and completion/withdrawal date, activities and sports participated in, field of study, weight and height of athletes, most recent previous school attended, and degrees and certificates awarded. Any student who does not wish

his/her name included on the listing must file a petition requesting deletion from the list before the opening of the school term.

For additional information or a copy of the entire law, contact the Registration Office in the Administration Building.

### AFFIRMATIVE ACTION POLICY

The District adopted an Affirmative Action Plan in 1973. The Plan was revised in 1979, 1981, 1985, 1990 and in 1994. The establishment and development of the Plan demonstrates the District's commitment to affirmative action and equal employment opportunities for all employees and prospective employees. The Plan is available in the Spencer Library Media Center, the Superintendent's office, and the Human Resources office.

### NONDISCRIMINATION POLICY

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of race, color, religion, age, marital status, national origin, sex, or disability.

**Limited English speaking students** who are otherwise eligible, will not be excluded from any vocational education program.

**(Spanish Translation)** (Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su limitado ingles).

The coordinator for Imperial Valley College's compliance with Section 504 of the Rehabilitation Act of 1973 is Dr. Marion Boenheim, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 212, TTY (760) 355-4174. The Title IX officers for Imperial Valley College are Mr. Lincoln Davis Ext. 289 and Ms. Olga Artechchi Ext. 264, P.O. Box 158, imperial, CA 92251, (760) 352-8320.

### RESIDENCE REQUIREMENTS

Under the Education Code, the general rule is that a student must pay nonresident tuition unless the student can qualify as a resident student or meet the requirements of certain special provisions. Since the concept of residence involves subjective intent, this catalog cannot anticipate every question that will arise in connection with determining whether such intent exists.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and tuition, classified as a "resident" or a "nonresident".

Students classified as a "resident" will be admitted without payment of nonresident tuition. Students classified as "nonresident" will be required to pay tuition in an amount set by the Governing Board.

1. A "**resident**" is a person who has resided legally within California for at least one year and a day prior to the term of enrollment.
2. A "**nonresident**" is a person who does not have legal residence in California for more than one year and a day prior to the term of enrollment.

The "**Residence Determination Date**" shall be that date immediately preceding the first day of class either semester or summer term.

Residency requires physical presence in California with an intent to make one's home here.

To determine a person's place of residence, reference is made to the following:

1. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
2. There can be only one residence.
3. The residence can be changed only by the union of act and intent.
4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
5. The residence of an unmarried minor, who has a parent living, cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parents' right of control, unless the student qualifies for the self-supporting exception.

Exceptions to the determination of residency as set forth above may be applied to certain factual situations. If students would otherwise be classified as nonresidents, but fit within one of the following exceptions, they may be granted residency.

1. Minors who have been self-supporting and in California for one year preceding the day before the term, will be granted resident classification.
2. Students who have not been adults for more than one year prior to the resident determination date, may add their pre 18-years-of-age residence to their post-18-years-of-age residence to obtain the durational requirements.
3. Effective January 1, 1995, students who are a member of the armed forces of the United States stationed in California on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition. The student must be on active duty on the residence determination date.

Dependents of an active duty member of the military who are stationed in California are accorded the exemption from non-resident fees.

4. Adult aliens not precluded from establishing domicile in the United States by the Immigration and Naturalization should be eligible to establish residency if they meet the requirement for physical presence and intent to make California their home. Aliens who hold the following classification are to be able to establish residence using the same criteria as would be applied when evaluating any United States citizen:
  - a. Career Diplomat Visa
  - b. Fiancé Visa
5. A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
6. A student who is an apprentice within the meaning of Section 3077 of the Labor Code, is entitled to resident classification.

7. A student who is a full-time employee of a California institution of public higher education, or whose parent or spouse is a full-time employee, may be granted resident classification at the option of the institution of enrollment.
8. A student may be classified as a district resident if he/she lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years; the parent lives within the district which maintains the community college attended by the student; the parent claims the student as a personal dependent on his/her state or federal income tax returns, if he/she has sufficient income to have a personal income tax liability.
9. A student may be classified as a district resident if he/she earns a livelihood primarily by performing agricultural labor for hire in California and other states, and he/she has performed such labor in this state for at least two months per year in each of the two preceding years.

No one factor is decisive; however, the institution may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from the state.

Examples of evidence that aid the college admissions officer in identifying that intent, but which are not individually decisive, are possession of a document of California origin such as a driver's license, a current utility bill, a receipt for registration to vote, a current lease, rental agreement, or rent receipt showing the student's name and address and place of residence, a library card, last year's state and federal income tax information, a current charge account or credit, or a checkbook.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

A student who does not answer all of the questions on the Residence Questionnaire or on the Supplemental Residence Questionnaire, if one is used, may be classified as a nonresident.

### ENROLLMENT LIMITATIONS

A regular full-time program is 19 units. An average of 15 to 16 units must be taken to graduate in two years or four semesters.

A regular full-time program for summer session is six (6) units. The maximum load allowed for students is 18 units, including an activity course in physical education. Exceptions to this rule will be made by special permission of the administration (through the petition process) when there is clear evidence of successful scholastic performance.

A student who is currently enrolled in another school or college (including correspondence school or independent study) must report this enrollment to the Registration Office. The total number of units carried during a semester for all college work may not exceed the 19 unit limit.

### SHORT-TERM CLASSES

Enrollment procedure for short-term classes are the same as for regular classes. However, listed below are items which pertain to short-term classes only and should be noted:

1. Students may enroll in short-term classes up to one-tenth of the way through the class.
2. The last day to drop a short-term class with a "W" grade is seventy-five percent of the way through the class.
3. Fees may be refunded up to one-tenth of the way through the class.
4. Units and grades for the student will be recognized for the semester in which the class ends. Thus, if the class begins during the fall semester, crosses over and ends in the spring semester, the units and grades will be recorded for the spring semester.

### CHANGES IN CLASS SCHEDULES

When registering, it is expected that a student's registration schedule shall not be completed on a trial basis; therefore, students are expected, at the time they file their registration, to make no further change. If a change must be made, students may add classes within a designated period at the beginning of each semester. Changes will be made by obtaining an add card and approval of the instructor and then filing with the Registration Office.

### SCHOLARSHIP GRADING SYSTEM

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Grades showing the standing of students are issued at the end of each semester.

An overall grade point average of 2.0 (C) or higher must be earned in all work undertaken.

#### 1. Grades

- A Excellent
- B Good
- C Satisfactory
- D Pass, Less than Satisfactory
- F Failing
- I Incomplete
- CR Credit (at least satisfactory)
- NC No Credit (less than satisfactory)
- IP In Progress

In progress "IP" symbol is used only when a course extends beyond the normal end of the academic term. A grade will be assigned at the end of the course.

#### 2. Incomplete Grade

An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that (because of medical or other sufficient reason) an important assignment such as a term paper, final examination, or experiment is missing.

An incomplete (I) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.

#### 3. Credit Grade

Certain courses designated by the appropriate divisions may be taken for a CR grade. Students must declare their intentions to the instructor by the sixth week of the semester.

- a. CR will reflect a letter grade of C or higher.
- b. NC will reflect incompleteness of a credit class.
- c. CR grades are permissible in the student's major field at Imperial Valley College if permitted or allowed by the division or department.
- d. Students applying for CR must adhere to the same class standards or regulations as a student receiving a regular grade.
- e. A maximum of 16 units taken on a credit basis may be applied toward a degree.
- f. The CR grade will satisfy completion of prerequisite for sequence class.

#### 4. Withdrawal Grade

W - Withdrawal

A student may withdraw from any full-term course or from the college with a "W" grade by the end of the 14th week (or 75% of a term, whichever is less) of the semester by filing a drop card in the Registration Office.

Any instructor may withdraw a student during the first fourteen weeks (or 75% of a term, whichever is less) for excessive absences or for disciplinary reasons.

Grades at the time of withdrawal under either circumstance will be assigned in accordance with the following schedule:

First 75% of class	"W" Grade
Last 25% of class	"Letter" Grade

All withdrawals are official after being processed by the Registrar's Office. Instructors may file a drop card with or without the student's signature through the 14th week (or 75% of a term, whichever is less) of the semester and it will be processed. Students will also have the opportunity to file a drop card through the 14th week (or 75% of a term, whichever is less) and it will be processed. A drop card filed by a student will be valid with or without the instructor's signature. If the instructor's signature does not appear, the instructor will be notified by the Registrar's Office.

Students may be allowed to withdraw from a class or classes in extenuating circumstances after the last day of the 14th week (or 75% of a term, whichever is less) by petition of the student or his/her representative after consultation with the instructor(s).

Extenuating circumstances are verified cases which are clearly beyond the control of the student; i.e., documented cases of serious accident, serious illness, or transfer of a student by military order.

#### 5. Proficiency Enrollment

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example: A student cannot enroll in ENGL 100 after having successfully completed ENGL 101. (This does not apply to vocational refresher courses.)

**6. Repeated Classes**

Procedure for Repeated Classes:

A student wishing to repeat a class in which a grade of D or F was received must complete a NOTICE OF REPEATED CLASS CARD. This card must be returned to the Registrar's Office prior to the completion of the repeated class.

The Registrar's Office will process Repeated Class cards and approved Student Petitions so that grade, units, and grade points of the original class will not be used in computing total units and grade point averages.

Under special circumstances, a student may repeat a course for which a grade of C or better has been recorded. Repetition of these courses is permitted through the Student Petition process. Grades awarded for courses repeated under this provision shall not be counted in calculating a student grade point average.

A student may repeat a certain course beyond the allowable number of designated times by enrolling under the Community Services option for repeated classes, **but for no credit.**

Under this option, students will not be allowed to enroll in the class until after the second class meeting or the second week of classes, whichever comes first. Students must first use all of the allowable semesters for repeating the class (For example:

Music 177 would allow four semesters of repeated enrollment). The student first must have the instructor's permission to enroll under the Community Services option.

The fees for the Community Services option for repeated courses are the same as for the normal enrollment fees for the class. Students may inquire at the Admissions Office for further information.

**7. Grading Points**

Grade points, per semester unit, are assigned as follows:

- A - 4 grade points per unit
- B - 3 grade points per unit
- C - 2 grade points per unit
- D - 1 grade point per unit
- F - 0 grade points per unit
- CR - 0 grade points per unit;  
units not charged against the student
- NC - 0 grade points per unit;  
units not charged against the student
- I - 0 grade points per unit;  
units not charged against the student
- IP - 0 grade points per unit;  
units not charged against the student
- W - 0 grade points per unit;  
units not charged against the student

The grade point average is computed by dividing total grade points earned by total units attempted less CR units. Thus, in any given semester, if the grade points earned total 28 and the total units attempted less CR units equals 14, the grade point ratio is 2.00.

**8. Credit by Examination**

An enrolled student may petition to take an examination in lieu of course work between the sixth and fourteenth weeks of each semester. A maximum of 25 units may be used toward graduation through this process. No more than 15 units per semester will be authorized. The fee will be \$20.00 per unit plus \$10.00 for administrative costs for each examination administered. The credit by examination petition is available in the Registration Office.

**9. Credit for Advanced Placement Examinations (AP)**

Imperial Valley College grants credit toward its associate degrees for successful completion of examination of the Advanced Placement Program of The College Board. Students who present scores of three or better will be granted three to ten semester units of college credit per area of examination.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to Imperial Valley College. To obtain credit and advanced placement, the student should contact the Imperial Valley College Admission Office or see an Imperial Valley College counselor.

The Advanced Placement Credit table indicates the units granted for the score attained for each of the examinations offered.

**Advanced Placement Credit**

<u>Exam</u>	<u>Score</u>	<u>Credit Allowed Toward IVC Associate Degree</u>
Art History	3,4,5	Six (6) semester units
Art Studio		
General	3,4,5	Six (6) semester units
Drawing	3,4,5	Six (6) semester units
Biology	3,4,5	Four (4) semester units
Chemistry	3,4,5	Six (6) semester units
Computer Science	3,4,5	Three (3) semester units
Economics		
Macro	3,4,5	Three (3) semester units
Micro	3,4,5	Three (3) semester units
English		
Lang & Comp	3,4	Three (3) Semester Units
Lang & Comp	5	Six (6) Semester Units
Comp & Lit	3,4	Three (3) Semester Units
Com & Lit	5	Six (6) Semester Units
French Language	3,4,5	Six (6) semester units
History		
American	3,4,5	Six (6) semester units
European	3,4,5	Three (3) semester units
Mathematics		
Calculus AB	3,4,5	Five (5) semester units
Calculus BC	3,4,5	Six (6) semester units
Calculus AB & BC	3,4,5	Six (6) semester units
Statistics	3,4,5	Three (3) semester units

Music	3,4,5	Five (5) semester units
Music-Listening/Lit	3,4,5	Three (3) semester units
Physics B	3,4,5	Six (6) semester units
C(Mech)	3,4,5	Five (5) semester units
C (Elec/Mag)	3,4,5	Five (5) semester units
Political Science		
Govt/Pol Am	3,4,5	Six (6) semester units
Govt/Pol Comp	3,4,5	Six (6) semester units
Govt/Pol Am & Comp	3,4,5	Six (6) semester units
Psychology	3,4,5	Three (3) semester units
Spanish Lang	3,4,5	Six (6) semester units

high school transcript as well as a copy of the IVC transcript to the petition.

**Institutions with Articulated Courses**

- Brawley High School
- Calexico High School
- Calipatria High School
- Central Union High School
- Holtville High School
- Regional Occupational Program (ROP)
- Southwest High School

**Conditions:**

1. Credit may not be earned at Imperial Valley College for courses which duplicate credit already allowed for Advanced Placement Examinations. **SEE A COUNSELOR.**
2. Credit may be granted only when the student has registered and enrolled in classes.
3. Although Imperial Valley College grants credit for Advanced Placement Examinations, there is no guarantee your transfer institution will do the same.

For specific courses, see articulation agreements which are on file in the Applied Sciences Office and the Counseling Center Office.

**10. College Credit for Regional Occupational Program Courses**

**Policy:**

Imperial Valley College grants credit toward the associate degree for completion of specific Regional Occupational Program (ROP) courses and high school courses which have been articulated with Imperial Valley College courses. IVC credit is granted for those courses only when:

1. The ROP course has been completed with at least a "B" grade.
2. The High School/ROP instructor has recommended the student.
3. The higher level course is completed at IVC with at least a "C" grade for a Business Office Technology or a Nursing course and at least a "B" grade for an Administration of Justice course.

Students who intend to participate in this program should follow the procedure listed below.

**Procedure:**

1. The student must be currently enrolled at Imperial Valley College.
2. The student must file an official ROP Certificate or an official high school transcript, which will include course grade and High School/ROP instructor recommendation with the Registrar at Imperial Valley College.
3. After the higher level course is completed at IVC with the required grade, the student must petition to receive credit for the articulated course. An IVC counselor must sign the petition and attach a copy of the ROP Certificate or

**11. Military Credit**

**A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit.**

- a. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).
- b. Additional military credit will be considered by petition and presentation of proper documentation.
- c. Total number of units of military credit is not to exceed 16.

**12. Credit for Upper Division Course Work**

Upper division credit may not be applied toward an Associate Degree. The only exception is the credit received for an upper division course which is also offered as a lower division course.

**13. Academic Renewal**

A policy to exclude substandard grades without repeating classes. A student may petition for Academic Renewal only once after a five year lapse of time and after completing 12 units with a 2.0 grade point average or higher.

Either substandard grades (D's or F's) or an entire semester may be excluded. A maximum of two semesters or 30 units may be disregarded. A counselor must be consulted to petition for Academic Renewal. Once Academic Renewal has been done, it may not be reinstated.

**SEMESTER GRADE REPORTS**

An end-of-the-semester grade report will be issued to the student by the Registration Office.

**CHEATING AND PLAGIARISM**

If cheating or plagiarism is discovered, a student may be dropped from the course with a grade of "F".



### STUDENT CONDUCT

It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the Standards of Student Conduct and the regulations published by the college.

The complete Standards and procedures may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Affairs.

#### STANDARDS OF STUDENT CONDUCT

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will

maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College

and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus, or at a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

- (1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.
- (2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.
- (3) Dishonesty, such as cheating, or for knowingly furnishing false information to the college.
- (4) Willful persistent smoking where smoking has been prohibited.
- (5) Unauthorized entry to, or use of College facilities.
- (6) Forgery, alteration, or misuse of College documents, records, or identification.
- (7) Disruption of classes, administration, disciplinary procedures or unauthorized College activities.

- (8) Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.
- (9) Disorderly, lewd, indecent, or obscene conduct or expression.
- (10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.
- (11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.
- (12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.
- (13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

- (1) Warning.
- (2) Reprimand.
- (3) Disciplinary action.
- (4) Restitution, reimbursement for damage or misappropriation of property.
- (5) Suspension or removal by instructor.
- (6) Expulsion

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Affairs Office or online at <http://student.imperial.edu>

### IMPERIAL VALLEY COLLEGE STUDENT'S COMPLAINT POLICY

The purpose of these procedures is to provide a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith or incompetency as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. This complaint policy applies to unfairness as it relates to areas such as but not limited to:

- Assignment of grades**
- Deviation from course content**
- Access to classes**
- Refusal of instructor to confer with a student**

This policy does not apply to:

1. Student Code of conduct issues.

2. Allegations of discrimination based on race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the Education Amendments of 1972 (pertaining to disability) and the Age Discrimination Act 1975 (pertaining to age). For complaints of this nature, please refer to Discrimination Complaint Form.

For a clarification regarding student conduct issues of discrimination issues, the student may contact the Director of Admissions and Records, Director of Disabled Student Programs and Services or Title IX Officer.

**INFORMAL RESOLUTION**

A complaint must be initiated within twenty (20) instructional days of the alleged act or decision. If the alleged circumstance or act occurs during the last twenty (20) instructional days of the Spring semester, the complaint must be made prior to the end of the third Friday of the Fall semester.

- Step 1** Discuss the problem with the individual involved or his/her counselor.
- Step 2** If a mutually satisfactory understanding has not been reached with the other person, the student may, within five (5) days, present the complaint to the immediate supervisor.

<b>If Complaint is About:</b>	<b>Contact:</b>
Faculty	Division Chair/Director
Division Chair	Vice President for Academic Services
Administrator	Dean/Vice President or President
Another Student	Director of Admissions and Records

The supervisor must respond orally within ten (10) instructional days of the complaint.

**FORMAL RESOLUTION**

- Step 3** If an informal resolution does not occur within ten (10) instructional days of the supervisor’s response, a student may submit a complaint form (form may be found at the back of the handbook) to the Vice President for Academic Services regarding academic matters of the Director of Admissions and Records regarding non-academic matters.

The Vice President for Academic Services or the Director of Admissions and Records will respond in writing to the complaint within ten (10) instructional days of receipt of complaint.

Students’ Complaint forms are available from:

Director of Admissions	Ext. 201
Director of Disabled Student Programs & Services	DSP&S Office Ext. 312
Title IX Officer	Ext. 298 or 264

- Step 4** If a student is not satisfied with the decision made by the Vice President for Academic Services or Director of Admissions and Records; a student may request a hearing within five (5) instructional days of that decision.

Academic matters will be heard by the Admissions, Petitions and Registration Committee. Non-Academic Matters will be heard by the Student Affairs Committee.

A REQUEST FOR A HEARING SHALL BE FILED NO LATER THAN THIRTY (30) INSTRUCTIONAL DAYS FOLLOWING THE INITIATION OF THE COMPLAINT (STEP 2). IF A COMPLAINT IS FILED

WITHIN THE LAST THIRTY (30) INSTRUCTIONAL DAYS OF THE SEMESTER THE PRESIDENT OF THE COLLEGE MAY DELAY ANY FURTHER ACTION ON THE COMPLAINT UNTIL THE NEXT SEMESTER.

Any committee member who has a direct involvement with the complaint shall be excluded from reviewing that complaint or participating in any manner in the determination of the ultimate outcome of that complaint.

**Step 5** Hearing Procedures

- a. The appropriate committee will meet within (10) instructional days of the request for a hearing. The Director of Admissions and Records shall notify all parties involved and each committee member of the date, time, and place of the hearing.
- b. The student shall bear the burden of proving the allegations of his/her complaint.
- c. Hearings and the investigation and gathering of evidence conducted pursuant thereto shall be considered confidential unless all parties and the committee agree to a public hearing. The proceeding shall be recorded either by use of tape recorder, or by stenographic reporter.
- d. This is not a legal court proceeding, however all parties may have counsel or other representative present.
- e. At the conclusion of the hearing, the Committee shall meet privately to reach its decision by majority vote and prepare a written statement containing findings of fact, conclusions and its recommendation to the President/ Superintendent for his/her approval, rejection or modification. The student will be instructed to contact the Director of Admissions and Records the day following the hearing to be informed verbally of the Committee’s recommendation. The Committee’s recommendation will also be sent to the student by certified mail within two (2) instructional days after the hearing.
- f. No reprisal of any kind will be taken by the President/Superintendent, any member of the Committee, faculty, staff of the administration, or the Board of Trustees against any aggrieved person, or any witness in the complaint procedure by reason of the required participation.

**Step 6** Appeals

If the student desires to appeal the Hearing Committee’s recommendation, this appeal must be made in writing directly to the President/ Superintendent within five (5) instructional days of the hearing.

The President/Superintendent may approve, reject or modify the Hearing Committee's recommendation within (5) instructional days after the appeal is received.

If the student is not satisfied with the decision of the President/Superintendent, he/she may make a final appeal to the Board of Trustees.

In order for this appeal to be placed on the Board agenda, a request must be submitted at least ten (10) instructional days prior to the next Board meeting. The Board shall then notify the student (s) of its decision within (5) instructional days of the meeting.

#### Definitions:

A "**Student**" is a person enrolled at Imperial Valley College within 30 days of the alleged act or decision.

"**Instructional Days**" are those when the college is in session and classes are being held, excluding Saturdays and Sundays.

### **CAMPUS REGULATIONS**

A speed of 10 mph on campus must be strictly observed. Smoking is prohibited in all buildings at Imperial Valley College. All nondistrict, self-propelled and/or any motor driven means of movement, other than wheelchairs, are prohibited from using campus sidewalks and playing courts.

### **ACADEMIC PROBATION**

Academic Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective, and providing special assistance to students in reassessing their educational objectives and guiding them to accomplish these goals.

Students who are placed on probation will be identified as early as possible at the termination of each semester and will be referred to the Counseling Center.

There are two types of Academic Probation:

#### **Scholastic Probation**

Any student who completes six or more units in the Fall or Spring semester and earns less than a 2.00 grade point average will be placed on Scholastic Probation. A student will remain on Scholastic Probation until the student's grade point average is 2.00 or better in the subsequent regular semester. Summer session will not change a student's probation status.

#### **NEW POLICY EFFECTIVE SPRING 2005**

**Students who have attempted 12 or more units at Imperial Valley College (IVC) as shown on their transcripts will be placed on academic probation if the cumulative grade point average is below 2.00 for all grades earned at IVC.**

**Students will be removed from academic probation when their cumulative grade point average at IVC is 2.00 or higher.**

#### **Lack-of-Progress Probation**

At the end of each semester, any student who has enrolled in 12 or more units and who has received grades of W's, I's, and NC's in 50 percent or more of those units, will be placed on Lack-of-Progress Probation. A student on Lack-of-Progress Probation shall be removed from probation when the percentage of units in W's, I's, and NC's has dropped below 50 percent overall. Summer session will not change a student's probation status.

### **PROVISIONAL STATUS**

A newly enrolled freshman who is enrolled in more than six units and who falls into one of the categories listed below shall be admitted on provisional status:

1. Grade point average in the last three years of high school was less than 2.0 (grade C on a five-point scale with zero for an F grade) excluding only physical education and military science.

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0

2. Students on provisional status shall develop, with a counselor, a course of study commensurate with their ability. They are required to hold periodic conferences with a counselor and their

program may be regulated by a counselor according to their aptitudes and achievement. Provisional status is removed when students have successfully completed 12 units of work.

### **PETITION AND HEARING PROCESS**

Formerly and currently enrolled IVC students are entitled to seek and receive responses to any questions related to their educational programs in accordance with the Imperial Community College District educational philosophy.

#### **Petition Process**

The petition process is used to request exceptions to the rules and regulations in order to meet the student's special needs or circumstances.

#### **Petition Procedure**

The student will use a petition form (available in the Registration Office and Counseling Center) and submit his/her request to the Registrar who will review the request and provide a resolution. If the student is not satisfied with the resolution, a request may be made to the Registrar for a hearing before the appropriate committee.

#### **Hearing Process**

There are three established areas which may require hearing procedures for students and campus organizations seeking responses to educational questions or issues. These are:

1. Standards of Student Conduct
2. Access to Student Records and Challenge Procedure
3. Grievance Procedure Policy in Matters of Nondiscrimination.

#### **Hearing Procedure**

Students and campus organizations are requested to summarize their concerns or issues in writing and submit them to the Registrar who is designated coordinator of the hearing procedures.

### **ATTENDANCE AND AUTOMATIC WITHDRAWALS**

A student who fails to attend the first meeting of a class may be dropped by the instructor immediately following that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class.

Regular attendance in all classes is expected of all students enrolled. Instructors are expected to take a student's attendance record into account in computing grades. A student may be excluded from further attendance in a class during any semester when absences after

the close of registration have exceeded the number of class hours which the class meets per week. Further, an instructor may drop any student judged to be a disturbing element in the class.

A student who is tardy three times may be considered as having been absent once. Absences attributed to the representation of the college at officially approved conferences and contests and attendance upon field trips will not be counted as absences.

### **VOLUNTARY WITHDRAWAL**

A student who is required to withdraw from college because of extenuating circumstances must contact the Registration Office for the procedures to be followed. (See "Withdrawal grades")

### **ACADEMIC DISMISSAL**

Academic Dismissal is a system of forced interruption in attendance at Imperial Valley College in those instances where a student is unable to maintain satisfactory progress in achieving academic programs within the limit of available resources of the college.

Students are subject to the following two types of academic dismissal:

#### **Scholastic Dismissal**

Evaluation for Scholastic Dismissal occurs at the end of both the Fall semester and the Spring semester when a student has previously been placed on Scholastic Probation, and has a cumulative grade point average of 1.75 or less the last three consecutive semesters of enrollment. The student will be notified by letter as soon as possible after the semester in which the dismissal evaluation occurs. The dismissed student will not be allowed to enroll during the next semester (the exception being a student who is dismissed for the Fall semester but has registered for the Spring semester. That student will be allowed to continue classes for the Spring semester, at the end of which the student will be reevaluated for Dismissal. The dismissed student will not be allowed to enroll for the next semester (except by special approval upon petition to the Admissions, Registration and Petition's Committee).

### **NEW POLICY EFFECTIVE SPRING 2005**

**Students on Scholastic Probation will be dismissed if they earn a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters of enrollment, excluding summer.**

**Students who are dismissed after Spring semester will not be allowed to take classes the following Fall semester. Students who are dismissed after Fall semester may be allowed to take classes the following Spring semester, if determination and notification of dismissal status has not been made by the end of the second week of classes. They will be required to meet with a counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status. They will be re-evaluated for dismissal status the following Spring semester and will not be allowed to take classes in the following Fall semester if their cumulative grade point average remains below 1.75.**

#### **Lack-of-Progress Dismissal**

Evaluation for Lack-of-Progress Dismissal occurs at the end of both the Fall semester and the Spring semester when a student has previously been placed on Lack-of-Progress Probation, and has 50% or more of recorded enrollment of "W", "I", or "NC" in the last three

consecutive semesters of enrollment. The dismissed student will not be allowed to enroll during the next semester (the exception being a student who is dismissed for the Fall semester but has registered for the Spring semester. That student will be allowed to continue classes for the Spring semester, at the end of which the student will be re-evaluated for Dismissal). The dismissed student will not be allowed to enroll for the next semester (except by special approval upon petition to the Admissions, Registration and Petition's Committee)

### **NEW POLICY EFFECTIVE SPRING 2005**

**Students who have earned Lack of Progress probation for three consecutive semesters, excluding summer, will be dismissed.**

**Students who are dismissed after Spring semester will not be allowed to take classes the following Fall semester. Students who are dismissed after Fall semester may allowed to take classes in the following Spring semester, if determination and notification of dismissal status has not been made by the end of the second week of classes. They will be required to meet with a counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status. They will be re-evaluated for dismissal status following Spring semester and will not be allowed to enroll for the following Fall semester if the percentage of all units attempted for which symbols of W, I, and NC are earned remains at 50% or more.**

### **ELIGIBILITY AND CERTIFICATION OF VETERAN STUDENT APPLICANTS**

Imperial Valley College (IVC) is an accredited institution of postsecondary education. It has the approval to offer eligible veterans and their dependents military service connected benefit programs leading to an Associate Degree or transfer to a four-year institution. The Veterans Assistant, located in the Counseling Center, provides guidance

and assistance to veterans and their eligible dependents in establishing their eligibility for student educational benefits. The educational assistance program provided to eligible veterans and/or their dependents, is largely dependent on when the veteran served on active duty. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary from one to another. Generally, only the DVA can determine an applicant's eligibility for educational assistance. In some instances, the specific military branch of service makes the eligibility determination.

**The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant.** Each applicant must read, understand, and comply with the many rules, regulations, and procedures that influence the benefit process. **FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.**

All persons receiving educational benefits must personally contact the Veterans Assistant's Office after enrollment every semester to continue their benefits. In addition, a Student Educational Plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor. The purpose of the SEP is to help you list all prerequisites and courses required for your degree, including general education and proficiency courses. The DVA will not approve payment for any additional courses that are not in compliance with its educational assistance programs.

**Military Credit**

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit.

- A. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).
- B. Additional military credit will be considered by petition and presentation of proper documentation.
- C. Total number of units of military credit is not to exceed 16.

**Veteran/Dependent Student Lack-of-Scholastic Progress**

Students will not be certified for enrollment if placed on Scholastic or Lack-of-Progress Dismissal status. If you have previously been placed on Scholastic Probation and have a cumulative grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Lack-of-Progress Probation and have 50% or more enrollment grades of "W", "I", or "NC" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

**Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional Office, 2022 Camino del Rio North, San Diego, CA 92108 to determine their eligibility for disabled status.

**DVA Service Connected Disability Benefits Programs**

Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

**Veterans' Dependents - War Orphans**

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office at 2022 Camino del Rio North, San Diego, CA 92108.

**Student's Liability**

The veteran/dependent student assumes full liability for any overpayment of veterans educational allowance benefits.

**Tutorial Services**

Tutorial services are available to all veterans who meet established VA criteria. Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

**Transcripts**

All official transcripts of prior college work and military schools must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veterans Assistant for necessary forms.

**Units Required for Entitlement of Benefits**

The following number of units are required each semester to qualify eligible students for educational and training allowances:

12 units or more	full allowance
9 - 11.5 units	three-fourths allowance
6 - 8.5 units	one-half allowance
2 - 5.5 units	one-fourth allowance*

Short-term courses are computed proportionately for payment purposes.

\*Chapters 32 and 106 only.

**Repeated Classes**

By district policy, the veteran is eligible to repeat courses in which a "D" grade has been received; however, the course may be certified for benefits only if a grade of "C" or better is earned towards a degree or other necessary prerequisites are met.

**Summer Sessions**

Veteran benefits are also available for the summer sessions. Contact the Veterans Assistant for more information.

**Withdrawal/Change of Classes**

Veterans are required to notify the campus Veterans Assistant's Office when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal or an add/drop card in the Admissions Office. Failure to comply with this regulation will be grounds for decertification.

**CHANGES IN THE CATALOG**

Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

A student may be graduated under the catalog in effect at the time of initial enrollment provided a continuous enrollment status is maintained during each semester (excluding summer sessions).

# GRADUATION REQUIREMENTS

## ASSOCIATE DEGREES

Upon completion of the following requirements, students at Imperial Valley College will be granted the degree of Associate in Arts or Associate in Science, depending upon the major completed.

Responsibility for filing a petition for graduation rests with the student. This petition is to be filed with the Registrar no later than the end of the 4th week of each semester. **Summer graduates must petition no later than the end of the fourth week of the Spring semester.** A \$10.00 non-refundable fee must accompany the petition for graduation.

Additional Associate Degree(s) or Major(s) may be earned if the student completes those required courses and units beyond the prior degree(s) or major(s). Courses used in one major may be utilized in other majors as they apply. If a student breaks continuous enrollment, he/she will also be responsible for additional graduation requirements or required courses in the major as designated by the current catalog in effect.

The requirements for graduation represent State and institutional minimum general requirements as well as the firm commitment on the part of Imperial Valley College to the principles of general education. These requirements in general education are designed to develop the potential of every student, broaden their outlook, and contribute to the realization of the well-balanced whole person.

### I. ACQUISITION OF MAJOR CONSISTING OF EIGHTEEN UNITS (UNLESS OTHERWISE DESIGNATED) IN A SPECIFIED FIELD OF STUDY

Students may satisfy the major requirement in the following fields of study. Individual courses of study for each major are listed after the Courses of Instruction.

A.S.	Administration of Justice
A.S.	Agricultural Business Management
A.S.	Agricultural Science
A.S.	Alcohol and Drug Studies
A.A.	Anthropology
A.A.	Art
A.S.	Automotive Body Repair and Painting
A.A.,A.S.	Automotive Technology
A.A.	Behavioral Science
A.A.,A.S.	Business Administration
A.S.	Business Financial Services
A.A., A.S.	Business Management
A.A., A.S.	Business Marketing
A.S.	Business Accounting Technician
A.A.,A.S.	Business Administrative Assistant
A.S.	Business Office Technician
A.A., A.S.	Business Retailing
A.A.,A.S.	Computer Information Systems

A.S.	Correctional Science
A.A.,A.S.	Early Childhood Education
A.A.,A.S.	Emergency Medical Services
A.A.	English
A.A.,A.S.	Environmental Technology
A.S.	Fire Technology
A.A.	French
A.A.,A.S.	General Major
A.A.,A.S.	General Science
A.A.	Humanities
A.A.,A.S.	Human Relations
A.A.,A.S.	Interdisciplinary
A.S.	Journalism
A.A.	Legal Assistant
A.A.	Liberal Studies
A.S.	Library Technician
A.A.,A.S.	Life Science
A.A.,A.S.	Mathematics
A.A.	Music
A.S.	Nursing (RN)
A.A.	Patient Services Administration
A.S.	Physical Education
A.A.,A.S.	Physical Science
A.S.	Pre-Engineering
A.A.,A.S.	Psychology
A.S.	Recreation
A.A.	Rehabilitation Technician for the Physically Limited
A.A.,A.S.	Social Science
A.A.	Spanish: Native
A.A.	Spanish: Non-Native
A.A.,A.S.	Transfer Studies
A.S.	Vocational Nursing (VN)
A.S.	Water Treatment Technology
A.S.	Welding Technology

### II. UNITS, GRADE POINT AVERAGE, RESIDENCE AND FINANCIAL OBLIGATIONS REQUIREMENTS

- A. Sixty (60) degree applicable units.
- B. Grade point average of 2.0 or better for all degree applicable college work.
- C. Forty-five (45) degree applicable units in residence or the last fifteen (15) degree applicable units at IVC.

In-residence units refer to those units taken at Imperial Valley College in which a student is enrolled, attends class sessions of one semester's duration, and receives a passing grade. Credit by examination, extension credits, military credits, and/or credit by petition do not qualify a student for in-residence units.

Units toward an Associate in Arts or Associate in Science degree at Imperial Valley College must be from a college or university which, at the time the units were completed, was accredited by one of the regional accreditation agencies recognized by the most current COPA edition.

- D. Settlement of all financial obligations to the college.

**III. INSTITUTIONAL REQUIREMENTS**

**A. American Institutions** (Select One Option):

Option 1: Political Science 102 (Formerly Political Science 2)

**AND**

One course selected from: History 120 (Formerly History 17A)

**OR**

History 121 (Formerly History 17B)

Option 2: Political Science 052

(Formerly Social Science 052)

(Non transferable; AA/AS degree only)

**B. Health Education:** Health Education 102 (Formerly HE 1) or Health Education 100 (Formerly HE 3) (Veterans only)

NOTE: This requirement is waived for students who have completed ADN or LVN Majors. Veterans and active duty

military personnel may be granted two units of college credit to fulfill the Health Education Requirement if military service has been continuous for at least six months. Copies of the DD-214 or DD-215 forms covering all periods of military service must be on file in the Veterans Office to officially request Health Education credit.

**C. Physical Education 100 (Formerly PE 25) (2 units) and One (1) Physical Education Activity Course (1 unit)**

NOTE: Veterans and active duty military personnel may be granted two units of college credit to fulfill the elective Physical Education activity requirement if military service has been continuous for at least six months. Copies of DD-214 or DD-215 forms covering all periods of military service must be on file in the Veterans Office to officially request PE credit.

**IV. STATE COMPETENCY REQUIREMENTS**

**A. Math Competency:** Score of 35 or higher on the Elementary Algebra Test or Math 080 with a grade of "C" or better or a higher level Math with a grade of "C" or better. *NOTE: The Elementary Algebra Test is NOT the placement examination.*

**B. Reading Competency:** Score of 64 or higher on the Degrees of Reading Power (DRP) or ENGL 089 (Formerly ENGL 12B) with grade of "C" or better or ENGL 111 (Formerly ENGL 11) with a grade of "C" or better.

**V. GENERAL EDUCATION**

A minimum of eighteen (18) units is required. To include a minimum of six (6) units in Area A (three [3] units for each part); a minimum of three (3) units from Area B; a minimum of three (3) units from Area C; and, a minimum of three (3) units from Area D. In area E, three (3) units are to be selected from any of the four areas (A, B, C & D) as determined by the student's option.

**A. LANGUAGE AND RATIONALITY** **Units**

- 1. English Composition** (3 units required) (with a grade of "C" or better)
- ENGL 100 Basic English Composition 3
- OR**
- ENGL 101 Reading & Composition 3

**2. Communication & Analytical Thinking**

(3 units required)

- CIS 101 Intro. to Information Systems 3
- CIS 200 Programming in BASIC 3
- CIS 206 Programming in COBOL 3
- ENGL 111 Reading IV: Anal & Crit Reading 3.5
- ENGL 201 Advanced Composition 3
- ENGL 240 Intro. to Tech & Report Writing 3
- ENGL 250 Creative Writing 3
- ENGL 270 Introduction to Linguistics 3
- JRN 100 Introduction to Journalism 3
- MATH 090 Intermediate Algebra 3
- MATH 110 Number Systems in Elementary Math 3
- MATH 120 Intro Statistics w/Applications 3
- MATH 122 Finite Mathematics 3
- MATH 124 Intro Calculus w/Applications 4
- MATH 130 Programming in FORTRAN 3
- MATH 190 Advanced Algebra & Trigonometry 5
- MATH 192 Calculus I 5
- PHIL 106 Logic 3
- SPCH 100 Oral Communication 3
- SPCH 180 Argumentation and Debate 3

**B. NATURAL SCIENCE** (3 units required)

- AG 110 Man and His Environ (same as ENV S 5) 3
- AG 120 Soil Science 3
- AG 170 Entomology 3
- ANTH 100 Physical Anthropology 3
- ASTR 100 Principles of Astronomy 3
- BIOL 090 Anat & Physiology for Health Occ 3
- BIOL 100 Principles of Biological Science 4
- BIOL 120 General Zoology 4
- BIOL 200 Human Anatomy and Physiology I 4
- BIOL 202 Human Anatomy and Physiology II 4
- BIOL 204 Human Anatomy 4
- BIOL 206 Human Physiology 4
- BIOL 220 General Microbiology 5
- CHEM 100 Introduction to Chemistry 4
- CHEM 200 General Inorganic Chemistry 5
- ENV T 100 Intro to Environmental Technology 4
- ENV S 110 Man and His Environ (same as AG 110) 3
- GEOG 100 Physical Geography 3
- GEOL 100 General Geology 3
- GEOL 110 Earth and Space Science 3
- PHSC 110 Physical Science 3
- PHYS 100 Intro to Physics for Health Prof. 5
- PHYS 200 General Physics 4
- PSY 200 Biological Psychology 3

**C. HUMANITIES** (3 units required)

- AMSL 100 American Sign Language 1 4
- AMSL 102 American Sign Language 2 4
- AMSL 200 American Sign Language 3 3
- ART 100 History & Appreciation of Art 3
- ART 102 History & Appreciation of Art 3
- ART 104 History & Appreciation of Modern Art 3
- ART 106 Women Artists 3
- ENGL 102 Introduction to Literature 3
- ENGL 220 Survey of American Literature 3
- ENGL 221 Survey of American Literature 3
- ENGL 222 Survey of World Literature 3
- ENGL 223 Survey of World Literature 3
- ENGL 224 Survey of English Literature 3
- ENGL 225 Survey of English Literature 3
- ENGL 228 Intro to Bible as Literature 3
- ENGL 230 Intro. to Film History & Criticism 3
- +ENGL 260 The Mexican American in Literature 3  
(Same as SPAN 260)

+ENGL 261	The Mexican American in Literature (Same as SPAN 261)	3
FREN 100	Elementary French	5
FREN 110	Elementary French	5
FREN 200	Intermediate French	4
FREN 210	Intermediate French	4
FREN 220	Inter French Reading & Writing	3
FREN 230	Intermediate Conversational French	3
FREN 232	Intermediate Conversational French	3
HIST 110	History of Western Civilization	3
HIST 111	History of Western Civilization	3
HUM 100	Introduction to The Humanities	3
MUS 100	Introduction to Music Foundations	3
MUS 102	Intro. to Music Lit & Listening	3
MUS 104	Intro. to 20th Century Music	3
MUS 106	History & Literature of Music	3
MUS 108	History & Literature of Music	3
MUS 154	Chamber Singers	1
MUS 156	College-Community Chorus	1
MUS 171	Chamber Orchestra	1
MUS 172	College-Community Band	1
MUS 173	Concert Band	1
MUS 174	Estudiantina	1
MUS 178	Symphony Orchestra	1
PHIL 100	Introduction to Philosophy	3
PHIL 102	Introduction to Philosophy	3
PHIL 104	Ethics	3
PHIL 108	Religions of the Modern World	3
SPAN 100	Elementary Spanish	5
SPAN 101	Elementary Spanish	2.5
SPAN 102	Elementary Spanish	2.5
SPAN 110	Elementary Spanish	5
SPAN 111	Elementary Spanish	2.5
SPAN 112	Elementary Spanish	2.5
SPAN 113	Beg. Conver. Spanish & Culture	2.5
SPAN 114	Beg. Conver. Spanish & Culture	2.5
SPAN 200	Intermediate Spanish	5
SPAN 210	Intermediate Spanish	5
SPAN 220	Bilingual Spanish	5
SPAN 221	Bilingual Spanish	5
SPAN 222	Bilingual Oral Spanish	3
SPAN 225	Intro. to Spanish American Literature	3
+SPAN 260	The Mexican American in Literature (Same as ENGL 260)	3
+SPAN 261	The Mexican American in Literature (Same as ENGL 261)	3
+SPAN 262	Intro. to Mexican American Studies	3
THEA 100	Introduction to Theatre	3

*+Ethnicity Courses*

**D. SOCIAL AND BEHAVIORAL SCIENCES** (3 units required)

AG 160	Food & Fiber in a Changing World	3
ADS 120	Introduction to Counseling (Same as PSY 120)	3
ADS 160	Human Svcs in a Changing Society (Same as SOC 160)	3
ANTH 102	Cultural Anthropology	3
ANTH 104	California Indians	3
ANTH 106	Indians of North America	3
ANTH 108	Indians of the Southwest	3
ANTH 110	Intro to Archaeological Site Survey	3
ANTH 112	Intro to Archaeological Excavations	3
CFCS 104	Early Childhood Socialization: Children, Family and Community	3
CFCS 106	Developmental Psych of Children (Same as PSY 106)	3

CFCS 108	Adv Developmental Psychology and Observation	3
CFCS 220	Infant/Toddler Development	3
CFCS 240	Understanding Exceptional Students (Same as DSPS 240)	3
DSPS 240	Understanding Exceptional Students (Same as CFCS 240)	3
ECON 101	Introduction to Microeconomics	3
ECON 102	Introduction to Macroeconomics	3
GEOG 102	Cultural Geography	3
GEOG 104	Economic Geography	3
HIST 100	Early World History	3
HIST 101	Modern World History	3
HIST 122	History of Imperial Valley	3
HIST 130	Comp History of the Americas	3
HIST 131	Comp History of the Americas	3
HIST 132	Mexican and the Amer Southwest	3
HIST 170	Oral History	3
POLS 101	Intro to Political Science	3
POLS 104	Comparative Politics	3
POLS 106	Intro. to International Relations	3
PSY 101	Intro to Psychology	3
PSY 106	Developmental psych of child (Same as CFCS 106)	3
PSY 120	Introduction to Counseling (Same as ADS 120)	3
PSY 142	Psychology of Adjustment	3
PSY 144	The Psych of Intepersonal Relationships	3
PSY 146	Psychology of Human Sexuality	3
PSY 202	Learning	3
PSY 204	Developmental Psychology: Conception to Death	3
PSY 206	Social Psychology (same as SOC 206)	3
PSY 208	Abnormal Psychology	3
SOC 101	Introductory Sociology	3
SOC 102	Contemporary Social Problems	3
SOC 110	Marriage and the Family	3
SOC 160	Human Svcs in a Changing Society (Same as ADS 160)	3
SOC 206	Social Psych (Same as PSY 206)	3

**E. ELECTIVE** (3 units required)

In Area E, three (3) units are to be selected from among the four areas (A, B, C and D) identified above as determined by the student's option.

**CREDIT FOR CORRESPONDENCE  
AND EXTENSION COURSES**

A student may petition to have a maximum of six units or credit counted toward graduation for correspondence or extension courses which meet the following standards:

1. Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.
2. Courses must be designated as recommended for lower division credit by the college or university.

It is the responsibility of the student to submit evidence establishing the above standards.



# TRANSFER REQUIREMENTS

Two principal requirements must be met in order to attain full junior standing at a California State University, the University of California, or other institutions maintaining equivalent standards to which the student expects to transfer. These are as follows:

1. The completion of the specified requirements for junior standing in the proposed senior college or university; and
2. The completion of the lower-division prerequisites for upper-division majors and minors.

These vary according to the requirements of the institution of higher education in which the student expects to enroll. A STUDENT EXPECTING TO TRANSFER TO SUCH AN INSTITUTION SHOULD CONSULT THE CATALOG OF THE INSTITUTION REGARDING SPECIFIC REQUIREMENTS and plan their Imperial Valley College work so that these requirements will be met. Additional information is available in the Counseling Center.

Transferable courses to the California State University system and/or the University of California system are indicated by (CSU, UC) following the catalog description. Students are advised to contact their counselor to determine which specific courses are applicable to their educational objective.

A student planning to transfer to the California State University system can, at their request, have the general education requirements certified by Imperial Valley College. In order to meet this certification, a student must complete thirty-nine (39) units of selected general education in one of five areas: English communication and critical thinking; physical universe and its life forms; arts, literature, philosophy, and foreign language; social, political, and economic institutions; and understanding life and self-development. With the certification of general education completed by Imperial Valley College, a student can transfer to a California State University assured that no further general education will be required at the lower division level.

## CERTIFICATION OF CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS

### A. ENGLISH COMMUNICATION & CRITICAL THINKING (9 semester or 12 quarter units)

1. **Oral Communication** (One (1) course required)  
 SPCH 100 (3)
2. **Written Communication** ( One (1) course required)  
 ENGL 101 (3)
3. **Critical Thinking** ( One (1) course required)  
 ENGL 111 (3.5) PHIL 106 (3)  
 ENGL 201 (3) SPCH 180 (3)

### B. PHYSICAL UNIVERSE AND ITS LIFE FORMS

(9 semester or 12 quarter units with at least one lab course marked with an L)

1. **Physical Science** (One (1) course required)
 

AG/ENV S 110 (3)	CHEM 206 (L) (4)
AG 120 (L) (3)	CHEM 208 (L) (4)
ASTR 100 (3)	GEOG 100 (3)
CHEM 100 (L) (4)	PHYS 100 (L) (4)
CHEM 200 (L) (5)	PHYS 200 (L) (5)
CHEM 202 (L) (5)	PHYS 202 (L) (5)
CHEM 204 (L) (5)	PHYS 204 (L) (5)
2. **Life Science** (One (1) course required)
 

AG 170 (L) (3)	BIOL 200 (L) (4)
ANTH 100 (L) (4)	BIOL 202 (L) (4)
BIOL 100 (L) (4)	BIOL 204 (L) (4)
BIOL 120 (L) (4)	BIOL 206 (L) (4)
BIOL 122 (L) (4)	BIOL 220 (L) (5)
	PSY 200 (3)
3. **Math/Quantitative Reasoning** (One (1) course required)
 

MATH 110 (3)	MATH 192 (5)
MATH 112 (3)	MATH 194 (5)
MATH 120 (3)	MATH 210 (5)
MATH 122 (3)	MATH 220 (3)
MATH 124 (4)	MATH 230 (3)
MATH 190 (5)	MATH 240 (3)

### C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE

(9 semester or 12 quarter units) Three (3) courses must be completed with at least one (1) course from the Arts category and one (1) course from the Humanities category.

#### Arts Category

ART 100 (3)	MUS 102 (3)
ART 102 (3)	MUS 104 (3)
ART 104 (3)	MUS 106 (3)
ART 106 (3)	MUS 108 (3)
HUM/PE 212 (3)	THEA 100 (3)
MUS 100 (3)	

#### Humanities Category

AMSL 100 (4)	PHIL 100 (3)
AMSL 102 (4)	PHIL 102 (3)
AMSL 200 (3)	PHIL 104 (3)
ENGL 102 (3)	PHIL 108 (3)
ENGL 222 (3)	SPAN 100 (5)
ENGL 223 (3)	SPAN 101 (2.5)
ENGL 224 (3)	SPAN 102 (2.5)
ENGL 225 (3)	SPAN 110 (5)
ENGL 228 (3)	SPAN 111 (2.5)
ENGL 260 (3)	SPAN 112 (2.5)
ENGL 261 (3)	SPAN 200 (5)
FREN 100 (5)	SPAN 210 (5)
FREN 110 (5)	SPAN 220 (5)
FREN 200 (4)	SPAN 221 (5)
FREN 210 (4)	SPAN 222 (3)
FREN 220 (3)	SPAN 225 (3)
FREN 230 (3)	SPAN 260 (3)
FREN 232 (3)	SPAN 261 (3)
HIST 100 (3)	SPAN 262 (3)
HIST 101 (3)	
HIST 110 (3)	
HIST 111 (3)	

**D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS** (9 semester or 12 quarter units)

**1. American Institutions**-CSU Graduation Requirement in U.S. History, Constitution and American Ideals. One course from Political Science and one course from History. Six (6) semester units.

- a. Political Science: POLS 102 (3.0)
- b. History: HIST 120 (3.0) OR HIST 121 (3.0)

**2. Select one course from a subject area not completed in Section D, Part I.**

AJ 100	(3)	HIST 130	(3)
AJ 106	(3)	HIST 131	(3)
AG 160	(3)	HIST 132	(3)
ANTH 102	(3)	POLS 100	(3)
ANTH 104	(3)	POLS 104	(3)
ANTH 106	(3)	POLS 106	(3)
ANTH 108	(3)	PSY 101	(3)
CFCS/PSY 106	(3)	PSY 142	(3)
ECON 101	(3)	PSY 202	(3)
ECON 102	(3)	PSY 206	(3)
GEOG 102	(3)	SOC 101	(3)
GEOG 104	(3)	SOC 102	(3)
*HIST 100	(3)	SOC 150	(3)
*HIST 101	(3)	SOC 206	(3)

**E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT** (3 semester or 4 quarter units)

HE 102	(3)	PSY 146	(3)
HREL 100	(3)	PSY 204	(3)
PSY 144	(3)	SOC 110	(3)

\*Indicates course may only be counted in one area.

**Transfer Credit**

In state universities, and at the University of California, a maximum of 70 semester units earned in a community college may be applied toward the Bachelor’s degree, with the exception that no upper-division credit may be allowed for courses taken in a community college and no credit may be allowed for professional courses in education taken in a community college. Many other colleges and universities also allow credit for 70 units of lower-division work completed at a community college.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower-division general education requirements in either the California State University or University of California system. Completion of the IGETC is not a requirement for admission to CSU or UC, nor is it the only way to fulfill lower-division GE requirements. *The IGETC is recommended for students who have not made a final decision about transferring to a particular CSU or UC campus.* Students may be better served by following the CSU GE requirements or those of the UC campus to which they plan to transfer.

Students pursuing majors which require extensive lower-division major preparation may not find the IGETC option to be advantageous. There are other limitations. All courses used for IGETC must be passed with a **minimum grade C**. (C minus is not acceptable.) A *credit* or *pass* is acceptable providing either is equivalent to a grade “C” or better.

**Please make a counseling appointment to determine the most appropriate general education program for you.**

**Certification:** All GE requirements must be completed before IGETC can be certified. Certification must take place *prior* to transfer to UC and/or CSU. The Admissions Office will complete the certification. To request certification, the student should file a request at the Registrar’s Office. As a general rule, the IGETC can be certified for California community college transfers who have also completed transfer units at a CSU, UC, or independent college *provided that the student has completed most of the transfer units at one or more California community colleges.*

**Restrictions:** A student who has been registered at a UC campus and wishes to return to the same UC campus is **NOT** eligible for IGETC. This restriction does not apply to students who have taken UC summer session or Extension classes only.

**1. ENGLISH COMMUNICATION**

CSU 3 courses required, 1 course from group A, 1 course from group B and 1 course from group C.

UC 2 courses required, 1 course from group A and 1 course from group B.

A. English Composition - 3 semester/4-5 quarter units.

ENGL 101 (3)

B. Critical Thinking/English Composition - 3 semester/4-5 quarter units.

ENGL 201 (3)

C. Oral Communication - 3 semester/4-5 quarter units. **(CSU ONLY).**

\*\*SPCH 100 (3)  
SPCH 180 (3)

**2. MATHEMATICAL CONCEPTS/QUANTITATIVE REASONING** - 3 semester/4-5 quarter units.

MATH 120	(3)	MATH 194	(5)
MATH 122	(3)	MATH 210	(5)
**MATH 124	(4)	MATH 220	(3)
**MATH 190	(5)	MATH 230	(3)
**MATH 192	(5)		

3. **ARTS and HUMANITIES** - 9 semester/12-15 quarter units.  
At least 3 courses with at least 1 from the Arts and 1 from the Humanities.

**ARTS COURSES**

ANTH 114	(3)	MUS 120	(3)
ANTH 214	(3)	MUS 122	(3)
ART 100	(3)	MUS 200	(3)
ART 102	(3)	MUS 202	(3)
ART 104	(3)	MUS 220	(3)
ART 106	(3)	MUS 222	(3)
**MUS 100	(3)	THEA 100	(3)
MUS 102	(3)		
MUS 104	(3)		

**HUMANITIES COURSES**

ENGL 102	(3)	*HIST 132	(3)
ENGL 222	(3)	HUM 100	(3)
ENGL 223	(3)	PHIL 100	(3)
ENGL 224	(3)	PHIL 102	(3)
ENGL 225	(3)	PHIL 104	(3)
ENGL 228	(3)	PHIL 108	(3)
ENGL 260	(3)	**SPAN 110	(5)
ENGL 261	(3)	+**SPAN 111	(2.5)
ENGL 270	(3)	+**SPAN 112	(2.5)
FREN 110	(5)	**SPAN 200	(5)
FREN 200	(3)	**SPAN 210	(5)
FREN 210	(4)	**SPAN 220	(5)
FREN 220	(4)	**SPAN 221	(5)
*HIST 100	(3)	SPAN 225	(3)
*HIST 101	(3)	SPAN 260	(3)
*HIST 110	(3)	SPAN 261	(3)
*HIST 111	(3)	SPAN 262	(3)
*HIST 130	(3)		
*HIST 131	(3)		

4. **SOCIAL & BEHAVIORAL SCIENCES** - 9 semester/12-15 quarter units. At least 3 courses from at least 2 disciplines.

ANTH 102	(3)	*HIST 131	(3)
ANTH 104	(3)	*HIST 132	(3)
ANTH 106	(3)	POLS 101	(3)
ANTH 108	(3)	*POLS 102	(3)
**CFCS/PSY 106	(3)	POLS 104	(3)
ECON 101	(3)	POLS 106	(3)
ECON 102	(3)	PSY 101	(3)
GEOG 100	(3)	**PSY 106	(3)
GEOG 102	(3)	PSY 146	(3)
GEOG 104	(3)	*PSY 200	(3)
*HIST 100	(3)	PSY 202	(3)
*HIST 101	(3)	PSY 204	(3)
*HIST 110	(3)	**PSY 206	(3)
*HIST 111	(3)	PSY 208	(3)
*HIST 120	(3)	SOC 101	(3)
*HIST 121	(3)	SOC 102	(3)
*HIST 130	(3)	SOC 150	(3)
		SOC 206	(3)

5. **PHYSICAL and BIOLOGICAL SCIENCES**  
7-9 semester/9-12 quarter units. 2 courses, 1 Physical Science course and 1 Biological Science course; at least 1 course must include a laboratory (L).

**PHYSICAL SCIENCE COURSES**

AG 110	(3)	CHEM 208	(4)
ASTR 100	(3)	ENVS 110	(3)
**CHEM 100 (L)	(4)	*GEOG 100	(3)
CHEM 200 (L)	(5)	**PHYS 200 (L)	(5)
CHEM 202 (L)	(5)	**PHYS 202 (L)	(5)
CHEM 204 (L)	(4)	**PHYS 204 (L)	(5)
CHEM 206 (L)	(4)		

**BIOLOGICAL SCIENCE COURSES**

AG 170 (L)	(3)	**BIOL 204 (L)	(4)
ANTH 101	(3)	**BIOL 206 (L)	(4)
**BIOL 100 (L)	(4)	BIOL 220 (L)	(5)
BIOL 120 (L)	(4)	PSY 200	(3)
BIOL 122 (L)	(4)		

6. **LANGUAGE OTHER THAN ENGLISH (UC Requirement Only)**

Complete 2 years of the same foreign language in high school with a grade of C or better **OR** earn a score of 3 or higher in the College Board Advanced Placement exams in languages other than English **OR** earn a satisfactory score on the SAT II: Subject Test in languages other than English, (see a counselor for specific courses) **OR** complete with C grades or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English **OR** complete 4-5 units from the courses below.

**FREN 100	(5)	+**SPAN 101	(2.5)
*SPAN 100	(5)	+**SPAN 102	(2.5)

Validated by a more advanced course (course can also count in Area 3)

7. **CSU GRADUATION REQUIREMENT IN U.S. HISTORY CONSTITUTION AND AMERICAN IDEALS**  
(Not part of IGETC; may be completed prior to transfer.)

Courses used to meet this requirement may NOT be used to satisfy requirements for IGETC. **One course from Political Science and one course from History. Six (6) semester units.**

- a. **Political Science: POLS 102 (3.0)**
- b. **History: HIST 120 (3.0) OR HIST 121 (3.0)**

\* Courses Designated with asterisk may be counted in one area only.  
\*\* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult a counselor for additional information.  
+ Both courses must be taken to receive IGETC credit.

# VOCATIONAL/ OCCUPATIONAL CURRICULA

Imperial Valley College has developed career programs which reflect employment opportunities of our county and region. Advisory committees work closely with the college to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science Degree. It is recommended that students should plan a broad educational background including general education courses.

It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the student.

## CERTIFICATES

Certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for a Certificate, a student must:

1. Complete all courses listed for a particular certificate.
2. Achieve a "C" grade or better in all courses used to complete the certificate.
3. File a certificate petition with the Registrar no later than the end of the fourth week of each semester and the first week of the summer session.



## Certificates are offered in the following areas:

Administration of Justice  
 Agricultural Business Management  
 Agricultural Crop Science  
 Air Conditioning and Refrigeration Technology  
 Alcohol and Drug Studies  
 Automotive Air Conditioning  
 Automotive Brakes, Suspension and Wheel Alignment  
 Automotive Body Repair and Painting  
 Automotive Electronics  
 Automotive Engine Machinist  
 Automotive Engine Performance  
 Automotive Power Train  
 Automotive Technology  
 Basic Computer Skills  
 Business Administrative Assistant  
 Business Financial Services  
 Business Management  
 Business Marketing  
 Business Accounting Technician  
 Business Administrative Assistant  
 Business Office Technician  
 Business Retailing  
 Computer Information Systems  
 Correctional Science  
 Early Childhood Assistant  
 Early Childhood Associate Teacher  
 Early Childhood Education Administration Specialization  
 Early Childhood Education Infant/Toddler Specialization  
 Early Childhood Education Family Child Care  
 Early Childhood Education School-Age Specialization  
 Electronics  
 Emergency Medical Technician I  
 Emergency Medical Technician-Paramedic  
 Employment Readiness  
 Environmental Technology  
 Field Archaeology  
 Fire Technology  
 Health Assistant  
 Home Health Aide  
 Human Relations  
 Legal Assistant  
 Library Technician  
 Medical Assistant  
 Medical Office Assistant  
 Patient Services Administration Specialist  
 Pharmacy Technician  
 Recreation  
 Rehabilitation Technician for the Physically Limited  
 Vocational Nursing  
 Waste Water Technology  
 Water Treatment Technology  
 Welding Technology

# TIPOS DE CURSOS Y PROGRAMAS

Para que el colegio del Valle Imperial pueda lograr su meta de servir a todo estudiante que desea una educación, una variedad de cursos están a la disposición del estudiante. Algunos de los cursos pueden ofrecer al estudiante destrezas para obtener un trabajo. Otros cursos ofrecen educación general, la cual ayuda a todo estudiante a vivir vidas productivas dentro de una sociedad compleja como la nuestra. Además, otros tipos de cursos proveen el conocimiento básico para que el estudiante continúe sus estudios en instituciones superiores de cuatro años.

Un estudiante puede cursar los primeros dos años de estudio universitario en el colegio, tomando clases de educación general. Así, el estudiante tiene la oportunidad de iniciar sus estudios superiores mientras vive cerca de su hogar. Esta oportunidad no sólo permite que el estudiante ahorre dinero si no también ofrece al estudiante una transición de la preparatoria a un recinto de estudios de dos años y posteriormente a una institución de cuatro años. La atmósfera amigable y colegial presenta la oportunidad a cada estudiante para que se familiarize con sus maestros y participe en el programa de asesoramiento académico; estas invaluable oportunidades están disponibles para el estudiante, oportunidades que tal vez no estén disponibles en otras instituciones debido al alto índice de población estudiantil. El estudiante no sólo recibe asistencia personal de calidad, si no que también tiene mayores oportunidades de liderazgo en asuntos estudiantiles.

El programa de asesoramiento académico, asiste en la determinación y recomendación de las clases en las cuales se inscribiera el estudiante. Esto permite al estudiante fijarse metas académicas en una forma sistemática e incluir cursos de estudio que más le beneficien. Muchas de las necesidades del estudiante que busca empleo, pueden satisfacerse al terminar su segundo año de estudio en el colegio por medio de una variedad de cursos vocacionales que ofrece el colegio.

El colegio también ofrece un programa completo y organizado en educación general para el estudiante que sólo desea cursos preparatorios para ingresar a una institución de estudios superiores de cuatro años.

El programa de estudio en el colegio también incluye cursos de estudio para personas adultas que no pudieron terminar la preparatoria y que demuestren la habilidad para tomar y aprobar los cursos que ofrece el colegio. El éxito que estas personas obtengan en tales cursos determinará si la persona seguirá tomando cursos en el futuro.

Existen cinco programas diseñados para los siguientes grupos de estudiantes: estudiantes que sólo pueden tomar clases de noche; estudiantes que no pueden asistir al colegio tiempo completo; estudiantes que deseen coordinar su programa de estudio con algún trabajo en el colegio; estudiantes sobresalientes del onceavo o doceavo año de preparatoria que deseen cursar clases especiales a nivel de colegio; y por último a los estudiantes que tengan alguna discapacidad.

## 1. El Estudiante de Preparatoria (High School) que Asiste al Colegio

Los estudiantes de las preparatorias locales que asisten al colegio bajo un programa vocacional o académico tienen un papel de expectador en actividades estudiantiles y extracurriculares. Si el estudiante desea puede solicitar asesoramiento académico en el colegio, pero se recomienda que haga un esfuerzo por pedir la ayuda de un asesor académico en su propia escuela.

El estudiante tiene que solicitar la autorización debida para asistir al colegio y así recibir calificación. El estudiante de preparatoria tendrá que asistir a dicha institución por lo menos medio día.

### Admisión de Estudiantes del Onceavo y Doceavo año de Preparatoria

El presidente de cualquier colegio comunitario tiene la autoridad de admitir al colegio a un estudiantes de preparatoria de medio tiempo del onceavo o doceavo año. El estudiante tiene que ser recomendado por el director de la preparatoria a la cuál asiste. El director de la preparatoria puede recomendar a un estudiante de medio tiempo de

acuerdo a los estatutos y reglamentos adoptados por la mesa directiva de su distrito escolar. Un director de una preparatoria no podrá recomendar a mas del 15% de su total de estudiantes en el onceavo y doceavo año que estén inscritos en dicha escuela.

La asistencia autorizada del estudiante en el colegio como estudiante especial de medio tiempo será de acuerdo a ésta sección y deberá recibir calificación por los cursos que terminó en el colegio comunitario de igual manera como si estuviera inscrito regularmente, a menos que el estudiante haya hecho un acuerdo con los dos distritos escolares para que sea la preparatoria la que reciba la calificación por los cursos que tomó en el colegio.

Cada estudiante de preparatoria en esta categoría tendrá que asistir a la preparatoria medio tiempo. (E.C. 76001)

### Admisión del alumno (que ha terminado el onceavo año) a clases de verano: Otorgación de calificación por asistir a estas clases

El presidente de cualquier colegio comunitario esta autorizado para admitir a las clases de verano a estudiante que han terminado el onceavo año de preparatoria y que sean recomendados por el director de la preparatoria a la cuál están asistiendo. El director de la preparatoria puede recomendar a estudiantes de acuerdo con las estipulaciones y reglamentos establecidos por la mesa directiva del distrito escolar. El director de la preparatoria no podrá recomendar a más del 5% de sus estudiantes.

El tiempo en el cual los estudiantes asistieron a clases de verano, los días que estuvieron presentes, serán acreditados a el colegio y no a la preparatoria y esto se hará de acuerdo al Código Ed. 76002.

## 2. Colegio Extendido

El programa del Colegio Extendido ofrece a los residentes del Condado Imperial acceso conveniente y práctico a cursos del colegio. Estos cursos se ofrecen a través de toda la comunidad en 3 localidades en el condado. La mayoría de los centros ofrecen clases de turno matutino y vespertino. La facultad docente del colegio externo es de media jornada. El colegio externo tambien cuenta con personal administrativo y tres asesores académicos.

La meta del Colegio Extendido es de ofrecer un programa de estudio extenso, flexible, y de calidad a las 14 comunidades que se encuentran en el Distrito del Colegio Imperial. Estas clases ayudan a minorar el problema de aislamiento, que afecta a un gran numero de residentes del Valle Imperial. Las clases se ofrecen de una forma constante y sistemática durante todo el año. Se ofrecen clases en las siguientes áreas de estudio: Técnico Médico de Emergencias, Bienes y Raices, Operaciones de Microcomputadoras, Español, y clases de Inglés. También se ofrecen clases de introducción en el campo de Tecnologías en Salud, Administración de Justicia, y Ciencia de Extinción de Incendios.

Los programas inovativos incluyen proyectos de capacitación costeados por el Concilio del Sector Privado para una variedad de agencias del Condado. Diferentes agencias, iglesias, distritos escolares y la Universidad de San Diego-en el Valle Imperial facilitan el uso de sus instalaciones para llevar acabo tal capacitación.

**3. El Programa de Trabajo y Estudio**

El programa de trabajo es coordinado entre el Colegio de la Comunidad del Valle Imperial y los empresarios públicos o privados de la comunidad. El colegio provee la organización y la coordinación de los salones de clases y el personal. Las agencias o empresarios que emplean a los estudiantes ofrecen las localidades donde puedan trabajar y capacitarse. Las unidades que obtengan pueden utilizarse para reunir algunos de los requisitos para su diploma de graduación.

**4. Programas y Servicios Para Estudiantes Incapacitado (DSP&S)**

Los Programas y los Servicios a los estudiantes discapacitados esta diseñado para proveer servicios de apoyo a estudiantes que tienen alguna discapacidad física, o sícologica, problemas de aprendizaje, discapacidades sicologicos y problemas de salud. El programa ofrece exámenes para diagnosticar problemas de aprendizaje, inscripción preferencial, tutores académicos, clases de educación física, estacionamiento preferencial, y asistencia de enfermería.

**5. El Programa Pre-escolar**

La escuela pre-escolar está abierta cinco días de la semana de las 7:45 a.m. a las 3:45 p.m., de acuerdo con el calendario del colegio. Los servicios de cuidado infantil se ofrecen para niños de edad pre-escolar de 2 a 5 años de edad, cuyos padres son estudiantes del Colegio del Valle Imperial.

**TITULOS/DIPLOMAS**

La mesa directiva del colegio, por recomendación del presidente y la facultad del colegio, está autorizada de acuerdo con el Artículo 12, Sección 102, del Código Administrativo del Estado (State Administrative Code), Artículo 5, para conferir el título/diploma de Asociado en Filosofía y Letras (A.A.) y el Asociado en Ciencias (A.S.). Las condiciones que deben cumplirse para la entrega de un título/diploma están delineados en la sección de requisitos de graduación.

Un título/diploma o certificado se otorga a un estudiante que a llenado los requisitos de un programa de estudio organizado de dos años, ya sea en algún tipo de ocupación vocacional técnica o de clases preparatorias para seguir sus estudios en una universidad de cuatro años. El estudiante que desee transferirse a una institución superior de cuatro años tendrá que satisfacer los cursos, unidades, y requisitos de calificaciones que requiera la universidad a la cual desea asistir.

**DISTINCION ACADEMICA**

**Graduación con Honores**

El reconocimiento “**Con Distinción**” es otorgado a el estudiante, que en el curso de sus estudios en el colegio a obtenido un promedio de calificaciones de 3.5 o mejor en clases aplicables para el título.

