

*Yuba College  
Clear Lake Campus  
Sutter County Campus*

# Yuba College CATALOG 2012-2013



# Yuba College

*A Public Community College in its  
Eighty-Sixth Year of Service*



Accredited by the Western Association of Schools and Colleges, and recognized as a fully accredited two-year Community College by the University of California, the California State University, the California Community Colleges, the United States Office of Education, the Veterans Administration, and the American Association of Collegiate Registrars and Admissions Officers

*2012-2013*

## **Yuba College**

2088 North Beale Road  
Marysville, California 95901  
530-741-6700  
[yc.yccd.edu](http://yc.yccd.edu)

## **Clear Lake Campus**

15880 Dam Road Extension  
Clearlake, CA 95422  
707-995-7900

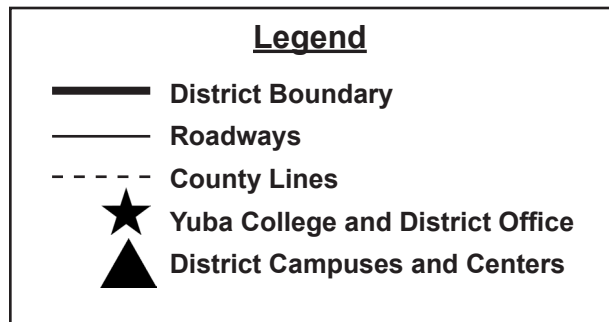
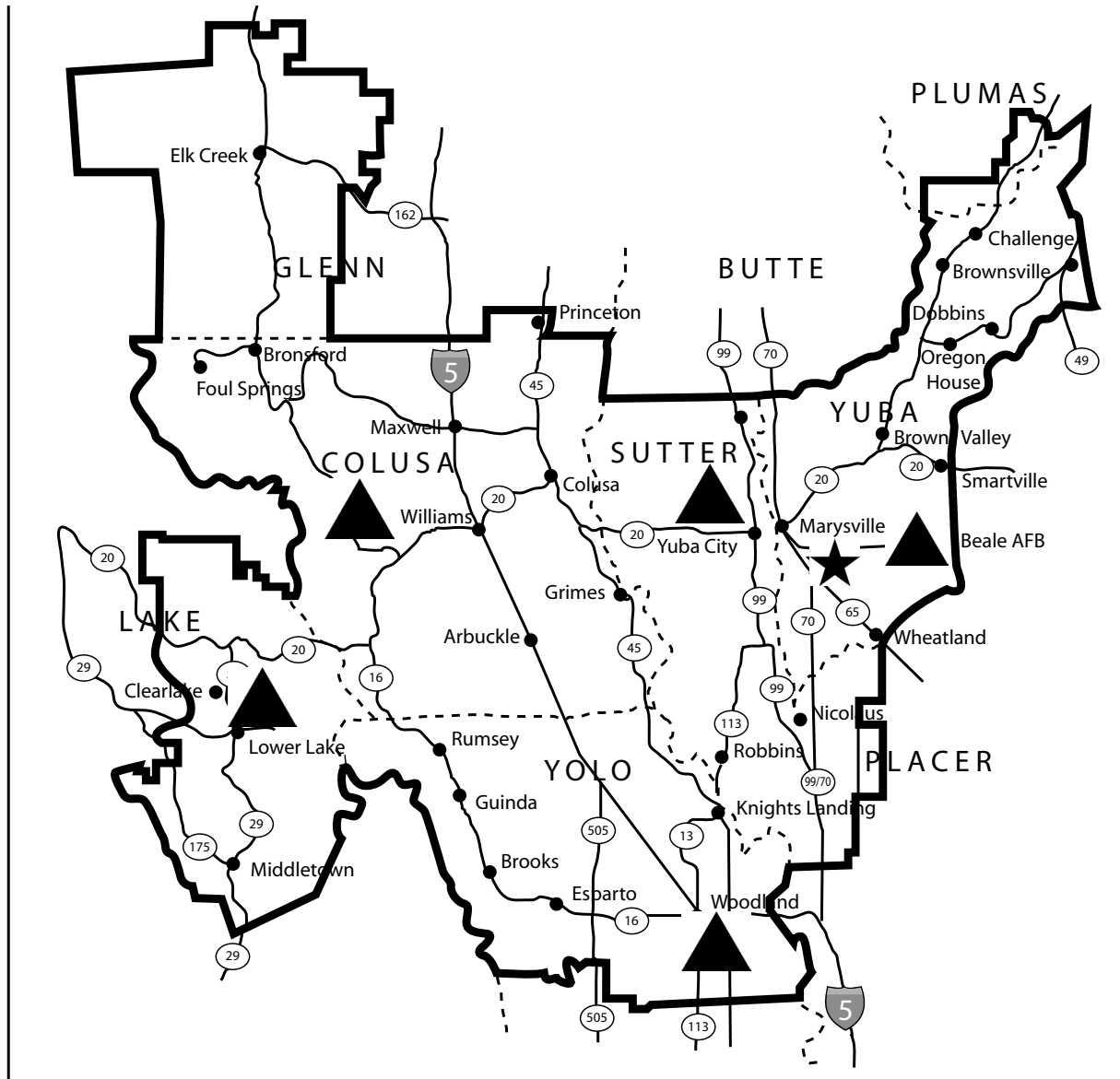
## **Sutter County Campus**

3301 E. Onstott Road  
Yuba City, CA 95993

## **Beale AFB Outreach Services**

Base Education Building  
17849 16th Street  
Beale AFB, CA 95903  
530-788-0973

# District Map



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# District Organization

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## **DISTRICT CALENDAR – 2012-13**

### **FALL SEMESTER - 84 days of regular instruction**

March 2, 2012 Cal Grant deadline – Free Application for Federal Student Aid (FAFSA) completed and submitted to the federal government to determine Cal Grant eligibility and federal financial aid priority funding

May 21 Academic year 2011-12 ends

### **SUMMER 2012**

June 11 Summer Session 2012 commences for regular six-week Summer classes; other classes have different dates

June 13 Last day to add a class/register for six-week classes

June 18 Refund deadline for six-week classes

July 2 Deadline to apply for Summer 2012 graduation

July 4 Independence Day Observed- Academic and Administrative Holiday

July 5 Last day to drop a class with a “W” for six-week classes

July 19 Regular six-week classes end

### **FALL 2012**

#### **August 13 INSTRUCTION BEGINS FOR FALL SEMESTER**

August 17 \*\* Last day to add courses or register without special permission

August 24 \*\* Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition

August 31 Instructors are to drop No Shows for Census Roster Clearance

August 31 \*\* Last day to drop class(es) without a “W” grade on permanent record

September 3 Academic and administrative holiday – Labor Day (Monday)

September 4 Census Date

September 14 Constitution Day (observance) – Activities to be announced

September 14 \*\* Last day to elect Pass/No Pass grading option

October 19 \*\* Last day to drop class(es) with a “W” grade on permanent record

November 12 Academic and administrative holiday – Veterans Day observed (Monday)

November 15 Deadline to apply for Fall 2012 graduation

November 21 CAMPUS OPEN – CLASSES HELD; Administrative Holiday

November 22-23 Academic and Administrative Holidays – Thanksgiving

November 30 Closing date for International Student applications for Spring 2013

December 3-12 Limited Extracurricular Student Activities

December 5-12 Final examination period

December 12 Conclusion of Fall Semester

December 17 Grades from instructors are due for Fall 2012 semester

December 24 – Jan 1 Winter recess – all offices CLOSED

\*\*Dates apply to full-semester classes; short-term class dates will vary.

See the *Schedule of Classes* or contact the campus/center registration office where you wish to attend to obtain registration information and dates.  
Contact the Testing Office for *Placement Examination* information.



## **DISTRICT CALENDAR – 2012-2013**

**SPRING SEMESTER 2013 – 83 days of regular instruction**

**January 14 INSTRUCTION BEGINS FOR SPRING SEMESTER**

January 18 \*\*Last day to add courses or register without special permission

January 21 Academic and administrative holiday – Martin Luther King Day observance

January 25 Instructors are to drop No Shows for Census Roster Clearance

January 25 \*\*Last day to drop class(es) without a “W” grade on permanent record

January 28 \*\*Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition

January 28 Census Date

February 8 Academic and administrative holiday – Lincoln’s Birthday observance (Friday)

February 15 \*\*Last day to elect Pass/No Pass grading option

February 18 Academic and administrative holiday – Washington’s Birthday observance (Monday)

March 2 Cal Grant deadline – Free Application for Federal Student Aid (FAFSA) completed and submitted to the federal government to determine Cal Grant eligibility and federal aid priority funding

March 22 \*\*Last day to drop class(es) with a “W” grade on permanent record

April 1-5 Spring recess; academic holidays

April 1 Cesar Chavez Day observance (Monday)

April 4-5 Administrative holidays

April 15 Deadline to apply for Spring 2013 Graduation

May 6-20 Limited student activities

May 15 Closing date for International student applications for Fall 2013

May 13-20 Final examination period

May 17 Commencement ceremonies

May 20 Conclusion of Spring Semester; academic year 2012-2013 ends

May 23 Grades from instructors are due for Spring 2013 semester

May 27 Academic and administrative holiday – Memorial Day observance

\*\*Dates apply to full-semester classes; short-term class dates will vary.

June 10 Summer Session 2013 commences (Regular 6-week Summer classes will end on July 18; other classes have different dates)

July 1 Deadline to apply for Summer 2013 graduation

Regular days of instruction for Academic Year - 167 days (175 total days)

See the *Schedule of Classes* or contact the campus/center registration office where you wish to attend to obtain registration information and dates.  
Contact the Testing Office for *Placement Examination* information.

# President's Welcome

Welcome to Yuba College! We are very happy that you have chosen Yuba College to further your education. Whatever educational goal you choose our outstanding faculty and staff will provide you with the necessary courses and services to assist you with your important educational undertakings.

Throughout your stay at Yuba College, the faculty will be committed to your success. You will be challenged while being introduced to new ideas, information, technology and methods for solving problems.



**Dr. Kay Adkins, President**

To assist you with achieving your goals, Yuba College has many wonderful, supportive student services including counseling, tutoring, financial aid, veterans' services, campus life, and many other support services dedicated to meet your needs. Wherever you go, you will be greeted by competent and professional staff.

Yuba College is very proud of our championship athletic teams and outstanding performing arts programs. We hope during your tenure here that you either participate in one of these activities or attend one of the performances or sporting events.

The college catalog is a guidebook. Please take the time to review the information it; the majority of what you need to know is contained in the catalog.

While at Yuba College I hope that you will take the time to become involved and find opportunities to make new, lifelong friends.

We wish you the best in your educational pursuit and, once again, thank you for choosing to make Yuba College a part of your future.

# District Organization

## GOVERNING BOARD

Jim Buchan..... Yuba City  
Brent Hasteley, President/Chair ..... Marysville  
Jim Kennedy, Vice President/Vice Chair ..... Marysville  
Ben Pearson..... Lake  
Gary Sandy..... Woodland  
Xavier Tafoya..... Woodland  
David Wheeler, Clerk..... Yuba City  
Jillian Allen..... Student Trustee

## DISTRICT OFFICES

Chancellor ..... Dr. Douglas Houston  
Vice Chancellor Administrative Services ..... Al Alt  
Director-Personnel Services/Human Resource Dev. .... Dr. Jacques S. Whitfield  
Director-Information Systems ..... Karen Trimble  
Vice Chancellor Educational Planning and Services ..... Vacant  
Director-Institutional Dev./Grants/Foundation ..... Dr.W. Phillip Krebs  
Director of Public and Governmental Relations ..... Adrian Lopez

## YUBA COLLEGE

President ..... Dr. Kay Adkins  
Vice President Academic and Student Services..... Dr. Kevin Trutna  
Campus Dean—Clear Lake Campus..... Bryon Bell  
Public Information Officer/Director Community Education and Campus Life..... Miriam Root



# District Calendar

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## DIVISIONS

**Business and Technology** ..... **Dr. Edward Davis, Dean**

**PROGRAMS**

Accounting	Management
Applied Science	Manufacturing Technology
Automotive Technology	Metalworking/Welding
Business Computer Applications	Office Administration
Culinary Arts	Work Experience/Internship
General Business	
Information Technology	

**Fine Arts** ..... **Walter Masuda, Dean**

**PROGRAMS**

Art/Photography  
Music  
Theatre Arts

**Health and Physical Education** ..... **Rod Beilby, Dean/Athletic Director**

**PROGRAMS**

Health	Intercollegiate Athletic Programs
Physical Education	
Public Safety - Administration of Justice, Emergency Medical Technician, Fire Technology	

**Language Arts** ..... **Walter Masuda, Dean**

**PROGRAMS**

Education	Mass Communications
English	Reading
English as a Second Language	Sign Language
Learning Assistance	Spanish
	Speech

**Mathematics, Engineering, Science & Health Occupations** ..... **Vacant**

**PROGRAMS**

Agriculture	Geology
Anthropology	Mathematics
Astronomy	Nursing
Biology	Associate Degree Nursing
Chemistry	Vocational Nursing
Computer Science	Physical Science
Drafting Technology	Physics
Ecology	Psychiatric Technician
Electronics Technology	Radiologic Technology
Engineering	Statistics
Geography	Veterinary Technology

# District Organization

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**Social Sciences** ..... **Dr. Edward Davis, Dean**  
**PROGRAMS**

Early Childhood Education	Interior Design	Social Science
Economics	Philosophy	Sociology
Ethnic Studies	Political Science	Women's Studies
Family and Consumer Science	Psychology	
History		
Human Services		
Humanities		

**Beale Air Force Base (Outreach Operation)** ..... **Dr. Edward Davis, Dean**

**Financial Aid/E.O.P.S./TRIO Programs** ..... **Dr. Marisela Arce, Dean**

## Yuba College - Clear Lake Campus

Campus Dean..... Bryon Bell

Courses Offered:

Associate Degree Nursing	English	Mathematics
Accounting	English as a Second Language	Music
Anthropology	Family and Consumer Science	Office Administration
Art	Food Service Management	Philosophy
Biology	General Business	Physical Education
Business Computer Applications	Health	Political Science
Chemistry	History	Psychology
Computer Science	Human Services	Reading
Cooperative Work Experience	Humanities	Sign Language
Counseling	Information Technology	Sociology
Early Childhood Education	Learning Assistance	Spanish
Ecology	Management	Speech
Economics	Mass Communications	Vocational Nursing
Education		
Emergency Medical Technician		

# District Information

### **Yuba Community College District**

The Yuba Community College District was founded in 1927, on a 160-acre site outside of Marysville. In December, 1965, the College District was reorganized to include Colusa, Sutter, and Yuba counties and in 1974-75 to include large portions of Glenn, Lake, and Yolo counties. The District now stretches across the broad central valley of California from high in the foothills of the Sierra Nevada to the Coast Range and covers 4,192 square miles.

### **Yuba College**

Yuba College, in its 86th year of community service, founded in 1927, is located on a campus outside of Marysville on a 160-acre site. Yuba College opened on this site in September, 1962. For 86 years Yuba College has been providing quality education and has earned a reputation as an educational leader in northern California. Yuba College offers technical and occupational classes to help gain or improve job skills. The California State University (CSU) system reports that students who transfer from California Community Colleges, such as Yuba, consistently earn better grades than students who go directly to a CSU from high school. Yuba College offers classes that transfer to CSU, the University of California (UC) and many private universities. An experienced and well-trained faculty offers instruction in over 90 departments totaling more than 1,000 courses.