El reconocimiento “**Condecoraciones**” es otorgado a el estudiante que obtiene un promedio de calificaciones de 3.0 en clases aplicables para el título.

**Lista de Distinciones del Presidente del Colegio**

El presidente del colegio da un reconocimiento especial a todo alumno que recibió durante el semestre previó un promedio de 3.0 o mejor en calificaciones que se obtuvieron al terminar 12 o más unidades.

**PROGRAMA DE ASISTENCIA FINANCIERA**

El Colegio del Valle Imperial tiene la convicción de que cualquier estudiante que tiene la capacidad de beneficiarse de una enseñanza no se le debe negar una educación por falta de recursos económicos.

Cada año hay varios tipos de ayuda disponible para estudiantes con necesidades económicas. Esta asistencia es ofrecida por el distrito del colegio, el estado, el gobierno federal, grupos cívicos, y ciudadanos.

Si desea más información sobre asistencia financiera favor de comunicarse con la Oficina de Asistencia Financiera ubicada en el Centro de Asesoramiento.

**GASTOS**

Los cobros y cutoa de inscripción se tienen que pagar cuando usted se inscribe. Su inscripción en los cursos **NO SE FINALIZARA** hasta que la oficina de Inscripción halla recibido el total del pago.

<b>Cuotas</b>	
Cuota de Inscripción (Propensa a cambiar)	\$18.00 por unidad
Cuota para Extranjeros o No residentes	\$149.00 por unidad
Cuota por el permiso de estacionamiento	
Primer vehículo	\$15.00 por vehiculo
(después de las ultimas inscripciones)	\$20.00 por vehiculo
Vehiculo Adicional	\$15.00 por vehiculo
Cuota por Representación Estudiantil	\$ 1.00 por semestre

ANOTAR: Los estudiantes que estén inscritos en clases que no se están llevando acabo en el colegio no tienen que pagar por el permiso de estacionamiento.

**RESPONSIBILIDADES FINANCIERAS**

El incumimiento de algún pago obligatorio al colegio, dará como resultado que este pueda suspender emisión de calificaciones, diplomas, y los derechos de inscripción.

**Explicación de Cuotas**

La Legislación del Estado de California, por orden del Gobernador, requiere que todo colegio comunitario en California cobre inscripción a todo estudiante por cada semestre que se inscribe.

La Legislación también a provisto asistencia financiera a estudiantes de bajos recursos que no puedan costear sus estudios y que califiquen para estos servicios de acuerdo a las Guías Estatales. Si desea información en cuanto ayuda financiera para costear sus estudios puede obtenerla en la Oficina de Asistencia Financiera.

La cuota de estacionamiento provee fondos para gastos administrativos y de operación para el mantenimiento del estacionamiento y facilidades de transportación.

**Cuota de Matrícula**

Estudiantes no residentes del estado o extranjeros tienen que pagar la cuota de matrícula de \$149.00 dólares por unidad mas las cuotas de pago citadas.

El colegio aceptará los pagos de estudiantes no residentes o extranjeros en efectivo, giros postales Western Union, cheques de viajero, o cheques de banco. Los cheques personales no se aceptan. Los pagos de estudiantes no residentes o extranjeros deberán hacerse sin retraso.

#### Otros Gastos/Cuotas

Habra un cobro de \$10.00 por cada cheque que sea devuelto al colegio por falta de fondos.

#### POLIZA DE REEMBOLSO

Al terminar el proceso de la forma de reembolsos, el reembolso se dará bajo las siguientes condiciones:

1. Un error en algún pago o cuota de matrícula
2. El pago o cuota de matrícula de una clase descontinuada

La solicitud de reembolso tendrá que llenarse y entregarse antes de que se cierre la inscripción para poder recibir el reembolso de lo siguiente:

1. Pago de inscripción
2. Pago de estacionamiento
3. Cuota de matrícula

#### PERMISO DE ESTACIONAMIENTO

**TODOS** los vehículos estacionados en las áreas de estacionamiento del colegio deberán tener un permiso de estacionamiento vigente. Si va a traer un vehículo al colegio, favor de llenar la forma de registración adjunta a el paquete de inscripción.

#### ACREDITACION

El colegio esta oficialmente acreditado por Accrediting Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education, American Welding Society, California Association of Alcohol and Drug Educators, California Board of Registered Nursing, California Board of Vocational Nurse and Psychiatric Examiners, Commission on Accreditation of Allied Health Education Programs, Commission on Peace Officers Standards and Training, California State Department of Education, and National Academy of Early Childhood Programs. Copias de los reportes sobre acreditacion estan disponibles en la officina de el Superintendent/President.

#### SERVICIOS DE ASESORAMIENTO ACADEMICO

Es la intención del Colegio ofrecer a todos los estudiantes información pertinente la cual necesitarán en el formulamiento de sus metas y objetivos, y asistirles en aprovechar al máximo sus potenciales y entrenamientos. El asesoramiento académico se ofrece por asesores profesionales, con habilidades y entrenamiento en areas académicas, vocacionales, y asesoramiento personal. El Centro de Asesoramiento está abierto de 8:00 a.m. a 8:00 p.m. de Lunes a Jueves, y de 8:00 a.m. a 5:00 p.m. los Viernes durante el año escolar. Un Centro de Carreras se encuentra localizado en el Centro de Asesoramiento. El Centro de Carreras provee extensa información vocacional y de carreras.

Aún cuando los asesores académicos ayudan a los estudiantes en el planeamiento de sus metas académicas a largo plazo, la responsabilidad de llenar los requisitos para graduación o los requisitos para transferirse a otra universidad o colegio tiene que ser asumida por cada estudiante. En el Centro de Asesoramiento los alumnos tienen acceso a una biblioteca de referencias y catálogos (Career Center) de diferentes colegios y universidades.

#### ACTIVIDADES ESTUDIANTILES

Las actividades de los estudiantes están reglamentadas por la Asociación Estudiantil del Colegio.

Los estudiantes que les interese tratar con el público encontrarán una oportunidad de desarrollar esta habilidad en clubs y eventos sociales durante el año. Los estudiantes que estén interesados en la música,

periódismo, o administración de los asuntos estudiantiles, encontrarán la oportunidad para participar en estas actividades.

#### LIBRERIA Y CENTRO COLEGIAL

La librería del colegio es mantenida por el distrito mediante un acuerdo de arrendamiento con una compañía privada. En la librería del colegio el estudiante puede encontrar libros de texto y útiles escolares. En el edificio del Centro Colegial se encuentra una cafetería la cuál ofrece al estudiante comida y refrescos.

#### ATLETISMO

Competencia intercolegial se lleva acabo en diferentes deportes. El Colegio participa en competencias de la Conferencia de la Costa del Pacífico. Esta conferencia incluye a los colegios de Grossmont, MiraCosta, Palomar, San Diego City, San Diego Mesa, y Southwestern.

#### CENTRO DE APRENDIZAJE

Tutoría está disponible para todos los estudiantes que estén registrados en el colegio del Valle Imperial. El centro de tutores está localizada en la biblioteca (Spencer Library Media Center). El centro de aprendizaje ofrece una variedad de programas de tutores que proporcionan asistencia reparable, asi como también programas de enriquecimiento para dirigir al estudiante a una mejor manera de estudiar, como tomar notas y como prepararse para tomar un exámen. Estas sesiones son basadas sobre las reglas de el programa de cada individuo y podrían ser en la forma de tutoría individual o en grupos. Dependiendo en el horario, tutoría de introducirse también está disponible.

Además, se ofrecen servicios bilingües para estudiantes que hablen poco Inglés y desean ayuda académica en la interpretación de sus cursos. Grupos de conversación se ofrecen para aquellas personas que hablan poco Inglés para que practiquen conversando y así extiendan y enriquezcan su vocabulario.

#### OFICINA DE ASESORAMIENTO DE SU NIVEL ACADEMICO

El colegio requiere que todo estudiante que planea inscribirse en una clase de lectura, escritura, o matemáticas, tome los exámenes de ubicación para determinar su nivel academico en dichas areas, y asi poder ubicarlos en las clases apropiadas.

#### PROCESO DE MATRICULACION

Matriculación es un proceso que promueve y sostiene los esfuerzos de estudiantes de colegios comunitarios para lograr sus metas educacionales mediante un programa coordinado de instrucción y el uso apropiado de programas y servicios. Inscripción en el colegio constituye un acuerdo en el cual el colegio es responsable de lo siguiente:

- \* Asistir al estudiante en lograr éxito en sus estudios.
- \* Asistir al estudiante a tomar buenas decisiones basándose en información correcta.
- \* Ofrecer servicios y recursos para seleccionar las clases apropiadas que vayan de acuerdo a la carrera del estudiante.
- \* Proporcionar al estudiante la oportunidad de desarrollar un plan de estudio.

El estudiante es responsable de lo siguiente:

- \* Seleccionar una carrera después del semestre en el cuál se cursaron 15 unidades.
- \* Inscribirse en clases.
- \* Asistir a clases.
- \* Tomar sus estudios en serio.
- \* Consultar con un asesor académico para desarrollar un plan de estudio.
- \* Solicitar servicios adicionales cuando sea necesario.
- \* Lograr su meta educacional.

Si el estudiante no cumple con sus responsabilidades, el colegio puede suspender los servicios prestados al estudiante. El colegio no puede suspender ningún servicio al cuál el estudiante tiene derecho bajo cualquier otra provisión de la ley y el estudiante tiene el derecho de apelar cualquier regulación de matriculación.

# REGLAMENTOS

## ADMISION

La admisión al colegio está reglamentada por las leyes del Estado y dichos reglamentos suplementarios son prescritos por la mesa directiva. El estudiante que se inscribe en ocho o más unidades en cualquier semestre o al ver aprobado ocho unidades o más, se le requiere que (1) se asegure tener una copia oficial de su registro de calificaciones de la preparatoria o de otra institución de estudio superiores en la Oficina de Inscripción; (2) tomar los exámenes de ubicación.

A todo estudiante se le admite bajo una de las siguientes clasificaciones:

1. Graduado de preparatoria (High School) o su equivalencia (General Educational Development o California High School Proficiency Examination).
2. No-graduado de preparatoria que tenga 18 años de edad.
3. Estudiante de preparatoria recomendado por el director de la escuela para tomar de una a nueve unidades de clases. (Tiene que entregar documentación de que está inscrito en la preparatoria.) Participación en actividades extra-curriculares deben confinarse a la preparatoria. Estos estudiantes tendrán que asistir a la preparatoria (High School) medio tiempo.
4. Estudiante que se transfieran de colegios y entreguen registros de calificaciones oficiales (preparatoria y colegios) se les dara preferencia.
5. Estudiantes extranjeros o de otros estados se les puede aceptar para inscripción, pero se les cobrará cuotas de matrícula. Para más informes acerca de esta cuota comunicarse con la Oficina de Inscripción.

## REGISTRO DE CALIFICACIONES DEL ESTUDIANTE

El colegio da gratuitamente los primeros dos registros de calificaciones al estudiante. Habrá un cobro de \$2.00 dólares por cada registro adicional. Se suspenderá un pedido de registro si el estudiante debe alguna cuota. Registros de calificaciones por medio de fax cuestan \$12.00 cada uno y no se consideran oficiales.

## REGISTROS DE CALIFICACIONES EXTRANJEROS

El Colegio del Valle Imperial no evalúa registros de calificaciones de extranjeros. Un estudiante puede pedir que sea evaluado por:

International Educational Research Foundation, Inc.  
P.O. Box 66940  
Los Angeles, CA 90066  
[www.ierf.org](http://www.ierf.org)

Por petición estudiantil, el Colegio del Valle Imperial puede aceptar cursos de bajo nivel educativo que sean recomendados por I.E.R.F. cuando sea apropiado.

## ACTA DE PRIVACIDAD Y DERECHOS EDUCATIVOS DE LA FAMILIA

El Acta de Privacidad y Derechos Educativos de La Familia (FERPA) otorga derechos a los estudiantes con respecto a sus expedientes académicos. Ellos son:

1. El derecho de inspección y revisión del expediente académico dentro de los 45 días de la fecha en que el Colegio recibe la solicitud para iniciar acceso. Los estudiantes deben de enviar al Decano de Admisiones un escrito que identifique el expediente(s) que ellos deseen inspeccionar. El Decano de Admisiones hará los arreglos necesarios para el acceso y notificará a los estudiantes del tiempo y lugar donde los expedientes deben ser inspeccionados. Si el expediente académico no es mantenido por el oficial del Colegio a quien se envió la solicitud, este oficial deberá avisar al estudiante quien es el oficial a quien debe dirigirse la solicitud.
2. El derecho de solicitar enmienda a las expedientes académicos que el estudiante cree que están equivocados o extraviados. Los estudiantes pueden solicitar al Colegio la enmienda del expediente académico que ellos considerán que están equivocados o extraviados. Ellos deben escribir a oficial del Colegio responsable del expediente, claramente identificar la parte del expediente que ellos quieran cambiar y especificar por que esto esta equivocado o extraviado. Si el Colegio

decide no enmendar el expediente solicitado por el estudiante, el Colegio notificará al estudiante de la decisión y avisará al estudiante de su derecho para tener una audiencia relacionada con la solicitud de enmienda.

Información adicional respecto al procedimiento de la audiencia será proporcionada al estudiante cuando le notifiquen su derecho de audiencia.

3. El derecho de consentimiento para divulgar información personal contenida en el expediente académico del estudiante, excepto para entender lo que FERPA autoriza divulgar sin consentimiento.

Una excepción que permite a los oficiales escolares divulgar sin consentimiento, es divulgar con legítimo interés académico. Un oficial escolar es una persona empleada por el Colegio en una posición administrativa, supervisión, académica, investigación, personal de apoyo, (incluyendo la unidad de personal de reforzamiento de la ley y el personal de salud); una persona o compañía con la cual el Colegio ha contratado (como un abogado, auditor o agente de colección); una persona sirviendo en la Mesa Directiva Escolar; o un estudiante sirviendo a un Comité oficial, tal como los comites de disciplina y de quejas; o un oficial invitado de otra escuela en desarrollo de su trabajo.

Un oficial escolar que tiene legítimo interés académico si el oficial necesita revisar un expediente académico para cumplir su responsabilidad profesional Bajo solicitud, el colegio divulgará el expediente académico sin consentimiento de oficiales de otra escuela en la cual un estudiante busca o intenta inscribirse.

4. El derecho de queja con el Departamento de Educación de Estados Unidos, relacionado con fallas del Colegio del Valle Imperial para conformarse con los requerimientos de FERPA. El nombre y domicilio de la oficina que administra FERPA es:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., SW  
Washington, D.C. 20202-4605



La siguiente información estará disponible en las oficinas de Admisiones y de Consejeros para cada uno de los estudiantes inscritos: nombre, domicilio, teléfono, fecha y lugar de nacimiento, materias y unidades en las cuales el estudiante se inscribió, fecha de asistencia, matrícula y fecha de terminación/baja, actividades y deportes que participan, campo de estudio, peso y estatura de los atletas, lo más reciente de las escuelas que asistieron, y las calificaciones y certificados otorgados. Cualquier estudiante que no desee que su nombre sea incluido en la lista, debe llenar una solicitud requiriendo que se borre de la lista antes de la apertura del término escolar.

Para información adicional o una copia de la ley, contacte la oficina de Registro en el edificio Administrativo.

### PLAN DE ACCION DE NO-DISCRIMINACION

El Distrito adoptó un Plan de Acción de No-Discriminación en 1973. El plan fué revisado en 1979, 1981, 1985, y 1990. La adopción y desarrollo del plan demostró el esfuerzo del distrito de ejercer la apegación al plan de no-discriminación e igualdad en oportunidades de empleo. El plan esta a disposición en la Biblioteca Spencer, Oficina del Superintendente, y en la Oficina del Representante de Acción de No-Discriminación.

### ACTA DE NO-DISCRIMINACION

El colegio no discrimina en la admisión ni al proporcionar programas y actividades por motivo de nacionalidad, color, religión, edad, estado civil, origen, sexo, o incapacidad física del individuo.

(Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su limitado inglés.)

La persona encargada de llevar a cabo la apegación de la Sección 504 de la Acta de Rehabilitación de 1973 (Section 504 of the Rehabilitation Act of 1974) es la Sra. Marion Boenheim, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 312, TTY (760) 355-4174. La representante del Título IX en el colegio es el Sr. Lincoln Davis y la Sra. Olga Artech, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 289 ó 264.

### REQUISITOS DE RESIDENCIA LEGAL

Bajo el Código de Educación, un estudiante tiene que pagar por la instrucción que recibe a menos que justifique su residencia como estudiante, o que reúna los requisitos de cierto programa especial.

Toda persona inscrita o que este solicitando admisión a un colegio comunitario, con el propósito expreso de ser admitido o matriculado es clasificado como "residente" o "no-residente".

El estudiante clasificado como "residente" será admitido sin tener que pagar la cuota de matrícula de un "no-residente". El estudiante clasificado como "no-residente" tendrá que pagar la cuota de matrícula asignada por la mesa directiva.

1. Un "residente" es una persona que ha residido legalmente en California por lo menos un año y un día antes de matricularse.
2. Un "no-residente" es una persona que no ha residido legalmente en California por más de un año y un día antes de matricularse.

La "Fecha de Determinación de Residencia" tendrá que ser el mismo día que precede al primer día de clases ya sea en el semestre o al terminar las clases de verano.

La póliza de residencia requiere que el estudiante radique físicamente en California con el propósito de establecerse permanentemente.

Para determinar el lugar de residencia del estudiante, se hace referencia a lo siguiente:

1. Cualquier persona que esté casada o de 18 años de edad o mayor, y sin ninguna imposibilidad legal para establecer residencia.
2. Solo puede admitirse un lugar de residencia.
3. La residencia puede cambiarse por medio de un acto de unión o intento.
4. La residencia de un padre con el cual un menor no casado vive se considera la residencia del menor soltero. Cuando el menor no vive con ninguno de los dos padres, se considerará el último lugar de residencia en el cual el joven tuvo con sus padres. El joven puede establecer su propia residencia cuando los padres han fallecido y no se le asignado a algún tutor legal.
5. El menor no podrá cambiar su residencia si uno de sus padres aún vive, o por un oficio legal de su tutor, o por el derecho adoptivo por haber sido abandonado por sus padres, a menos que el joven califique para mantenerse a sí mismo.

Se puede pasar por alto alguno de los puntos de determinación de residencia ya citados. Si el estudiante por otra parte es clasificado como "no-residente", pero si cumple con una de las siguientes excepciones, se puede permitir la clasificación de "residente" hasta que obtenga la clasificación. Las excepciones son:

1. Menores que permanecen en California después que sus padres se han mudado del estado, siempre y cuando los padres hayan sido residentes de California antes de la fecha de clasificación de residencia.
2. Menores que se mantienen a sí mismos y han vivido en California por un año antes del semestre, se les permitirá la clasificación de residente.
3. El estudiante que aún no es adulto por más de un año antes de la fecha de determinación de residencia, puede agregar el tiempo de residencia antes de cumplir los 18 años de edad a el tiempo de residencia después que cumpla los 18 años de edad para obtener los requisitos de residencia.
4. A partir del 1ro de Enero de 1995, todo estudiante que sea miembro de la fuerza militar de los Estados Unidos asignado a el estado de California en facción activa, excepto aquellos que fueron asignados a el estado de California con el propósito de obtener una educación, a estas personas no se les obligará pagar la cuota de no-residente, el estudiante deberá estar en facción activa militar en la fecha determinada de residente. Los dependientes de un miembro de la fuerza militar no se les otorgará la excepción de las cuotas de no-residente. Un dependiente de un no-residente de la fuerza militar tiene derecho a un año de excepción "hasta que él o ella halla vivido en el estado por el tiempo mínimo necesario para establecer residencia permanente."

5. El extranjero adulto que no sea excluido de establecer su domicilio en los Estados Unidos por el Acta de Emigración y Nacionalidad puede ser elegible para establecer residencia si reúne los requisitos de presencia física y el intento de hacer su hogar en California. El extranjero que tenga las siguientes clasificaciones puede establecer residencia utilizando las mismas reglas que se utilizan para evaluar a ciudadanos de los Estados Unidos:
  - a. Visa de Estudios (Career Diplomat Visa)
  - b. Visa Fiancé (Fiancé Visa)
6. Un estudiante que tenga una credencial autorizada para brindar sus servicios profesionales a una escuela pública y que está empleado en una posición certificada por el distrito del colegio de la comunidad se le dará clasificación de residente.
7. A un estudiante que sea un aprendiz dentro de los reglamentos estipulados en la Sección 3077 del Código de Trabajo, tiene el derecho de ser clasificado como residente.
8. Un estudiante que es empleado de tiempo completo de una Institución de estudios superiores en California, o que sus padres o esposo/a sea un empleado de tiempo completo, tiene el derecho de ser clasificado como residente si la institución de matriculación lo permite.
9. Un estudiante puede ser clasificado como residente si vive con sus padres y si sus padres se sostienen con ingresos agrícolas, o son empleados por el estado de California u otros estados y han desempeñado tal trabajo en este estado por lo menos dos meses dentro del año; los padres viven dentro de los límites del distrito del colegio; el padre reclama al estudiante como dependiente en los impuestos estatales y federales.
10. Un estudiante que trabaje en agricultura para el estado de California dos meses al año durante los últimos dos años podrá clasificarse como residente.

Ningún factor es decisivo; sin embargo, la institución tiene el derecho de verificar la residencia legal del estudiante por medio de los siguientes documentos; licencia de manejo, recibo de luz, recibo de registración para votar, recibo de arrendamiento, contrato de renta, o recibo de renta con el nombre, domicilio y lugar de residencia, tarjeta de una biblioteca, documentación de impuestos federales o estatales, una cuenta de pago corriente o de crédito, o una chequera.

Es la responsabilidad del estudiante demostrar que está viviendo en California y que tiene el intento de establecer residencia en California.

El estudiante que no conteste todas las preguntas en el Cuestionario de Residencia o en el Cuestionario Suplementario de Residencia, se le puede clasificar como no-residente.

### RESTRICCIÓN DE INSCRIPCIÓN

Un programa de estudios normal equivale 19 unidades. Por lo menos se tendrán que tomar de 15 a 16 unidades para poder graduarse en un período de dos años o cuatro semestres.

Un programa de estudios normal durante el verano equivale a (6) unidades

El máximo de unidades que puede tomar un estudiante es de 19, incluyendo un curso de educación física. Hay excepciones en cuanto al número de unidades que un estudiante puede tomar siempre y cuando la administración (a través de una petición) otorgue un permiso especial debido a que tienen pruebas que el estudiante ha demostrado que ha sobresalido en sus estudios académicos.

Un estudiante que está inscrito en cualquier otra escuela o colegio (esto incluye cursos por correspondencia o estudios independientes) tendrán que reportar tal inscripción a la Oficina de Inscripción. No se podrá exceder el número de 19 unidades por semestre.

### CLASES DE CORTA DURACIÓN

Los procedimientos de inscripción para clases de corta duración son igual a las clases regulares. Sin embargo, a continuación se presenta una lista de puntos acerca de estas clases que se tienen que tomar en cuenta:

1. Los estudiantes pueden inscribirse en clases de corta duración hasta un-decimo de la duración del curso.
2. El último día para retirarse de una clase con una "W" es de 75% de la duración del curso.
3. Se pueden reembolsar las cuotas de pago hasta un-decimo de la duración del curso.
4. Se registrarán las unidades en el último semestre que terminen las clases. Por ejemplo, si la clase empieza durante el semestre de otoño y continua hasta el semestre de primavera, las unidades y calificaciones se registrarán en el semestre de primavera.

### CAMBIOS EN LOS HORARIOS DE CLASES

Al inscribirse en cursos, se espera que el horario de clases que entregue el estudiante sea exacto; y que no se hagan cambios al archivar la inscripción. Si se tiene que hacer un cambio, el estudiante puede agregar clases durante el tiempo designado al principio de cada semestre. Los cambios pueden hacerse por medio de llenar una forma para agregar clases (add card) y la debida aprobación del maestro. Esta forma se entregará en la Oficina de Inscripción.

### SISTEMA DE CALIFICACIONES PARA BECAS

Las calificaciones se basan en la calidad de trabajo que esté logrando el estudiante al terminar la clase que se esté tomando. Las calificaciones que indican el logro académico del estudiante se entregan cuando termina cada semestre.

Un promedio de 2.0 (C) o mejor tendrá que obtenerse en las clases.

#### 1. Calificaciones

- A Excelente
- B Mejor que el Promedio Medio
- C Promedio Medio
- D Promedio Bajo
- F Reprobado

- I Clase No Terminada
- CR Crédito (al menos Promedio Medio)
- NC No Crédito (menos de Promedio Medio)
- IP En Curso

Se puede acordar un contrato de incompleto para TRABAJO NO TERMINADO, indicando las razones de salud u otra razón de fuerza mayor por las cuales no se terminó la clase.

Una indicación de Incompleta (I), que no se termine al finalizar las sexta semana del siguiente semestre, se convertirá automáticamente en una calificación. La calificación que se de se utilizará para obtener el promedio de las calificaciones.

El símbolo "IP" es usado solamente cuando el término de alguna clase se extiende más allá de lo de un término académico normal. La calificación será asignada al terminar la clase.

## 2. Grado de Crédito Solamente (Credit Grade)

Ciertos cursos designados por la división apropiada pueden tomarse para obtener calificación de crédito solamente. Los estudiantes que deseán la calificación de "Cr" deberán notificarle al maestro dentro de la sexta semana del semestre:

- La calificación de "CR" refleja una calificación de "C" o mas alto.
- La calificación de "NC" indica la clase incompleta.
- Calificaciones de "CR" se permiten en la especialización del estudiante en el Colegio del Valle Imperial con la autorización del departamento.
- Los estudiantes que soliciten una calificación de "CR" deberán apegarse al mismo criterio y reglas del estudiante que va a recibir una calificación.
- Un máximo de 16 unidades pueden tomarse como "CR" y pueden utilizarse para el título.
- Una calificación de "CR" satisface el requisito que se debe tomar de antemano para la secuencia de una clase.

## 3. Dejar Una Clase (Withdrawal Grade)

Un estudiante puede dejar cualquier clase de tiempo completo en el colegio con una calificación de "W" al finalizar la semana número 14 o menos del 75% del semestre, por medio de llevar y entregar una forma de abandono de clases (drop card) en la Oficina de Inscripción. Después de la semana número 14 o menos del 75% del semestre, el estudiante puede dejar una clase pero recibirá una calificación.

Cualquier instructor puede dar de baja de una clase a un estudiante durante las primeras 14 semanas o menos del 75% del semestre, por faltas excesivas a clase o por razones de disciplina.

Se asignarán las siguientes calificaciones por dejar una clase de acuerdo a la siguiente lista:

Primer 75% de la clase Calificación de "W" Ultimo 25% de la clase Otra calificación en lugar de "W" Todas las calificaciones de "W" son oficialmente procesadas por la Oficina de Inscripción. El maestro puede entregar formas de abandono de clase con o sin la firma del estudiante durante las primeras 14 semanas o menos del 75% del semestre. Durante las primeras 14 semanas o menos del 75% del semestre, los estudiantes tendrán la oportunidad de entregar formas de

abandono de clases. Si el estudiante entrega una forma de abandono de clases será procesada con la firma o sin la firma del maestro. El maestro sera informado de la solicitud de abandono de clases del estudiante.

En casos de fuerza mayor al estudiante se le permitirá retirarse de una clase después del último día de la semana número 14 o menos del 75% del semestre entregando una petición después de haberlo consultado con su maestro.

Casos de fuerza mayor deberán ser verificados por el estudiante como tales, por ejemplo, un accidente o enfermedad seria, o la asignación del estudiante a otro lugar por orden militar.

## 4. Inscripción en Curso Preparatorio (Proficiency Enrollment)

Una vez que el estudiante a terminado un curso preparatorio con una calificación aceptable, no podrá tomar un curso preparatorio mas bajo del que ya tomó en la misma área. Por ejemplo: Un estudiante no debe inscribirse en Inglés 100 después de haber aprobado Inglés 101. (Esto no aplica a cursos de repaso vocacionales.)

## 5. Cómo Repetir una Clase (Repeated Classes)

Procedimiento para repetir una clase:

- El estudiante que desee repetir una clase debido a que obtuvo una D o F de calificación tendrá que llenar una Forma de Repetición de Clase (Notice of Repeated Class Card). Esta forma se entregará a la Oficina de Inscripción antes de que se termine la clase que se quiere repetir.

La Oficina de Inscripción procesará la Forma de Petición Para Repetir la Clase y aprobará la petición del estudiante para que la calificación, unidades, y los puntos de la clase original no se utilizen para calcular el promedio de calificaciones.

- Bajo circunstancias especiales, un estudiante puede repetir un curso en el cual obtuvo una calificación de una "C" o mas alto. La repetición de este curso es permitido por medio del proceso de Petición. Las calificaciones que se obtengan de clases repetidas no podrán utilizarse para calcular de nuevo el promedio de calificaciones previamente obtenidas.

## 6. Puntaje de Calificaciones (Grade Points)

Puntaje de calificaciones, unidades por semestre, se asignan de la siguiente forma:

- |      |   |
|------|---|
| A -  | 4 puntos por unidad   |
| B -  | 3 puntos por unidad   |
| C -  | 2 puntos por unidad   |
| D -  | 1 punto por unidad  |
| F -  | 0 puntos por unidad   |
| Cr - | 0 puntos por unidad; las unidades no se contarán contra el estudiante |
| NC - | 0 puntos por unidad; las unidades no se contarán contra el estudiante |
| I -  | 0 puntos por unidad; las unidades no se contarán contra el estudiante |
| IP - | 0 puntos por unidad; las unidades no se contarán contra el estudiante |
| W -  | 0 puntos por unidad; las unidades no se contarán contra el estudiante |

El promedio de calificaciones es calculado por medio de dividir el total de puntos obtenidos por el total de unidades que tomó menos los puntos por crédito. Así que, en cualquier semestre, si las calificaciones obtenidas son un total de 28 y el total de unidades que se tomó menos los créditos es equivalente a 14, el promedio es de 2.0.

#### 7. **Créditos por Medio de Tomar un Exámen (Credit by Examination)**

Un estudiante inscrito puede hacer petición para tomar un exámen en lugar de tomar la clase entre la sexta y decima cuarta semana de cada semestre. Un máximo de 25 unidades se pueden utilizar para graduación utilizando este proceso. No se utilizarán más de 15 unidades por semestre. El costo para tomar cada exámen será de \$20.00 dólares por unidad mas \$10.00 dólares de costos administrativos. La forma de petición para créditos por medio de un exámen puede obtenerse en la Oficina de Inscripción.

#### 8. **Crédito por Medio de Tomar Exámenes de Ubicación Avanzada (Advanced Placement Examinations)**

El colegio otorga crédito para el título (A.A. o A.S.) a estudiantes que terminen exitosamente exámenes del "Advanced Placement Program of The College Board". A estudiantes que presenten calificaciones de 3 puntos o mejor el colegio les otorgará crédito. Estudiantes de preparatoria (High School) que planeen participar en este programa deberán hacer los arreglos necesarios con sus escuelas, y deberán indicar en el momento que tomen el exámen que desean que sus calificaciones sean enviadas al Colegio del Valle Imperial. Para obtener crédito y ubicación avanzada, el estudiante debe comunicarse a la Oficina de Inscripción o consultar a un asesor académico en el Colegio del Valle Imperial.

La tabla de Ubicación Avanzada indica las unidades otorgadas por el colegio para cada materia según las calificaciones obtenidas en cada examen que ofrece el College Board.

Favor de ver la pagina 45 para información más detallada.

#### 9. **Credito Otorgado por medio de Programas y Cursos de Ocupación Regional**

##### **Poliza:**

El Colegio del Valle Imperial otorga credito para el título (A.A. o A.S.) al completar cursos específicos del Program de Ocupación Regional (ROP) y cursos de la preparatoria que se han articulado con cursos del Colegio del Valle Imperial.

El colegio otorgara credito solo si:

1. El curso de ROP ha sido terminado con calificación de "B" o mejor.
2. El instructor de ROP ha recomendado al estudiante.
3. El curso de nivel más avanzado es terminado en el Colegio del Valle Imperial con una minima calificación den "C" para cursos de Tecnología de Negocios o de Enfermería y una calificación minima de "B" en cursos de Administración de Justicia. Estudiantes que deseen participar en este programa deben de seguir este procedimiento:

##### **Procedimiento:**

1. El estudiante debe de estar matriculado en el Colegio del Valle Imperial.

2. El estudiante debe de presentar una solicitud al Colegio del Valle Imperial con el Certificado oficial de ROP que incluya la calificación del curso y la recomendación del maestro.
3. Después que el curso del nivel más avanzado es terminado en el Colegio del Valle Imperial con la calificación requerida, el estudiante debe solicitar credito por el curso articulado. Un asesor académico debe de firmar la solicitud y entregar una copia del certificado de ROP con el registro de calificaciones del Colegio del Valle Imperial. Para obtener una lista de cursos articulados con el Programa de Ocupación Regional consulte con un asesor académico o en la oficina de educación vocacional (Voc Ed).

#### 10. **Ubicación Avanzada en el Programa de Enfermería (Por favor vea la seccion en Ingles para description completa)**

El estudiante que ha tomado clases de enfermería puede ser elegible para inscripción de preferencia en el programa de estudios de enfermería. Puede revalidar materias de enfermería que ha tomado durante los pasados cinco años. La clases en educación general serán evaluadas individualmente.

La evaluación de la experiencia y clases que ha tomado el estudiante serán analizadas individualmente por el personal del Departamento de Enfermería. Para obtener más detalles, comunicarse con el Departamento de Enfermería.

#### 11. **Crédito Otorgado a Militares**

El manual "A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education", se utiliza para evaluar el crédito para los militares.

- a. Al presentar la forma DD214 (mínimo de 180 días de participación activa que incluye entrenamiento básico) al Representante Asistente de Veteranos del Ejército, el veterano puede obtener automáticamente 4 unidades de crédito por entrenamiento básico del servicio militar de los Estados Unidos de Norteamérica, 2 unidades de educación física y dos unidades en educación de la salud.
- b. Se considerará crédito adicional por medio de una petición y documentación apropiada.
- c. El total de créditos militares no tendrá que exceder 16 unidades.

#### 12. **Crédito Obtenido en Cursos Universitarios**

Créditos obtenidos en cursos universitarios no podrán usar se para obtener un título (A.A. o A.S.). La única excepción es si el curso universitario se ofrece a nivel de colegio comunitario.

#### 13. **Renovación Académica (Academic Renewal)**

Esta es una póliza que excluye calificaciones bajas sin tener el estudiante que repetir clases. Un estudiante puede hacer una petición de Renovación Académica después de un período de cinco años y después de haber cursado 12 unidades con un promedio de 2.0 o más alto.

Calificaciones de D's, F's o un semestre completo pueden ser excluidas. Un máximo de dos semestres o 30 unidades pueden ser excluidas. Se tiene que consultar a un asesor académico para hacer una petición de Renovación Académica. Una vez que se a finalizado este proceso, las clases o calificaciones que han sido excluidas no podrán volver a reinstalarse.

**CALIFICACIONES PARA EL SEMESTRE**

Al finalizar el semestre la Oficina de Inscripción enviará al estudiante su boleta de calificaciones.

**TRAMPA O PLAGIO**

En caso de que a un estudiante se le descubra haciendo trampa o plagiando el estudiante puede recibir un grado de "F" para ese curso.

**CONDUCTA DEL ESTUDIANTE**

Se entiende de antemano que una vez que ingresa el estudiante al colegio está enterado de los Reglamentos de Conducta para los Estudiantes.

**NORMAS DE CONDUCTA ESTUDIANTIL**

El propósito del Colegio del Valle Imperial es el de proporcionar a los estudiantes de esta comunidad con programas de instrucción de educación universitaria. El Colegio se enfoca en cultivar sabiduría, la búsqueda a la verdad, y la expansión, de ideas. Investigación gratuita y la libertad de expresión son indispensables para alcanzar estas metas. Como miembros de la comunidad del Colegio, los estudiantes son alentados a desarrollar la capacidad de opinar críticamente y de emplear una búsqueda basada en la honestidad. Los estudiantes del Colegio del Valle Imperial pueden contar justamente con el profesorado y administración para proporcionarles un ambiente en el cual tengan la libertad de aprender. Esto requiere de condiciones apropiadas y de oportunidades en el salón de clase. Como miembros de la comunidad del Colegio, los estudiantes deben de ser alentados a desarrollar una opinión crítica y de ejercitar sus derechos de investigación y expresión de manera responsable y sin violencia.

Los estudiantes deben de asumirse a la obligación de conducirse de manera compatible con la función educacional. Los estudiantes deben de observar el reglamento del Colegio y deben de abstenerse a actuar de manera que interfiera con la enseñanza y administración de éste o que interfiera irracionalmente con los derechos de otros estudiantes. Mala conducta ocurrida en el terreno del Colegio o en un evento en el cual estudiantes y organizaciones estudiantiles estén presentes, es propensa a las siguientes acciones disciplinarias, pero no limitadas a las siguientes:

- (1) Desobediencia mal intencionada hacia oficiales del Colegio desarrollando sus deberes.
- (2) Violación al reglamento del Colegio; incluyendo al de organizaciones estudiantiles, el uso de propiedad del Colegio, o del lugar, tiempo y modo de expresión pública o de distribución de material.
- (3) Falta a la honradez como por ejemplo, engaño o fraude y por proporcionar falsa información al Colegio.
- (4) Fumar intencionalmente en lugares donde no es permitido.
- (5) Traspasar o usar propiedad del Colegio sin permiso.
- (6) Falsificación, alteración, o mal uso de documentos, archivos o identificación del Colegio.
- (7) Interrupción de clases, administración, procedimientos disciplinarios o actividades autorizadas del Colegio.
- (8) Robo de o daño a propiedad del Colegio, o a algún miembro de éste incluyendo visitante.

- (9) Conducta obscena, desordenada e indecente.
- (10) Asalto o amenaza directa hacia un miembro del Colegio o visitante.
- (11) Fabricar ilícitamente, distribuir, dispensar, posesión o uso de sustancias restringidas y posesión, uso o distribución de alcohol.
- (12) Posesión durante estancia en el Colegio o actividad de éste de cualquier instrumento o cualquier arma como bombas de fuego, daga o arma de fuego (armada o sin armar) como pistola, revólver o rifle, cualquier clase de cuchillo filoso o que tenga una hoja de más de cinco pulgadas de larga, cualquier navaja de más de dos pulgadas, o cualquier palo de metal que pueda ser utilizado para dañar cualquier parte del cuerpo.
- (13) Cometer cualquier crimen dentro o fuera de la propiedad. Si el crimen cometido fuera de la propiedad del Colegio fue de tal magnitud que el Colegio necesita imponer sanciones además de esas impuestas por la ley para protección de otros estudiantes o para la seguridad del proceso académico.

Violación a este reglamento será sujeto a las acciones disciplinarias consiguientes.

- (1) Advertencia.
- (2) Reprimenda.
- (3) Acción disciplinaria.
- (4) Reparación, reembolso por daño a propiedad.
- (5) Suspensión o deposición por instructor.
- (6) Expulsión.

Las polizas completas de Normas de Conducta del Estudiante, Acción Disciplinaria, y Procesos están localizadas en el Manual para el Profesorado y Líderes Estudiantiles en la oficina de Student Life.

**REGLAMENTOS DEL COLEGIO**

Velocidad de 10 m.p.h. en la escuela será estrictamente enforzada.

Esta prohibido fumar en todos los edificios del colegio.

Vehículos impulsados por si mismos o de motor, que no pertenezcan al distrito, con la excepción de sillas de ruedas, no son permitidos en las aceras y canchas de juego.

**PERIODO DE PRUEBA ACADÉMICA**

El Período de Prueba Académica (Academic Probation) es un sistema que se utiliza para identificar el progreso del estudiante que está experimentado alguna dificultad en progresar en su programa de estudio, y a la misma vez ofrece asistencia a el estudiante para reevaluar objetivos académicos y asesoría para que logre sus metas académicas.

El estudiante que este bajo período de prueba académica será identificado lo más pronto posible al finalizar cada semestre y será referido al Centro de Asesoramiento Académico (Counseling Center). Hay dos clases de Período de Prueba Académica:

### Prueba Escolastica

Cualquier estudiante que termine más de seis unidades en el semestre de otoño o primavera y obtenga un promedio menor de 2.0 se le pondrá bajo Prueba Escolástica (Scholastic Probation). El estudiante permanecerá bajo Prueba Escolástica hasta que obtenga un promedio de 2.0 o mejor en el siguiente semestre regular. Sesiones de verano no cambian la prueba escolastica.

### Bajo Prueba por Falta de Progreso

Al final de cada semestre, cualquier estudiante que se halla inscrito en 12 unidades o más y que halla obtenido calificaciones de W's, I's y NC's en el 50 por ciento o más de esas unidades, será puesto bajo-prueba por falta de progreso (Lack-of-progress-probation). Un estudiante que está bajo-prueba por falta de progreso, no será removido de esa prueba hasta que el porcentaje de unidades en W's, I's, y NC's ya terminadas sean de un 50 por ciento o más de la inscripción registrada del estudiante. Sesión de verano no cambian la prueba escolastica.

### ESTADO PROVISIONAL

Un estudiante nuevo que esta inscrito en más de seis unidades y que está en una de las siguientes categorías será admitido bajo estado provisional:

1. El promedio de calificaciones en la preparatoria (High School) fué menos de un 2.0, se excluye solamente educación física y ciencia militar.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

2. Si el estudiante no es un graduado de preparatoria.

El estudiante en estado provisional tendrá que planear con un asesor académico, un programa de estudios al nivel de su habilidad. Es recomendable que el estudiante tenga conferencias periodicas con el asesor para así regularizar su programa de estudios de acuerdo a su aptitud y logros académicos. El estado provisional se termina cuando el estudiante a terminado exitosamente 12 unidades de trabajo académico.

### PETICIONES Y PROCESO DE AUDIENCIAS

El estudiante que ya no asiste o que aún está asistiendo al colegio tiene el derecho de buscar y recibir respuestas a cualquier pregunta relacionada a su programa de estudios de acuerdo con la filosofía educativa del Distrito del Colegio Comunitario del Valle Imperial.

#### Proceso Para Hacer Una Petición

El proceso de petición se utiliza para obtener una excepción a alguna de las reglas o requisitos del colegio.

#### Procedimiento Para Hacer La Petición

El estudiante utilizará una forma de petición (disponibles en la Oficina de Inscripción) después de ser revisada, se le informará sobre la resolución tomada. Si el estudiante no está satisfecho con la resolución que se tomó, puede hacer otra petición, esta vez ante un comité.

#### Proceso Para Una Audiencia

Hay tres áreas establecidas de las cuales se requiere que un estudiante u organización siga reglas establecidas para pedir una audiencia. Estas son:

1. Reglamentos de la Conducta del Estudiante
2. Acceso a los Archivos de los Estudiantes y Procedimientos de Demanda
3. Póliza de Procedimiento de Agravio en Asuntos de Imparcialidad

### Procedimientos Para Una Audiencia

A un estudiante u organización se le solicita que escriba un resumen de los puntos o preguntas que desea discutir y entregarlas al Oficial de Inscripciones, quién es la persona designada para coordinar el procedimiento de audiencia.

### ASISTENCIA Y RETIRO DE CLASE AUTOMATICAMENTE

Un estudiante que no asista al primer día de clases será automáticamente dado de baja de la clase. Si el estudiante desea ser readmitido a la clase, su estado como estudiante será igual a cualquier otro estudiante que desee inscribirse en la clase.

Se espera asistencia regular de todos los estudiantes inscritos en las clases. A los maestros se les pide que tomen en consideración la asistencia del alumno para determinar la calificación que recibirá el estudiante. Al estudiante se le puede excluir de las clases durante cualquier semestre cuando las ausencias después de haberse cerrado la inscripción, excede el número de horas de la cual la clase se reúne por semana. Además, el maestro tiene la autoridad de expulsar a un estudiante que esté perturbando la clase.

Tres tardanzas de parte del estudiante son consideradas una falta. Ausencias oficialmente aprobadas debido a que el estudiante tiene que representar al colegio en conferencias, concursos y viajes de excursión no se contarán como falta.

### RETIRARSE DE UNA CLASE VOLUNTARIAMENTE

Un estudiante que se ve obligado a darse de baja del colegio por circunstancias de fuerza mayor tendrá que comunicarse con la Oficina de Inscripción (Registration Office) para seguir los procedimientos apropiados. (Ver "Calificaciones de Retiro de Clases")

### EXPULSION ACADEMICA

Este es un sistema de interrupción forzosa de asistencia al colegio en casos en que el estudiante no es capaz de progresar en programas académicos dentro de los recursos disponibles en el colegio.

Estudiantes son sujetos a los dos siguientes tipos de expulsión académica:

#### EXPULSIÓN ESCOLASTICA

La evaluación para Expulsión Escolástica ocurre a fines del semestre de otoño al igual que el semestre de primavera cuando el estudiante ha sido previamente puesto bajo Prueba Escolástica, y tiene un promedio total 1.75 puntos o menos en los últimos tres semestres consecutivos de inscripción. El estudiante será notificado por carta tan pronto sea posible después del semestre en el cual la evaluación de expulsión ocurra. Al estudiante que sea expulsado no se le permitira que se inscriba durante el siguiente semestre (la excepción será el estudiante que fué expulsado el semestre de otoño pero que se inscribió para el semestre de primavera).

A tal estudiante se le permitira que continúe en las clases durante el semestre de primavera, al termino del cual será evaluado de nuevo para Expulsión). Al estudiante expulsado no se le permitira que inscriba para el proximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admissions, Registration, and Petition's).

### EXPULSIÓN POR FALTA DE PROGRESO

La evaluación para expulsión por Falta de Progreso ocurre a fines del semestre de otoño al igual que el semestre de primavera cuando el estudiante ha sido puesto previamente bajo prueba por falta de progreso, y tiene un 50% o más de inscripción acumulada de "W", "I", o "NC" en los últimos tres semestres consecutivos de inscripción. Al estudiante que sea expulsado no se le permitira que se inscriba durante el siguiente semestre (la excepción sera el estudiante que fue expulsado el semestre de otoño pero que se inscribió para el semestre de primavera. A tal estudiante se le permitira que continúe en las clases durante el semestre de primavera, al termino del cual sera evaluado de nuevo para Expulsión). Al estudiante expulsado no se le permitira que se inscriba para el proximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admissions, Registration, y Petition's)

### ELIGIBILIDAD Y CERTIFICACION DE INSCRIPCION PARA VETERANOS DEL EJERCITO

El Colegio del Valle Imperial es una institución reconocida de educación post-secundaria. Tiene la autorización para ofrecer a veteranos elegibles y sus dependientes programas de beneficios relacionados con su servicio militar que puede conducir a un título (A.A. o A.S.) o a transferencia a una universidad de cuatro años. El asistente de veteranos, localizado en el centro de Asesoramiento, ofrece orientación y asistencia a veteranos y sus dependientes elegibles a establecer su elegibilidad para sus beneficios educativos.

Para obtener información más detallada sobre la poliza y reglamentos de Beneficios Veteranos consulte con un asesor académico.

### EDUCACION FISICA Y DEPORTES

Como el colegio cree fuertemente en la eficacia de la educación física para la salud de todas las edades, sexo, o condición física, una clase esta disponible y apropiada para el cumplimiento físico y al nivel de cada estudiante.

Excepciones pueden ser concedidas para:

1. Incapacidad física (se requiere una nota médica)  
Al tiempo de pedir una petición para graduación, el estudiante deberá de presentar una habilidad mínima en lo siguiente:
2. Un termino próspero de la clase de PE 100 más aparte una clase electiva de PE en la unidad de actividad (3 unidades requeridas).

Todo estudiante que está inscrito en una clase de educación física tendrá que vestirse apropiadamente. El vestuario apropiado incluye tennis, pantalón corto, patalones de entrenamiento, camiseta u otros artículos similares para actividad rigurosa.

### CAMBIOS EN EL CATALOGO

Cualquier reglamento adoptado por la administración del Colegio del Valle Imperial tendrá la misma validez que cualquier reglamento impreso en el catálogo y deberá anteceder, con una notificación pública, la decisión que se halla tenido sobre el tema, esto aparecerá en el catálogo o en boletines oficiales del colegio.

# REQUISITOS DE GRADUACION

### Título de Profesional Asociado

Llenandose los siguientes requisitos, los estudiantes del colegio recibirán el diploma de Asociado en Filosofías y Letras (A.A.) o Asociado en Ciencias (A.S.), dependiendo en su area de especialización. El estudiante es responsable de entregar la solicitud de graduación. La solicitud deberá entregarse en la Oficina de Inscripción a no más tardar la cuarta semana de cada semestre y la primera semana de la sesión de verano. La solicitud se entregará junto con \$10.00 dólares los cuales no serán reembolsados una vez pagados.

Un título de Profesional Asociado (Associate Degree) adicional puede obtenerse si el estudiante termina los cursos apropiados y obtiene las unidades necesarias para el título adicional. Los cursos terminados para un título pueden utilizarse en otras especializaciones según se soliciten. Si el estudiante interrumpe sus estudios este será responsable por los requisitos adicionales o clases para el título de acuerdo a como está delineado en el catálogo más reciente del colegio.

Los requisitos de graduación son estipulados por el estado y el colegio. Estos requisitos de educación general son diseñados para desarrollar el potencial académico de cada estudiante, ampliar sus oportunidades, y contribuir a la realización intelectual del individuo.

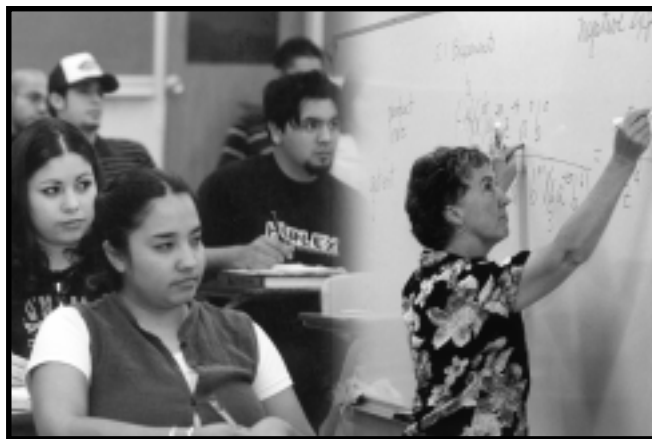
Para obtener una lista de especializaciones y los requisitos necesarios para el título (A.A. o A.S.) consulte con un asesor académico.

### CALIFICACION POR CURSOS TOMADOS POR CORRESPONDENCIA Y CURSOS DE EXTENSION

Un estudiante puede hacer una petición para poder utilizar para graduación un máximo de seis (6) unidades de cursos tomados por correspondencia o cursos de extensión. Estos cursos tienen que satisfacer los siguientes requisitos:

1. Estos cursos se deben haber tomado en un colegio o universidad.
2. Estos cursos tienen que ser designados como preparatorios por parte del colegio o universidad.

Es responsabilidad del estudiante entregar los comprobantes necesarios de los requisitos antes mencionados.



# REQUISITOS PARA TRANSFERIRSE

Estudiantes que tengan planeado ingresar a una Universidad Estatal de California, Universidad de California, o colegios y universidades privadas deben de reunir los siguientes requisitos:

1. Terminar los cursos apropiados que requiere el colegio o universidad.
2. Terminar los requisitos de cursos preparatorios en su especialización.

Estos requisitos varían según las instituciones de estudios superiores. Se recomienda consultar el catálogo de la universidad a la cual piensan transferirse para poder planear sus clases de acuerdo a los requisitos de esa institución. Puede obtener más información en el Centro de Asesoramiento.

Las clases transferibles a las Universidades Estatales de California y a las Universidades de California están designadas en el catálogo con CSU y UC después de la descripción de el contenido de la clase. Se recomienda a todo estudiante consultar a un asesor sobre cuáles cursos reúnen los requisitos de sus objetivos educativos.

Estudiantes que planeen transferirse a una Universidad Estatal de California pueden solicitar que el colegio certifique que han terminado sus clases de educación general. Estudiantes deben de terminar 39 unidades de educación general seleccionando clases en cinco áreas: Inglés y pensamiento analítico; el universo físico y sus formas de vida; arte, literatura, filosofía, y lenguas extranjeras; instituciones sociales, políticas y económicas; comprensión y autodesarrollo. Al certificar el colegio que un estudiante a terminado sus clases de educación general, al transferirse a una Universidad Estatal el estudiante no tiene que tomar más clases de educación general de nivel preparatorio.

Las clases específicas de Educación General del sistema de la Universidad Estatal de California (CSU) pueden ser obtenidas con un asesor académico.

## Unidades Transferibles

Las Universidades Estatales y de la Universidad de California aceptan un máximo de 70 unidades de colegios comunitarios. Solo 70 unidades pueden ser usadas para satisfacer requisitos hacia el título de licenciatura. Varios colegios y universidades privadas también aceptan 70 unidades de clases de nivel preparatorio cursadas en colegios comunitarios. Ninguna de las universidades aceptan que clases de nivel preparatorio sean utilizadas para satisfacer requisitos de clases de nivel avanzado.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Estudiantes interesados en IGETC tendrán que consultar a un asesor académico para recibir más información.

# CURRICULUM VOCACIONAL/ OCUPACIONAL

El Colegio del Valle Imperial ha desarrollado programas de carreras que reflejan las oportunidades de empleo en nuestra región. Comités de apoyo proporcionan ayuda al colegio para poder asegurar que el estudiante reciba la mejor educación y oportunidades de empleo al completar su plan de estudio.

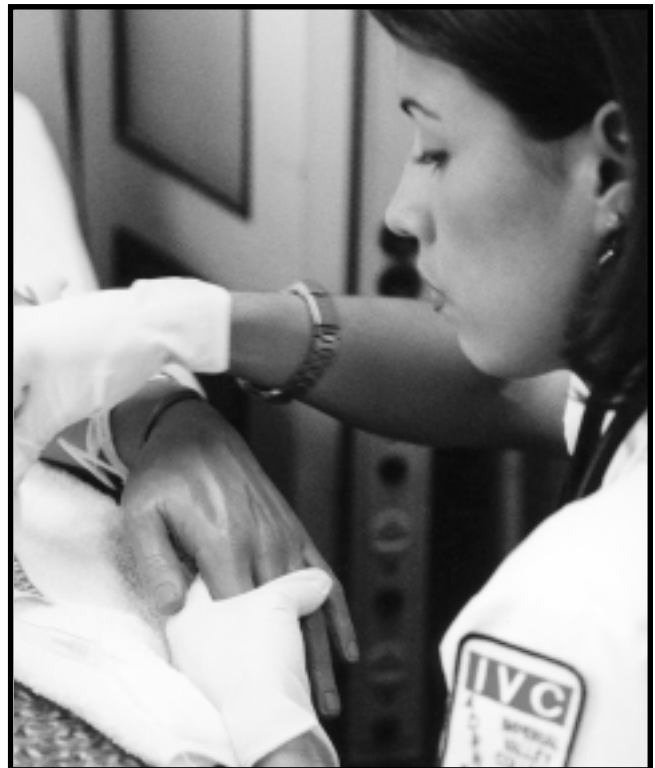
Es de suma importancia que el estudiante consulte a un asesor académico durante su primer semestre para preparar un programa de estudio que muestre una secuencia apropiada de cursos. La responsabilidad en la selección final de los cursos apropiados es del estudiante.

## CERTIFICADOS

Certificados Ocupacionales son otorgados a estudiantes que han logrado un nivel de habilidad en una área vocacional específica. Programas de certificados se ofrecen en algunas áreas vocacionales para las cuales el colegio también ofrece títulos. Para que un estudiante pueda recibir un certificado, el estudiante tiene que:

1. Terminar todas las clases requeridas para un certificado.
2. Lograr calificación de un promedio de "C" (2.0 GPA) en cada curso que se utilice.
3. Entregar una solicitud para recibir un certificado en la Oficina de Inscripción antes de la cuarta semana de cada semestre y la primera semana de la sesión de verano.

Estudiantes interesados en una lista de certificados pueden consultar a un asesor académico.





# *COURSES OF INSTRUCTION*



# CURSOS DE INSTRUCCION

En la siguiente lista de cursos, el número de unidades se indica entre paréntesis después del número del curso.

Para hacer posible que se ofrezca un mayor número de clases para los estudiantes del Valle Imperial, muchos de los cursos en áreas especializadas se ofrecen en forma alterna. El estudiante debe considerar esto cuando hace planes de estudio a largo plazo.

Los números de las clases seguidos por una secuencia AB indican que la clase se puede tomar más de una vez, y se cubrirá el mismo material, para así obtener destreza en la materia. Los números de clase que tienen secuencia de una A o B con una descripción de curso diferente indican que nuevo material será presentado durante la clase.

Las descripciones de cursos seguidos por una anotación de (CSU, UC) indican que la clase es transferible a ese sistema universitario, o en algunos casos a los dos sistemas.

El estudiante deberá comunicarse con su asesor para determinar cuáles clases aplican a su carrera.

## PREREQUISITO, COREQUISITO, CONSULTAS EN LA PREPARACION RECOMENDADA Y LIMITACIONES PARA INSCRIBIRSE

Para obtener información detallada sobre la poliza de prerrequisitos consulte con un asesor académico.

### SESION DE VERANO

El calendario de la sesión de verano y requisitos de admisión se pueden encontrar en el boletín de Clases de Verano el cuál se publica durante el semestre de primavera.

### CALIFORNIA ARTICULATION NUMBER (CAN)

California Articulation Number (CAN) identifica cursos transferibles, de bajo nivel, y de introducción (preparatorios) que se enseñan en colegios comunitarios en cada disciplina académica. El sistema CAN asegura que los cursos en cierto colegio sean aceptados en otro colegio que participa en el sistema CAN. Por ejemplo: CAN ECON 101 en un colegio será aceptado en otro colegio como CAN ECON 101.

Para obtener una lista de cursos designados como CAN consulte a un asesor académico.

# COURSES OF INSTRUCTION

In the following list of courses, the credit value of each course in semester units is indicated by a number in parentheses after the course number.

To make it possible for a greater number of courses to be offered to the students of Imperial Valley, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when making long-range program plans.

Course numbers followed by an AB sequence indicate that the course may be taken more than once, covering the same materials, to gain proficiency in the subject matter. Course numbers which have an A and B sequence with different course descriptions indicate that new or advanced materials are to be covered.

Course descriptions followed by the notation (CSU, UC) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact his/her counselor to determine which courses are applicable to his/her educational objective.

## PREREQUISITE, COREQUISITE, ADVISORIES ON RECOMMENDED PREPARATION AND LIMITATIONS ON ENROLLMENT

The Imperial Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns. (See Board Resolution 10665 for the complete policy)

### 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. *Courses used to satisfy a prerequisite must be completed with a grade of "C" or better.*

**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.

**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.

**Limitations on Enrollment** means a condition of enrollment which may include the following:

- Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics.
- Demonstrations of skill or knowledge for enrollment in an honors course or an honors section of a course.
- The creation of blocks of 2 or more courses in which enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

**CHALLENGE PROCESS**

Any student who does not meet the prerequisite or corequisite or who is not permitted to enroll in a class due to a limitation on enrollment, may file a student petition to challenge the requirements. The grounds for challenge as specified in Section 55210 (f) of Title 5 include the following:

1. The prerequisite or corequisite has not been established in accordance with the district policy.
2. The prerequisite or corequisite is in violation of Title 5.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Where facts essential to a determination of whether the student's challenge should be upheld are, or ought to be, in the college's own records, then the college has the obligation to produce that information.

Students who wish to challenge a prerequisite or corequisite or any limitations on enrollment should:

1. Submit a student petition which spells out the grounds for challenge along with any evidence in support of the challenge, to the appropriate Division Chairperson. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.
2. The Division Chairperson will review the petition and resolve the challenge in no more than 5 working days. If the challenge is upheld, or the college fails to resolve the challenge within the 5 day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.
3. If the challenge is denied by the Division Chairperson, the student may appeal that decision to the Petitions Committee.
4. Upon resolution of the challenge, the Division Chairperson shall forward the student petition and all attachments to the Director of Admissions and Records for institutional approval and filing in the student's permanent record.

Unless specifically exempted by statute, every course, section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by Imperial Community College District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code commencing with Section 51820 (Board of Trustees Resolution No. 10665).

**SUMMER SESSION**

Summer session calendar and admission requirements may be found in the Summer Session Bulletin or Schedule of Classes which is published during the Spring Semester.

**CALIFORNIA ARTICULATION NUMBER (CAN)**

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus.

The following courses at Imperial Valley College have been designated as CAN courses:

**CAN COURSE**

- CAN AG 14
- CAN AJ 2
- CAN ANTH 2
- CAN ANTH 4
- CAN ART 2
- CAN ART 4
- CAN ART 6
- CAN ART 8
- CAN ART10
- CAN ART 14
- CAN ART 16
- CAN ART SEQ A
- CAN BIOL 10
- CAN BIOL 12
- CAN BIOL 14
- CAN BIOL SEQ B
- CAN BUS 2
- CAN BUS 4
- CAN BUS 8
- CAN BUS SEQ
- CAN CHEM 2
- CAN CHEM 4
- CAN CHEM 6
- CAN CHEM 12
- CAN CHEM SEQ A
- CAN CSCI 4
- CAN ECON 2
- CAN ECON 4
- CAN ENGL 2
- CAN ENGL 4
- CAN ENGL 6
- CAN ENGL 8
- CAN ENGL 10
- CAN ENGL SEQ A
- CAN ENGL SEQ B
- CAN FCS
- CAN FREN 2
- CAN FREN 4
- CAN FREN SEQ A
- CAN GEOG 2
- CAN GEOG 4
- CAN GOVT 2
- CAN HIST 2
- CAN HIST 4
- CAN HIST 8
- CAN HIST 10
- CAN HIST SEQ A
- CAN HIST SEQ B
- CAN MATH 4
- CAN MATH 16
- CAN MATH 18
- CAN MATH 20
- CAN MATH SEQ B
- CAN MATH 22
- CAN MATH SEQ C
- CAN MATH 24
- CAN MATH 26
- CAN MATH 34
- CAN PHIL 2
- CAN PHIL 4
- CAN PHIL 6
- CAN PHYS 2
- CAN PHYS 8
- CAN PHYS 12
- CAN PHYS 14
- CAN PHYS SEQ B
- CAN PSY 2
- CAN PSY 10
- CAN SOC 2
- CAN SOC 4
- CAN SPAN 2
- CAN SPAN 4
- CAN SPAN SEQ A
- CAN SPAN 8
- CAN SPAN 10
- CAN SPAN SEQ B
- CAN SPCH 4
- CAN SPCH 6
- CAN STAT 2

**IVC COURSE**

- AG 120
- AJ 100
- ANTH 100
- ANTH 102
- ART 100
- ART 102
- ART 140
- ART 120
- ART 124
- ART 110
- ART 112
- ART 100 & 102
- BIOL 204
- BIOL 206
- BIOL 220
- BIOL 204 & 206
- BUS 210
- BUS 220
- BUS 126
- BUS 210 & 220
- CHEM 220
- CHEM 202
- CHEM 100
- CHEM 208
- CHEM 200 & 202
- MATH 130
- ECON 102
- ECON 101
- ENGL 101
- ENGL 102
- ENGL 250
- ENGL 224
- ENGL 225
- ENGL 101 & 102
- ENGL 224 & 225
- NUTR 100
- FREN 100
- FREN 110
- FREN 100 & 110
- GEOLOG 100
- GEOLOG 102
- POLS 102
- HIST 110
- HIST 111
- HIST 120
- HIST 121
- HIST 110 & 111
- HIST 120 & 121
- MATH 110
- MATH 190
- MATH 192
- MATH 194
- MATH 192 & 194
- MATH 210
- MATH 192 & 194 & 210
- MATH 220
- MATH 230
- MATH 124
- PHIL 100
- PHIL 104
- PHIL 106
- PHYS 100
- PHYS 200
- PHYS 202
- PHYS 204
- PHYS 200 & 202
- PSY 101
- PSY 200
- SOC 101
- SOC 102
- SPAN 100
- SPAN 110
- SPAN 100 & 110
- SPAN 200
- SPAN 210
- SPAN 200 & 210
- SPCH 100
- SPCH 180
- MATH 120

**IMPERIAL VALLEY COLLEGE  
EFFECTIVE FALL 2004**

**Imperial Valley College (IVC) Classes have NEW COURSE NUMBERS**

Beginning in the Fall of 2004, all Imperial Valley College classes will have new course numbers. The new numbers more closely resemble the numbering system which is used to identify lower division classes at four year colleges and universities.

It is most important for continuing and returning students to note that the classes they took in the past at Imperial Valley College now have new course numbers.

The new course numbers appear for the first time in this edition of the General Catalog. It is recommended that you hold on to the class schedule and/or this catalog, both of which offer an index to the new course numbers. If you have questions about how to interpret the new courses number index, which appears on the following set of pages, please ask your counselor and admissions clerk for assistance.

**001-099** Non-Transferable/Non-Degree Applicable or  
Non-Transferable/AA-AS Degree Applicable Only.

**100-199** Freshmen Level Courses\*

**200-299** Sophomore Level Courses\*

**800** Non credit/Not for Credit

\*Courses numbered 100-299 are offered at the baccalaureate level. They meet requirements for Associate Degrees and are generally articulated for transfer with four year institutions to meet major, general education, breadth or elective credit requirements. Students should check with their counselors regarding transferability of courses the University of California, private/independent colleges, and out-of-state colleges.