### **Clear Lake Campus**

Courses have been offered in this area since the fall semester of 1972. The Campus is located on Highway 53 in the city of Clearlake. Lake County students can complete two years of pre-transfer work at the Campus or satisfy their General Education requirements. The Campus is growing and offers a full range of community college courses. In addition to transfer programs, the Campus offers career education in Business, Early Childhood Education, Culinary Arts, Health, Mass Communications, as well as courses in many other areas. The Campus also provides a wide range of student services and remedial courses, and a Child Development Center.

### **Beale AFB**

Classes have been offered on this site since the fall semester of 1960. Classes are located in the Base Education/Library Building at 17849 16th Street, Beale Air Force Base. A variety of general education and transfer courses are offered in late afternoon and evening, as well as some noon-hour classes. Two program formats are provided: Semester-length schedules and two nine-week terms each semester.

### **Sutter County Campus**

When this building is completed in Fall 2012, it will house instructional classrooms and a student services area. The emphasis of the bond proposal back in 2006 was general education courses, increased technology, and availability of college-level services. The Yuba College Sutter County Campus will have several anchor programs including: General Education for A.A. Degree, Human Service Degrees, Business Degrees and Certificates, English as a Second Language courses and education courses for elementary teachers. The educational facility will include: 2 Lecture Halls which will seat 80 students each; 10 Standard Classrooms which will each seat 36; 4 Classrooms with sinks that will also seat 36 each and 2 Multi-Use Classrooms that will each seat 40. On the Student Services side there will be an Admissions and Registration Office, Financial Aid Office, Assessment and Testing and Counseling services.

### **Woodland Community College**

Woodland Community College has provided educational opportunities for Woodland, Esparto, Knights Landing, and Colusa County since 1975. Accredited in 2008, WCC is located at 2300 East Gibson Road in Woodland. With growth all around the college, in both Yolo and Colusa counties, WCC opened its new Learning Resource Center in May of 2007. The 72,000 Sq Ft. building doubled the blueprint of WCC, adding 25 new lecture and classrooms, an expanded library, math and writing labs, and an expanded community room. Other facilities include, a campus bookstore, science building, childcare center, tutoring facilities and other laboratories on campus.

### **Colusa County Outreach Services**

Courses are taught at off-campus sites throughout Colusa County and services are provided at the One Stop Center in the city of Colusa. Construction of a permanent facility in Williams is complete, the new facility opened for instruction in January 2011.

# College Goals, Mission & Philosophy

This catalog is published for informational purposes only. Each student must assume complete responsibility for compliance with the instructions and regulations set forth herein. However, the information in this catalog is not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement at any time.

The College assumes no responsibility for misinterpretation by a student of policies and procedures as presented in this catalog. Counselors and administrators are available to advise and assist students in meeting necessary requirements.

This catalog provides important information to help students plan for college. It includes course information, resources, and services available; academic program descriptions; degree requirements; and information about College policies and procedures.

Students should use the catalog to help to be a successful college student. For example, knowing what a course is about and how it fits into the goals or program is one of the requirements for proper course selection. Course descriptions are available in the section entitled, "Programs and Courses." If the goal is to complete an associate degree, it is important to become familiar with the *General Education Degree Requirements* described in "Graduation Requirements." If the goal is to complete a degree or to select courses prior to transferring to a four-year college or university, then the information on "Transfer" is very helpful. Counselors are also available for assistance.

Use the catalog to learn where and how to get things done. It has information for locating resources and will assist in becoming familiar with College policies and procedures. Information is available about resources such as Advisement, Admissions and Records, Counseling, Disabled Student Programs and Services, Financial Aid, Student Success Center, Library, W.I.A, and Veterans. There is also information about adding a class, applying for graduation, or getting a transcript.

Yuba College employees feel a shared responsibility for the success of student and students also have a responsibility for their own success.

### Accreditation

Yuba College is accredited by the *Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges* (10 Commercial Blvd.; Suite 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*. The College is recognized as a two-year institution of collegiate grade by the *University of California system*, *California State University system*, *California Community Colleges*, the *American Association of Collegiate Registrars and Admissions Officers*, and the *Veterans' Administration*. Reference may also be made to the "Accredited Higher Institutions" Bulletin of the *Office of Education, U.S. Government Printing Office*; to the "Junior College Directory" of the *American Association of Junior Colleges*; and to "American Junior Colleges" published by the *American Council on Education*, Washington, D.C.

### Academic Freedom

*Reference: Title V, Section 51023; Accreditation Standard IIA.7*

Academic employees must be free to teach and the students free to learn. Both must have access to the full range of ideas, materials and options. It is the responsibility of academic employees to encourage students to study varying points of view and to respect the students' right to form, hold, and express judgements, opinions, and beliefs, clearly identifying them as such.

The responsibility of protecting academic freedom rests with the Board of Trustees, administration, educational supervisors, and academic employees. Academic employees have a primary responsibility to develop the curriculum and select instructional materials and methods of presentation appropriate to meet the goals of that curriculum. Academic employees, educational supervisors, and administrators may recommend policies for Board consideration when there are criticisms of staff, methods, or materials. Academic employees, educational supervisors and administrators must develop procedures to implement those Board-adopted policies related to academic freedom.

When academic employees are performing their assigned responsibilities, they shall be free to express personal opinions and pursue scholarly, literary, and/or artistic endeavors.

# General Information

### Advantages of Yuba College

The faculty are experienced instructors, skilled in discovering and developing the interests and capabilities of their students. The ability to communicate with faculty members minimizes the danger that a student may become confused and lost in the hurry and bustle of college life and emphasizes the importance of the individual. Yuba College bridges the gap between high school and university, making adjustment easier.

The years of college education offered by Yuba College are an important budgetary item, especially since there is an increasing tendency for professional preparation to require more than four years of college study. Yuba College enables students and their families to conserve their resources for the long period of professional training.

Yuba College provides students with such services and activities as individualized counseling, social and cultural activities, sports, and physical recreation of sufficient variety to meet the needs and patterns of all students.

Students will find the opportunity to adjust their studies to their individual needs; those in high school who did not meet university admission requirements may make up their deficiencies; those who want training for immediate entry into paying jobs will find the courses they need; those who wish to complete two years and transfer to a senior college or university may do so with junior (third-year) status.

### Yuba College Vision Statement

Yuba College is an institution of higher education that prepares its students to meet the intellectual, occupational, and technological challenges of a complex world.

Yuba College is a steward to its communities' educational and cultural well-being.

Yuba College values an education that encourages self-improvement and enables students to contribute to their families and the community.

Yuba College values intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity, and responsible citizenship.

Yuba College values all collegiate disciplines in relation to life, recognizing the importance of thinking clearly, creatively, critically, and objectively.

### Yuba College Mission Statement

Yuba College values a "student first" philosophy that emphasizes excellence in student learning and success; develops individual potential; and responds effectively to the diverse educational and economic needs of the community. As an open access institution of higher education within the California Community College System and as a gateway to the world, Yuba College embraces diversity and provides comprehensive quality educational programs and student services.

The educational program prepares students for transfer to baccalaureate-granting institutions, for entry into the job market, or for further career development. Yuba College offers general education, vocational education, and degree and certificate programs at the lower division level. The College further offers instruction and related student services in areas which develop basic skills and student success, including developmental education, English-as-a second language instruction, and adult non-credit courses.

Yuba College is committed to promoting leadership and responsibility, encouraging a commitment to lifelong learning in all members of the college community and regularly reviewing its mission and its effectiveness.

### Diversity Statement

It is the goal of Yuba College to foster a community in which diversity is valued, respected and embraced, and every person is treated with dignity, respect and justice. Diversity includes a multiplicity of values and beliefs, interests and experiences and intellectual and cultural viewpoints.

Yuba College endorses, supports and actively pursues a policy of inclusiveness that recognizes, values and reflects the diversity of the community we represent, the professionals with whom we serve and the subject matter we impart. To thrive as an academic institution, we believe we must foster a learning and working environment that encourages multiple perspectives and the free exchange of ideas in an unbiased and non-prejudicial way.

To that end, as we educate students, develop curriculum, diversify staffing and provide support services, Yuba College is guided by the priority to achieve broad inclusiveness and afford equal opportunity to all, without regard to gender, race, color, ethnicity, national origin, religion, ideology, age, economic and educational background, sexual orientation, or physical, learning and psychological differences.

## Nondiscrimination Statement

Yuba College does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the *Americans with Disabilities Act of 1991*, *Title VI of the Civil Rights Act of 1964* (pertaining to race, color, and national origin), *Title IX of the Education Amendments of 1972* (pertaining to sex), *Section 504 of the Rehabilitation Act of 1973* (pertaining to handicap), and *Age Discrimination Act of 1975* (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints may be directed to: Human Resources, Title IX Coordinator (530-741-6975) or Director - Disabled Students Program and Services, Section 504 Coordinator (530-741-6992). Both are located at Yuba College, 2088 North Beale Road, Marysville, CA 95901.

The lack of English language skills and disability will not be a barrier to admission and participation in the college's vocational education programs.

The College recognizes its obligation to provide overall program accessibility throughout the College for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the college's compliance with those provisions may also be directed to the **Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4102.**

## Student Learning Outcomes

Student Learning Outcomes (SLO's) are the intended knowledge, skills, or abilities a student should gain or develop as the result of attending class, participating in a program, or earning a degree or certificate from Yuba College. SLO's differ from traditional measures of student success—letter grades—in that they measure specific skills within a course—and separate them from other factors that affect student success.

- 1. Communication:** effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
- 2. Computation:** use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
- 3. Critical Thinking:** analyze data/information in addressing and evaluating problems and issues in making decisions.
- 4. Global Awareness:** articulate similarities and difference among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
- 5. Information Competency:** conduct, present and use research necessary to achieve educational, professional and personal objectives.
- 6. Personal and Social Responsibility:** interact with others by demonstrating respect for opinions, feelings, and values.
- 7. Technological Awareness:** select and use appropriate tools for personal, academic, and career tasks.
- 8. Scientific Awareness:** understand the purpose of scientific inquiry and the implications and application of basic scientific principles.



# Programs and Services

### **Aerospace Studies (Air Force ROTC)**

Air Force Reserve Officer Training Corps is available to Yuba College students through a cross enrollment agreement with California State University, Sacramento. The CSUS Department of Aerospace Studies offers two-, three-, and four-year programs leading to a commission in the United States Air Force. Students can complete general education requirements at Yuba College, and then transfer to CSUS to complete their degrees.

Due to firm scheduling requirements for the Air Force ROTC program, students are encouraged to work closely with their academic advisors in planning this academic program. Application to the Air Force ROTC program should normally be no later than the first semester of a student's sophomore year. Juniors, seniors and graduate students may also apply under certain conditions. Contact the unit admissions officer in the Aerospace Studies Department at CSUS, telephone (916) 278-7315, for information on the program or the entry process

### **Assessment Center**

The Yuba College Assessment Center is located at the Yuba College in Marysville in the 100B building. The College also offers placement testing at Clear Lake Campus, and the Beale Center. Contact a testing center for its testing schedule and hours of operation at one of the following locations: College Assessment Center (Yuba College) - (530) 741-6864; Clear Lake Campus - (707) 995-7900; Beale AFB Center - (530) 788-0973.

Individuals with disabilities or special testing needs should discuss options or accommodations with a Yuba College counselor and/or DSPS staff or contact a test center to arrange accommodations.

The Yuba College Assessment Center is a member of the National College Testing Association (NCTA) Consortium of Test Centers and offers distance education testing for various colleges and universities from around the country. We also provide proctoring for makeup tests and course finals with prior arrangement with your instructor. The College Assessment Center is also an Authorized Prometric Testing Center for computer network, hardware and software certification. The center also offers "*The College Board*" *Computer-Based College-Level Examination Program (CLEP)*.

**For your privacy and safeguarding of your records, photo identification is required for all testing transactions.**

### **Bookstore**

In addition to making available for purchase the required books for each class taught by a Yuba College instructor, the bookstore also sells assorted supplies (binders, pens, paper, etc.), imprinted clothing, gifts, general reference and bargain books, sodas and snacks.

**REFUNDS.** Students who purchased textbooks at the Bookstore can obtain a full refund the first week of school (varies for short-term courses) if:

- The textbook is from the current semester.
- The textbook is in its original condition and has not been marked in any way.
- The student has the sales receipt for the textbook.

Students can receive a refund during the second week of school if the above policies are followed AND a drop slip is provided.

**BUY BACKS.** The bookstore buys back textbooks every day. We will pay up to fifty percent of the purchase price if the textbook is needed for the following semester. The textbook can be new, used, hardback, or paperback (excluding workbooks). If the textbook is not needed for the following semester, the buyback price is based on the current wholesale market value.

### **CalWORKs (California Work Opportunity and Responsibility to Kids)**

The Yuba College CalWORKs program provides services to students receiving Temporary Assistance to Needy Families (TANF). The CalWORKs Program offers services for eligible students in the following areas: Academic, Vocational and Personal Counseling, Job Placement (related to the student's major), CalWORKs Work-Study, access to the CalWORKs Book Library, Supplies and Child Care. For more information contact the CalWORKs Office at 530-634-7773.

### **Career Center**

The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this goal include: career and vocational assessment and testing; occupational computer-assisted career information; an extensive library of occupational files, employer files, occupational books, and reference materials.

For more information, please contact the Career Center at 530-634-6790.

## Child Development Center

Child Development Centers are located at Yuba and at the Lake Campus. The program provides children with many opportunities to grow and learn. Our environment is designed to enhance a child's age appropriate learning through natural science, creative arts, language experiences, physical activities, and number concepts. It is a state funded program that follows California Department of Education and parents may be private pay or be income eligible and meet one of the following needs criteria:

- Students with a need for childcare
- Searching for work
- Working
- Incapacitated
- Searching for housing

Marysville hours of operation: Mon-Fri 7:30am-5:30pm (530)749-3808. Yuba College campus serves Toddlers (18-36 months) and preschoolers (3-5years) in a full day, part day or state preschool program (9am-12pm or 2:30pm-5:30pm. No need required when attending only preschool hours.)

Clear Lake hours of operation: Mon- Fri 8:30 am – 12:00 pm (707)995-7909 .Clear Lake offers Pre-School for children ages 3-5. (Can be 2 years 7 months if birthday is before December 2nd.)

## College Success Center

The College Success Center is located at the front entrance of the college library. Tutoring is available for math and for many courses across the curriculum. The center also offers organized study groups, led by a trained tutors, for some courses. The center offers workshops throughout the year, including a special math final exam preparation workshop. Space is also available during non-peak hours for study groups. There is no fee for tutoring, which is available to registered students only.

## Community Education

Community Education is a program of noncredit fee-based classes and activities designed to serve individuals with educational goals that do not require college credit. Its goal is to fulfill a role which enables the community to improve the quality of their lives through continuing education. There are no transcripts, grades, or academic requirements. Many classes are offered in response to an expressed interest or need by a specific population or organization. Obtain a Community Education schedule of course offerings by telephoning the Community Education Office at 530-741-6825 or by e-mailing [communityed@yccd.edu](mailto:communityed@yccd.edu).

## Contracted Training

Contracted Training can offer custom training solutions and targeted training for business prosperity. Yuba Community College District can deliver on-site training solutions for any size company. The program offers cus-

tomize workshops, seminars, and classes (college credit or not-for-credit) to increase employees' skill level to meet and exceed the business goals of area businesses.

Benefits To Local Companies:

- Cost-effective, cutting-edge, return on investment training
- Coaches, instructors, and facilitators with practical, current real world skills
- Training focuses on measurable outcomes
- Investment in training enhances human capital (employees)
- On-site flexible training schedule to meet the supervisor/employee schedule

Telephone 530-741-8776 for a complimentary assessment.