**PLEASE USE THE FOLLOWING LIST AS REFERENCE FOR THE NEW NUMBERING SYSTEM**

OLD NO.	NEW NO.	OLD NO.	NEW NO.	OLD NO.	NEW NO.
AJ 21	AJ 100	ADS 9	ADS 120	ART 21D	ART 226
AJ 23	AJ 102	ADS 10	ADS 150	ART 22A	ART 110
AJ 25	AJ 104	ADS 11A	ADS 220	ART 22B	ART 112
AJ 26	AJ 106	ADS 11B	ADS 221	ART 23A	ART 140
AJ 28	AJ 110	ADS 50	ADS 160	ART 23B	TERMINATE
AJ 30	AJ 124	ADS 51	ADS 101	ART 23C	ART 240
AJ 32	AJ 121	ADS 52	ADS 110	ART 25A	ART 130
AJ 34	AJ 122	ADS 53	ADS 130	ART 25B	TERMINATE
AJ 36	AJ 126	ADS 54	ADS 200	ART 25C	ART 230
AJ 37	AJ 123	ADS 55	ADS 210	ART 25D	TERMINATE
AJ 38	AJ 125	ADS 57ABCD	ADS 290	ART 28	ART 242
AJ 39	AJ 120	ADS 58	ADS 230	ART 30A	ART 150
AJ 40	AJ 150	AMSL 10	AMSL 100	ART 30B	TERMINATE
AJ 41	AJ 141	AMSL 11	AMSL 102	ART 33ABCD	ART 262
AJ 42	TERMINATE	AMSL 12	AMSL 200	ART 40	ART 228
AJ 43	AJ 143	AMSL 13	AMSL 202	ART 41	ART 282
AJ 44	AJ 144	AMSL 14	AMSL 204	ART 42AB	ART 280
AJ 51	AJ 080	AMSL 16A	AMSL 210	ART 50A	ART 160
AGET 34	AGET 120	AMSL 16B	AMSL 212	ART 50B	TERMINATE
AGET 37	AGET 100	ANAT 6	BIOL 090	ART 50C	ART 260
AGET 75	AGET 075	ANAT 8	BIOL 204	NEW COURSE	ART 270
AG 1	AG 060	ANTH 1	ANTH 100	ASTR 21	ASTR 100
AG 5	AG 110	ANTH 2	ANTH 102	AUTO 70	AU B 120
AG 14	AG 170	ANTH 3A	ANTH 110	AUTO 71	AU B 140
AG 15	AG 080	ANTH 3B	ANTH 112	AUTO 72	AU B 220
AG 22	AG 130	ANTH 3C	ANTH 210	AUTO 73	AU B 240
AG 25	AG 132	ANTH 3D	ANTH 212	AUTO T 51	AU T 110

OLD NO.	NEW NO.	OLD NO.	NEW NO.	OLD NO.	NEW NO.
AG 26	AG 134	ANTH 4	ANTH 104	AUTO T 52	AU T 180
AG 27	AG 136	ANTH 6	ANTH 106	AUTO T 53A	AU T 125
AG 29	AG 138	ANTH 8	ANTH 108	AUTO T 53B	AU T 155
AG 30	AG 160	ANTH 16A	ANTH 114	AUTO T 54A	AU T 160
AG 32	AG 220	ANTH 16B	ANTH 214	AUTO T 54B	AU T 170
AG 40	AG 120	ART 3A	ART 100	AUTO T 54C	AU T 230
AG 41	AG 230	ART 3B	ART 102	AUTO T 55	AU T 120
AG 42	AG 140	ART 4	ART 104	AUTO T 58	AU T 210
AG 43	AG 240	ART 5	ART 106	AUTO T 59	AU T 100
AG 45	AG 250	ART 10AB	ART 170	AUTO T 60	AU T 130
AG 46	AG 150	ART 18A	ART 128	AUTO T 61A	AU T 220
AG 49	AG 270	ART 18B	TERMINATE	AUTO T 61B	AU T 250
AG 65	AG 260	ART 20A	ART 120	AUTO T 62	AU T 150
NEW COURSE	ACR 101	ART 20B	ART 122	AUTO T 75	AU T 075
NEW COURSE	ACR 102	ART 20C	ART 220	AUTO T 80	AU T 240
NEW COURSE	ACR 103	ART 20D	ART 222	BIOL 3	BIOL 100
NEW COURSE	ACR 104	ART 21A	ART 124	BIOL 21	BIOL 220
NEW COURSE	ACR 105	ART 21B	ART 126	BIOL 22	BIOL 092
NEW COURSE	ACR 106	ART 21C	ART 224	BIOL 110	BIOL 200
BIOL 112	BIOL 202	CHEM 12A	CHEM 204	CSI 31	CSI 104
BUS 1A	BUS 210	CHEM 12B	CHEM 206	DSPS 1	DSPS 240
BUS 1B	BUS 220	CFCS 100	CFCS 100	DSPS 2AB	DSPS 242
BUS 2	BUS 124	CFCS 101 (ECE 31A)	CFCS 101	DSPS 3	TERMINATE
BUS 3	BUS 132	CFCS 102 (ECE 31B)	CFCS 102	DSPS 4AB	DSPS 016
BUS 4	BUS 144	CFCS 104 (ECE 21)	CFCS 104	DSPS 5	DSPS 250
BUS 5	BUS 126	CFCS 106 (ECE 20)	CFCS 106	DSPS 6ABCD	DSPS 010
BUS 6	BUS 134	CFCS 108 (ECE 22)	CFCS 108	DSPS 7ABCD	DSPS 012
BUS 7	BUS 136	CFCS 110 (ECE 23)	CFCS 110	DSPS 8ABCD	DSPS 014
BUS 8	BUS 138	CFCS 112 (ECE 24A)	CFCS 112	DSPS 15A	DSPS 030
BUS 10	BUS 010	CFCS 114 (ECE 24B)	CFCS 114	DSPS 15B	DSPS 032
BUS 11	BUS 140	CFCS 116 (ECE 24C)	CFCS 116	DSPS 15C	DSPS 034
BUS 12	BUS 148	CFCS 118 (ECE 24D)	CFCS 118	DSPS 15D	DSPS 036
BUS 13	TERMINATE	CFCS 200 (ECE 25)	CFCS 200	DSPS 23ABCD	DSPS 040
BUS 14	BUS 142	CFCS 210 (ECE 28)	CFCS 210	DSPS 24ABCD	DSPS 042
BUS 16	BUS 146	CFCS 211 (ECE 33)	CFCS 211	DSPS 27ABCD	DSPS 044
BUS 19	TERMINATE	CFCS 212 (ECE 34)	CFCS 212	DSPS 33	DSPS 110
BUS 20	BUS 154	CFCS 220 (ECE 29)	CFCS 220	DSPS 34	DSPS 112
BUS 23	BUS 166	CFCS 221 (ECE 30)	CFCS 221	DSPS 35	DSPS 052
BUS 24	BUS 168	CFCS 230 (ECE 49)	CFCS 230	DSPS 36	DSPS 050
BUS 25ABC	BUS 156	CFCS 231 (ECE 50)	CFCS 231	DSPS 37	DSPS 054
BUS 29A	BUS 164	CFCS 240 (ECE 27)	CFCS 240	DSPS 38	DSPS 056
BUS 29B	BUS 174	CFCS 250 (ECE 35)	CFCS 050	DSPS 39	DSPS 058
BUS 30	BUS 178	CFCS 251 (ECE 36)	CFCS 051	DSPS 40	DSPS 120
BUS 32	BUS 176	CFCS 252 (ECE 37)	CFCS 052	DSPS 41	DSPS 122
BUS 39	BUS 172	CFCS 260 (ECE 26)	CFCS 260	DSPS 50A	DSPS 020
BUS 40	BUS 061	CFCS 262 (ECE 32)	CFCS 262	DSPS 50B	DSPS 022
BUS 41	BUS 060	CFCS 270 (ECE 31B-R)	CFCS 070	DSPS 50C	DSPS 024
BUS 42	BUS 260	NEW COURSE	COMM 120	DSPS 50D	DSPS 026
BUS 44	TERMINATE	NEW COURSE	COMM 122	ECON 1	ECON 102
BUS 51	BUS 152	CIS 1	CIS 101	ECON 2	ECON 101
BUS 66	TERMINATE	CIS 3	CIS 104	ELECT 1	TERMINATE
BUS 70A	BUS 080	CIS 8	CIS 106	ELTRN 1A	ELTR 120
BUS 70B	BUS 081	CIS 10	CIS 206	ELTRN 1B	ELTR 140
BUS 70C	BUS 082	CIS 12	CIS 200	ELTRN 2A	ELTR 220
BUS 70D	BUS 083	CIS 13	CIS 202	ELTRN 2B	ELTR 240
BUS 70E	BUS 084	CIS 15	CIS 204	EMT 1	EMT 105
BUS 70F	BUS 085	CIS 16	CIS 208	EMT 1D	EMT 106
BUS 70G	BUS 086	CIS 21AC	CIS 102	EMT 1R	EMT 107
BUS 70H	BUS 087	CIS 22	CIS 108	EMT 1T	EMT 010
BUS 70I	BUS 088	CIS 23	CIS 100	EMT 2A	TERMINATE
BUS 70J	BUS 089	CIS 26	CIS 110	EMT 2B	TERMINATE
BUS 89	TERMINATE	CIS 31A	TERMINATE	EMT 2(R)/AD	TERMINATE

OLD NO.	NEW NO.	OLD NO.	NEW NO.	OLD NO.	NEW NO.
BUS 90	BUS 190	CIS 31B	TERMINATE	EMT 10R	TERMINATE
BUS 91	BUS 191	CIS 32A	CIS 120	EMT-P C1	EMTP 220
BUS 92A	INACTIVE	CIS 32B	CIS 121	EMT-P C2	EMTP 230
BUS 93	INACTIVE	CIS 37A	CIS 124	EMT-P D1	EMTP 200
BUS 94A	INACTIVE	CIS 37B	CIS 125	EMT-P D2	EMTP 210
BUS 95	INACTIVE	CIS 41A	CIS 128	EMT-P F1	EMTP 240
NEW COURSE	BUS 062	CIS 34	CIS 130	EMT-P F2	EMTP 250
NEW COURSE	BUS 090	CIS 42	CIS 132	ENGL 1A	ENGL 101
NEW COURSE	BUS 091	NEW COURSE	CIS 050	ENGL 1B	ENGL 102
NEW COURSE	BUS 092	CSI 21	CSI 100	ENGL 2A	ENGL 098
CHEM 1A	CHEM 200	CSI 22	CSI 120	ENGL 2B	ENGL 100
CHEM 1B	CHEM 202	CSI 23	CSI 102	ENGL 3A	ENGL 096
CHEM 2A	CHEM 100	CSI 24	CSI 106	ENGL 3B	ENGL 097
CHEM 5	CHEM 208	CSI 25	CSI 108	ENGL 4A	ENGL 093
ENGL 4B	ENGL 095	FIRE 95ABCD	FIRE 118	HA 22	AHP 084
ENGL 5	ENGL 092	FIRE 96	FIRE 119	HA 23A	AHP 074
ENGL 6	ENGL 091	FIRE 100	NO CHANGE	HA 23B	AHP 086
ENGL 7	ENGL 061	FIRE 101	NO CHANGE	HA 37	TERMINATE
ENGL 8AB	ENGL 060	FIRE 102	NO CHANGE	HE 1	HE 102
ENGL 11	ENGL 111	FIRE 103	NO CHANGE	HE 2	HE 104
ENGL 12A	ENGL 088	FIRE 104	NO CHANGE	HE 3	HE 100
ENGL 12B	ENGL 089	FIRE 105	NO CHANGE	HT 1	AHP 090
ENGL 13A	ENGL 086	FIRE 105R	FIRE 107	HT 3	AHP 100
ENGL 13B	ENGL 087	FIRE 106	NO CHANGE	HT 4	TERMINATE
ENGL 14A	ENGL 084	FIRE 110	NO CHANGE	HT 5	TERMINATE
ENGL 14B	ENGL 085	FIRE 111	NO CHANGE	HT 6	AHP 102
ENGL 22AB	ENGL 075	FIRE 112	NO CHANGE	HT 7	TERMINATE
NEW COURSE	ENGL 076	FIRE 113	NO CHANGE	HT 8	TERMINATE
ENGL 24	ENGL 074	FIRE 114	NO CHANGE	HT 11	TERMINATE
ENGL 25	ENGL 073	FIRE 116	NO CHANGE	HT 12	AHP 110
ENGL 26	ENGL 072	FIRE 120	NO CHANGE	HT 13	AHP 112
ENGL 32	ENGL 066	FIRE 200A	FIRE 200	HT 17	TERMINATE
ENGL 33	ENGL 065	FIRE 200B	FIRE 201	HIST 4A	HIST 110
ENGL 34	ENGL 064	FIRE 201A	FIRE 202	HIST 4B	HIST 111
ENGL 35	ENGL 063	FIRE 201B	FIRE 203	HIST 17A	HIST 120
ENGL 36	ENGL 062	FIRE 202	FIRE 204	HIST 17B	HIST 121
ENGL 41A	ENGL 220	FIRE 204A	FIRE 205	HIST 30	HIST 132
ENGL 41B	ENGL 221	FIRE 204B	FIRE 206	HIST 33	HIST 122
ENGL 42A	ENGL 222	FIRE 210A	FIRE 207	HIST 35	HIST 170
ENGL 42B	ENGL 223	FIRE 210B	FIRE 208	HIST 45A	HIST 130
ENGL 43A	ENGL 224	FIRE 220A	FIRE 209	HIST 45B	HIST 131
ENGL 43B	ENGL 225	FIRE 220B	FIRE 210	HIST 50A	HIST 100
ENGL 46A	ENGL 260	FREN 1	FREN 100	HIST 50B	HIST 101
ENGL 46B	ENGL 261	FREN 1A	TERMINATE	NEW COURSE	HIST 220
ENGL 47	ENGL 228	FREN 1B	TERMINATE	HRS 21	TERMINATE
ENGL 50	ENGL 201	FREN 2	FREN 110	HRS 22	TERMINATE
ENGL 50H	ENGL 202	FREN 2A	TERMINATE	HRS 23	TERMINATE
ENGL 52	ENGL 270	FREN 2B	TERMINATE	HRS 25	TERMINATE
ENGL 53AB	ENGL 250	FREN 2H	FREN 297	HRS 26	TERMINATE
ENGL 54	ENGL 230	FREN 3	FREN 200	HRS 27	TERMINATE
ENGL 55	ENGL 240	FREN 4	FREN 210	HRS 28	TERMINATE
ENGL 59	ENGL 059	FREN 5	FREN 220	HRS 29	TERMINATE
ENGL 60ABC	ENGL 050	FREN 10	FREN 230	HRS 30AB	TERMINATE
ENGL 61ABCD	ENGL 051	FREN 11	FREN 232	HUM 1A	TERMINATE
ENGL 62ABCD	ENGL 052	FREN 60ABC	TERMINATE	HUM 1B	TERMINATE
ENGL 63AB	ENGL 071	GEOG 1	GEOG 100	HUM 21	HUM 212
ENGL 64	ENGL 053	GEOG 2	GEOG 102	HUM 25	HUM 100
NEW COURSE	ENGL 094	GEOG 3	GEOG 104	HUM 26	TERMINATE
ENV S 5	ENVS 110	NEW COURSE	GEOL 100	H REL 8	HREL 100
ENV T 100	ENVT 100	NEW COURSE	GEOL 110	H REL 61	HREL 061
ENV T 103	ENVT 103	GERM 1	TERMINATE	H REL 62ABCD	HREL 062
ENV T 105	ENVT 105	GERM 1A	TERMINATE	H REL 63A	HREL 063

OLD NO.	NEW NO.	OLD NO.	NEW NO.	OLD NO.	NEW NO.
ENV T 107	ENVT 107	GERM 1B	TERMINATE	H REL 63C	HREL 064
ENV T 109	ENVT 109	GERM 2	TERMINATE	H REL 65ABCD	HREL 065
ENV T 113	TERMINATE	HA 15	AHP 060	INDST 40	TERMINATE
ENV T 113A	ENVT 120	HA 16	AHP 062	INDST 41	TERMINATE
ENV T 113B	ENVT 121	HA 17	TERMINATE	INDST 42	TERMINATE
FIRE 17	TERMINATE	HA 18	AHP 070	INDST 43	TERMINATE
FIRE 25	TERMINATE	HA 19	AHP 072	INDST 44	TERMINATE
FIRE 64	TERMINATE	HA 20	AHP 080	INDST 45	TERMINATE
FIRE 88	FIRE 117	HA 21	AHP 082	INDST 46	TERMINATE
INDST 48AB	TERMINATE	MUS 9C	MUS 220	NURS 3B (V)	TERMINATE
INDST 49ABCD	TERMINATE	MUS 9D	MUS 222	NURS 3BV	VN 132
INDST 80	TERMINATE	MUS 10A	MUS 140	NURS 3C (R)	NURS 3CR
INDST 81	TERMINATE	MUS 10B	MUS 142	NURS 3C (V)	VN 116
INDST 82	TERMINATE	MUS 11A	MUS 240	NURS 4A (R)	TERMINATE
INDST 83	TERMINATE	MUS 11B	MUS 242	NURS 4AR	NURS 4AR
INDST 84	TERMINATE	MUS 12AB	MUS 160	NURS 4B (R)	NURS 4BR
INDST 85	TERMINATE	MUS 13AB	MUS 162	NURS 4CR	NURS 4CR
INDST 86	TERMINATE	MUS 15A	MUS 150	NURS 4C (R)	NURS 230
INDST 88AB	TERMINATE	MUS 15B	MUS 152	NURS 5	NURS 204
INDST 89ABCD	TERMINATE	MUS 16	MUS 250	NURS 6	TERMINATE
JRN 1	JRN 100	MUS 17ABCD	MUS 154	RN 37	NURS 214
JRN 2ABC	JRN 102	MUS 18ABCD	MUS 171	RN 38	NURS 238
JRN 10	JRN 104	MUS 19ABCD	MUS 175	RN 40	TERMINATE
NEW COURSE	JRN 106	MUS 20A	MUS 200	RN 41	NURS 126
LEGAL 21	LEGL 121	MUS 20B	MUS 202	VN 37	VN 214
LEGAL 22	LEGL 122	MUS 21ABCD	TERMINATE	VN 40	TERMINATE
LEGAL 23	LEGL 123	MUS 25ABCD	MUS 177	NEW COURSE	NURS 110
LEGAL 24	LEGL 124	MUS 26ABCD	MUS 176	NEW COURSE	NURS 111
LEGAL 25	LEGL 125	MUS 27ABCD	MUS 173	NEW COURSE	NURS 112
LEGAL 26	LEGL 126	MUS 28ABCD	MUS 156	NEW COURSE	NURS 114
LIBRY 51	LBRY 151	MUS 29ABCD	MUS 174	NEW COURSE	NURS 120
LIBRY 52	LBRY 152	MUS 30	MUS 102	NEW COURSE	NURS 121
LIBRY 53	LBRY 153	MUS 31	MUS 104	NEW COURSE	NURS 122
LIBRY 54	LBRY 154	MUS 32ABCD	MUS 179	NEW COURSE	NURS 200
LIBRY 55	LBRY 155	MUS 33ABCD	MUS 178	NEW COURSE	NURS 202
LIBRY 56	LBRY 156	MUS 34ABCD	TERMINATE	NEW COURSE	NURS 210
MATH 040	MATH 040	MUS 40AB	MUS 180	NEW COURSE	NURS 211
MATH 060AD (Math 60)	MATH 060	MUS 42A	MUS 182	NEW COURSE	NURS 212
MATH 070 (Math 51)	MATH 070	MUS 42B	MUS 184	NEW COURSE	NURS 220
MATH 070S	MATH 071	MUS 64ABCD	MUS 172	NEW COURSE	NURS 221
MATH 080 (Math X)	MATH 080	NEW COURSE	MUS 252	NEW COURSE	NURS 222
MATH 080S	MATH 081	NEW COURSE	MUS 260	NUTR 2	NUTR 100
MATH 090 (Math A)	MATH 090	NEW COURSE	MUS 262	NUTR 1	TERMINATE
MATH 090S	MATH 091	NURS 1A (R)	TERMINATE	NUTR 3	TERMINATE
MATH 092	MATH 092	NURS 1AR	TERMINATE	NUTR 4	TERMINATE
MATH 110 (Math 10A)	MATH 110	NURS 1A (V)	TERMINATE	NUTR 5	TERMINATE
MATH 112 (Math 10B)	MATH 112	NURS 1AV	VN 110	NUTR 6A	TERMINATE
MATH 114	MATH 114	NURS 1B (R)	TERMINATE	NUTR 6B	TERMINATE
MATH 120 (Math 12)	MATH 120	NURS 1BR	TERMINATE	NUTR 7	TERMINATE
MATH 122 (Math 14)	MATH 122	NURS 1B (V)	TERMINATE	NUTR 8	TERMINATE
MATH 124 (Math 15)	MATH 124	NURS 1BV	VN 112	PHIL 1A	PHIL 100
MATH 130 (Math 47)	MATH 130	NURS 1C (R)	TERMINATE	PHIL 1B	PHIL 102
MATH 190 (Math 2)	MATH 190	NURS 1C (V)	VN 114	PHIL 10	PHIL 106
MATH 192 (Math 3A)	MATH 192	NURS 2A (R)	NURS 2AR	PHIL 11	PHIL 104
MATH 194 (Math 3B)	MATH 194	NURS 3C (V)	VN 116	PHIL 25	PHIL 108
MATH 210 (Math 4)	MATH 210	NURS 2A (V)	VN 120	PE 1	PE 110
MATH 220 (Math 5)	MATH 220	NURS 2B (R)	NURS 2BR	PE 2ABCD	PE 141
MATH 230 (Math 6)	MATH 230	NURS 2B (V)	VN 122	PE 3ABCD	PE 103
MATH 240	MATH 240	NURS 2C (R)	NURS 2CR	PE 4ABCD	TERMINATE
MUS 7	MUS 100	NURS 2C (V)	VN 124	PE 5ABCD	PE 121
MUS 8A	MUS 110	NURS 3A (R)	TERMINATE	PE 6ABCD	PE 122
MUS 8B	MUS 112	NURS 3AR	NURS 3AR	PE 7ABCD	PE 123

OLD NO.	NEW NO.	OLD NO.	NEW NO.	OLD NO.	NEW NO.
MUS 8C	MUS 210	NURS 3A (V)	TERMINATE	PE 8ABCD	PE 104
MUS 8D	MUS 212	NURS 3AV	VN 130	PE 9ABCD	PE 130
MUS 9A	MUS 120	NURS 3B (R)	TERMINATE	PE 10ABCD	PE 124
MUS 9B	MUS 122	NURS 3BR	NURS 3BR	PE 11ABCD	PE 128
PE 12ABCD	PE 126	PSYCH 1A	PSY 101	SPEC 55	TERMINATE
PE 13AB	PE 127	PSYCH 1B	PSY 202	SPEC 56	TERMINATE
PE 14ABCD	PE 129	PSYCH 2	PSY 200	SPEC 57	TERMINATE
PE 15ABCD	TERMINATE	PSYCH 3	PSY 142	SPEC 58	TERMINATE
PE 16ABCD	PE 101	PSYCH 4	PSY 146	SPEC 81	TERMINATE
PE 17ABCD	PE 102	PSYCH 9	PSY 120	SPEC 82	TERMINATE
PE 18ABCD	PE 117	PSYCH 11A	PSY 220	SPEC 83	TERMINATE
PE 19ABCD	PE 118	PSYCH 11B	PSY 221	SPEC 84	TERMINATE
PE 20ABCD	PE 120	PSYCH 14	PSY 208	SPEC 85	TERMINATE
PE 21ABCD	PE 125	PSYCH 16	PSY 144	SPEC 85	POLS 051
PE 22ABCD	TERMINATE	PSYCH 17	PSY 206	SPEC 86	TERMINATE
PE 23ABCD	PE 113	PSYCH 18	PSY 212	SPEC 87	TERMINATE
PE 24ABCD	PE 112	PSYCH 20	PSY 106	SPCH 1	SPCH 100
PE 25	PE 100	PSYCH 35	PSY 204	SPCH 2AB	SPCH 110
PE 26ABCD	PE 116	PSYCH 53	PSY 130	SPCH 10	SPCH 180
PE 27ABCD	PE 111	PSYCH 55	PSY 210	THEA 1	THEA 100
PE 28ABCD	PE 114	REC 70	REC 100	THEA 20	THEA 120
PE 29ABCD	PE 115	REC 71	REC 101	THEA 21AB	THEA 121
PE 30ABCD	PE 163	REC 72	REC 102	THEA 22ABCD	THEA 180
PE 32ABCD	PE 151	REC 73	REC 103	WT 1	WT 110
PE 34AB	PE 150	REC 74ABCD	REC 010	WT 2	WT 210
PE 35AD	PE 162	SOCSI 52	POLS 052	WT 4	WT 140
PE 36AD	PE 161	SW 220	NO CHANGE	WT 6	WT 120
PE 38AB	PE 154	SOC 1	SOC 101	WT 7	WT 220
PE 40ABCD	TERMINATE	SOC 2	SOC 102	WT 9	WT 130
PE 41AB	PE 155	SOC 10	SOC 150	WT 10	WT 230
PE 42AB	PE 152	SOC 17	SOC 206	WELD 31	WELD 130
PE 43AB	PE 153	SOC 30	SOC 124	WELD 31A	WELD 110
PE 44ABCD	PE 119	SOC 33	SOC 110	WELD 31B	WELD 120
PE 45ABCD	PE 131	SOC 49	TERMINATE	WELD 34	WELD 160
PE 46ABCD	PE 132	SOC 50	SOC 160	WELD 36A	WELD 220
PE 47AB	PE 140	SPAN 100	SPAN 215	WELD 36B	WELD 240
PE 50	PE 210	SPAN 1	SPAN 100	WELD 36C	WELD 260
PE 51	PE 223	SPAN 1A	SPAN 101	WELD 75	WELD 075
PE 52AB	PE 200	SPAN 1B	SPAN 102	WEGEN 81ABC	WE 210
PE 53AB	PE 201	SPAN 2	SPAN 110	WE 80ABCD	WE 201
PE 54AB	PE 203	SPAN 2A	SPAN 111	WEOCC 82ABCD	WE 220
PE 55AB	PE 202	SPAN 2B	SPAN 112	ZOOL 1A	BIOL 120
PE 56	PE 220	SPAN 3	SPAN 200	ZOOL 1B	BIOL 122
PE 58	PE 221	SPAN 4	SPAN 210		
PE 59	PE 222	SPAN 5A	SPAN 113		
PE 61	PE 211	SPAN 5B	SPAN 114		
PE 62AB	PE 224	SPAN 20A	SPAN 220		
PE 63	PE 212	SPAN 20B	SPAN 221		
NEW COURSE	PHSC 110	SPAN 23	SPAN 222		
PHYS 4A	PHYS 200	SPAN 25	SPAN 225		
PHYS 4B	PHYS 202	SPAN 26	SPAN 230		
PHYS 4C	PHYS 204	SPAN 27	SPAN 223		
PHYS 10	PHYS 100	SPAN 28A	SPAN 260		
PHYSIO 1	BIOL 206	SPAN 28B	SPAN 261		
PIPE 38	TERMINATE	SPAN 42	SPAN 262		
PLUMB 10	TERMINATE	SPAN 60ABC	TERMINATE		
POL S 1	POLS 100	SPEC 51	TERMINATE		
POL S 2	POLS 102	SPEC 52	TERMINATE		
POL S 3	POLS 104	SPEC 53	TERMINATE		
POL S 14	POLS 106	SPEC 54	TERMINATE		



## ADMINISTRATION OF JUSTICE

### **AJ 080 (1/2 UNITS)** **SECURITY GUARD (ARREST)** **1/2 Hrs. Lec**

The purpose of this course is to assist the student in understanding the roles and responsibilities of a security guard. It is designed to satisfy the guidelines described by the California Department of Consumer Affairs "Power to Arrest Training Manual." (Nontransferable, AA/AS degree only) (Formerly AJ 51)

### **AJ 100 (3 UNITS)** **INTRODUCTION TO THE ADMINISTRATION OF JUSTICE** **3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better. The course will cover the philosophy of Administration of Justice in America and identify its various sub-systems. It will examine the roles and role expectations of criminal justice agents and their interrelationship in society. The concepts of crime causations, punishment and rehabilitation are introduced. This basic course provides a better understanding of the criminal justice system and orients the students to career opportunities. Ethics, education and training for professionalism in the system are discussed. (CSU, UC) (CAN AJ 2) (Formerly AJ 21)

### **AJ 102 (3 UNITS)** **CONCEPTS OF CRIMINAL LAW** **3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

The course covers the historical development of law and constitutional provisions; definitions and the classification of crime and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force are presented. Crimes against persons, property, government and organized crime are discussed. (Same as CSI 102/Formerly CSI 23) (CSU, UC) (Formerly AJ 23)

### **AJ 104 (3 UNITS)** **LEGAL ASPECTS OF EVIDENCE** **3 Hrs. Lec**

Recommended Preparation: AJ 100 (Formerly AJ 21); and, completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Origin, development, and philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (CSU) (Formerly AJ 25)

### **AJ 106 (3 UNITS)** **PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM** **3 Hrs. Lec**

Recommended Preparation: Completion on ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

An in-depth study of the role and responsibilities of each segment within the administration of the justice system; law enforcement; judicial; corrections. A past, present and future exposure to each sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member. (CSU) (Formerly AJ 26)

### **AJ 110 (3 UNITS)** **POLICE COMMUNITY RELATIONS** **3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Through interaction and study, the student will become aware of the relationship and role expectations among the various agencies and the public. Emphasis will be placed upon professional image, and the development of positive relationships between members in the criminal justice system and the public. Concepts of community-oriented policing as they apply to administration of justice issues, future trends, and training will be discussed. (CSU, UC) (Formerly AJ 28)

### **AJ 120 (3 UNITS)** **REPORT WRITING** **3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Introductory report writing class designed for both Administration of Justice and Correctional Science students. The course will provide instruction in gathering, organizing and preparing various reports. Students will practice interviewing, note taking and report writing techniques for communicating facts, information and ideas effectively in a simple, clear and objective manner, for use in the criminal justice system. (Same as CSI 120/Formerly CSI 22) (CSU) (Formerly AJ 39)

### **AJ 121 (3 UNITS)** **POLICE FIELD OPERATIONS** **3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

The development, function and techniques of patrol; observation skills; development, traffic and preliminary investigative duties, handling complaints and requests for service, public and community relations and basic crime prevention. The mechanics of field interviews, search and arrests, note taking and police report essentials. Familiarization with basic police equipment and handling of community crime incidents. (CSU) (Formerly AJ 32)

**AJ 122 (3 UNITS)**  
**CRIMINAL INVESTIGATION**

**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Fundamentals of investigation; techniques or crime scene recording and search; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up and case preparation. (CSU) (Formerly AJ 34)

**AJ 123 (3 UNITS)**  
**JUVENILE CONTROL**

**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 0089 (Formerly ENGL 12B) with a grade of "C" or better.

Techniques of handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral, organization of community resources, juvenile law and juvenile procedure. (CSU) (Formerly AJ 37)

**AJ 124 (3 UNITS)**  
**CRIMINOLOGY**

**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

This course explores the nature of crime, measurement and research of crime, the extent of crime, major theories of crime causation, criminal typologies, criminal justice system response to crime, and societal reaction to crime. (Same as SOC 124/Formerly SOC 30) (CSU) (Formerly AJ 30)

**AJ 125 (3 UNITS)**  
**WILDLIFE LAW ENFORCEMENT**

**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

This course is designed to provide the student with the basic knowledge necessary to understand the importance of wildlife law enforcement as an essential tool of wildlife management in the perpetuating, protecting, and managing of fish, wildlife, and other natural resources. (CSU) (Formerly AJ 38)

**AJ 126 (3 UNITS)**  
**TRAFFIC ACCIDENT INVESTIGATION AND REPORTING**

**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

This course is designed to provide the student with the basic knowledge required to investigate, interview, and complete a traffic accident report. Emphasis on investigation, interrogation, and report writing that is required by law enforcement officers in the course of their duties. (CSU) (Formerly AJ 36)

**AJ 141 (3.5 UNITS)**  
**ARREST AND FIREARMS**

**3.5 Hrs. Lec**

Prerequisites as required by P.O.S.T.: No felony or domestic violence convictions, able to successfully participate in physical requirements of class, U.S. Citizen or have filed for U.S. citizenship.

Corequisite: Department of Justice fingerprint clearance.

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Designed to satisfy training standards set forth by the Commission on Peace Officer Standards Training (P.O.S.T.) as required by Penal Code Section 832 for Peace Officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making, and where applicable, use and care of firearms. Supply fee may be charged. (CSU) (Formerly AJ 41)

**AJ 143 (7 UNITS)**  
**RESERVE OFFICER LEVEL III**

**7 Hrs. Lec**

Prerequisite as required by P.O.S.T.: Current 832 certificate, AJ 141 (Formerly AJ 41), no felony or domestic violence convictions, valid California driver's license, and ability to successfully participate in physical requirements of course.

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Designed to satisfy Reserve Officer Level III, training and standards as set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.). Includes professionalism, law, communication, vehicle operations, prisoner and evidence transportation, report writing, parking enforcement, First Aid/CPR, force and weaponry, traffic control, physical fitness and defensive tactics. Supply fee may be charged. Designed to prepare students to be hired by a law enforcement agency as a Reserve Officer Level III. (CSU) (Formerly AJ 43)

**AJ 144 (13.5 UNITS)**  
**RESERVE OFFICER LEVEL II**

**13.5 Hrs. Lec**

Prerequisites: Current 832 certificate as required by P.O.S.T., AJ 141 (Formerly AJ 41) and AJ 143 (Formerly AJ 43) as required by P.O.S.T., no felony or domestic violence convictions. Valid California driver's license. Ability to successfully participate in physical requirements of course.

Recommended Preparation: PE 100 (Formerly PE 25) or PE 101 (Formerly PE 16AD); completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Designed to satisfy Reserve Officer Level II, Module B, training standards set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.). Includes law, patrol techniques, arrest and control, use of force, investigative report writing, cultural diversity, firearms and chemical agents, presentation of evidence, etc. and required state exams. Supply fee may be charged. Designed to prepare student to be hired by a law enforcement agency as a Level II Reserve Officer. (CSU) (Formerly AJ 44)

**AJ 150 (.5 - 3 UNITS)****ADVANCED OFFICERS COURSE****Hrs. Lec**

Corequisite: Current employment as a law enforcement officer.

This course is designed to permit law enforcement personnel to be trained and/or study relevant topics within the field of Administration of Justice. (May be repeated for additional credit with new content.) (CSU) (Formerly AJ 40)

## AGRICULTURAL ENGINEERING TECHNOLOGY

**AGET 075 (3 UNITS)****BASIC SHOP SKILLS****3 Hrs. Lec**

This is a comprehensive course in tool usage, nomenclature, and terminology of tools and equipment for the beginning student in the technologies. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as AU T/WELD 075 - Formerly AUTO T/WELD 75) (Nontransferable, AA/AS degree only) (Formerly AGET 75)

**AGET 100 (3 UNITS)****SMALL GASOLINE ENGINES****2 Hrs. Lec 2 Hr. Lab**

The history, design, construction, and mechanical function of the small gasoline engine, including tune-up and major repair of the electrical and mechanical systems. (Same as AU T 100/Formerly AUTO T 59) (CSU) (Formerly AGET 37)

**AGET 120 (4 UNITS)****POWER TRANSMISSION SYSTEMS****3 Hrs. Lec 3 Hr. Lab**

Theory of operation and maintenance of power transmitting devices, such as transmissions, clutches, hydrostatic drives, differentials, and drive trains used in both wheel and track type equipment. (CSU) (Formerly AGET 34)

## AGRICULTURAL SCIENCE

**AG 060 (1 UNIT)****AGRICULTURE LITERACY****1 Hrs. Lec**

This course will present a broad overview of agriculture. It will include agricultural terminology and practices from initial production of agricultural products through consumption. Worldwide, national, state, and local agricultural practices will be discussed. The goal is to familiarize students and members of the community who have no knowledge of agriculture with basic agriculture information that will help them in the workplace. (Nontransferable/nondegree applicable) (Formerly AG 1)

**AG 080 (1 UNIT)****PESTICIDE SAFETY****1 Hrs. Lec**

Pesticide safety training for employees who handle and use chemical pesticides. (Nontransferable, AA/AS degree only) (Formerly AG 15)

**AG 110 (3 UNITS)****MAN AND HIS ENVIRONMENT****3 Hrs. Lec**

This course is designed to provide students with an overview and understanding of the relationships between human populations and the natural environment. The class will focus on basic concepts of science and ecosystem theory, human impacts on the air, water, and land, environmental problems faced by the Imperial Valley that have regional and global consequences, and some of the proposed solutions. (Same as ENVS 110/Formerly ENV S 5) (CSU, UC) (Formerly AG 5)

**AG 120 (5 UNITS)****SOIL SCIENCE****2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: MATH 080 (Formerly MATH X) and CHEM 100 (Formerly CHEM 2A).

Physical, chemical, and biological properties of soils as related to agriculture. Principles of soil-plant interrelations; development of the soil as a natural body, soil moisture, effect of management practices on soil properties, composition, and use of fertilizers. (CSU, UC) (CAN AG 14) (Formerly AG 40)

**AG 130 (3 UNITS)****AGRICULTURAL ECONOMICS****3 Hrs. Lec**

Introduction to the economic aspects of agricultural management. The role of agricultural resources in economic growth. Survey of trade, policy, and marketing activities of agriculture. (CSU, UC) (Formerly AG 22)

**AG 132 (3 UNITS)****BUSINESS MANAGEMENT****3 Hrs. Lec**

Recommended Preparation: BUS 124 (Formerly BUS 2).

A study of management theories and processes as they apply in the contemporary business world. The course is based on the application of the four functions of management -- planning, organizing, leading, and controlling in the effective achievement of organizational objectives. Management activities are practiced in organizational situations using case studies, simulations, and class projects. (Same as BUS 132/Formerly BUS 3) (CSU) (Formerly AG 25)

**AG 134 (3 UNITS)****AGRICULTURAL BUSINESS ORGANIZATION****3 Hrs. Lec**

Recommended Preparation: AG/BUS 132 (Formerly AG 25/BUS 3).

Study of farm technological advance, marketing, consumer demand, and other such factors as determinants of growth, types, and forms of agricultural business organization. Farm and farm-related businesses considered from standpoint of primary functions, services, and problems, including investments, mortgage and working capital requirements, credit and collections, business with banks, failures and reorganization. Emphasis on California farm-related industries. (CSU) (Formerly AG 26)

**AG 136 (3 UNITS)****AGRICULTURAL SALES AND SERVICE MANAGEMENT****3 Hrs. Lec**

Supervision of people who sell agricultural products and services. Selecting, training, directing, and evaluating personnel. Methods of payment, use of advertising, promotion, incentives, and service. (CSU) (Formerly AG 27)

**AG 138 (3 UNITS)****COMPUTER APPLICATIONS IN AGRICULTURE****2 Hrs. Lec 2 Hr. Lab**

Introduction to terminology, programs, and commands used in computer application programs as applied to agriculture business and production. (CSU) (Formerly AG 29)

**AG 140 (4 UNITS)****PRINCIPLES OF PLANT SCIENCE****3 Hrs. Lec 3 Hr. Lab**

This course provides a working knowledge of the fundamental structures and processes of plants. Covers plant structures and physiology, and principles and practices of crop improvement, propagation, production, processing, storage, and marketing. Production, harvest, and utilization of principle crops grown in California and Imperial Valley will be included. Laboratory work required introducing techniques of research and exploration of plant growth. (CSU, UC) (Formerly AG 42)

**AG 150 (3 UNITS)****ORNAMENTAL PLANT IDENTIFICATION AND MATERIALS****3 Hrs. Lec**

Identification, growth habits, culture and ornamental use of house plants, vines, ground covers, annuals, perennials, and small shrubs adapted to the climate of the southern valleys of California. (CSU) (Formerly AG 46)

**AG 160 (3 UNITS)****FOOD AND FIBER IN A CHANGING WORLD****3 Hrs. Lec**

Relationship of agriculture and natural resources to society. Where do our food and fiber come from? How does agriculture affect the dynamics of our society? What are the issues and opportunities in agriculture now and in the future? (CSU) (Formerly AG 30)

**AG 170 (3 UNITS)****ENTOMOLOGY****2 Hrs. Lec 2 Hr. Lab**

This course covers basic information on the classification, anatomy and physiology, ecology, and control of insects with emphasis on those of importance to agriculture. Collection and labeling of insects will be required. (CSU, UC) (Formerly AG 14)

**AG 220 (3 UNITS)****IRRIGATION AND DRAINAGE****2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: AG 120 (Formerly AG 40).

This course covers the fundamental principles and practices of irrigation. Plant-soil-water relationships, soil water measurement, history of irrigation with emphasis on the Imperial Valley, water law, methods of irrigation and their relative efficiencies, measurement of water, irrigation structures, crop requirements, estimating water use by crops, problems and practices in soil reclamation, drainage systems, and drainage requirements for irrigated agriculture will be discussed. (CSU) (Formerly AG 32)

**AG 230 (3 UNITS)****FERTILIZERS AND SOIL AMENDMENT****3 Hrs. Lec**

Recommended Preparation: AG 120 (Formerly AG 40). This course covers the nature of fertilizers and soil amendments, their properties, methods of application, and reaction upon soils and plants. The composition, value, and use of fertilizer materials and soil correctives will be discussed. Additionally, the methods employed in the manufacture, distribution, and application of fertilizers are described. (CSU) (Formerly AG 41)

**AG 240 (4 UNITS)****FIELD AND CEREAL CROPS****3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AG 120 (Formerly AG 40) and AG 140 (Formerly AG 42).

Principles and practices of field and cereal crops production and soil management, including study of distribution, adaptation, and utilization of the major field and cereal crops. Field laboratory work required. (CSU) (Formerly AG 43)

**AG 250 (3 UNITS)****VEGETABLE CROPS****3 Hrs. Lec**

Recommended Preparation: AG 120 (Formerly AG 40) and AG 140 (Formerly AG 42).

This course addresses the principles involved in vegetable crop production worldwide. Covering principle vegetable crops with emphasis on the scope, value, production, harvesting, packaging, and marketing of the major vegetable crops grown in California. (CSU) (Formerly AG 45)

**AG 260 (3 UNITS)****PLANT PROTECTION AND INTEGRATED PEST MANAGEMENT****3 Hrs. Lec**

Identification of pests (arthropods, rodents, and plant diseases) and beneficial (arthropods and diseases) in the crop system. Methods of reducing damage to acceptable levels with biological, chemical, and cultural controls. Laws and safety requirements for using spray equipment and pesticides in California. (CSU) (Formerly AG 65)

**AG 270 (3 UNITS)****WEEDS AND WEED CONTROL****3 Hrs. Lec**

This course covers the classification, life cycles, characteristics, and management of weeds with emphasis on common and noxious weeds of California. It looks at chemicals and equipment as well as cultural, mechanical, and biological control methods used in managing weeds on cultivated land, in irrigation ditches, on the range, and on wasteland. Poisonous weeds, their effects, and prevention are discussed. (CSU) (Formerly AG 49)

## AIR CONDITIONING AND REFRIGERATION

### ACR 101 (3 UNITS)

#### AIR CONDITIONING/REFRIGERATION SYSTEMS

**2 Hrs. Lec 3 Hr. Lab**

Corequisite: ACR 103.

This is a course of study in heating, ventilation, air conditioning, and refrigeration trade. This course includes the study of the laws of thermodynamics, the refrigeration cycle, brazing of refrigerant lines, understanding the use of and maintenance of heating, ventilation, air conditioning, and refrigeration equipment, applicable safety practices, and the proper use of refrigerants. (CSU)

### ACR 102 (3 UNITS)

#### RESIDENTIAL AIR CONDITIONING SYSTEMS

**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Completion of ACR 101 and ACR 103 with a grade of "C" or better.

This course of study includes the installation of residential heating, ventilation, air conditioning and refrigeration systems. This course is comprised of the study of building and electrical codes, HVAC/R installation materials, brazing of line sets, installing split systems, installing heat pumps, installing gas packs, and applicable safety practices. (CSU)

### ACR 103 (3 UNITS)

#### AIR CONDITIONING ELECTRICAL CIRCUITS AND CONTROLS

**2 Hrs. Lec 3 Hr. Lab**

Corequisite: ACR 101.

This is a course of study in electrical circuits and controls used in the heating, ventilation, air conditioning, and refrigeration industry. This course is comprised of the study of Ohms Law, electrical meters and test equipment, wiring materials, wiring diagrams and schematics, electrical components, installation of controls, layout of electrical circuits, and safety practices. (CSU)

### ACR 104 (3 UNITS)

#### AIR CONDITIONING HEATING SYSTEMS

**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Completion of ACR 101, ACR 102 and ACR 103 with grades of "C" or better.

This course of study includes heating systems used in the heating, ventilation, air conditioning and refrigeration industry. This course is comprised of the study of natural gas, fuel oil, propane, and electric burner assemblies and ignition systems, and heat exchangers, venting, control circuits, electric coils, installation practices, applicable building codes, and safety procedures. (CSU)

### ACR 105 (2 UNITS)

#### HEAT LOAD CALCULATION AND MEASUREMENTS

**2 Hrs. Lec**

Recommended Preparation: Completion of ACR 101, ACR 102, ACR 103, and ACR 104 with grades of "C" or better.

This course of study includes theories and factors that affect heating and cooling loads, on residential and light commercial buildings. Calculations and measurement techniques of proper capacity and unit size will be studied and applied to residential and light commercial buildings. (CSU)

### ACR 106 (3 UNITS)

#### AIR CONDITIONING VENTILATION DUCT SYSTEMS

**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Completion of ACR 105 with a grade of "C" or better.

This is a course of study covering duct systems used in the heating, ventilation, air conditioning, and refrigeration industry. This course is comprised of the study of designing duct systems, duct materials, layout procedures, shop and hand tools, sheet metal ducts and components, duct board and flex duct components, and safety practices. (CSU)

## ALCOHOL AND DRUG STUDIES

### ADS 101 (3 UNITS)

#### ALCOHOLISM: INTERVENTION, TREATMENT AND RECOVERY

**3 Hrs. Lec**

This course will serve as an introduction to assessment and treatment approaches to alcoholism and drug abuse. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease. This course will examine the various components of intervention, treatment, recovery, and resources. (CSU) (Formerly ADS 51)

### ADS 110 (3 UNITS)

#### PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS

**3 Hrs. Lec**

The course is designed to provide the student with information on the processing systems of the body and how they react to alcohol and drugs. This course will seek to explain where and how drugs act and why. The course will bring about an understanding of how drugs influence consciousness, mood and feeling. It will enable students to understand that both the internal and external environments have important effects on the well-being of the individual. (CSU) (Formerly ADS 52)

### ADS 120 (3 UNITS)

#### INTRODUCTION TO COUNSELING

**3 Hrs. Lec**

Recommended Preparation: PSY 101 (Formerly PSYCH 1A) and SOC 101 (Formerly SOC 1).

A study of the theory, process, and practice of interviewing and counseling in community service and other counseling situations. The course is designed to assist the student to gain knowledge and develop skills in order to help a client or interviewee in counseling situations. Theories of counseling and basic helping skills will be presented, demonstrated, and practiced. (Same as PSY 120/Formerly PSYCH 9) (CSU) (Formerly ADS 9)

### ADS 130 (3 UNITS)

#### GROUP LEADERSHIP AND GROUP PROCESS

**3 Hrs. Lec**

This course will introduce the student to group theory and process, and how groups affect the whole social scene. It will examine membership in and leadership of various kinds of groups, emphasizing group process. Consideration will be given to goals and strategies of social change and the necessity for social change in relation to personal and social values. The factors involved in problems of communications, effective emotional responses and personal growth also will be highlighted, emphasizing the group process as a means of changing behavior. (Same as PSY 130/Formerly PSYCH 53) (CSU) (Formerly ADS 53)

**ADS 150 (3 UNITS)****SOCIOLOGY OF MINORITY GROUPS****3 Hrs. Lec**

This course includes the study of the theories of prejudice and discrimination of different groups within American society. It will cover an historical analysis of the problems of these groups and typical areas will include racism, sexism, ageism, and ethnic and religious discriminations. (Same as SOC 150/Formerly SOC 10) (CSU, UC) (Formerly ADS 10)

**ADS 160 (3 UNITS)****HUMAN SERVICES IN A CHANGING SOCIETY****3 Hrs. Lec**

History, philosophy and the development of thought in social work. A content area designed to identify and analyze the primary helping services in urban and rural America. Observation and reporting techniques will be emphasized. This course will identify new programs and careers in the emerging Human Services field. (Same as SOC 160/Formerly SOC 50) (CSU) (Formerly ADS 50)

**ADS 200 (3 UNITS)****FAMILY COUNSELING APPROACHES TO ALCOHOL AND DRUG ABUSE****3 Hrs. Lec**

A course designed to present basic ideas and theories about family dynamics, particularly as they apply to the family of the substance abuser, and to explore strategies for counseling the client's family. The approach is highly experiential in format and students will participate in exercises frequently to incorporate new skills and theory. (CSU) (Formerly ADS 54)

**ADS 210 (3 UNITS)****CRISIS INTERVENTION AND REFERRAL TECHNIQUES****3 Hrs. Lec**

Techniques used for brief therapy crisis intervention, intake interviewing and referral will be studied and practiced. Special attention will be given to the process of intervention, admitting, and recording of information as it pertains to alcohol and drug abuse clients. Through an experiential format, participants will learn and practice skills in brief therapy, different levels of client communication and intake interviewing. (Same as PSY 210/Formerly PSYCH 55) (CSU) (Formerly ADS 55)

**ADS 220 (3 UNITS)****PRACTICUM****1 Hrs. Lec 6 Hr. Lab**

Recommend Preparation: ADS/PSY 120 (Formerly ADS/PSYCH 9), PSY 101 (Formerly PSYCH 1A) or SOC 101 (Formerly SOC 1). A course designed to provide opportunity for the student in Psychology, Human Relations, or Alcohol and Drug Studies to gain experience under supervised conditions such as those involving mental health, child development, youth corrections, welfare, homes for mental health, child development, youth corrections, welfare, homes for the neglected, homes for the aged, youth recreation, rehabilitation centers for people with physical limitations, and educational settings. Students will be supervised by qualified instructional staff and professionally trained personnel. (Same as PSY 220/Formerly PSYCH 11A) (CSU) (Formerly ADS 11A)

**ADS 221 (3 UNITS)****PRACTICUM****1 Hrs. Lec 5 Hr. Lab**

Prerequisite: ADS/PSY 220 (Formerly ADS/PSYCH 11A).

A continuation of ADS/PSY 220 with an emphasis in gaining further experience in the same institution or agency or a different institution or agency. (Same as PSY 221/Formerly PSYCH 11B) (CSU) (Formerly ADS 11B)

**ADS 230 (3 UNITS)****ALCOHOL AND DRUG PREVENTION AND EDUCATION****3 Hrs. Lec**

Recommended Preparation: ADS 101 (Formerly ADS 51) and ADS 110 (Formerly ADS 52).

This course will review the history, theories, models and state-of-the-art approaches to the prevention field. It will provide experiential learning which will enable students to examine and explore their own values and behaviors as they relate to the use and abuse of alcohol and other drugs. Prevention programs and activities appropriate for the individual, community, campus, parent/family and work site will be reviewed. Strategies such as public policies, media information-dissemination, ethnic and cultural specific approaches will be presented and assessed. (CSU) (Formerly ADS 58)

**ADS 290 (1 - 3 UNITS)****CURRENT ISSUES IN DRUG ABUSE****1 TO 3 Hrs. Lec**

A variety of one-unit courses covering current, specialized areas in alcohol and drug abuse. As the field changes, the semester offerings will vary. Such topics as Women and Alcoholism, Alcoholism, Sexuality and Intimate Relationships, Cross-cultural Counseling Techniques, Adult Children of Alcoholics, Substance Abuses and the Law, and Counseling the Adolescent Abuser will be included. Maximum credit four units. (CSU) (Formerly ADS 57AD)

**ALLIED HEALTH PROFESSIONS****AHP 060 (6 UNITS)****HEALTH ASSISTANT****3 Hrs. Lec 9 Hr. Lab**

Recommended Preparation: ENGL 088 (Formerly ENGL 12A).

This course will prepare the health assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed to function as a nurse assistant. (Nontransferable, AA/AS degree only) (Formerly HA 15)

**AHP 062 (1.5 UNITS)****HOME HEALTH AIDE****1 Hrs. Lec 1.5 Hr. Lab**

Prerequisite: Certification as a Health Assistant required.

This course will prepare the student for certification by the State of California as a home health aide. The curriculum is structured to provide the theory and practice skills needed to care for individuals in the home environment. (Nontransferable, AA/AS degree only) (Formerly HA 16)

**AHP 070 (4.5 UNITS)**  
**ADMINISTRATIVE MEDICAL ASSISTANT I**  
**4.5 Hrs. Lec**

Prerequisite: AHP 100 (Formerly HT 3).

Courses of study designed to prepare for entry-level positions in clinics and doctors' offices. Medical-legal aspects, history of medicine, interpersonal communications, confidentiality, reception environment, appointment control, records management, professionalism, and telephone communications are emphasized. (Nontransferable, AA/AS degree only) (Formerly HA 18)

**AHP 072 (4.5 UNITS)**  
**ADMINISTRATIVE MEDICAL ASSISTANT II**  
**4.5 Hrs. Lec**

Prerequisite: AHP 070 (Formerly HA 18).

This course is designed to prepare students to operate office management equipment, prepare the patients' medical records, understand medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, billing, banking, and general management. (Nontransferable, AA/AS degree only) (Formerly HA 19)

**AHP 074 (2 UNITS)**  
**CLINICAL EXTERNSHIP I**  
**6 Hr. Lab**

Prerequisite: AHP 072 (Formerly HA 19).

Course is designed to enable the student to put all didactic information and skills together in the work setting of the "front office" of a clinic or doctor's office. The medical assistant student is placed at a medical office, clinic, or HMO where he/she will gain hands-on experience performing "front office" medical assistant duties. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry. (Nontransferable, AA/AS degree only) (Formerly HA 23A)

**AHP 080 (3.5 UNITS)**  
**SPECIMEN COLLECTION AND LABORATORY**  
**3 Hrs. Lec 1.5 Hr. Lab**

Prerequisite: AHP 072 (Formerly HA19).

This course is designed to prepare students to comply with OSHA regulations, lab safety, bio-hazard awareness, usage of the microscope and other laboratory equipment, obtainment of capillary and venous blood samples, bacterial smears and cultures, urine, sputum, and stool specimens. (Nontransferable, AA/AS degree only) (Formerly HA 20)

**AHP 082 (3.5 UNITS)**  
**EXAM ROOM PROCEDURES**  
**3 Hrs. Lec 1.5 Hr. Lab**

Prerequisite: AHP 080 (Formerly HA 20).

This course is designed to prepare students in preparing patients for various types of exams, procedures of the eyes and ears, positioning and draping, assisting physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures, EKG, minor surgical procedures, medical emergencies, CPR health care provider level. (Nontransferable, AA/AS degree only) (Formerly HA 21)

**AHP 084 (3.5 UNITS)**  
**PHARMACOLOGY AND ADMINISTRATION OF MEDICATION**  
**3 Hrs. Lec 1.5 Hr. Lab**

Prerequisite: AHP 082 (Formerly HA 21).

This course is designed to prepare students to understand medical-legal/ethical aspects, drug classifications, medical math, usage of PDR, abbreviations and symbols, writing prescriptions, charting, pharmacy calls, storing medications, methods of administering medications: orally, sublingual, topically, vaginally, and rectally. Conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, choosing correct size, identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, considerations of drug action and interactions. (Nontransferable, AA/AS degree only) (Formerly HA 22)

**AHP 086 (2 UNITS)**  
**CLINICAL EXTERNSHIP II**  
**6 Hr. Lab**

Prerequisite: AHP 084 (Formerly HA 22).

Course is designed to enable the student to put all didactic information and skills together in the work setting of a clinic or doctor's office. The medical assistant student is placed at a medical office or clinic where he/she will gain hands-on experience performing medical assistant duties. The student is required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry. (Nontransferable, AA/AS degree only) (Formerly HA 23B)

**AHP 090 (2 UNITS)**  
**INTRODUCTION TO HEALTH SCIENCE**  
**2 Hrs. Lec**

This course is an introduction to health science professions. The course will focus on individual programs as well as how those professions collaborate and interrelate. Introduction to health care, professionalism, team building/collaboration, medical terminology, and ethical/legal issues will be explored. New and emerging professions and issues will be discussed. Major health problems will be explored and the impact of lifestyle, total environment, social and political issues analyzed. (Nontransferable, AA/AS degree only) (Formerly HT 1)

**AHP 100 (3 UNITS)**  
**MEDICAL TERMINOLOGY**  
**3 Hrs. Lec**

Course of study is designed to develop competency in the accurate use of medical vocabulary to include anatomy, physiology, diseases, and descriptive terms to prepare students for entry-level positions as medical transcribers, clinical editors, health insurance processors, patient administration specialists. (CSU) (Formerly HT 3)

**AHP 102 (3 UNITS)**  
**MEDICAL INSURANCE**  
**3 Hrs. Lec**

Prerequisite: AHP 100 (Formerly HT 3). Ability to type 40 words per minute.

Health care facilities are dependent upon third party payers for financial solvency. Medical billing guidelines are rapidly changing as are complex issues which health care facilities must concern themselves with daily. The purpose of this course is to provide students with the practice and skill necessary so that billing office personnel can promptly and accurately submit insurance claims to a variety of carriers. (CSU) (Formerly HT 6)

**AHP 110 (6 UNITS)**  
**PHARMACY TECHNICIAN I**  
**5 Hrs. Lec 3 Hr. Lab**

Prerequisite: AHP 100 (Formerly HT 3), BIOL 090 (Formerly ANAT 6), and MATH 080 (Formerly MATH X).

The Pharmacy Technician I course is designed to develop knowledge and skill in identifying names, dosages, strengths, and common abbreviations for drugs dispensed from the pharmacy. The student will learn to receive orders for medications, transcribe orders onto pharmacy patient profiles, and type necessary labels. Other technical and clerical functions traditionally carried out by the pharmacist will be included. (CSU) (Formerly HT 12)

**AHP 112 (6 UNITS)**  
**PHARMACY TECHNICIAN II**  
**5 Hrs. Lec 3 Hr. Lab**

Prerequisite: AHP 110 (Formerly HT 12).

The Pharmacy Technician II course continues to build upon the knowledge and skills learned in AHP 110. In addition, the student will learn to facilitate the distribution of Unit Dose medications, keep accurate records, do billing procedures, inventory control, drug purchasing and parenteral admixture operations. Upon successful completion of this course, the student will receive a certificate of completion from Imperial Valley College. (CSU) (Formerly HT 13)

## AMERICAN SIGN LANGUAGE

**AMSL 100 (4 UNITS)**  
**AMERICAN SIGN LANGUAGE 1**  
**3 Hrs. Lec 2 Hr. Lab**

An introduction to American Sign Language and Signed English designed to provide basic communication skill and increased awareness of the psychology of an individual with a severe hearing impairment. This course will include definitions of hearing loss, history of deaf education and culture, communication issues, and legal rights, as well as emphasizing vocabulary development, syntax and idiomatic expressions used by the "typical" deaf adult. (CSU, UC) (Formerly AMSL 10)

**AMSL 102 (4 UNITS)**  
**AMERICAN SIGN LANGUAGE 2**  
**3 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: AMSL 100 (Formerly AMSL 10). Sign language vocabulary enrichment and finger spelling drill to increase speed, accuracy and rhythm in expressive and receptive ability. Emphasis will be placed upon clarity of performance and appropriateness of vocabulary. Ethics, certification, role, and procedures of professional interpreting will be examined. Provides introductory sign-to-voice and voice-to-sign interpreting practice. (CSU, UC) (Formerly AMSL 11)

**AMSL 200 (3 UNITS)**  
**AMERICAN SIGN LANGUAGE 3**  
**3 Hrs. Lec**

Recommended Preparation: AMSL 102 (Formerly AMSL 11). Continues development of interpreting/transliterating skills. Students will have directed practice in interpreting in a variety of communication situations. Techniques of facial expression, body movement, and spatialization as it relates to American Sign Language will be studied. (CSU, UC) (Formerly AMSL 12)

**AMSL 202 (3 UNITS)**  
**AMERICAN SIGN LANGUAGE 4**  
**3 Hrs. Lec**

Recommended Preparation: AMSL 200 (Formerly AMSL 12). The course is a continuation of the American Sign Language skills and fluency developed in AMSL 200. The course increases or strengthens students' expressive and receptive vocabulary competency; however, the major focus of the course continues to be on the expansion of students skills in the idiomatic usage of conversational ASL, awareness of ASL grammar, usage and syntax, and facility in expressive sign language at the intermediate level. The course also continues to introduce students to the experience of sign language interpreting the development of specialized or technical sign vocabulary. (CSU, UC) (Formerly AMSL 13)

**AMSL 204 (3 UNITS)**  
**AMERICAN SIGN LANGUAGE 5**  
**3 Hrs. Lec**

Recommended Preparation: AMSL 202 (Formerly AMSL 13). AMSL 204 continues, at the intermediate level, the development of the American Sign Language proficiency students acquired in AMSL 202. Students continue to expand their awareness of ASL conventions, grammar, and vocabulary, including a continued review of topical signs and idioms. Students develop a greater competency in their receptive understanding of extended ASL discourse and in their expression of extended ideas, concepts and stories in ASL. Their expressive competency in discussion of ideas includes an expression of their understanding of Deaf culture. Students continue the growth of their technical awareness of Deaf culture and ASL linguistics. (CSU, UC) (Formerly AMSL 14)

**AMSL 210 (3 UNITS)**  
**INTERPRETING AMERICAN SIGN LANGUAGE 1**  
**3 Hrs. Lec**

Recommended Preparation: AMSL 204 (Formerly AMSL 14). AMSL 210 focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in educational and consumer settings,

along with continued development of idiomatic sign skills. Students are presented and are asked to discuss in the target language the primary elements of the code of ethics. Students continue the intense review of Deaf culture and ASL linguistics started in AMSL 204. (CSU) (Formerly AMSL 16A)

**AMSL 212 (3 UNITS)**  
**INTERPRETING AMERICAN SIGN LANGUAGE 2**  
**3 Hrs. Lec**

Recommended Preparation: AMSL 210 (Formerly AMSL 16A). AMSL 212 focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in medical, legal, mental health and other specialized settings, along with continued development of related idiomatic and vocabulary sign skills. Students are presented and are asked to discuss in the target language the case studies related to the interpreter code of ethics. (CSU) (Formerly AMSL 16B)



**ANTHROPOLOGY****ANTH 100 (3 UNITS)**  
**PHYSICAL ANTHROPOLOGY**  
**3 Hrs. Lec**

The process and cause of human evolution; mankind's place in nature and the study of primates; the biological variability of living peoples and their genetic background. (CSU, UC) (CAN ANTH 2) (Formerly ANTH 1)

**ANTH 102 (3 UNITS)**  
**CULTURAL ANTHROPOLOGY**  
**3 Hrs. Lec**

A study of culture and its relationships to biology and to natural environment. Stresses the origin and evolution of culture, and the part that culture assumed in human biological maintenance. Examines types of social organizations and economic systems, religions and arts. (CSU, UC) (CAN ANTH 4) (Formerly ANTH 2)

**ANTH 104 (3 UNITS)**  
**CALIFORNIA INDIANS**  
**3 Hrs. Lec**

The geography of California; tribal and linguistic regions; Native economy and diverse economic areas; Sacramento and San Joaquin Valleys; the Delta; transverse ranges; foothill country; Coast Range, Peninsular Ranges, and Sierra Nevada; the deserts. Influence of environment on cultural developments; influences of Western civilization on Native life. (CSU, UC) (Formerly ANTH 4)

**ANTH 106 (3 UNITS)**  
**INDIANS OF NORTH AMERICA**  
**3 Hrs. Lec**

Early migration across Beringia to the New World; demography and ecology of the Amerindian cultures in Alaska, Canada and the United States. Effect of European contact; reactionary movements today. (CSU, UC) (Formerly ANTH 6)

**ANTH 108 (3 UNITS)**  
**INDIANS OF THE SOUTHWEST**  
**3 Hrs. Lec**

Geography and ecology of the Southwest; Early man migrations; Desert culture; growing influence of Mesoamerica; development of Anasazi, Hohokam and Mogollon cultures. Classic civilizations and engineering feats. Decline and the origins of Zuni, Hopi, Navajo, and Apache cultures. (CSU, UC) (Formerly ANTH 8)

**ANTH 110 (3 UNITS)**  
**INTRODUCTION TO ARCHAEOLOGICAL SITE SURVEYING**  
**2 Hrs. Lec 5 Hr. Lab**

Historical development of archaeology and the importance of site surveying; archaeological theory - Middle Range Theory; methods in site surveying; types of sites; laboratory preparation; use and care of field equipment. (CSU) (Formerly ANTH 3A)

**ANTH 112 (3 UNITS)**  
**INTRODUCTION TO ARCHAEOLOGICAL EXCAVATIONS**  
**2 Hrs. Lec 5 Hr. Lab**  
Recommended Preparation: ANTH 110 (Formerly ANTH 3A) and ANTH 210 (Formerly ANTH 3C).

Determine a site to be excavated; laws pertaining to excavations; laying out a site with alidade and rod; testing; pit versus trench excavations; stratigraphy; record keeping; screening and collecting; photography; preparation of laboratory and museum materials; pollen, soils, and C 14 tests. (CSU) (Formerly ANTH 3B)

**ANTH 114 (3 UNITS)**  
**PREHISTORIC CERAMICS**  
**1 Hrs. Lec 2 Hr. Lab**

Traces of origins and developments of ceramics in the Old and New Worlds. Emphasis on the materials, techniques and ceramic products of the Southern California Indians, especially the Lower Colorado River groups. (CSU, UC) (Formerly ANTH 16A)

**ANTH 210 (3 UNITS)**  
**ADVANCED ARCHAEOLOGICAL SURVEY**  
**2 Hrs. Lec 5 Hr. Lab**

Recommended Preparation: ANTH 110 (Formerly ANTH 3A). Conduct independent surveys, or lead small survey crew; devise research designs; write reports from field notes, maps, photographs and prior records; conduct record and literature searches and catalogue specimens. (CSU) (Formerly ANTH 3C)

**ANTH 212 (3 UNITS)**  
**ADVANCED ARCHAEOLOGICAL EXCAVATIONS**  
**2 Hrs. Lec 5 Hr. Lab**

Recommended Preparation: ANTH 112 (Formerly ANTH 3B). Design a field excavation project; select proper equipment; organize a field crew. Conduct record and literature searches; micromapping the project area; pit or trench technique; conduct the dig; screening, selecting, and bagging artifacts and natural samples. Laboratory analysis and curation; photography; dating; report writing are included. (CSU) (Formerly ANTH 3D)

**ANTH 214 (3 UNITS)**  
**ADVANCED PREHISTORIC CERAMICS**  
**1 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: ANTH 114 (Formerly ANTH 16A). Advanced study of prehistoric pottery composition and forms; various firing techniques using pit construction; decorative motifs used by the Yuman and Shoshone cultures. (CSU, UC) (Formerly ANTH 16B)

**ART****ART 100 (3 UNITS)**  
**HISTORY AND APPRECIATION OF ART**  
**3 Hrs. Lec**

A survey of the development in art in painting, sculpture, architecture, and the minor arts from the birth of art to the Renaissance. (CSU, UC) (CAN ART 2) (CAN ART SEQ A = ART 100 and ART 102) (Formerly ART 3A)

**ART 102 (3 UNITS)****HISTORY AND APPRECIATION OF ART****3 Hrs. Lec**

A continuation of ART 100 extending from the Renaissance to contemporary times. May be taken before or concurrently with ART 100. (CSU, UC) (CAN ART 4) (CAN ART SEQ A = ART 100 and ART 102) (Formerly ART 3B)

**ART 104 (3 UNITS)****HISTORY AND APPRECIATION OF MODERN ART****3 Hrs. Lec**

Art 104 is a broad analytical survey of painting, sculpture and architecture from 1900 up to the present. Emphasis is placed upon the development of styles of painting and their relationship to each other. (CSU, UC) (Formerly ART 4)

**ART 106 (3 UNITS)****WOMEN ARTISTS****3 Hrs. Lec**

A survey of the great Women Artists of history from the Ancient World through the Twentieth Century. Some of the artists to be discussed are: Elizabetha Sirani, Judith Leyster, Elizabeth Vigee LeBrun, Mary Cassatt, Kathe Kollwitz, Frida Kahlo, Georgia O'Keeffe, Helen Frankenthaler. The course will also address the special issues and problems concerning the study of women artists, past and present. (CSU, UC) (Formerly ART 5)

**ART 110 (3 UNITS)****DESIGN****2 Hrs. Lec 3 Hr. Lab**

Fundamentals of design and composition; theory of color. Includes organization and utilization of basic elements through design problems. (CSU, UC) (CAN ART 14) (Formerly ART 22A)

**ART 112 (3 UNITS)****DESIGN****2 Hrs. Lec 3 Hr. Lab**

Intermediate studies of elements and principles of art with emphasis on three-dimensional design theory. (CSU, UC) (CAN ART 16) (Formerly ART 22B)

**ART 120 (3 UNITS)****DRAWING****2 Hrs. Lec 4 Hr. Lab**

A basic course in drawing involving analysis of line, form, tone, texture and color as essential media of expression. (CSU, UC) (CAN ART 8) (Formerly ART 20A)

**ART 122 (3 UNITS)****DRAWING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 120. (CSU, UC) (Formerly ART 20B)

**ART 124 (3 UNITS)****PAINTING****2 Hrs. Lec 4 Hr. Lab**

A continuation of the development of composition and the various techniques employed in drawing and painting. Includes figure drawing, landscape, and still-life. Painting covers styles of painting from the Neo-classic to the present day. (CSU, UC) (CAN ART 10) (Formerly ART 21A)

**ART 126 (3 UNITS)****PAINTING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 124. (CSU, UC) (Formerly ART 21B)

**ART 128 (3 UNITS)****WATERCOLOR PAINTING****2 Hrs. Lec 4 Hr. Lab**

The study of watercolor painting with emphasis upon color, composition and pictorial expression. Exploration of various techniques employing the medium of watercolor. Maximum credit six units. (CSU, UC) (Formerly ART 18A)

**ART 130 (3 UNITS)****LIFE DRAWING****1 Hrs. Lec 5 Hr. Lab**

Many types of drawing and painting techniques are used to further the student's skill and development of visualizing by drawing from the human figure. Maximum credit six units. (CSU, UC) (Formerly ART 25A)

**ART 140 (3 UNITS)****CERAMICS****2 Hrs. Lec 4 Hr. Lab**

An introduction to ceramics; basic methods of forming, decorating, glazing and firing. Maximum credit six units. (CSU, UC) (CAN ART 6) (Formerly ART 23A)

**ART 150 (3 UNITS)****SCULPTURE****2 Hrs. Lec 4 Hr. Lab**

An introduction to materials, methods, and techniques with an emphasis on development of ideas and personal expression in three dimensions. Materials include clay, plasters, cement, woods, plastic and metal. Maximum credit six units. (CSU, UC) (Formerly ART 30A)

**ART 160 (3 UNITS)****GRAPHIC DESIGN****2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: ART 110 (Formerly ART 22A) and ART 120 (Formerly ART 20A.)

This is an introductory class in graphic communication. The emphasis is on communicating ideas visually through the use of traditional graphic design means (thumbnail sketches, comprehensive layouts, typography and presentation skills). Students address problems of visual form and organization and visual constructions which convey information. Instruction will incorporate the current hardware and software currently utilized in the graphic design industry, primarily the Adobe Creative Suite. Maximum credit six units. (CSU) (Formerly ART 50A)

**ART 170 (3 UNITS)****PHOTOGRAPHY - BEGINNING****3 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: ART 110 (Formerly ART 22A - 2-D Design).

This course is an introduction to history, art, craft, and scope of black and white photography. Emphasis will be on the choice, types, uses of various cameras and lenses (with special emphasis on the 35mm format), camera work and handling, composition, and black and white darkroom procedures. Adjustable (manual) 35 mm cameras or equivalent will be used. Maximum credit six units. (CSU) (Formerly ART 10AB)

**ART 220 (3 UNITS)****DRAWING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 122 with a focus on developing drawing as a terminal medium. (CSU, UC) (Formerly ART 20C)

**ART 222 (3 UNITS)****DRAWING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 220 with a focus on advanced techniques to develop drawing as a terminal medium. (CSU, UC) (Formerly ART 20D)

**ART 224 (3 UNITS)****PAINTING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 126. Advanced studio problems in painting. (CSU, UC) (Formerly ART 21C)

**ART 226 (3 UNITS)****PAINTING****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 224. Advanced studio problems in painting. (CSU, UC) (Formerly ART 21D)

**ART 228 (2 UNITS)****EXPLORATION OF PAINTING TECHNIQUES****1 Hrs. Lec 2 Hr. Lab**

An exploratory course which provides opportunities to work with the various painting techniques. Basic painting assignments to develop individual application of techniques. Initial exercises in color usage and structure of the painting. Suggestions and evaluation of student work will take place on an individual basis. (CSU, UC) (Formerly ART 40)

**ART 230 (3 UNITS)****LIFE DRAWING****1 Hrs. Lec 5 Hr. Lab**

A continuation of Art 130 with a focus on developing a personal figure style in drawing. Maximum credit six units. (CSU, UC) (Formerly ART 25C)

**ART 240 (3 UNITS)****CERAMICS****2 Hrs. Lec 4 Hr. Lab**

A continuation of Art 140 with special emphasis on glaze formulating and decorating techniques. (CSU, UC) (Formerly ART 23C)

**ART 242 (3 UNITS)****CERAMICS-TECHNICAL****2 Hrs. Lec 3 Hr. Lab**

A study of the raw materials used in compounding clay bodies and glazes. Specific problems of glaze calculations and techniques of glaze application. (CSU, UC) (Formerly ART 28)

**ART 260 (3 UNITS)****ADVERTISING/GRAPHIC DESIGN****3 Hrs. Lec**

Emphasis on advanced techniques and individualized studies relative to the preparation of a portfolio for use in admittance to a university or professional school or in seeking employment. (CSU) (Formerly ART 50C)

**ART 262 (3 UNITS)****GALLERY DISPLAY****1 Hrs. Lec 4 Hr. Lab**

Theories, techniques and practices of art gallery exhibition including experience in care and preservation of art and seeing an exhibition from beginning to end; methods of locating shows, booking shows, communicating with artists, unpacking and returning exhibitions. Maximum credit nine units. (CSU) (Formerly ART 33AD)

**ART 270 (3 UNITS)****INTERMEDIATE PHOTOGRAPHY****2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: ART 110 (Formerly ART 22A) and ART 170 (Formerly ART 10AB).