## Cooperative Work Experience Education

Cooperative Work Experience Education (CWEE) is a class designed to recognize learning that occurs on-the-job. In order to qualify, a student must develop specific learning objectives approved by the employer and Yuba College. A complete description of Cooperative Work Experience Education is found in the "Programs and Courses" section of this catalog. Call 530-741-6763 for more information.

## Counseling

Community colleges are distinguished by the personal attention given to students and the quality of guidance and counseling services provided. Counseling is an essential part of Yuba College, designed to complement and facilitate the instructional program and to aid students in academic, career, and personal planning.

Counselors provide services for helping each student:

- Analyze aptitudes and interests and learn decision-making processes related to academic and career planning.
- Determine the best educational program for achieving a chosen career.
- Select courses and college activities to maximize the student's opportunities and potential.
- Develop a student educational plan that encompasses both the course work and supplemental needs of the student.
- Plan a transfer program which leads to acceptance with junior standing at an upper division college or university, if such is the choice.
- Resolve personal problems which are of such a nature that a college counselor can be of professional assistance.

# Programs & Services

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**INDIVIDUAL COUNSELING.** Every student is strongly encouraged to see a counselor at least twice each semester to confer on matters pertaining to satisfactory adjustment to college life and progress toward educational/career goals.

Since accurate information about program requirements and course prerequisites is essential for planning courses of study, counselors serve as valuable resource people in helping select appropriate courses. Pre-transfer students are urged to consult with counselors and with the catalogs of the institutions they wish to attend in order to be certain they fulfill all lower division general requirements and specific major requirements of the upper division colleges of their choice.

Counseling also offers a variety of services and resources designed to aid students in choosing, changing, or confirming career goals and taking appropriate steps to reach those goals. Students are advised to make their vocational plans or to select the school to which they wish to transfer as early as possible in their college career. Frequent changes of program or changes in vocational objectives may delay graduation or interfere with successful transfer to other collegiate institutions. Responsibility for meeting these requirements rests entirely on the student.

Yuba College has counselors available at Yuba College in Marysville, Beale AFB Center, and Clear Lake Campus. Students are encouraged to use the counselors' expertise as they progress through their programs.

**GROUP COUNSELING/ORIENTATION.** Yuba College provides several types of orientation programs: registration briefing sessions, self-paced orientation courses, career and college planning courses (Counseling 10, 15R, 15AR, 15BR, 45, and 75).

Yuba College counselors provide essential information concerning college graduation and transfer requirements, rules and regulations, and registration procedures for Yuba College programs.

## Dining Facilities

In order to accommodate those students who wish to take their meals on campus, a Dining Commons is available at Yuba College. Service is provided Monday through Thursday, 7:00 a.m. until 4:00 p.m. and Friday 7:00 a.m. until 2:00 p.m., with meals at regular hours and fountain and snack bar service at other times.

## Distributive Education ([de.yccd.edu](http://de.yccd.edu))

The Distributive Education program offers students the option of accessing courses from a distance using a variety of technologies including YCCD eLearning software (Blackboard), live instructional television (ITV) delivered via local cable services, and streaming video accessible via

the Web. The types of courses offered using technology encompasses the following formats.

Distance Learning courses include fully online courses and televised courses (ITV). A complete listing of these courses is located in the Schedule of Classes under 'Distributive Education'. Content, instruction, assignments, testing and student/faculty interaction occur at a distance. Some faculty may require students to come to campus to take exams or require prior approval for exams proctored at a remote site. ITV courses feature Yuba College or Woodland Community College instructors. These courses are televised live via local cable services and streamed on the Web. Most ITV courses also incorporate our YCCD eLearning software (Blackboard) to facilitate communication and distribution of course materials. These courses require students to have reliable access to high speed internet service and to a computer with updated software and hardware compatible with our YCCD eLearning software. Students accessing ITV via cable must be served by one of the designated cable delivery systems that provide our ITV service. Check the Distributive Education website for details. Students with disabilities should notify the Distributive Education office prior to the start of classes if video captioning is required.

YCCD eLearning (also known as Blackboard) is a course management software accessible via the internet. It is used to enhance communication and dissemination for on-campus courses and for the delivery of fully online courses and streamed ITV. This software can be used to post the course syllabus, announcements, reading assignments, discussion topics, homework, grades, email, course calendar, quizzes and online exams. Faculty determine which features will be used in their course. Students access YCCD eLearning using their college student ID and password once they are enrolled in a course that uses this software. Students need reliable access to high speed internet service and to a computer with updated software and hardware compatible with our YCCD eLearning software. For more information, check the Distributive Education website.

## Disabled Students Programs and Services (DSP&S)

DSP&S is designed to equalize educational opportunities for students with disabilities that impact their academic participation; such as, vision, hearing, psychological, mobility, and learning. Assessment for learning disabilities is available to all currently registered Yuba College students experiencing difficulty in their classes or who have a history of special education needs. Support services for eligible students may include academic accommodations such as test proctoring, note taking, disability advising, priority registration, auxiliary aids, interpreter services, special parking, and mobility aids. Specialized classes are offered each semester at Yuba College including Adaptive Physical Education, Academic Strategies, Assisted Computer Technology, and Reading/Writing Development. DSP&S services are also available at the Clear Lake campus.

For more information about eligibility or to apply for services contact DSP&S at Yuba College at (530) 741-6758 (voice) or (530) 741-6994 (TTY); Clear Lake students please call (707) 995-7910 (voice) or (707) 995-7928 (TTY).

## Extended Day and Outreach Programs

The Outreach Program, planned to serve the diverse needs of the adult population of the entire District, accomplishes its aim through several facets:

- The On-Campus Late Afternoon and Evening Program;
- The Off-Campus Program providing service at sites throughout the District wherever fifteen or more individuals identify an educational need the College may properly meet;
- Short Term Courses, as short as one day or a weekend, when appropriate to meet an identified need;
- State-approved Non-Credit Courses to meet needs of adults which are not properly met through credit courses; and
- The Public Events Program which sponsors cultural events, speakers, musical events, and other activities not appropriate as credit or noncredit courses.

## Economic Development

Yuba College works with employers and community agencies to deliver customized training for employability and for upgrading work force skills. Call (530-741-6984) for information about these activities.

## Extended Opportunity Program and Services (EOPS)

This state-funded program provides financial assistance and educational support services to eligible, financially and educationally disadvantaged, nontraditional students. EOP&S includes intensive supportive services which enhance the potential for student retention, successful completion of academic and vocational programs and transfer. Some of the services offered include career planning, academic and transfer counseling, tutoring, peer support and advising.

As a supplemental component of EOP&S, Cooperative Agencies Resources for Education (CARE) provides educational support services designed for the academically underprepared, low income, single parent population. Grants and allowances for educationally-related expenses (such as child care, transportation, textbooks and supplies) may be awarded as a means of strengthening the retention, persistence, graduation and transfer rates of these individuals.

For more information please contact EOP&S/CARE at Yuba College, 530-741-6995; Clear Lake Campus, 707-995-7912.

## Health Insurance

Students are covered by an accident insurance policy up to a maximum of \$20,000 liability for any on-campus activity or school-related activity off-campus. This is secondary accident insurance coverage, which means that if students have their own accident policy, it will provide the primary coverage and the District's accident policy will pick up any excess claims up to the limit of its liability. If a student does not have an accident insurance policy, the District accident insurance policy becomes primary coverage up to the maximum limit. However, in many cases, this policy does not provide 100% coverage.

## Library

The Yuba College Library offers a wide variety of information services and resources to support student learning across curriculum. With access to an updated book and electronic book collections, periodical subscriptions, and online research databases, the library is a great place to start any research project. Students are welcome to study in a quiet environment, search on a topic, and get help in finding information. Private research appointments are available, allowing students to meet one-on-one with a librarian. In addition, Yuba College students can gain research skills by enrolling in LibSc-1 class and/or coming to orientation sessions.

A major library renovation began in January 2012. During the renovation, the library is housed in a temporary facility (Bldg. 300). Members of the public are welcome to use the facilities any time the Library is open.

The Clear Lake Campus Library supports students with a full range of electronic books, online databases, periodical subscriptions, and a small print collection. Interlibrary loans for printed materials are available to all Yuba College students and faculty.

## Selective Service Registration - MEN

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register for the military draft. However, men who currently register are not automatically inducted into military service. Presently, the United States operates its military through volunteer enlistment. The last time men were inducted into the military was during the Vietnam War. Registration for a possible future draft is required to ensure America's preparedness in the event of a military crisis. In the event of a crisis that necessitates a draft to be invoked, men would be called in sequence determined by random lottery number and year of birth. They would then be examined for mental, physical and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces. You may register as soon as you reach the age of



# Programs & Services

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17 years and 3 months but must register within 30 days of turning 18.

If you do not register, you could be prosecuted and fined up to \$250,000 and/or be put in jail for up to five years. Registration is also required to qualify for Federal student financial aid, job training benefits, and most Federal employment. The Selective Service Registration Form may be obtained from the Yuba College Registration Office or from your local post office.

## Small Business Development Center (SBDC)

Small Business Development Center (SBDC)  
The Yuba Community College District SBDC offers free, confidential, one-on-one counseling, low cost seminars and workshops and referrals for specialized business information and resources. These services are available to current or prospective small business owners: business planning, cash flow analysis, loan package facilitation, marketing/sales planning, cost projections, revenue projections, E-business planning, permit/license assistance, accounting, tax planning, government procurement, sources of financing, location/lease review, sale or ownership transitioning.

The SBDC offers workshops for those thinking of starting a business, a Quick Books workshop for business owners, Website Design/Internet Marketing workshops, Youth Entrepreneur Program Training and a 14-week entrepreneurial training class. These hands on intensive training classes cover a variety of topics of interest to pre and existing small business owners such as, business plans, marketing plans, financing options, operations, loan application, time management, etc. Outside experts are invited to speak on specific subjects like income taxes and small business loans. Completion of this class entitles the student to be able to apply for special Micro-Enterprise funding through the County of Yuba.

If you already have a business up and running you are immediately entitled to the free business counseling and low cost training classes in key business skills.

For further information go to our website at [www.yubasbdc.org](http://www.yubasbdc.org), or to schedule an appointment, call (530) 822-0140 or (707) 263-0330.

## Tech Prep

The Tech Prep Program of the Yuba Community College District coordinates the awarding of college credit to high school students who meet approved articulation requirements. An articulated course is one in which the high school instructor/Regional Occupational Program (ROP) and Yuba College faculty have formally agreed that the high school's/ROPs course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major within Yuba College. Students receive credit on a Yuba College transcript once articulation requirements have been completed. The Tech Prep Program prepares students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the Tech Prep Program, contact the YCCD Tech Prep Office at (530) 634-7785, visit the Admissions and Records Office at any of the campuses, or see your counselor. Also visit the Tech Prep website at [www.yccd.edu/techprep/](http://www.yccd.edu/techprep/).

## Transfer Center

The Yuba College Transfer Center hosts an annual fall transfer program called, "College Information Day". This program brings representatives on campus from the University of California, California State University, independent California colleges and university systems, in addition to out-of-state colleges. Both Yuba College and area high school students have an opportunity to visit informally with these representatives to obtain information concerning their programs, services, and application procedures. For more information, call (530) 741-6790.

The Transfer Center offers services and resources for students seeking information about four-year colleges and universities. For some students, the transfer process can be overwhelming. Yuba College counselors and Transfer Center staff are committed to help students with the phases of the transfer process, and the many transfer options available. These services include:

- Computers with Internet links to web sites related to transfer;
- Appointment opportunities with representatives from four-year institutions;
- The annual College Information Day;
- Workshops in a variety of areas.

# Programs & Services

## TRIO Programs

Pre-college program at Yuba College is a Trio program which consist Upward Bound and Educational Talent Search. Both programs are federally founded through U.S. Department of Education to serve low-income families who are potential first-generation college students to continue in and graduate from secondary schools and enroll in postsecondary educational programs.

While Upward Bound and ETS share an overarching goal, there are important differences. ETS staffers work with students as early as sixth grade while students are accepted into Upward Bound at the ninth or tenth grade levels. Academic preparation is intensive in both programs but offered in different ways.

ETS follows the school calendars and advisors meet with students individually or in small groups following a curriculum appropriate to each grade level. Upward Bound holds whole group "Saturday College" events several times during the academic year, along with individual advising meetings at the host schools. In addition, Upward Bound includes a residential summer program where students live on the college campus for up to six weeks in the residence halls, taking academic enrichment courses, electives, and participating in work experience or taking college courses for credit, and generally getting a taste of what college life entails in a protected, supportive environment.

Both programs offer services such as tutoring, college visits, assistance with college, scholarship and financial aid applications, college entrance test preparation and numerous other services meant to address specific barriers to college. In both programs, parents and partner schools team up to insure that each student has the best opportunity possible to achieve his or her college dreams.

**Educational Talent Search** Educational Talent Search is a federally funded program designed to assist low-income and First Generation College bound students between the ages of 11 and 27 with secondary school retention, graduation, re-entry and college placement. Students are provided with academic, college, financial aid, and career advising.

**Special workshops are designed to teach parents and students about the college admissions and financial aid process. The program offers test preparation strategies and assistance in preparing students for college entrance exams. Students can receive assistance with study skills, time management, goal setting and self esteem development. For more information about this program please call 530-741-8932 or visit our website at [www.yccd.edu/pre-college/ets](http://www.yccd.edu/pre-college/ets)**

**Upward Bound** is in its third grant cycle, of a 4-year grant, in serving high school students from Yuba and Sutter counties. The program provides opportunities for participants to succeed in pre-college performance and, ultimately, in higher educational pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent

holds a bachelor's degree. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education. Upward Bound provides fundamental support to high school students in their preparation for college admission. Upward Bound activities include:

- A six-week Summer Academic and Educational Program
- Saturday Academies that provide opportunities for building basic skills and obtaining academic enrichment
- Weekly sessions with an Upward Bound Specialist to assist in academic, career, and personal counseling, as well as college exploration and planning
- Daily After school tutoring
- Academic instruction in English, Mathematics, Science, Foreign Language and other academic classes
- College visits
- Cultural and enrichment activities
- Leadership workshops and conferences
- New and renewable Scholarships

The legislative requirements of all TRIO Programs can be found in the High Education Act of 1965, Title IV, Part A, Subpart 2, Federal Early Outreach and Student Services Program, Chapter 1, Federal TRIO Programs. To learn more about TRIO Programs, contact the TRIO Office at 530-749-3858.

## Veterans Services

Yuba College is approved for the training of veterans and dependent students. The Veterans Service Office (VSO) assists veterans, reservists, and dependents (of service-connected disabled, or deceased veterans) with their educational benefits. The VSO also acts as a liaison with the U.S. Department of Veterans Affairs.

Yuba College requires that all veterans and/or dependents who wish to collect education benefits contact the Yuba College VSO to start a file. The VSO will provide assistance in applying for benefits, educational pay, college registration, placement testing and counseling referrals.

All benefit recipients are required to submit a copy of a current class schedule to the Yuba College VSO each semester. Regional VA processing of benefits can take 4 to 6 weeks. For more detailed information contact the Yuba College VSO at (530) 741-6822; fax: (530) 741-7740



# Programs & Services

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**Credit for Military Experience** Upon application, the College will evaluate military records to determine if a student may be awarded elective credit for military service. The serviceperson must have spent at least four months in active service and have a discharge other than dishonorable. These units will satisfy the Health/Physical Education graduation requirement.

College credit may be allowed for the completion of college-level courses in formal service schools in accordance with recommendations found in the Guide published by the American Council on Education. Credit may also be allowed for college-level U.S. Armed Forces Institute (USAFI) courses (but not for USAFI GED tests).

**Servicemembers Opportunity College** Yuba College is a designated Servicemembers Opportunity College (S.O.C.) involving an educational concept, jointly sponsored by educational agencies within the U.S. Department of Defense and the American Association of Community and Junior Colleges, recognizing that individuals serving in the Armed Forces often have unique educational needs. Yuba College has committed its resources to aid in the quest of education. Admission, residency, course credit, and degree requirements are in accordance with the criteria for Servicemembers Opportunity Colleges.

Special academic assistance is provided and credit is granted for educational experience obtained in the Armed Services, College Examinations (CLEP), College Proficiency Examinations (CPEP), U.S. Armed Forces Institute (USAFI) courses, and on-campus "challenge" examinations. Under a Contract for Degree agreement, developed with the College Servicemembers Counselor, a serviceperson may plan to earn an associate degree from the College as a result of a variety of learning options with a minimum of only 12 units earned, in any time sequence, in the College. Information regarding these opportunities may be obtained from any Yuba College counselor or from the Office of Student Development.

For more information, contact the Veteran Service Office at (530) 741-6822, Fax: (530) 634-7740.

**Veterans Standard of Progress** A veteran student, who is receiving veteran benefits, and is placed on academic probation, that probation must be reported to the Veterans Administration prior to the commencement of the next semester. If the student remains on academic probation beyond two semesters and has not achieved, at least, a 2.0 GPA for the most recent semester (excluding summer session), the College is required to report a termination of benefits directly to the Veterans Administration due to unsatisfactory progress. The Yuba College Certifying Official cannot certify a veteran for any class beyond that point.

Once the veteran's Certifying Official certifies or recertifies a student for re-enrollment after termination for unsatisfactory progress, the Veteran's Administration presumes that the College has determined the student's ability to maintain satisfactory progress in the future. Any

student needing to be recertified will need to consult the veteran's Certifying Official for assurance that all procedures and requirements have been met. For more information, contact the Veteran Service Office at (530) 741-6822, Fax: (530) 634-7740.

**Military Withdrawal** A military withdrawal occurs when a student who is a member of the United States military (active or reserve) receives orders necessitating a withdrawal from enrolled courses. A student must file a petition requesting this option and attach a copy of military orders. Upon verification of such orders, a withdrawal symbol of "MW" will be assigned. Military withdrawals will not be counted in progress probation and dismissal calculations.

## Work Force Investment Act (W.I.A.)

The Workforce Investment Act (WIA) is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have un-met needs after applying for the tuition fee waiver and financial aid. The program will help you find a job or train for a new career. Authorized workforce investment activities provided at the local level benefit job seekers, dislocated workers, youth, incumbent workers, new entrants to the workforce: veterans, and employers. These activities promote an increase in the employment, job retention, earnings, and occupational skill attainment by participants. This improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation. Acquiring employment, retention, and self-sufficiency through training are priorities with WIA. It is important that you choose a career with a labor market. If jobs aren't available in your local area, you'll need to consider relocating or commuting to another area.

The WIA office is located in room 121, next to the Admissions and Records Department. This office offers a computer lab with current software programs, internet access, a study area, and a small lending library for textbooks. Come by and see if you qualify for on the job training, books, supplies, child care, tools, fees, testing, transportation assistance, and other school or job-related needs. This is not a loan and does not have to be repaid. You can be on Financial Aid, EOP&S, Care, unemployment, and scholarships, and still receive WIA assistance. This is not an entitlement program, you must qualify and then it is based on funds available at the county level. For more information please call 530-741-6830 or email: [wia@yccd.edu](mailto:wia@yccd.edu).

## Writing and Language Development Center

The Writing and Language Development Center provides tutoring for Reading, English As A Second Language and English classes. The Center also provides an extensive schedule of workshops throughout the semester.

# Programs & Services

## Yuba College Foundation

**History:** The Yuba College Foundation was established in 1972 to support programs, services and scholarships that would help to improve student life at the campuses and centers of the Yuba Community College District. Throughout the subsequent decades, numerous gifts and sound investing have built the corpus of foundation funds to a level approaching \$7 million dollars, making the Yuba College foundation one of the larger community college foundations in the State of California.

**Donations:** As a registered 501 (c)(3), Yuba College Foundation, Inc., is able to assure that all gifts received by the foundation are fully tax deductible. The foundation has received direct support through gifts of cash, real estate, equities and art throughout its 35 years of operation. Additionally, planned gifts such as wills, charitable remainder trusts, and insurance policies have benefited the foundation's programming capabilities. In-kind gifts, such as laboratory equipment, usable automobiles, and classroom supplies, if properly appraised, can also provide the donor with a tax deduction. The Foundation office can be reached at (530) 749-3868 to discuss options for giving.

**Programs:** The Yuba College Foundation has supported literally hundreds of projects, programs, services and scholarships throughout its thirty five years of operation. In recent years, direct support from the foundation has provided networking equipment for the Clear Lake Center, laboratory support for the Administration of Justice Program in Marysville, and hundreds of thousands of dollars in direct student support through scholarships or book grants. On the average, between 45-50 projects and scholarships per semester receive support through donations to the Yuba College Foundation.

**Governance:** Yuba College Foundation is overseen by a Board of Directors, with representatives coming from both the Yuba-Sutter and Yolo County regions. Listed below are the current officers and members of the Yuba College Foundation Board of Directors:

Angel Barajas (Yolo County)  
Marcela Bautista (Yolo County)  
John Cassidy (Yuba City)  
Wayne Ginsburg (Woodland)  
Sean Kolb (Woodland)  
Richard Lind (Yuba City)  
Tony McDaniel (Yuba City)  
Deborah Mirande (Yuba City)  
Donna Neu (Yolo County)  
Tara Perrin-Preus (Yuba City)  
Cindy Seidel (Yuba City)  
Buchan, Mr. Jim (BOT Liaison - Yuba College)  
Tafoya, Mr. Xavier (BOT Liaison - WCC)



**Yuba College Sutter County Campus**

## Admissions

Yuba College does not restrict admission to residents of the District, nor does it restrict the privilege of District residents to attend any other community college. Nonresident students are accepted on the same basis as California resident students, except that State law requires a tuition charge (see “Residency Requirements”).

### OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, Veterinary Technology, ADN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” policies;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

Applicants may apply for admission on-line by going to our website at [yc.yccd.edu](http://yc.yccd.edu)

**Admission to Impacted Programs:** Associate Degree Nursing (ADN), Psychiatric Technician, Veterinary Technology, and Radiologic Technology require a special application. Contact Yuba College or call (530) 741-6786 for details, application, and deadlines.

**Foreign students** must obtain a special application which will be mailed upon request from the Foreign Student Admissions Office, located on the Yuba College campus or call (530) 741-6705.

**Age and/or High School Graduation Requirement:** In general, all full-time students must have earned a high school diploma, a *State Certificate of Proficiency*, or the equivalent, or be 18 years of age as of the date of registration, as provided in Section 76000 of the *Education Code*, and meet Federal “Ability to Benefit” requirements.

**Concurrent Enrollment of High School Students:** A high school student who has completed the EIGHTH grade may be admitted on a part-time basis subject to the following requirements with the written recommendation of the high school administrator and the parent’s permission: no Physical Education courses may be taken; students must have met any course prerequisite requirements; students are required to fulfill the minimum day requirement at their high school, or, for charter/home-schooled students, the parent has to verify that the proposed college course work will not interfere with the student’s basic high school course work; charter or home-schooled students must present a grade equivalency certification documenting the grade level the student has achieved; charter or home-schooled students must present a copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process; concurrently enrolled students receive the lowest registration priority. Students must be certified to be eligible for advanced scholastic or vocational coursework. Contact the high school administrator for information concerning authorization to enroll. Students are subject to all rules, regulations, and fees of the College. The enrollment fee will be waived for eligible students, but the Student Services fee (and non-resident tuition if applicable) will be charged.

### Application Process Steps to Apply for Priority Registration:

- File an application for admission.
- File high school and college transcripts; transcripts must be received by direct mail from the issuing institution or hand-carried in a sealed official envelope.
- Complete the College *Placement Examination (CPT)*. The test should have been completed within the last three years or it is suggested that it be repeated. It may be taken twice in a two-year period.

YOU WILL THEN BE GIVEN A REGISTRATION APPOINTMENT TO:

- Participate in an orientation program (usually done on-line) to become acquainted with the College’s programs, services, academic expectations, procedures, and regulations.
- Meet with a counselor to develop an educational plan appropriate to the student’s goals and present learning skills. Counselors can suggest programs that will strengthen a student’s learning skills.

### Residency Requirements

California state law mandates that each student who applies for admission to provide residency information and evidence as deemed necessary by the Admissions Office to determine the student’s residence classification. The following rules regarding residency determination are not a complete explanation. For further information, contact the Admissions Office. These rules are subject to change at any time in accordance with State law.

The residency determination date is the day prior to the first day of instruction for each semester.

#### General Rules for Residency:

1. Persons who are 19 years of age or older may establish residence in accordance with the criteria listed below. Year of residence must begin after the eighteenth birthday.

- Persons who are under 19 years of age may establish residence in accordance with the criteria listed below and the following: (a) Married minors may establish their own residence, and (b) an unmarried minor derives residence from the parent with whom he or she is residing. If the student lives with neither parent, residency is derived from the parent with whom he or she last lived. (The residence of an unmarried minor who has a parent living cannot be changed by her or his own act, by appointment of a legal guardian, or by relinquishment of a parent's right of control.)
- Active duty military personnel stationed in California are entitled to resident classification.
- A dependent child or spouse of an active duty military person stationed in California is entitled to residence classification.
- A member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged will be granted a "one-year grace period" in order to establish California residency. Establishment of residency requires physical presence and acts of intent be demonstrated for one full year.
- Persons who have had a "permanent residence visa" for one year may establish residence in accordance with the criteria listed below.
- Non-resident and non-citizens (other than "nonimmigrant aliens" who are out of status with INS) who have attended a California high school for at least three years and who graduated from a California high school may be eligible for an exemption of the non-resident tuition. (Pick up an AB540 application form at the Registration Office.)
- A student who was classified as nonresident and is seeking reclassification as a resident MUST show financial independence. Financial independence requires not having been claimed as a dependent on state/federal income tax forms by parents, not having received more than \$750.00 a year from a parent, and not having lived more than six weeks in a year with a parent in the immediately preceding twelve months. Students will be required to submit documentation showing how tuition and living expenses were paid during the preceding year.

**Criteria for Residency:** Nonresident students do not automatically become residents by merely being in California for more than one year. State law also requires "proof of intent" to establish California residence for more than one year prior to the residence determination date. The burden of proof rests with the student, not the College. Students must present a combination of documentation to prove intent to be a resident. Students must also show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver's license, taxes, car registration, etc.). Types of documentation that may be submitted that will help to establish proof of intent (with lack of intent for residence in another state) include the following. No one factor is decisive.

Documentation: W-2 form; California State Income

Tax payment; Driver's license; Motor vehicle ownership and registration; Purchase of property; Voter registration; License from California for professional practice; Any other proof of intent as may be deemed necessary to establish residence classification.

A student incorrectly classified as a California resident because of falsification of information is subject to reclassification as a nonresident and payment of nonresident tuition or exclusion from class(es) upon notification. Students classified as nonresidents may appeal the decision within 30 days of the date of the residence classification decision.

All students classified as nonresident are required to pay *Nonresident Tuition Fee*; the *Enrollment Fee*; and the *Student Services Fee* each semester. (See Schedule of Classes for current fee amounts.) Nonresident fees are refundable only during the first two weeks of a semester (dates vary for short-term classes) if the student withdraws from a course. The date on which the withdrawal is received in the Registration Office will determine the refund date.

Refunds shall not exceed the amount of tuition paid, and will be processed in accordance with District regulations (see "Refund" section).

## Foreign Student Admission

Under Federal law, Yuba College is authorized to enroll students on F-1 student visas for two-year vocational and transfer programs. Foreign students applying for admission must request application forms from the Foreign Student Admissions Office.

The deadlines to apply are May 15 for the fall semester and December 15 for the spring semester. Since applications will not be considered until all required documents are on file, students are encouraged to request applications early.

To be considered for admission, a foreign student must meet specific criteria and agree to:

- Pay *Tuition* and *Enrollment Fees* at the time of registration. (See current fees in Schedule of Classes.) The *Enrollment Fees* and *Student Services Fee* are also due at the time of registration each semester.
- Complete the required application packet which consists of:
  - Application form, including a recent photograph
  - Copies of high school and college transcripts
  - A TOEFL examination with test scores sent from the testing service to Yuba College (minimum score of 475 on the Written test, 152 on the Computer-based test, or 53 on the Internet-based test is required.)
  - A letter of English Proficiency
  - A certified financial statement, showing evidence of support, in U.S. dollars, for duration of the time in the U.S. (should be able to provide approximately \$12,794 annually without planning to work while in the U.S.)



# Admissions

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6. A letter of recommendation
  7. A certificate of health to include a special test for tuberculosis.
  8. A \$25.00 Application Processing Fee.
- You are required to carry your own health insurance and to provide a copy of proof of health coverage to the Office of Student Development at Yuba College
  - Pursue a specific degree program, and upon arrival at Yuba College you will need to meet with a counselor to develop your individual Education Plan. You will be expected to follow the Education plan while study at Yuba College.
  - Register in required English courses each semester until graduation requirements are met.
  - Complete a minimum of 12 units each semester with at least a “C” average.
  - Complete academic program in a maximum of six semesters.
  - Work with the Foreign Student Assistant to meet all requirements for foreign students.
  - Provide own housing.

Only those students who agree to each of the above requirements and meet the above criteria will be considered for admission to Yuba College. Applicants who are accepted to Yuba College will be mailed the *Immigration and Naturalization Form I-20*.

## Matriculation

Matriculation is a process designed to help students achieve their educational goals. All new, transfer, and returning students (who have not attended a Yuba College class within the last three years and do not meet the matriculation exemptions) will complete the matriculation process. Yuba College is committed to helping students achieve their educational goals through the matriculation process, which includes :

- Admission to the College
- Assessment of English, mathematics, and reading skill levels
- Orientation, which provides information about programs and services, academic expectations, and procedures
- Counseling to assist in defining goals and developing a plan to achieve those goals
- Registration for classes
- Follow-up services to help students progress toward their educational goals.

**Matriculation Exemptions:** At the time of application, all students are classified as Exempt or Non-Exempt from various matriculation components. Exempt students are those who meet two or more of the criteria listed below. (NOTE: These exemptions do **NOT** provide clearance for PRIORITY REGISTRATION or enrollment into specified English, mathematics, or reading courses.)

- Have completed an Associate or higher degree – *provide verification of degree*
- Concurrently enrolled in high school - *need* permission form signed by parents and high school official
- Enrolled only in classes for which they have approved previous training (i.e., firefighters taking a fire science class);
- Enrolled in fewer than 6 units;
- Do not plan to earn a degree or certificate;
- Completed at least 24 units at another college within the past three years and were in good standing -- verification required;
- Enrolled in ONLY performance classes (e.g., acting, drawing) or activity classes (e.g. physical education);
- Enrolled in only job-skill upgrade, self-improvement, or general interest courses.