This course emphasizes the continued instruction and practice required for understanding and improving B/W film exposure and development procedures, and improving the student's B/W printing skills. It covers various techniques for enhancing B/W negative and print quality. B/W composition and visual communication skills are stressed, as are the understanding and use of light and lighting control, both in the studio and on location. (CSU)

**ART 280 (3 UNITS)****CAREER PREPARATION IN THE VISUAL ARTS****2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Students should have completed two semesters from any one of the major disciplines within the art major (i.e. painting, photography, ceramics, design, sculpture).

This is a course for the art majors, or those students who are planning on a career in the fine arts, graphic design, photography or other applied arts field. Students will prepare a written resume, artist's statement, a photographic portfolio of their ongoing creative work, research and prepare a marketing/exhibition plan for their creative work, approach a minimum of three venues (galleries, museums, non-profit arts' organization) with their portfolio package, and create an on-line web site portfolio of their work. It is recommended that students take this course during the last year of their art studies at IVC. Maximum credit six units. (CSU) (Formerly ART 42AB)

**ART 282 (3 UNITS)****ART FUNDAMENTALS FOR EDUCATION****4 Hrs. Lec 1 Hr. Lab**

The philosophical and practical concerns of teaching art to students. Designed for those already in the teaching profession as well as for those who are planning a career in the teaching profession. (CSU) (Formerly ART 41)

**ASTRONOMY****ASTR 100 (3 UNITS)****PRINCIPLES OF ASTRONOMY****3 Hrs. Lec**

Recommended Preparation: MATH 080 (Formerly Math X).

An introduction to the principles of astronomy including physical evolution, tools of the astronomer, the sky, the solar system, the stars, the galaxies, and the universe. (CSU, UC) (Formerly ASTR 21)

## AUTOMOTIVE BODY AND PAINT

### AU B 120 (5 UNITS)

#### AUTOMOTIVE COLLISION REPAIR

**3 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: WELD 130 (Formerly WELD 31).  
The study of body repair and spot painting. Covers the use of modern tools and equipment and procedures for handling typical body paint jobs. (CSU) (Formerly AUTO 70)

### AU B 140 (5 UNITS)

#### FRAME/UNDERCARRIAGE REPAIR

**3 Hrs. Lec 6 Hr. Lab**

Prerequisite: AU B 120 (Formerly AUTO 70).  
Covers auto body repairing and repainting. Use of modern tools and equipment, step-by-step procedures for handling typical jobs. (CSU) (Formerly AUTO 71)

### AU B 220 (5 UNITS)

#### ESTIMATING AND COLLISION REPAIR

**3 Hrs. Lec 6 Hr. Lab**

Prerequisite: AU B 140 (Formerly AUTO 71).  
Covers major collision repair including extensive frame and undercarriage damage, using modern equipment with step-by-step procedures. (CSU) (Formerly AUTO 72)

### AU B 240 (3 UNITS)

#### CUSTOM REFINISHING AND SHOP MANAGEMENT

**1 Hrs. Lec 4 Hr. Lab**

Prerequisite: AU B 140 (Formerly AUTO 71) or AU B 220 (Formerly AUTO 72).  
Auto body techniques and applied shop practices for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU) (Formerly AUTO 73)

## AUTOMOTIVE TECHNOLOGY

### AU T 075 (3 UNITS)

#### BASIC SHOP SKILLS

**3 Hrs. Lec**

This is a comprehensive course in tool usage, nomenclature, and terminology of tools and equipment for the beginning student in the technologies. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as AGET/WELD 075 - Formerly AGET/WELD 75) (Nontransferable, AA/AS degree only) (Formerly AUTO T 75)

### AU T 100 (3 UNITS)

#### SMALL GASOLINE ENGINES

**2 Hrs. Lec 2 Hr. Lab**

The history, design, construction, and mechanical function of the small gasoline engine, including tune-up and major repair of the electrical and mechanical systems. (Same as AGET 100/Formerly AGET 37) (CSU) (Formerly AUTO T 59)

### AU T 110 (4 UNITS)

#### ENGINE TECHNOLOGY

**2 Hrs. Lec 6 Hr. Lab**

For the student with little or no internal combustion engine background. Design, construction, and mechanical function of internal combustion engines including lubricating, cooling, fuel, and electrical systems, and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (CSU) (Formerly AUTO T 51)

### AU T 120 (4 UNITS)

#### AUTOMOTIVE MACHINE SHOP

**2 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: AU T 110 (Formerly AUTO T 51) or two years of high school auto mechanics.  
Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shop tools and machines for rebuilding the engine. (CSU) (Formerly AUTO T 55)

### AU T 125 (4 UNITS)

#### AUTOMOTIVE BRAKES

**3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Current enrollment in MATH 070 (Formerly Math 51) or equivalent.  
This course covers the principles and instruction in disassembly, inspection, installation, and adjustments of the modern brake system. Laboratory activities stress brake system diagnosis, repair, machining, and overhaul procedures and proper use of tools and equipment utilized in the industry. Upon successful completion of this course, students are prepared to take the Automotive Service Excellence (ASE) certification examination in brakes. (CSU) (Formerly AUTO T 53A)

### AU T 130 (3 UNITS)

#### AUTOMOTIVE ELECTRONICS I

**2 Hrs. Lec 3 Hr. Lab**

Advanced study of automotive electrical systems. Basic diagnosis and service procedures on the various systems. (CSU) (Formerly AUTO T 60)

### AU T 150 (4 UNITS)

#### AUTOMOTIVE ELECTRONICS II

**3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AU T 130 (Formerly AUTO T 60).  
Advanced troubleshooting courses for Automotive Service Technicians. This course is designed for technicians or students, certified or not, who want to service the automotive electronic circuitry. The course provides a solid core of electronics based on microprocessor technology. Students will diagnose the various systems that include: engine computer control, transmission computer control, suspension, antilock brake systems, and various automotive instrumentation. Upon successful completion of this course, students are prepared to take the Automotive Service Excellence (ASE) certification examination in electronics. (CSU) (Formerly AUTO T 62)

**AU T 155 (4 UNITS)**  
**SUSPENSION AND WHEEL ALIGNMENT**  
**3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: MATH 070 (Formerly MATH 51) or equivalent and AU T 125 (Formerly AUTO T 53A).

This course covers the principles and construction of passenger vehicle and light truck steering, chassis, and suspension system. Emphasis is placed on the skill required in the diagnosis repair and adjustment of wheel alignment including two and four wheel alignment angles. Complete suspension and overhaul will be done in laboratory activities, as well as alignment using either two or four wheel sensors. Upon successful completion of this course, students are prepared to take the Automotive Service Excellence (ASE) certification examination in steering wheel suspension. (CSU) (Formerly AUTO T 53B)

**AU T 160 (3 UNITS)**  
**ENGINE PERFORMANCE TUNE-UP**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AU T 150 (Formerly AUTO T 62) or passing of Automotive Service Excellence (ASE) electrical test or one year trade experience in engine tune-up.

This course provides operating theory and hands-on experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body and part fuel injection systems. Students learn to use the four gas analyzers. (CSU) (Formerly AUTO T 54A)

**AU T 170 (3 UNITS)**  
**ENGINE DIAGNOSIS AND REPAIR**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AU T 160 (Formerly AUTO T 54A) or one year in automotive trade with drivability experience.

This course provides advanced operation and hands-on experience of electronic injection systems and their sub-assemblies. Students will learn operation and repairs of sensors and actuators or injection systems. This class emphasizes diagnostic procedure and techniques using basic and sophisticated test equipment. (CSU) (Formerly AUTO T 54B)

**AU T 180 (4 UNITS)**  
**MANUAL TRANSMISSIONS AND POWER TRAINS**  
**3 Hrs. Lec 3 Hr. Lab**

This course discusses modern manual transmissions, driveline and deferential theory of method of repair, service equipment operation, and techniques of problem diagnosis procedures for import and domestic vehicles. Upon successful completion of this course, students are prepared to take the Automotive Service Excellence (ASE) certification examination in manual transmissions. (CSU) (Formerly AUTO T 52)

**AU T 210 (3 UNITS)**  
**AUTOMOTIVE AIR CONDITIONING**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AU T 130 (Formerly AUTO T 60).

The course is designed to impart knowledge and information needed by the student to enter and make progress in employment on productive basis in the automotive air conditioning service industry. The use of charging station and systems will be part of A/C course. Upon successful completion of this course, students are prepared to take the Automotive Service Excellence (ASE) certification examination in air conditioning. (CSU) (Formerly AUTO T 58)

**AU T 220 (4 UNITS)**  
**MECHANICAL AUTOMATIC TRANSMISSIONS**  
**2 Hrs. Lec 6 Hr. Lab**

Design, construction, mechanical, and hydraulic function and repairs of the automatic transmission. (CSU) (Formerly AUTO T 61A)

**AU T 230 (3 UNITS)**  
**EMISSIONS CONTROL AND COMPUTER SYSTEMS**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: AU T 170 (Formerly AUTO T 54B) or two years experience in an automobile trade with drivability experience.

This is an advanced engine computer and drivability course. It emphasizes diagnostic procedure and techniques using all types of equipment and procedures. This class brings together all knowledge from AU T 160 and AU T 170, and allows students to diagnose all systems of the automobile. Upon successful completion of this course students are prepared to take the Automotive Service Excellence (ASE) certification examination in electronics, engine performance, and advanced engine performance. (CSU) (Formerly AUTO T 54C)

**AU T 240 (3 UNITS)**  
**DIESEL ENGINE TUNE-UP**  
**2 Hrs. Lec 3 Hr. Lab**

Prerequisite: AU T 110 (Formerly AUTO T 51).

This course covers the principles of tune-up and the procedures for servicing the diesel engine. Practical emphasis is placed on proper disassembling, diagnosis calibrating, and testing different types of pumps and injectors. Proper servicing procedures will be followed in servicing, testing, and analyzing the fuel system and electrical circuits. (CSU) (Formerly AUTO T 80)

**AU T 250 (4 UNITS)**  
**ELECTRONIC AUTOMATIC TRANSMISSIONS**  
**2 Hrs. Lec 6 Hr. Lab**

Prerequisite: AU T 220 (Formerly AUTO T 61A).

Advanced study using four major domestic and foreign automatic transmissions, with emphasis on practical rebuilding of automatic transmissions, including locking torque converters and 4-speed over-drive and front wheel drive transaxles. Applied shop practices for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU) (Formerly AUTO T 61B)

## BIOLOGY

**BIOL 090 (3 UNITS)**  
**ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS**  
**3 Hrs. Lec**

Introductory study of the structure and function of the human organism. Class is structured for health occupation students. It is not acceptable for pre-medical, pre-dental, pre-chiropractic, pre-physical therapy or registered nursing students, and it is not open to students who have completed BIOL 204 (Formerly ANAT 8) or ANAT 10 or equivalent with a grade of "C" or better. (Nontransferable, AA/AS degree only) (Formerly ANAT 6)

**BIOL 092 (4 UNITS)**  
**MICROBIOLOGY FOR ADVANCED PLACEMENT OF NURSING STUDENTS**

**2 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 100 (Formerly CHEM 2A) and BIOL 100 (Formerly BIOL 3) with a grade of "C" or better or current California LVN license.

For students currently accepted for advanced placement by the IVC Nursing Department. Provides the student with fundamental concepts of the structure and physiology of nondisease and disease producing microorganisms with lesser emphasis on nondisease producers than BIOL 220 (Formerly BIOL 21). Basic techniques for culturing, staining, and identifying bacteria. (Nontransferable, nondegree applicable) (Formerly BIOL 22)

**BIOL 100 (4 UNITS)**  
**PRINCIPLES OF BIOLOGICAL SCIENCE**

**3 Hrs. Lec 3 Hr. Lab**

A comprehensive one semester general biology course for non-majors. Includes life from the molecular to the organismic level of both plants and animals and their interactions within the environment. Special emphasis is put on human biology within appropriate areas of study. Appropriate for general education as well as nursing, pre-professional, and higher level biology courses. Includes laboratory component. (CSU) (UC credit limited. See a counselor.) (Formerly BIOL 3)

**BIOL 120 (4 UNITS)**  
**GENERAL ZOOLOGY**

**2 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: Any laboratory science college level course, with a grade of "C" or better.

Introduction to basic principles of animal biology with reference to structure, functions, classification, heredity, and the environment of animals in general with special emphasis on the intervertebrates. BIOL 122 may be taken before BIOL 120. (CSU, UC) (Formerly ZOO 1A)

**BIOL 122 (4 UNITS)**  
**GENERAL ZOOLOGY**

**2 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: Any laboratory science college level course, including, but not limited to BIOL 120 (Formerly ZOO 1A) with a grade of "C" or better.

Introduction to comparative anatomy and physiology, development of vertebrate forms and their interrelationships. (CSU, UC) (Formerly ZOO 1B)

**BIOL 200 (4 UNITS)**  
**HUMAN ANATOMY AND PHYSIOLOGY I**

**2 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 100 (Formerly CHEM 2A) and BIOL 100 (Formerly BIOL 3) with a grade of "C" or better or current California LVN license.

Human anatomy and physiology. A two-semester study of the structure and function of the human organism, from the molecular to the gross level. Preparatory for RN program and paramedical programs. It is recommended that BIOL 200 be taken before BIOL 202. (CSU) (UC credit limited. See a counselor.) (Formerly BIOL 110)

**BIOL 202 (4 UNITS)**  
**HUMAN ANATOMY AND PHYSIOLOGY II**

**2 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 100 (Formerly CHEM 2A) and BIOL 100 (Formerly BIOL 3) with a grade of "C" or better or current California LVN license.

Human anatomy and physiology. A two-semester study of the structure and function of the human organism, from the molecular to the gross level. Preparatory for RN program and paramedical programs. It is recommended that BIOL 200 be taken before BIOL 202. (CSU) (UC credit limited. See a counselor.) (Formerly BIOL 112)

**BIOL 204 (4 UNITS)**  
**HUMAN ANATOMY**

**2 Hrs. Lec 6 Hr. Lab**

Prerequisite: BIOL 120 (Formerly ZOO 1A) or BIOL 100 (Formerly BIOL 3) with a grade of "C" or better or current California LVN license.

Lecture and laboratory course designed to study the fundamental principles of the human body structure at the cellular, tissue, organ and systems level of organization, including the cat and organ dissection, study of the human skeleton, structural-functional relationships, and appreciation of related human diseases and aging. (CSU) (UC credit limited. See a counselor.) (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 204 and BIOL 206) (Formerly ANAT 8)

**BIOL 206 (4 UNITS)**  
**HUMAN PHYSIOLOGY**

**2 Hrs. Lec 6 Hr. Lab**

Prerequisites: CHEM 100 (Formerly CHEM 2A) and BIOL 100 (Formerly BIOL 3) or equivalent with a grade of "C" or better or a current California LVN license.

Lecture and laboratory course designed to introduce the function of the human body from cellular through organ system levels of organization. Emphasis will be on integration of body systems and interrelationships for maintaining homeostasis. The practical applications of the basic concepts are presented. (CSU) (UC credit limited. See a counselor.) (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 204 and BIOL 206) (Formerly PHYSIO 1)

**BIOL 220 (5 UNITS)**  
**GENERAL MICROBIOLOGY**

**3 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 100 (Formerly CHEM 2A) and BIOL 100 (Formerly BIOL 3) with a grade of "C" or better or current California LVN license.

Provides students with fundamental concepts of the structure and physiology of nondisease and disease producing microorganisms with particular attention to bacteria. Basic techniques for culturing, staining, counting and identifying microorganisms. Designed to meet the requirement to enter one of the medical fields as well as general education. (CSU, UC) (CAN BIOL 14) (Formerly BIOL 21)

## BUSINESS ADMINISTRATION

**BUS 010 (3 UNITS)**  
**PRACTICAL ACCOUNTING**

**3 Hrs. Lec**

This basic course will teach students to journalize and post transactions common to a service type business and teach them the end of the fiscal period functions on the accrual basis. (Nontransferable, AA/AS degree only) (Formerly BUS 10)

**BUS 060 (3 UNITS)**  
**ESSENTIALS IN WORKPLACE COMMUNICATION**

**3 Hrs. Lec**

Emphasizes the basic elements and skills necessary for effective workplace communications, business vocabulary-pronunciation, spelling, meaning, and punctuation - together with standard letter writing styles will be stressed. (Nontransferable, AA/AS degree only) (Formerly BUS 41)

**BUS 061 (3 UNITS)**  
**BUSINESS ENGLISH**

**3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in BUS 060 (Formerly BUS 41) and/or ENGL 100 (Formerly ENGL 2B).

This course will provide comprehensive instruction in the correct use of English grammar with an emphasis on business vocabulary; develop proficiency in punctuation, capitalization, and number style skills; and provide an opportunity to apply correct usage and style and effective techniques for writing in today's work world. (Nontransferable, AA/AS degree only) (Formerly BUS 40)

**BUS 062 (3 UNITS)**  
**INTERCULTURAL BUSINESS COMMUNICATION**

**3 Hrs. Lec**

In this course, the most significant issues pertaining to cross-cultural interaction are covered: culture, intercultural communication (both verbal and nonverbal), and cultural shock. In addition, the course contains practical guidelines and information on how to resolve conflicts and write business documents in a multicultural workplace as well as other general do's and do not's in business. (Nontransferable, AA/AS degree only)

**BUS 080 (.5 UNITS)**  
**CUSTOMER SERVICE**

**.5 Hrs. Lec**

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 070A)

**BUS 081 (.5 UNITS)**  
**COMMUNICATING WITH PEOPLE**

**.5 Hrs. Lec**

This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70B)

**BUS 082 (.5 UNITS)**  
**TEAM BUILDING**

**.5 Hrs. Lec**

This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70C)

**BUS 083 (.5 UNITS)**  
**BASIC TIME AND SPACE MGMT**

**.5 Hrs. Lec**

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70D)

**BUS 084 (.5 UNITS)**  
**STRESS MANAGEMENT, JOB BURNOUT, AND COUNSELING**

**.5 Hrs. Lec**

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70E)

**BUS 085 (.5 UNITS)**  
**CONFLICT RESOLUTION**

**.5 Hrs. Lec**

This course is designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70F)

**BUS 086 (.5 UNITS)**  
**ATTITUDE IN THE WORKPLACE**

**.5 Hrs. Lec**

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70G)

**BUS 087 (.5 UNITS)**  
**MANAGING ORGANIZATIONAL CHANGE**

**.5 Hrs. Lec**

This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70H)

**BUS 088 (.5 UNITS)**  
**DECISION MAKING AND PROBLEM SOLVING**

**.5 Hrs. Lec**

This course is designed to introduce the student to decision making and problem solving as a supervisor. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70I)

**BUS 089 (.5 UNITS)****FOUNDATION ESSENTIALS: VALUES****.5 Hrs. Lec**

This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized. Offered Credit/No Credit only. (Nontransferable, AA/AS degree only) (Formerly BUS 70J)

**BUS 090 (.5 UNITS)****INTRODUCTION TO SUPERVISION****.5 Hrs. Lec**

This course is designed to provide the student with an introduction to supervisory management. The student will become familiar with management functions performed by the supervisor and the skills necessary to carry out these responsibilities. In addition, the student will learn about organizational behavior as it relates to the individual, the group, and the organization as a whole. (Nontransferable, nondegree applicable)

**BUS 091 (.5 UNITS)****LEADERSHIP SKILLS FOR SUPERVISORS****.5 Hrs. Lec**

This course is designed to provide the student with an understanding of the important personal qualities of an effective supervisor, to develop an effective communication style, and to master techniques for creating a positive, motivational work environment. (Nontransferable, nondegree applicable)

**BUS 092 (.5 UNITS)****HIRING AND MANAGING STAFF****.5 Hrs. Lec**

This course is designed to provide the student with knowledge of human resources planning, which centers on recruiting, selecting, hiring, developing, and compensating employees to meet the needs of the organization. Other areas include performance appraisal, rewarding personnel, and legal and labor relations issues. (Nontransferable, nondegree applicable)

**BUS 124 (3 UNITS)****INTRODUCTION TO BUSINESS****3 Hrs. Lec**

A basic beginning college course that introduces U.S. business and industry. Includes the nature and importance of business, forms of business ownership, organization, management, finance, marketing, government and legal regulations, pricing and taxes. Class activities include participation in team-building concepts. (CSU, UC) (Formerly BUS 2)

**BUS 126 (3 UNITS)****BUSINESS AND THE LEGAL ENVIRONMENT****3 Hrs. Lec**

An introduction to the legal environment of business. The following topics are covered: sources of law, judicial systems, administrative law, and governmental regulation, crimes and torts, protection of intellectual property, contracts, commercial paper, agency, labor law, legal forms of business organization, securities regulation, consumer and environmental law, warranties, and product liability, bankruptcy, real property law and international law. Collaborative learning and the team approach are used in doing legal research, reading and understanding court opinions and writing briefs of cases. (CSU, UC) (CAN BUS 8) (Formerly BUS 5)

**BUS 132 (3 UNITS)****BUSINESS MANAGEMENT****3 Hrs. Lec**

Recommended Preparation: BUS 124 (Formerly BUS 2).

A study of management theories and processes as they apply in the contemporary business world. The course is based on the application of the four functions of management - planning, organizing, leading, and controlling - in the effective achievement of organizational objectives. Management activities are practiced in organizational situations using case studies, simulations, and class projects. (Same as AG 132/Formerly AG 25) (CSU) (Formerly BUS 3)

**BUS 134 (3 UNITS)****MANAGEMENT CONCEPTS OF SUPERVISION****3 Hrs. Lec**

A study of supervisory management concepts that include definition of supervision and management, description of supervisory management functions and a supervisor's role in managing organizational resources, staffing, methods of performance appraisal, problem solving, and decision making techniques, motivation, conflict resolution, compensation, leadership, communication, health and safety, training and development, labor relations, discipline, and how to cope with change. (CSU) (Formerly BUS 6)

**BUS 136 (3 UNITS)****HUMAN RELATIONS IN MANAGEMENT****3 Hrs. Lec**

Study of human relations as they apply to management. Topics covered include model of organizational behavior, social systems, and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change, organizational development, ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. Collaborative learning, team building approaches are employed to enhance interpersonal skills. (CSU) (Formerly BUS 7)

**BUS 138 (2 UNITS)****HUMAN RESOURCES MANAGEMENT****2 Hrs. Lec**

This course describes the critical issues facing human resource management professionals now and in the future and how to effectively deal with them. The critical areas of human resource management are to include personnel planning; staffing; appraising and compensating employees; employee training and development; career planning and career management programs; quality of work life and productivity; occupational safety and health; and employee rights and unionization are discussed. Case studies and experimental exercises are used to enhance the learning environment. (CSU) (Formerly BUS 8)

**BUS 140 (3 UNITS)****BUSINESS RETAILING****3 Hrs. Lec**

Principles and techniques of retailing, promotion and advertising pertinent to retail policies and procedures. Includes psychological aspect of retailing and fashion merchandising. Working foundation for those looking forward to employment in this area. (CSU) (Formerly BUS 11)



**BUS 142 (3 UNITS)**  
**PRACTICAL SALESMANSHIP**  
**3 Hrs. Lec**

A practical approach to the study of salesmanship. Topics covered include an overview of personal selling and classification of sales jobs, the sales environment, the sales personality, the sales process, and other subject areas important to sales work such as understanding the firm and building good customer relationships. (CSU) (Formerly BUS 14)

**BUS 144 (3 UNITS)**  
**PRINCIPLES OF MARKETING**  
**3 Hrs. Lec**

A course of study designed to introduce students to the organization and operation of marketing activities, including the study of the marketing mix, markets, promotion and strategic planning. (CSU) (Formerly BUS 4)

**BUS 146 (3 UNITS)**  
**SMALL BUSINESS MANAGEMENT**  
**3 Hrs. Lec**

Course provides the basic tools and perspective necessary to understand small business management. It explores ways of entering small business; describes the process for starting a new business venture; explains the personal appraisal checklist for going into small business; explains market assessment, market research, site selection, and factors that affect business operations as it relates to small business; describes small business planning, organizing, staffing, and controlling; and explains the basics of production management and quality control. (CSU) (Formerly BUS 16)

**BUS 148 (3 UNITS)**  
**PERSONAL FINANCE**  
**3 Hrs. Lec**

This course is an introduction to planning and managing personal finances. An emphasis on real world situations such as budgeting, credit and borrowing, money management and tax strategies, risk and insurance analysis, consumer purchasing strategies, investment instruments and alternatives to retirement and estate planning. (CSU) (Formerly BUS 12)

**BUS 152 (1 UNIT)**  
**BASIC KEYBOARDING**  
**1 Hrs. Lec 1 Hr. Lab**

The course is designed to develop speed and accuracy in the use of the computer keyboard. The student will learn basic operations of a computer including using alphabetic, numeric and symbol keys as well as the numeric keypad by touch. The course will also include the basic commands needed to format documents. (CSU) (Formerly BUS 51)

**BUS 154 (3 UNITS)**  
**BEGINNING KEYBOARDING**  
**2 Hrs. Lec 3 Hr. Lab**

Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production. (CSU) (Formerly BUS 20)

**BUS 156 (3 UNITS)**  
**KEYBOARDING: SPEED AND ACCURACY**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: Ability to keyboard 20 nwpm. An individualized diagnostic, prescriptive method of developing accuracy and speed. Emphasis is placed on development of keyboarding speed and accuracy ratings between 20-90 nwpm. Maximum credit three units. (CSU) (Formerly BUS 25AC)

**BUS 164 (3 UNITS)**  
**WORD PROCESSING**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: Ability to keyboard 20 nwpm. The course is designed to teach students to use word processing software on the microcomputer and to develop office technology skills. (CSU) (Formerly BUS 29A)

**BUS 166 (3 UNITS)**  
**MACHINE CALCULATION**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: MATH 070 (Formerly MATH 51). Develop skills required for rapid and accurate operation of calculating machines. (CSU) (Formerly BUS 23)

**BUS 168 (3 UNITS)**  
**RECORDS MANAGEMENT**  
**3 Hrs. Lec**

Lecture and supervised individual and group procedural activity designed to acquaint students with progressive filing and records management rules, procedures and techniques. Alphabetic, numeric, geographic and subject filing are studied. (CSU) (Formerly BUS 24)

**BUS 172 (3 UNITS)**  
**OFFICE PROCEDURES**  
**3 Hrs. Lec**

Prerequisite: Completion of 12 units in BUS and CIS courses. "Finishing" course which covers all business skills and stresses those competencies required of the office worker in today's business environment. (CSU) (Formerly BUS 39)

**BUS 174 (3 UNITS)**  
**DOCUMENT PROCESSING FOR BUSINESS**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Skills acquired in BUS 164 (Formerly BUS 29A).

The course is designed to bring students to a production level required in today's office environment. Emphasis will be placed on producing business letters, reports, tables, and forms on the microcomputer. (CSU) (Formerly BUS 29B)

**BUS 176 (1.5 UNITS)**  
**OFFICE TRANSCRIPTION**  
**1 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: BUS 164 (Formerly BUS 29A). This course is designed to teach students to develop office technology skills using machine transcription equipment. (CSU) (Formerly BUS 32)

**BUS 178 (3 UNITS)****BUSINESS COMPUTER APPLICATIONS****2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: Skills acquired in BUS 164 (Formerly BUS 29A).

The course is designed to develop a basic knowledge of computer skills needed in the modern business office. The course will cover current word processing software, spreadsheet creation, database development, Internet, and presentation graphics through the windows environment of a personal computer. In the course, graphics will be incorporated into documents with the use of a scanner and clip art. After completing the class, the student will have a working knowledge of the windows environment and a foundation for using a variety of applications for the personal computer. (CSU) (Formerly BUS 30)

**BUS 190 (3 UNITS)****REAL ESTATE PRINCIPLES****3 Hrs. Lec**

An analysis of the principles of real estate in California; history of California real estate, property, contractors, agency, listings, real estate financing, deeds, liens and encumbrances, escrows and title insurance, land descriptions, real estate mathematics, and real estate licensing and state regulations. (CSU) (Formerly BUS 90)

**BUS 191 (3 UNITS)****REAL ESTATE PRACTICES****3 Hrs. Lec**

Course of study that covers the following topics: Real Estate Industry, Elements and Relationships of Real Estate Agency, Organization of Real Estate Office, Prospecting Methods and Listings Development, Basic Selling and Advertising Techniques, Preparation and Content of Real Estate Purchase Contract, Escrow and Title Insurance, Elements of Real Estate Financing, Sources of Funds, Taxation, Appraisal and Valuation, Property Management and Leasing, Real Estate Investment, and Specialized Transactions. (CSU) (Formerly BUS 91)

**BUS 210 (4 UNITS)****PRINCIPLES OF FINANCIAL ACCOUNTING****4 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: MATH 080 (Formerly MATH X) or equivalent.

Theory and practice of accounting applicable to recording and reporting of business transactions for proprietorships, partnerships, and corporations as they relate to external use. Includes the study of asset, liability, and equity accounts; revenue and expense recognition; inventory accounting; stockholder equity, earnings, and dividends; long-term bonds and investments; and statements of cash flows. (CSU, UC) (CAN BUS 2) (CAN BUS SEQ A = BUS 210 and BUS 220) (Formerly BUS 1A)

**BUS 220 (4 UNITS)****PRINCIPLES OF MANAGERIAL ACCOUNTING****4 Hrs. Lec 1 Hr. Lab**

Prerequisite: BUS 210 (Formerly BUS 1A).

Selection and analysis of accounting information for internal use by managers. Using financial information for planning and control purposes. (CSU, UC) (CAN BUS 4) (CAN BUS SEQ A = BUS 210 and BUS 220) (Formerly BUS 1B)

**BUS 260 (3 UNITS)****BUSINESS COMMUNICATIONS****3 Hrs. Lec**

Recommended Preparation: ENGL 100 (Formerly ENGL 2B) and word processing skills.

This course will teach the principles of effective communication applied to business letters, memos, and analytical reports. It includes the organization, writing, and presentation of business documents and incorporates the basic principles of speaking effectively for business. (CSU) (Formerly BUS 42)

**CHEMISTRY****CHEM 100 (4 UNITS)****INTRODUCTION TO CHEMISTRY****3 Hrs. Lec 3 Hr. Lab**

Prerequisite: MATH 080 (formerly Math X) with a grade of "C" or better or 1 year of high school algebra with a "C" or better.

Elementary principles of general and inorganic chemistry with an introduction to organic and biochemistry. Previous science background is not required. This course is recommended for students who need only a one-semester general chemistry course, and also for students entering a paramedical and allied health fields, and industrial applications such as power plants. This course will satisfy the prerequisites for CHEM 200 (Formerly CHEM 1A). (CSU) (UC credit limited. See a counselor.) (CAN CHEM 6) (Formerly CHEM 2A)

**CHEM 200 (5 UNITS)****GENERAL INORGANIC CHEMISTRY****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 100 (Formerly CHEM 2A) with a grade of "C" or better.

Recommended Preparation: MATH 090 (Formerly MATH A) with a grade of "C" or better.

Basic principles and calculations of chemistry with emphasis on stoichiometry and dimension analysis applied to various problem types. Fundamental principles and theory of atomic and molecular structure as related to bonding and molecular geometry. Study of kinetic molecular theory, the first law of thermodynamics, periodic relationships of the elements, physical states of matter, solution chemistry, and oxidation-reduction. The laboratory is closely related to lecture topics and includes methods of classical experimentation as well as certain instrumental analysis. (CSU, UC) (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 200 and CHEM 202) (Formerly CHEM 1A)

**CHEM 202 (5 UNITS)****GENERAL INORGANIC CHEMISTRY****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 200 (Formerly CHEM 1A).

This course includes a detailed study of chemical reaction rates, the equilibrium condition as it applies to acids and bases as well as solubility, thermodynamics and the properties of spontaneous reactions, electrochemistry, chemistry of the transition elements, and nuclear processes. A survey of topics in organic chemistry and biochemistry is also included. This is the second course of the chemistry series. (CSU, UC) (CAN CHEM 4) (CAN CHEM SEQ A = CHEM 200 and CHEM 202) (Formerly CHEM 1B)

**CHEM 204 (5 UNITS)  
ORGANIC CHEMISTRY****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 202 (Formerly CHEM 1B) with a grade of "C" or better.

This course is a study of various reaction mechanisms and properties of hydrocarbons, alkyl halides, alcohol, thiols, and ethers. Stereochemical properties of compounds are investigated and related to structure and observed reactions. Instrumental methods of analysis such as IR, UV-VIS, NMR, and mass spectrometry are discussed. This course is intended for students majoring in chemistry, biology, and pre-medical sciences. (CSU, UC) (Formerly CHEM 12A)

**CHEM 206 (5 UNITS)  
ORGANIC CHEMISTRY****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: CHEM 204 (Formerly CHEM 12A) with a grade of "C" or better.

This course is a study of various reactions and properties aldehydes, ketone, carboxylic acids, aromatic compounds, amines, conjugated dienes, lipids, carbohydrates, and organic polymers. A survey of various biochemical topics such as metabolism, protein structure, and DNA is also included. This course is a continuation of CHEM 204 is intended for students majoring in chemistry, biology, and pre-medical sciences. (CSU, UC) (Formerly CHEM 12B)

**CHEM 208 (4 UNITS)  
QUANTITATIVE ANALYSIS****2 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: CHEM 202 (Formerly CHEM 1B).

Theory and practice of volumetric, gravimetric and electrochemical methods of analysis with an introduction to instrumental techniques of analysis. (CSU, UC) (CAN CHEM 12) (Formerly CHEM 5)

**CHILD, FAMILY AND  
CONSUMER SCIENCE****CFCS 050 (1 UNIT)  
FAMILY CHILD CARE MANAGEMENT****1 Hrs. Lec**

Instruction in operating home based childcare as a successful business. Topics covered include bookkeeping, tax laws, licensing requirements, management skills, scheduling and policies. (Nontransferable, AA/AS degree only) (Formerly CFCS 250 and ECE 35)

**CFCS 051 (1 UNIT)  
FAMILY CHILDCARE PROVIDER AND PARENT RELATIONS****1 Hrs. Lec**

A study of appropriate provider and parent communication techniques and strategies. Includes problem solving, decision making, conflict resolution, methods for increasing parent involvement and participation in child's care and education. (Nontransferable, AA/AS degree only) (Formerly CFCS 251 and ECE 36)

**CFCS 052 (1 UNIT)  
FAMILY CHILDCARE LICENSING AND RESOURCES****1 Hrs. Lec**

A study of California Child Care requirements, funding possibilities and community resources. (Nontransferable, AA/AS degree only) (Formerly CFCS 252 and ECE 37)

**CFCS 070 (.5 UNITS)  
FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN****.5 Hrs. Lec**

Prerequisite: Successful completion of CFCS 102 (Formerly ECE 31B/HT 17.)

First Aid/CPR Module B refresher: American Red Cross or American Heart Association certification update in infant and child CPR and First Aid. (Nontransferable, nondegree applicable) (Formerly CFCS 270 and ECE 31B-R)

**CFCS 100 (2 UNITS)  
INTRODUCTION TO EARLY CHILDHOOD****2 Hrs. Lec**

This course provides an overview into the field of early childhood. It will create a framework for child development, early childhood studies and professional development. This course includes a survey of career options, history, philosophies, appropriate practices with young children, and identification of quality child development programs. (CSU)

**CFCS 101 (2 UNITS)  
HEALTH, SAFETY AND NUTRITION FOR TEACHERS OF YOUNG CHILDREN****2 Hrs. Lec**

Health and safety needs for young children in group care. County and state mandates for health and safety. Basic nutrition for children including nutritional needs and food service in group care. (CSU) (Formerly ECE 31A)

**CFCS 102 (1 UNIT)  
FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN****1 Hrs. Lec**

First Aid, CPR Module B: American Red Cross or American Heart Association certification in infant, child and adult CPR and First Aid. (CSU) (Formerly ECE 31B/HT 17)

**CFCS 104 (3 UNITS)  
EARLY CHILDHOOD SOCIALIZATION: CHILDREN, FAMILY AND COMMUNITY****3 Hrs. Lec**

Study of the child in the family and community in relation to social, cultural, economic, ethnic, and geographical influences on his/her growth and development. Community resources as they relate to the education, health, welfare, recreational and other activities of the child. (CSU) (Formerly ECE 21)

**CFCS 106 (3 UNITS)  
DEVELOPMENTAL PSYCHOLOGY OF CHILDREN****3 Hrs. Lec**

A study of the developmental stages of children from conception through adolescence including the principle theories of development and their application. (Same as PSY 106/Formerly PSYCH 20) (CSU) (UC credit limited. See a counselor.) (Formerly ECE 20)

**CFCS 108 (3 UNITS)  
ADVANCED DEVELOPMENTAL PSYCHOLOGY AND OBSERVATION****3 Hrs. Lec**

Advanced study of the principle theories of developmental psychology, including the study of assessment and observation as tools for understanding behavior and development. (CSU) (Formerly ECE 22)

**CFCS 110 (3 UNITS)**  
**EARLY CHILDHOOD CURRICULUM I**  
**3 Hrs. Lec**

A study of preschool curriculum and its application in the preschool environment. Students will learn to develop and write curriculum plans which incorporate developmental goals. Implementation of lesson plans at local preschools is required. (CSU) (Formerly ECE 23)

**CFCS 112 (2 UNITS)**  
**LANGUAGE AND LITERATURE FOR EARLY CHILDHOOD**  
**2 Hrs. Lec**

Development of language and communication skills in the first five years of life. Creating a language arts curriculum for toddlers and preschoolers with an emphasis on oral communication using storytelling, puppets, and dramatic play. Analysis of stories and literature for their value to the young child. (CSU) (Formerly ECE 24A)

**CFCS 114 (2 UNITS)**  
**ART FOR YOUNG CHILDREN**  
**2 Hrs. Lec**

Developing aesthetic and perceptual awareness in the toddler and preschool child through exploration of various process-oriented art media, activities, and experiences. Emphasis is placed on the development of age appropriate art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. (CSU) (Formerly ECE 24B)

**CFCS 116 (2 UNITS)**  
**SCIENCE AND MATH FOR EARLY CHILDHOOD**  
**2 Hrs. Lec**

Developing a science curriculum aimed at introducing the young child to physical science, simple chemistry and biological science concepts. Developing a math curriculum introducing number and math concepts. Emphasis is placed on developing an age appropriate science and math curriculum and planning a science environment that is meaningful and exciting for the young child. (CSU) (Formerly ECE 24C)

**CFCS 118 (2 UNITS)**  
**MUSIC AND MOVEMENT FOR EARLY CHILDHOOD**  
**2 Hrs. Lec**

Music, rhythm and body movement experiences for young children. Development of teacher skills with simple music instruments and familiarity with resource materials for program planning and exploration of motor skills and movement concepts. (CSU) (Formerly ECE 24D)

**CFCS 200 (3 UNITS)**  
**FIELD EXPERIENCE**  
**1.5 Hrs. Lec 10 Hr. Lab**

Prerequisites: CFCS 100, CFCS 104, CFCS 106/PSY 106, CFCS 108, CFCS 110 and 4 or 5 units from the following CFCS 112, CFCS 114, CFCS 116, CFCS 118 or CFCS 262.

Supervised field work in an early childhood program under the direction of a Master Teacher and college supervisor. The students will learn to assess, develop and implement curriculum and appropriate practices for young children in a supervised setting. (CSU) (Formerly ECE 25)

**CFCS 210 (3 UNITS)**  
**ADMINISTRATION AND SUPERVISION IN EARLY CHILDHOOD EDUCATION**  
**3 Hrs. Lec**

Prerequisites: CFCS 200 and its prerequisites. This course incorporates basic management principles for preschools including curriculum development and implementation, personnel management, facility maintenance, budgeting, parent involvement, community relations, program evaluation and professional ethics. (CSU) (Formerly ECE 28)

**CFCS 211 (3 UNITS)**  
**ADVANCED MANAGEMENT FUNCTIONS FOR THE OPERATION OF AN EARLY CHILDHOOD CENTER**  
**2 Hrs. Lec 3 Hr. Lab**

Prerequisites: CFCS 210. This course is designed for those who plan to be directors in any child care center, both public and private, in the state of California. Principles and practices of program planning, budgeting and personnel administration for agencies servicing children and families. (CSU) (Formerly ECE 33)

**CFCS 212 (3 UNITS)**  
**ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS**  
**3 Hrs. Lec**

A study of the methods and principles of adult supervision in an early childhood setting from a development perspective. Topics covered include competence in personnel management, effective interpersonal communication, how adults learn, team building. (CSU) (Formerly ECE 34)

**CFCS 220 (3 UNITS)**  
**INFANT TODDLER DEVELOPMENT**  
**3 Hrs. Lec**

This course will cover the fundamental principles of prenatal and infant development from conception to age two as determined by heredity, society and human interaction. Prenatal development and the birth process are emphasized. Observations will be done on a neonate, infant and toddler. (CSU) (Formerly ECE 29)

**CFCS 221 (3 UNITS)**  
**INFANT TODDLER CURRICULUM**  
**3 Hrs. Lec**

This course will prepare students to develop and implement an infant and/or toddler curriculum including the design of a developmentally appropriate learning environment. It will examine the methods currently in practice and study teacher competencies necessary for working with infants/toddlers. Students must put in 5 Hrs. Lab TBA for the semester. (CSU) (Formerly ECE 30)

**CFCS 230 (3 UNITS)**  
**SCHOOL-AGE CHILD DEVELOPMENT**  
**3 Hrs. Lec**

A study of the developmental characteristics of the School-Age child from ages five to twelve, covering physical, cognitive, social and personality development. Developmental theories will be discussed, and the influences on the basic process will be explored. This course provides preparation for employment in child development programs, and public and private School-Age programs. (CSU) (Formerly ECE 49)

**CFCS 231 (3 UNITS)**  
**SCHOOL-AGE CURRICULUM**  
**3 Hrs. Lec**

This course instructs students in designing a school-age program that meets the needs of children based on current theory and research. Emphasis will be on creating developmentally appropriate environments, curriculum planning, behavior management, health, safety and nutrition. (This course provides preparation for employment in child development programs, and public and private School-Age programs. (CSU) (Formerly ECE 50)

**CFCS 240 (3 UNITS)**  
**UNDERSTANDING EXCEPTIONAL STUDENTS**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: CFCS 106/PSY 106 or PSYCH 101. A psychoeducational approach to the study of exceptional students including physical, mental, emotional, sensory, speech, and learning disabilities. Designed for parents, as well as for teachers and para-professionals working with exceptional children. Surveys of the entire exceptional spectrum from gifted to retarded through observation, participation and lecture. Students will learn how to develop teaching strategies for all the exceptions. (Same as DSPS 240/Formerly DSPS 1) (CSU) (Formerly ECE 27)

**CFCS 260 (3 UNITS)**  
**PRINCIPLES OF PARENTING**  
**3 Hrs. Lec**

This course is a study of the developmental tasks of parenting. It includes family dynamics, parenting skills, adjustment to new roles and family structures, values clarification and family communication. It is designed for parents, prospective parents and child care providers. (CSU) (Formerly ECE 26)

**CFCS 262 (3 UNITS)**  
**MULTILINGUAL AND MULTICULTURAL CURRICULUM FOR YOUNG CHILDREN**  
**3 Hrs. Lec**

General introduction to life styles, values, and socioeconomic conditions of children from multilingual and multicultural families with special emphasis on ways in which these factors affect the teaching and learning process. Students are introduced to strategies, materials and resources designed to help them enhance the multilingual and multicultural experience of the children. (CSU) (Formerly ECE 32)

## COMMUNICATIONS

**COMM 120 (3 UNITS)**  
**INTRODUCTION VIDEO AND TV PRODUCTION**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: ENGL 100 (Formerly ENGL 2B). The course provides entry-level training in the creation of television programming. Instruction covers programming, speaking skills, script writing, and critical thinking. Use of camcorder, editing equipment, and software. (CSU)

**COMM 122 (3 UNITS)**  
**INTERMEDIATE VIDEO AND TV PRODUCTION**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: Completion of COMM 120, ENGL 089 (Formerly ENGL 12B), and ENGL 100 (Formerly ENGL 2B) with a grade of "C" or better. This course provides an advanced study in developing scripts, producing videos and post-production techniques. (CSU)

## COMPUTER INFORMATION SYSTEMS

**CIS 050 (1 UNIT)**  
**ONLINE LEARNING-AN ORIENTATION**  
**.5 Hrs. Lec 1.5 Hr. Lab**

Computer Information Systems 050, presents the basics of taking a course through the Internet. It is designed to acquaint students with the skills required for success in an online course. Students will learn to navigate in an online environment, to communicate electronically with the instructor and other students, to submit course assignments and take tests, and to perform other related skills. Hardware and software needs are addressed as well as characteristics of successful online learners. Students must have access to a computer that is connected to the Internet and must have an e-mail account. (Nontransferable, AA/AS degree only)

**CIS 100 (1 UNIT)**  
**COMPUTER LITERACY**  
**1 Hrs. Lec**

A course designed for students with little or no experience with computers. The course includes a review of computer terminology, system components, and software applications typically used on a microcomputer system. In a hands-on environment, the student will learn basic operating system and user interface commands, basic features in a word processing program, and basic concepts for use of Internet resources. (CSU) (Formerly CIS 23)

**CIS 101 (3 UNITS)**  
**INTRODUCTION TO INFORMATION SYSTEMS**  
**3 Hrs. Lec**

An introductory course designed to teach the basic understanding of computer information systems, survey computer hardware and software, and give the student hands-on experience on common business applications. (CSU, UC) (Formerly CIS 1)

**CIS 102 (1 UNIT)**  
**COMPUTER APPLICATIONS LABORATORY**  
**2 Hr. Lab**

Recommended Preparation: Concurrent enrollment in a course requiring computer support. A hands-on lab class which supports those courses requiring computer completed assignments. The student may be involved using word processing, programming, integrated software programs or decision support applications. Maximum credit three units. (CSU) (Formerly CIS 21AC)

**CIS 104 (3 UNITS)**  
**INTRODUCTION TO TELECOMMUNICATIONS**  
**3 Hrs. Lec**

Recommended Preparation: CIS 101 (Formerly CIS 1). An introduction to the concepts of telecommunications, data communications and networks. This course gives an overview of connectivity options for local and wide area networks including the Internet, common network protocols and the OSI model. Students learn how to access and utilize networked resources such as file servers, remote printers, e-mail, the Internet and networked applications. (CSU) (Formerly CIS 3)

**CIS 106 (3 UNITS)**  
**PC MAINTENANCE, REPAIR AND UPGRADING**  
**2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: CIS 101 (Formerly CIS 1).  
A practical course in installing and upgrading common PC hardware, software and peripherals. The student learns computer troubleshooting and repair techniques, other topics include electrical principles, safety and customer relation skills. (CSU) (Formerly CIS 8)

**CIS 108 (3 UNITS)**  
**COMPUTER ACCOUNTING**  
**2 Hrs. Lec 2 Hr. Lab**

Prerequisite: BUS 210 (Formerly BUS 1A) or BUS 010.  
Recommended Preparation: CIS 101 (Formerly CIS 1).  
A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students which will help them to gain computer skills. (CSU) (Formerly CIS 22)

**CIS 110 (1 UNIT)**  
**WINDOWS OPERATING SYSTEM**  
**1 Hrs. Lec**

Designed to familiarize computer users with the Windows operating system environment that controls the computer. This course covers commands and menus used by Windows to do proper file management, customize the desktop interface, and use the Windows accessories. (CSU) (Formerly CIS 26)

**CIS 120 (1 UNIT)**  
**MICROSOFT WORD**  
**1 Hrs. Lec**

Hands-on practice with the Microsoft Word word processing software using a windows environment. The course is designed for beginners and will focus on document creation including multipage documents; basic editing and text enhancement; line and page formatting; cut, copy, and paste, spell check and thesaurus. (CSU) (Formerly CIS 32A)

**CIS 121 (1 UNIT)**  
**MICROSOFT WORD**  
**1 Hrs. Lec**

Recommended Preparation: CIS 120 (Formerly CIS 32A) or CIS 101 (Formerly CIS 1).  
Hands on practice with the Microsoft Word word processing software using a windows environment. The course is a continuation of CIS 120, Microsoft Word, and will focus on editing and formatting features including multiple windows and documents, managing files, tables, columns, merge, labels, sort, and graphics. (CSU) (Formerly CIS 32B)

**CIS 124 (1 UNIT)**  
**EXCEL**  
**1 Hrs. Lec**

A beginning course in the creation and use of spreadsheet applications including templates, spreadsheets, and beginning graphic presentation. (CSU) (Formerly CIS 37A)

**CIS 125 (1 UNIT)**  
**EXCEL**  
**1 Hrs. Lec**

A sequence to the CIS 124 (Formerly CIS 37A) course. The course develops expertise in worksheet applications, teaches use of graphic presentations, develops data base use and includes macros. (CSU) (Formerly CIS 37B)

**CIS 128 (1 UNIT)**  
**ACCESS**  
**1 Hrs. Lec**

A course designed to present the basic data base concepts. The student will become acquainted with a windows based business database application and its implementation. (CSU) (Formerly CIS 41A)

**CIS 130 (1 UNIT)**  
**POWERPOINT**  
**1 Hrs. Lec**

A beginning course in PowerPoint including text formatting, slides, charts, slide shows, embedded and linked objects and hyperlinks. (CSU) (Formerly CIS 34)

**CIS 132 (1 UNIT)**  
**FRONTPAGE**  
**1 Hrs. Lec**

A beginning course in WebPage design including using lists, hyperlinks, pictures, tables, frames, shared borders, themes, maintenance, and publishing. (CSU) (Formerly CIS 42)

**CIS 200 (3 UNITS)**  
**PROGRAMMING IN BASIC**  
**3 Hrs. Lec**

Recommended Preparation: CIS 101 (Formerly CIS 1).  
A practical course covering the fundamentals of BASIC programming language as adapted to a variety of different applications. (CSU, UC) (Formerly CIS 12)

**CIS 202 (3 UNITS)**  
**PROGRAMMING IN VISUAL BASIC**  
**3 Hrs. Lec**

Recommended Preparation: CIS 101 (Formerly CIS 1).  
This course introduces event driven computer programming using the Visual Basic Programming language. Topics include building an interface with objects, modular design, programming structures, working with files, and other related topics. (CSU, UC) (Formerly CIS 13)

**CIS 204 (3 UNITS)**  
**PROGRAMMING IN C**  
**3 Hrs. Lec**

Recommended Preparation: Knowledge of a computer programming language.  
A course in programming using C. Syntax of the language will be emphasized; and operating systems, comparative programming languages, data structures, graphics, numerical analysis, programming methodology, and scientific and business applications will also be covered. (CSU, UC) (Formerly CIS 15)

**CIS 206 (3 UNITS)**  
**PROGRAMMING IN COBOL**  
**3 Hrs. Lec**

Recommended Preparation: CIS 101 (Formerly CIS 1).  
A beginning course in programming in COBOL to prepare programmers and students of closely related occupations for employment in business and industry. The course covers program design and logic, program development, and provides hands-on experience in realistic business application programming. (CSU, UC) (Formerly CIS 10)

**CIS 208 (3 UNITS)**  
**PROGRAMMING IN JAVA**  
**3 Hrs. Lec**

Recommended Preparation: CIS 101 (Formerly CIS 1) and knowledge of a computer programming language.

A course in programming using JAVA. Syntax of the language will be emphasized. Operating systems, comparative programming languages data, structures, graphics, numerical analysis; programming methodology, and specific and business applications will also be covered. (CSU, UC) (Formerly CIS 16)

## **CORRECTIONAL SCIENCE**

**CSI 100 (3 UNITS)**  
**INTRODUCTION TO CORRECTIONS**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

A study and survey of the history, philosophy and trends of adult and juvenile corrections processes. The relationship between corrections and other components of the judicial system will be examined. (CSU) (Formerly CSI 21)

**CSI 102 (3 UNITS)**  
**CONCEPTS OF CRIMINAL LAW**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

The course covers the historical development of law and constitutional provisions; definitions and the classification of crime and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force are presented. Crimes against persons, property, government and organized crime are discussed. (Same as AJ 102/Formerly AJ 23) (CSU, UC) (Formerly CSI 23)

**CSI 104 (3 UNITS)**  
**CONCEPTS OF PROBATION AND PAROLE**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

A survey of the historical development of probation and parole from early court procedures through modern practices with an emphasis on the operation of probation and parole agencies in California including such topics as probation and parole laws and procedures. (CSU) (Formerly CSI 31)

**CSI 106 (3 UNITS)**  
**CORRECTIONAL INTERVIEWING AND COUNSELING**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science Field. (CSU) (Formerly CSI 24)

**CSI 108 (3 UNITS)**  
**CONTROL AND SUPERVISION OF INMATES**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

An overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Introduces inmate subculture, violence and effects of crowding on inmates and staff, addresses coping techniques for correctional officers in a hostile prison environment while discussing causes and effects of abusive tactics. (CSU) (Formerly CSI 25)

**CSI 120 (3 UNITS)**  
**REPORT WRITING**  
**3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

Introductory report writing class designed for both Administration of Justice and Correctional Science students. The course will provide instruction in gathering, organizing and preparing various reports. Students will practice interviewing, note taking and report writing techniques for communicating facts, information and ideas effectively in a simple, clear and objective manner, for use in the criminal justice system. (Same as AJ 120/Formerly AJ 39) (CSU) (Formerly CSI 22)

## **DISABLED STUDENT PROGRAMS AND SERVICES**

**DSPS 010 (1 UNIT)**  
**PERSONAL AND SOCIAL ADJUSTMENTS FOR THE  
PHYSICALLY LIMITED**

**1 Hrs. Lec**

This course is designed to help the disabled students who have difficulty in adjusting to the educational complexities encountered in college level classes because of deficiencies in their educational backgrounds. Maximum credit sixteen units. (Nontransferable, nondegree applicable) (Formerly DSPS 6AD)

**DSPS 012 (1 UNIT)**  
**ACADEMIC SUPPORT SERVICES**  
**2 Hr. Lab**

This course is designed to provide academic support services to the disabled students who are taking classes in the areas of natural science and math; behavioral and social sciences; humanities, fine arts and foreign language; English and speech; and vocational-occupational programs. In addition, the course is designed to assist students in developing their basic skills. Maximum credit sixteen units. (Nontransferable, nondegree applicable) (Formerly DSPS 7AD)

**DSPS 014 (1 UNIT)**  
**COUNSELING AND GUIDANCE SUPPORT SERVICES**  
**1 Hr. Lab**

This course is designed to provide counseling and guidance support services to disabled students by means of diagnostic testing, assistance with vocational education classes, assessment of individualized progress, and personal, academic, and vocational counseling. Students are transitioned into college through assistance with registration, financial aid, career planning, and ultimately into employment and/or baccalaureate programs. Maximum credit sixteen units. (Nontransferable, nondegree applicable) (Formerly DSPS 8AD)

**DSPS 016 (2 UNITS)**  
**LIVING WITH A HEARING LOSS**  
**2 Hrs. Lec**

A course designed to help reduce the communication barriers often present when a person has a hearing loss. The nature of each loss, the use of hearing aids, factors influencing lip reading ability, and problems arising from living with a hearing loss will be discussed. The course is designed specially for the mature person who has an acquired hearing loss. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly DSPS 4AB)

**DSPS 020 (3 UNITS)**  
**MATH FOR STUDENTS WITH LEARNING DIFFERENCES**  
**3 Hrs. Lec**

This course will teach adults with Learning Differences to understand the number system used in the United States and to solve problems involving addition and subtraction of whole numbers. Emphasis will be placed on reading and writing whole numbers of all amounts, writing words for whole numbers, demonstrating an understanding of place value, and using addition and subtraction of whole numbers to solve simple, everyday-type problems. (Nontransferable, nondegree applicable) (Formerly DSPS 50A)

**DSPS 022 (3 UNITS)**  
**MATH FOR STUDENTS WITH LEARNING DIFFERENCES**  
**3 Hrs. Lec**

Recommended Preparation: DSPS 020 (Formerly DSPS 50A). This course will teach adults with Learning Differences to solve problems involving multiplication of whole numbers and division of whole numbers. (Nontransferable, nondegree applicable) (Formerly DSPS 50B)

**DSPS 024 (3 UNITS)**  
**MATH FOR STUDENTS WITH LEARNING DIFFERENCES**  
**3 Hrs. Lec**

Recommended Preparation: DSPS 50B (Formerly DSPS 50B). This course will teach adults with Learning Differences to solve problems involving addition, subtraction, multiplication, and division of fractions. (Nontransferable, nondegree applicable) (Formerly DSPS 50C)

**DSPS 026 (3 UNITS)**  
**MATH FOR STUDENTS WITH LEARNING DIFFERENCES**  
**3 Hrs. Lec**

Recommended Preparation: DSPS 024 (Formerly DSPS 50C). This course will teach adults with Learning Differences to solve problems involving decimals and percents. (Nontransferable, nondegree applicable) (Formerly DSPS 50D)

**DSPS 030 (4 UNITS)**  
**READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES**  
**4 Hrs. Lec 1 Hr. Lab**

Prerequisite: Need for basic instruction based on placement tests and individual interview.

This course will teach adults with learning differences to read and to spell phonetically regular words in the context of written sentences with an emphasis on one- and two-syllable words having only short vowels, 40 sight words and the spelling rule dealing with doubling the final consonant in one-syllable words. (Nontransferable, nondegree applicable) (Formerly DSPS 15A)

**DSPS 032 (4 UNITS)**  
**READING AND SPELLING FOR STUDENTS WITH LEARN DIFFERENCES**  
**4 Hrs. Lec 1 Hr. Lab**

This course is a continuation of DSPS 030 (Formerly DSPS 15A) with an emphasis on one-syllable words with a silent final e, words with diagraphs, 50 sight words, two-syllable words with short vowels and vowel-consonant-e syllables, and two-syllable words with the first syllable open and the second syllable having a short vowel or vowel-consonant-e. (Nontransferable, nondegree applicable) (Formerly DSPS 15B)

**DSPS 034 (4 UNITS)**  
**READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES**  
**4 Hrs. Lec 1 Hr. Lab**

This course is a continuation of DSPS 032 (Formerly DSPS 15B) with an emphasis on various sounds of consonants, diphthongs, and various suffixes. (Nontransferable, nondegree applicable) (Formerly DSPS 15C)

**DSPS 036 (4 UNITS)**  
**READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES**  
**4 Hrs. Lec 1 Hr. Lab**

This course is a continuation of DSPS 034 (Formerly DSPS 15C) with an emphasis on contractions, silent consonants, various spellings of vowel and consonant sounds, and spelling rules dealing with adding suffixes to any word. (Nontransferable, nondegree applicable) (Formerly DSPS 15D)

**DSPS 040 (2 UNITS)**  
**TACTILE ART FOR DISABLED**  
**4 Hr. Lab**

This course is designed to enrich the aesthetic experience of the disabled. Students will explore various art media and methods. Maximum credit eight units. (Nontransferable, nondegree applicable) (Formerly DSPS 23AD)

**DSPS 042 (1 UNIT)**  
**GENERAL AND APPLIED MUSIC FOR THE VISUALLY HANDICAPPED**  
**2 Hr. Lab**

A course to provide experience with general music in terms of listening skills, elements, basic structure and style. Application of skills involving sensitivity to rhythm, pitch, sound and structure of music with individual and group participation in singing and in rhythmic accompaniment. Course designed for the visually handicapped. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly DSPS 24AD)



**DSPS 044 (2 UNITS)****CURRENT ISSUES****2 Hrs. Lec**

This course develops a set of skills that will improve the ability to comprehend, analyze and apply conversational techniques to current issues. Maximum credit eight units. (Nontransferable, nondegree applicable) (Formerly DSPS 27AD)

**DSPS 050 (2 UNITS)****ADAPTED KEYBOARDING****2 Hr. Lab**

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center.

This course is designed to teach keyboarding basics to disabled students who must use adaptive learning technologies for successful access to computer hardware and software used for other mainstream basic skills support courses. (Nontransferable, nondegree applicable) (Formerly DSPS 36)

**DSPS 052 (.5 UNITS)****COMPUTER ACCESS EVALUATION****1 Hr. Lab**

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center.

This course is designed to help students with a disability or multiple disabilities, to understand their computer usage capabilities and to determine, through an instructor evaluation, the appropriate hardware and software. (Nontransferable, nondegree applicable) (Formerly DSPS 35)

**DSPS 054 (2 UNITS)****COMPUTER ACCESS I****2 Hr. Lab**

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. DSPS 036 is required if a student does not have adequate typing skills.

Designed for students with visual, physical, language impairment, learning disabilities or deafness. This course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use PC's which are used for other basic skills support courses. (Nontransferable, nondegree applicable) (Formerly DSPS 37)

**DSPS 056 (2 UNITS)****COMPUTER ACCESS II****1 Hrs. Lec 2 Hr. Lab**

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center.

This course is designed for disabled students who have successfully completed Computer Access I (DSPS 054). Students will enhance their computer access skills through the completion of assignments and/or projects. This will allow them to use PC's in other basic skills support courses. (Nontransferable, nondegree applicable) (Formerly DSPS 38)

**DSPS 058 (3 UNITS)****COMPUTER ACCESS PROJECTS****4 Hr. Lab**

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. Instructor permission is required.

The course is designed for students with a disability who require access to specialized adaptive technologies in order to complete assignments for other classes in which they are concurrently enrolled. (Nontransferable, nondegree applicable) (Formerly DSPS 39)

**DSPS 110 (3 UNITS)****INTRO TO AUDIOLOGY****3 Hrs. Lec 1 Hr. Lab**

This course includes an introduction to the science of hearing, fundamentals of acoustics as they apply to audiometric testing, basic anatomy and physiology of the hearing mechanism, pathologies causing impaired hearing, interrelationship of hearing to speech and language development, and familiarization with audio logic assessment and clinical procedures. (CSU) (Formerly DSPS 33)

**DSPS 112 (3 UNITS)****AUDIOMETRY AND HEARING CONVERSATION****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: DSPS 110 (Formerly DSPS 33).

This course includes identification audiometry, preschool hearing screening, industrial audiometry, and the role of the audiometrist, nurse-audiometrist and speech-hearing therapist in the total conservation of hearing program. (CSU) (Formerly DSPS 34)

**DSPS 120 (3 UNITS)****INTRODUCTION TO RESIDENTIAL SERVICES SPECIALIST****3 Hrs. Lec**

An investigation of the characteristics of the developmentally disabled population. Basic philosophical and legal issues, history of treatment, current approaches, and state licensing requirements and regulations will be covered. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only) (Formerly DSPS 40)

**DSPS 122 (3 UNITS)****TECHNIQUES FOR RESIDENTIAL SERVICES SPECIALIST****3 Hrs. Lec**

Application of theories to practical skills and knowledge needed by persons involved in residential care for the developmentally disabled. Includes behavior management techniques, health and developmental needs, program planning and implementation and techniques for developing social adaptation and other life skills. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only) (Formerly DSPS 41)

**DSPS 240 (3 UNITS)****UNDERSTANDING EXCEPTIONAL STUDENTS****2 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: CFCS 106/PSY 106 (Formerly ECE 20/PSYCH 20) or PSY 101 (Formerly PSYCH 1A).

A psychoeducational approach to the study of exceptional students including physical, mental, emotional, sensory, speech, and learning disabilities. Designed for parents, as well as for teachers and paraprofessionals working with exceptional students. Surveys the entire exceptional spectrum through observation, participation and lecture. Students will learn how to develop teaching strategies for all the exceptions. (Same as CFCS 240/Formerly ECE 27) (CSU) (Formerly DSPS 1)

**DSPS 242 (2 UNITS)**  
**PRACTICUM EXPERIENCE TO WORK WITH THE  
 DISABLED PERSON**

**1 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: DSPS 240 (Formerly DSPS 1) and PSY 101 (Formerly PSYCH 1A).

A course designed to extend the experience of Rehabilitation Technician majors who wish to explore a specific area of contact with disabled individuals. Experience may be gained on the college campus or in the field with deaf, blind, or orthopedically handicapped individuals. Maximum credit four units. (CSU) (Formerly DSPS 2AB)

**DSPS 250 (3 UNITS)**  
**WORKING WITH AUTISTIC CHILDREN**

**3 Hrs. Lec**

This course is designed to instruct direct care workers about autism, and introduce students to various treatment methods used with children who have autism. Students will learn what autism is, treatment methods used with these students and how to integrate children with autism into a setting with typically developing children. (CSU) (Formerly DSPS 5)

## ECONOMICS

**ECON 101 (3 UNITS)**  
**INTRODUCTION TO MICRO ECONOMICS**

**3 Hrs. Lec**

An introduction to economic concepts and the principles of economic analysis. Emphasis on economic institutions, issues of public policy, and microanalysis in the direction of production and the allocation of resources through the price-system. (CSU, UC) (CAN ECON 4) (Formerly ECON 2)

**ECON 102 (3 UNITS)**  
**INTRODUCTION TO MACRO ECONOMICS**

**3 Hrs. Lec**

An introduction to economic concepts and the principles of economic analysis. Emphasis on economic institutions, issues of public policy, and macroanalysis in gross domestic product, money and banking, international business, and economic stabilization. (CSU, UC) (CAN ECON 2) (Formerly ECON 1)

## ELECTRONICS

**ELTR 120 (4 UNITS)**  
**ELECTRONIC DEVICES**

**3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: MATH 080 (Formerly MATH X).

An introduction to the study of electricity and electronics. Basic theories of the physical phenomena involved in circuitry-related devices and measurement instruments. (CSU) (Formerly ELTRN 1A)

**ELTR 140 (4 UNITS)**  
**ELECTRONIC CIRCUITS AND SEMICONDUCTORS**

**3 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: ELTR 120 (Formerly ELTRN 1A).

A continuation of ELTRN 120. Topics will include: semiconductor devices, amplifiers, and solid state components. (CSU) (Formerly ELTRN 1B)

**ELTR 220 (3 UNITS)**  
**DIGITAL INSTRUMENTATION MEASUREMENTS**

**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: ELTR 140 (Formerly ELTRN 1B).

Advanced concepts in electronics. Topics will include: additional devices included in circuits, instrumentation, various system designs, successive "generations." (CSU) (Formerly ELTRN 2A)

**ELTR 240 (3 UNITS)**  
**DIGITAL LOGIC CIRCUITS**

**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: ELTR 220 (Formerly ELTRN 2A).

A continuation of ELTR 220. The advanced study of applied digital electronic systems such as those found in computing, audiovisual, and other electromechanical equipment. (CSU) (Formerly ELTRN 2B)

## EMERGENCY MEDICAL TECHNICIAN PARAMEDIC

**EMTP 200 (8 UNITS)**  
**EMT - PARAMEDIC DIDACTIC 1**

**7 Hrs. Lec 2.2 Hr. Lab**

Prerequisites: Current certification as an EMT I, EMT II or certification within previous 12 months or current RN license. High school graduate or successful completion of GED. One year field experience as an EMT I or 1 year as ER RN. Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Pass, by pre-established score on English and math proficiency exam. Current CPR certification. Pass EMT proficiency with score of 80% or better.

This course is the first phase of training to instruct professional public safety personnel in the skill of the administration of pre-hospital advanced life support. The course will teach the student roles and responsibilities, the EMS system, medical-legalities, EMS communication, rescue techniques, hazardous materials management, mass casualty and stress of the EMS provider.

This course will cover medical terminology, patient assessment, airway and ventilation, shock, pathophysiology, signs/systems, paramedic treatments including skills available to the paramedic. Obstetrical/Gynecological emergencies will be included. Behavioral emergencies and how the ALS provider can deal with them are included. The course is an intensive one, requiring the student's total dedication for successful completion of the course. The student must realize that more than usual study and TBA requirements must be met throughout the program. (CSU) (Formerly EMT-P D1)

**EMTP 210 (8 UNITS)**  
**EMT - PARAMEDIC DIDACTIC 2**

**7 Hrs. Lec 2.2 Hr. Lab**

Prerequisites: Successful completion of EMTP 200 (Formerly EMT D1). Successful completion of all other requirements for entrance into the paramedic program. Approval of IVC's EMS Training Coordinator and IVC's EMS Training Medical Director.

This course is designed to allow progression of the paramedic student in advanced didactic and skills training, and progression towards eligibility to become certified as a paramedic in the state of California. This course will teach the student to understand all aspects of medical emergencies, including respiratory, cardiovascular, endocrine, and nervous system emergencies. Acute abdomen, genitourinary, and reproductive system emergencies, as well as, anaphylaxis, toxicology, alcoholism and drug abuse, infectious diseases, environmental injuries and geriatric emergencies will be included. Emergency care of the pediatric patient will be covered. Anatomy and physiology, pathophysiology, signs/symptoms and pre-hospital advanced life support, paramedic treatment will be included. The paramedic student must realize that more than usual study requirements must be met for successful completion of this course. (CSU) (Formerly EMT-P D2)

**EMTP 220 (3 UNITS)**  
**EMT - PARAMEDIC CLINICAL 1**  
**5.3 Hr. Lab**

Prerequisites: Successful completion of EMTP 200 (Formerly EMT-P D1) and EMTP 210 (Formerly EMT-P D2). May enter EMTP 220 up to 1 year after completion of EMTP 200 and EMTP 210 with EMS Training Coordinator and EMS Training Medical Director approval. Recommendation of the EMT Training Coordinator and EMT Training Medical Director.

This course is the first phase of the clinical training of the paramedic program. This portion of training enables the student to put all didactic and skills training together within the hospital setting. The student will be able to perform total patient assessment and care, using state and county guidelines for the paramedic. Instruction and supervised practice at the paramedic level will be performed in the critical care unit, the emergency dept., the OB unit, the newborn nursery, the pediatric unit, the lab, and the operating room. The hospital practice shall not be limited to the development of practical skills alone, but shall include knowledge and techniques regarding patient evaluations, pathophysiology of medical and surgical conditions, development of patient rapport, and care for and understanding of the patient's illness. Students must be aware of the intensity of the course that requires dedication to successfully complete this phase of clinical training. (CSU) (Formerly EMT-P C1)

**EMTP 230 (3 UNITS)**  
**EMT - PARAMEDIC CLINICAL 2**  
**4.7 Hr. Lab**

Prerequisites: Successful completion EMTP 200 (Formerly EMT-P D1), EMTP 210 (Formerly EMT-P D2) and EMTP 220 (Formerly EMT-P C1). Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT II with a minimum of one year experience. Applicant demonstrates completion of an EMT II program with training and training hours equivalent to IVC's EMT II program. Applicant completes all other paramedic training program application requirements. Applicant passes EMT II proficiency exam with 80%.

This is the 4th segment of the Emergency Medical Technician Paramedic Program. It is designed to enhance the paramedic intern's skill performance, patient assessment skills, medication administration ability, and overall administration of advanced life support treatment in the clinical hospital setting. It enables the paramedic student to put all advanced didactic and skills training together in the clinical setting. The student will be able to perform total patient assessment and care using state and county protocols, in the controlled, hospital setting. Students must be aware of the continued intensity of the course that requires dedication and motivation to complete this clinical experience. (CSU) (Formerly EMT-P C2)



**EMTP 240 (9.5 UNITS)**  
**EMT - PARAMEDIC FIELD 1**  
**15.8 Hr. Lab**

Prerequisites: Successful completion of EMTP 200 (Formerly EMT-P D1), EMTP 210 (Formerly EMT-P D2), EMTP 220 (Formerly EMT-P C1), EMTP 230 (Formerly EMT-P C2). May enter EMTP 240 up to one year after completion of EMTP 200, EMTP 210, EMTP 220 and EMTP 230. Recommendation of the EMS Training Coordinator and EMS Training Medical Director.

This course is the first phase of the field training of the paramedic program. This portion of training enables the student to put all didactic and skills training, as well as, the clinical experience, together, for benefit in the pre-hospital setting. The field internship is a period of supervised experience on an intensive care vehicle which provides the student with a progression of increasing patient care responsibilities which proceeds from observation to working as a team member. The student will be under the direct supervision and observation of a nurse with pre-hospital ALS experience or of an EMT-Paramedic approved by the EMS Authority. After progressing through record keeping and participation in actual patient care, the student shall ultimately function as the patient care leader. Students must be aware of the intensity of the course that requires dedication to successfully complete this phase of field training. In addition to scheduled field time, the student must complete 30 advanced life support contacts as defined in the California Code of Regulations, Title 22, Division 9. (CSU) (Formerly EMT-P F1)

**EMTP 250 (8 UNITS)**  
**EMT - PARAMEDIC FIELD 2**  
**13.3 Hr. Lab**

Prerequisites: Successful completion of EMTP 200 (Formerly EMT-P D1), EMTP 210 (Formerly EMT-P D2), EMTP 220 (Formerly EMT-P C1), EMTP 230 (Formerly EMT-P C2), and EMTP 240 (Formerly EMT-P F1). Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT II with a minimum of one year experience. Applicant demonstrates completion of an EMT II program with training and training hours equivalent to IVC's EMT II program. Applicant completes all other paramedic training program requirements. Applicant has approval of EMS Training Coordinator and Medical Director.

Applicant successfully completes EMT II proficiency exam. This course is the last segment for Advanced Life Support paramedic training. This course is designed to enhance the student's overall performance as an advanced life support provider in the pre-hospital setting. The student is now able to practice, in the pre-hospital environment, using all training acquired through previous segments of his/her training program. Performing under a paramedic preceptor, the student will function as a paramedic, using all assessment skills, communication skills, use of advanced life support equipment, medications and procedures. The student will learn how to incorporate all learned knowledge of advanced life support pre-hospital care to administer optimum patient care in the field. Students must be aware of the intensity of this segment. It requires dedication to successfully complete all of this field training. Students must complete a minimum of 10 advanced life support contacts as defined in the California Code of Regulations, Title 22, Division 9. (CSU) (Formerly EMT-P F2)

**EMERGENCY MEDICAL TECHNICIAN****EMT 010 (1 UNIT)****EMT TRANSITIONAL PROGRAM****1 Hrs. Lec .5 Hr. Lab**

Prerequisite: Current EMT certification.

This course provides a format for the presentation of assessment-based patient care and interventions. Recognizing the knowledge base of existing EMT's, this course provides the transitional material needed to gain a functional understanding of an assessment-based approach to patient care as well as the interventions added to the EMT scope of practice. (Nontransferable, nondegree applicable) (Formerly EMT 1T)

**EMT 105 (7.5 UNITS)****EMERGENCY MEDICAL TECHNICIAN I****7.5 Hrs. Lec**

A course designed for individuals who will come in contact with victims of illness or injury primarily in an emergency, pre-hospital environment. This course would be of value to all emergency service personnel, including ambulance personnel, law enforcement, fire services, hospital emergency department, and other rescue personnel. Topics will include roles and responsibilities, evaluation and treatment of illness and injury. Procedures for dealing with life threatening emergencies are presented. The student will be able to gain a functional understanding of assessment-based approaches to patient care as well as the interventions added to the EMT I scope of practice. Hazardous Material training and semi-automatic defibrillation training are included. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). Successful completion will result in eligibility for certification as an EMT I and EMT D. Successful completion will also result in a Training Institute (CSTI) through the Office of Emergency Services (OES). This is one of six courses required for an associate degree in Fire Technology and one of six courses toward eligibility for a Fire Fighter I certificate. (Same as FIRE 105) (CSU) (Formerly EMT 1)

**EMT 106 (.5 UNITS)****EMERGENCY MEDICAL TECHNICIAN 1 - DEFIBRILLATION****.5 Hrs. Lec**

Prerequisites: Must possess a current EMT I certification, be eligible for EMT I certification, or be currently enrolled in an EMT I course that is approved by the Imperial County Emergency Medical Services Agency. A course developed to train the EMT I in the skill of proper use of a semi-automatic defibrillator on those persons that fall victim to cardiac arrest and demonstrate a cardiac monitor pattern of ventricular fibrillation or ventricular tachycardia. This course will teach the EMT I how and when to use the semi-automatic defibrillator in any given field situation that meets the criteria set forth in California Code of Regulations and in the Imperial County Emergency Medical Services Policies and Procedures. (CSU) (Formerly EMT 1D)

**EMT 107 (2 UNITS)****EMERGENCY MEDICAL TECHNICIAN 1 - REFRESHER****2 Hrs. Lec**

Prerequisites: Current EMT I certification or have possessed an EMT I certification within the past 4 years. A course designed to fulfill the California EMT I refresher course requirements for a two year period. This course will review basic life support topics and procedures to include cardiopulmonary resuscitation training. Topics specific to Imperial County will be presented, as well as changes in policies and procedures. Updated and new materials will be included. Successful completion of this course will satisfy continuing education requirements for the EMT I and will enable the EMT I to be eligible for recertification in the state of California. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of the California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). (Same as FIRE 107/Formerly FIRE 105R) (CSU) (Formerly EMT 1R)

**ENGLISH****ENGL 050 (1 UNIT)****LANGUAGE LABORATORY****2 Hr. Lab**

English 050 is a self-paced three semester course which provides individualized interactive conversational English practice with appropriate software programs in the language laboratory. Students practice listening comprehension, vocabulary, pronunciation, and sentence development through interactive activities appropriate to their proficiency levels. This course is a recommended supplement for all levels of ESL. Maximum credit three units. (Nontransferable, nondegree applicable) (Formerly ENGL 60AC)

**ENGL 051 (1 UNIT)****INDIVIDUALIZED WRITING SKILLS****2 Hr. Lab**

Recommended Preparation: Eligibility for ENGL 093 (Formerly ENGL 4A), ENGL 084 (Formerly ENGL 14A), or higher by means of ESL, the reading test, or holistic essay placement exam.

This is a course designed to provide supplemental work for students in regular writing classes or for independent study. A certificated instructor diagnoses writing deficiencies and prescribes remediation. Individual assignments are given for improving problem areas in grammar, usage, rhetorical skills, and to eliminate non-English language interference. The course is designed to assist students in any course(s) requiring writing skills. The 36 required hours will be set by arrangement with the student and must be undertaken in the Reading/Writing Lab. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly ENGL 61AD)

**ENGL 052 (1 UNIT)****INDIVIDUALIZED READING SKILLS****2 Hr. Lab**

Recommended Preparation: Eligibility for ENGL 093 (Formerly ENGL 4A), ENGL 084 (Formerly ENGL 14A), or higher by means of ESL, the reading test, or holistic essay placement exam.

Students wishing to improve their reading skills independently may enroll in this one unit, individualized course. The lab instructor provides assignments leading to improvement in vocabulary skills, comprehension skills, and computer-assisted reading speed improvement. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly ENGL 62AD)

**ENGL 053 (1 UNIT)****LIBRARY RESOURCES AND RESEARCH PAPER****1 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A).

Use of library facilities, especially the card catalog, reference books, indexes to periodicals, and computer databases as a basis for research in any field. Techniques of preparation for a research paper with a bibliography are included. Discussion of various style guides will take place. Students may use this course to assist them in writing a research (term) paper for other courses. Helpful to an individual from the community who wishes to use the library to keep up to date on the latest developments and to compile a bibliography in an area(s) of interest. (Nontransferable, nondegree applicable) (Formerly ENGL 64)

**ENGL 059 (3 UNITS)****GRAMMAR AND USAGE REVIEW****3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A).

Review of traditional/structural grammar; review of usage rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with summary/report writing done by the student. (Nontransferable, nondegree applicable) (Formerly ENGL 59)

**ENGL 060 (3 UNITS)****PRACTICAL ENGLISH FOR THE WORKPLACE****3 Hrs. Lec**

Recommended Preparation: Appropriate ESL placement recommendation and/or completion of ENGL 093 (Formerly ENGL 4A).

Multi-level, multi-content (such as employability skills, workplace survival skills, and workplace social skills) instruction in English as a Second Language for students wanting to have careers in vocational areas, such as Automotive Technologies, Office Technologies and Early Childhood Education. The course emphasizes the vocabulary and grammar of English within the context of the workplace. Maximum credit six units. (Nontransferable, nondegree applicable) (Formerly ENGL 8AB)

**ENGL 061 (4 UNITS)****BASIC ESL/CIVICS****4 Hrs. Lec 1 Hr. Lab**

A course designed for nonnative speakers who have no knowledge of English and whose literacy in their native language is minimal. Basic English will give students the necessary literacy skills to enter ENGL 091. (Nontransferable, nondegree applicable) (Formerly ENGL 7)

**ENGL 062 (3 UNITS)****BEGINNING ORAL ENGLISH FOR ESL****3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in ENGL 091 (Formerly ENGL 6) and ENGL 072 (Formerly ENGL 26). English 062 is a grammar-based conversation in an English-only environment, for the beginning or false beginning ESL student. Listening and speaking skills will be developed through basic dialogs, modeled tasks and communicative activities.

A conversational course designed for the beginning ESL student. The course will cover the fundamentals of the English sound system. Listening and speaking will be emphasized through basic dialogs to be learned, through simple stories to be listened to, and through questions to be answered orally. (Nontransferable, nondegree applicable) (Formerly ENGL 36)

**ENGL 063 (3 UNITS)****LOW INTERMEDIATE ORAL ENGLISH FOR ESL****3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in ENGL 092 (Formerly ENGL 5), ENGL 073 (Formerly ENGL 25) and ENGL 062 (Formerly ENGL 36) or appropriate placement. ENGL 063 is a grammar-based conversation course in an English-only environment, designed for the low intermediate ESL student. Using spoken English students will create dialogs and brief summaries of various topics and readings. Emphasis is on using situationally appropriate and grammatically correct language.

A conversational course designed for the intermediate student of ESL. Students will utilize oral English by creating their own dialogs and presenting them, and by speaking on posters or other visual materials. Differences between the students' native language and English and how differences affect the students' oral English will be discussed. (Nontransferable, nondegree applicable) (Formerly ENGL 35)

**ENGL 064 (3 UNITS)****HIGH INTERMEDIATE ORAL ENGLISH FOR ESL****3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in ENGL 093 ENGL 074 (Formerly ENGL 24), ENGL 084 (Formerly ENGL 14A), ENGL 063 (Formerly ENGL 035) or appropriate placement. ENGL 064 is a grammar-based conversation class in an English-only environment, designed for the intermediate ESL student. Students will further develop listening comprehension and will increase fluency, accuracy and confidence in oral production.

An intensive course in oral American English for students who have learned English as a second language. It is intended for students who may read well and have a good grasp of grammar but who still need more practice in manipulating oral structures. (Nontransferable, nondegree applicable) (Formerly ENGL 34)

**ENGL 065 (3 UNITS)****BASIC PUBLIC SPEAKING FOR BILINGUALS****3 Hrs. Lec**

Recommended Preparation: ENGL 064 (Formerly ENGL 34), ENGL 075 (Formerly ENGL 22A), ENGL 094, ENGL 085 (Formerly ENGL 14B), ENGL 064 (Formerly ENGL 34) or appropriate placement. ENGL 065 is a grammar-based conversation class in an English-only environment, designed for the high intermediate ESL student. Students will demonstrate greater fluency, accuracy and confidence in oral production through participation in discussions and dialogs based on various readings and topics.

This course is designed to bring advanced ESL students to a near-native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate speeches, commercials, dialogs, skits, oral interpretations, debates and simulation games. (This course may be taken as a preparation, but not as a substitute for SPCH 100.) (Nontransferable, nondegree applicable) (Formerly ENGL 33)

**ENGL 066 (3 UNITS)**  
**ADVANCED PUBLIC SPEAKING FOR BILINGUALS**  
**3 Hrs. Lec**

Recommended Preparation: ENGL 065 (Formerly ENGL 33). This course is designed to bring ENGL 065 bilingual students to a near-native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate activities such as speeches, oral interpretations, interviews, reports, debates, and simulation games. Emphasis will be given to use of the library to provide appropriate material for topics of academic and community significance. Recommended for students concurrently enrolled in ENGL 098/100, and ENGL 088/089. (This course may be taken as a preparation, but not as a substitute for SPCH 100.) (Nontransferable, nondegree applicable) (Formerly ENGL 32)

**ENGL 071 (1 UNIT)**  
**SPELLING**  
**1 Hrs. Lec**

Diagnosis of specific spelling problems and prescription of remedies; investigation of the basic spelling rules. Maximum credit two units. (Nontransferable, nondegree applicable) (Formerly ENGL 63AB)

**ENGL 072 (3 UNITS)**  
**BEGINNING READING AND VOCABULARY FOR ESL I**  
**3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in ENGL 091 (Formerly ENGL 6) and ENGL 062 (Formerly ENGL 36) Designed for the beginning ESL student in an English-only environment, this course focuses on the basic elements of reading comprehension and vocabulary development, with attention to oral and written practice with vocabulary words, the parts of speech and spelling.

A beginning level of vocabulary will be offered. Some spelling techniques will be taught and vocabulary will be used both in oral and written sentences. (Nontransferable, nondegree applicable) (Formerly ENGL 26)

**ENGL 073 (3 UNITS)**  
**BEGINNING READING AND VOCABULARY FOR ESL II**  
**3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in ENGL 092 (Formerly ENGL 5), ENGL 063 (Formerly ENGL 35), ENGL 072 (Formerly ENGL 26). Designed for the low-intermediate ESL student in an English-only environment, this course focuses on reading comprehension and vocabulary development, with attention to oral and written practice with parts of speech, dictionary skills, word parts and spelling.

The intermediate ESL student will work on roots and prefixes, idioms, spelling, pronunciation, parts of speech, irregular verbs, and the learning of new words. A lot of class practice will be given in oral and written use of new words and expressions. (Nontransferable, nondegree applicable) (Formerly ENGL 25)

**ENGL 074 (3 UNITS)**  
**VOCABULARY AND PHRASAL VERBS I**  
**3 Hrs. Lec**

Recommended Preparation: ENGL 093 (Formerly ENGL 4A), ENGL 064 (Formerly ENGL 34), ENGL 084 (Formerly ENGL 14A), ENGL 075 (Formerly ENGL 25) or appropriate placement. Designed for the intermediate ESL student in an English-only environment, this course focuses on vocabulary development, with emphasis on phrasal verbs. Oral and written practice is given to parts of speech, dictionary skills, word parts and spelling.

The student will work on English-Spanish cognates, roots and prefixes, idioms, general reading vocabulary, subject matter (e.g., psychology, history), reading vocabulary, parts of speech, dictionary skills, word connotation and usage, and listening comprehension. The emphasis will be on writing and listening more than on oral work, and on independent vocabulary building as well as on group work. (Nontransferable, nondegree applicable) (Formerly ENGL 24)

**ENGL 075 (3 UNITS)**  
**VOCABULARY AND PHRASAL VERBS II**  
**3 Hrs. Lec**

Recommended Preparation: ENGL 094 (Formerly ENGL 4B), ENGL 065 (Formerly ENGL 33), ENGL 085 (Formerly ENGL 14B), ENGL 074 (Formerly ENGL 24) or appropriate placement.

Designed for the high intermediate ESL student in an English-only environment, this course focuses on phrasal verbs as well as on vocabulary development, with attention to the parts of speech. English learner's dictionary skills, context clue strategies and spelling.

A concentrated study of affixes, roots, word origins, language change, varieties of meaning, the dictionary, and vocabulary in the various subject areas. (Nontransferable, nondegree applicable) (Formerly ENGL 22AB)

**ENGL 076 (3 UNITS)**  
**VOCABULARY AND IDIOMS FOR ADVANCED ESL**  
**3 Hrs. Lec**

Recommended Preparation: ENGL 095 (Formerly ENGL 4B), ENGL 066 (Formerly ENGL 32), ENGL 075 (Formerly ENGL 22AB) or appropriate placement. Designed for the advanced ESL student in an English-only environment, this course is a vocabulary development course which focuses on American idioms in spoken and written language, with attention to dictionary skills, parts of speech, word parts and spelling.

Designed for the advanced ESL student in an English-only environment, ENGL 076 is a vocabulary development course which focuses on American idioms in spoken and written language, with attention to dictionary skills, parts of speech, word parts and spelling. (Nontransferable, nondegree applicable)

**ENGL 084 (3.5 UNITS)**  
**READING I: DEVELOPMENT FOR BILINGUALS**  
**3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or advancement in the ESL curriculum indicating readiness for the monolingual curriculum.

Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, nondegree applicable) (Formerly ENGL 14A)

**ENGL 085 (3.5 UNITS)****READING I: DEVELOPMENT FOR BILINGUALS****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 085 (Formerly ENGL 14A).

Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, nondegree applicable) (Formerly ENGL 14B)

**ENGL 086 (3.5 UNITS)****READING II: BASIC DEVELOPMENT****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 085 (Formerly ENGL 14B).

A course at the lower intermediate level, first semester, for the student needing additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, nondegree applicable) (Formerly ENGL 13A)

**ENGL 087 (3.5 UNITS)****READING II: BASIC DEVELOPMENT****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 086 (Formerly ENGL 13A).

A course at the lower intermediate level, second semester, for the student needing additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, nondegree applicable) (Formerly ENGL 13B)

**ENGL 088 (3.5 UNITS)****READING III: INTERMEDIATE DEVELOPMENT****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 087 (Formerly ENGL 13B).

A course at the upper intermediate reading level, first semester, designed to refine those skills designated in ENGL 086/087. Includes additional instruction in study skills, outlining, previewing, summarizing, and critical reading. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, nondegree applicable) (Formerly ENGL 12A)

**ENGL 089 (3.5 UNITS)****READING III: INTERMEDIATE DEVELOPMENT****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 088 (Formerly ENGL 12A).

This course aims to build reading efficiency to college level to ensure reading competency for graduation from IVC and/or successful completion of transfer level courses. Course work includes practice in whole chapter note-taking, vocabulary building, study reading, informed reading of literature, and reinforcement of critical thinking skills. Participation in instructor-assigned reading lab activities is a required part of the course. (Nontransferable, AA/AS degree only) (Formerly ENGL 12B)

**ENGL 091 (4 UNITS)****BEGINNING GRAMMAR AND COMPOSITION FOR ESL****4 Hrs. Lec 1 Hr. Lab**

Recommendation Preparation: Appropriate placement recommendation or completion of ENGL 061 (Formerly ENGL 7). Concurrent enrollment in ENGL 072 and ENGL 062 is strongly recommended. ENGL 091 is a grammar class in an English-only environment designed for the beginning or false beginning ESL student. The course will cover grammar and simple sentence writing. (Nontransferable, nondegree applicable) (Formerly ENGL 6)

**ENGL 092 (4 UNITS)****LOW INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL****4 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 091 (Formerly ENGL 6).

ENGL 092 is a grammar class in an English-only environment designed for the beginning or false beginning ESL student. The course will cover simple sentence writing. (Nontransferable, nondegree applicable) (Formerly ENGL 5)

**ENGL 093 (4 UNITS)****INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL****4 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 092 (Formerly ENGL 5). Concurrent enrollment in ENGL 064 and ENGL 074 is strongly recommended. English 093 is a grammar class in an English-only environment designed for the intermediate ESL student. This course will emphasize grammar and writing sentences and short paragraphs. (Nontransferable, nondegree applicable) (Formerly ENGL 4A)

**ENGL 094 (4 UNITS)****HIGH INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL****4 Hrs. Lec**

Recommended Preparation: ENGL 093 (Formerly ENGL 4A) with a grade of "C" or better or appropriate placement.

English 094 is a grammar course in an English-only environment designed for the high-intermediate ESL student. This course emphasizes grammar and writing sentences and paragraphs. (Nontransferable, nondegree applicable)

**ENGL 095 (3 UNITS)****THE WRITING PROCESS FOR ADVANCED ESL****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 094. Concurrent enrollment in ENGL 076 and ENGL 066 (Formerly ENGL 32) is strongly recommended.

English 095 is a writing class in an English-only environment designed for the advanced ESL student. This course is an introduction to paragraph writing and includes pre-writing and brainstorming; review of grammar, mechanics and usage; vocabulary, spelling and format protocol; journal writing; and group sharing of successful models for effective writing. (Nontransferable, nondegree applicable) (Formerly ENGL 4B)

**ENGL 096 (3 UNITS)****WRITING FUNDAMENTALS, FIRST SEMESTER****3 Hrs. Lec**

Recommended Preparation: Appropriate multiple measure placement recommendation and/or successful completion of ENGL 095 (Formerly ENGL 4B). Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for ENGL 097.

Intensive instruction in grammar and punctuation and the writing of short paragraphs. Designed for the student needing to acquire basic writing skills and to overcome language transfer interference. Follows in sequence from ENGL 095. Taught simultaneously with ENGL 097. (Nontransferable, nondegree applicable) (Formerly ENGL 3A)

**ENGL 097 (3 UNITS)****WRITING FUNDAMENTALS, SECOND SEMESTER****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or successful completion of ENGL 096 (Formerly ENGL 3A). Concurrent enrollment in an appropriate reading class is strongly recommended.

Preparation for ENGL 098. Intensive instruction in grammar and punctuation and the writing of paragraphs and a short essay. Designed for the student needing to acquire basic writing skills and to overcome language transfer interference. Follows in sequence from ENGL 096. Taught simultaneously with ENGL 096 (Formerly ENGL 3A). (Nontransferable, nondegree applicable) (Formerly ENGL 3B)

**ENGL 098 (3 UNITS)****BASIC ENGLISH COMPOSITION****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 097 (Formerly ENGL 3B). Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for ENGL 100. Provides developmental instruction approaching the college level in paragraph and short essay writing. The course follows in sequence from ENGL 097. (Nontransferable, nondegree applicable) (Formerly ENGL 2A)

**ENGL 100 (3 UNITS)****BASIC ENGLISH COMPOSITION****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 098 (Formerly ENGL 2A). Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for ENGL 101. The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 098. (CSU) (Formerly ENGL 2B)

**ENGL 101 (3 UNITS)****READING & COMPOSITION****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or completion of ENGL 100 (Formerly ENGL 2B) with a grade of "C" or higher.

The standard course in freshman English. The course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write exposition that is thoughtful and clear including the production of a well-documented research paper. (CSU, UC) (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 101 and ENGL 102) (Formerly ENGL 1A)

**ENGL 102 (3 UNITS)****INTRODUCTION TO LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better.

Introduction to the study of poetry, fiction and drama, with further practice in writing. (CSU, UC) (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 101 and ENGL 102) (Formerly ENGL 1B)

**ENGL 111 (3.5 UNITS)****READING IV: ANALYTICAL AND CRITICAL READING****3 Hrs. Lec 1 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or successful completion of ENGL 089 (Formerly ENGL 12B). Successful completion of ENGL 101 (Formerly ENGL 1A) is strongly recommended. Designed to help adequate readers become superior readers. Recommended for college transfer students who wish to develop the critical reading and thinking skills necessary for all types of college level reading. Participation in instructor-assigned reading lab activities is a required part of the course. (CSU) (Formerly ENGL 11)

**ENGL 201 (3 UNITS)****ADVANCED COMPOSITION****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better.

Emphasizes critical thinking in reading and writing beyond that achieved in ENGL 101. Written argumentation will focus on deduction and induction, an understanding of the fallacies of language and thought, the application of valid evidence, and refutation. (CSU, UC) (Formerly ENGL 50)

**ENGL 202 (1 UNIT)****ADVANCED COMPOSITION - HONORS****1 Hrs. Lec**

Recommended Preparation: ENGL 101 (Formerly ENGL 1A) with a grade of B or better. Corequisite: ENGL 201 (Formerly ENGL 50).

A roundtable seminar, this course will emphasize reasoned evaluation and "strong sense" critical thinking. Through analytical reading, writing for critical analysis and clarification of life values, and roundtable discussion, students will evaluate the ideas and values assumptions of fifteen great thinkers in relation to their own ideas and values assumptions, as well as to those of other thinkers. (CSU, UC) (Formerly ENGL 50H)

**ENGL 220 (3 UNITS)****SURVEY OF AMERICAN LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B). A study of the works of American writers from the Colonial Period through the Civil War. (CSU, UC) (Formerly ENGL 41A)

**ENGL 221 (3 UNITS)****SURVEY OF AMERICAN LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better.

Recommended Preparation: ENGL 102 (Formerly ENGL 1B). A study of the works of American writers through the Postmodern Period. (CSU, UC) (Formerly ENGL 41B)



**ENGL 222 (3 UNITS)****SURVEY OF WORLD LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B). Study of selected literature of the Greeks, Romans, the Middle Ages, and the Renaissance. Emphasis is placed on literature of western culture. (CSU, UC) (Formerly ENGL 42A)

**ENGL 223 (3 UNITS)****SURVEY OF WORLD LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B).

Study of selected literature of the Enlightenment, Romanticism, Naturalism and Realism, Symbolism and modern/contemporary schools. Emphasis on placed on a diversity of global cultures. (CSU, UC) (Formerly ENGL 42B)

**ENGL 224 (3 UNITS)****SURVEY OF ENGLISH LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B).

Close study of works of major English writers up to the end of the 18th century, with consideration of the more important aspects of English literary history. (CSU, UC) (CAN ENGL 8) (CAN ENGL SEQ B = ENGL 224 and ENGL 225) (Formerly ENGL 43A)

**ENGL 225 (3 UNITS)****SURVEY OF ENGLISH LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B).

Close study of works of major English writers of the 19th and 20th centuries, with consideration of the more salient aspects of English literary history. May be taken before ENGL 224. (CSU, UC) (CAN ENGL 10) (CAN ENGL SEQ B = ENGL 224 and ENGL 225) (Formerly ENGL 43B)

**ENGL 228 (3 UNITS)****INTRODUCTION TO THE BIBLE AS LITERATURE****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 101 (Formerly ENGL 1A).

A study of literature and history of the Bible. (CSU, UC) (Formerly ENGL 47)

**ENGL 230 (3 UNITS)****INTRODUCTION TO FILM HISTORY AND CRITICISM****2 Hrs. Lec 2 Hr. Lab**

The origin and development of movies as an entertainment industry, as a technological medium, and as an art form. Key films from different historical periods will be examined for their technological and artistic contributions to the art of film making. (CSU, UC) (Formerly ENGL 54)

**ENGL 240 (3 UNITS)****INTRODUCTION TO TECHNICAL AND REPORT WRITING****3 Hrs. Lec**

Recommended Preparation: ENGL 100 (Formerly ENGL 2B) or ENGL 101 (Formerly ENGL 1A) or permission of instructor.

Practical experience in writing various kinds of technical reports, descriptions, proposals, and evaluations. Writing assignments will be tailored to the interests of individual students. (CSU) (Formerly ENGL 55)

**ENGL 250 (3 UNITS)****CREATIVE WRITING****3 Hrs. Lec**

Prerequisite: ENGL 101 (Formerly ENGL 1A) with a grade of "C" or better. Recommended Preparation: ENGL 102 (Formerly ENGL 1B).

Study and application of the principles of literary construction, plus exercises in the writing of imaginative literature, including short story, poetry, drama, and essay. The student may elect to specialize in one of the genres in order to achieve maximum progress. Maximum credit six units. (CSU, UC) (CAN ENGL 6) (Formerly ENGL 53AB)

**ENGL 260 (3 UNITS)****THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 1A (Formerly ENGL 1A).

Study of the contributions by Mexican Americans to all genres of literature. Course to be developed through the study of the Mexican American historical backgrounds, and by contrasting and comparing the works of Mexican Americans with their familiar Anglo American counterparts, as well as with the works of familiar Mexican authors. This course will concentrate the cultural and literary heritage of the Mexican American. Conducted in English. (Same as SPAN 260/Formerly SPAN 28A) (CSU, UC) (Formerly ENGL 46A)

**ENGL 261 (3 UNITS)****THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 101 (Formerly ENGL 1A).

A continuation of ENGL 260 with emphasis on contemporary Mexican American writers. Conducted in English. ENGL 261 may be taken before ENGL 260. (Same as SPAN 261/Formerly SPAN 28B) (CSU, UC) (Formerly ENGL 46B)

**ENGL 270 (3 UNITS)****INTRODUCTION TO LINGUISTICS****3 Hrs. Lec**

Recommended Preparation: ENGL 100 (Formerly ENGL 2B) or ENGL 101 (Formerly ENGL 1A).

Introduction to the various branches of linguistics: language classification, dialectal variation, psycholinguistics, sociolinguistics, semantics. Specific work on English sounds, grammar, and dialects, including comparisons of English with Spanish. Recommended for teachers, teacher aides, students of foreign languages, and anyone interested in extending their knowledge of language. Suitable for English speaking and bilingual students. (CSU, UC) (Formerly ENGL 52)

## ENVIRONMENTAL SCIENCE

### ENVS 110 (3 UNITS) MAN AND HIS ENVIRONMENT 3 Hrs. Lec

This course is designed to provide students with an overview and understanding of the relationships between human populations and the natural environment. The class will focus on basic concepts of science and ecosystem theory, human impacts on the air, water, and land, environmental problems faced by the Imperial Valley that have regional and global consequences, and some of the proposed solutions. (Same as AG 110/Formerly AG 5) (CSU, UC) (Formerly ENV S 5)

## ENVIRONMENTAL TECHNOLOGY

### ENVT 100 (4 UNITS) INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY 4 Hrs. Lec

Recommended Preparation: ENGL 089 (Formerly ENGL 12B) and ENGL 100 (Formerly ENGL 2B).

General overview of the environmental technology area, including the history of past and current sources of pollution leading to current technologies. Management systems, source control and methodologies designed to protect the human community are presented. The regulatory framework, where to find and how to read these regulations will be addressed. Career opportunities in the areas of the handling and management of hazardous substances and worker safety will be discussed. (CSU)

### ENVT 103 (3 UNITS) HAZARDOUS WASTE GENERATION/REDUCTION/ TREATMENT 3 Hrs. Lec

The study of industrial processes and their generation of waste streams in selected industries to include: electroplating, metal finishing and printed circuit board production, oil refining, and chemical

production, geothermal, general manufacturing, commercial printing, and graphic reproduction, agriculture, construction, mining, and consumer services. The course centers on various raw materials used in industry, examining the changes that occur as they move through industrial processing and the material balance concept of inventory. The fiscal and ethical importance of waste minimization/treatment is stressed, and integrated with pollution prevention and environmentally conscious practices. (CSU)

### ENVT 105 (3 UNITS) HAZARDOUS MATERIALS MANAGEMENT APPLI- CATIONS 2 Hrs. Lec 2 Hr. Lab

Recommended Preparation: ENGL 089 (Formerly ENGL 12B) and ENGL 100 (Formerly ENGL 2B), ENVT 100 and ENVT 103.

This course examines requirements of federal, state, and local laws and regulations relating to hazardous materials disclosure. It will cover: California and Federal OSHA Hazard Communications Standards, Emergency Planning and Community Right to Know Laws, Safe Drinking Water and Toxic Enforcement Act, transportation and underground tank regulations will be addressed. Air and water quality issues will be examined with emphasis on applications of laws, regulations and procedures including identification of toxic air and water pollutants; new source review and permitting; and general planning and reporting functions. (CSU)

### ENVT 107 (3 UNITS) HAZARDOUS WASTE MANAGEMENT APPLICATIONS 2 Hrs. Lec 2 Hr. Lab

Recommended Preparation: ENVT 100 and ENVT 103.

This course will include a study of the requirements and applications of federal, state, and local laws and regulations relating to hazardous waste management. Emphasis applicable to industry including proper labeling, packaging, discarding and manifesting of hazardous wastes; storage requirements; permitting and general planning and reporting functions. It will also include a study of the requirements and applications of environmental sampling, methodology, equipment recognition and maintenance, calibration procedures, basic analytical techniques and data interpretation. Selecting and working with analytical service laboratories, development and use of sampling plans and performance of basic tests using typical field equipment will also be covered. (CSU)

### ENVT 109 (3 UNITS) HEALTH EFFECTS OF HAZARDOUS MATERIALS 3 Hrs. Lec

Recommended Preparation: ENVT 100, BIOL 100 (Formerly BIOL 3), and CHEM 200 (Formerly CHEM 1A).

This is a semester course that includes the basics of toxicology and will cover the health effects produced by exposure to chemical hazards. The course is an overview of toxicology including environmental and physiological processes, sources of exposure to toxins, and patterns of acute and chronic health effects. The second major focus will address the basic study of industrial hygiene regulations and standards, sources of information concerning harmful agents, use of personal protective equipment, exposure guidelines and limits, monitoring and control of harmful agents in the workplace and risk evaluation. Emphasis will be placed on ethical responsibilities of people handling hazardous materials and the proper safety attitude. (CSU)

### ENVT 120 (4 UNITS) HAZARDOUS MATERIALS FOR THE FIRST RESPONDER 4 Hrs. Lec

Recommended Preparation: ENVT 100 and ENVT 103.

This course covers the fundamental health and safety aspects of working with hazardous materials. It presents valid information for awareness and understanding responses to hazardous materials emergencies. Included is information regarding legal requirements, compliance with regulations, health effects, treatment, agency protocols and responsibilities, emergency procedures, and incident command functions. Anyone who may discover or respond to a Haz-Mat incident (i.e. fire, law, health, transportation, public works, private industry) must have this level of training. Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the First Responder Operational (FRO) level. (Same as FIRE 120) (CSU) (Formerly ENVT 113A)

### ENVT 121 (2 UNITS) SAFETY, EMERGENCY RESPONSE, AND SPILL CON- TROL 1 Hrs. Lec 2 Hr. Lab

Recommended Preparation: ENVT 100 and ENVT 120 (Formerly ENVT 113A).

Study of procedures for safety and emergency response to chemical spills in industrial and field setting. The focus is on various spill control schemes, containment, mitigation procedures, development and implementation of a personal protective program pursuant to OSHA standards. (CSU) (Formerly ENVT 113B)

## FIRE SCIENCE

### **FIRE 100 (3 UNITS)**

#### **FIRE PROTECTION ORGANIZATION**

**3 Hrs. Lec**

This course provides an introduction to fire protection; career opportunities in fire protection; fire loss analysis; organization and function of public and private fire protection services; fire department as a part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and an introduction to fire strategy and tactics. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

### **FIRE 101 (3 UNITS)**

#### **FIRE PREVENTION TECHNOLOGY**

**3 Hrs. Lec**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

### **FIRE 102 (3 UNITS)**

#### **FIRE PROTECTION EQUIPMENT AND SYSTEMS**

**3 Hrs. Lec**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

### **FIRE 103 (3 UNITS)**

#### **BUILDING CONSTRUCTION FOR FIRE PROTECTION**

**3 Hrs. Lec**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course is the study of the components of building that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

### **FIRE 104 (3 UNITS)**

#### **FIRE BEHAVIOR AND COMBUSTION**

**3 Hrs. Lec**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques will be covered. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

### **FIRE 105 (2 UNITS)**

#### **EMERGENCY MEDICAL TECHNICIAN I**

**2 Hrs. Lec**

A course designed for individuals who will come in contact with victims of illness or injury primarily in an emergency, pre-hospital environment. This course would be of value to all emergency service personnel, including ambulance personnel, law enforcement, fire services, hospital emergency department, and other rescue personnel. Topics will include roles and responsibilities, evaluation and treatment of illness and injury. Procedures for dealing with life threatening emergencies are presented. The student will be able to gain a functional understanding of assessment-based approaches to patient care as well as the interventions added to the EMT I scope of practice. Hazardous Material training and semi-automatic defibrillation training are included. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). Successful completion will result in eligibility for certification as an EMT I and EMT D. Successful completion will also result in a Training Institute (CSTI) through the Office of Emergency Services (OES). This is one of six courses required for an associate degree in Fire Technology and one of six courses toward eligibility for a Fire Fighter I certificate. (Same as EMT 105/Formerly EMT 1) (CSU)

### **FIRE 106 (1 UNIT)**

#### **FIRST AID/CPR - PUBLIC SAFETY FIRST RESPONDER**

**1 Hrs. Lec .3 Hr. Lab**

A course for individuals who must provide first aid and/or CPR prior to the arrival/availability of pre-hospital care personnel with advanced training and certification/licensure. This course is primarily for fire department and law enforcement personnel. It satisfies the minimum requirements for this type of personnel as outlined in the California Code of Regulations, approved by the California Emergency Medical Services Authority. Upon successful completion of this course, the participant will receive a completion certificate from IVC and a CPR course completion card through the American Heart Association. (CSU)

### **FIRE 107 (2 UNITS)**

#### **EMERGENCY MEDICAL TECHNICIAN I - REFRESHER**

**2 Hrs. Lec**

Prerequisites: Current EMT I certification or have possessed an EMT I certification within the past 4 years. A course designed to fulfill the California EMT I refresher course requirements for a two year period. This course will review basic life support topics and procedures to include cardiopulmonary resuscitation training. Topics specific to Imperial County will be presented, as well as, changes in policies and procedures. Updated and new materials will be included. Successful completion of this course will satisfy continuing education requirements for the EMT I and will enable the EMT I to be eligible for recertification in the state of California. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of the California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). (Same as EMT 107/Formerly EMT 1R) (CSU) (Formerly FIRE 105R)

**FIRE 110 (3 UNITS)****INTRODUCTION TO FIRE FIGHTER****3 Hrs. Lec**

Introduction into basic fire technology. Course will introduce fire service organization and responsibilities. Fire behavior, extinguishing theory, protection and safety will be presented. Fire equipment such as self-contained breathing apparatus, portable extinguishers, rope, knots, and hitches will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is the first of a six part program that will satisfy course requirements for California State Fire Fighter I certification. (CSU)

**FIRE 111 (2.5 UNITS)****STREAMS, NOZZLE, HOSE AND APPLIANCES****2 Hrs. Lec .5 Hr. Lab**

Prerequisite: FIRE 110. A course to continue with training in basic fire technology. Fire streams and nozzles, fire hose and appliance will be presented. Manipulative skills will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part two of a six part program that will satisfy course requirements for California State Fire Fighter I certificate requirements. (CSU)

**FIRE 112 (2.5 UNITS)****GROUND ENTRY AND RESCUE****2 Hrs. Lec .5 Hr. Lab**

Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ground ladders, forcible entry, and rescue techniques will be presented. Manipulative performance testing will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part three of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

**FIRE 113 (2 UNITS)****VENTILATION AND FIRE CONTROL****2 Hrs. Lec**

Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ventilation and fire control techniques will be presented. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part four of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

**FIRE 114 (3.5 UNITS)****FIRE FIGHTER I - ADVANCED****2.5 Hrs. Lec 1 Hr. Lab**

Prerequisite: FIRE 110. A more advanced portion of basic Fire Fighter I training. Topics to be presented include: salvage and overall, fire protection water supplies, fire protection systems, fire prevention and investigation, hazardous materials, fire alarm communications, and vehicle extrication overview. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part five of a six part program that will satisfy course requirements for California State Fire Fighter certification requirements. (CSU)

**FIRE 116 (2 UNITS)****FIRE HYDRAULICS****2 Hrs. Lec**

This course involves the study of calculations required to assure adequate water pressures and volumes at fire department operations. Besides calculation emphasis, the course will cover hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculations of hydraulic problems, the pressure of fluids, fire pump operations and design, hose line construction and capability, water supply problems, and the capabilities of a community water supply. (CSU)

**FIRE 117 (1 UNIT)****AUTO EXTRICATION****1 Hrs. Lec**

This course provides students with the information and skills necessary to operate within the procedures and systems utilized during an automobile extrication. Subjects covered include: auto extrication sizeup; types of incidents; safety precautions; ICS for auto extrication; types of hand and power tools; removing windows; opening doors; removing roofs; pulling steering wheels; moving foot pedals; raising dashboards; pulling seats; stabilization of vehicles; and simulated rescues of trapped victims. (CSU) (Formerly FIRE 88)

**FIRE 118 (.5 UNITS)****OIL FIRE CONTROL SCHOOL I****.2 Hrs. Lec .8 Hr. Lab**

This course provides students with general information, techniques and strategies in dealing with flammable liquids and gases. Students are provided with particular exercises in controlling and then in extinguishing flammable liquid and gas fires at selected burn sites under controlled supervision. Maximum credit two units. (CSU) (Formerly FIRE 95AD)

**FIRE 119 (.5 UNITS)****PIPELINE TRANSPORTATION EMERGENCIES****.5 Hr. Lab**

This course is designed to create emergency support effectiveness in preventing, controlling, and terminating accidents involving pipeline transportation. (CSU) (Formerly FIRE 96)

**FIRE 120 (3 UNITS)****HAZARDOUS MATERIALS FOR THE FIRST RESPONDER****3 Hrs. Lec**

Recommended Preparation: ENVT 100, ENVT 103.

This course covers the fundamental health and safety aspects of working with hazardous materials. It presents valid information for awareness and understanding responses to hazardous materials emergencies. Included is information regarding legal requirements, compliance with regulations, health effects, treatment, agency protocols and responsibilities, emergency procedures, and incident command functions. Anyone who may discover or respond to a Haz-Mat incident (i.e., fire, law, health, transportation, public works, private industry) must have this level of training. Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the First Responder Operational level (FRO). (Same as ENVT 120/Formerly ENVT 113A) (CSU)

**FIRE 200 (2 UNITS)**  
**DRIVER/OPERATOR-DRIVING**  
**2 Hrs. Lec**

This course is designed to meet the technical and driving requirements as established by the State Fire Marshal for fire emergency vehicles. Course will include a study of driver responsibilities, vehicle laws, emergency response procedures, apparatus and equipment inspection and maintenance procedures, maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU) (Formerly FIRE 200A)

**FIRE 201 (2 UNITS)**  
**DRIVER/OPERATOR-PUMPING**  
**2 Hrs. Lec**

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency.

This course is designed to meet the technical and practical requirements for using fire department pumpers as established by the State Fire Marshal. Includes the study of types and design of fire pumps, principles of pumping, review of applied math, hydraulic laws, methods for performing basic field hydraulics, application of mental hydraulics calculations and operations of pumps under fire ground conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU) (Formerly FIRE 200B)

**FIRE 202 (2 UNITS)**  
**FIRE INVESTIGATION 1A**  
**2 Hrs. Lec**

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency.

An introduction into fire investigation. This intense course will include principles of determining cause, recognizing and preserving evidence, interviewing witnesses and suspects, arrests and detention procedures, point of origin determination, motives of the fire setter, and report writing. Successful completion will satisfy one of the State Fire Marshal's training requirements for certification a Fire Investigator I. (CSU) (Formerly FIRE 201A)

**FIRE 203 (2 UNITS)**  
**FIRE INVESTIGATION 1B**  
**2 Hrs. Lec**

Prerequisite: FIRE 202 (Formerly FIRE 201A).

This course provides the participant with information to achieve a deeper understanding of fire investigation. The course builds on Fire Investigation 202 and adds topics of discussion including the juvenile fire setter, in-depth report writing, evidence collection and preservation procedures. Successful completion will satisfy one of the State Fire Marshal's training requirements for certificates as a Fire Investigator I. (CSU) (Formerly FIRE 201B)

**FIRE 204 (2 UNITS)**  
**FIRE MANAGEMENT I**  
**2 Hrs. Lec**

Recommended Preparation: Completion of 12 units of Fire Technology courses at the 100 level.

A course designed for the transition from Fire Fighter to Fire Officer by presenting the skills and responsibilities required of first level supervisors. This course provides an overview of supervision, management, and leadership concepts, practices and theories. (CSU) (Formerly FIRE 202)

**FIRE 205 (2 UNITS)**  
**FIRE PREVENTION 1A**  
**2 Hrs. Lec**

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency.

This course is the study of fire prevention. Course will include introduction to organization and function of fire prevention inspections, surveying and mapping procedures and recognition of fire and life hazards. Material presented will focus on code use, improvements, enforcement and fire cause, considerations of various flammable materials, properties of plastics, and portable and fixed fire prevention requirements for California State Officer Certification. (CSU) (Formerly FIRE 204A)

**FIRE 206 (2 UNITS)**  
**FIRE PREVENTION 1B**  
**2 Hrs. Lec**

Prerequisite: FIRE 205 (Formerly FIRE 204A).

This course is a continuation of the study of fire prevention. Topics include a continuation of fire and life hazards, engineering a solution of hazards, enforcing the solution, and public relations as affected by fire prevention. Other focuses include building construction, flame spread classification, fire doors, exiting standards, calculations of occupant load, smoke proof enclosures, sprinkler system design, electrical hazards, fire alarm and detection systems and devices. Successful completion of this course and FIRE 208 fulfills the fire prevention requirements for California State Officer Certification. (CSU) (Formerly FIRE 204B)

**FIRE 207 (2 UNITS)**  
**FIRE INSTRUCTOR 1A**  
**2 Hrs. Lec**

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency.

This course is designed to provide fire and other service personnel with the instructional terms and concepts associated with vocational education. It will provide a variety of methods and techniques for training their subordinates in accordance with the latest concepts in vocational education. Preparation techniques will be presented on how to select, develop, organize, and utilize instructional materials appropriate for teaching manipulative lessons. An opportunity to apply major principles of learning through teaching demonstrations will be provided. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Registered Fire Instructor. (CSU) (Formerly FIRE 210A)

**FIRE 208 (2 UNITS)**  
**FIRE INSTRUCTOR 1B**  
**2 Hrs. Lec**

Prerequisite: FIRE 207 (Formerly FIRE 210A).

This course is designed as a continuation of Fire Instructor 1A. The course will continue to present various methods and techniques for training/teaching utilizing the latest concepts in vocational education. Opportunities to apply major principles of learning through practice teaching demonstrations will be given. Material and information will be given to assist the participant to prepare for Fire Officer Certification and Fire Instructor I requirements within the state of California. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Registered Fire Instructor. (CSU) (Formerly FIRE 210B)

**FIRE 209 (2 UNITS)**  
**FIRE COMMAND 1A**  
**2 Hrs. Lec**

Prerequisite: Completion of 12 units of Fire Technology at the 100 level or current affiliation with a fire agency.

A course designed for the initial response, "first in" officer at emergency scenes. This officer may be a company officer, senior engineer, captain, lieutenant, or acting officer. This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of an emergency. The topics emphasize managerial decision-making skills required for command. The managerial concepts of this course are applicable to all types and sizes of incidents. The course emphasis is centered on structural fire fighting. This course will satisfy one of the prerequisites for Fire Command 2B presented through the State Fire Academy. (CSU) (Formerly FIRE 220A)

**FIRE 210 (2 UNITS)**  
**FIRE COMMAND 1B**  
**2 Hrs. Lec**

Prerequisite: FIRE 209 (Formerly FIRE 220A).

A course designed for the initial response company officer involved in hazardous materials incidents. Involves hazardous materials simulations, notification of other agencies, protective actions for firefighters, and containment techniques. This course will satisfy one of the prerequisites for Fire Command 2B presented through the State Fire Academy. (CSU) (Formerly FIRE 220B)

## FRENCH

**FREN 100 (5 UNITS)**  
**ELEMENTARY FRENCH**  
**5 Hrs. Lec**

An intensive beginning course stressing the basic skills of listening comprehension, speaking, reading and writing to develop control of the sounds and the basic forms and structure of French. Introduction to aspects of French culture and civilization. Students must plan for an hour of individual language laboratory by arrangement. Not open to students who have completed three years of high school French. (CSU) (UC credit limited. See a counselor.) (CAN FREN 2) (CAN FREN SEQ A = FREN 100 and FREN 110) (Formerly FREN 1)

**FREN 110 (5 UNITS)**  
**ELEMENTARY FRENCH**  
**5 Hrs. Lec**

Continues the development of all four language skills, emphasizing vocabulary building, increasing fluency and control of correct pronunciation, basic forms and structure. Students must plan for an hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.) (CAN FREN 4) (CAN FREN SEQ A = FREN 100 and FREN 110) (Formerly FREN 2)

**FREN 200 (4 UNITS)**  
**INTERMEDIATE FRENCH**  
**4 Hrs. Lec**

An intermediate course offering review and expansion of grammar and vocabulary learned in FREN 100 and FREN 110. Emphasis on communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU, UC) (Formerly FREN 3)

**FREN 210 (4 UNITS)**  
**INTERMEDIATE FRENCH**  
**4 Hrs. Lec**

Continuation of FREN 200 (Formerly FREN 3). An intermediate course emphasizing communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU, UC) (Formerly FREN 4)

**FREN 220 (3 UNITS)**  
**INTERMEDIATE FRENCH READING AND WRITING**  
**3 Hrs. Lec**

Intensive reading and vocabulary development based on cultural and literary materials, including critical analysis and summaries. (CSU, UC) (Formerly FREN 5)

**FREN 230 (3 UNITS)**  
**INTERMEDIATE CONVERSATIONAL FRENCH**  
**3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in FREN 200 (Formerly FREN 3).

Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspaper and magazine articles, current topics, simple dialogues and plays. Emphasis on contemporary life in countries where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU) (Formerly FREN 10)

**FREN 232 (3 UNITS)**  
**INTERMEDIATE CONVERSATIONAL FRENCH**  
**3 Hrs. Lec**

Recommended Preparation: Concurrent enrollment in FREN 210 (Formerly FREN 4).

Continuation of FREN 230 (Formerly FREN 10). Student must plan for an additional hour of individual language laboratory by arrangement. (CSU) (Formerly FREN 11)

**FREN 297 (1 UNIT)**  
**FRENCH HONORS**  
**1 Hrs. Lec**

Corequisite: Current enrollment in FREN 110 (Formerly FREN 2). This course will give the language student the opportunity to apply and expand his or her French language skills through the reading, analysis, and subsequent discussion of French films and literary texts. Students will learn to state opinions and offer supporting arguments in written forms as well as in roundtable discussions. (CSU, UC) (Formerly FREN 2H)

## GEOGRAPHY

**GEOG 100 (3 UNITS)**  
**PHYSICAL GEOGRAPHY**  
**3 Hrs. Lec**

An introduction to the physical characteristics of the earth. Topics include: climate, landforms, natural vegetation, and the water and mineral resources of the earth. (CSU, UC) (CAN GEOG 2) (Formerly GEOG 1)

**GEOG 102 (3 UNITS)  
CULTURAL GEOGRAPHY****3 Hrs. Lec**

An introduction to the regions and cultures of the world. Emphasis on the contemporary demographic, linguistic, religious, and economic characteristics of major regions in the world. May be taken before GEOG 100. (CSU, UC) (CAN GEOG 4) (Formerly GEOG 2)

**GEOG 104 (3 UNITS)  
ECONOMIC GEOGRAPHY****3 Hrs. Lec**

The geography of commercial products. Distribution of production as related to climate, surface features, soils, labor supply and market areas, and the routes along which products move to consuming areas. (CSU, UC) (Formerly GEOG 3)

**GEOLOGY****GEOL 100 (4 UNITS)  
GENERAL GEOLOGY****3 Hrs. Lec 1 Hr. Lab**

This course is designed as an introduction to Earth's physical processes, structures and composition, and includes coverage of Earth's internal processes, such as those that cause earthquakes, volcanoes and mountain building; surface processes, such as rivers and waves, wind, glaciers and the landforms that result from these processes; the nature and origin of rocks and minerals that form the Earth's crust; and structures related to folding and faulting, will be studied. (CSU)

**GEOL 110 (3 UNITS)  
EARTH AND SPACE SCIENCE****3 Hrs. Lec**

This introductory earth and space science course covers basic principles from the fields of geology, astronomy, oceanography, and meteorology. Minerals and rocks, natural processes acting at the earth's surface and within the Earth, plate tectonics, geologic time and dating, composition and motions of the Earth, solar system, phases of the moon, origin and life cycles of stars, galaxies, water movements, ocean floor, weather and climate, along with other related topics, will be studied. (CSU)

**HEALTH EDUCATION****HE 100 (2 UNITS)  
HEALTH EDUCATION - MILITARY SERVICE****Hrs. Lec**

Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present his/her DD214 or equivalent supporting document to the Veterans Assistant and register for the credit. If the student registers for military credit and does not submit verification of service, he/she will be dropped as a No-Show and will not receive credit. HE 100 (Formerly HE 3) does not count for units toward VA, Financial Aid, or full-time student status. These are not contact hours. May receive credit only once. (CSU) (Formerly HE 3)

**HE 102 (3 UNITS)  
HEALTH EDUCATION****3 Hrs. Lec**

Fundamentals of healthful living designed to provide scientific health information, and promote desirable attitudes and practices. Includes the study of first aid and the relationship of alcohol, narcotics, and smoking to health, and the factors involved in family and community health and safety. (CSU, UC) (Formerly HE 1)

**HE 104 (3 UNITS)  
FIRST AID****3 Hrs. Lec**

The immediate and temporary care given in case of accident, illness and emergency childbirth. Course shall qualify students for the Standard or Advanced Red Cross First Aid Certificate. (CSU, UC) (Formerly HE 2)

**HISTORY****HIST 100 (3 UNITS)  
EARLY WORLD HISTORY****3 Hrs. Lec**

Early World History defines and explains the interconnections of the diverse ancient civilizations that grew in Mesopotamia, Egypt, China, India, the classic West Africa, America and Oceania. A cultural overview to early modern times is included. (CSU, UC) (Formerly HIST 50A)

**HIST 101 (3 UNITS)  
MODERN WORLD HISTORY****3 Hrs. Lec**

Modern World History deals with the background and development of global society from early modern times to the present. The course emphasizes cultural, social, imperial, and industrial interconnections between western and non-western societies. (CSU, UC) (Formerly HIST 50B)

**HIST 110 (3 UNITS)  
HISTORY OF WESTERN CIVILIZATION****3 Hrs. Lec**

A survey of the major developments in the Western heritage from the world of the ancient Greeks to sixteenth century Europe. Emphasis is on the foundation of Western culture, religion, politics, and society. (CSU, UC) (CAN HIST 2) (CAN HIST SEQ A = HIST 110 and HIST 111) (Formerly HIST 4A)

**HIST 111 (3 UNITS)  
HISTORY OF WESTERN CIVILIZATION****3 Hrs. Lec**

A study of Western civilization from the sixteenth century to the present in which political, economic, social and intellectual changes and developments are stressed. May be taken before HIST 110. (CSU, UC) (CAN HIST 4) (CAN HIST SEQ A = HIST 110 and HIST 111) (Formerly HIST 4B)

**HIST 120 (3 UNITS)**  
**UNITED STATES HISTORY**  
**3 Hrs. Lec**

This course is a survey of American history from the pre-Columbian era to the end of the Civil War. In particular, the course will cover the major political, economic, social, gender, racial, cultural and intellectual transformations of the colonial and early American eras. At the conclusion of the course, each student will have a broad understanding of the pre-Columbian period, the colonial era, the early republic, the antebellum period, and the Civil War. (CSU, UC) (CAN HIST 8) (CAN HIST SEQ B = HIST 120 and HIST 121) (Formerly HIST 17A)

**HIST 121 (3 UNITS)**  
**UNITED STATES HISTORY**  
**3 Hrs. Lec**

This course is a survey of American history from Reconstruction to the present. This course will cover the major social, racial, class, gender, economic, political, and environmental transformations of this era. Of special note will be an examination of America's rise to global power. At the completion of this course students will have a broad understanding of the most important ideas, personalities, movement, and events in the modern period. (CSU, UC) (CAN HIST 10) (CAN HIST SEQ B = HIST 120 and HIST 121) (Formerly HIST 17B)

**HIST 122 (3 UNITS)**  
**HISTORY OF IMPERIAL VALLEY**  
**3 Hrs. Lec**

A one semester survey of the history of the Imperial Valley from the earliest times to the present. The course will stress the development of communities, water resources, agriculture, and ethnic groups. (CSU) (Formerly HIST 33)

**HIST 130 (3 UNITS)**  
**COMPARATIVE HISTORY OF THE AMERICAS**  
**3 Hrs. Lec**

HIST 130 and HIST 131 form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. HIST 130 deals with pre-Colombian American civilizations, European exploration, and the creation of nations. (CSU, UC) (Formerly HIST 45A)

**HIST 131 (3 UNITS)**  
**COMPARATIVE HISTORY OF THE AMERICAS**  
**3 Hrs. Lec**

HIST 130 and HIST 131 form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. HIST 131 compares the nations and cultures of the Americans from independence to the present. (CSU, UC) (Formerly HIST 45B)

**HIST 132 (3 UNITS)**  
**MEXICO AND THE AMERICAN SOUTHWEST**  
**3 Hrs. Lec**

A one semester survey of Mexico from the early nineteenth century, the independence movement, the Mexican-American War and the development of Mexico and the American Southwest in the last century. (CSU, UC) (Formerly HIST 30)

**HIST 170 (3 UNITS)**  
**ORAL HISTORY**  
**3 Hrs. Lec**

Through tape-recorded interviews and written documentation, oral history will preserve the past as accurately and completely as possible. Course will emphasize Imperial Valley history and development. (CSU) (Formerly HIST 35)

**HIST 220 (3 UNITS)**  
**WOMEN IN AMERICAN HISTORY**  
**3 Hrs. Lec**

Recommended Preparation: Eligible for placement in college English (ENGL 101/Formerly ENGL 1A). Any college level course in American History or Political Science.

A general survey of women's changing roles, status and contributions in American history from colonial times to the present. This course will analyze the social, political and economic aspects of women's lives and explore the ways in which race, ethnicity, and class influenced the American female experience. (CSU)

## HUMAN RELATIONS

**HREL 061 (1 UNIT)**  
**SURVIVAL SKILLS FOR COLLEGE SUCCESS**  
**1 Hrs. Lec**

A course designed to assist students in the acquisition of techniques useful in the development of learning skills while providing information about college rules, regulations, services and programs to promote student success. Topics include time management, study skills, note taking, learning styles, test taking, library skills, financial resources and money management, and educational program planning. (Nontransferable, AA/AS degree only.) (Formerly H REL 61)

**HREL 062 (1 UNIT)**  
**PERSONAL AND SOCIAL DEVELOPMENT**  
**1 Hrs. Lec**

A course utilizing group dynamics, designed to encourage and develop insight into collegiate and modern problems of adjustment, the utilization of personal potential, and the understanding of individual and group processes of development. Maximum credit four units. (Nontransferable, AA/AS degree only) (Formerly H REL 62AD)

**HREL 063 (.5 UNITS)**  
**ORIENTATION TO IVC**  
**.5 Hrs. Lec**

A course required for all new matriculating students to assure that they will be acquainted with the college's programs, services, academic expectations, procedures and policies, campus grounds, and student life. Specifically addressed will be admissions, matriculation and its requirements, rules and regulations as they pertain to students, financial assistance, support services such as the Learning Center, Reading/Writing Lab, Language Lab, Tutorial Services, support programs to include EOPS, Student Support Services, and Disabled Student Programs and Services, teacher/student/institution expectations, study skills, development of a preliminary Student Education Plan (SEP), registration assistance, and campus life. (Nontransferable, AA/AS degree only) (Formerly H REL 63A)



**HREL 064 (1 UNIT)**  
**ORIENTATION TO COLLEGE AND LIFE SKILLS**

**1 Hrs. Lec**

A course designed to assist students with personal adjustment to college life, focusing on the development resources for problem solving and dealing with crisis. Topics include stress and coping, anxiety and depression, relationships, decision-making, sexual identity and choices, substance abuse, and community resources. (Nontransferable, AA/AS degree only) (Formerly HREL 63C)

**HREL 065 (1 UNIT)**  
**THE STUDENT IN CONTEMPORARY COLLEGE AFFAIRS**

**1 Hrs. Lec**

Designed to develop leadership qualities in students desiring to better understand the principles of publicity, finance, organization procedures, group dynamics, and human relations. Offered Credit/No Credit only. Maximum credit four units. (Nontransferable, AA/AD degree only) (Formerly HREL 65AD)

**HREL 100 (3 UNITS)**  
**PERSONAL AND CAREER DEVELOPMENT**

**3 Hrs. Lec**

This course examines the process a student would follow in making a realistic career decision. Students planning to enter professions involving helping relationships such as education, social work, counseling, psychology, community work, and related areas, in addition to students who are undecided about their own future, would profit from the course. Self-awareness will be appraised by testing and discussing interests, aptitudes, abilities, limitations, needs and life goals. Career awareness will be facilitated by exploring the world of work in terms of occupational outlook, wages, training required, opportunities for advancement and life styles. (CSU) (Formerly HREL 8)

## HUMANITIES

**HUM 100 (3 UNITS)**  
**INTRODUCTION TO THE HUMANITIES**

**3 Hrs. Lec**

An exploratory course designed to introduce students to the major disciplines in the Humanities: art, architecture, literature, music, and dance. Examination of humanistic values and how they are reflected in the arts of world cultures. (CSU, UC) (Formerly HUM 25)

**HUM 212 (3 UNITS)**  
**THE HISTORY AND APPRECIATION OF DANCE**

**3 Hrs. Lec**

Foundations of dance in western civilization. Dance as art, therapy, ritual and social discourse. Analysis of dance in film, video, and live performance. Appreciation for artistic intent, technique and style. (Same as PE 212/Formerly PE 63) (CSU, UC) (Formerly HUM 21)

## JOURNALISM

**JRN 100 (3 UNITS)**  
**INTRODUCTION TO JOURNALISM**

**3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 100 (Formerly ENGL 2B) or ENGL 101 (Formerly ENGL 1A).

The course focuses on the newspaper as a vehicle for communication within a community. Students study basic components of print journalism, including types of articles, writing style, interview techniques, makeup and ethics. (CSU) (Formerly JRN 1)

**JRN 102 (3 UNITS)**  
**NEWSPAPER PRODUCTION**

**6 Hr. Lab**

Recommended Preparation: JRN 100 (Formerly JRN 1).

Course provides a concrete introduction to principles and techniques of newspaper production through work on the student newspaper. Students assume specific staff positions with corresponding responsibilities for the paper's production. Lab work includes editing of stories, planning pages, headline writing, proofreading, and paste-up. Maximum credit nine units. (CSU) (Formerly JRN 2AC)

**JRN 104 (3 UNITS)**  
**CAREER JOURNALISM**

**3 Hrs. Lec**

The course focuses on the newspaper as a vehicle for communication. Students study the basic components of print journalism including types of articles, writing styles, interview techniques and ethics. The student will prepare varied news stories with speed and accuracy and analyze news sources. Interviewing techniques will be applied to specific reporting situations covering campus and community functions. The student will prepare these articles for publication in the Imperial Valley Press. (CSU) (Formerly JRN 10)

**JRN 106 (3 UNITS)**  
**PHOTOJOURNALISM**

**3 Hrs. Lec**

Recommended Preparation: ART 110 (Formerly ART 22A) and ART 170 (Formerly ART 10AB).

Photography applied to news media, public relations, and business. Instruction in basic and intermediate photojournalism style and technique using 35mm and digital cameras. Emphasis on communication of ideas by utilizing the various elements of the visual language. Maximum credit six units. (CSU)

## LEGAL ASSISTANT

**LEGL 121 (3 UNITS)**  
**LEGAL RESEARCH**

**3 Hrs. Lec**

Introduction to legal research and writing. The course will provide a comprehensive working knowledge of and an understanding of legal research materials and tools. The course covers the traditional and basic methods of legal research, sources of applicable statutory law and case law information including use of Shepard's Citations and the Lexis and Westlaw computerized legal search systems. Students will learn to develop research strategies. In addition, students will learn to write legal memoranda and briefs. (CSU) (Formerly LEGAL 21)

**LEGL 122 (3 UNITS)**  
**CIVIL PROCEDURES AND FAMILY LAW**  
**3 Hrs. Lec**

Course consists of two Modules. The first is Civil Procedure and the second is Family Law. The Civil Procedure Module covers theory, concept, rules, types of evidence, proving Prima Facie Cases, rules governing witness testimony, federal and state court systems, procedure for the removal of State Courts Actions for transfer of the Federal Court System, initiation of Federal and State Court Actions, remedies available under Law and Equity. Alternative Dispute Resolution Methods, drafting and filing Complaints, Answers, Counterclaims, Pre-Trial Motions, and In-Court Trial Procedures. The Family Law module covers Elements of Marriage under the Law, Common Law marriage, relationships that can exist when one party enters into an invalid marriage, ante nuptial agreements, dissolution of marriage, child-support rights, division of Community Property in Community and Non-Community Property States and the Uniform Child custody Jurisdiction Act. (CSU) (Formerly LEGAL 22) Course consists of two Modules. The first is Civil Procedure and the second is Family Law. The Civil Procedure Module covers theory, concept, rules, types of evidence, proving Prima Facie Cases, rules governing witness testimony, federal and state court systems, procedure for the removal of State Courts Actions for transfer of the Federal Court System, initiation of Federal and State Court Actions, remedies available under Law and Equity. Alternative Dispute Resolution Methods, drafting and filing Complaints, Answers, Counterclaims, Pre-Trial Motions, and In-Court Trial Procedures. The Family Law module covers Elements of Marriage under the Law, Common Law marriage, relationships that can exist when one party enters into an invalid marriage, ante nuptial agreements, dissolution of marriage, child-support rights, division of Community Property in Community and Non-Community Property States and the Uniform Child custody Jurisdiction Act. (CSU) (Formerly LEGAL 22)

**LEGL 123 (3 UNITS)**  
**CIVIL DISCOVERY AND TORTS**  
**3 Hrs. Lec**

This course consists of two Modules. The first is Civil Discovery and the second is Torts. The Civil Discovery Module discusses the purpose of Discovery, Devices used in Discovery, Scope of Discovery, Deposition Process, Categories of Information that can be obtained via Interrogatories, drafting Interrogatories, addressing objectives, handling answers to Interrogatories, and how Discovery Rights can be enforced. The second Module covers Categories of Torts, Definition of words, phrases, and terms related to Tort Law, the elements of Negligence, Tort Actions is survival and wrongful death, causes of action of Product Liability, Defenses than can be raised in Product Liability Cases, Warranties, International Torts, Torts connected with Land, Business Torts, Doctrine of Strict Liability, and Privilege, Immunity, and Consent in Reference to Tort Liability. (CSU) (Formerly LEGAL 23)

**LEGL 124 (3 UNITS)**  
**CORPORATIONS AND BANKRUPTCY**  
**3 Hrs. Lec**

This course consists of two Modules. The first is Corporations and the second is Bankruptcy. The Corporations Module covers the characteristics, classification, advantages and disadvantages of Corporations, the statutes related to Close Corporations, nature of Sub-Chapter S Corporations, purpose of a Professional Corporation legal process in incorporation, the various classes of corporate stock. Also discussed are partnership, syndicates, and joint ventures, procedures for forming a partnership, limited partnership, nature and advantages and disadvantages of a Limited Liability Company. The Bankruptcy Module covers the nature and purpose of Bankruptcy, basic differences between Federal Bankruptcy and State Debtor-Creditor Law, Bankruptcy Statutes, various chapters of Bankruptcy Code, general forms of Bankruptcy relief, duties of the Bankruptcy Trustee in keeping the various chapters. Also covered are the initiation, filing and technical aspects of voluntary bankruptcy under Chapter 7 and 11, exempt property, set offs, fraudulent transfers, property transfers after filing bankruptcy, the effect of Bankruptcy on unsecured claims leases, executory contracts, obligations that are discharged by bankruptcy, Chapter 11 and 13 Bankruptcy proceedings and Bankruptcy documentation. (CSU) (Formerly LEGAL 24)

**LEGL 125 (3 UNITS)**  
**REAL ESTATE LAW FOR LEGAL ASSISTANTS**  
**3 Hrs. Lec**

Course consists of one Module. It covers origins of Property Law, source of Law, definitions of technical terms in reference to Law, court actions that are available under Law and Equity, Federal and State Court Systems, definition of terms in reference to Property, Property Rights, components that are part of land, classification of Estates, elements of Real Estate Contracts, Role and Compensation of Real Estate Brokers, technical aspects of a Real Estate Purchase Contract and Receipt for Deposit, Agency Law, methods acquisition and transfer of title of Real Property, types and forms of Deeds, purpose and use of Escrows, duties and responsibilities of Escrow Agents, creation and types of Liens, Homesteads, purpose of Title Insurance, Restrictions placed on land use, technical description of land, investment regulation affecting real property, Easements, Encroachments, Nuisances, and the technical aspects of leases. (CSU) (Formerly LEGAL 25)

**LEGL 126 (3 UNITS)**  
**WILLS, TRUSTS, PROBATE, AND ESTATE ADMINISTRATION**  
**3 Hrs. Lec**

Course covers definition of technical terms used in probate, trusts and estate administration, sources of law relating to wills, trusts, and estate administration, types and forms of property and property ownership, the specific duties of probate Legal Assistant, rules and general patterns of succession under the UPC, the effect of prior transactions on instate succession, process for determining validity of wills and the basic requirements of a valid will, various types of wills authorized by Law, papers and other evidence that are components of a will, preparation and execution of a form attested will, revocation of wills, disposition of property under will, methods for settling a decedent's estate, informal estate proceedings under the UPC, specific tasks performed by a Legal Assistant in formal estate administration, procedures for payment of decedent's debts and claims, special proceedings in probate, preparation and filing of tax returns, procedural requirements of formal accountings, role of Legal Assistant in the distribution of estates, nature and administration of trusts, guardianships, and conservatorships, and the professional responsibilities of Probate Legal Assistant. (CSU) (Formerly LEGAL 26)

## LIBRARY TECHNICIAN

### LBRY 151 (3 UNITS)

#### INTRODUCTION TO LIBRARY SERVICES

##### 3 Hrs. Lec

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A) and CIS 100 (Formerly CIS 23) or familiarity with the use of a personal computer.