Performance Courses Eligible for Matriculation Exemption:

Art 1LR, 2, 4B, 6A, 6B, 7B, 7C, 8A, 8B, 9A, 9B, 12A, 12B, 14B, 15B, 19A, 19B, 27R, 29R, 32A, 32B, 33, 34A, 34B, 34CR, 35, 36A, 36BR, 36CR, 38AR, 38R, 39R, 40R, 41R, 42R, 43R, 44R, 45R, 46R

Music 1C, 1D, 2A, 2B, 2C, 2D, 8A, 8B, 30R, 31R, 32R, 33R, 34R, 35R, 40A, 40B, 40C, 40D, 41AR, 41BR, 42R, 43R, 44R, 53R, 54R

Performance Courses Eligible for Matriculation Exemption:

Physical Education 1. series of classes, 2.01R-2.13R, 3R, 4R, 6R, 7R, 8R, 21R, 11R-17R, 31R, 32R, 35R, 36R, 37R

Theatre Arts 11A, 11B, 12A, 12B, 29R, 32R, 45B

Note: Students wishing to take a course for **general interest** or for **personal/professional improvement** should contact the Registration Office for enrollment dates. Students will be expected to meet any academic prerequisites regardless of the purpose for taking the course.

Exemption from taking the **PLACEMENT EXAM ONLY** may apply to students who:

- Have completed previous course work in English, mathematics and reading.
- Have completed placement tests at another post-secondary institution - *provide documentation*.

**Students seeking an exemption from the matriculation process must submit an exemption form. Forms are available at all registration sites.**

**Matriculation – Students’ Rights, Challenge, and Complaint process:** Students may challenge any matriculation component. To do so, consult with a college counselor. Challenges and/or complaints may be filed with the Dean of Student Development, who is responsible for investigation and resolution. The Dean will maintain a file on all formal challenges and complaints.

Students who meet the criteria and receive an exemption from a Yuba College counselor, and students enrolling in summer session only, are eligible to register as non-matriculated students without meeting any requirements other than the basic legal admission requirement.

- For the purpose of registration status classification, such a student will be classified as a NON-MATRICULANT.
- For purpose of academic classification, the student’s statement on the registration form will be accepted without verification.

Students classified as NON-MATRICULANTS will be required to declare an educational goal during the term after which the student completes 15 semester units of degree-applicable credit course work. These students will be provided an opportunity to see a Counselor to develop a student educational plan.

Continuing students should schedule a counseling appointment for assistance in registration, advising, and completion of an educational plan.

All other applicants should file a *Registration Application*, complete the *Placement Examination*, and have high school and/or college transcripts sent to the Registration Office at the local Yuba College campus. Applicants will complete orientation and meet with a counselor to discuss educational plans and select appropriate courses for registration.

## OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, ADN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” process;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).



Health and Public Safety Ribbon Cutting



# Registration Procedures

### Student Responsibility Regarding Registration

Students should acquaint themselves with College policies and procedures, study this Catalog and the *Schedule of Classes*, consider the curricula carefully, and plan the courses needed for graduation and required for their majors as well as courses desired for electives before registering online through WebAdvisor.

Students must assume complete responsibility for fulfilling all requirements to meet planned objectives. Students on probation should carefully consider the consequences of their status when planning for registration.

Assessment services include counselor appraisal of previous college and/or high school work (transcripts should have been sent to the College), as well as, placement (CPT) examination scores, and other information such as number of hours working, etc., that may have an effect on student goals. Assessment is used to advise students about courses and services most appropriate to their skills, educational backgrounds and career goals. (See also "Placement Examination" section for other information.)

### Change in Enrollment

Students wishing to change their course enrollment may add or drop classes using WebAdvisor registration, or by submitting the appropriate forms to the Registration Office. Full-term courses may be added during late Registration period (see "Schedule of Classes"), later only in special cases and with instructor approval.

**ENROLLMENT FEES.** Enrollment fees for classes that are dropped on or before the refund deadline (fourteenth calendar day for full-semester classes or ten percent of a short-term class) are credited to the student's account. (See "Refund" section of this *Catalog*.)

If a class is dropped prior to Census Date (20% of courses), no notation of the course will be entered on the academic record. If a class is dropped after that time but prior to the end of the tenth week of a regular semester (60% of term for short-term courses), a "W" will be entered on the academic record. If the drop is processed after that time, State law provides the grade must be other than a "W," and usually it will be a failing grade.

**It is the student's responsibility (not the instructor's) to process all Adds and Drops. This is not an automatic process. Students who discontinue attendance in any class without officially dropping the course are subject to a failing grade. If the student drops a class using or WebAdvisor, it is the student's responsibility to check that drops (or adds) were correctly processed.**

### Maximum Unit Load

The average student load is 16 units per semester. A counselor will allow a student to register in an excess of 16 units only when it is necessary. In any case, 19 units is the maximum load which may be approved (limited to 16 maximum for a student on probation). Units in excess of 19 are allowed only for the most urgent reasons and on the basis of counselor approval.

Eight units is the maximum in which a student may register during the summer session without counselor approval (signature).

### Placement Examinations

The purpose of the Placement Examination is to assess each student's skills in mathematics, reading, and writing, and determine the appropriate beginning courses in each discipline. The placement system is designed to place students into courses in which they may build on their current skills and advance through the curriculum at the pace best suited to their needs and abilities.

All students who plan to enroll in English, mathematics, or reading courses or courses with a heavy reading content or math content; those who plan to graduate or transfer units to another institution; and concurrently enrolled high school students are required to complete the Placement Examination prior to enrolling into classes. The examination generates a profile of each student's reading, mathematics, and writing skills based on test scores and other information supplied by the student. Placement based on this multiple measures approach is mandatory. Students may challenge the placement by filing a prerequisite challenge form with the Office of Student Development. The results of the challenge are final. Students should seek counselor assistance when filing a prerequisite challenge.

Students may take the Placement Exam no more than three times in a 2-year period and not more than twice in any semester. There is a 30-day waiting period for retests. The placement examination may not be used to supplant a failed prerequisite course or to skip a course in a sequence of courses. Placement scores may be valid for up to two years.

Students may transfer test scores from another institution for use at Yuba College, provided the test used is approved by the Chancellor as a Second Party Assessment Instrument, and provided the scores can be translated to the Yuba College Placement System. It is the student's responsibility to have the other institution provide the score report to the Assessment Center. Placement will be made in accordance with current placement policies and procedures, and may differ from the placement at the previous college. Students have the option of taking the Placement Exam instead of transferring their scores.

# Registration Procedures

Students who wish to transfer to a 4-year institution should consult a high school or college counselor about taking other tests. Some institutions require SAT or ACT test scores from transfer students. SAT and ACT are not approved for use in California Community Colleges, and Yuba College does not offer either test at college sites. Students should consult the SAT or ACT test guides available at the Assessment Center for test dates and locations, or visit the appropriate WEB site.

Students who wish to take the Yuba College Placement Examination should contact one of the Assessment Centers listed below, or contact any Yuba College Counselor. The Placement Examination also is offered at selected high schools. Yuba College: 530-741-6864; Clear Lake Campus: 707-995-7900; Beale AFB Center: 530-788-0973.

Students with disabilities or special testing needs should discuss options and accommodations with a counselor and/or Disabled Students Programs and Services staff. The Yuba College Assessment Center comply fully with the provisions of the Americans with Disabilities Act.

For your privacy and safeguarding of your records, photo identification is required for all testing transactions.

## Placement Levels

Placement scores identify the course level appropriate for each student's level of academic skill in English, mathematics, and reading. After successfully completing the placement-level course, students advance to the next level, and continue to progress until degree requirements are met. All students are encouraged to seek counselor advice in selecting courses appropriate for their educational goals.

### Placement Level Reading Courses

3001	Reading 110A
3002	Reading 110B
3003	Reading 105/106
3004	Reading 70
3005	Reading competency met; Reading 70 recommended

### Placement Level English Courses

1001	English 105 or ESL 116A (Suggest Learn 180)
1002	English 105 or ESL 116B
1003	English 105 OR ESL 105
1004	English 51
1005	English 1A

### Placement Level Mathematics Courses

2001	General Studies 174R
2002	Math 110 or General Business 100
2003	Math 111 or General Business 100

2004	Math 50 or General Business 56
2005	Math 52 or General Business 56
2006	Math 10, Math 15, Math 25, or Statistics 1
2007	Math 21
2008	Math 7, Math 9
2009	Math 1A or higher

## ADVISORY PLACEMENT LEVELS FOR COURSES REQUIRING COLLEGE-LEVEL SKILLS.

Many "entry level courses" that are numbered 1-99 carry credit/units that apply toward the associate degree and require college-level language and/or computation skills for successful participation. It is recommended that students meet the following criteria if they plan to enroll in any course with a description that includes an "L" and/or "M." "L" means college-level language skills are recommended and "M" means college-level computation skills are recommended. These requisites are advisory only.

Students may meet the recommended criteria for "L" courses by:

1. Achieving a *Reading Placement Code* of "3004" or higher; or achieving a grade of "C" or better in Reading 70; or concurrent enrollment in Reading 70; or
2. Achieving an *English Placement Code* of "1003" or higher; or achieving a grade of "C" or better in English 105/106; or concurrent enrollment in English 105/106.

Students may meet the recommended criteria for "M" courses by:

1. Achieving a *Mathematics Placement Code* of "2003" or higher; or completing Math 110. General Business 100, or Math 111 with a grade of "C" or better; or concurrent enrollment in Math 110, General Business 100, or Math 111.

## Schedule of Classes

The *Schedule of Classes* is published each semester. The *Schedule* includes registration procedures, course information, critical deadline dates, the official *Academic Calendar*, and other important information for students.

## Unit of Academic Credit

### THE UNIT OF CREDIT IS THE SEMESTER HOUR.

The value of a course is computed on the basis of one unit of credit for each hour of lecture or discussion and three hours of laboratory. Courses meeting less than a full semester will require an equivalent number of hours prorated on a per-class meeting basis. Two hours of outside preparation are normally required for each semester hour of class lecture. In order to earn credit in a course, the student must complete the course; no partial units of credit are allowed. To serve the purposes of the students and the District, courses may on occasion be offered for less than the number of units indicated in the *Course Outline*.

# Registration Procedures

## Fees and Expenses

All fees quoted below are those known at the time this Catalog went to press.

**STATE-MANDATED ENROLLMENT FEE.** All students (unless at the time of registration they qualify for exemption\* under State mandates) are subject to an *Enrollment Fee*. These fees are established by the State legislature and are determined at the time of enrollment by the student's unit load. The current fee is \$46.00 per unit.

\*Exemptions: State regulations provide the following three programs to help eligible low income students with California residence status to have the *Enrollment Fee* waived.

- Board of Governor's Waiver Program A. For any student who, at the time of registration, is a recipient of (1) TANF (*Temporary Assistance for Needy Families*); (2) SSI/SSP (*Supplementary Security Income/State Supplementary Program*); (3) *General Assistance/General Relief Program*; or (4) The *California Department of Veteran Affairs* or the *National Guard Adjutant General's Certification of Eligibility* for a dependent's fee waiver.
- Board of Governor's Waiver Program B. For low income students who meet eligibility requirements.
- Board of Governor's Waiver Program C. For low income students who qualify for Financial Aid.

Prior to registration, students in any of these categories should obtain the appropriate application materials from the Financial Aid Office for exemptions.

**NONRESIDENT/NON-CITIZEN TUITION.** Students who have not established California residency in accordance with state regulations (see Residency section), will be required to pay the *Nonresident Tuition Fee* of 210.00 per unit. Students who are both citizens and residents of a foreign country are required to pay \$210.00 per unit.

**STUDENT SERVICES FEE.** ALL Students are required to pay a \$10.00 *Student Services Health Fee* each semester/summer session. Students who depend exclusively upon prayer for healing in accordance with a bona fide religion, sect, or denomination (upon written verification from an authorized church official) are exempt from paying the *Student Services Health Fee*. This church documentation must be submitted to the Vice President's Office for the exemption.

**PARKING FEE.** Students and staff who drive vehicles on campus will pay a Parking Fee and be issued a decal. The cost is \$40.00 per semester; \$20 for summer session. As an option, students may purchase a \$2 daily parking pass in lieu of a semester decal. The Parking Fee covers day and evening campus attendance. All non-student, seasonal, and short-term employees may park in the General Parking Lots and must display either a valid semester parking decal or a \$2 parking pass.

**These fees are nonrefundable after the fourteenth calendar day of the full-semester or the first ten percent of classes for short-term classes.**

**OTHER FEES.** The Associated Students of Yuba College collect a voluntary annual *A. S. Y.C. Fee* of \$10.00 per year, \$5.00 per semester for services and benefits.

All students should be prepared to purchase their own books, which are sold at the Bookstore. Direct school expenses for the entire year, including books, will probably average \$600 to \$700; book costs for pre-professional students (such as engineering and medicine) will run somewhat higher.

Students in some health-care courses and programs (such as Nursing, Psychiatric Technician, Radiologic Technology) are required to purchase drug testing, film badges, pay for a background check, and other related items for the program. The BOGW enrollment fee waiver does not cover these charges.

Estimated total expenses, including personal expenses and travel, for a California resident is \$8,450.00. A sample budget for an average CALIFORNIA resident for one year is shown below:

### Sample Expenses of Average California Resident Student Attending Yuba College and Living at Home

State-mandated Enrollment Fee	\$1,124*
Books and Supplies	1,666
Food	3,522
Housing	880
Transportation	1,170
Personal Expenses	3,106
<b>Total</b>	<b>\$11,468</b>

\*Based on 12 units per semester plus \$10 Student Services Fee per semester

# Registration Procedures

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## Refunds

All *Enrollment Fee* refunds are subject to a \$10.00 *Processing Fee*. This *Fee* will be charged only once per each semester of enrollment. Any refund processed for less than \$10.00 will not be assessed an additional *Fee*.

**BOOK REFUNDS.** Full refunds will be made, at the College Bookstore, for books purchased for the current semester up to two weeks after the start of that semester; one week for summer session. Receipts are required for all refunds and new books must be unmarked and in new condition.

**ENROLLMENT/STUDENT SERVICES FEES/ NONRESIDENT TUITION.** Students are eligible for a refund of these Fees if the procedures below are followed.

- The student “officially” drops the class on or before the refund deadline (fourteenth calendar day of the semester or ten percent of a short-term class), AND
- The drop(s) reduces the student’s currently enrolled unit load, AND
- A refund request form can be filed using Webadvisor.

When students request a fee refund, they should be aware of the following.

- Students should use Webadvisor for refunds or make a written request to receive a refund of fees.
- Refunds will NOT automatically be issued.
- All enrollment fee refunds are subject to a once-a-semester \$10 *Processing Fee*.
- If fees were paid by check, there will be a waiting period until that check clears through the student’s bank before refunds can be processed.
- For refunds a student must complete a *Request for Refund* and a check will be mailed.

Official Drops -- may be submitted through WebAdvisor or in person at the Registration Office. It is the student’s responsibility to ensure all drops are processed.

**PARKING FEES.** Students who withdraw from classes before the fourteenth day of the semester (dates vary for short-term classes) may apply for a refund of the *Parking Fee*. The parking sticker must be returned to qualify for the refund.



**The Yuba College Fire Academy stands at attention**



# Financial Aid

### FINANCIAL AID

The role of the Financial Aid Office is to help eligible students pursue their educational goals. The objective is to provide funds and services to eligible students, following institutional, state and federal regulations

### CRITERIA AND PROCEDURES FOR FINANCIAL AID.

Federal regulations require that standardized budgets be established and applied to all applicants in determining their financial aid. Typical expenses for an academic year for a California resident living with parents to attend Yuba College is \$11,468, which includes State-proposed Enrollment Fees at \$46 per unit and Student Services Fee @ \$20; Books and Supplies \$1,666; Food \$3,522, Housing \$880; Transportation \$1,170; and Personal expenses, \$3,106.

The application form to be used for most financial aid programs is the Free Application for Federal Student Aid Program (FAFSA). In order to determine "need" for financial aid funds, taxable and nontaxable income information is necessary. Award funds are made based on this need. Income, assets, debts, size of family, and number of family members in college are important factors considered in the calculation. This information is reported on the application form and forwarded to the central processor for further processing. Supporting documentation is required based on Federal regulations.

### DEADLINE FOR FILING FINANCIAL AID APPLICATIONS.

Applications for each academic year are available January 1st and are processed on a first-come, first-served basis. All awards are based on student eligibility and funds availability. To be able to receive Financial Aid funds, eligible students must have a complete file, with the Financial Aid Office at Yuba College by the last day of instruction of the academic year. This may include the verification process.

### SATISFACTORY ACADEMIC PROGRESS.

Students awarded financial aid funds are required, by Federal regulations, to make satisfactory academic progression towards achieving their educational goal. The specific requirements are described and included in the Yuba College Financial Aid Guide posted on the Financial Aid web site at YCCD.edu. Academic Progression towards the students' identified educational goal is required in order to continue receiving funds. Failure to make academic progress or be enrolled in required courses to achieve their educational goal may result in termination of financial aid.

RETURN TO TITLE 4 (R2T4). Students who drop completely or withdraw from classes prior to completing 60% of the term may be required to repay any unearned federal funds to Yuba College or to the Department of Education, per Federal regulations.

### Programs Available to Yuba College Students

- Scholarships. Many scholarships are available to help students meet the cost of their education. These scholarships become available through private support from individuals and organizations in the Yuba College community who have contributed to scholarship funds.

- Most scholarships are based on academic achievement; other are based on financial need. A complete listing of all scholarships offered, eligibility requirements, deadline dates, and application information is available in the scholarship handbook posted on the Financial Aid web site at YCCD.edu.

- Grants. Federal, State, and Institutional grant programs are available to eligible Yuba College students. These funds are based on financial need criteria and eligibility and paid two times per semester. Included are Federal PELL; Federal SEOG Supplemental Educational Opportunity Grant, BIA (Bureau of Indian Affairs) Grant; E.O.P.S. (Extended Opportunity Program & Services) Grant; CARE (Cooperative Agency Resources & Education) Grant; Chaffee Grant and CAL GRANTS B and C.

- Work-Study. The Federal Work Study Program provides jobs for eligible students awarded FWS funds as part of their financial aid package. An award offer is not a job guarantee. Contact the Financial Aid Office for additional information.

- Direct Loans. Student loans are available to eligible students, including subsidized and unsubsidized. Loan process and eligibility information is available through the Financial Aid Office. To apply and be eligible for an educational loan students must be taking required courses and making satisfactory academic progression towards achieving their declared educational goal



## Hope Scholarship (Tax Relief)

The Hope Scholarship is actually a tax credit, not a scholarship. Tax credits are subtracted directly from the tax which is owed, rather than reducing taxable income like a tax deduction. A family must file a tax return and owe taxes in order to take advantage of it. The Hope Scholarship credit is not refundable for families who do not pay taxes. The federal government created the Hope Scholarship to allow families the opportunity to deduct the enrollment/tuition fees paid for attending college for income tax purposes. There are federal criteria and guidelines for deducting the fees paid for attending college for income tax purposes. There are federal criteria and guidelines for deducting the fees for income tax purposes; consult a tax advisor if you have questions.

At the end of each calendar year, Yuba College will provide an electronic Form 1098T through WebAdvisor for students who meet the required criteria (does not apply if fees were waived or paid by another agency). The 1098T statement includes enrollment fees and tuition charged during the year (not when payments are received).

If the student is a dependent (for income tax purposes), the student must contact the Business Office, indicating the parents' name, social security number, and mailing address. The Internal Revenue Service requires this information be included with the student's information or the parent will not be able to deduct the fees for tax purposes. It is the student's responsibility to provide this information each calendar year since the College does not determine tax dependency.

## Lifetime Learning Credit

The Lifetime Learning Credit is a tax credit. Tax credits are subtracted directly from the tax which is owed, rather than reducing taxable income like a tax deduction. A family must file a tax return and owe taxes in order to take advantage of it. The Lifetime Learning Credit is not refundable for families who do not pay taxes. The federal government created the Lifetime Learning Credit to allow families the opportunity to deduct enrollment/tuition fees for income tax purposes. There are federal criteria and guidelines for deducting the fees for income tax purposes; consult a tax advisor if you have questions.

At the end of each calendar year, Yuba College will provide an electronic Form 1098-T through WebAdvisor for students who meet the required criteria and who paid for the enrollment/ tuition fees (does not apply if fees were waived or paid by another agency).

If the student is a dependent (for income tax purposes), the student must contact the Business Office, indicating the parent's name, social security number, and mailing address. The Internal Revenue Service requires this information be included with the student's information or the parent will not be able to deduct the fees for tax purposes. It is the student's responsibility to provide this information each calendar year since the College does not determine tax dependency.

# College Life

## Athletics

Yuba College is a member of the *Bay Valley Conference*, *Northern California Football Conference*, *California Association of Community Colleges*, and participates in men's and women's basketball, baseball, football, men's and women's soccer, softball, tennis, track, and volleyball. (Also see "Athletic Eligibility.")

## Campus Police Department

The primary jurisdiction of the Yuba Community College District Police Department (YCCDPD) includes the Yuba College campus, Woodland Community College campus and Clear Lake campus. Jurisdiction also includes other grounds or properties owned, operated, controlled, or administered on behalf of the Yuba Community College District as outlined in the California Education Code Section 72330.

Campus Patrols: The Yuba Community College District Police Department uses uniformed and non-uniformed officers to patrol the campuses in vehicles, on bicycles and on foot 24 hours a day (Yuba College) ways of the campus, as well as in buildings.

Lighting/Telephone: Yuba College has emergency call boxes located throughout the campus.

Safety Escort Service: If you feel fearful walking on campus you may request a safety escort by dialing extension 6771 from any campus phone or (530) 741-6771 from other phones. If you are calling after business hours, you may call the Campus Police cellular phone at (530) 870-1158. Provide the YCCDPD Officer with your current location and intended destination. If there are special circumstances or risks that you know about, be sure to share them with the officer. Subject to availability, an officer will be dispatched to your location to walk with you to your destination. An officer may wish to transport you in a vehicle if it is more practical based on the situation.

The Police Department is located in Unit A of Warren Hall, Building 1600, at the Marysville campus. The telephone number is 530-741-6771. An emergency telephone, which immediately summons an on-duty officer, is located at the front door of the Police Department.

# College Life

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ment Office (Yuba College). The on-duty officer carries a cellular telephone, which may be reached by dialing (530) 870-1158.

## Children in Class

Attendance in a class is limited to those students who are officially registered in accordance with State and District regulations. This includes high school students enrolled concurrently in the class. Children are prohibited from attending classes. Classes are limited in size, and no disruptions will be allowed in the classroom. In addition, the College assumes no liability for injuries that may occur to the child.

## Clubs and Organizations

Clubs and organizations cater to and meet the academic, social, and political needs of a wide variety of students; they provide participation in extracurricular activities both on- and off-campus. Information concerning clubs and organizations can be obtained from the Student Council 530-741-6726. Certain clubs listed below may not be active during the current academic year (depends largely on student participation).

ASYC (Assoc. Students of Yuba College) - Yuba College  
Auto Club - (Yuba College)  
Black Students' Union - (Yuba College)  
CARE Club - (Yuba College)  
Christians in Action - (Yuba College)  
CLAS (Clear Lake Assoc. Students) - Clear Lake  
Cunning Culinarians Student Association- (Yuba College)  
M.E.Ch.A. - (Yuba College)  
Photo Guild (Yuba College)  
Punjabi Student Association - (Yuba College)  
Roteract - (Yuba College)  
SOY (Spanish Org. of Yuba College) - Yuba College  
STARS (Yuba College Student Ambassadors) - Yuba College  
Society of Hispanic Professional Engineers - (Yuba College)  
Veterinary Technology Student Club - (Yuba College)

## Colors and Nickname

The college colors are Navy blue and gold. The nickname of the college teams is the "49'ers." The mascot is Dusty the Forty Niner.

## Conduct and Discipline

If a student's conduct violates District rules or regulations, the *Code of Conduct for Students*, or public laws, the student will be subject to one of the forms of "sanctions" included in the Code, which are:

- **Admonition.** An oral statement to a student that he or she is violating or has violated District rules or legal statutes.
- **Warning.** Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the Warning, may be cause for more severe

disciplinary action.

- **Censure.** Censure. A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of a finding in violation of any District regulation or legal statute within a stated period of time.
- **Disciplinary Probation.** Exclusion from participation in the Financial Aid Program and/or in privileged or extracurricular District activities as set forth in the notice for a period of time not exceeding one school year; withholding of grades and/or transcripts, if on *Disciplinary Probation* due to refusal to meet financial obligation to the college, including a parking fine.
- **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of requiring appropriate service or other compensation.
- **Suspension.** Exclusion from classes and other privileges or activities, including Financial Aid, as set forth in the notice for a definite period of time not to exceed two years; may include "Withdrawal of Consent for Student to Remain on Campus."
- **Expulsion.** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the *Order of Expulsion*. A copy of the Yuba College *Code of Conduct for Students* may be obtained from the Office of the Vice President of Academic and Student Services.

## Drama

The Theatre Arts Department aims to provide its students with basic knowledge of the theater. Courses are integrated around the central idea of learning and producing. Work in acting technique, design, costuming, makeup, lighting, technical production, and other crafts are all taught in theory and practice in the production of a variety of plays.

## Dress Regulations

Yuba College students are expected to demonstrate maturity by exercising good judgment and taste in everyday attire. Whatever the student's judgment, however, every individual is required to wear shoes or bona fide street sandals in all campus buildings. (Except when covered, the competition floors of the Gymnasium require gym shoes.) Instructors in charge of field trips and/or social events have authority to enforce additional dress regulations which they deem are required for the occasion.

## Drug Free School Policy

The District recognizes that substance abuse is a major health problem throughout the United States. Therefore, in order to eliminate abuse, the entire college community must be involved. The single consistent message is that substance abuse is wrong, dangerous, and will not be tolerated. **Yuba College has a "zero tolerance" policy; all campuses and centers are to be alcohol and drug free.**

It is the stated policy of the District to implement a comprehensive substance abuse strategy that will work more effectively in combating use and potential use of drugs by students. The policy sets forth procedures that not only expose students to awareness of the dangers of drugs and alcohol, but also encourages each individual to act to prevent the sale and use of drugs.

The following program principles have been adopted to implement this policy:

- The Student Code of Conduct, supported by Education Code Section 60041(b), prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its activities.
- Information regarding applicable legal sanctions under local, State, and Federal law for the unlawful possession or distribution of illicit drugs and/or alcohol is available to all students through the Yuba College Campus Police Department, the Yuba College Campus Wellness Center, and the Dean of Student Development Office or President's office.
- Educational materials regarding health risks associated with the use of illicit drugs and the abuse of alcohol are made available to all students through the Wellness Center. More in depth information is available through the Chemical Dependency Program courses.
- Information regarding resources for drug or alcohol counseling and treatment are available through the Wellness Center.
- The Vice President of Academic and Student Services' Office will keep records of all disciplinary actions and evaluate consistency of all enforcement.

## Music

The Music Department provides a stimulating environment nurturing discovery, development, and recognition of the creative spirit. Offering a core curriculum of music history, music theory, applied music, piano, and both vocal and instrumental performing ensembles, the music major may fulfill all necessary course work for transfer. Also available are music education classes, piano, voice, and instrumental classes for all students who are interested.

## Smoking Policy

Smoking, *or other use of tobacco*, is prohibited within all Yuba College buildings, including restrooms, dining areas, classrooms, laboratories, library, gymnasium, offices, and the theatre, along with any other interior building area, including quads. Smoking is only permitted on the Yuba College and Clear Lake Campus in outside open areas. Smokers are encouraged to deposit cigarettes, ashes, and matches in receptacles to maintain a refuse-free campus.

## Student Activities

Believing that a variety of extra-curricular activities will give students an opportunity to develop their personalities and broaden their social lives under wholesome conditions, Yuba College conducts a carefully planned activities program. Clubs, the Associated Students of Yuba College, class and departmental organizations, publications, music and drama activities, and traditional events offer a wide and interesting field for student participation. The opportunity for enjoyable participation in programs which stimulate social and individual development comprise one of the advantages of campus life at Yuba College. Every student is urged to engage in activities insofar as academic responsibilities permit.

## Student Rights and Grievances

### Reference: Title IX, Education Amendments of 1972; Education Code Section 76224(a)

**Purpose:** The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972

Sexual Harassment

Financial Aid

Illegal Discrimination

The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures. Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

## Definitions:

**Party.** The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**President.** The President or a designated representative of the President.

**Student.** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

# College Life

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Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.

**Informal Resolution:** Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration. Any student who believes he or she has a grievance shall file a Statement of Grievance with the Grievance Officer within 15 working days of the incident on which the grievance is based, or fifteen working days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within five days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance Form.

If, at the end of five working days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint that is satisfactory to the student, the student shall have the right to request a grievance hearing.

**Grievance Hearing Committee:** The President shall at the beginning of each semester, including any summer session, establish a standing panel of members of the college community, including students, faculty, classified staff, and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, the Academic Senate, and the exclusive representative for the classified, who shall each submit two names to the President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

It shall include one student, two instructors, one college administrator, and one classified selected from the panel described above.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the President who shall determine whether cause for disqualification has been shown. If the President feels that sufficient ground for removal of a member of the committee has been presented, the President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Grievance Hearing Committee as Chair of the Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversarial role.

**Request for Grievance Hearing:** Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within ten working days after filing the Statement of Grievance Form as described above.

**Hearing Procedure:** The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five working days prior to the date of the hearing.

**President's Decision:** Within five working days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties his or her written decision. The decision of the President shall be final, subject only to appeal as provided below.



**Appeal:** Any party to the grievance may appeal the decision of the President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a district administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within five days following receipt of the President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

The Chancellor may decide to sustain, reverse or modify the decision of the Chancellor's designee. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. The Chancellor's decision shall be final.

The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to all parties.

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## **STUDENT GOVERNMENT/A.S.Y.C.**

The Associated Students of Yuba College (ASYC) is the title of the official organization which controls student affairs. The Student Council, the governing body of the ASYC, provides services and social activities for students and represents students' views and interests to the administration and Board of Trustees through participation on college committees.

## **TAPE RECORDER USE**

The use of tape recorders in classrooms requires the instructor's permission. If a tape recorder is required as a result of a disability, the student should contact the Disabled Student Programs and Services for details.



2011/2012 Associated Students of Yuba College (ASYC)  
Students



# Academic Regulations and Information

The College reserves the right to change any College rule or regulation, including the arrangement of courses; the requirements for graduation; the requirements for admission, degrees, and fees; and any other regulations affecting the student body. Such changed regulations will govern both old and new students and shall be effective whenever determined by the College. Failure to comply with established rules, regulations, policies, and/or procedures shall result in disciplinary action and may result in dismissal from the College. Students who feel they have extenuating circumstances which excuse them from these academic regulations should:

- Obtain a standard *Student Petition* from the Registration Office.
- Seek the advice and recommendation from a counselor.
- File the completed petition with the Registration Office for action by the College Standards Subcommittee.

### Family Educational Rights and Privacy Act (FERPA)

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 Yuba College receives a request for access.

If a student wishes to do so, he/she should see a counselor to start the process. The student folder contains copies of high school and college transcripts (if they were sent to YCCD by the student) and other data that may be important for student guidance. The College transcript includes summary information from other colleges attended when those transcripts have been sent to the College for evaluation. These records are available for review by the student with the counselor or Student Services administrator.