An introduction to all types of libraries and their organization. This course is designed for students interested in employment as library technicians. Basic philosophy, policies, terminology, procedures, tools, techniques, services and current trends in today's library will be covered. (CSU) (Formerly LIBRY 51)

### LBRY 152 (3 UNITS)

#### LIBRARY TECHNICAL SERVICES

##### 3 Hrs. Lec

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A) and completion of LBRY 151 (Formerly LIBRY 51).

An introduction to the various tasks in the technical services area of a library, including ordering, receiving, processing and conservation of library materials, and the impact of computers and networking on technical services activities and procedures, and a brief overview of cataloging and classification of library materials. (CSU) (Formerly LIBRY 52)

### LBRY 153 (3 UNITS)

#### LIBRARY PUBLIC SERVICES

##### 3 Hrs. Lec

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A) and completion of LBRY 151 (Formerly LIBRY 51).

This course covers the role and philosophy of public services in a library environment. Topics will include the public service function in different types of libraries, computers and the library, library instruction, interlibrary loan, circulation services, reserve services, special collections, serials services, government information, public relations, and security issues. (CSU) (Formerly LIBRY 53)

### LBRY 154 (3 UNITS)

#### INTRODUCTION TO MEDIA SERVICES

##### 3 Hrs. Lec

Recommended Preparation: Eligibility for ENGL 98 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A) and completion of LBRY 151 (Formerly LIBRY 51).

This course will cover the provision and utilization of media services in the library setting. Included will be the history and philosophy of media services, operation of various types of media equipment, scheduling, tracking, troubleshooting and the minor repair of media equipment. Acquisition of rental material will also be covered. (CSU) (Formerly LIBRY 54)

### LBRY 155 (3 UNITS)

#### INTRODUCTION TO CATALOGING AND CLASSIFICATION

##### 3 Hrs. Lec

Recommended Preparation: LBRY 151 (Formerly LIBRY 51) and LBRY 152 (Formerly LIBRY 52); eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A); and, CIS 100 (Formerly CIS 23) or familiarity with the use of a personal computer.

An introduction to the theory and application of basic principles of International Standard Bibliographic Description (ISBD), subject cataloging, and classification through adherence to standards used in most libraries. Using universally accepted cataloging and classification tools, students will learn how to organize materials in various formats and by subject. Machine-readable catalog record (MARC) formats are used in the course for creating, editing, inputting, and producing computerized bibliographic records. (CSU) (Formerly LIBRY 55)

### LBRY 156 (3 UNITS)

#### INFORMATION AND REFERENCE SERVICES

##### 3 Hrs. Lec

Recommended Preparation: Eligibility for ENGL 098 (Formerly ENGL 2A) and ENGL 088 (Formerly ENGL 12A) and completion of LBRY 151 (Formerly LIBRY 51).

This course will cover the range of information and reference services offered in libraries. Topics will include the reference interview, bibliographic control, organization of information, search strategies, electronic reference services, trends in reference, library instruction, staff training and development, evaluation of reference services, organization and management of reference and information services, various types of reference materials and a philosophy of service. (CSU) (Formerly LIBRY 56)

## MATHEMATICS

### MATH 040 (1 UNIT)

#### MATH STUDY SKILLS

##### 1 Hrs. Lec

Recommended Preparation: Concurrent enrollment in a math course. A course designed to help students overcome obstacles which affect success in mathematics courses. Topics include: reducing math anxiety, improving math test taking skills, refining listening and note taking skills. Offered Credit/No Credit only. (Nontransferable, nondegree applicable)

### MATH 060 (1 UNIT)

#### MATH LAB

##### 1 Hr. Lab

A hands-on mathematics laboratory aimed at supporting courses requiring computer assignments and providing students access to specialized software/hardware, which might not otherwise be available to students. Offered Credit/No Credit only. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly MATH 60AD)

**MATH 070 (3 UNITS)**  
**BASIC MATHEMATICS****3 Hrs. Lec**

Brief review of arithmetic including fractions, decimals, percent, square root, and an introduction to algebra. This course is not open to students having satisfactory scores on mathematics placement tests. (Nontransferable, nondegree applicable) (Formerly MATH 51)

**MATH 071 (3 UNITS)**  
**BASIC MATHEMATICS (SELF-PACED COURSE)****2 Hr. Lab**

Recommended Preparation: Basic knowledge of computer usage. This is the same content as MATH 070 (Formerly MATH 51) offered in a self-paced format. The student will have two consecutive semesters to complete the course. This course is intended specifically for self-directed student learning. 2 Lab Hours/Academic Year (Minimum 64 hours) (Nontransferable, nondegree applicable) (Formerly MATH 070S)

**MATH 080 (3 UNITS)**  
**BEGINNING ALGEBRA****3 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or MATH 070 (Formerly MATH 51) with a grade of "C" or higher. A one-semester course which covers the material generally included in a first year high school algebra course. (Nontransferable, AA/AS degree only) (Formerly MATH X)

**MATH 081 (3 UNITS)**  
**BEGINNING ALGEBRA (SELF-PACED COURSE)****2 Hr. Lab**

Recommended Preparation: MATH 070 (Formerly MATH 51) with a grade of "C" or higher and basic knowledge of computer usage. This is the same as MATH 080 (Formerly MATH X) offered in a self-paced format. The student will have two consecutive semesters to complete the course. This course is intended specifically for self-directed student learning. 2 Lab Hours/Academic Year (Minimum 64 Hours) (Nontransferable, AA/AS degree only) (Formerly MATH 080S)

**MATH 090 (4 UNITS)**  
**INTERMEDIATE ALGEBRA****4 Hrs. Lec**

Recommended Preparation: Appropriate placement recommendation or MATH 080 (Formerly MATH A) with a grade of "C" or higher and basic knowledge of computer usage.

This one semester course is equivalent to a second year algebra course offered in a full year in high school. Topics covered include the real number system, polynomials, rational expressions, exponential and radical forms, linear and quadratic equations, relations, functions and graphs, systems of equations and logarithmic and exponential functions. (Nontransferable, AA/AS degree only) (Formerly MATH A)

**MATH 091 (4 UNITS)**  
**INTERMEDIATE ALGEBRA (SELF-PACED COURSE)****2.5 Hr. Lab**

Recommended Preparation: Appropriate placement recommendation or MATH 080 (Formerly MATH X) with a grade of "C" or higher and basic knowledge of computer usage. This is the same content as MATH 090 (Formerly MATH A) offered in a computerized self-paced format. The student will have two consecutive semesters to complete the course. The course is intended specifically for self-directed student learning. 2.5 Lab Hours/Academic Year (Minimum 96 Hours) (Nontransferable, AA/AS degree only) (Formerly MATH 90S)

**MATH 092 (1 UNIT)**  
**GRAPHING CALCULATORS****1 Hrs. Lec**

Recommended Preparation: MATH 080 (Formerly MATH X) with a grade of "C" or better.

This course is designed to teach students how to use their graphing calculators. No particular mathematics prerequisites are needed for the examples employed. The focus is on the use of the calculator itself. The course takes the student through the basic steps needed to do arithmetic and function evaluation and to enter, graph, and tabulate functions. It will also teach the students to use higher-level applications. The topics to be covered are: graphing, lists, statistics, tables, functions, draw, programming, regression equations, and linking. (Nontransferable, nondegree applicable)

**MATH 110 (3 UNITS)**  
**NUMBER SYSTEMS IN ELEMENTARY MATHEMATICS****3 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) with a grade of "C" or better.

Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are sets and relations, development of the number system from the natural numbers including whole, rational and real numbers, number theory, ratio and proportion. (CSU) (UC credit limited. See a counselor) (CAN MATH 4) (Formerly MATH 10A)

**MATH 112 (3 UNITS)**  
**GEOMETRY IN ELEMENTARY MATHEMATICS****3 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) with a grade of "C" or better.

Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are decimals and percents, geometry, geometric constructions, rotations, translations, measurements and problem solving. (CSU) (UC credit limited. See a counselor) (Formerly MATH 10B)

**MATH 114 (1 UNIT)**  
**CHILDREN'S MATHEMATICAL THINKING****1 Hrs. Lec**

Recommended Preparation: Concurrent Enrollment or Completion of MATH 110 (Formerly MATH 10A) with a grade of "C" or better.

Explore children's mathematical thinking with in-depth analysis of their understanding of operations, place value, algorithms, and multiple representations of problems. Examine interviews of children to assess understanding of mathematics topics, then plan tutoring sessions on basis of interviews. (CSU)

**MATH 120 (3 UNITS)**  
**INTRODUCTORY STATISTICS WITH APPLICATIONS****3 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) with a grade of "C" or better.

Graphical representation of statistical data, calculations and uses of various averages, measures of variability, introduction to probability distributions, confidence intervals, sample size determination and hypothesis testing, ANOVA, linear regression and Chi-square analysis. (CSU, UC) (CAN STAT 2) (Formerly MATH 12)

**MATH 122 (3 UNITS)  
FINITE MATHEMATICS****3 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) with a grade of "C" or better.

Finite mathematics is a course designed to introduce interesting, relevant, and realistic applications for a variety of fields including, business and economics. This course incorporates the use of technology to allow, increased visualization and a better understanding of concepts. It satisfies the mathematics general education requirement and is transferable. It is an excellent course for those students who will not need any other mathematics classes for their degree. Topics included in this course are linear processes, matrices, graph theory, probability, statistics, game theory, and finance. The mathematics of finance involves compound interest, present and future values, annuities, etc. (CSU, UC) (Formerly MATH 14)

**MATH 124 (4 UNITS)  
INTRODUCTORY CALCULUS WITH APPLICATIONS****4 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) with a grade of "C" or better.

To prepare for courses for which calculus is recommended and/or required. To study the ideas and concepts of advanced mathematics as applied to a modern computerized society. Topics covered include precalculus concepts, functions, differentiation, integration, differential equations, and functions of several variables. (CSU) (UC credit limited. See a counselor.) (CAN MATH 34) (Formerly MATH 15)

**MATH 130 (3 UNITS)  
PROGRAMMING IN FORTRAN****3 Hrs. Lec**

Recommended Preparation: MATH 090 (Formerly MATH A) with a grade of "C" or better.

A practical course covering the fundamentals of Fortran Programming Language as adapted to a variety of different applications. (CSU, UC) (CAN CSCI 4) (Formerly MATH 47)

**MATH 190 (5 UNITS)  
ADVANCED ALGEBRA AND TRIGONOMETRY****5 Hrs. Lec**

Prerequisite: MATH 090 (Formerly MATH A) or equivalent with a grade of "C" or better.

This is a course intended for students who need a thorough foundation before attempting calculus. Included will be the study of the real number system, exponential, logarithmic, and trigonometric functions, the complex numbers, theory of equations, and systems of equations. (CSU) (UC credit limited. See a counselor.) (CAN MATH 16)(Formerly MATH 2)

**MATH 192 (5 UNITS)  
CALCULUS I****5 Hrs. Lec**

Prerequisite: MATH 190 (Formerly MATH 2) with a grade of "C" or better.

Concepts dealing with limits, continuity, differentiation and applications, integration and applications, exponential and logarithmic functions, and other transcendental functions. (CSU) (UC credit limited. See a counselor.) (CAN MATH 18) (CAN MATH SEQ B = MATH 192 and MATH 194) (CAN MATH SEQ C = MATH 192 and MATH 194 and MATH 210) (Formerly MATH 3A)

**MATH 194 (5 UNITS)  
CALCULUS II****5 Hrs. Lec**

Prerequisite: MATH 192 (Formerly MATH 3A) with a grade of "C" or better.

Concepts dealing with integration applications, methods of integration, infinite series, plane analytic geometry, parametric equations and polar coordinates. (CSU, UC) (CAN MATH 20) (CAN MATH SEQ B = MATH 192 and MATH 194) (CAN MATH SEQ C = MATH 192 and MATH 194 and MATH 210) (Formerly MATH 3B)

**MATH 210 (5 UNITS)  
CALCULUS III****5 Hrs. Lec**

Prerequisite: MATH 194 (Formerly MATH 3B) with a grade of "C" or better.

Concepts dealing with partial differentiation, multiple integration, vectors and vector analysis. (CSU, UC) (CAN MATH 22) (CAN MATH SEQ C = MATH 192 and MATH 194 and MATH 210) (Formerly MATH 4)

**MATH 220 (3 UNITS)  
ELEMENTARY DIFFERENTIAL EQUATIONS****3 Hrs. Lec**

Prerequisite: MATH 194 (Formerly MATH 3B) with a grade of "C" or better.

First order differential equations with applications. Linear differential equations of higher order. Applications of second order differential equations, differential equations with variable coefficients. Laplace transforms. (CSU, UC) (CAN MATH 24) (Formerly MATH 5)

**MATH 230 (3 UNITS)  
INTRODUCTION TO LINEAR ALGEBRA WITH APPLICATIONS****3 Hrs. Lec**

Prerequisite: MATH 194 (Formerly MATH 3B) with a grade of "C" or better.

A first course in linear algebra intended for students majoring in mathematics, the physical sciences, engineering or business. Topics included are: systems of linear equations, matrices and determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and selected applications. (CSU, UC) (CAN MATH 26) (Formerly MATH 6)

**MATH 240 (3 UNITS)  
DISCRETE MATHEMATICS****3 Hrs. Lec**

Prerequisite: MATH 192 (Formerly MATH 3A) with a grade of "C" or better.

This course is an introduction to the theory of discrete mathematics and introduces elementary concepts in logic, set theory, graph theory, number theory and combinatorics. This forms a basis for upper division courses in mathematics and computer science, and is intended for the transfer student planning to major in these disciplines. The topics covered in this course include methods of proof, sets permutations, combinations, and graph theory. (CSU, UC)

## MUSIC

### MUS 100 (3 UNITS)

#### INTRODUCTION TO MUSIC FOUNDATIONS

**3 Hrs. Lec**

An introduction to basic concepts of music. The development of the skills and knowledge needed to read music, to hear music, and to use some instrument (including the voice) with skill. (CSU) (UC credit limited. See a counselor.) (Formerly MUS 7)

### MUS 102 (3 UNITS)

#### INTRODUCTION TO MUSIC LITERATURE AND LISTENING

**3 Hrs. Lec**

An introduction to music literature with emphasis on the listening experience. Students study the expressive materials of music and the major forms of music literature. Emphasis placed on the skills and understanding necessary for lifelong music listening experiences. (CSU, UC) (Formerly MUS 30)

### MUS 104 (3 UNITS)

#### INTRODUCTION TO TWENTIETH-CENTURY MUSIC

**3 Hrs. Lec**

An introduction to contemporary music. Study includes twentieth-century art music, country western, and popular music with emphasis on the social and artistic factors that influence the development of each. (CSU, UC) (Formerly MUS 31)

### MUS 110 (2 UNITS)

#### BEGINNING MUSICIANSHIP I

**2 Hrs. Lec**

Required of all music majors. A course designed to present basic skills and theory of music for persons interested in a background for appreciation of or further studies in music. Skills to be studied and developed are sight-singing, ear-training, keyboard harmony, and basic piano skills. (CSU, UC) (Formerly MUS 8A)

### MUS 112 (2 UNITS)

#### BEGINNING MUSICIANSHIP II

**2 Hrs. Lec**

Continuation of MUS 110. (CSU, UC) (Formerly MUS 8B)

### MUS 120 (3 UNITS)

#### BEGINNING HARMONY I

**3 Hrs. Lec**

Sight-singing, dictation and keyboard harmony. Traditional diatonic harmony, four-voice writing, analysis. (CSU, UC) (Formerly MUS 9A)

### MUS 122 (3 UNITS)

#### BEGINNING HARMONY II

**3 Hrs. Lec**

A continuation of MUS 120. (CSU, UC) (Formerly MUS 9B)

### MUS 140 (1 UNIT)

#### BEGINNING GROUP PIANO I

**1 Hrs. Lec 2 Hr. Lab**

A course structured to correlate those musical skills, techniques and understanding which are basic to comprehensive keyboard musicianship at the early level of study. (CSU, UC) (Formerly MUS 10A)

### MUS 142 (1 UNIT)

#### BEGINNING GROUP PIANO II

**1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 140. (CSU, UC) (Formerly MUS 10B)

### MUS 150 (1 UNIT)

#### BEGINNING VOICE I

**1 Hrs. Lec 2 Hr. Lab**

The student receives guidance in the performance and appreciation of the various types of solo songs while acquiring the facilities for good vocal technique. Principles are applied through group and individual singing. (CSU, UC) (Formerly MUS 15A)

### MUS 152 (1 UNIT)

#### BEGINNING VOICE II

**1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 150. (CSU, UC) (Formerly MUS 15B)

### MUS 154 (1 UNIT)

#### CHAMBER SINGERS

**2 Hrs. Lec 1 Hr. Lab**

A study and performance representative of music of all styles, sacred and secular, a cappella, and accompanied. A minimum of six outside performances required each semester. Maximum credit four units. (CSU, UC) (Formerly MUS 17AD)

### MUS 156 (1 UNIT)

#### COLLEGE-COMMUNITY CHORUS

**2 Hrs. Lec 1 Hr. Lab**

Open to all students who have an interest in learning to sing and who enjoy music. Breath control, tone placement, articulation and enunciation. Rehearsal, performance and study of choral literature. Introduction to music theory as a means of learning to read music rather than learning by rote. Maximum credit four units. (CSU, UC) (Formerly MUS 28AD)

### MUS 160 (1 UNIT)

#### BEGINNING GUITAR I

**1 Hrs. Lec 2 Hr. Lab**

A basic course on how to accompany with the guitar. Stress will be placed on tuning, chording, different types of strums and elementary transposition. Maximum credit two units. (CSU, UC) (Formerly MUS 12AB)

### MUS 162 (1 UNIT)

#### BEGINNING GUITAR II

**1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 160 with the following additions: 1. Reading music (standard musical notation); 2. A thorough presentation of bar chords including sevenths, ninths, diminished, augmented, and various altered chords; 3. Advanced picking techniques. Maximum credit two units. (CSU, UC) (Formerly MUS 13AB)

### MUS 171 (1 UNIT)

#### CHAMBER ORCHESTRA

**2 Hrs. Lec 1 Hr. Lab**

A study and performance of literature for a small orchestra. Performances in local communities and on campus are required. Fieldtrips to other musical events will be included to help performers develop efficient listening and evaluating practices. Solo and ensemble rehearsals and performances are included. Maximum credit four units. (CSU, UC) (Formerly MUS 18AD)

**MUS 172 (1 UNIT)**  
**COLLEGE-COMMUNITY BAND**  
**2 Hrs. Lec 1 Hr. Lab**

A performance organization specializing in a wide range of literature for the wind band. The primary objective will be to provide the continuing music performing experiences needed by community adults, music educators, and advanced high school students. Maximum credit four units. (CSU, UC) (Formerly MUS 64AD)

**MUS 173 (1 UNIT)**  
**CONCERT BAND**  
**2 Hrs. Lec 1 Hr. Lab**

A performance organization specializing in literature for the wind band. Students will be afforded the opportunity to develop the musical skills and understanding necessary for the highest levels of expressive ensemble performance. Scheduled public performances are a part of the course obligations. Maximum credit four units. (CSU, UC) (Formerly MUS 27AD)

**MUS 174 (1 UNIT)**  
**ESTUDIANTINA**  
**2 Hrs. Lec 1 Hr. Lab**

A performance organization that is open to all students who wish to perform traditional and popular music of Spanish and Latin origin. Songs are sung in both Spanish and English. The ensemble is for singers and instrumentalists who play guitar, piano, bass or percussion. Maximum credit four units. (CSU, UC) (Formerly MUS 29AD)

**MUS 175 (1 UNIT)**  
**INSTRUMENTAL ENSEMBLE**  
**2 Hrs. Lec 1 Hr. Lab**

A performance organization specializing in literature for string, brass, woodwind, and percussion ensembles, or any combination thereof. Designed for musicians who wish to explore, rehearse, and perform literature of all styles and periods. Maximum credit four units. (CSU, UC) (Formerly MUS 19AD)

**MUS 176 (1 UNIT)**  
**REHEARSAL AND PERFORMANCE**  
**3 Hr. Lab**

Enrollment contingent upon participation in campus major musical production. Maximum credit, one unit per semester for four semesters. Hours to be arranged. Maximum credit four units. (CSU, UC) (Formerly MUS 26AD)

**MUS 177 (1 UNIT)**  
**STAGE BAND**  
**2 Hrs. Lec 1 Hr. Lab**

A performance ensemble specializing in the literature of the stage and jazz band tradition. Students will be provided ensemble experiences necessary for developing and refining improvisation techniques and performance practices appropriate to jazz, rock, blues, and swing music traditions. Maximum credit four units. (CSU, UC) (Formerly MUS 25AD)

**MUS 178 (1 UNIT)**  
**SYMPHONY ORCHESTRA**  
**2 Hrs. Lec 1 Hr. Lab**

The study and performance of literature for full symphony orchestra in a wide variety of styles. Performances in local communities and on campus are required. Maximum credit four units. (CSU, UC) (Formerly MUS 33AD)

**MUS 179 (1 UNIT)**  
**APPLIED MUSIC**  
**1 Hrs. Lec .5 Hr. Lab**

A course designed to provide students with a concentrated sequence of private instruction in music within a particular performing medium. One section meeting per week on campus, in addition to private instruction. As required conditions, the student must: 1. Secure a teacher approved by the College. 2. Take a minimum of one 30 minute lesson per week. 3. Meet one hour of class per week on campus for performance as scheduled and turn in weekly lesson attendance form. Maximum credit four units. (CSU, UC) (Formerly MUS 32AD)

**MUS 180 (2 UNITS)**  
**MIDI COMPOSITION**  
**1 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: MUS 100 (Formerly MUS 7) or MUS 120 (Formerly MUS 9A).

A study of computer hardware, sequencing software, and peripheral devices as they relate to composing music. Topics include: fundamentals of computers, synthesizer operations, MIDI sequencing, music notation, and internet resources for musicians. Elementary piano skills and basic theory will also be taught so that each student can employ the elements of music composition in a hands on interactive way. Maximum credit four units. (CSU) (Formerly MUS 40AB)

**MUS 182 (2 UNITS)**  
**INTRODUCTION TO RECORDING TECHNIQUES**  
**2 Hrs. Lec 1 Hr. Lab**

This course is a study in the art of digital audio recording and how to record in the IVC Digital Recording Studio. The curriculum will cover the signal flow the mixing console as it applies to recording, microphones and techniques of application, signal processing, digital recording operation and the use of digital audio/sequencing software. (CSU) (Formerly MUS 42A)

**MUS 184 (2 UNITS)**  
**ADVANCED RECORDING TECHNIQUES**  
**1 Hrs. Lec 2 Hr. Lab**

Prerequisites: MUS 182 (Formerly MUS 42A).

This course is a continuation in the study of digital audio recording and how to make a professional sounding compact disk using the IVC Digital Recording Studio. The curriculum will cover alleviating basic problems in the recording process, console automation, SMPTE and MIDI synchronization, the fundamentals involved in a mix-down and the skills for planning and executing a recording session. (CSU) (Formerly MUS 42B)

**MUS 200 (3 UNITS)**  
**HISTORY AND LITERATURE OF MUSIC I**  
**3 Hrs. Lec**

The historical development of music with a study of various types of music from stylistic periods as a medium of cultural development. Intended as a background toward further studies in music for the music major and persons interested in a thorough background for enjoying music. (CSU, UC) (Formerly MUS 20A)

**MUS 202 (3 UNITS)**  
**HISTORY AND LITERATURE OF MUSIC II**  
**3 Hrs. Lec**

A continuation of MUS 106 (Formerly MUS 20A). (CSU, UC) (Formerly MUS 20B)

**MUS 210 (2 UNITS)  
INTERMEDIATE MUSICIANSHIP I****2 Hrs. Lec**

A continuation of MUS 110 (Formerly MUS 8A) and MUS 112 (Formerly MUS 8B) to increase skills in sight-singing, ear-training, and keyboard harmony. (CSU, UC) (Formerly MUS 8C)

**MUS 212 (2 UNITS)  
INTERMEDIATE MUSICIANSHIP II****2 Hrs. Lec**

A continuation of MUS 210 (Formerly MUS 8C). (CSU, UC) (Formerly MUS 8D)

**MUS 220 (3 UNITS)  
INTERMEDIATE HARMONY I****3 Hrs. Lec**

A comprehensive study of the theory of music to include skills and creative experiences in traditional harmony. An introduction to 20th century harmonic and melodic systems. (CSU, UC) (Formerly MUS 9C)

**MUS 222 (3 UNITS)  
INTERMEDIATE HARMONY II****3 Hrs. Lec**

A continuation of MUS 220 (Formerly MUS 9C). (CSU, UC) (Formerly MUS 9D)

**MUS 240 (1 UNIT)  
INTERMEDIATE GROUP PIANO I****1 Hrs. Lec 2 Hr. Lab**

A course structured for those students who have attained the performance skill competencies required in Beginning Group Piano. (CSU, UC) (Formerly MUS 11A)

**MUS 242 (1 UNIT)  
INTERMEDIATE GROUP PIANO II****1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 240 (Formerly MUS 11A). (CSU, UC) (Formerly MUS 11B)

**MUS 250 (1 UNIT)  
INTERMEDIATE VOICE I****1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 152 (MUS 15B). (CSU, UC) (Formerly MUS 16)

**MUS 252 (1 UNIT)  
INTERMEDIATE VOICE II****1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 250 (Formerly MUS 16). (CSU)

**MUS 260 (1 UNIT)  
INTERMEDIATE GUITAR I****1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 162. Maximum credit two units. (CSU)

**MUS 262 (1 UNIT)  
INTERMEDIATE GUITAR II****1 Hrs. Lec 2 Hr. Lab**

A continuation of MUS 260. Maximum credit two units. (CSU)

**NURSING****NURS 110 (4.5 UNITS)  
NURSING PROCESS I****4.5 Hrs. Lec**

Prerequisite(s): Demonstration of Math Competency; Demonstration of English Competency; ENGL 101 (Formerly ENGL 1A); PSY 101 (Formerly PSYCH 1A); BIOL 200 and 202 (Formerly BIOL 110 and 112) OR BIOL 204 and 206 (Formerly ANAT 8 and PHYSIO 1); BIOL 220 (Formerly BIOL 21) with grades of "C" or better and admission to the Nursing program.

Corequisite (s): NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

This course is designed as the introductory course in the nursing program and incorporates previous science, psychology, and communication theory. Theoretical concepts basic to the provision of safe nursing practice are introduced. The Scope of Practice of the Registered Nurse and other members of the health care team are examined. Components of the nursing process are reviewed. Through utilization of developmental theories (primarily Erikson) and the Roy Adaptation Model, this course focuses on the nursing role as communicator, provider of care, and client teacher for individuals experiencing adaptation problems across the lifespan in the physiologic mode, psychologic mode, and selected adaptation problems. Parameters of health are defined and philosophies of nursing are investigated. The aging process is introduced. The physical and psychological needs of the normal and ill individual are explored. Pain assessment, interventions, and evaluation are discussed. Basic nutrition is introduced as one of the caring practices involved in client care. Stress, adaptation, and communication skills are stressed as important nursing roles. Variations in nursing care for individuals of different socio-economic and cultural backgrounds will be considered. (CSU)

**NURS 111 (1.5 UNITS)  
NURSING SKILLS LABORATORY I****4.5 Hr. Lab**

Prerequisite(s): Demonstration of Math Competency; Demonstration of English Competency; ENGL 101 (Formerly ENGL 1A); PSY 101 (Formerly PSYCH 1A); BIOL 200 and 202 (Formerly BIOL 110 and 112) OR BIOL 204 and 206 (Formerly ANAT 8 and PHYSIO 1); BIOL 220 (Formerly BIOL 21) with grades of "C" or better and admission to the Nursing program.

Corequisite (s): NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Tactile skills essential to safe nursing practice will be demonstrated in the nursing skills laboratory. Students will have the opportunity for supervised and individual practice followed by skills checkoff by an instructor. Skills theory will be part of the demonstration. (CSU)

**NURS 112 (4 UNITS)  
NURSING PROCESS APPLICATION I****12 Hr. Lab**

Prerequisite(s): Demonstration of Math Competency; Demonstration of English Competency; ENGL 101 (Formerly ENGL 1A); PSY 101 (Formerly PSYCH 1A); BIOL 200 and 202 (Formerly BIOL 110 and 112) OR BIOL 204 and 206 (Formerly ANAT 8 and PHYSIO 1); BIOL 220 (Formerly BIOL 21) with grades of "C" or better and admission to the Nursing program.

Corequisite (s): NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

This course involves clinical application of both theoretical concepts taught in Nursing Process I (NURS 110) and tactile skills taught in Nursing Skills Laboratory 1 (NURS 111). All aspects of the nursing process will be applied to client situations. (CSU)



**NURS 114 (3 UNITS)**  
**PHARMACOLOGY AND MEDICATION ADMINISTRATION**

**3 Hrs. Lec**

Prerequisite(s): Demonstration of Math Competency; Demonstration of English Competency; ENGL 101 (Formerly ENGL 1A); PSY 101 (Formerly PSYCH 1A); BIOL 200 and 202 (Formerly BIOL 110 and 112) OR BIOL 204 and 206 (Formerly ANAT 8 and PHYSIO 1); BIOL 220 (Formerly BIOL 21) with grades of "C" or better and admission to the Nursing program.

Corequisite (s): NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Recommended Preparation: MATH 080 with a grade of "C" or better or higher level course.

This course focuses on those components of pharmacology related to safe nursing care. The course includes information about the general classifications of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The course includes principles relating to drug dosage calculations and the administration of medications. Nursing actions and rationale for nursing actions are explored. Clinical application is integrated into the clinical nursing courses. (CSU)

**NURS 120 (4.5 UNITS)**  
**NURSING PROCESS II**

**4.5 Hrs. Lec**

Prerequisite (s): NURS 110; NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Corequisites (s): NURS 121 and NURS 122

This course is designed to integrate previous science and nursing course theory. This course provides a theoretical perspective, science-based knowledge and principles needed by students to guide their application of the nursing process and choice of nursing interventions for individuals with common physiological alterations. Professional, legal, and ethical issues are explored. Through utilization of developmental theories (primarily Erikson) and the Roy Adaptation Model, this course focuses on the nursing role as communicator, provider of care, and client teacher for individuals experiencing adaptation problems across the lifespan in the physiologic mode, psychologic mode, and selected adaptation problems for a person with common and/or chronic medical and/or surgical conditions related to surgery, respiratory system, reproductive system, and integumentary system. Maternal nursing care is presented, including antenatal, intrapartum, and postpartum normal and abnormal adaptation. Normal and high-risk neonatal care are examined. Components of infusion therapy will also be discussed. Variations in nursing care for individuals of different socio-economic and cultural backgrounds will be considered. (CSU)

**NURS 121 (1 UNIT)**  
**NURSING SKILLS LABORATORY II**

**3 Hr. Lab**

Prerequisite (s): NURS 110; NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Corequisites (s): NURS 121 and NURS 122

This course builds on theory, skills, and clinical applications learned in Semester 1. Tactile skills essential to safe nursing practice will be demonstrated in the nursing skills laboratory. Students will have the opportunity for supervised and individual practice followed by skills check-off by the instructor. Skills will be part of the demonstration. (CSU)

**NURS 122 (4 UNITS)**  
**NURSING PROCESS APPLICATION II**

**12 Hr. Lab**

Prerequisite (s): NURS 110; NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Corequisites (s): NURS 121 and NURS 122

This course involves clinical application of both theoretical concepts taught in Nursing Process I and II and tactile skills taught in Nursing Skills Laboratory I and II. All aspects of the nursing process will be applied to client situations. (CSU)

**NURS 126 (3 UNITS)**  
**PHYSICAL ASSESSMENT SKILLS**

**3 Hrs. Lec**

Class is limited to 15 students. This course is designed to delineate assessment parameters and variations common to the adult patient. Students will be given the opportunity to learn how to make rapid, accurate patient assessments. They will identify and discuss common findings, observe assessment techniques, and do return demonstrations. Individuals who wish to improve their physical assessment skills are the focus of this course. (CSU) (Formerly RN 41)

**NURS 200 (2.5 UNITS)**  
**PSYCHIATRIC NURSING**

**2.5 Hrs. Lec**

Prerequisite (s): NURS 110; NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

Corequisite(s): NURS 202

This course provides theoretical perspective, science-based knowledge, and principles needed by students to guide their application of the nursing processes and choice of nursing interventions for individuals with pathophysiological and psychopathological adaptation problems relating to mental health. Psychiatric nursing is concerned with an individual's response to stress and crisis. The promotion of mental health through primary prevention, intervention in maladaptive disorders, and rehabilitation of chronic disorders is presented in concurrent classroom and clinical settings. Cultural, social, age related, legal and ethical attitudes toward behaviors, which deviate from accepted norms, are discussed. This course focuses on the nursing role as communicator, provider of care, and client teacher for individuals experiencing adaptation problems related to mental health. Through utilization of the nursing process and the Roy Adaptation Model, the student is expected to formulate nursing diagnosis for existing and potential problems, to establish short and long-term nursing care goals, intervene appropriately and evaluate nursing goals for clients with complex maladaptive behaviors. (CSU)

**NURS 202 (2 UNITS)**  
**PSYCHIATRIC NURSING APPLICATIONS**

**6 Hr. Lab**

Prerequisite (s): NURS 110; NURS 111; NURS 112; NURS 114; and, SOC 101 or ANTH 102.

This course involves clinical application of theoretical concepts taught in Psychiatric Nursing. Treatment and evaluation utilizing all aspects of the nursing process in psychiatric and mental health services will be applied to a variety of client situations. (CSU)

**NURS 204 (3 UNITS)**  
**NURSING TRANSITION COURSE**  
**3 Hrs. Lec**

Completion of advanced placement requirements or permission of the instructor. This course is designed to prepare the advanced placement student to enter the appropriate level of the Associate Degree Nursing Program. Students may take variable units from one to three, according to their placement status. Content includes the nursing process, fluids and electrolytes, pharmacology, maternity nursing, and nursing interventions for selected health conditions. (CSU) (Formerly NURS 5)

**NURS 210 (4.5 UNITS)**  
**NURSING PROCESS III**  
**4.5 Hrs. Lec**

Prerequisite (s): NURS 120; NURS 121; and NURS 122.  
 Corequisite(s): NURS 211 and NURS 212

This course is designed to integrate previous science and nursing course theory. This course provides theoretical perspective, science-based knowledge and principles needed by students to guide their application of the nursing process and choice of nursing interventions for individuals with common physiological alterations. Professional, legal, and ethical issues are explored. Through utilization of developmental theories (primarily Erikson) and the Roy Adaptation Model, this course focuses on the nursing role as communicator, provider of care, and client teacher for individual experiencing adaptation problems across the lifespan in the physiologic mode, psychologic mode, and selected adaptation problems for persons with common and/or chronic medical and/or surgical conditions related to the Cardiac, Gastrointestinal, Musculoskeletal, Endocrine, and Renal Systems. Variations in nursing care for individuals of different socio-economic and cultural backgrounds will be considered. Theories of leadership and management as related to nursing in the acute care setting is introduced. (CSU)

**NURS 211 (1 UNIT)**  
**NURSING SKILLS LABORATORY III**  
**3 Hr. Lab**

Prerequisite (s): NURS 120; NURS 121; and NURS 122.  
 Corequisite(s): NURS 210 and NURS 212

Tactile skills essential to safe nursing practice will be demonstrated in the nursing skills laboratory. Students will have the opportunity for supervised and individual practice followed by skills checkoff by the instructor. Mastery of previous learned skills will be assessed. Skills theory will be part of the demonstration. (CSU)

**NURS 212 (4 UNITS)**  
**NURSING PROCESS APPLICATION III**  
**12 Hr. Lab**

Prerequisite (s): NURS 120; NURS 121; and NURS 122.  
 Corequisite(s): NURS 210 and NURS 211

This course involves clinical application of both theoretical concepts and tactile skills taught in Nursing Process III, II, I, Nursing Skills Laboratory III, II, and I, Psychiatric Nursing and Pharmacology. All aspects of the nursing process will be applied to client situations. (CSU)

**NURS 214 (1 UNIT)**  
**BASIC ARRHYTHMIA RECOGNITION**  
**1 Hrs. Lec**

A basic program using a systematic approach to interpretation and recognition of cardiac arrhythmias in the monitored hospital patient and the appropriate treatment and/or nursing intervention required. Suitable for the ICU/CCU nurse or nursing assistant, beginning cardiopulmonary technician, the med/surg nurse who cares for the patient on telemetry, or for inactive nurses who wish to update their knowledge and maintain their competency. (CSU) (Formerly RN 37)

**NURS 220 (4.5 UNITS)**  
**NURSING PROCESS IV**  
**4.5 Hrs. Lec**

Prerequisite (s): NURS 210; NURS 211; and, NURS 212.  
 Corequisite(s): NURS 221; NURS 222 and NURS 230

This course is designed to integrate previous science and nursing course theory into an in-depth study of patients with increasingly complex health problems. Complex, multi system, acute and emergency nursing theory is presented. This course provides theoretical perspective, science-based knowledge and principles needed by students to guide their application of the nursing process and choice of nursing interventions for individuals. Professional, legal, and ethical issues are explored. Through utilization of developmental theories (primarily Erikson) and the Roy Adaptation Model, this course focuses on nursing care for individuals experiencing adaptation problems across the lifespan in the physiologic mode, psychologic mode, and selected adaptation problems for persons with acute, complex medical and/or surgical conditions related to neurologic system adaptation, adaptation problems of special senses, complex cardiac, complex respiratory, complex endocrine, complex integumentary, and complex immunology/hematology systems. Multi-system stressors are presented. Community nursing and home health nursing are discussed. The nurse as a leader of the nursing team and case management in nursing is explored. (CSU)

**NURS 221 (1 UNIT)**  
**NURSING SKILLS LABORATORY IV**  
**3 Hr. Lab**

Prerequisite (s): NURS 210; NURS 211; and, NURS 212.  
 Corequisite(s): NURS 220; NURS 222 and NURS 230

Tactile skills essential to safe nursing practice will be demonstrated in the nursing skills laboratory. Students will have the opportunity for supervised and individual practice followed by skills checkoff by the instructor. Mastery of all previous learned skills will be assessed. Skills theory will be part of the demonstration. (CSU)

**NURS 222 (4 UNITS)**  
**NURSING PROCESS APPLICATION IV**  
**12 Hr. Lab**

Prerequisite (s): NURS 210; NURS 211; and, NURS 212.  
 Corequisite(s): NURS 220; NURS 221; NURS 222 and NURS 230

This course involves clinical application of both new and previous theoretical concepts and tactile skills taught in Nursing Process IV, III, II, I, Nursing Skills Laboratory IV, III, II, and I, Psychiatric Nursing, and Pharmacology. All aspects of the nursing process will be applied to client situation. (CSU)

**NURS 230 (1 UNIT)****NURSING TRENDS****1 Hrs. Lec**

Prerequisite (s): NURS 200; NURS 202; NURS 210; NURS 211; and, NURS 212.

Corequisite(s): NURS 220; NURS 221 and NURS 222

The course is designed to integrate previous science and nursing course theory. The course addresses, reviews, and scrutinizes current issues affecting nursing and the health care community. Legal and ethical issues, health care in current society, nursing educational pathways, health care delivery systems, legal and ethical concerns, including the California Nurse Practice Act, are explored. Nursing educational pathways for life-long learning are reviewed. The course explores the profession of nursing and the transition from student to professional nurse. (CSU) (Formerly NURS 4CR)

**NURS 238 (3 UNITS)****HOME HEALTH NURSING****1.5 Hrs. Lec 4.5 Hr. Lab**

For the ADN graduate or licensed RN. Addresses opportunities and challenges in home care through didactic and clinical experiences. Topics include current issues of reimbursements and regulations, roles and responsibilities of the home health nurse, documentation, quality assurance, interpersonal aspects, risk management and future trends in home health nursing. (CSU) (Formerly RN 38)

**NURS 240 (2 UNITS)****INTRAVENOUS THERAPY TECHNIQUES****2 Hrs. Lec**

Prerequisite: Permission of Instructor.

A course of instruction in intravenous therapy which includes fluid solutions of electrolytes, nutrients, vitamins, blood and blood products. (Same as VN 240/Formerly VN 40) (CSU) (Formerly RN 40)

**NURS 2AR (5.5 UNITS)****THE MATERNITY CYCLE****2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: NURS 2B(R) or permission of the instructor. The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the psychological, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU)

**NURS 2BR (5.5 UNITS)****COMMON HEALTH PROBLEMS I****2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: NURS 1B (R), NURS 3C (R), or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems of the respiratory, reproductive and special senses systems. Transition from wellness to illness is emphasized. Concepts acquired in previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experience are provided. (CSU)

**NURS 2CR (2 UNITS)****PHARMACOLOGY II****2 Hrs. Lec**

Prerequisite: NURS 1B(R), NURS 1C(R), or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

**NURS 3AR (5.5 UNITS)****COMMON HEALTH PROBLEMS II****2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: NURS 2A(R), NURS 2C(R), and NURS 2B(R), or permission of the instructor. The second of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, cardiovascular, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural and social aspects are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU)

**NURS 3BR (5.5 UNITS)****COMMON HEALTH PROBLEMS III****2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: NURS 3A(R), or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in Nursing 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common disorders involving the neurological, integumentary, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)

**NURS 3CR (2.5 UNITS)****PATIENT CARE MANAGEMENT AND CRITICAL THINKING****2.5 Hrs. Lec**

Prerequisite: Admission to the nursing program or permission of the instructor. To be taken concurrent with NURS 1A(R).

An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NURS 3AR, NURS 3BR and all subsequent nursing courses. (CSU)

**NURS 4AR (4.5 UNITS)****COMMON HEALTH PROBLEMS IV****3 Hrs. Lec 4.5 Hr. Lab**

This course is concerned with an individual's response to stress and crisis. The promotion of mental health, intervention in maladaptive disorders, and the rehabilitation of chronic disorders is presented in concurrent classroom and clinical settings. Cultural and social attitudes toward behavior which deviates from accepted norms is discussed. Preparation for the National Council of Licensure Exam is reviewed. (CSU)

**NURS 4BR (5.5 UNITS)****ADVANCED NURSING****2 Hrs. Lec 10.5 Hr. Lab**

Prerequisite: NURS 3B(R) or permission of the instructor. In depth study of patients with increasingly complex health problems is presented. The nursing process is used to plan and implement nursing care for a group of patients. Concurrent clinical experience in geriatric and advanced medical-surgical nursing is arranged. (CSU)

**NURS 4CR (1 UNIT)****NURSING TRENDS****1 Hrs. Lec**

Prerequisite: NURS 3A(R), NURS 3B(R), or permission of the instructor. Current issues affecting nursing are discussed. Legislation, health care delivery system, and legal and ethical aspects of health care are integrated into the clinical component of Nursing 4B. Upon successful completion of Nursing 4B and 4C, the student is eligible to write the licensure examination for Registered Nurse. (CSU)

**NUTRITION****NUTR 100 (3 UNITS)****FOUNDATIONS OF NUTRITION****3 Hrs. Lec**

Scientific concept of nutrition relating to the function of nutrients in the basic life processes. Examines the major aspects of nutritional services within a health care facility, community or school food services program. The course includes child and adult nutrition application to basic food and food service programs. (CSU) (CAN FCS 2) (Formerly NUTR 2)

**PHILOSOPHY****PHIL 100 (3 UNITS)****INTRODUCTION TO PHILOSOPHY****3 Hrs. Lec**

Man's interpretation of the nature and meaning of reality. Emphasis placed upon the existence of God, free will, and mind-body problems. (CSU, UC) (CAN PHIL 2) (Formerly PHIL 1A)

**PHIL 102 (3 UNITS)****INTRODUCTION TO PHILOSOPHY****3 Hrs. Lec**

The place of philosophy in intelligent living and the methods and significance of philosophical inquiry. Emphasis is placed upon problems of value and human nature. Phil 102 may be taken before Phil 100. (CSU, UC) (Formerly PHIL 1B)

**PHIL 104 (3 UNITS)****ETHICS****3 Hrs. Lec**

An introduction to significant and typical value theories and systems, and of the concrete problems such theories seek to explain. Emphasis placed upon teaching students to critically analyze their own value systems. (CSU, UC) (CAN PHIL 4) (Formerly PHIL 11)

**PHIL 106 (3 UNITS)****LOGIC****3 Hrs. Lec**

An introduction to deductive and inductive logic. Attention focused upon the relationship between logic and language fallacies, and the use of logic in everyday life. (CSU, UC) (CAN PHIL 6) (Formerly PHIL 10)

**PHIL 108 (3 UNITS)****RELIGIONS OF THE MODERN WORLD****3 Hrs. Lec**

An introduction to the various contemporary religions of the world with an emphasis on their historical development. Study of basic beliefs of such religions as Hinduism, Buddhism, Taoism, Zen. (CSU, UC) (Formerly PHIL 25)

**PHYSICAL EDUCATION****PE 100 (2 UNITS)****LIFETIME EXERCISE SCIENCE****1 Hrs. Lec 2 Hr. Lab**

This course is designed to emphasize a comprehensive understanding of the entire scope of the fitness for life process. The student will be equipped to assess their present fitness status; with the ability to write a personalized fitness program; and engage in that fitness program. The course will focus on five areas: cardiovascular endurance, weight control, strength, flexibility, and relaxation. (CSU, UC) (Formerly PE 25)

**PE 101 (1 UNIT)****EXERCISE LAB****2 Hr. Lab**

This is an open-entry open-exit physical fitness course designed to develop and encourage positive attitudes and habits with regard to lifetime fitness. Students will engage in a cardiovascular endurance program, muscular strength and endurance program, flexibility program, or a combination of these. Physical fitness appraisals may be utilized to assist students in selecting an appropriate individualized program. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 16AD)

**PE 102 (1 UNIT)****PHYSICAL FITNESS****2 Hr. Lab**

This course is designed to emphasize physical conditioning and development. Equips the student with a repertoire of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. Maximum credit four units. (CSU) (UC credit limited. See a counselor) (Formerly PE 17AD)

**PE 103 (1 UNIT)****PHYSICAL FITNESS - WOMEN****2 Hr. Lab**

This course is designed to emphasize physical conditioning and development. Equips the student with a repertoire of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. Maximum credit four units. (CSU) (UC credit limited. See a counselor) (Formerly PE 3AD)

**PE 104 (1 UNIT)****WEIGHT TRAINING****2 Hr. Lab**

A course designed to present the basic fundamentals of weight training such as the weight apparatus, proper lifting techniques and basic knowledge of specific muscle groups. Equips the students with a variety of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. Maximum credit four units. (CSU) (UC credit limited. See a counselor) (Formerly PE 8AD)

**PE 110 (2 UNITS)****PHYSICAL EDUCATION ACTIVITY - MILITARY SERVICE**

Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present his/her DD214 or equivalent supporting document to the Veterans Assistant and register for the credit. If the student registers for the class for military credit and does not submit verification of service, he/she will be dropped as a No-Show and will not receive credit. PE 110 does not count for units toward VA, Financial Aid, or full-time student status. These are not contact hours. May receive credit only once. (CSU) (Formerly PE 1)

**PE 111 (1 UNIT)****AEROBICS - STEP****2 Hr. Lab**

Step aerobics involves stepping up and down from a 4 to 12 inch bench, while performing various upper body movements to the accompaniment of music. This course is a simple introduction to basic steps, leading to simple patterns of step choreography. Offers cardiovascular conditioning and strength training. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 27AD)

**PE 112 (1 UNIT)****BASKETBALL - MEN****2 Hr. Lab**

An introduction to the fundamental skills and strategy of the game. Rules and class competition are included in the course. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 24AD)

**PE 113 (1 UNIT)****BASKETBALL - WOMEN****2 Hr. Lab**

Designed for women students interested in basketball. To offer basic and advanced fundamentals, team play, and strategy. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 23AD)

**PE 114 (2 UNITS)****DANCE THEATER****4 Hr. Lab**

A performance group presenting all forms of dance and related theatre arts. A minimum of five outside performances required each semester. Meets physical education activity requirement. Maximum credit eight units. (CSU, UC) (Formerly PE 28AD)

**PE 115 (1 UNIT)****DANCE - JAZZ****2 Hr. Lab**

A study of syncopated movement. Maximum credit four units. (CSU, UC) (Formerly PE 29AD)

**PE 116 (1 UNIT)****DANCE - MODERN****2 Hr. Lab**

Participation and instruction in rhythmic fundamentals, factors related to movement, movement fundamentals and dance skills, creative activity, and evaluation. Designed to develop the student's ability to use expressive body movements in a creative art form. More complex individual dance sketches and small group dance studies. Maximum credit four units. (CSU, UC) (Formerly PE 26AD)

**PE 117 (1 UNIT)****GOLF****2 Hr. Lab**

Offers training in the fundamentals of strokes with irons, woods, and putters; includes rules and etiquette of the game. Actual participation upon a golf course and the worthy use of leisure time and emphasized. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 18AD)

**PE 118 (1 UNIT)****GOLF - ADVANCED****2 Hr. Lab**

Recommended Preparation: PE 117 (Formerly PE 18AD). Advanced training in strokes with irons, woods, and putters; includes rules of the game and emphasis on strategies and tournament play. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 19AD)

**PE 119 (1 UNIT)****SELF-DEFENSE****2 Hr. Lab**

A study of the art of self defense through boxing, wrestling and elements of martial arts as it relates to self defense. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 44AD)

**PE 120 (1 UNIT)****SOFTBALL****2 Hr. Lab**

This course is designed to emphasize the fundamentals, knowledge of rules, coaching techniques, and basic knowledge of the game of softball. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 20AD)

**PE 121 (1 UNIT)****SWIMMING****2 Hr. Lab**

This course is concerned with teaching the student to successfully execute the proper strokes for swimming. Skills, fundamentals, and safety knowledge are stressed from the beginner to the intermediate swimmer. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 5AD)

**PE 122 (2 UNITS)****LIFEGUARD TRAINING/ADVANCED LIFESAVING****1.5 Hrs. Lec 1.5 Hr. Lab**

Prerequisites: Swim 500 yards continuously using each of the following strokes for a minimum of at least 50 yards each: crawl, breast stroke, elementary back stroke, and side stroke. Surface dive to a minimum depth of 9 feet and bring a 10 lb. weight up to the surface. Surface dive to a minimum depth of 5 feet and swim a minimum of 15 yards under water.

Advanced swimming and survival skills and techniques of Lifeguard Training and Advanced Lifesaving. This course meets the aquatic skills required for the American Red Cross Lifeguard Training and Advanced Lifesaving courses. Maximum credit eight units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 6AD)

**PE 123 (2 UNITS)****WATER SAFETY INSTRUCTOR TRAINING****1 Hrs. Lec 2 Hr. Lab**

Prerequisite: Lifeguard Training Certificate and/or Advanced Life-saving for the W.S.I. Certificate.

A course designed to acquaint the student with the basic principles of being an aquatic instructor in the areas of infant and preschool children, progressive swimming courses in the following levels: A. Beginners; B. Advanced Beginners; C. Intermediate; D. Swimmers; E. Advanced Swimmers as well as the methods for teaching Basic Water Safety in addition to Emergency Water Safety. Maximum credit eight units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 7AD)

**PE 124 (1 UNIT)****TEAM SPORTS****2 Hr. Lab**

The course is designed to stimulate the development of mental and physical alertness and poise, and to encourage regular participation in a variety of sports. Includes coeducational activities. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 10AD)

**PE 125 (2 UNITS)****SPORTS ACTIVITY - ADVANCED****1 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: Prior competitive background.

This course is designed for students with previous experience in the sports of volleyball, softball, and basketball. The course will cover basic fundamentals as well as advanced team strategies found in competitive situations. A minimum of fifteen hours per semester for each student is required in outside activities such as community sports and recreational programs. Maximum credit eight units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 21AD)

**PE 126 (1 UNIT)****TENNIS****2 Hr. Lab**

Tennis offers training in the basic fundamentals of the game including history, rules, and etiquette. Social etiquette of the game is stressed along with the worthy use of leisure time. Tournament competition in singles and doubles is emphasized. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 12AD)

**PE 127 (1 UNIT)****TENNIS - ADVANCED****2 Hr. Lab**

Recommended Preparation: PE 126 (Formerly PE 12AD).

Review and practice of forehand, backhand, serve and volley, overhead smash, and lob. Emphasis on court strategy and tactics for singles and doubles competition. Maximum credit two units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 13AB)

**PE 128 (1 UNIT)****VOLLEYBALL****2 Hr. Lab**

A course designed to present the basic fundamentals of volleyball such as the serve, setting, spiking, and team play. Rules and class competition are included. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 11AD)

**PE 129 (1 UNIT)****VOLLEYBALL - ADVANCED****2 Hr. Lab**

Recommended Preparation: Completion of four semesters of PE 128 (Formerly PE 11AD) and demonstrate competency in advanced skills. Continuation of PE 128. More advanced volleyball skills. More emphasis on tournament play and advanced strategy. More emphasis will be placed on spiking and blocking. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 14AD)

**PE 130 (1 UNIT)****ADAPTED PHYSICAL EXERCISES COED****2 Hr. Lab**

Open only to students who are unable to participate in the regular physical education program. The course is specifically designed to meet the individual needs of these students. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 9AD)

**PE 131 (1 UNIT)****INDIVIDUAL SPORTS FOR THE PHYSICALLY LIMITED****2 Hr. Lab**

This course is designed to broaden the physically disabled student's awareness of group activities and develop a willingness to participate. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 45AD)

**PE 132 (1 UNIT)****GROUP SPORTS FOR THE PHYSICALLY LIMITED****2 Hr. Lab**

This course is designed to broaden the physically disabled student's awareness of group activities and develop a willingness to participate. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 46AD)

**PE 140 (1 UNIT)****BASEBALL - ADVANCED****2 Hr. Lab**

Recommended Preparation: Participation on high school (or equivalent) baseball team.

This course is designed for those students of advanced ability in baseball skills who have an interest in playing competitive baseball at the college level. Instruction will cover the development of fundamental offensive and defensive skills with an emphasis on advances techniques, strategies, physical training, and team preparation. Maximum credit four units. (CSU) (Formerly PE 47AD)

**PE 141 (1 UNIT)****SOFTBALL - WOMEN****2 Hr. Lab**

This course is designed to emphasize the basic fundamentals, skills and rules of the game of women's softball. Maximum credit four units. (CSU) (UC credited limited. See a counselor.) (Formerly PE 2AD)

**PE 150 (2 UNITS)****INTERCOLLEGIATE BASEBALL & PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of baseball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 34AB)

**PE 151 (2 UNITS)****INTERCOLLEGIATE BASKETBALL AND PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of basketball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. Maximum credit eight units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 32AD)

**PE 152 (2 UNITS)****INTERCOLLEGIATE SOCCER AND PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of soccer. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 42AB)

**PE 153 (2 UNITS)****INTERCOLLEGIATE SOFTBALL AND PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of women's softball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 43AB)

**PE 154 (2 UNITS)****INTERCOLLEGIATE TENNIS AND PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Open to both men and women. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 38AB)

**PE 155 (2 UNITS)****INTERCOLLEGIATE VOLLEYBALL AND PE****10 Hr. Lab**

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. This course is designed to give the individual a well-rounded knowledge in volleyball. The course should help develop a relationship of athletics to other matters such as exercise, recreation, sportsmanship, and competition. The student must schedule for a minimum of 10 hours per week. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 41AB)

**PE 161 (1.5 UNITS)****PRE-SEASON CONDITIONING FOR ATHLETES****3 Hr. Lab**

This course is designed to prepare athletes for the competitive season. Emphasis will be placed on the development of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes to work out with sport specific exercise programs. Maximum credit six units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 36AD)

**PE 162 (1.5 UNITS)****IN SEASON CONDITIONING FOR ATHLETES****3 Hr. Lab**

This course is designed to help athletes maintain top physical condition throughout the competitive season. Emphasis will be placed on sustaining high levels of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes avoid injuries and perform at optimum levels. Maximum credit six units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 35AD)

**PE 163 (2 UNITS)****SONG AND CHEER****4 Hr. Lab**

Practice and performance class for songleaders and cheerleaders. Satisfies physical education activity class requirement. Maximum credit eight units. (CSU) (Formerly PE 30AD)

**PE 200 (2 UNITS)****THEORY OF BASEBALL****2 Hrs. Lec**

A history of the game, knowledge of rules, current and possible future trends in the game, coaching techniques, and scouting. Recommended for physical education majors, potential coaches, and recreation majors. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 52AB)

**PE 201 (2 UNITS)****THEORY OF BASKETBALL****2 Hrs. Lec**

This course is designed for physical education majors, recreation majors, and potential coaches. Coaching techniques and theories, history rules and current possible future trends in the game will be offered. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 53AB)

**PE 202 (2 UNITS)****THEORY OF SOFTBALL****2 Hrs. Lec**

This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, practice organization, strategies and theories, and possible future trends in softball will be offered. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 55AB)

**PE 203 (2 UNITS)****THEORY OF VOLLEYBALL****2 Hrs. Lec**

This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, offensive and defensive strategies, practice organization, and possible future trends in volleyball will be offered. Maximum credit four units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 54AB)

**PE 210 (2 UNITS)****INTRODUCTION TO PHYSICAL EDUCATION****2 Hrs. Lec**

Principles and organization of physical education and areas of specialization within the field. (CSU) (UC credit limited. See a counselor.) (Formerly PE 50)

**PE 211 (3 UNITS)  
PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL****3 Hrs. Lec**

This course is designed to prepare the elementary school teacher to teach the whole child through physical education. (CSU) (Formerly PE 61)

**PE 212 (3 UNITS)  
THE HISTORY AND APPRECIATION OF DANCE****3 Hrs. Lec**

Foundations of dance in western civilization. Dance as art, therapy, ritual and social discourse. Analysis of dance in film, video, and live performance. Appreciation for artistic intent, technique and style. (Same as HUM 100/Formerly HUM 21) (CSU, UC) (Formerly PE 63)

**PE 220 (2 UNITS)  
INTRODUCTION TO ATHLETIC TRAINING****2 Hrs. Lec**

Introductory course in recognition, assessment, management, care and prevention of injuries in physical activities. Includes techniques of applying supportive materials, rehabilitation of injuries, and use of therapeutic modalities. (CSU, UC) (Formerly PE 56)

**PE 221 (2 UNITS)  
PSYCHOLOGY OF COACHING****2 Hrs. Lec**

A course covering all the aspects of the psychology of coaching sports. Includes certain guides to show how teaching and learning may be applied to the coaching of sports, and to bring out the relationship of meaningful learning to successful athletic coaching. (CSU) (Formerly PE 58)

**PE 222 (3 UNITS)  
SPORTS OFFICIATING****2 Hrs. Lec 3 Hr. Lab**

This course is designed to provide for the study and interpretation of rules for various men's and women's sports, and the philosophies, procedures, practices, and mechanics of officiating games including football, basketball, baseball softball, soccer, tennis, track, volleyball and wrestling. (CSU) (UC credit limited. See a counselor.) (Formerly PE 59)

**PE 223 (2 UNITS)  
STRUCTURING INTRAMURALS****1 Hrs. Lec 2 Hr. Lab**

Recommended Preparation: Basic knowledge and/or experience in competitive sports and recreational games. The course is designed to provide students experience in structuring various types of sports and recreation tournaments through assisting in the IVC intramural program. (CSU) (Formerly PE 51)

**PE 224 (3 UNITS)  
PHYSICAL EDUCATION FOR SPECIAL OLYMPICS****2 Hrs. Lec 4 Hr. Lab**

A course designed to train college students to condition and prepare retarded persons for competition in Special Olympics. Maximum credit 6 units. (CSU) (UC credit limited. See a counselor.) (Formerly PE 62AB)

**PHYSICAL SCIENCE****PHSC 110 (3 UNITS)  
PHYSICAL SCIENCE****3 Hrs. Lec**

Recommended Preparation: MATH 090 with a grade of "C" or better.

This course is designed to give an understanding of the fundamental principles of physics and chemistry as they relate to the structure and properties of matter and the principles of motion and energy, for the liberal studies student. (CSU)

**PHYSICS****PHYS 100 (4 UNITS)  
INTRODUCTION TO PHYSICS FOR HEALTH PROFESSIONALS****3 Hrs. Lec 3 Hr. Lab**

Elementary mechanics, fluids, sound, electricity, and optics. For students requiring physics for health professions. Does not apply toward a major in general science or physical science. (CSU) (CAN PHYS 2) (Formerly PHYS 10)

**PHYS 200 (5 UNITS)  
GENERAL PHYSICS****4 Hrs. Lec 3 Hr. Lab**

Prerequisite: Credit with a grade of "C" or better or concurrent enrollment in MATH 192 (Formerly MATH 3A).

This course is designed to give an understanding of the fundamental principles of physics in the area of mechanics. (CSU, UC) (CAN PHYS 8) (CAN PHYS SEQ B = PHYS 200 and PHYS 202 and PHYS 204) (Formerly PHYS 4A)

**PHYS 202 (5 UNITS)  
GENERAL PHYSICS****4 Hrs. Lec 3 Hr. Lab**

Prerequisites: PHYS 200 (Formerly PHYS 4A) or equivalent with a grade of "C" or better and MATH 194 (Formerly MATH 3B) with a grade of "C" or better or concurrent enrollment in MATH 194.

This course is designed to give an understanding of the fundamental principles of physics in the areas of electricity, magnetism, atomic, and nuclear physics. (CSU, UC) (CAN PHYS 12) (CAN PHYS SEQ B = PHYS 200 and PHYS 202 and PHYS 204) (Formerly PHYS 4B)

**PHYS 204 (5 UNITS)  
GENERAL PHYSICS****4 Hrs. Lec 3 Hr. Lab**

Prerequisites: PHYS 200 (Formerly PHYS 4A) with a grade of "C" or better and MATH 194 (Formerly MATH 3B) with a grade of "C" or better or concurrent enrollment in MATH 194.

This course is designed to give an understanding of the fundamental principles of physics in the areas of waves, heat, light, relativity, quantum mechanics and atomic physics. (CSU, UC) (CAN PHYS 14) (CAN PHYS SEQ B = PHYS 200 and PHYS 202 and PHYS 204) (Formerly PHYS 4C)



**POLITICAL SCIENCE****POLS 052 (3 UNITS)****INTRODUCTION TO AMERICAN GOVERNMENT****3 Hrs. Lec**

An introduction to the foundations and major characteristics of the governments of the United States and California, stressing the political habits of the American people within an historical setting. This course will meet the graduation requirement in American Institutions at Imperial Valley College, but is offered to students who do not intend to transfer to senior institutions. Not open to students with credit in HIST 120 (Formerly HIST 17A), HIST 121 (Formerly HIST 17B), POLS 100 (Formerly POL S 1) or POLS 102 (Formerly POL S 2). (Nontransferable, AA/AS degree only) (Formerly SSCI 52)

**POLS 100 (3 UNITS)****INTRODUCTION TO POLITICAL SCIENCE****3 Hrs. Lec**

An introduction to the theories, principles, and problems of modern political life and the methods of studying and acquiring political knowledge. Illustrative materials drawn primarily from the American experience. (CSU/UC) (Formerly POL S 1)

**POLS 102 (3 UNITS)****AMERICAN GOVERNMENT AND POLITICS****3 Hrs. Lec**

The origin, development and operation of local, state and national political institutions within the United States emphasizing the contemporary operations of the American political system. (CSU, UC) (CAN GOV 2) (Formerly POL S 2)

**POLS 104 (3 UNITS)****COMPARATIVE POLITICS****3 Hrs. Lec**

Recommended Preparation: POLS 100 (Formerly POL S 1) or POLS 102 (Formerly POL S 2).

A comparative study of modern political systems. Emphasis upon patterns of political action and problems of decision-making in various cultural contexts. (CSU, UC) (Formerly POL S 3)

**POLS 106 (3 UNITS)****INTRODUCTION TO INTERNATIONAL RELATIONS****3 Hrs. Lec**

An introductory course stressing the techniques of analysis of the basic factors making for conflict and adjustment in contemporary international relations. Problems of nationalism and imperialism, elements of national power, causes of war, methods of seeking peace, the role of international organizations, and the foreign policies of the major powers will be considered. Emphasis will be upon contemporary developments. (CSU, UC) (Formerly POL S 14)

**POLS 800 (1 UNIT)****AMERICAN CITIZENSHIP****1 Hrs. Lec**

This course will enable the student to learn the basic facts about the United States Constitution, famous Americans, and important events in American history. Emphasis is in the privileges, duties and responsibilities of citizenship. (Nontransferable, nondegree applicable) (Formerly SPEC 85)

**PSYCHOLOGY****PSY 101 (3 UNITS)****INTRODUCTION TO PSYCHOLOGY****3 Hrs. Lec**

Recommended Preparation: Twelfth grade reading level highly recommended.

An introduction to the study of human behavior and cognition. Includes consideration of many of the major topics in psychology including, but not limited to, the biology of behavior, learning, human development, sleep and consciousness, personality, mental disorders and therapy, and social processes. (CSU, UC) (CAN PSY 2) (Formerly PSYCH 1A)

**PSY 106 (3 UNITS)****DEVELOPMENTAL PSYCHOLOGY OF CHILDREN****3 Hrs. Lec**

A study of the developmental stages of children from conception through adolescence including the principle theories of development and their application. (Same as CFCS 106/Formerly ECE 20) (CSU) (UC Credit limited. See a counselor.) (Formerly PSYCH 20)

**PSY 120 (3 UNITS)****INTRODUCTION TO COUNSELING****3 Hrs. Lec**

A study of the theory, process, and practice of interviewing and counseling in community service and other counseling situations. The course is designed to assist the student to gain knowledge and develop skills in order to help a client or interviewee in counseling situations. Theories of counseling and basic helping skills will be presented, demonstrated, and practiced. (Same as ADS 120/Formerly ADS 9) (CSU) (Formerly PSYCH 9)

**PSY 130 (3 UNITS)****GROUP LEADERSHIP AND GROUP PROCESS****3 Hrs. Lec**

This course will introduce the student to group theory and process, and how groups affect the whole social scene. It will examine membership in, and leadership of, various kinds of groups, emphasizing group process. Consideration will be given to goals and strategies of social change and the necessity for social change in relation to personal and social values. The factors involved in problems of communications, effective emotional responses and personal growth also will be highlighted, emphasizing the group process as a means of changing behavior. (Same as ADS 130/Formerly ADS 53) (CSU) (Formerly PSYCH 53)

**PSY 142 (3 UNITS)****PSYCHOLOGY OF ADJUSTMENT****3 Hrs. Lec**

Recommended Preparation: Twelfth grade reading level strongly recommended.

A study of the development of effective behaviors. Focuses on individual behavior such as self-control, stress and emotional reactions; self-image, motivation, self-deception, lifespan development and the major psychological theories, which address these behaviors. Effective group behaviors including interpersonal relationships, marriage, sex, and society are also examined. (CSU) (Formerly PSYCH 3)

**PSY 144 (3 UNITS)****THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS****3 Hrs. Lec**

An exploration of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving one's relationships with self and others will be the focus of this course. Topics will include love, jealousy, acceptance, listening skills, communication skills, perception of self and others, and self-disclosure. The course involves lecture, discussion, and experiential techniques. (CSU) (Formerly PSYCH 16)

**PSY 146 (3 UNITS)****PSYCHOLOGY OF HUMAN SEXUALITY****3 Hrs. Lec**

A study of the psychology of Human Sexuality. Includes anatomy and physiology of sexual function, sexual dysfunctions, sexually transmitted diseases, infertility, contemporary sexual attitudes and behaviors, sexual deviations, and controversies and implications for the individual and the society. (CSU, UC) (Formerly PSYCH 4)

**PSY 200 (3 UNITS)****BIOLOGICAL PSYCHOLOGY****3 Hrs. Lec**

Recommended Preparation: Successful completion of PSY 101 (Formerly PSYCH 1A) strongly recommended and twelfth grade reading level highly recommended.

An exploration of the biological basis of human behavior. The development, structure and functions of the nervous system is thoroughly examined to provide insight into its complex relationship with human behavior, thought, and feelings. The history of neuroscience and methods of scientific inquiry are reviewed. (CSU, UC) (CAN PSY 10) (Formerly PSYCH 2)

**PSY 202 (3 UNITS)****LEARNING****3 Hrs. Lec**

Recommended Preparation: Successful completion of PSY 101 (Formerly PSYCH 1A) strongly recommended and the twelfth grade reading level highly recommended.

This course will explore the role of learning in the adaptation of humans and other animals to their changing environment. Research methodology, Pavlovian and operant theories, applications and implications, and higher cognitive processes will be examined. (CSU, UC) (Formerly PSYCH 1B)

**PSY 204 (3 UNITS)****DEVELOPMENTAL PSYCHOLOGY: CONCEPTION TO DEATH****3 Hrs. Lec**

A study of human development from conception to death, including conception, prenatal development, infancy, toddlerhood, preschool years, middle childhood, adolescence, early adulthood, middle adulthood, later adulthood, and death. The course covers psychodynamic theories of development, current research, and major developmental tasks. (CSU) (UC credit limited. See a counselor.) (Formerly PSYCH 35)

**PSY 206 (3 UNITS)****SOCIAL PSYCHOLOGY****3 Hrs. Lec**

The study of how personality and behavior are influenced by the social environment. The conceptual and research focus is on the relationship between the individual and society. This course includes such topics as: self-concept and social identity, group behavior and group membership. (Same as SOC 206/Formerly SOC 17) (CSU, UC) (Formerly PSYCH 17)

**PSY 208 (3 UNITS)****ABNORMAL PSYCHOLOGY****3 Hrs. Lec**

Recommended Preparation: Twelfth grade reading level highly recommended, PSY 101 (Formerly PSYCH 1A), PSY 142 (Formerly PSYCH 3) and PSY 200 (Formerly PSYCH 2) recommended.

Covers the major categories of mental disorders listed in the latest version of the "Diagnostic and Statistical Manual of Mental Disorders" (DSM). Draws upon important contributions from various disciplines and theoretical stances. Case studies and research-based explanations are examined. Controversial topics related to mental disorder are explored. (CSU, UC) (Formerly PSYCH 14)

**PSY 210 (3 UNITS)****CRISIS INTERVENTION AND REFERRAL TECHNIQUES****3 Hrs. Lec**

Techniques used for brief therapy crisis intervention, intake interviewing and referral will be studied and practiced. Special attention will be given to the process of intervention, admitting, and recording of information as it pertains to alcohol and drug abuse clients. Through an experiential format, participants will learn and practice skills in brief therapy, different levels of client communication and intake interviewing. (Same as ADS 210/Formerly ADS 55) (CSU) (Formerly PSYCH 55)

**PSY 212 (3 UNITS)****RESEARCH METHODS IN PSYCHOLOGY****3 Hrs. Lec**

Recommended Preparation: Successful completion of PSY 101 (Formerly PSYCH 1A) strongly recommended.

This course introduces students to psychological research reports, as well as methods and critical analysis techniques that may be applied to diverse research studies and issues. (CSU, UC) (Formerly PSYCH 18)

**PSY 220 (3 UNITS)****PRACTICUM****1 Hrs. Lec 6 Hr. Lab**

Recommended Preparation: PSY 101 (Formerly PSYCH 1A), ADS/PSY 120 (Formerly ADS/PSYCH 9) or SOC 101 (Formerly SOC 1). A course designed to provide opportunity for the student in Psychology, Human Relations, or Alcohol and Drug Studies to gain experience under supervised conditions such as those involving mental health, child development, youth corrections, welfare, homes for the neglected, homes for the aged, youth recreation, rehabilitation centers for people with physical limitations, and educational settings. Students will be supervised by qualified instructional staff and professionally trained personnel. (Same as ADS 220/Formerly ADS 11A) (CSU) (Formerly PSYCH 11A)

**PSY 221 (3 UNITS)  
PRACTICUM****1 Hrs. Lec 6 Hr. Lab**

Prerequisite: ADS/PSY 220 (Formerly ADS/PSYCH 11A).

A continuation of ADS/PSY 220 with emphasis in gaining further experience in the same institution or agency or a different institution or agency. (Same as ADS 221/Formerly ADS 11B) (CSU) (Formerly PSYCH 11B)

**RECREATION****REC 010 (1 UNIT)****RECREATION FOR SPECIAL GROUPS****2 Hr. Lab**

Intensive therapeutic recreation for severely disabled persons in the community. Through repetitive instruction, the student will develop individual and group skills in recreational activities modified for their developmental disabilities. Maximum credit four units. (Nontransferable, nondegree applicable) (Formerly REC 74AD)

**REC 100 (3 UNITS)****INTRODUCTION TO LEISURE****3 Hrs. Lec**

Presents the basic ideas and problems in our contemporary society and projects this thinking into the future when greater amounts of leisure time will be at our disposal. The course shows the need of our citizenry to cope successfully with the pressures of our daily lives and have a balanced and meaningful use of leisure time in maintaining mental and physical health. (CSU) (Formerly REC 70)

**REC 101 (3 UNITS)****SOCIAL RECREATION****3 Hrs. Lec**

A theory and activity course designed to present instruction material and information necessary to effectively conduct social recreation in clubs, playgrounds, recreation centers, churches, and camps. Emphasis is on the social development and integration of individuals into group programs, including planning, programming, and conducting social recreation activities. (CSU) (Formerly REC 71)

**REC 102 (3 UNITS)****OUTDOOR RECREATION****2 Hrs. Lec 3 Hr. Lab**

History, development, principles, and trends of organized camping, nature and conservation, and outdoor recreation. Laboratory and field trips, including camping and hiking activities. Practical skills in fire crafts, outdoor cooking and backpacking. Leadership training in camp counseling. Required for recreation majors. Will not satisfy PE requirement. (CSU) (Formerly REC 72)

**REC 103 (4 UNITS)****RECREATION FOR SPECIAL GROUPS****2 Hrs. Lec 4 Hr. Lab**

Field work in therapeutic recreation in the community. The special groups emphasis area is dedicated to understanding and serving individuals and groups in our society who exhibit special recreational needs. Students must plan for two additional hours by arrangement. (CSU) (Formerly REC 73)

**SOCIAL WORK****SW 220 (3 UNITS)****INTRODUCTION TO SOCIAL WORK****3 Hrs. Lec**

A survey course that introduces the field of social work as a profession within the context of the institution of social welfare. Development of an understanding of social work principles, goals, values, and methods through readings and class discussion. An unpaid assignment in an agency setting is required. (CSU)

**SOCIOLOGY****SOC 101 (3 UNITS)****INTRODUCTORY SOCIOLOGY****3 Hrs. Lec**

An introductory course to the study of society. Major ideas, concepts, and methods in the study of society to include culture, social structure, social stratification, deviance and social control, social change, and marriage in the family. (CSU, UC) (CAN SOC 2) (Formerly SOC 1)

**SOC 102 (3 UNITS)****CONTEMPORARY SOCIAL PROBLEMS****3 Hrs. Lec**

This course deals with contemporary social problems and will cover those areas that are currently being defined by our society as problem issues. Emphasis will be given to understanding these problems on the societal level, the group level, and from the standpoint of the individual. (CSU, UC) (CAN SOC 4) (Formerly SOC 2)

**SOC 110 (3 UNITS)****MARRIAGE AND THE FAMILY****3 Hrs. Lec**

An introductory course to marriage and the family. Major ideas and concepts include: the history of love and marriage, myths and hidden realities, sex roles, singlehood and pairing, communication and conflict resolution, separation and divorce, remarriage. (CSU) (Formerly SOC 33)

**SOC 124 (3 UNITS)****CRIMINOLOGY****3 Hrs. Lec**

Recommended Preparation: Completion of ENGL 100 (Formerly ENGL 2B) and ENGL 089 (Formerly ENGL 12B) with a grade of "C" or better.

This course explores the nature of crime, measurement and research of crime, the extent of crime, major theories of crime causation, criminal typologies, criminal justice system response to crime, and societal reaction to crime. (Same as AJ 124/Formerly AJ 30) (CSU) (Formerly SOC 30)

**SOC 150 (3 UNITS)****SOCIOLOGY OF MINORITY GROUPS****3 Hrs. Lec**

This course includes the study of the theories of prejudice and discrimination of different groups within American society. It will cover an historical analysis of the problems of these groups and typical areas will include racism, sexism, ageism, and ethnic and religious discrimination. (Same as ADS 150/Formerly ADS 10) (CSU, UC) (Formerly SOC 10)

**SOC 160 (3 UNITS)**  
**HUMAN SERVICES IN A CHANGING SOCIETY**  
**3 Hrs. Lec**

History, philosophy and the development of thought in social work. A content area designed to identify and analyze the primary helping services in urban and rural America. Observation and reporting techniques will be emphasized. This course will identify new programs and careers in the emerging Human Services field. (Same as ADS 160/Formerly ADS 50) (CSU) (Formerly SOC 50)

**SOC 206 (3 UNITS)**  
**SOCIAL PSYCHOLOGY**  
**3 Hrs. Lec**

The study of how personality and behavior are influenced by the social environment. The conceptual and research focus is on the relationship between the individual and society. This course includes such topics as: self-concept and social identity, group behavior and group membership. (Same as PSY 206/Formerly PSYCH 17) (CSU, UC) (Formerly SOC 17)

## SPANISH

**SPAN 100 (5 UNITS)**  
**ELEMENTARY SPANISH**  
**5 Hrs. Lec**

Prerequisites: The student must be able to speak and read English. Not open to students with native ability in Spanish. (See SPAN 220/Formerly SPAN 20A). For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended. The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. (CSU) (UC credit limited. See a counselor.) (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 100 and SPAN 110) (Formerly SPAN 1)

**SPAN 101 (2.5 UNITS)**  
**ELEMENTARY SPANISH**  
**2.5 Hrs. Lec**

This course is one-half the content of the regular SPAN 100 (Formerly SPAN 1) course. Completion of SPAN 101 and 102 sequence will be the equivalent of SPAN 100, and the total of 5 units. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 1A)

**SPAN 102 (2.5 UNITS)**  
**ELEMENTARY SPANISH**  
**2.5 Hrs. Lec**

This course is one-half the content of the regular SPAN 100 (Formerly SPAN 1) course. Completion of SPAN 101 and 102 sequence will be the equivalent of SPAN 100, and the total of 5 units. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 1B)

**SPAN 110 (5 UNITS)**  
**ELEMENTARY SPANISH**  
**5 Hrs. Lec**

A continuation of SPAN 100 (Formerly SPAN 1) with the main emphasis on the imperfect, preterit, and present perfect forms for both regular and irregular verbs. (CSU) (UC credit limited. See a counselor.) (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 100 and SPAN 110) (Formerly SPAN 2)

**SPAN 111 (2.5 UNITS)**  
**ELEMENTARY SPANISH**  
**2.5 Hrs. Lec**

This course is one-half the content of the regular SPAN 110 (Formerly SPAN 2) course. Completion of the SPAN 111 and 112 sequence is the equivalent of SPAN 110 for a total of 5 units. A continuation of SPAN 101 or SPAN 102. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 2A)

**SPAN 112 (2.5 UNITS)**  
**ELEMENTARY SPANISH**  
**2.5 Hrs. Lec**

This course is one-half the content of SPAN 110 (Formerly SPAN 2). Completion of the SPAN 111 and 112 sequence is the equivalent of SPAN 110. This course is a continuation of SPAN 111. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 2B)

**SPAN 113 (2.5 UNITS)**  
**BEGINNING CONVERSATIONAL SPANISH AND CULTURE**  
**2.5 Hrs. Lec**

A course designed to give the student a basic ability in everyday Spanish. The course will emphasize vocabulary building, conversational skills, listening and comprehension, and culture. (CSU) (Formerly SPAN 5A)

**SPAN 114 (2.5 UNITS)**  
**BEGINNING CONVERSATIONAL SPANISH AND CULTURE**  
**2.5 Hrs. Lec**

A continuation of SPAN 113. (CSU) (Formerly SPAN 5B)

**SPAN 200 (5 UNITS)**  
**INTERMEDIATE SPANISH**  
**5 Hrs. Lec**

Prerequisite: The student must be able to speak and read English. The student can be successful in SPAN 200 only after having achieved all of the minimal performance objectives specified for both SPAN 100 (Formerly SPAN 1) and SPAN 110 (Formerly SPAN 2). Either a recent course in SPAN 110 or a recent 3 year high school Spanish course with good retention should enable the student to succeed in SPAN 200. A continuation of SPAN 110 covering the uses of all Spanish tenses with special emphasis on the subjunctive and imperative modes. (CSU) (UC credit limited. See a counselor.) (CAN SPAN 8) (CAN SPAN SEQ B = SPAN 200 and SPAN 210) (Formerly SPAN 3)

**SPAN 210 (5 UNITS)**  
**INTERMEDIATE SPANISH**  
**5 Hrs. Lec**

Prerequisite: The student must be able to speak and read English. The student can be successful in SPAN 210 only after having achieved all of the minimal performance objectives specified for SPAN 100 (Formerly SPAN 1), SPAN 110 (Formerly SPAN 2), and SPAN 200 (Formerly SPAN 3). A recent course in SPAN 200 or the recent completion of 4 years of high school Spanish with good retention should enable the student to succeed in SPAN 210. A continuation of SPAN 200 but with greater emphasis on the reading and writing skills. The student will work with all tenses and modes of the Spanish language. (CSU) (UC credit limited. See a counselor.) (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 200 and SPAN 210) (Formerly SPAN 4)

**SPAN 215 (1 UNIT)  
SPANISH SPELLING AND BEGINNING WRITING****1 Hrs. Lec**

This course is designed specifically for students who speak Spanish natively or nearly natively, but who have difficulty in reading and/or writing standard Spanish. The course will address the specific problems native speakers of Spanish have regarding spelling, accent marks, punctuation and the mechanics of writing paragraphs. (CSU) (Formerly SPAN A)

**SPAN 220 (5 UNITS)  
BILINGUAL SPANISH****5 Hrs. Lec**

Prerequisite: Spanish speaking fluency, native or near-native or 3 years of high school Spanish. The course is designed to develop in the student the four basic language skills of listening, speaking, reading, and writing with a constant comparison between Spanish and English usage. Emphasis will be on the indicative tenses: present, preterit, imperfect, and future. These skills will be explored through reading in the contemporary culture of Spain, Latin America, and the Spanish speaking communities in the United States - Mexican, Cuban, Puerto Rican, and Sephardic. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 20A)

**SPAN 221 (5 UNITS)  
BILINGUAL SPANISH****5 Hrs. Lec**

Continuation of SPAN 220 (Formerly SPAN 20A). Emphasis on the conditional and the subjunctive forms. (CSU) (UC credit limited. See a counselor.) (Formerly SPAN 20B)

**SPAN 222 (3 UNITS)  
BILINGUAL ORAL SPANISH****3 Hrs. Lec**

An intensive course in oral Spanish for students who have learned Spanish as a native language. It is intended for students who may read well and have good grammar but need for more practice in oral structures. This course will include a brief grammar review and discussion of relevant everyday topics of social concern. Concurrent enrollment in SPAN 221 (Formerly SPAN 20B) is recommended, but not required. (CSU, UC) (Formerly SPAN 23)

**SPAN 223 (4 UNITS)  
SPANISH READING AND WRITING****4 Hrs. Lec**

Recommended Preparation: SPAN 210 (Formerly SPAN 4) or SPAN 221 (Formerly SPAN 20B).

This course is designed to develop reading and writing skills for the student of Spanish. Emphasis will be placed on the process of writing as preparation for upper division work. In addition, the student will review grammar, punctuation, and spelling. Selected readings from Chicano, Spanish American, and Spanish literature will be included. (CSU, UC) (Formerly SPAN 27)

**SPAN 225 (3 UNITS)  
INTRODUCTION TO SPANISH AMERICAN LITERATURE****3 Hrs. Lec**

Introductory survey of representative movements, authors, and works of Spanish American literature from the Spanish Discovery to the present. Course conducted in Spanish. (CSU, UC) (Formerly SPAN 25)

**SPAN 230 (2 UNITS)  
INTRODUCTION TO TRANSLATION AND INTERPRETATION****2 Hrs. Lec 2 Hr. Lab**

This course is designed to give students an introduction to theory and practice in translating and interpreting. There will be intensive vocabulary building and ear-training exercises; extensive and intensive reading on current events; cross-cultural training and research on career possibilities in these areas. (CSU) (Formerly SPAN 26)

**SPAN 260 (3 UNITS)  
THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 101 (Formerly ENGL 1A).

Study of the contributions by Mexican Americans to all genres of literature. Course to be developed through the study of the Mexican American historical backgrounds, and by contrasting and comparing the works of Mexican Americans with their familiar Anglo American counterparts, as well as with the works of familiar Mexican authors. This course will concentrate on the cultural and literary heritage of the Mexican American. Conducted in English. (Same as ENGL 260/Formerly ENGL 46A) (CSU, UC) (Formerly SPAN 28A)

**SPAN 261 (3 UNITS)  
THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec**

Recommended Preparation: Eligibility for ENGL 101 (Formerly ENGL 1A).

A continuation of SPAN/ENGL 260 (Formerly SPAN 28A/ENGL 46A) with emphasis on contemporary Mexican American writers. Conducted in English. SPAN/ENGL 261 may be taken before SPAN/ENGL 260. (Same as ENGL 261/Formerly ENGL 46B) (CSU, UC) (Formerly SPAN 28B)

**SPAN 262 (3 UNITS)  
INTRODUCTION TO MEXICAN AMERICAN STUDIES****3 Hrs. Lec**

An interdisciplinary survey of the historical role, culture, values, and artistic contributions of the Mexican Americans to the United States. From 1836 to the present. Course conducted in English. (CSU, UC) (Formerly SPAN 42)

**SPEECH****SPCH 100 (3 UNITS)  
ORAL COMMUNICATION****3 Hrs. Lec**

Recommended Preparation: ENGL 100 (Formerly ENGL 2B) or higher.

Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (CSU) (UC credit limited. See a counselor.) (CAN SPCH 4) (Formerly SPCH 1)

**SPCH 110 (3 UNITS)  
PUBLIC SPEAKING****3 Hrs. Lec**

Recommended Preparation: SPCH 100 (Formerly SPCH 1).

A continuation of SPCH 100 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. (CSU) (UC credit limited. See a counselor.) (Formerly SPCH 2AB)

**SPCH 180 (3 UNITS)**  
**ARGUMENTATION AND DEBATE**  
**3 Hrs. Lec**

Recommended Preparation: SPCH 100 (Formerly SPCH 1).  
 An introduction to the problems of evidence and inference, with emphasis on the application of logic to rational discussion of social problems. (CSU, UC) (CAN SPCH 6) (Formerly SPCH 10)

## THEATRE ARTS

**THEA 100 (3 UNITS)**  
**INTRODUCTION TO THEATRE**  
**3 Hrs. Lec**

An introduction to the art of theatre to include the nature of theatrical presentation, elements of dramatic structure, and the contributions of the playwright, actor, director, designer, technician, and audience. (CSU, UC) (Formerly THEA 1)

**THEA 120 (3 UNITS)**  
**FUNDAMENTALS OF ACTING**  
**3 Hrs. Lec**

An introduction to the interpretation of drama through the art of the actor. Development of individual insights, skills, and disciplines in the presentation of the dramatic materials to an audience. (CSU, UC) (Formerly THEA 20)

**THEA 121 (3 UNITS)**  
**INTERMEDIATE ACTING**  
**2 Hrs. Lec 3 Hr. Lab**

Recommended Preparation: THEA 120 (Formerly THEA 20).  
 A continuation of THEA 120 with further emphasis on fundamental acting skills. Laboratory hours to be arranged. Maximum credit six units. (CSU, UC) (Formerly THEA 21AB)

**THEA 180 (1 UNIT)**  
**REHEARSAL AND PERFORMANCE**  
**3 Hr. Lab**

Enrollment contingent upon participation in campus major dramatic production. Maximum credit one unit per semester for four semesters. Hours to be arranged. Maximum credit four units. (CSU, UC) (Formerly THEA 22AD)

## VOCATIONAL NURSING

**VN 110 (5 UNITS)**  
**INTRODUCTION TO PATIENT CARE I**  
**2 Hrs. Lec 9 Hr. Lab**

Prerequisites: AHP 100 (Formerly HT 3), BIOL 090 (Formerly ANAT 6), PSY 101 (Formerly PSYCH 1A), ENGL 101 (Formerly ENGL 1A), current CPR certification (American Heart Health Care Provider Course only).

Theory and skills basic to the provision of safe nursing care are introduced in the classroom, skills laboratory, and clinical. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual are explored. (CSU) (Formerly NURS 1AV)

**VN 112 (5 UNITS)**  
**INTRODUCTION TO PATIENT CARE II**  
**2 Hrs. Lec 9 Hr. Lab**

Prerequisites: VN 110 (Formerly NURS 1AV), VN 114 (Formerly NURS 1CV) or permission of instructor.

Communication skills are presented in this course. Basic psychological and physiological concepts related to stress that cause disruptions in the individual's ability to adapt to his/her environment are presented in the classroom. Concurrently, in clinical sessions, the student relates learned skills and theory to the care of clients with well-defined commonly occurring illnesses in the hospital setting. (CSU) (Formerly NURS 1BV)

**VN 114 (1.5 UNITS)**  
**PHARMACOLOGY I**  
**1.5 Hrs. Lec**

Prerequisite: Admission to the Nursing Program or permission of the instructor.

An introductory course in Pharmacology designed to assist the student to acquire basic skills drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Clinical application will be integrated into VN 112 (Formerly NURS 1BV). (CSU) (Formerly NURS 1CV)

**VN 116 (2.5 UNITS)**  
**PATIENT CARE MANAGEMENT AND CRITICAL THINKING**  
**2.5 Hrs. Lec**

Prerequisite: Admission to the nursing program or permission of the instructor. To be taken concurrently with VN 110 and 112 (Formerly NURS 3CV and 1BV).

An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into VN 130 (Formerly NURS 3AV) and VN 132 (Formerly NURS 3BV) and all subsequent nursing courses. (CSU) (Formerly NURS 3CV)

**VN 120 (5.5 UNITS)**  
**THE MATERNITY CYCLE**  
**2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: VN 122 (Formerly NURS 2BV) or permission of instructor.

The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the physiological, psychosocial, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU) (Formerly NURS 2AV)

**VN 122 (5.5 UNITS)**  
**COMMON HEALTH PROBLEMS I**  
**2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: VN 112 (Formerly NURS 1BV), VN 116 (Formerly NURS 3CV) or permission of the instructor.

The first of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems of the respiratory, reproductive, and special senses systems are presented. Transition from wellness to illness is emphasized. Concepts acquired to previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experiences are provided. (CSU) (Formerly NURS 2BV)

**VN 124 (2 UNITS)  
PHARMACOLOGY II****2 Hrs. Lec**

Prerequisite: VN 112 (Formerly NURS 1BV), VN 114 (Formerly NURS 1CV) or permission of instructor.

This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU) (Formerly NURS 2CV)

**VN 130 (5.5 UNITS)  
COMMON HEALTH PROBLEMS II****2.5 Hrs. Lec 9 Hr. Lab**

Prerequisite: VN 120 (Formerly NURS 2AV), VN 122 (Formerly NURS 2BV), and VN 124 (Formerly NURS 2CV), or permission of the instructor.

The second of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, cardiovascular, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social aspects are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU) (Formerly NURS 3AV)

**VN 132 (5.5 UNITS)  
COMMON HEALTH PROBLEMS III****2.5 Hrs. Lec 12 Hr. Lab**

Prerequisite: VN 130 (Formerly NURS 3AV) or permission of the instructor.

The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in VN 132. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common disorders involving the neurological, integumentary, gastrointestinal, and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU) (Formerly NURS 3BV)

**VN 214 (1 UNIT)  
BASIC ARRHYTHMIA RECOGNITION****1 Hrs. Lec**

Prerequisite: Permission of the instructor.

A basic program using a systematic approach to interpretation and recognition of cardiac arrhythmias in the monitored hospital patient and the appropriate treatment and/or nursing intervention required. Suitable for the ICU/CCU nurse or nursing assistant, beginning cardiopulmonary technician, the med/surg nurse who cares for the patient on telemetry, or for inactive nurses who wish to update their knowledge and maintain their competency. (CSU) (Formerly VN 37/HA 37)

**VN 240 (2 UNITS)  
INTRAVENOUS THERAPY TECHNIQUES****2 Hrs. Lec**

Prerequisite: Permission of Instructor.

A course of instruction in intravenous therapy which includes fluid solutions of electrolytes, nutrients, vitamins, blood and blood products. (Same as NURS 240/Formerly RN 40) (CSU) (Formerly VN 40)

**WATER TREATMENT TECHNOLOGY****WT 110 (4 UNITS)  
WATER TREATMENT PLANT OPERATOR I****4 Hrs. Lec**

This course will provide information needed to operate a basic freshwater treatment plant as efficiently as possible. Course will consist of water sources and treatment, coagulation and flocculation, sedimentation, filtration, disinfection, corrosion control, taste and odor control, laboratory procedures, and plant operation math. (CSU) (Formerly WT 1)

**WT 120 (3 UNITS)  
COMPUTATIONAL PROCEDURES FOR TREATMENT PLANT OPERATOR I****3 Hrs. Lec 3 Hr. Lab**

This course is designed to give water and wastewater treatment operators a general knowledge of basic mathematics as applied to treatment plant operations. This course includes calculation of treatment plant problems, fractions, decimals, percentages, ratios, proportions, averages, areas, volumes, metric system conversions, and estimation. (CSU) (Formerly WT 6)

**WT 130 (4 UNITS)  
WASTEWATER TREATMENT I****4 Hrs. Lec**

Prerequisite: WT 120 (Formerly WT 6). This course is designed to train operators in the effective operation of wastewater treatment plants. Course will consist of the fundamentals of wastewater treatment, start-up operation, daily operation, interpretation of laboratory results, and process control. (CSU) (Formerly WT 9)

**WT 140 (4 UNITS)  
WATER DISTRIBUTION SYSTEMS****4 Hrs. Lec**

This course is designed to provide operators with the necessary skills required for the proper installation, inspection, operation, maintenance, repair, and management of water distribution systems. Among the topics covered are: distribution mathematics, distribution system hydraulics, state and federal regulations distribution systems design, water main and valve installation, fire hydrants, water services and meters, backflow and cross-connection control pumps and motors, occupational safety, and utility management. (CSU) (Formerly WT 4)

**WT 210 (4 UNITS)  
WATER TREATMENT PLANT OPERATOR II****4 Hrs. Lec**

Prerequisite: WT 110 (Formerly WT 1). Study of freshwater treatment plant safety, iron, and manganese control; fluoridation, softening, demineralization, handling, and disposal of process wastes; instrumentation, maintenance, administration, drinking water regulations, and treatment plant math. (CSU) (Formerly WT 2)

**WT 220 (3 UNITS)  
COMPUTATIONAL PROCEDURES FOR TREATMENT PLANT OPERATOR II****3 Hrs. Lec**

Prerequisite: WT 120 (Formerly WT 6). This course is designed to give water and wastewater treatment operators a general knowledge of basic mathematics as applied to treatment plant operations. This course includes mathematics pertaining to wastewater collection, preliminary treatment, secondary treatment, trickling filters, secondary clarifiers, and activated sludge. (CSU) (Formerly WT 7)

**WT 230 (4 UNITS)  
WASTEWATER TREATMENT II****4 Hrs. Lec**

Prerequisite: WT 130 (Formerly WT 9). Course will consist of wastewater maintenance, plant safety, sampling, laboratory procedures, hydraulics, records, process control, activated sludge, sludge digestion, solids handling, and possible approaches to solving operational problems. (CSU) (Formerly WT 10)

**WELDING****WELD 075 (3 UNITS)  
BASIC SHOP SKILLS****3 Hrs. Lec**

This is a comprehensive course in tool usage, nomenclature, and terminology of tools and equipment for the beginning student in the technologies. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as AGET 075/AU T 075 - Formerly AGET 75/AUTO T 75) (Nontransferable, AA/AS degree only) (Formerly WELD 75)

**WELD 110 (2 UNITS)  
OXY-ACETYLENE WELDING****1 Hrs. Lec 2 Hr. Lab**

Theory, practice, and application of joining metals by the oxy-acetylene process, includes metal cladding, cutting, and bronze welding. This course together with WELD 120 (Formerly WELD 31B) is equivalent to WELD 130 (Formerly WELD 31). Not open to students who have completed WELD 130. (CSU) (Formerly WELD 31A)

**WELD 120 (3 UNITS)  
ARC WELDING****2 Hrs. Lec 4 Hr. Lab**

A beginning study of arc welding for the technology oriented student. The course consists of theory, practice, and application of arc welding processes. Electrode selection and applications in different joint designs will be covered. This course together with WELD 110 (Formerly WELD 31A) is equivalent to WELD 130 (Formerly WELD 31). Not open to students who have completed WELD 130. (CSU) (Formerly WELD 31B)

**WELD 130 (5 UNITS)  
WELDING TECHNOLOGY****3 Hrs. Lec 6 Hr. Lab**

A complete basic study of welding technology. The student practices techniques for skill development in shielded metal arc welding, gas tungsten arc welding, and oxy-acetylene welding processes. (CSU) (Formerly WELD 31)

**WELD 160 (3 UNITS)  
GAS TUNGSTEN ARC WELDING****2 Hrs. Lec 3 Hr. Lab**

Basic skills and/or some welding skills. Theory, practice, and application of Gas Tungsten Arc Welding processes on aluminum, stainless steel, mild steel, and other alloys. (CSU) (Formerly WELD 34)

**WELD 220 (5 UNITS)  
ARC WELDING PROCESSES****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: WELD 130 (Formerly WELD 31). A concentrated course in shielded metal arc welding. The student develops his/her welding skill to a professional entry level. Includes a review of oxy-acetylene cutting and safety. (CSU) (Formerly WELD 36A)

**WELD 240 (5 UNITS)  
PIPE AND STRUCTURAL WELDING****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: WELD 220 (Formerly WELD 36A). Emphasis is on skill development for shielded metal arc welding of pipe and heavy structural plate. Gas metal arc welding process is included to further enhance the welder's abilities. Advanced processes for shielded metal arc welding, gas metal arc welding, and oxy-acetylene welding are presented in all phases of the class. (CSU) (Formerly WELD 36B)

**WELD 260 (5 UNITS)  
WELDER QUALIFICATION AND BLUEPRINT READING****3 Hrs. Lec 6 Hr. Lab**

Prerequisite: WELD 240 (Formerly WELD 36B). Emphasis is on welding operator qualification testing. This course is for the experienced welder and for the student completing the final phase of the Welding Technology Program. A detailed study of blueprint reading is included to further develop the welder's abilities. (CSU) (Formerly WELD 36C)

**WORK EXPERIENCE****WE 201 (1 UNIT)  
EMPLOYMENT READINESS****1 Hrs. Lec**

A course that may be taken as a stand-alone or as a companion course related to WE 210 (Formerly WEGEN 81AC) or WE 220 (Formerly WEINT 82AD). Skills development in the areas of job search, employer contact, resume writing, applications and cover letter, interviewing techniques, appropriate dress, job-holding practices, and on-site job learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal, as well as, group relationships and behavior. May be repeated for a total of four units. (CSU)

**WE 210 (1 - 3 UNITS)  
GENERAL WORK EXPERIENCE****3.5 TO 12.5 Hr. Lab**

Corequisite: Must be taken in conjunction with WE 201 (Formerly WE 80AD).

A sequence of on-the-job learning experiences designed to assist the student in acquiring desirable work habits, attitudes and career awareness. Current employment or volunteer/unpaid experience need not be related to the students' educational goal. One unit of credit is earned for each 60 hours of volunteer/unpaid work or 75 hours of paid work, with a maximum of three units per session, students must complete one other course in addition to Work Experience. May be repeated a maximum of three times for a total of six units. (CSU) (Formerly WEGEN 81AC)

**WE 220 (1 - 4 UNITS)  
INTERNSHIP****3.5 TO 17 Hr. Lab**

Corequisite: Must be taken in conjunction with WE 201 (Formerly WE 80AD).

A course that is supervised employment extending classroom-based occupational learning at an on-the-job learning site relating to the students' educational or occupational (major or career) goals. One unit of credit is earned for each 60 hours of volunteer/unpaid work or 75 hours of paid work, with a maximum of 4 units per semester. During a regular semester, students must complete a minimum of 7 units, including Work Experience. During the summer session, students must complete one other course in addition to Work Experience. Maximum credit sixteen units. (CSU) (Formerly WEOCC 82AD)



# *MAJORS*



# MAJORS

Generally, 18 units of specified course work will satisfy the requirement for the major. However, some majors will require more than 18 units. Please note the specified number of required units at the beginning of each major description.

The following definitions apply to the major descriptions shown in this catalog:

1. **“Required courses”** are the specific courses which must be taken to fulfill the requirements in an area of study.
2. **“Acceptable courses”** are those from which the student may select in order to meet the total units requirement. The total number of units from the required course list, plus the number of units selected by the student from the acceptable course list, must equal at least the total unit count required for the major.
3. **“Recommended Courses”** are courses that are recommended as electives are beyond the major’s requirement. These courses are suggested only, and selection from this list depends upon the student’s individual desire and the total number of electives available within his/her own program.

Students may satisfy the major requirements in the following fields of study:

## ADMINISTRATION OF JUSTICE (MAJOR CODE: 0102)

**Twenty-one (21) units required for the major**

### I. Required courses for the major

AJ 100	Intro to the Admin of Justice .....	3
AJ/CSI 102	Concepts of Criminal Law .....	3
AJ 104	Legal Aspects of Evidence .....	3
AJ 106	Prin & Proceed of the Justice System .....	3
AJ 110	Police Community Relations .....	3

### II. Acceptable courses for the major

(6 units from the following courses).

AJ 080	Security Guard (Arrest) .....	0.5
AJ/CSI 120	Report Writ for Admin of Justice .....	3
AJ 121	Police Field Operations .....	3
AJ 122	Criminal Investigation .....	3
AJ 123	Juvenile Control .....	3
AJ/SOC 124	Criminology .....	3
AJ 125	Wildlife Law Enforcement .....	3
AJ 126	Traffic Accident Investigation & Reporting .....	3
AJ 141	Arrest & Firearms .....	3.5
CSI 100	Intro to Corrections .....	3
CSI 104	Concepts of Probation & Parole .....	3

### III. Recommended as electives (do **NOT** fulfill major requirements)

AJ 143	Reserve Officers Level III, .....	7
AJ 144	Reserve Officers Level II .....	13.5
AJ 150	Advanced Officers Course .....	½-2

## AGRICULTURAL BUSINESS MANAGEMENT (MAJOR CODE: 0002)

The Agricultural Business Management major is the application of business concepts to the agricultural industry and emphasizes training in management for careers in agriculture. These careers may include the management and operations of farms as well as in the management of firms that supply the service to farms and by those engaged in processing, marketing, distribution, and sales of farm products.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER.

**Twenty-four (24) units required for the major**

### I. Required courses for the major

AG 130	Agricultural Economics .....	3
AG/BUS 132	Business Management .....	3
AG 134	Agricultural Bus Organization .....	3
AG 136	Agri Sales & Svc Management .....	3
CIS 101	Intro to Information Systems .....	3
ECON 102	Intro to Microeconomics .....	3

### II. Acceptable courses for the major

(select a minimum of 6 units)

AG 080	Pesticide Safety .....	1
AG 120	Soil Science .....	3
AG 160	Food & Fiber in a Changing World .....	3
BUS 126	Bus & the Legal Environment .....	3
BUS 210	Prin of Financial Accounting .....	4
BUS 220	Prin of Managerial Accounting .....	4
CHEM 100	Introduction to Chemistry .....	4

## AGRICULTURAL SCIENCE (MAJOR CODE: 0008)

The Agricultural Science major deals with the application of the various principles of the biological and physical sciences in agriculture. The course offerings are fundamental and broad in scope so that students can prepare for transfer or one of the hundreds of opportunities in the Animal Science or Soil Science.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER.

**Twenty-six (26) units required for the major**

### I. Required courses for the major.

AG 120	Soil Science .....	3
AG 140	Principles of Plant Science .....	4
AG 170	Entomology .....	3
CHEM 100	Introduction to Chemistry .....	4
CIS 101	Intro to Information Systems .....	3

### II. Acceptable Courses (select a minimum of 9 units)

AG 160	Food & Fiber in a Changing World .....	3
AG 220	Irrigation & Drainage .....	3
AG 230	Fertilizers & Soil Amendments .....	3
AG 240	Field & Cereal Crops .....	4
AG 250	Vegetable Crops .....	3

**ALCOHOL AND DRUG STUDIES  
(MAJOR CODE: 0415)**

**Thirty-three (33) units required for the major**

**I. Required courses for the major**

ADS 101	Alcoholism: Intervention, Treatment & Recovery .....	3
ADS 110	Physiological Effects of Alcohol & Drug Use .....	3
ADS/PSY 120	Introduction to Counseling .....	3
ADS/PSY 130	Group Leadership & Group Process .....	3
ADS 200	Family Counseling Approach to Alcohol & Drug Abuse .....	3
ADS/ PSY 210	Crisis Intervention & Referral Techniques .....	3
ADS/ PSY 220	Practicum .....	3
ADS/PSY 221	Practicum .....	3
ADS 230	Alcohol and Drug Prevention & Education ...	3

**Minimum of 6 units from any two of the following courses**

ADS/SOC 150	Sociology of Minority Groups .....	3
ADS/SOC 160	Human Services in a Changing Society .....	3
PSY 101	General Psychology .....	3
PSY 144	The Psychology of Interpersonal Relationships ....	3
PSY 204	Developmental Psychology .....	3
PSY 208	Abnormal Psychology .....	3
SOC 101	Introduction to Sociology .....	3
SW 220	Introduction to Social Work .....	3

**II. Recommended courses (do NOT fulfill major requirements)**

ADS290	Current Issues in Substance Abuse .....	1-3
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**ANTHROPOLOGY  
(MAJOR CODE: 0101)**

**Twenty-seven (27) units required for the major**

**I. Required courses for the major**

ANTH 100	Physical Anthropology .....	3
ANTH 102	Cultural Anthropology .....	3
ANTH 104	California Indians .....	3
ANTH 110	Intro to Arch Site Surveying .....	3
ANTH 112	Intro to Arch Excavations .....	3
GEOG 100	Physical Geography .....	3

**II. Acceptable courses for the major (minimum of 9 units required from the following courses)**

ANTH 106	Indians of North America .....	3
ANTH 108	Indians of the Southwest .....	3
ANTH 114	Prehistoric Ceramics .....	3
ANTH 210	Advanced Archaeological Survey .....	3
ANTH 212	Advanced Archaeological Excavations .....	3
ANTH 214	Adv Prehistoric Ceramics .....	3

**ART  
(MAJOR CODE: 0509)**

**Twenty-four (24) units required for the major**

**I. Required courses for the major**

ART 100	History & Appreciation of Art .....	3
ART 102	History & Appreciation of Art .....	3
ART 110	Design .....	3
ART 120	Drawing .....	3
ART 122	Drawing .....	3

**II. Acceptable courses for the major**

(select a minimum of 9 units from the following courses)

ART 104	History & Appreciation of Mod Art .....	3
ART 106	Women Artists .....	3
ART 112	Design .....	3
ART 124	Painting .....	3
ART 126	Painting .....	3
ART 128	Watercolor Painting .....	3
ART 130	Life Drawing .....	3
ART 140	Ceramics .....	3
ART 150	Sculpture-Beginning .....	3
ART 160	Graphic Design .....	3
ART 262	Gallery Display .....	3
ART 282	Art Fund for Educators .....	3

Should be taken first semester, if possible, to allow for sequence of ART 122 (formerly ART 20B), ART 124 (formerly ART 21A), and ART 130 (formerly ART 25A).

**AUTOMOTIVE BODY REPAIR AND PAINTING  
(MAJOR CODE: 1000)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one (31) units required for the major**

**I. Required courses for the major**

AU B 120	Automotive Collision Repairs .....	5
AU B 140	Frame/Undercarriage Repair .....	5
AU B 220	Estimating and Collision Repair .....	5
AU B 240	Custom Refinishing & Shop Mgt .....	3
AU T 125	Automotive Brakes .....	4
AU T 155	Suspension and Wheel Alignment .....	4
WELD 130	Welding Technology .....	5

**II. Acceptable courses for the major (4 units from the following list may be accepted as major credit if the equivalent of AU B 120 has been completed in high school (two years of high school auto body).**

AU T 110	Engine Technology or equivalent .....	4
WE 201	Cooperative Work Experience .....	1-4
WE 210	General Work Experience .....	1-3

**AUTOMOTIVE TECHNOLOGY  
(MAJOR CODE: 1001)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-nine (39) units required for the major**

**I. Required courses for the major**

AU T 110	Engine Technology .....	4
AU T 125	Automotive Brakes .....	4
AU T 130	Automotive Electronics I .....	3
AU T 150	Automatic Electronics II .....	4
AU T 155	Suspension & Wheel Alignment .....	4
AU T 160	Engine Performance Tune-Up .....	3
AU T 170	Engine Diagnosis & Repair .....	3
AU T 180	Manual Trans & Power Trains .....	4
AU T 210	Automotive Air Conditioning .....	3
AU T 220	Mechanical Automatic Transmissions .....	4
AU T 230	Emissions Control & Computer Systems .....	3

**II. Recommended courses for the major (NOT required)**

CIS 100	Computer Literacy .....	1
OR		
CIS 110	Windows Operating Systems .....	1
MATH 070	Basic Mathematics .....	3
WELD 130	Welding Technology .....	5
WE 201	Employment Readiness Class .....	1
WE 220	Internship .....	1-4

**BEHAVIORAL SCIENCE  
(MAJOR CODE: 0889)**

The requirement for a major in Behavioral Science may be satisfied by taking 18 units from the following list. Three units in each discipline are recommended. No more than 12 units may be taken in any discipline.

**I. Required courses for the major**

**Anthropology**

ANTH 100	Physical Anthropology .....	3
ANTH 102	Cultural Anthropology .....	3

**Psychology**

CFCS/DSPTS 240	Understanding Excep Students .....	3
MATH 120	Introductory Statistics with Applications .....	3
PSY 101	Intro to Psychology .....	3
PSY/CFCS 106	Develop Psych of Children .....	3
PSY/ADS 120	Intro to Counseling .....	3
PSY 142	Psychology of Adjustment .....	3
PSY 144	The Psychology of Interpersonal Relationships .....	3
PSY 146	Psych of Human Sexuality .....	3
PSY 200	Biological Psychology .....	3
PSY 202	Learning .....	3
PSY 204	Develop Psych: Conception to Death .....	3
PSY/SOC 206	Social Psychology .....	3
PSY 208	Abnormal Psychology .....	3
PSY 212	Research Methods in Psychology .....	3
PSY/ADS 220 or 221	Practicum .....	3

**Sociology**

SOC 101	Introductory Sociology .....	3
SOC 102	Contemp Social Problems .....	3
SOC 110	Marriage & the Family .....	3
SOC/AJ124	Criminology .....	3
SOC/ADS 150	Sociology of Minority Groups .....	3
SOC/PSY 206	Social Psychology .....	3

**II. Recommended as electives (do NOT fulfill major requirements)**

BIOL 100	Prin of Biological Science .....	4
BIOL 122	General Zoology .....	4
CFCS 104	Early Child Social: Children, Family & Community .....	3
CFCS 260	Principles of Parenting .....	3

Transfer students planning to major in these disciplines should take the IVC General Major and complete requirements listed in the catalog of the school to which they anticipate transferring.

**BUSINESS ACCOUNTING TECHNICIAN  
(MAJOR CODE: 0206)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-nine (29) units required for the major**

**I. Required courses for the major**

BUS 164	Word Processing .....	3
BUS 166	Machine Calculation .....	3
BUS 168	Records Management .....	3
BUS 210**	Principles of Financial Accounting .....	4
CIS 101	Intro to Information Systems .....	3
CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
CIS 125	Excel .....	1
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

\*\*It is recommended that BUS 010 (formerly BUS 10 be taken as preparation for BUS 210 (formerly BUS 1A).

**II. Acceptable courses for the major (select six units) ..**

BUS 010	Practical Accounting .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 124	Intro to Business .....	3
BUS 220	Prin of Managerial Accounting .....	4

**III. Required skill level for the major**

Keyboarding skill level 40 nwpm. (BUS 156 (formerly BUS 25AC), Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS ADMINISTRATIVE ASSISTANT  
(MAJOR CODE: 0207)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one and one-half (31.5) units and skill level required for the major**

- I. Required courses for the major**
- BUS 126 Business and the Legal Environment ..... 3
- BUS 136 Human Relations in Management ..... 3
- BUS 166 Machine Calculation ..... 3
- BUS 172 Office Procedures ..... 3
- BUS 174 Document Processing for Business ..... 3
- BUS 166 Machine Calculation ..... 3
- BUS 172 Office Procedures ..... 3
- BUS 174 Document Processing for Business ..... 3
- BUS 178 Technology for the Modern Office ..... 3
- BUS 176 Office Transcription ..... 1.5
- BUS 210 Principles of Financial Accounting ..... 4
- BUS 260 Business Communications ..... 3
- CIS 101 Intro to Information Systems ..... 3
- WE 201\* Employment Readiness ..... 1
- WE 220\* Internship ..... 1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

\*\* It is recommended that BUS 010 (formerly BUS 10) be taken in preparation for BUS 210 (formerly BUS 1A).

- II. Required skill level for the major**
- Keyboarding skill level 50 n/wpm. (BUS 156 (formerly BUS 25AC), Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)

**BUSINESS ADMINISTRATION  
(MAJOR CODE: 0214)**

Provides a program to prepare students for transfer. Since requirements vary at each four-year school, transfer students should consult with a counselor to develop a program for the specific school they wish to attend.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty units (20) required for the major**

- I. Required courses for the major**
- BUS 126 Bus & the Legal Environment ..... 3
- BUS 210 Prin of Financial Accounting ..... 4
- BUS 220 Prin of Managerial Accounting ..... 4
- ECON 101 Intro to Microeconomics ..... 3
- ECON 102 Intro to Macroeconomics ..... 3
- II. Acceptable courses for the major** (select a minimum of one course)
- BUS 260 Business Communications ..... 3
- CIS 101 Intro to Information Systems ..... 3
- CIS 108 Computer Accounting ..... 3
- MATH 120 Introductory Statistics with Applications. .... 3
- MATH 122 Finite Mathematics ..... 4
- MATH 124 Introductory Calculus with Applications ..... 4

**BUSINESS FINANCIAL SERVICES  
(MAJOR CODE: 0220)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C," "CR," OR BETTER

**Twenty-six (26) units required for the major**

- I. Required courses for the major**
- BUS 124 Introduction of Business ..... 3
- BUS 126 Bus & the Legal Environment ..... 3
- BUS/AG 132 Business Management ..... 3
- BUS 210 Prin of Financial Accounting ..... 4
- BUS 260 Business Communications ..... 3
- CIS 101 Intro to Information Systems ..... 3
- CIS 102 Computer Applications Lab ..... 1
- ECON 102 Intro to Macroeconomics ..... 3
- II. Acceptable courses for the major**  
(minimum of three units from the following courses)
- BUS 010 Practical Accounting ..... 3
- BUS 060 Essentials of Workplace Correspondence ..... 3
- BUS 080 Customer Service ..... 0.5
- BUS 081 Communication ..... 0.5
- BUS 082 Team Building ..... 0.5
- BUS 083 Time Management ..... 0.5
- BUS 084 Stress Management ..... 0.5
- BUS 085 Conflict Management ..... 0.5
- BUS 086 Attitude in the Workplace ..... 0.5
- BUS 087 Managing Organizational Change ..... 0.5
- BUS 088 Decision Making & Problem Solving ..... 0.5
- BUS 089 Ethics and Values ..... 0.5
- \*BUS 146 Small Business Management ..... 3
- BUS 148 Personal Finance ..... 3
- BUS 220 Prin of Managerial Accounting ..... 4
- CIS 108 Computer Accounting ..... 3
- CIS 124 Excel ..... 1
- \*CIS 125 Excel ..... 1
- ECON 101 Intro to Microeconomics ..... 3
- WE 201 Employment Readiness ..... 1
- WE 220 Internship ..... 1

\* Highly recommended for this major

**BUSINESS MANAGEMENT  
(MAJOR CODE: 0216)**

Students who intend to pursue a four-year Business Degree should follow the Business Administration Major

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C," "CR," OR BETTER

**Twenty-six (26) units required for the major**

- I. Required courses for the major**
- BUS 126 Bus & the Legal Environment ..... 3
- BUS/AG 132 Business Management ..... 3
- BUS 210 Prin of Financial Accounting ..... 4
- BUS 260 Business Communications ..... 3
- CIS 101 Intro to Information Systems ..... 3
- CIS 102 Computer Applications Lab ..... 1

**II. Acceptable courses for the major**

(minimum of nine units from the following courses)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials in Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 124	Intro to Business .....	3
BUS 134	Management Concepts of Supervision .....	3
BUS 136	Human Relations in Management .....	3
BUS 140	Business Retailing .....	3
BUS 142	Practical Salesmanship .....	3
BUS 144	Principles of Marketing .....	3
BUS 146	Small Business Management .....	3
BUS 148	Personal Finance .....	3
BUS 220	Prin of Managerial Accounting .....	4
CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
CIS 125	Excel .....	1
ECON 101	Intro to Microeconomics .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1

**BUSINESS MARKETING  
(MAJOR CODE: 0223)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-nine (29) units required for the major**

**I. Required courses for the major**

BUS 126	Business and the Legal Environment .....	3
BUS/AG 132	Business Management .....	3
BUS 144	Principles of Marketing .....	3
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1

**II. Acceptable courses for the major**

(minimum of nine units from the following courses)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials in Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5

BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 220	Prin of Managerial Accounting .....	4
BUS 124	Intro to Business .....	3
BUS 134	Management Concepts of Supervision .....	3
BUS 136	Human Relations in Management .....	3
BUS 140	Business Retailing .....	3
BUS 142	Practical Salesmanship .....	3
BUS 146	Small Business Management .....	3
BUS 148	Personal Finance .....	3
BUS 220	Prin of Managerial Accounting .....	4
CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
CIS 125	Excel .....	1
ECON 101	Intro to Microeconomics .....	3
ECON 102	Intro to Macroeconomics .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1
BUS 166	Machine Calculation .....	3
BUS 172	Office Procedures .....	3
BUS 174	Document Processing for Business .....	3
BUS 178	Technology for the Modern Office .....	3
BUS 176	Office Transcription .....	1.5
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
WE 201	*Employment Readiness Class .....	1
WE 220	*Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

\*\* It is recommended that BUS 010 (formerly BUS 10) be taken in preparation for BUS 210 (formerly BUS 1A).

**II. Required skill level for the major**

Keyboarding skill level 50 nwp. (BUS 156 (formerly BUS 25AC), Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNICIAN  
(MAJOR CODE: 0209)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty and a half (31.5) units and skill level required for the major**

**I. Required courses for the major**

BUS 061	Business English .....	3
BUS 164	Word Processing .....	3
BUS 166	Machine Calculation .....	3
BUS 168	Records Management .....	3
BUS 172	Office Procedures .....	3
BUS 174	Document Processing for Business .....	3
BUS 176	Office Transcription .....	1.5
BUS 178	Business Computer Applications .....	3
BUS 260	Business Communications .....	3
CIS 124	Excel .....	1
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

**II. Acceptable courses for the major**

(select 3 units)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials in Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
CIS 101	Intro to Information Systems .....	3

**III. Required skill level for the major**

Keyboarding skill level 40 nwpm. (BUS 156 (formerly BUS 25AC), Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS RETAILING  
(MAJOR CODE: 0221)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty (30) units required for this major**

**I. Required courses for this major**

BUS/AG 132	Business Management .....	3
BUS 136	Human Relations Management .....	3
BUS 138	Human Resources Management .....	2
BUS 140	Business Retailing .....	3
BUS 144	Principles of Marketing .....	3
BUS 166	Machine Calculation .....	3
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Introduction to Information Systems .....	3
SPCH 100	Oral Communications .....	3

**COMPUTER INFORMATION SYSTEMS  
(MAJOR CODE: 0215)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty (20) units required for the major**

**I. Required courses for the major**

BUS 210	Prin of Financial Accounting .....	4
CIS 101	Intro to Information Systems .....	3

Select six (6) programming units

CIS 200	Programming in BASIC .....	3
CIS 202	Programming in Visual Basic .....	3
CIS 204	Programming in C .....	3
CIS 206	Programming in COBOL .....	3
CIS 208	Programming in JAVA .....	3
MATH 130	Programming in Fortran .....	3

**II. Select at least seven (7) elective units**

(programming courses taken above may not be used to satisfy this requirement):

CIS 102	Computer Applications Lab-1 Unit Max .....	1
CIS 104	Intro to Telecommunications .....	3
CIS 106	PC Maintenance & Repair .....	3
CIS 108	Computer Accounting .....	3
CIS 110	Windows Operating System .....	1
CIS 121	Microsoft Word .....	1
CIS 125	Excel .....	1
CIS 128	Access .....	1
CIS 130	Power Point .....	1
CIS 132	Frontpage .....	1
CIS 200	Programming in BASIC .....	3
CIS 202	Programming in Visual Basic .....	3
CIS 204	Programming in C .....	3
CIS 206	Programming in COBOL .....	3
CIS 208	Programming in JAVA .....	3
MATH 130	Programming in Fortan .....	3
WE 201	Employment Readiness Class .....	1
WE 220	Internship .....	1-4

**CORRECTIONAL SCIENCE  
(MAJOR CODE: 0104)**

**Twenty-four (24) units required for the major**

**I. Required courses for the major**

CSI 100	Intro to Corrections .....	3
CSI/AJ 102	Concepts of Criminal Law .....	3
CSI 106	Correctional Interviewing & Counseling .....	3
CSI 108	Control & Supervision of Inmates .....	3
CSI/AJ 120	Report Writing .....	3

**II. Select nine (9) units from the following courses**

AJ 080	Security Guard (Arrest) .....	0.5
AJ 100	Intro to Admin of Justice .....	3
AJ 110	Police Community Relations .....	3
AJ 122	Criminal Investigation .....	3
AJ 123	Juvenile Control .....	3
AJ 141	Arrest & Firearms .....	3.5
CSI 104	Concepts of Probation & Parole .....	3

**III. Recommended courses** (do **NOT** fulfill major requirements). ENGL 101 (formerly ENGL 1A), PSY 101 (formerly PSYCH 1A), SPAN (or other foreign language), CIS 101 (formerly CIS 1), .... PE 100 (formerly PE 25) or PE 101 (formerly PE 16AD), SPCH 100 (formerly SPCH 1).

**CHILD, FAMILY AND  
CONSUMER SCIENCES PROGRAMS**

The Early Childhood major is designed for students who are interested in working with young children as preschool teachers, daycare providers, and other child development careers in early childhood.

The Early Childhood Education major provides students with a background of knowledge and skills in child growth and development. This major meets the requirements for the Child Development Permit Matrix: Teacher Permit, requiring 24 units in early childhood and 16 general education units.

**EARLY CHILDHOOD EDUCATION  
(MAJOR CODE: 0105)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**A minimum of twenty-four (24) units is required for the major.**

**I. Required courses for the major**

CFCS 100	Introduction to Early Childhood .....	2
CFCS 101	Health, Safety & Nutrition for Teachers of Young Children .....	2
CFCS/HT 102	First Aid & CPR for Teachers of Young Children .....	1
CFCS 104	Early Childhood Socialization: Children, Family and Community .....	3
CFCS/PSY 106	Developmental Psychology of Children .....	3
CFCS 108	Advanced Developmental Psychology & Observation .....	3
CFCS 110	Early Childhood Curriculum I .....	3
CFCS 200	Field Experience .....	3

**II. Select four (4) to five (5) units from the following**

CFCS 112	Language and Literature for Early Childhood ..	2
CFCS 114	Art for Young Children .....	2
CFCS 116	Science and Math for Early Childhood .....	2
CFCS 118	Music and Math for Early Childhood .....	2
CFCS 262	Multilingual & Multicultural Curriculum for Young Children .....	3

**III. Recommended General Education courses**

ENGL 101	Reading & Composition .....	3
ENGL 201	Advanced Composition .....	3
SPCH 100	Oral Communication .....	3
MATH 120	Intro to Statistics w/Applications .....	3

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**EMERGENCY MEDICAL SERVICES  
(MAJOR CODE: 0410)**

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

**Forty-five and one-half (45.5) units required for the major**

**I. Required courses for the major**

EMTP 200	EMT - Paramedic Didactic 1 .....	8
EMTP 210	EMT - Paramedic Didactic 2 .....	8
EMTP 220	EMT- Paramedic Clinical 1 .....	3
EMTP 230	EMT- Paramedic Clinical 2 .....	3
EMTP 240	EMT- Paramedic Field 1 .....	9.5
EMTP 250	EMT- Paramedic Field 2 .....	8
BUS 134	Mgt Concepts & Supervision .....	3
BUS 136	Human Relations in Management .....	3

**ENGLISH  
(MAJOR CODE: 0510)**

**Eighteen (18) units required for the major**

**I. Required courses for the major**

ENGL 101	Reading & Composition .....	3
ENGL 102	Introduction to Literature .....	3
ENGL 201	Advanced Composition .....	3

**Select One Sequence**

ENGL 220-221	Survey of American Literature .....	3-3
ENGL 222-223	Survey of World Literature .....	3-3
ENGL 224-225	Survey of English Literature .....	3-3

**II. Acceptable courses for the major**

(3 units from the following courses)

ENGL 220*	Survey of American Literature .....	3
ENGL 221 *	Survey of American Literature .....	3
ENGL 222*	Survey of World Literature .....	3
ENGL 223*	Survey of World Literature .....	3
ENGL 224*	Survey of English Literature .....	3
ENGL 225*	Survey of English Literature .....	3
ENGL 228	Introduction to the Bible as Literature .....	3
ENGL 230	Introduction to Film Hist & Criticism .....	3
ENGL 250	Creative Writing .....	3
ENGL 260	The Mexican American in Lit .....	3
ENGL 261	The Mexican American in Lit .....	3
ENGL 270	Intro to Linguistics .....	3

\*ENGL 220 or 221 or 222 or 223 or 224 or 225 (formerly ENGL 41A or 41B or 42A or 42B or 43A or 43B) if not used for required courses under I. above.

**ENVIRONMENTAL TECHNOLOGY  
(MAJOR CODE: 0715)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one to forty (31-40) units required for the major**

**I. Required Courses for the major**

ENVT 100	Intro to Environmental Tech .....	4
ENVT 103	Hazard Waste Generation/ Reduction Treatment .....	3
ENVT 105	Hazard Materials Mgmt. Appl. ....	3
ENVT 107	Hazard Waste Mgmt. Appl. ....	3
ENVT 109	Health Effects of Hazard Materials .....	3
ENVT/FIRE 120	Hazard Materials 4/the 1st Responder .....	3
ENVT 121	Safety, Emerg Resp & Spill Control .....	2
BIOL 100	Principles of Biological Science .....	4
CHEM 100	Introduction to Chemistry .....	4
CHEM 200	General Inorganic Chemistry .....	5

\* See a counselor if taken in high school

**II. Acceptable courses for the major (select a minimum of five (5) units)**

BUS 124	Introduction to Business .....	3
BUS 126	Business & the Legal Environment .....	3
BUS/AG 132	Business Management .....	3
BUS 134	Management Concepts of Supv .....	3
BUS 136	Human Relations in Management .....	3
BUS 138	Human Resource Management .....	2
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1
SPCH 100	Oral Communication .....	3
SPCH 110	Public Speaking .....	3
SPCH 180	Argumentation and Debate .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1



**FIRE TECHNOLOGY  
(MAJOR CODE: 1003)**

**Twenty-nine and one-half (29.5) units required for the major**

**I. Required courses for the major**

FIRE 100	Fire Protection Organization .....	3
FIRE 101	Fire Prevention Technology .....	3
FIRE 102	Fire Protec Equip & Systems .....	3
FIRE 103	Building Construction for Fire Protection .....	3
FIRE 104	Fire Behavior and Combustion .....	3
FIRE/EMT105	Emergency Medical Technician I .....	7.5
CIS 101	Intro to Information Systems .....	3

**II. Select 4 units from the following acceptable courses for the major**

AJ/CSI 120	Report Writing for Admin of Just .....	3
FIRE110	Intro to Fire Technology .....	3
FIRE 111	Streams, Nozzles, Hose & Appliance .....	2.5
FIRE 112	Ground Entry & Rescue .....	2.5
FIRE 113	Ventilation & Fire Control .....	2
FIRE 114	Basic Fire Technology - Advanced .....	3.5
FIRE 116	Fire Hydraulics .....	2
FIRE/ENVT 120	Haz Materials 4/the 1st Responder .....	3
FIRE 200**	Driver/Operator - Driver .....	2
FIRE 201**	Driver/Operator - Pumping .....	2
FIRE 202**	Fire Investigation 1A .....	2
FIRE 203**	Fire Investigation 1B .....	2
FIRE 205**	Fire Prevention 1A .....	2
FIRE 206**	Fire Prevention 1B .....	2
FIRE 207**	Fire Instructor Training 1A .....	2
FIRE 208**	Fire Instructor Training 1B .....	2
FIRE 209**	Fire Command 1A .....	2
FIRE 210**	Fire Command 1B .....	2

\*Recommended

\*\*200 courses for personnel already employed in Fire Technology or for students who have completed at least 12 units at the 100 level.

**FRENCH  
(MAJOR CODE: 0666)**

**Twenty-one (21) units required for the major**

**I. Required courses for the major**

FREN 100	Elementary French .....	5
FREN 110	Elementary French .....	5
FREN 200	Intermediate French .....	4
FREN 210	Intermediate French .....	4

**II. Acceptable courses for the major**

(select a minimum of one course from the following courses)

FREN 220	Inter French Read & Writ .....	3
FREN 230	Inter Conversational French .....	3
FREN 232	Inter Conversational French .....	3

**GENERAL MAJOR  
(MAJOR CODE: 0222)**

**Minimum 18 units required for the major.**

A General Major is used for a student at Imperial Valley College who plans to transfer to a specific four year college with a specific major. A General Major is appropriate when no Imperial Valley College major exists that matches the preparation for the major requirements of the transfer institution.

A General Major will be developed between a counselor and a student to meet preparation requirements for a specific major at a selected college.

Another IVC major to consider if there is less than 18 units required at the four year college for preparation for the major requirements is TRANSFER STUDIES.

**PLEASE SEE A COUNSELOR FOR ASSISTANCE**

**GENERAL SCIENCE  
(MAJOR CODE: 0709)**

**Minimum 18 units required for the major**

The most reliable guide for appropriate course combinations in this major will be the catalog from the specific college to which the student will transfer.

**AREA I- Select one (1) course from the following:**

ANTH 100	Physical Anthropology .....	3
BIOL 100	Prin of Biological Science .....	4

**AREA II-Select one (1) course from the following:**

ASTR 100	Principles of Astronomy .....	3
ENVS/AG 110	Man & His Environment .....	3
GEOG 100	Physical Geography .....	3
GEO 100	General Geology .....	4
PHSC 110	Physical Science .....	3

**AREA III-Select remaining courses from the following to reach 18 units**

BIOL 120	General Zoology .....	4
BIOL 122	General Zoology .....	4
BIOL 200	Human Anatomy and Physiology I .....	4
BIOL 202	Human Anatomy and Physiology II .....	4
BIOL 204	Human Anatomy .....	4
BIOL 206	Human Physiology .....	4
BIOL 220	General Microbiology .....	5
CHEM 200	General Inorganic Chemistry .....	5
CHEM 202	General Inorganic Chemistry .....	5
CHEM 204	Organic Chemistry .....	5
GEO 110	Earth and Space Science .....	3
MATH 190	Adv Algebra & Trigonometry .....	5
MATH 192	Calculus I .....	5
MATH 194	Calculus II .....	5
MATH 210	Calculus III .....	5
PHYS 200	Principles of Physics .....	5
PHYS 202	Principles of Physics .....	5
PHYS 204	Principles of Physics .....	5

**HUMANITIES  
(MAJOR CODE: 1111)**

**Twenty-four (24) units required for the major**

- I. Three units (3) required from the following**  
 HUM 100 Intro to the Humanities ..... 3
- II. Must select six units (6) from the following**  
 ART 100 History & Appreciation of Art ..... 3  
 ART 102 History & Appreciation of Art ..... 3  
 ART 104 History & Appreciation of Modern Art ..... 3  
 ART 106 Women Artists ..... 3  
 MUS 200 History & Literature of Music ..... 3  
 MUS 202 History & Literature of Music ..... 3
- III. Must select six units (6) from the following**  
 ART 100 History & Appreciation of Art ..... 3  
 ART 102 History & Appreciation of Art ..... 3  
 ART 104 History & Appreciation of Modern Art ..... 3  
 ART 106 Women Artists ..... 3  
 ART 110 Design ..... 3  
 ART 120 Drawing ..... 3  
 ART 130 Life Drawing ..... 3  
 ART 140 Ceramics ..... 3  
 ART 228 Exploration of Paint Tech ..... 2  
 ART 262 Gallery Display ..... 3  
 MUS 100 Intro to Music Foundations ..... 3  
 MUS 102 Intro to Music Lit & Listening ..... 3  
 MUS 104 Intro to 20th Century Music ..... 3  
 MUS 106 History & Literature of Music ..... 3  
 MUS 110 Beginning Musicianship ..... 2  
 MUS 120 Beginning Harmony ..... 3  
 MUS 154 Chamber Singers ..... 1  
 MUS 156 College-Community Chorus ..... 1  
 MUS 171 Chamber Orchestra ..... 1  
 MUS 175 Instrumental Ensemble ..... 1  
 MUS 172 Community Band ..... 1  
 MUS 178 Symphony Orchestra ..... 1  
 PE 114 Dance Theater, Coed ..... 2  
 PE/HUM 212 The Hist & Apprec of Dance ..... 3
- IV. Must select three units (3) from the following:**  
 HIST 110 History of Western Civilization ..... 3  
 HIST 111 History of Western Civilization ..... 3  
 PHIL 100 Intro to Philosophy ..... 3  
 PHIL 102 Intro to Philosophy ..... 3  
 PHIL 108 Religions of the Modern World ..... 3
- V. Must select six units (6) from the following:**  
 AMSL 100 American Sign Language 1 ..... 4  
 AMSL 102 American Sign Language 2 ..... 4  
 ENGL 102 Intro to Literature ..... 3  
 ENGL 222 Survey of World Literature ..... 3  
 ENGL 223 Survey of World Literature ..... 3  
 ENGL 250 Creative Writing ..... 3  
 ENGL/SPAN260 The Mexican American in Literature ..... 3  
 FREN 100 Elementary French ..... 5  
 FREN 110 Elementary French ..... 5  
 MUS 176 Rehearsal & Performance ..... 1  
 SPCH 100 Oral Communication ..... 3  
 SPCH 110 Public Speaking ..... 3  
 SPCH 180 Argumentation & Debate ..... 3  
 SPAN 100 Elementary Spanish ..... 5  
 SPAN 110 Elementary Spanish ..... 5  
 SPAN 220 Bilingual Spanish ..... 5  
 SPAN 221 Bilingual Spanish ..... 5  
 THEA 120 Fundamentals of Acting ..... 3  
 THEA 180 Rehearsal & Performance ..... 1

**HUMAN RELATIONS  
(MAJOR CODE: 1106)**

Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling, and Supervision

**Twenty-four (24) units required for the major**

- I. Required courses for the major**  
 PSY 101 Intro to Psychology ..... 3  
 PSY 142 Psychology of Adjustment ..... 3  
 PSY/ADS 120 Intro to Counseling ..... 3  
 PSY/ADS 220 or 221 Practicum ..... 3  
 SOC 101 Introductory Sociology ..... 3
- II. With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below**  
 ANTH 102 Cultural Anthropology ..... 3  
 BUS 134 Mgmt Concepts of Supervision ..... 3  
 BUS 136 Human Relations in Mgmt ..... 3  
 CFC/PSY 106 Develop Psychology of Children ..... 3  
 CFC 260 Principles of Parenting ..... 3  
 CIS 101 Intro to Information Systems ..... 3  
 HREL 100 Personal & Career Development ..... 3  
 MATH 120 Intro Statistics with Applications ..... 3  
 PSY 144 The Psych of Interpersonal Relationships ..... 3  
 PSY 200 Biological Psychology ..... 3  
 PSY 202 Learning ..... 3  
 PSY 204 Developmental Psychology ..... 3  
 PSY/SOC 206 Social Psychology ..... 3  
 PSY 208 Abnormal Psychology ..... 3  
 PSY/ADS 210 Crisis Intervention & Referral Tech ..... 3  
 SOC 102 Contemp Social Problems ..... 3  
 SOC 110 Marriage & the Family ..... 3  
 SOC 150 Sociology of Minority Groups ..... 3

**INTERDISCIPLINARY MAJOR  
(MAJOR CODE: 0315)**

This major for an Associate Degree provides occupational-oriented students with an area of concentration within two disciplines to meet a specific job need.

The requirements for the major will be met by satisfactory completion of 9 (or more) units in each discipline.

The courses required will be approved by division chairpersons, a counselor, and the Dean of Applied Sciences. The courses approved will be from courses already established. The student will initiate the request for the major through the Counseling Office.

**JOURNALISM  
(MAJOR CODE: 0515)**

**Twenty-one (21) units required for the major**

- I. Required courses for the major**
  - JRN 100 Introduction to Journalism ..... 3
  - JRN 102 Newspaper Production ..... 3
  - JRN 104 Career Journalism ..... 3
- II. Acceptable courses for the major**  
(minimum of 12 units from the following courses)
  - BUS 154 Beginning Keyboarding ..... 3
  - COMM 120 Intro to Video & TV Production ..... 3
  - COMM 122 Intermediate Video & TV Production ..... 3
  - ECON 101 Intro to Microeconomics ..... 3
  - ECON 102 Intro to Macroeconomics ..... 3
  - ENGL 102 Intro to Literature ..... 3
  - ENGL 230 Intro to Film Hist & Criticism ..... 3
  - ENGL 250 Creative Writing ..... 3
  - JRN 106 Photojournalism ..... 3
  - POLS 100 Intro to Political Science ..... 3
  - POLS 102\* Amer Government & Politics ..... 3
  - SOC 101 Introductory Sociology ..... 3
  - SOC 102 Contemporary Social Problems ..... 3
  - SPCH 100 Oral Communication ..... 3

\*If not used to satisfy the American Institutions requirement for graduation.