If this step does not cover the types of records requested, the student should submit to the Dean of Student Development, a written request that identifies the record(s) he/she wishes to inspect. The Dean 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 Dean of Student Development, the Dean 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. The student 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 Yuba College decides not to amend the record as requested by the student, the College official 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.

Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Services professional staff; *a request to limit Directory Information must be made by a student within seven calendar days of registration*. Directory information includes name, address, telephone listing, student class schedule, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and pictures for publicity purposes—such as this catalog and the regional newspapers. Other than directory information, which may be released, no other data from a student's records will be released without written authorization except to authorized college personnel upon the basis of need in relation to the student's education or in response to a lawfully issued subpoena.

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 as an administrator, supervisor, instructor, or support staff member (including law enforcement unit personnel and health or medical staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); a 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent

# Regulations & Information

to officials of another school in which a student seeks or intends to enroll.

Other than the permanent academic College record, data is kept only as long as it is pertinent.

4. The right to file a complaint with the *U.S. Department of Education* concerning alleged failures by Yuba 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  
400 Maryland Avenue,  
SW Washington, DC 20202-8520

## Academic Renewal without Course Repetition

The YCCD Governing Board, under *Title V*, Section 55765, permits the alleviation of substandard (“D” and “F”) academic performance, which is shown not to be reflective of the student’s recent performance. This policy is adopted for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal.

*Academic Renewal* is subject to the following conditions:

- The maximum amount of course work that may be alleviated is 30 semester units.
- Since the end of the semester to be alleviated, the student must have completed 12 semester units with a 3.0 Grade Point Average (GPA), 18 semester units with a 2.5 GPA, or 24 semester units with a 2.0 GPA. A “P” grade will count as a “C” for computing the grade point average for academic renewal purposes.
- A minimum of two semesters must have elapsed since the course work to be alleviated was recorded.
- The student must have completed at least 12 units in residence in the YCCD district.
- Under no circumstances may course work be discounted that has been used in fulfillment of requirements for a degree or certificate.
- If the student is otherwise eligible for graduation, *Academic Renewal* may not be used to raise the grade point average (GPA) in order to qualify for graduation with honors.
- No units that have been excluded by *Academic Renewal* can be reinstated.
- Course work granted *Academic Renewal* status may be counted, if appropriate, toward fulfillment of prerequisites.
- The student’s academic record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history.

Students seeking *Academic Renewal* must petition the Office of the Dean of Student Development. The petition arises out of a consultation between the student and a counselor. Current educational objectives should be discussed with a counselor and the counselor’s recommendation should be included on the petition.

YCCD will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended.

## Advanced Standing/Transfer of Credit

A student who presents (via direct mail from the college previously attended or hand-carried in a sealed official envelope) a transcript of record showing satisfactory scholarship and honorable dismissal may be admitted to the College with *Advanced Standing*. No previous collegiate record may be disregarded.

Credit for lower division courses taken previously at another college or university will be allowed toward the *Associate in Arts* or *Associate in Science* degree only if the former institution was accredited by one of the regional accrediting associations. (Accredited institutions are those so designated by one of the regional accrediting associations: Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Colleges and Schools, and Southern Association of Colleges and Schools.)

All such college transcripts will be evaluated. Only lower division courses determined to be associate degree level will be accepted for transfer credit. Credit is also allowed for college-level USAFI courses (but not for USAFI GED tests). Credit will also be given for the College-Level Examination Program and General Examinations of the College Entrance Examination Board (CLEP).

## Athletic Eligibility

Athletes are governed by the rules of the *State Commission on Athletics*, the *Bay Valley Conference*, *Northern California Football Conference*, and by Yuba College regulations. Basic eligibility regulations are:

- All students who are continuously enrolled in a minimum of 12 units are eligible for initial collegiate participation. Nine units must be attempted in academic areas.
- Athletes must be continuously enrolled in 12 units to maintain eligibility.
- To participate in a second sport an athlete must be enrolled in 12 units and have at least a 2.0 GPA.
- To participate in a second season of the same sport, an athlete must be enrolled in 12 units (nine of which are academic in nature), have completed 24 units (18 units must be academic in nature), and have at least a 2.0 GPA.

# Regulations & Information

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For additional information, refer to the *Athletic Constitution of the California Association of Community Colleges*, *Northern California Football Conference*, and the constitution of the *Bay Valley Conference*.

## Attendance

A student is expected to attend all sessions of each class in which enrolled. Attendance is the student's responsibility. Any student who ceases to attend a class without officially dropping it through WebAdvisor or at the Registration Office may receive a failing grade.

## Auditing Class

The Governing Board of Yuba College has adopted the following guidelines authorizing the auditing of courses pursuant to *Education Code Section 76370*.

- Auditors must be eligible for admission to the College as regularly enrolled students.
- Auditing is authorized only when a student has exhausted the opportunities for course repetition.
- Students enrolling for credit will have priority in all credit classes. Auditing will be permitted only at the conclusion of the late registration period.
- Auditors will complete an *Auditor Application Form*, which must be signed by appropriate instructor. Faculty members instructing audit eligible courses have the right to refuse auditors.
- The completed *Auditor Application Form* must be filed with the Registration Office.
- A nonrefundable audit fee of \$15 per unit will be payable at the time of enrollment by the auditor.
- Auditors will not be charged the regular *Enrollment Fee* which is paid for credit enrollment, and the *Nonresident Tuition Fee* will not apply.
- Course costs will be charged to auditors where appropriate.
- Auditors must purchase parking permits.
- Auditors must meet course prerequisites.
- No transcript of record will be maintained for audited classes.
- Auditors will not be counted in enrollment-based decisions about maintaining or canceling classes.
- No transfer from audit to credit status or the reverse will be permitted.
- Audited classes do not count toward units for any purpose, e.g., financial aid, veteran's benefits, full-time student status.

## Authority of Instructors

Every student is required to attend class regularly and satisfy the instructor, in such ways as the instructor may determine, that the course work is being performed in a systematic manner. Instructors may report to the counselors and to the Dean the names of students whose attendance or work is unsatisfactory. The instructor has the right to drop any student with excessive absences (as defined by instructor) which, in the instructor's judgment, will prevent the student from meeting the objectives of the course.

Pursuant to the *Code of Conduct for Students*, an instructor may remove a student from her or his class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the President. The President or designee shall initiate a review process to determine whether or not there are sufficient grounds to remove the student permanently from the class.

## Basic Skills Pre-Collegiate Course Limitation

State regulations specify that students may take no more than 30 semester units in "Pre-collegiate Basic Skills" courses. This regulation applies to all courses numbered 100-199, except ESL (English as a Second Language) courses AND for students identified by the College as having a learning disability.

Students who are not eligible to move into collegiate-level courses upon completion of the maximum 30 semester units of basic skills courses will be referred to adult education for future skill development and will be dismissed from attending Yuba College in pre-collegiate courses. Consult with a counselor if you are approaching this limit.

## Catalog Rights

Students who have a notation (grade or "W") on their academic transcript in at least one semester of a calendar year receive "catalog rights." Summer session does not count for catalog rights. Catalog rights refer to the regulations determining graduation requirements. Students may elect the requirements in effect in the year they began their study within the Yuba Community College District or in the year they graduate from Yuba College. Once catalog rights are established, absence related to an approved educational leave or for attendance at another accredited institution is not to be considered an interruption, providing the above attendance criteria are met.

While catalog rights hold degree requirements (except for multicultural and health/PE), they do not apply to changes in prerequisites required in a given course. Prerequisite requirements are those stated in the "Course Descriptions" section of the current catalog. Catalog rights do not apply to the multicultural graduation requirement (see graduation information). Classes used to meet the multicultural graduation requirement must have been approved to satisfy the multicultural requirement at the time the class was taken.

# Regulations & Information

## CLEP Exam Credit Acceptance Policy

Yuba College welcomes students from a wide variety of backgrounds and experiences. It is recognized that many students bring with them a depth of knowledge in certain subjects and honor that knowledge by accepting the *College-Level Examination Program* (CLEP) examinations for credit in appropriate classes. Assuming that an acceptable score is achieved on a CLEP examination, Yuba College grants credit in the appropriate course(s) for each examination. The table below defines the credit offered and the course equivalent for each accepted CLEP examination.

General Examinations	Credits Offered	Course Equivalent
English Composition with Essay	6	ENGL 1A; 2 units elective
English Composition	4	ENGL 51
Mathematics	6	MATH 52; 2 units elective
Natural Sciences	6	Non-lab science electives for non-science majors
Social Science & History	6	Social Science electives

## Subject Examinations

### Business

Financial Accounting	4	ACCT 1L
Information Systems & Computer Applications	3	BCA 15R
Introductory Business Law	3	GNBUS 18A
Principles of Management	3	MGMT 10
Principles of Marketing	2	None
Composition & Literature		
American Literature	3	ENGL 30A
Analyzing & Interpreting Literature	3	ENGL 2
College Composition	6	ENGL 1A + 2 units elective
College Composition Modular	4	ENGL 51
English Literature	3	ENGL 46A
Ethics in America	3	PHIL 2
Humanities	6	Humanities elec.

### History and Social Sciences

American Government	3	SOCSC 1
History of the United States I: Early Colonization to 1877	3	HIST 17A
History of the United States II: 1865 to the Present	3	HIST 17B
Human Growth & Development	3	None
Introduction to Educational Psychology	3	None
Introductory Psychology	3	PSYC 1A
Introductory Sociology	3	SOCI 1
Principles of Macroeconomics	3	ECON 1A
Principles of Microeconomics	3	ECON 1B
Social Sciences & History	6	Social Science elective
Western Civilization I: Ancient Near East to 1648	3	HIST 4A
Western Civilization II: 1648 to the Present	3	HIST 4B

## Sciences and Mathematics

Algebra Trigonometry	3	MATH 7
Biology	3	BIOL 10
Calculus	4	MATH 1A
Chemistry	3	CHEM 10
College Algebra	4	MATH 50* or MATH 52*
College Mathematics	6	MATH 52 + 2 units elective
Natural Sciences	6	Non-lab science elective for non-science major
Precalculus	4	MATH 7
Trigonometry	3	Math 21
<b>World Languages</b>		
French Language 1	4	French 1*
French Language 2	8	French 1 & 2*
German Language 1	4	German 1*
German Language 2	8	German 1 & 2*
Spanish Language 1	4	Spanish 1*
Spanish Language 2	8	Spanish 1 & 2*

\* Credit cannot be earned in both classes.

Note: Italicized courses are no longer offered by CLEP.



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## College Board Advanced Placement

Yuba College grants college credit for successful completion of *Advanced Placement Program Examinations* of the College Board. Students who complete special advanced placement courses and who present scores of three or higher (3, 4, or 5) for the *Advanced Placement Examinations* to the College's Records Office will receive units and a "P" grade for specific college courses. A student may not enroll in any course for which *Advanced Placement Examination* credit has been allowed. The following table indicates equivalencies and unit allowances at Yuba College. **Other colleges or universities have different policies concerning advanced placement and may not honor this policy. It is also possible that other colleges and universities may not honor Yuba College transcript entries which award advanced placement credit for regularly offered credit courses.**

**All examinations require a score of 3, 4, or 5.**

TEST	Units	Equivalent Course
U.S. Government and Politics	3	Social Science 1
U.S. History	3	History 17A
Art: History	6	Art 1A, 3 units elective credit
Art: Studio Drawing	6	6 units elective credit
Art: Studio General	6	6 units elective credit
Biology	5*	Biology (no lab units)
Chemistry	10*	Chemistry (no lab units)
Computer Science A	3	Elective
Economics-Macro	3	Elective
Economics-Micro	3	Elective
English Language/ Comp	6	English 1A, 2 units elective
English Literature/Comp	6	English 1A, 2 units elective
European History	3	History 4B
French Language**	8	French 1 and 2
German Language**	8	German 1 and 2
German Literature**	8	German 1 and 2
Government and Politics-Comparative	3	Elective
Mathematics Calculus AB	4	Math 1A
Mathematics Calculus BC	4	Math 1B
Music Theory	3	Elective
Physics B	6*	Physics 2A/2B (no lab units)
Physics C Mechanics	4*	Physics 4A (no lab units)
Physics C Elec. & Magnetism	4*	Physics 4B (no lab units)
Psychology	3	Elective
Spanish Language	8	Spanish 1 and 2
Spanish Literature	8	Spanish 3 and 4

\*Does not meet lab requirement for General Education

\*\*Credit may not be awarded in both categories.

## Credit By Examination

Advanced standing credit, with a "P" notation is allowed upon evidence of successful completion of: (1) *College—Level Examination Program General Examinations* of the *College Entrance Board*, scoring at or above the 25th percentile (credit may not be awarded for CLEP if prior credit has been earned in a college course in the same subject matter.); (2) *Proficiency Examination Program* (PEP) administered by *American College Testing Program*; (3) *California State University and College English Equivalency Examination* administered by *C.S.U., Chancellor's Office*. Credit is not awarded until applicant has become a student in Yuba College.

## Credit By Examination (Challenge)

A currently, or formerly, enrolled student may take a special examination to earn credit or to meet a prerequisite. If the challenge is at a campus or center, it must be a course offered at that campus or center. If the course is successfully challenged for a credit, an appropriate letter grade will be awarded. To be eligible to challenge a course a student must:

1. Not be enrolled in the course;
2. Not have completed nor enrolled in a more advanced course;
3. Have completed at least 12 units from YCCD classes with a GPA of 2.0 or higher.
4. Have approval from the appropriate division dean and recommendation from the instructor teaching the course to be challenged.

To request a challenge, a student must submit a *Petition for Credit by Examination* to the appropriate dean. Credit by examination is not applicable to all courses. A course may be challenged only once unless the Dean or the President determines the existence of extenuating circumstances.

## Credit For Military Experience

Upon application, the College will evaluate military records to determine if a student may be awarded **elective** credit for military service. The serviceperson must have spent at least four months in active service and have a discharge other than dishonorable. These units will satisfy the Health/Physical Education graduation requirement.

College credit may be allowed for the completion of college-level courses in formal service schools in accordance with recommendations found in the Guide published by the *American Council on Education*. Credit may also be allowed for college-level USAFI courses (but not for USAFI GED tests).



# Regulations & Information

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## Computer and Network Usage Policy

The Board of Trustees, in granting access to College computers and networks, expects that employees and students, in their use of these systems, will adhere to legal and ethical standards consistent with the College's mission. The Board hereby directs the administration to develop regulations and procedures setting forth the specific responsibilities and obligations related to use of college computers and networks. The administration shall also establish disciplinary procedures to enforce this policy that are consistent with policies and laws governing the conduct of employees and students.

## Directory Information

Student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Directory information shall include: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. However, Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Services professional staff.

Students wishing to limit directory information release even more may file a request at the Registration Office within seven calendar days of registration.

## Examinations

*Midterm* and *Final Examinations* may be given in all courses. *Final Examinations* in full-semester courses are given as listed on the *Final Examination Schedule*. No student exception may be allowed to the Schedule except upon approval of an individual *Student Petition* by the College Standards Subcommittee. Such exceptions will be allowed only in the case of extreme emergency.

## Exemption from Regulations

A student wishing to claim exemption from any regulation of the College must file a written *Student Petition* with the College Standards Subcommittee or Student Services Committee, as appropriate.

## Financial Obligations

Student records will be withheld and all student/alumni privileges canceled in the case of a student failing to meet financial obligations to the College, including failure to pay *Enrollment Fees, Tuition, Child Care charges*; return library materials/pay library fines; return or pay for athletic equipment; meet loan or scholarship fund obligations; return/replace any College equipment for which responsible.