**LEGAL ASSISTANT  
(MAJOR CODE: 0201)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-four (24) units required for the major**

- I. Required courses for the major**
  - AJ/CSI 106 Concepts of Criminal Law ..... 3
  - BUS 126 Bus & the Legal Environment ..... 3
  - LEGAL 121 Legal Research ..... 3
  - LEGAL 122 Civil Procedures & Family Law ..... 3
  - LEGAL 123 Civil Discovery & Torts ..... 3
  - LEGAL 124 Corporations & Bankruptcy ..... 3
  - LEGAL 125 Real Estate Law for Legal Assistants ..... 3
  - LEGAL 126 Wills, Trusts, Probate and Estate Admin ..... 3

**LIBERAL STUDIES  
(MAJOR CODE: 0517)**

The Liberal Studies Major, offered at Imperial Valley College, is designed primarily for students who intend to teach at the elementary school level. The goal of the program is to provide an educational experience which prepares liberal education students to thinking critically, write clearly and effectively, analyze evidence, and

appreciate the differences between subject areas. Students who complete the major should find opportunities in a variety of careers, in addition to teaching, if they so choose.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Required courses for the degree**

- A. English Communication and Critical Thinking (nine (9) units)**
  - SPCH 100 Oral Communication ..... 3
  - ENGL 101 Reading and Composition ..... 3

**Select one course from (minimum 3.0 units)**

  - ENGL 111 Reading ..... 3.5
  - ENGL 201 Advanced Composition ..... 3
  - PHIL 106 Logic ..... 3
  - SPCH 180 Argumentation and Debate ..... 3
- B. Science and Mathematics (thirteen (13) units)**
  - BIOL 100 Principles of Biological Science w/lab ..... 4
  - GEOL 110 Earth and Space Science ..... 3
  - PHSC 110 Physical Science ..... 3
  - MATH 110 Number Sys in Elem Math ..... 3
- C. Arts and Humanities**
  - ENGL 102 Intro to Literature ..... 3
  - HIST 100 Early World History ..... 3

**Select one course from (minimum 3.0 units)**

  - ART 100 History and Appreciation of Art ..... 3
  - ART 102 History and Appreciation of Art ..... 3
  - MUS 102 Intro to Music Literature & Listening ..... 3
  - THEA 100 Intro to Theatre ..... 3
- D. Social, Political, and Economic Institutions (9 units)**
  - GEOG 102 Cultural Geography ..... 3
  - HIST 120 U.S. History ..... 3
  - POLS 102 American Gov't & Politics ..... 3
- E. Lifelong Understanding and Self Development (3.0 units)**
  - CFCS/PSY 106 Developmental Psychology of Children ..... 3

**LIBRARY TECHNICIAN  
(MAJOR CODE: 0310)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-four (24) units is required for the major**

- I. Required courses for the major**
  - BUS 136 Human Relations in Management ..... 3
  - CIS 101 Introduction to Information Systems ..... 3
  - LBRY 151 Introduction to Library Services ..... 3
  - LBRY 152 Library Technical Services ..... 3
  - LBRY 153 Library Public Services ..... 3
  - LBRY 154 Introduction to Media Services ..... 3
  - LBRY 155 Introduction to Cataloging & Classification .. 3
  - LBRY 156 Information and Reference Services ..... 3
- II. Suggested Additional Courses**
  - WE 201 Employment Readiness ..... 1
  - WE 220 Internship ..... 1-4

**LIFE SCIENCE  
(MAJOR CODE: 0710)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-four (24) units required for the major**

**AREA I- Select a minimum of 18 units from the following**

ANTH 100	Physical Anthropology .....	3
BIOL 100	Prin of Biological Science .....	4
BIOL 120	General Zoology .....	4
BIOL 122	General Zoology .....	4
BIOL 200	Human Anatomy and Physiology I .....	4
BIOL 202	Human Anatomy and Physiology II .....	4
BIOL 204	Human Anatomy .....	4
BIOL 206	Human Physiology .....	4
BIOL 220	General Microbiology .....	5

**AREA II-Select a maximum of 6 units from the following**

ENVS/AG 110	Man & His Environment .....	3
CHEM 100	Introduction to Chemistry .....	4
CHEM 200	General Inorganic Chemistry .....	5
CHEM 202	General Inorganic Chemistry .....	5
CHEM 204	Organic Chemistry .....	5
GEOL 100	General Geology .....	4
GEOL 110	Earth & Space Science .....	3
MATH 120	Introductory Statistics with Applications .....	3

**MATHEMATICS  
(MAJOR CODE: 0602)**

**Twenty-seven (27) units required for the major**

**I. Fifteen units (15)**

MATH 192	Calculus I .....	5
MATH 194	Calculus II .....	5
MATH 210	Calculus III .....	5

**II. Three units (3)**

MATH 220	Elem Differential Equations .....	3
MATH 230	Intro to Linear Algebra w/Applications .....	3

**III. Nine units selected from (no duplicates from the previous category)**

CIS 204	Programming in C .....	3
MATH 120	Introductory Statistics w/ Applications .....	3
MATH 130	Programming in Fortran .....	3
MATH 220	Elementary Differential Equations .....	3
MATH 230	Introduction to Linear Algebra w/Applications .....	3
MATH 240	Discrete Mathematics .....	3
PHYS 200	Principles of Physics .....	5
PHYS 202	Principles of Physics .....	5
PHYS 204	Principles of Physics .....	5

**MUSIC  
(MAJOR CODE: 0516)**

**Twenty-nine (29) units required for the major**

**I. Required courses for the major**

**(minimum of 25 units from the following courses)**

a. Academic courses (minimum of 20 units from the ..... following courses)

MUS 110	Beginning Musicianship .....	2
MUS 112	Beginning Musicianship .....	2
MUS 120	Beginning Harmony .....	3
MUS 122	Beginning Harmony .....	3
MUS 210	Intermediate Musicianship .....	2
MUS 212	Intermediate Musicianship .....	2
MUS 220	Intermediate Harmony .....	3
MUS 222	Intermediate Harmony .....	3

Note: Music 110 and 120 (formerly MUS 8A and 9A) must be taken concurrently and the sequence followed through MUS 212 and 222 (formerly MUS 8AD AND 9D).

b. Applied Music (minimum of 5 units from the following courses) (Requirement may be waived through proficiency examination.)

MUS 140	Beginning Group Piano I .....	1
MUS 179	Applied Music .....	1

c. Performance Ensembles (minimum of 4 units from the following courses)

MUS 154	Chamber Singers .....	1
MUS 156	College-Community Chorus .....	1
MUS 171	Chamber Orchestra .....	1
MUS 173	Concert Band .....	1
MUS 178	Symphony Orchestra .....	1

Note: All music majors are required to perform in at least one of the above college music organizations every semester enrolled.

**II. Recommended as electives (do NOT fulfill major requirements)**

MUS 104	Intro to 20th Century Music .....	3
MUS 142	Beginning Group Piano II .....	1
MUS 150	Beginning Class Voice .....	1
MUS 152	Beginning Class Voice .....	1
MUS 160	Beginning Class Guitar .....	1
MUS 162	Intermediate Class Guitar .....	1
MUS 172	College-Community Band .....	1
MUS 174	Estudiantina .....	1
MUS 175	Instrumental Ensemble .....	1
MUS 176	Rehearsal and Performance .....	1
MUS 177	Stage Band .....	1
MUS 200	History & Literature of Music .....	3
MUS 203	History & Literature of Music .....	3
MUS 240	Intermediate Group Piano I .....	1
MUS 242	Intermediate Group Piano II .....	1
MUS 250	Intermediate Class Voice .....	1

**NURSING-ASSOCIATE DEGREE (R.N.)  
(MAJOR CODE: 0402)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Pre-Application Requirements**

ENGL 101	Reading & Composition .....	3
BIOL 220	General Microbiology .....	5
BIOL 200	Human Anatomy & Physiology I .....	4
<b>AND</b>		
BIOL 202	Human Anatomy & Physiology II .....	4
<b>OR</b>		
BIOL 204	Human Anatomy .....	4
BIOL 206	Human Physiology .....	4

**Pre-Admission Requirements**

**Demonstration of Math Competency:** A score of 35 or higher on the Elementary Algebra Test or Math 080 (formerly Math X) with a grade of "C" or better or a higher level of Math with a grade of "C" or better.

**Demonstration of Reading Competency:** A score of 64 or higher on the Degrees of Reading Power (DRP) or ENGL 089 (formerly ENGL 12B) or ENGL 111 (formerly ENGL 11) with a grade of "C" or better.

PSY 101	Intro to Psychology .....	3
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\* *The Nursing Department recommends that students complete PSY 204 (formerly PSYCH 35), Developmental Psychology: Conception to Death, prior to entering the nursing program. (Students wishing to complete a Bachelor's of Science in Nursing Program [BSN] may be required to complete such a course.*

**NURSING REQUIREMENTS**

**Semester One (1)**

NURS 110	Nursing Process I .....	4.5
NURS 111	Nursing Skills Laboratory I .....	1.5
NURS 112	Nursing Process Application I .....	4
NURS 114	Pharmacology & Medication Admin .....	3
SOC 101	Introductory Sociology .....	3
ANTH 102	Cultural Anthropology .....	3

**Semester Two (2)**

NURS 120	Nursing Process II .....	4.5
NURS 121	Nursing Skills Laboratory II .....	1
NURS 122	Nursing Process Application II .....	4

**Summer Session**

NURS 200	Psychiatric Nursing .....	2.5
NURS 202	Psychiatric Nursing Application .....	2

**Semester Three (3)**

NURS 210	Nursing Process III .....	4.5
NURS 211	Nursing Skills Laboratory III .....	1
NURS 212	Nursing Process Application III .....	4

**Semester Four (4)**

NURS 220	Nursing Process III .....	4.5
NURS 221	Nursing Skills Laboratory III .....	1
NURS 222	Nursing Process Application III .....	4
NURS 230	Nursing Trends .....	1

**Additional Degree Requirements Include**

SPCH 100	Oral Communication .....	3
	American Institutions Requirement .....	3-6
	Humanities Elective .....	3
PE 100	Lifetime Exercise Science .....	2
	PE Activity Course .....	1

**UNIT BREAKDOWN FOR ASSOCIATE DEGREE**

Total Nursing Units .....	50
Total General Education/Support Courses .....	34-37
Total Units for Degree .....	84

**PATIENT SERVICES ADMINISTRATION  
(MAJOR CODE: 0219)**

Twenty-four (24) units required for the major

**I. Required courses for the major**

AHP 100	Medical Terminology .....	3
AHP 102	Medical Insurance .....	3
BIOL 090	Anat & Phys for Health Occupations .....	3
BUS 010	Practical Accounting .....	3
BUS 061	Business English .....	3
BUS 134	Mgmt Concepts & Supervision .....	3
CIS 101	Intro to Information Systems .....	3
CIS 108	Computer Accounting .....	3

**II. Recommended courses for the major (not required)**

BUS 136	Human Relations in Management .....	3
BUS 060	Essen in Workplace Correspondence .....	3
<b>OR</b>		
BUS 260	Business Communications .....	3

**PHYSICAL EDUCATION  
(MAJOR CODE: 0311)**

Nineteen (19) units required for the major

**I. Required courses for the major**

HE 100	Health Education .....	3
HE 104	First Aid .....	3
PE 122	Lifeguard Training/Advanced Lifesaving .....	2
PE 210	Intro to Physical Education .....	2
PE 211	PE in the Elementary School .....	3

**II. Select six (6) units from the following courses**

BIOL 204	Human Anatomy .....	4
PE 102	Physical Fitness .....	1
PE 103	Physical Fitness-Women .....	1
PE 112	Basketball - Men .....	1
PE 113	Basketball -Women .....	1
PE 114	Dance Theater .....	2
PE 121	Swimming .....	1
PE 115	Dance-Jazz .....	1
PE 116	Dance-Modern .....	1
PE 117	Golf .....	1
PE 119	Self-defense .....	1
PE 120	Softball .....	1
PE 121	Swimming .....	1
PE 123	Water Safety Instructor Train .....	2
PE 124	Team Sports .....	1
PE 126	Tennis .....	1
PE 127	Tennis-Advanced .....	1
PE 128	Volleyball .....	1
PE 130	Advanced Physical Exercises .....	1
PE 150	Intercollegiate Baseball & PE .....	2
PE 151	Intercollegiate Basketball & PE .....	2
PE 152	Intercollegiate Soccer & PE .....	2
PE 153	Intercollegiate Softball & PE .....	2
PE 154	Intercollegiate Tennis & PE .....	2
PE 155	Intercollegiate Volleyball & PE .....	2
PE 163	Song & Cheer .....	2
PE 200	Theory of Baseball .....	2
PE 201	Theory of Basketball .....	2
PE 220	Introduction to Athletic Training .....	2
PE 221	Psychology of Coaching .....	2
PE 222	Sports Officiating .....	3
PE 224	PE for Special Olympics .....	3

**PHYSICAL SCIENCE  
(MAJOR CODE: 0720)**

**Forty (40) units required for the major**

**I. Thirty-five (35) units from:**

CHEM 200	General Inorganic Chemistry .....	5
CHEM 202	General Inorganic Chemistry .....	5
MATH 192	Calculus I .....	5
MATH 194	Calculus II .....	5
PHYS 200	Principles of Physics .....	5
PHYS 202	Principles of Physics .....	5
PHYS 204	Principles of Physics .....	5

**Five (5) units from**

AG/ENVS 110	Man & His Environment .....	3
ASTR 100	Principles of Astronomy .....	3
CHEM 204	Organic Chemistry .....	5
CHEM 206	Organic Chemistry .....	5
CIS 204	Programing in C .....	3
GEOG 100	Physical Geography .....	3
MATH 120	Introductory Statistics with Applications .....	3
MATH 130	Programming in FORTRAN .....	3
MATH 210	Calculus III .....	5
MATH 220	Elem Differential Equations .....	3
MATH 230	Intro to Linear Algebra with Applications .....	3

**PRE-ENGINEERING  
(MAJOR CODE: 0604)**

**Forty-three (43) units required for the major**

**I. Twenty -five (25) units required from**

CHEM 200	General Inorganic Chemistry .....	5
MATH 192	Calculus I .....	5
MATH 194	Calculus II .....	5
MATH 210	Calculus III .....	5
PHYS 200	Principles of Physics .....	5

**II. Three (3) units from**

MATH 220	Elem Differential Equations .....	3
MATH 230	Intro to Linear Algebra with Applications .....	3

**III. Ten (10) units from:**

CHEM 202	General Inorganic Chemistry .....	5
PHYS 202	Principles of Physics .....	5
PHYS 204	Principles of Physics .....	5

**IV. Five (5) units from (no duplicates from previous categories)**

CHEM 202	General Inorganic Chemistry .....	5
CHEM 204	Organic Chemistry .....	5
CHEM 206	Organic Chemistry .....	5
CIS 204	Programing in C .....	3
MATH 120	Introductory Statistics with Applications .....	3
MATH 130	Programming in FORTRAN .....	3
MATH 220	Elem Differential Equations .....	3
MATH 230	Intro to Linear Algebra with Applications .....	3
PHYS 202	Principles of Physics .....	5
PHYS 204	Principles of Physics .....	5

**PSYCHOLOGY  
(MAJOR CODE: 0103)**

**Twenty-one (21) units required for the major**

**I. Required courses for the major**

PSY 101	Intro to Psychology .....	3
PSY 200	Biological Psychology .....	3
PSY 202	Learning .....	3

**Minimum of 12 units from any of the following courses**

MATH 120	Introductory Statistics with Applications .....	3
PSY/ADS 120	Intro to Counseling .....	3
PSY 142	Psy of Adjustment .....	3
PSY 144	The Psy of Interpersonal Relationships .....	3
PSY 146	Psych of Human Sexuality .....	3
PSY 204	Developmental Psychology .....	3
PSY/SOC 206	Social Psychology .....	3
PSY 208	Abnormal Psychology .....	3
PSY 212	Research Methods in Psychology .....	3
PSY/ ADS 220	<b>OR</b> 221 Practicum .....	3

**RECREATION  
(MAJOR CODE: 0312)**

**Eighteen (18) units required for the major**

**I. Required courses for the major**

REC 100	Introduction to Leisure .....	3
REC 101	Social Recreation .....	3
REC 102	Outdoor Recreation .....	3
REC 103	Recreation for Special Groups .....	4

Two (2) or Three (3) units to be selected from the following courses

ART 110	Design .....	3
PE 122	Lifeguard Training/Advanced Lifesaving .....	2
PE 211	PE in the Elementary School .....	3
PE 222	Sports Officiating .....	3
PE 224	PE for Special Olympics .....	3

**II. Acceptable courses for the major**

(2 or 3 units to be selected from the following courses)

PE 102	Physical Fitness .....	1
PE 103	Physical Fitness, Women .....	1
PE 112	Basketball-Men .....	1
PE 113	Basketball-Women .....	1
PE 115	Dance-Jazz .....	1
PE 120	Softball .....	1
PE 121	Swimming .....	1
PE 124	Team Sports .....	1
PE 126	Tennis .....	1
PE 128	Volleyball .....	1
PE 129	Volleyball-Advanced .....	1

**REHABILITATION TECHNICIAN FOR  
THE PHYSICALLY LIMITED  
(MAJOR CODE: 1103)**

**Eighteen (18) units required for the major**

**I. Required courses for the major**

CFCS/DSPS 240	Understanding Excep Students .....	3
DSPS 242	Practicum Exper to Work with the Disabled Person .....	2
PSY 101	Introduction to Psychology .....	3

**II. A minimum of 6 units must be taken from Section II**

AHP 060	Health Assistant .....	5
AMSL 100	American Sign Language 1 .....	4
AMSL 102	American Sign Language 2 .....	4
AMSL 200	American Sign Language 3 .....	3
AMSL 202	American Sign Language 4 .....	3
AMSL 204	American Sign Language 5 .....	3
AMSL 210	Interpreting Amer Sign Lang 1 .....	3
AMSL 212	Interpreting Amer Sign Lang 2 .....	3
DSPS 110	Intro to Audiology .....	3
DSPS 112	Audiometry & Hearing Conserv .....	3
DSPS 120	Intro to Residen Svcs Spclst .....	3
DSPS 122	Tech for Residen Svcs Spclst .....	3

**III. Additional units to complete the major may be utilized from the courses under Section III**

CFCS/PSY 106	Develop Psych of Children .....	3
DSPS 242	Practicum Exper to Work with the Disabled Person .....	2
PE 224	PE for Special Olympics .....	3
PSY 104	Psych of Adjustment .....	3
PSY/ADS 120	Intro to Counseling .....	3
PSY/SOC 206	Social Psychology .....	3
REC 103	Recreation for Special Groups .....	4
SOC 101	Introductory Sociology .....	3
SOC 102	Contemp Social Problems .....	3

**SOCIAL SCIENCE  
(MAJOR CODE: 0900)**

**I. Required courses for the major**

The requirements for a major in Social Science may be satisfied by taking 18 units from the following list to include at least one course from three of the seven fields:

**Anthropology**

ANTH 100	Physical Anthropology .....	3
ANTH 102	Cultural Anthropology .....	3
ANTH 104	California Indians .....	3
ANTH 106	Indians of North America .....	3
ANTH 110	Intro to Arch Site Surveying .....	3
ANTH 112	Intro to Arch Excavations .....	3

**Economics**

ECON 101	Introduction to Microeconomics .....	3
ECON 102	Introduction to Macroeconomics .....	3

**Geography**

GEOG 100	Physical Geography .....	3
GEOG 102	Cultural Geography .....	3

**History**

HIST 100	Early World History .....	3
HIST 101	Modern World History .....	3
HIST 110	History of Western Civilization .....	3
HIST 111	History of Western Civilization .....	3
HIST 120	United States History .....	3
HIST 121	United States History .....	3
HIST 122	History of Imperial Valley .....	3
HIST 130	Comp History of the Americas .....	3
HIST 131	Comp History of the Americas .....	3
HIST 132	Mexico & the American Southwest .....	3
HIST 170	Oral History .....	3

**Philosophy**

PHIL 100	Intro to Philosophy .....	3
PHIL 102	Intro to Philosophy .....	3
PHIL 104	Ethics .....	3
PHIL 108	Religions of the Mod World .....	3

**Political Science**

POLS 052	Intro to American Government .....	3
POLS 100	Intro to Political Science .....	3
POLS 102	American Govt & Politics .....	3
POLS 104	Comparative Politics .....	3
POLS 106	Intro to International Relations .....	3

**Sociology**

SOC 101	Introductory Sociology .....	3
SOC 102	Contemp Social Problems .....	3
SOC 110	Marriage & the Family .....	3
SOC/ADS 150	Sociology of Minority Groups .....	3

**SPANISH: NATIVE SPEAKER  
(MAJOR CODE: 0668)**

**Twenty-six (26) units required for the major**

**I. Required courses for the major**

SPAN 220	Bilingual Spanish .....	5
SPAN 221	Bilingual Spanish .....	5
SPAN 222	Bilingual Oral Spanish .....	3
SPAN 223	Spanish Reading and Writing .....	4
SPAN 225	Intro to Spanish American Literature .....	3
SPAN 262	Intro to Mexican American Studies .....	3

**II. Acceptable courses for the major**

(select a minimum of 3 units from the following courses)

MUS 174	Estudiantina .....	1
SPAN 230	Intro to Trans & Inter .....	3
SPAN/ENGL 260	The Mexican American in Literature .....	3
SPAN/ENGL 261	The Mexican American in Literature .....	3

**SPANISH: NON-NATIVE  
(MAJOR CODE: 0670)**

**Twenty-nine (29) units required for the major**

**I. Required courses for the major**

SPAN 100*	Elementary Spanish .....	5
SPAN 110*	Elementary Spanish .....	5
SPAN 200	Intermediate Spanish .....	5
SPAN 210	Intermediate Spanish .....	5
SPAN 223	Spanish Reading and Writing .....	4

\*Completion of SPAN 101 and 102 (formerly SPAN 1A and 1B) is equivalent to SPAN 100 (formerly SPAN 1) and completion of SPAN 111 and 112 (formerly SPAN 2A and 2B) is equivalent to SPAN 110 (formerly SPAN 2).

**II. Acceptable courses for the major**

(select a minimum of 5 units from the following courses)

MUS 174	Estudiantina .....	1
SPAN 222	Bilingual Oral Spanish .....	3
SPAN 225	Intro to Spanish American in Literature .....	3
SPAN 230	Intro to Trans & Inter.....	3
SPAN/ENGL 260	The Mexican American in Literature .....	3
SPAN/ENGL 261	The Mexican American in Literature .....	3
SPAN 262	Intro to Mexican American Studies.....	3

**TRANSFER STUDIES  
(MAJOR CODE: 0218)**

This major is a program of course work selected from courses transferable to the University of California system (UC), California State University system (CSU), and other colleges and universities. Transfer programs are designed to help the student complete the first two years of a four-year college program. The associate degree will be granted to students who meet ALL the following requirements:

- \*Complete all Imperial Valley College graduation requirements
- \*Complete 60 transferable units
- \*Complete requirements for one of the following:
  - CSU General Education Breadth Requirements;
  - IGETC (Intersegmental General Education Transfer Curriculum);
  - Approved Transfer Admission Guarantee Program.

**\*\*MUST SEE A COUNSELOR TO COMPLETE THIS MAJOR\*\***

(It is strongly recommended that the student complete as much lower division major preparation as possible for the college or university to which he/she plans to transfer.)

COMPLETION OF THIS MAJOR DOES NOT GUARANTEE ADMISSION TO ANOTHER COLLEGE OR UNIVERSITY

**VOCATIONAL NURSING (VN)  
(MAJOR CODE: 0403)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**PRE-ADMISSION REQUIREMENTS**

ENGL 101	Reading & Composition .....	3
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**Pre-Clinical Requirements .**

AHP 100	Medical Terminology .....	3
BIOL 090	Anat & Physio for Health Occupations .....	3
PSY 101	Intro to Psychology .....	3

**Vocational Nursing Requirements**

**Semester One (1)**

VN 110	Intro to Patient Care I .....	5
VN 112	Intro to Patient Care II .....	5
VN 114	Pharmacology I .....	1.5
VN 116	Patient Care Mgmt & Critical Thinking .....	2.5
PSY 204	Developmental Psychology .....	3

**Semester Two (2)**

VN 120	Maternity Cycle .....	5.5
VN 122	Common Health Problems I .....	5.5
VN 124	Pharmacology II .....	2

**Semester Three (3)**

VN 130	Common Health Problems II .....	5.5
VN 132	Common Health Problems III .....	5.5

**WATER TREATMENT TECHNOLOGY  
(MAJOR CODE: 1008)**

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-two (22) units required for the major**

**I. Required courses for the major**

WT 100	Water Treat Plant Oper I	4
WT 120	Computational Procecd for Treatment Plant Oper I .....	3
WT 130	Wastewater Treatment I .....	4
WT 210	Water Treat Plant Oper II .....	4
WT 220	Computational Procecd for Treatment Plant Oper II .....	3
WT 230	Wastewater Treatment II .....	4

**II. Recommended courses for the major**

BUS/AG 132	Business Management .....	3
BUS 134	Mgmt Concepts of Supervision .....	3
BUS 136	Human Relations in Management .....	3
CHEM 100	Intro to Chemistry .....	4
CHEM 200	General Inorganic Chemistry .....	5

**WELDING TECHNOLOGY  
(MAJOR CODE: 1007)**

The practice of joining metals by welding is becoming more of a science every day. Imperial Valley College recognized this and consequently has a two-year Associate Degree program in Welding Technology. This program is designed to train technicians by giving the student ample laboratory welding practice along with related theory, plus a firm background in associated subjects such as mechanics and metal-fabricating techniques.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty (20) units required for the major.**

**I. Required courses for the major**

WELD 130	Welding Technology .....	5
<b>OR</b>		
WELD 110	Oxy-Acetylene Welding .....	2
<b>AND</b>		
WELD 120	Arc Welding .....	3
WELD 220	Arc Welding Processes .....	5
WELD 240	Pipe & Structural Welding .....	5
WELD 260	Welder Qual & Blueprint Reading .....	5



# *CERTIFICATE PROGRAMS*



# CERTIFICATE PROGRAMS

## ADMINISTRATION OF JUSTICE (CERTIFICATE CODE: 5220)

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-one (21) to twenty-four and one half (24.5) units required for the certificate**

AJ 100	Intro to Admin of Justice .....	3
AJ/CSI 102	Concepts of Criminal Law .....	3
AJ 104	Legal Aspects of Evidence .....	3
AJ 106	Prin & Proce of the Justice System .....	3
AJ 110	Police Community Relations .....	3
AJ 123	Juvenile Control .....	3
ENGL 100 or 101	English Composition .....	3
ENGL 089 or 111	* Reading .....	3.5

\*A score of 64 or higher on the Degrees of Reading Power (DRP) will substitute.

## AGRICULTURAL BUSINESS MANAGEMENT (CERTIFICATE CODE: 5046)

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-five (25) units required for the certificate**

AG 080	Pesticide Safety .....	1
AG 120	Soil Science .....	3
AG 130	Agricultural Economics .....	3
AG/BUS 132	Business Management .....	3
AG 134	Agricultural Bus Organization .....	3
AG 136	Agri Sales & Service Management .....	3
AG 160	Food & Fiber in a Changing World .....	3
CIS 101	Intro to Information Systems .....	3

**Select one (1) course from the following**

AG 170	Entomology .....	3
BUS 010	Practical Accounting .....	3
BUS 126	Bus & the Legal Environment .....	3
BUS 144	Principles of Marketing .....	3

## AGRICULTURAL CROP SCIENCE (CERTIFICATE CODE: 5048)

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-seven (27) units required for the certificate**

**I. Required courses for the certificate**

AG 080	Pesticide Safety .....	1
AG 120	Soil Science .....	3

AG 140	Principles of Plant Science .....	4
AG 170	Entomology .....	3
AG 230	Fertilizers & Soil Amendments .....	3
AG 240	Field & Cereal Crops .....	4
AG 250	Vegetable Crops .....	3
AG 270	Weeds & Weed Control .....	3

**II. Acceptable courses for the certificate**

AG 160	Food & Fiber in a Changing World .....	3
AG 220	Irrigation & Drainage .....	3

## AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (CERTIFICATE CODE: 5360 )

The Air Conditioning and Refrigeration Certificate is designed to provide instruction in manipulative skills, technical knowledge, and related trade information, which will prepare the student for employment in the Air Conditioning and Refrigeration industry.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Seventeen (17) units required for the certificate.**

**I. Required courses for the certificate**

ACR 101	Air Conditioning/Refrigeration Systems .....	3
ACR 102	Residential Air Conditioning Systems .....	3
ACR 103	Air Conditioning Electrical Circuits/Controls.....	3
ACR 104	Air Conditioning Heating Systems.....	3
ACR 105	Heat Load Calculation and Measurements.....	2
ACR 106	Air Conditioning Ventilation Duct Systems.....	3

## ALCOHOL AND DRUG STUDIES (CERTIFICATE CODE: 5145)

Thirty-three (33) units required for the certificate

**I. Required courses for the certificate**

ADS 101	Alcoholism: Intervention, Treatment & Recovery .....	3
ADS 110	Physiological Effects of Alcohol & Drug Use .....	3
ADS/PSY 120	Introduction to Counseling .....	3
ADS/PSY 130	Group Leadership & Group Process .....	3
ADS 200	Family Counseling Approach to Alcohol & Drug Abuse .....	3
ADS/PSY 210	Crisis Intervention & Referral Techniques .....	3
ADS/PSY 220	Practicum .....	3
ADS/PSY 221	Practicum .....	3
ADS 230	Alcohol and Drug Prevention & Education ...	3

**Minimum of 6 units from any two of the following courses**

ADS/SOC 150	Sociology of Minority Groups .....	3
ADS/SOC 160	Human Services in a Changing Society .....	3
PSY 101	General Psychology .....	3
PSY 144	The Psychology of Interpersonal Relationships ....	3
PSY 204	Developmental Psychology .....	3
PSY 208	Abnormal Psychology .....	3
SOC 101	Introduction to Sociology .....	3
SW 220	Introduction to Social Work .....	3
SOC 101	Introduction to Sociology .....	3

- II. Recommended courses** (do **NOT** fulfill major requirements)  
 ADS290 Current Issues in Substance Abuse ..... 1-3

**AUTOMOTIVE AIR CONDITIONING  
 (CERTIFICATE CODE: 5023)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Six (6) units required for the certificate.**

- I. Required courses for the certificate**  
 AU T 130 Automotive Electronics I ..... 3  
 AU T 210 Air Conditioning ..... 3

**AUTOMOTIVE BRAKES, SUSPENSION  
 AND WHEEL ALIGNMENT  
 (CERTIFICATE CODE: 5022)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Eleven (11) units required for this certificate.**

- I. Required courses for the certificate**  
 AU T 125 Automotive Brakes ..... 4  
 AU T 155 Suspension & Wheel Alignment ..... 4  
 MATH 070 Basic Math or equivalent ..... 3

**AUTOMOTIVE BODY REPAIR AND  
 PAINTING  
 (CERTIFICATE CODE: 5010)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one (31) units required for the certificate**

- I. Required courses for the major**  
 AU B 120 Automotive Collision Repairs ..... 5  
 AU B 140 Frame/Undercarriage Repair ..... 5  
 AU B 220 Estimating and Collision Repair ..... 5  
 AU B 240 Custom Refinishing & Shop Mgt ..... 3  
 AU T 125 Automotive Brakes ..... 4  
 AU T 155 Suspension and Wheel Alignment ..... 4  
 WELD 130 Welding Technology ..... 5

**AUTOMOTIVE ELECTRONICS  
 (CERTIFICATE CODE: 5024)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Seven (7) units required for the certificate.**

- I. Required courses for the certificate**  
 AU T 130 Automotive Electronics I ..... 3  
 AU T 150 Automotive Electronics II ..... 4

**AUTOMOTIVE ENGINE MACHINIST  
 (CERTIFICATE CODE: 5026)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Sixteen (16) units required for the certificate**

- I. Required courses for the certificate**  
 AU T 110 Engine Technology ..... 4  
 AU T 120 Automotive Machine Shop ..... 4  
 MATH 070 Basic Math or equivalent ..... 3  
 WELD 130 Welding Technology ..... 5

**AUTOMOTIVE ENGINE PERFORMANCE  
 (CERTIFICATE CODE: 5021)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twelve (12) units required for the certificate**

- I. Required courses for the certificate**  
 AU T 130 Automotive Electronics ..... 3  
 AU T 160 Engine Performance Tune-Up ..... 3  
 AU T 170 Engine Diagnosis & Repair ..... 3  
 AU T 230 Emissions Control & Computer Systems ..... 3

**AUTOMOTIVE POWER TRAIN  
 (CERTIFICATE CODE: 5025)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fifteen (15) units required for the certificate**

- I. Required courses for the certificate**  
 AU T 180 Manual Transmissions & Power Trains ..... 4  
 AU T 220 Mechanical Automatic Transmissions ..... 4  
 AU T 250 Electronic Automotive Transmission ..... 4  
 MATH 070 Basic Math or equivalent ..... 3



**AUTOMOTIVE TECHNOLOGY  
(CERTIFICATE CODE: 5020)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-nine (39) units required for the certificate**

**I. Required courses for the certificate**

AU T 110	Engine Technology .....	4
AU T 125	Automotive Brakes .....	4
AU T 130	Automotive Electronics I .....	3
AU T 150	Automatic Electronics II .....	4
AU T 155	Suspension & Wheel Alignment .....	4
AU T 160	Engine Performance Tune-Up .....	3
AU T 170	Engine Diagnosis & Repair .....	3
AU T 180	Manual Trans & Power Trains .....	4
AU T 210	Automotive Air Conditioning .....	3
AU T 220	Mechanical Automatic Transmissions .....	4
AU T 230	Emissions Control & Computer Systems .....	3

**II. Recommended courses for the certificate (NOT required)**

CIS 100	Computer Literacy .....	1
<b>OR</b>		
CIS 110	Windows Operating Systems .....	1
MATH 070	Basic Mathematics .....	3
WELD 130	Welding Technology .....	5
WE 201	Employment Readiness Class .....	1
WE 220	Internship .....	1-4

\*Student must satisfy the Imperial Valley College mathematics competency requirements for the certificate.

**BASIC COMPUTER SKILLS  
(CERTIFICATE CODE: 5087)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Six (6) units required for the certificate**

**I. Required courses for the certificate**

BUS 152	Basic Keyboarding .....	1
BUS 164	Word Processing .....	3
CIS 100	Computer Literacy .....	1
CIS 124	Excel .....	1

**BUSINESS ACCOUNTING TECHNICIAN  
(CERTIFICATE CODE: 5058)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-nine (29) units required for the certificate**

**I. Required courses for the certificate**

BUS 164	Word Processing .....	3
BUS 166	Machine Calculation .....	3
BUS 168	Records Management .....	3
BUS 210**	Principles of Financial Accounting .....	4
CIS 101	Intro to Information Systems .....	3

CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
CIS 125	Excel .....	1
WE 201*	Employment Readiness .....	1
WE 220 *	Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate

\*\*It is recommended that BUS 010 (formerly BUS 10) be taken as preparation for BUS 210 (formerly BUS 1A).

**II. Acceptable courses for the certificate (select six units)**

BUS 010	Practical Accounting .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 124	Intro to Business .....	3
BUS 220	Prin of Managerial Accounting .....	4

**III. Required skill level for the certificate:**

Keyboarding skill level 40 nwpm. (BUS 25AC, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS ADMINISTRATIVE ASSISTANT  
(CERTIFICATE CODE: 5057)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one and one-half (31.5) units and skill level required for the certificate**

**I. Required courses for the certificate**

BUS 126	Business and the Legal Environment .....	3
BUS 136	Human Relations in Management .....	3
BUS 166	Machine Calculation .....	3
BUS 172	Office Procedures .....	3
BUS 174	Document Processing for Business .....	3
BUS 178	Technology for the Modern Office .....	3
BUS 176	Office Transcription .....	1.5
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
WE 201*	Employment Readiness Class .....	1
WE 220 *	Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

\*\* It is recommended that BUS 010 (formerly BUS 10) be taken in preparation for BUS 210 (formerly BUS 1A).

**II. Required skill level for the certificate**

Keyboarding skill level 50 nwpm. (BUS 156 (formerly BUS 25AC), Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)

**BUSINESS FINANCIAL SERVICES  
(CERTIFICATE CODE: 5066)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-six (26) units required for the major

**I. Required courses for the certificate ..**

BUS 124	Introduction of Business .....	3
BUS 126	Bus & the Legal Environment .....	3
BUS/AG 132	Business Management .....	3
BUS 210	Prin of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1
ECON 102	Intro to Macroeconomics .....	3

**II. Acceptable courses for the certificate**

(minimum of three units from the following courses)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials of Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
*BUS 146	Small Business Management .....	3
BUS 148	Personal Finance .....	3
BUS 220	Prin of Managerial Accounting .....	4
CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
*CIS 125	Excel .....	1
ECON 101	Intro to Microeconomics .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1

\* Highly recommended for this certificate

STUDENTS WHO INTEND TO PURSUE A FOUR-YEAR BUSINESS DEGREE SHOULD FOLLOW THE BUSINESS ADMINISTRATION MAJOR.

**BUSINESS MANAGEMENT  
(CERTIFICATE CODE: 5060)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-six (26) units required for the major

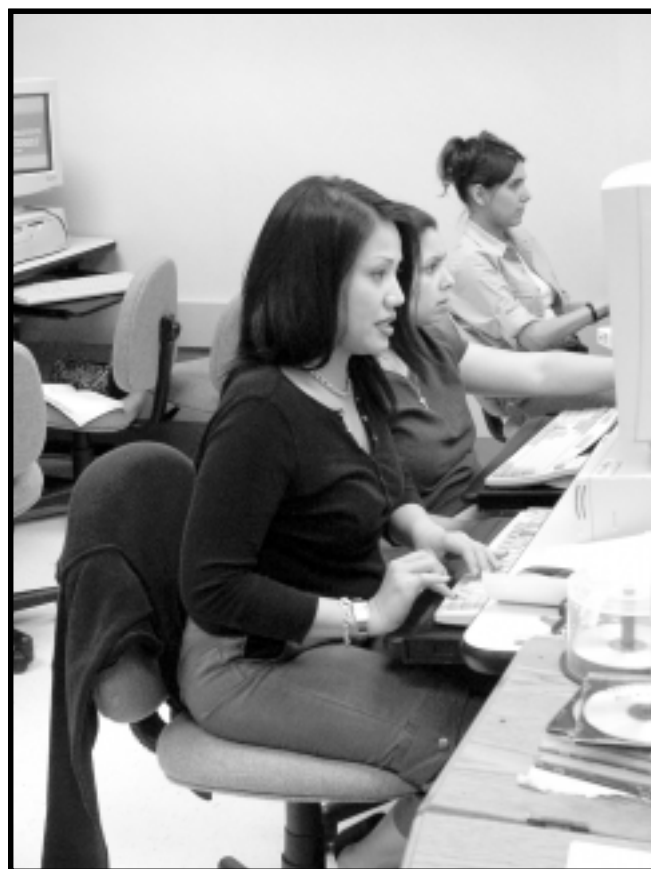
**I. Required courses for the certificate**

BUS 126	Bus & the Legal Environment .....	3
BUS/AG 132	Business Management .....	3
BUS 210	Prin of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1

**II. Acceptable courses for the certificate**

(minimum of nine units from the following courses)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials in Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 124	Intro to Business .....	3
BUS 134	Management Concepts of Supervision .....	3
BUS 136	Human Relations in Management .....	3
BUS 140	Business Retailing .....	3
BUS 142	Practical Salesmanship .....	3
BUS 144	Principles of Marketing .....	3
BUS 146	Small Business Management .....	3
BUS 148	Personal Finance .....	3
BUS 220	Prin of Managerial Accounting .....	4
CIS 124	Excel .....	1
CIS 125	Excel .....	1
ECON 101	Intro to Microeconomics .....	3
ECON 102	Intro to Macroeconomics .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1



**BUSINESS MARKETING  
(CERTIFICATE CODE: 5252)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-nine (29) units required for the certificate**

**I. Required courses for the certificate**

BUS 126	Business and the Legal Environment .....	3
BUS/AG 132	Business Management .....	3
BUS 144	Principles of Marketing .....	3
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1

**II. Acceptable courses for the certificate**

(minimum of nine units from the following courses)

BUS 010	Practical Accounting .....	3
BUS 060	Essentials of Workplace Correspondence .....	3
BUS 080	Customer Service .....	0.5
BUS 081	Communication .....	0.5
BUS 082	Team Building .....	0.5
BUS 083	Time Management .....	0.5
BUS 084	Stress Management .....	0.5
BUS 085	Conflict Management .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 087	Managing Organizational Change .....	0.5
BUS 088	Decision Making & Problem Solving .....	0.5
BUS 089	Ethics and Values .....	0.5
BUS 220	Prin of Managerial Accounting .....	4
BUS 124	Intro to Business .....	3
BUS 134	Management Concepts of Supervision .....	3
BUS 136	Human Relations in Management .....	3
BUS 140	Business Retailing .....	3
BUS 142	Practical Salesmanship .....	3
BUS 146	Small Business Management .....	3
BUS 148	Personal Finance .....	3
BUS 220	Prin of Managerial Accounting .....	4
CIS 108	Computer Accounting .....	3
CIS 124	Excel .....	1
CIS 125	Excel .....	1
ECON 101	Intro to Microeconomics .....	3
ECON 102	Intro to Macroeconomics .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1

STUDENTS WHO INTEND TO PURSUE A FOUR-YEAR BUSINESS DEGREE SHOULD FOLLOW THE BUSINESS ADMINISTRATION MAJOR.

**BUSINESS OFFICE TECHNICIAN  
(CERTIFICATE CODE: 5054)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-eight and a half (28.5) units and skill level required for the certificate

**I. Required courses for the certificate**

BUS 061	Business English .....	3
BUS 164	Word Processing .....	3

BUS 166	Machine Calculation .....	3
BUS 168	Records Management .....	3
BUS 172	Office Procedures .....	3
BUS 174	Document Processing for Business .....	3
BUS 176	Office Transcription .....	1.5
BUS 178	Business Computer Applications .....	3
BUS 260	Business Communications .....	3
CIS 124	Excel .....	1
WE 201	Employment Readiness Class .....	1
WE 220	Internship .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

**II. Required skill level for the certificate**

Keyboarding skill level 40 nwpm. (BUS 156, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS RETAILING  
(CERTIFICATE CODE: 5221)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty (30) units required for this certificate**

**I. Required courses for this certificate**

BUS/AG 132	Business Management .....	3
BUS 136	Human Relations Management .....	3
BUS 138	Human Resources Management .....	2
BUS 140	Business Retailing .....	3
BUS 144	Principles of Marketing .....	3
BUS 166	Machine Calculation .....	3
BUS 210	Principles of Financial Accounting .....	4
BUS 260	Business Communications .....	3
CIS 101	Introduction to Information Systems .....	3
SPCH 100	Oral Communications .....	3

**COMPUTER INFORMATION SYSTEMS  
(CERTIFICATE CODE: 5085)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty (20) units required for the certificate**

**I. Required courses for the certificate**

BUS 210	Prin of Financial Accounting .....	4
CIS 101	Intro to Information Systems .....	3
Select six (6) programming units		
CIS 200	Programming in BASIC .....	3
CIS 202	Programming in Visual Basic .....	3
CIS 204	Programming in C .....	3
CIS 206	Programming in COBOL .....	3
CIS 208	Programming in JAVA .....	3
MATH 130	Programming in Fortran .....	3

**II. Select at least seven (7) elective units**

(programming courses taken above may not be used to satisfy this requirement):

CIS 102	Computer Applications Lab-1 Unit Max	1
CIS 104	Intro to Telecommunications	3
CIS 106	PC Maintenance & Repair	3
CIS 108	Computer Accounting	3
CIS 110	Windows Operating System	1
CIS 121	Word	1
CIS 125	Excel	1
CIS 128	Access	1
CIS 130	Power Point	1
CIS 132	Frontpage	1
CIS 200	Programming in BASIC	3
CIS 202	Programming in Visual Basic	3
CIS 204	Programming in C	3
CIS 206	Programming in COBOL	3
CIS 208	Programming in JAVA	3
MATH 130	Programming in Fortan	3
WE 201	Employment Readiness Class	1
WE 220	Internship	1-4

**CORRECTIONAL SCIENCE  
(CERTIFICATE CODE: 5222)**

**Twenty-four (24) units required for the certificate**

**I. Required courses for the certificate**

CSI 100	Intro to Corrections	3
CSI/AJ 102	Concepts of Criminal Law	3
CSI 106	Correctional Interviewing & Counseling	3
CSI 108	Control & Supervision of Inmates	3
CSI/AJ 120	Report Writing	3

**II. Select nine (9) units from the following courses**

AJ 080	Security Guard (Arrest)	0.5
AJ 100	Intro to Admin of Justice	3
AJ 110	Police Community Relations	3
AJ 122	Criminal Investigation	3
AJ 123	Juvenile Control	3
AJ 141	Arrest & Firearms	3.5
CSI 104	Concepts of Probation & Parole	3
ENGL 101	Reading & Composition	3

**EARLY CHILDHOOD ASSISTANT  
(CERTIFICATE CODE: 5116)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

This certificate meets the requirements for the State of California Child Development Permit Matrix: Assistant.

**Six (6) units required for the certificate**

CFCS 101	Health, Safety & Nutrition for Teachers of Young Children	2
CFCS 102	First Aid & CPR for Teachers of Young Children	1
CFCS 104	Early Childhood Social: Children, Family & Community	3
<b>OR</b>		
CFCS 110	Early Childhood Curriculum I	3

**EARLY CHILDHOOD EDUCATION  
ADMINISTRATION SPECIALIZATION  
(CERTIFICATE CODE: 5111)**

The Administration Specialization Certificate is a certificate demonstrating a completion of specialized course work above the major in the area of Administration. This specialization certificate will prepare students to supervise and manage early childhood programs.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**The major plus nine (9) additional units in Administration**

CFCS 210	Family Child Care Management	3
CFCS 211	Family Child Care Provider & Parent Rel	3
CFCS 212	Family Child Care Licensing & Res Adult	3

**EARLY CHILDHOOD ASSOCIATE TEACHER  
(CERTIFICATE CODE: 5118)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fifteen (15) units required for the certificate**

CFCS 101	Health, Safety & Nutrition for Teachers of Young Children	2
CFCS/HT 102	First Aid & CPR for Teachers of Young Children	1
CFCS 104	Early Childhood Social: Children, Family & Community	3
CFCS/PSY 20	Develop Psych of Children	3
CFCS 108	Adv Develop Psych & Observation	3
CFCS 110	Early Childhood Curriculum I	3

Note: To be eligible for the State of California Child Development Permit; Associate Teacher students must complete the following experience requirements: fifty (50) days of three or more hours per day within two years.

**EARLY CHILDHOOD EDUCATION  
FAMILY CHILD CARE  
(CERTIFICATE CODE: 5114)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fifteen (15) units required for the certificate.**

CFCS 101	Health, Safety & Nutrition for Teachers of Young Children	2
CFCS 102	First Aid & CPR for Teachers of Young Children	1
CFCS 104	Early Childhood Social: Children, Family & Community	3
CFCS/PSY 106	Develop Psych of Children	3
CFCS 110	Early Childhood Curriculum I	3
CFCS 210	Family Child Care Management	1
CFCS 211	Family Child Care Provider & Parent Rel	1
CFCS 212	Family Child Care Licensing & Res	1

**EARLY CHILDHOOD EDUCATION  
INFANT/TODDLER SPECIALIZATION  
CERTIFICATION  
(CERTIFICATE CODE: 5115)**

The Infant/Toddler Specialization Certificate is a certificate demonstrating a completion of specialized course work above the major in infant/Toddler studies. This certificate will also meet the requirements for the specialization field in applying for the Master Teacher Permit.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**The major plus six units in Infant/Toddler course work.**

CFCS 220	Infant/Toddler Development .....	3
CFCS 222	Infant/Toddler Curriculum .....	3

**EARLY CHILDHOOD EDUCATION  
SCHOOL-AGE SPECIALIZATION CERTIFICATE  
(CERTIFICATE CODE: 5113)**

The School-Age Specialization Certificate is a certificate demonstrating a completion of specialized course work above the major in working with school-age children. This certificate will also meet the requirements for the specialization field in applying for the Master Teacher Permit.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**The major plus six (6) units in School-Age course work**

CFCS 230	School-Age Development .....	3
CFCS 232	School-Age Curriculum .....	3

**ELECTRONICS  
(CERTIFICATE CODE: 5120)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fourteen (14) units required for the certificate**

ELTR 120	Electronic Devices .....	4
ELTR 140	Electronic Circuits & Semiconductors .....	4
ELTR 220	Digital Instrumentation Measurements .....	3
ELTR 240	Digital Logic Circuits .....	3

**EMERGENCY MEDICAL TECHNICIAN I  
(CERTIFICATE CODE: 5130)**

**Seven and one-half (7.5) units required for the certificate**

EM/FIRE 105	Emergency Medical Tech 1 .....	7.5
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**EMERGENCY MEDICAL TECHNICIAN  
PARAMEDIC  
(CERTIFICATE CODE: 5133)**

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

**Thirty-eight and one-half (38.5) units required for the certificate**

EMTP 200	EMT Paramedic - Didactic 1 .....	8
EMTP 210	EMT Paramedic - Didactic 2 .....	8
EMTP 220	EMT Paramedic - Clinical 1 .....	3
EMTP 230	EMT Paramedic - Clinical 2 .....	2
EMTP 240	EMT Paramedic - Field 1 .....	9.5
EMTP 250	EMT Paramedic - Field 2 .....	8

**EMPLOYMENT READINESS  
(CERTIFICATE CODE: 5380)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Seventeen and one-half (17.5) units required for the certificate.**

**I. Required Courses for the certificate**

BUS 060	Essentials of Workplace Communication.....	3
BUS 062	Intercultural Business Communication.....	3
BUS 082	Team Building .....	0.5
BUS 086	Attitude in the Workplace .....	0.5
BUS 089	Foundation Essentials: Values and Ethics ...	0.5
ENG 060	Practical English for the Workplace .....	3
HREL 100	Personal and Career Development.....	3
WE 201*	Employment Readiness .....	1
WE 210*	General Work Experience .....	1

\*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

**II. Acceptable Courses for the Certificate**

CIS 100	Computer Literacy .....	1
CIS 120	Word .....	1
CIS 121.	Word .....	1
CIS 124	Excel .....	1
CIS 125	Excel .....	1

**ENVIRONMENTAL TECHNOLOGY  
(CERTIFICATE CODE: 5137)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Thirty-one to forty (31-40) units required for the certificate**

**I. Required Courses for the certificate**

ENVT 100	Intro to Environmental Tech .....	4
ENVT 103	Hazard Waste Generation/ Reduction Treatment .....	3
ENVT 105	Hazard Materials Mgmt. Appl. ....	3
ENVT 107	Hazard Waste Mgmt. Appl. ....	3
ENVT 109	Health Effects of Hazard Materials .....	3
ENVT/FIRE 120	Haz Materials 4/the 1st Responder .....	3
ENVT 121	Safety, Emerg Resp & Spill Control .....	2
BIOL 100*	Principles of Biological Science .....	4
CHEM 100*	Introduction to Chemistry .....	4
CHEM 200	General Inorganic Chemistry .....	5

\*See a counselor if taken in high school



**II. Five (5) to six (6) units selected from**

BUS 124	Introduction to Business .....	3
BUS 126	Business & the Legal Environment .....	3
BUS/AG132	Business Management .....	3
BUS 134	Management Concepts of Supv .....	3
BUS 136	Human Relations in Management .....	3
BUS 138	Human Resource Management .....	2
CIS 101	Intro to Information Systems .....	3
CIS 102	Computer Applications Lab .....	1
SPCH 100	Oral Communication .....	3
SPCH 110	Public Speaking .....	3
SPCH 180	Argumentation and Debate .....	3
WE 201	Work Exper Cood Class .....	1
WE220	Internship .....	1

**FIELD ARCHAEOLOGY  
(CERTIFICATE CODE: 5000)**

**Twenty-four (24) to twenty-five (25) units and 100 hours of field work required for the certificate**

**I. Required courses for the certificate**

ANTH 100	Physical Anthropology .....	3
ANTH 102	Cultural Anthropology .....	3
ANTH 104	California Indians .....	3
ANTH 110	Intro to Arch Site Surveying .....	3
ANTH 112	Intro to Arch Excavations .....	3
ANTH 210	Adv Archaeological Survey .....	3
ANTH 212	Adv Archaeological Excavations .....	3

**Three (3) units to be selected from the following course**

BIOL 100	Prin of Biological Science .....	4
BIOL 120	General Zoology .....	4
BIOL 122	General Zoology .....	4
GEOG 100	Physical Geography .....	3

**FIRE TECHNOLOGY  
(CERTIFICATE CODE: 5140)**

**Twenty-five and one-half (25.5) units required for the certificate**

**I. Required courses for the certificate**

FIRE 100	Fire Protection Organization .....	3
FIRE 101	Fire Prevention Technology .....	3
FIRE 102	Fire Protec Equip & Systems .....	3
FIRE 103	Building Construction for Fire Protection .....	3
FIRE 104	Fire Behavior and Combustion .....	3
FIRE/EMT105	Emergency Medical Technician I .....	7.5

**II. Select 4 units from the following acceptable courses for the certificate**

AJ/CSI 120	Report Writing for Admin of Just .....	3
FIRE110	Intro to Fire Technology .....	3
FIRE 111	Streams, Nozzles, Hose & Appliance .....	2.5
FIRE 112	Ground Entry & Rescue .....	2.5
FIRE 113	Ventilation & Fire Control .....	2
FIRE 114	Basic Fire Technology - Advanced .....	3.5
FIRE 116	Fire Hydraulics .....	2
FIRE/ENVT 120	Haz Materials 4/the 1st Responder .....	3
FIRE 200**	Driver/Operator - Driver .....	2
FIRE 201**	Driver/Operator - Pumping .....	2
FIRE 202**	Fire Investigation 1A .....	2
FIRE 203**	Fire Investigation 1B .....	2
FIRE 205**	Fire Prevention 1A .....	2
FIRE 206**	Fire Prevention 1B .....	2
FIRE 207**	Fire Instructor Training 1A .....	2
FIRE 208**	Fire Instructor Training 1B .....	2

FIRE 209**	Fire Command 1A .....	2
FIRE 210**	Fire Command 1B .....	2
CIS 101	Intro to Information Systems .....	3

\*Recommended

\*\*200 courses for personnel already employed in Fire Technology or for students who have completed at least 12 units at the 100 level.

**HEALTH ASSISTANT  
(CERTIFICATE CODE: 5190)**

**Six (6) units required for the certificate**

AHP 060	Health Assistant .....	6
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**HOME HEALTH AIDE  
(CERTIFICATE CODE: 5195)**

**One and one-half (1.5) units required for the certificate**

AHP 062	Home Health Aide .....	1.5
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**HUMAN RELATIONS  
(CERTIFICATE CODE: 5210)**

Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling, and Supervision

**Twenty-four (24) units required for the certificate**

**I. Required courses for the certificate**

PSY 101	Intro to Psychology .....	3
PSY 142	Psychology of Adjustment .....	3
ADS/PSY 120	Intro to Counseling .....	3
ADS/PSY 220 or 221	Practicum .....	3
SOC 101	Introductory Sociology .....	3

**II. With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below**

ANTH 102	Cultural Anthropology .....	3
BUS 134	Mgmt Concepts of Supervision .....	3
BUS 136	Human Relations in Mgmt .....	3
CFCS/PSY 106	Develop Psychology of Children .....	3
CFCS 260	Principles of Parenting .....	3
CIS 101	Intro to Information Systems .....	3
HREL 100	Personal & Career Development .....	3
MATH 120	Intro Statistics with Applications .....	3
PSY 144	The Psych of Interpersonal Relationships .....	3
PSY 200	Biological Psychology .....	3
PSY 202	Learning .....	3
PSY 204	Developmental Psychology .....	3
PSY/SOC 206	Social Psychology .....	3
PSY 208	Abnormal Psychology .....	3
PSY/ADS 210	Crisis Intervention & Referral Tech .....	3
SOC 102	Contemp Social Problems .....	3
SOC 110	Marriage & the Family .....	3
SOC 150	Sociology of Minority Groups .....	3

**LEGAL ASSISTANT  
(CERTIFICATE CODE: 5230)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-four (24) units required for the certificate**

**I. Required courses for the certificate**

AJ/CSI 106	Concepts of Criminal Law .....	3
BUS 126	Bus & the Legal Environment .....	3
LEGAL 121	Legal Research .....	3
LEGAL 122	Civil Procedures & Family Law .....	3
LEGAL 123	Civil Discovery & Torts .....	3
LEGAL 124	Corporations & Bankruptcy .....	3
LEGAL 125	Real Estate Law for Legal Assistants .....	3
LEGAL 126	Wills, Trusts, Probate and Estate Admin .....	3

**LIBRARY TECHNICIAN  
(CERTIFICATE CODE: 5240)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-one (21) units is required for the certificate**

**I. Required courses for the certificate**

LBRY 151	Intro to Library Science .....	3
LBRY 152	Library Technical Services .....	3
LBRY 153	Library Public Services .....	3
LBRY 154	Introduction to Media Services .....	3
LBRY 155	Introduction to Cataloging & Classification ..	3
LBRY 156	Information and Reference Services .....	3

**II. Select a minimum of three (3) units from the following**

BUS 061	Business English .....	3
BUS 136	Human Relations in Management .....	3
BUS 152	Basic Keyboarding .....	1
BUS 154	Beginning Keyboarding .....	3
BUS 178	Technology for the Modern Office .....	3
BUS 260	Business Communication .....	3
CIS 100	Computer Literacy .....	1
CIS 101	Introduction to Information Systems .....	3
CIS 120	Word .....	1
CIS 121	Word .....	1
CIS 124	Excel .....	1
CIS 125	Excel .....	1
CIS 130	Power Point .....	1
CIS 132	Frontpage .....	1
SPCH 100	Oral Communications .....	3
WE 201	Employment Readiness .....	1
WE 220	Internship .....	1-4

**MEDICAL ASSISTANT  
(CERTIFICATE CODE: 5185)**

**Twenty-six and one-half (26.5) units required for the certificate**

**I. Required courses for the certificate**

AHP 070	Administrative Medical Assistant I .....	4.5
AHP 072	Administrative Medical Assistant II .....	4.5
AHP 074	Clinical Externship .....	2
AHP 080	Specimen Collec & Lab Procedures .....	3.5
AHP 082	Exam Room Procedures .....	3.5
AHP 084	Pharmacology & Admin of Medication .....	3.5
AHP 086	Clinical Externship II .....	2
AHP 100	Medical Terminology .....	3

**MEDICAL OFFICE ASSISTANT  
(CERTIFICATE CODE: 5181)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fourteen (14) units required for certificate**

AHP 070	Administrative Medical Assistant I .....	4.5
AHP 072	Administrative Medical Assistant II .....	4.5
AHP 074	Clinical Externship I .....	2
AHP 100	Medical Terminology .....	3

**PATIENT SERVICES ADMINISTRATION  
SPECIALIST  
(CERTIFICATE CODE: 5135)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty-four (24) units required for the certificate**

AHP 100	Medical Terminology .....	3
AHP 102	Medical Insurance .....	3
BIOL 090	Anat & Phys for Health Occupations .....	3
BUS 010	Practical Accounting .....	3
BUS 061	Business English .....	3
BUS 134	Mgmt Concepts & Supervision .....	3
CIS 101	Intro to Information Systems .....	3
CIS 108	Computer Accounting .....	3

**PHARMACY TECHNICIAN  
(CERTIFICATE CODE: 5340)**

**Twenty-one (21) units required for the certificate**

AHP 100	Medical Terminology .....	3
AHP 110	Pharmacy Technician I .....	6
AHP 112	Pharmacy Technician II .....	6
BIOL 090	Anat & Physiology for Health Occupations .....	3
MATH 080	Beginning Algebra .....	3

**RECREATION  
(CERTIFICATE CODE: 5270)**

**Eighteen (18) units required for the certificate**

**I. Required courses for the certificate**

REC 100	Introduction to Leisure .....	3
REC 101	Social Recreation .....	3
REC 102	Outdoor Recreation .....	3
REC 103	Recreation for Special Groups .....	4

Two (2) or Three (3) units to be selected from the following courses

ART 110	Design .....	3
PE 122	Lifeguard Training/Advanced Lifesaving .....	2
PE 211	PE in the Elementary School .....	3
PE 222	Sports Officiating .....	3
PE 224	PE for Special Olympics .....	3

**II. Acceptable courses for the certificate**

(2 or 3 units to be selected from the following courses)

PE 102	Physical Fitness, Coed .....	1
PE 103	Physical Fitness, Women .....	1
PE 112	Basketball for Men .....	1
PE 113	Basketball for Women .....	1
PE 115	Jazz Dance, Coed .....	1
PE 120	Softball, Coed .....	1
PE 121	Swimming, Coed .....	1
PE 124	Team Sports .....	1
PE 126	Tennis, Coed .....	1
PE 128	Volleyball, Coed .....	1
PE 129	Adv Volleyball, Coed .....	1

**REHABILITATION TECHNICIAN FOR THE PHYSICALLY LIMITED (CERTIFICATE CODE: 5280)**

**Eighteen (18) units required for the certificate**

**I. Required courses for the certificate**

CFCS/DSPS 240	Understanding Excep Students .....	3
DSPS 242	Practicum Exper to Work with the Disabled Person .....	2
PSY 101	Introduction to Psychology .....	3

**II. A minimum of 6 units must be taken from Section II**

AHP 060	Health Assistant .....	5
AMSL 100	American Sign Language 1 .....	4
AMSL 102	American Sign Language 2 .....	4
AMSL 200	American Sign Language 3 .....	3
AMSL 202	American Sign Language 4 .....	3
AMSL 204	American Sign Language 5 .....	3
AMSL 210	Interpreting Amer Sign Lang 1 .....	3
AMSL 212	Interpreting Amer Sign Lang 2 .....	3
DSPS 110	Intro to Audiology .....	3
DSPS 112	Audiometry & Hearing Conserv .....	3
DSPS 120	Intro to Residen Svcs Spclst .....	3
DSPS 122	Tech for Residen Svcs Spclst .....	3

**III. Additional units to complete the certificate may be utilized from the courses under Section III**

CFCS/PSY 106	Develop Psych of Children .....	3
DSPS 242	Practicum Exper to Work with the Disabled Person .....	2
PE 224	PE for Special Olympics .....	3
PSY 104	Psych of Adjustment .....	3
PSY/ADS 120	Intro to Counseling .....	3
PSY/SOC 206	Social Psychology .....	3
REC 103	Recreation for Special Groups .....	4
SOC 101	Introductory Sociology .....	3
SOC 102	Contemp Social Problems .....	3

**VOCATIONAL NURSING (VN) (CERTIFICATE CODE: 5300)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**PRE-ADMISSION REQUIREMENTS**

ENGL 101	Reading & Composition .....	3
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**Pre-Clinical Requirements**

AHP 100	Medical Terminology .....	3
BIOL 090	Anat & Physio for Health Occupations .....	3
PSY 101	Intro to Psychology .....	3

**Vocational Nursing Requirements**

**Semester One (1)**

VN 110	Intro to Patient Care I .....	5
VN 112	Intro to Patient Care II .....	5
VN 114	Pharmacology I .....	1.5
VN 116	Patient Care Mgmt & Critical Thinking .....	2.5
PSY 204	Developmental Psychology .....	3

**Semester Two (2)**

VN 120	Maternity Cycle .....	5.5
VN 122	Common Heath Problems I .....	5.5
VN 124	Pharmacology II .....	2

**Semester Three (3)**

VN 130	Common Health Problems II .....	5.5
VN 132	Common Health Problems III .....	5.5

**WASTEWATER TECHNOLOGY (CERTIFICATE CODE: 5315)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fourteen (14) units required for the certificate**

WT 120	Comp Proc for Treat Plant Oper I .....	3
WT 130	Wastewater Treatment I .....	4
WT 220	Comp Proc for Treat Plant Oper II .....	3
WT 230	Wastewater Treatment II .....	4

**WATER TREATMENT TECHNOLOGY (CERTIFICATE CODE: 5310)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Fourteen (14) units required for the certificate**

WT 100	Water Treat Plant Oper I .....	4
WT 120	Comp Proc for Treat Plant Oper I .....	3
WT 210	Water Treat Plant Oper II .....	4
WT 220	Comp Procd for Treat Plant Oper II .....	3

**WELDING TECHNOLOGY (CERTIFICATE CODE: 5320)**

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

**Twenty (20) units required for this certificate**

WELD 130	Welding Technology .....	5
<b>OR</b>		
WELD 110	Oxy-Acetylene Welding .....	2
<b>AND</b>		
WELD 120	Arc Welding .....	3
WELD 220	Arc Welding Processes .....	5
WELD 240	Pipe & Structural Welding .....	5
WELD 260	Welder Qual & Blue Print Reading .....	5

## THE FACULTY

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HINSHAW, JOHN † Mathematics 1942-1973	LANFORD, CONWAY Counseling 1970-1984	LOWE, JUANITA Art 1961-1990	DePAOLI, JOHN A. † Superintendent/President 1965-1995
UPSON, JOHN † English 1966-1977	LARSSON, HAROLD Astronomy 1966-1984	SAXE, ELLEN Nursing 1981-1990	GREVATT, JAMES Counseling 1975-1996
GARTIN, HERBERT † Psychology 1966-1978	TOPPER, IRENE † Nursing 1976-1984	THORNBURG, WILLIAM VP for Business Services 1967-1990	LEPTICH, DEAN Speech 1965-1996
MOORE, ERNEST † Business 1970-1978	BACON, JEANNE Physically Limited 1973-1985	PETERSON, AVIS Nursing 1984-1991	MACCI, BARBARA Dean of Voc Ed 1976-1996
SPENCER, TERREL † Superintendent/President 1963-1978	BRUNGARDT, MARTHA † Nursing 1972-1985	VON WERLHOF, JAY Anthropology/Social Science 1973-1991	SMITH, MARY M. English 1975-1996
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1973-1999

WENDRICK, MARY  
English  
1990-1999

MONTENEGRO, JEAN  
English, ESL, and Exercise Science, Wellness & Sport  
1966-2000

LOPEZ, RUEBEN O.  
Dean of Extended Campus  
1974-2001

NADEAU, NANCY  
ENGLISH INSTRUCTOR  
1975-2002

\* † Deceased

CERDA, DANIEL  
English  
1974-2003

CERDA, ERNESTINE  
English  
1974-2003

VALENTINE, MARTIN  
English  
1976-2003

KELSOE, LEON  
History & Exercise Science  
1970-2003

SMITH, MELVIN †  
Disabled Student Programs  
1990-2003

PENDLEY, J.R.  
Science  
1967-2003

WILHELM, ROBERT  
Geography &  
Political Science  
1970-2003

HANN, RICHARD  
Humanities  
1967-2003



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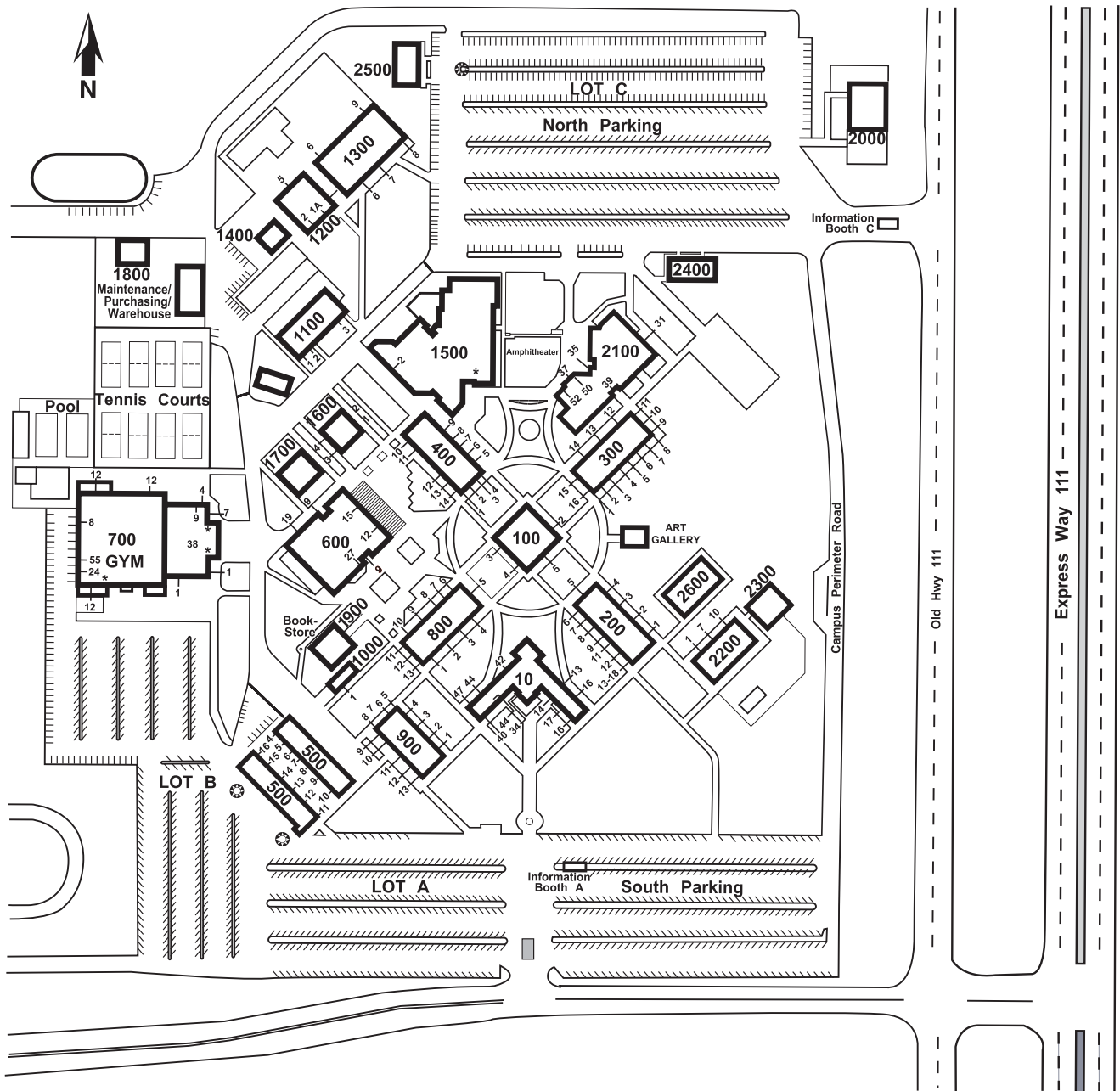
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# IMPERIAL VALLEY COLLEGE Campus Map & Directory



10 Administration	600 College Center	1300 Auto Tech/Humanities	2100 Health Sci/Disabled Student
100 Counseling/Financial Aid	700 Gymnasium	1400 Tool Storage	2200 Preschool
200 Social Sciences/English	800 Business	1500 Library Media Center	2300 Infant Toddler Center
300 Fine Arts	900 Meyer Business Building	1600 Reading/Writing Lab	2400 Human Resources
400 Natural Science	1000 Student Affairs Office	1700 Workforce Development Cntr	2500 Math Lab Center
500 English/Math/ Reprographics/Parking	1100 Auto Tech	1800 Carpenter's Shop	2600 Reading/Writing/Language Lab
	1200 Welding	2000 Test Ctr/Tal Srch/Up Bd	* Restroom ● Parking/Day Pass

## *CREDITS*

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