## Graduation

Yuba College has a formal graduation ceremony once a year (at the end of the spring semester), but the student may petition to graduate at the end of Fall (November 15), Spring (April 15), or Summer (July 1) terms. Students must APPLY to graduate prior to the deadline in order to be considered.

This catalog describes the College's graduation and transfer requirements. Not all requirements can necessarily be met at all locations where classes are offered. Students should consult the *Schedule of Classes* at each location to determine the types of classes available and frequency of offerings.

All students, including transfers from other colleges, are encouraged to complete a placement examination (see "Placement Examination" information). A transfer student must have a 2.0 grade point average in associate degree level work completed at Yuba College as well as a 2.0 overall associate degree level course work GPA, as well as completing 12 units of associate-degree level course work in the College in order to graduate.

Students desiring to graduate may work toward the *Associate in Arts* or *Associate in Science* degree. Students who believe they may continue their education at a four-year college or university should also plan to complete the General Education requirements for transfer and consult a counselor.

Common to both the *Associate in Arts* and *Associate in Science* degrees is a strong general education program which fosters the following philosophy.

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## Grades

Semester grades are permanent and are not changed unless extenuating circumstances are involved. Students who believe there is an error concerning their grade should contact the instructor. If the instructor agrees there is an error in the grade, the instructor will submit a "Change of Grad Form" to the Records Office. If the instructor does not agree there is an error in the grade and the student wishes to pursue the matter further, the student should meet with the Division/Campus Dean concerning the appeal process.

Students can obtain their grades by using WebAdvisor [ycccd.edu](http://ycccd.edu). Report cards are NOT mailed.

## Grading

The grading system is as follows:

<u>Grade</u>	<u>Definitions</u>	<u>Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

## Other

### Notations Definition

P	Pass: the "P" is awarded for work completed at the "C" or better level. Students earn no grade points, but they do earn the unit(s). Courses with a "P" grade are not computed in the GPA.
NP	No Pass: The "NP" is awarded for work completed at the "D" or "F" level. No units are earned for work at this level. Courses with an "NP" grade are not computed in the GPA.
AU	Audit: Students do not earn units, nor does the class appear on a student's permanent record.
W	Withdrawal: A "W" is recorded for students who officially withdraw from a course after the end of the fourth week of the semester or 30% of term (whichever is less) or 30% deadline of the course for short-term classes.
MW	Military Withdrawal: Special exemption—requires documentation. (See "Military Withdrawals" for documentation required.)

### Temporary Notations

#### Definition

I	Incomplete: At the end of a term, an "I" (incomplete) may be awarded by the instructor when a student has been unable to complete academic work for unforeseeable, emergency, and justifiable reasons. The incomplete signifies that the
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student was enrolled, has attended classes throughout the term, that only a minimal amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit.

A copy of the Incomplete *Grade Report Form* will be mailed to the student indicating work to be completed for removal of the "I" and alternate letter grade to replace the "I" in the event the student fails to meet the conditions for removal of the "I."

An "I" must be made up during the semester following the awarding of the incomplete notation (excluding summer). A final grade will be assigned by the instructor when the work has been completed or the alternate grade will be awarded in the event the student fails to complete the work during the prescribed time period.

A student may not enroll in the same course in which an incomplete grade was awarded.

IP In Progress: This symbol indicates that a course is in progress and has not yet ended.

RD Report Delayed: This symbol indicates either the course has not yet ended, or the instructor has not yet submitted the final grade for the student in the course.

Note: "C" or higher grades are required for courses in a student's major.

## General Education Philosophy Statement

"General Education at Yuba College is more than a set of required courses. It is a course of study designed to assist the student in beginning an effective lifelong learning process in which the interrelationships of human knowledge and experience are recognized. Embodied in this design is recognition of the student's need to think and communicate effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; to develop the capacity for self-understanding; and to understand the issues related to and the ways in which health and well-being can be maintained."

## Grade Point Average (GPA) - Computing

The GPA is computed by dividing the total grade points by the total units attempted in the following manner:

1. Grade points are computed by multiplying the number of units represented by an individual course by the

# Regulations & Information

grade point value assigned to the grade. For example, a 3-unit course with a grade of "B" is 9 grade points ("B" 3 grade points x 3 units attempted). See "Letter Grades" section for grade point values.

2. The total number of grade points earned in all courses is divided by the total number of units attempted. The result is the GPA.

## Honors List

The Honors List, produced at the end of each semester (except Summer Session), recognizes students who have maintained at least a "B" (3.0) grade point average in 12 or more **GRADED** units during that semester (does not count classes with pass/no pass grades). Honors achievement will be noted on the student's academic record.

## Notification of Absence

In cases where a student may be absent for four or more days, a *Notification of Emergency Absence* can be requested by a student from the College (in cases of accident, sickness, bereavement, etc.). Further, it is the responsibility of the student to contact instructors upon returning to make up missed course work. Call the Counseling Office for the Yuba College campus and the Registration Office at the other sites to request the *Notification of Emergency Absence*.

## Open Enrollment Policy

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including "impacted" allied health programs (Radiologic Technology, Veterinary Technology, ADN, LVN to RN Step Up Program, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the "priority registration" process;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with equivalent or more advanced content that would constitute a repeat of a course previously taken by the student (exceptions require counselor evaluation and approval).

## Pass/No Pass Grading

At the option of each Division and in accordance with Title 5 regulations, some courses are offered on the Pass/No Pass (satisfactory/failing) grading basis. In those cases where a single standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Units shall be assigned for meeting that standard; no units will be assigned for failure to do so. The P/NP grading is indicated in the course description section of this Catalog and Schedule of Classes.

In addition, a student in good standing may elect to take one regularly graded course, not in her or his major, each semester, on a Pass/No Pass basis. The student should consult a counselor to discuss transferability of courses placed on the Pass/No Pass option. The student must file the appropriate form at the Registration Office no later than the end of the fifth week (30%) of the semester or the end of 30% of class for short-term courses. Students can change the grading mode in accordance with these procedures at any time until the 30% date in the course by submitting a new form at the Registration Office. After this date, the grading mode will be final.

The "P" notation will be awarded for work completed at "C" (satisfactory) or better level. Units earned for satisfactory achievement shall be counted toward the fulfillment of degree requirements. A grade of "D" or "F" work will result in an "NP" notation for the course. In neither case will units be counted in the determination of the student's grade point average, but the "NP" will be counted in Progress Probation.

## Prerequisites/Corequisites

"Prerequisite" means the preparation or previous course work considered necessary for success in a course. Prerequisites are required only for courses where specific academic background is necessary in order to assure students a reasonable chance of success in the course. Prerequisites which are listed as "required" include:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree or program, or
- Courses in which a prerequisite is necessary for transfer to a four-year college. Responsibility for having met the prerequisite rests with the student.

It is the student's responsibility to be aware of and comply with the prerequisite regulations. Prerequisites are shown for each course in the Catalog and Schedule of Classes. It is the student's responsibility to check the course descriptions and NOT register in any class for which the prerequisite has not been completed.

Students may show they have met the prerequisite/corequisite requirements through one or more of the following -

- Successful completion of the prerequisite course.
- Appropriate placement score on the Yuba College *Placement Examination*.
- Official grade report or transcript from another college/school showing successful completion of the prerequisite.
- Approved Prerequisite Challenge Form (Challenge Forms are available from the Dean of Student Development Office at the Yuba College Campus; at the Clear Lake Campus and Beale Center, the forms are available from the site administrator.)

Students may be dropped from a class for not having completed the prerequisite. Such action may also result in a student losing Financial Aid, Veteran's Benefits, etc.,

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since the drop may result in the student's units falling below full-time/part-time status.

"Corequisites" are those courses which must be taken concurrently. Corequisites provide the necessary skill or supplementary body of knowledge or laboratory time during one course to help assure success in the other course.

## Policy for Petitioning or Waiving Course Prerequisites

Course placement is determined by a process in which the student and counselor review all assessment criteria available. Students who wish to petition their recommended placement or the waiver of a prerequisite should be prepared to give evidence or justification why the exemption should be granted. Reasons for seeking a prerequisite waiver may include one or more of the following:

- Prerequisite course is not available,
- Prerequisite has not been validated,
- Student has the knowledge or ability to succeed in the course without meeting the prerequisite, or
- Student believes the prerequisite is discriminatory or is being applied in a discriminatory manner.

Check with a counselor, your site administrator, or the Dean of Student Development Office to obtain the required forms.

Challenges to prerequisites/corequisites shall be on the approved form and filed at the location where the student registers for the majority of her/his classes. Challenges at the Yuba College campus in Marysville should be filed with the Dean of Student Development Office. Challenges at other locations should be filed with the executive dean or site administrator.

## Public Law 101-542 & 102-26— Student Right To Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the Yuba College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2002, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 38.7 percent attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2002 to Spring 2005. Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or higher. Based on the cohort defined above, 31.6 percent transferred to another postsecondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 2003 to Spring 2005.

## YCCD Certificate and Degree Totals

The following are the numbers of degrees and certificates awarded District-wide for the last three years (counts Fall, Spring, and Summer). These totals do not consider the students' status upon entering the District.

2007-08	
Associate in Arts	238
Associate in Science	571
Certificate of Completion	132
Certificate of Training	163
<b>Total</b>	<b>1,104</b>

2008-09	
Associate in Arts	171
Associate in Science	510
Certificate of Achievement	158
Certificate of Training	142
<b>Total</b>	<b>981</b>

2009-10	
Associate in Arts	107
Associate in Science	405
Certificate of Achievement	231
Certificate of Training	37
<b>Total</b>	<b>780</b>

## Repeated Courses

State law mandates the repeat regulations in YCCD classes.

### *Repetition of courses with substandard grades:*

Students may repeat a course for which they have earned a substandard grade and/or for which they have withdrawn up to two times (maximum 3 enrollments). Upon completion of the repeated course, the best grade earned will be computed in the cumulative grade point average. The lower grade will remain on the academic record, but will be coded with a symbol indicating the course has been repeated and will be disregarded in the computation of the grade point average. The student's academic record will be notated so that all work remains legible, insuring a true and complete academic history.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course at YCCD. If successfully completed, the student may petition to have the substandard grade and units disregarded in the transfer totals from that other college.

### *Repetition of courses with a non-substandard grade:*

A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must petition the College Standards Subcommittee for approval. When the student completes the course, the course and grade will be listed on the academic record, but will be notated so the grade and units will not count. Reasons for justification of these repeats include: significant lapse in time (3 or more years),



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change in technology, recertification/training requirements, or other justifiable reasons.

### *Repeatable courses:*

Some courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the College Catalog and Schedule of Classes with the letter “R” following the course number and indicating the maximum allowable repetitions. A student may not register in any course in a single discipline beyond four times.

### *Legally mandated training:*

Course repetition is allowed when the repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit, and the grade and units received each time shall be included for purposes of calculating the student’s grade point average. A student must petition the College Standards Subcommittee and present documentation that course repetition is necessary to complete legally mandated training. The district may claim apportionment each time the student repeats the course.

### *Disabled students:*

Course repetition for disabled students is subject to the course repetition limitation; however, additional repeats may be authorized under the following circumstances:

1. When continuing success of the student in other general and/or special class is dependent on additional repetitions of a specific class;
2. When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes; or;
3. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

### *Exceptions:*

In special circumstances, the student may submit a petition to the College Standards Subcommittee for an additional repeat. No state funding (FTES) may be claimed for this additional repeat.

### NOTE:

A student who has been awarded an “I” (incomplete grade) may not enroll in the same course in which an incomplete grade was awarded.

A student who has satisfactorily complete the equivalent or more advanced high school or college course work may NOT be awarded credits for completion of the lower level college course work.

Courses from other colleges will be checked for repeats at the time of graduation. At that time, any credit awarded for repeated classes will be coded on the student’s record. Therefore, students should consult

a counselor for an evaluation of credits/requirements/ repeats prior to petitioning for graduation.

No course repetition procedures established by the District will conflict with Education Code 76224 pertaining to the finality of grades assigned by instructors, or with Title V Section 59023, or District procedures relating to the retention and destruction of records.

## **Servicemembers’ Opportunity College**

Yuba College is a designated *Servicemembers’ Opportunity College* (S.O.C.) involving an educational concept, jointly sponsored by educational agencies within the *U.S. Department of Defense* and the *American Association of Community and Junior Colleges*, recognizing that individuals serving in the Armed Forces often have unique educational needs. The College has committed its resources to aid in the quest of education. Admission, residency, course credit, and degree requirements are in accordance with the criteria for Servicemembers’ Opportunity Colleges.

Special academic assistance is provided and credit is granted for educational experience obtained in the Armed Services, College Examinations (CLEP), College Proficiency Examinations (CPEP), USAFI courses, and on-campus “challenge” examinations. Under a Contract for Degree agreement, developed with the College Servicemembers’ Counselor, a serviceperson may plan to earn an associate degree from Yuba College as a result of a variety of learning options with a minimum of only 12 units earned, in any time sequence, at Yuba College. Information regarding these opportunities may be obtained from any college counselor or from the Dean of Student Development Office.

## **Standards for Probation/Dismissal**

Students are subject to “Probation” and/or “Dismissal,” for reasons of deficient scholarship, in accordance with the provisions of Sections 55754 through 55756 of *Title V California Administrative Code*, and this Catalog. It is the policy of the YCCD Governing Board that no student be automatically dismissed, but that the individual case of each student subject to dismissal be reviewed by Student Services staff prior to invoking action.

**ACADEMIC PROBATION.** A student who has attempted at least 12 semester units of YCCD classes as shown by the official academic record shall be placed on *Academic Probation* when he/she has earned a cumulative grade point average of less than 2.0, including only grades earned in this College. Part-time students become subject to these *Probation* regulations after they have enrolled in an accumulated total of 12 semester units of YCCD classes.

**PROGRESS PROBATION.** A student who has enrolled, beginning fall 1981, in a total of at least 12 semester units of YCCD classes as shown on the official academic record shall be placed on *Progress Probation* when the percentage of all units in which a student has enrolled and for which

# Regulations & Information

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entries of “W,” “I,” “NC” and “NP” are recorded reaches or exceeds fifty percent (50%).

**REMOVAL FROM PROBATION.** A student is removed from Academic Probation when the cumulative GPA (earned in YCCD classes only) reaches 2.0 or higher. A student is removed from Progress Probation when the units of “W,” “I,” “NC” and “NP” grades drop below 50% of the accumulated units of completion as shown on the official academic record.

**PROCEDURES AND REGULATIONS.** While on the first semester of *Academic* and/or *Progress Probation*, the maximum number of units for which a student may register is 16. The counselor may, and often will, reduce this maximum. The maximum is reduced to 12 units for a student who is on second semester of probation. If, after the end of the semester, it becomes necessary to place the student on *Academic* or *Progress Probation*, the student will be notified by the Dean of Student Development Office. An interview must then be scheduled by the student with a counselor. Regulations governing activities of students on *Academic* or *Progress Probation* are determined and enforced by the College Standards Subcommittee. For those on *Disciplinary Probation*, see the provisions of the Yuba College *Code of Conduct for Students*.

**DISMISSAL.** A student who is on Academic Probation shall be subject to dismissal if the student earned a cumulative GPA of less than 1.75 in all units attempted in each of 3 consecutive semesters even though a lapse of college attendance may occur between the semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” and “NP” are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). Dismissal may be postponed by the College Standards Subcommittee when evidence of academic improvement or extenuating circumstances exist.

Students who feel they have extenuating circumstances with regard to these regulations should see a counselor and file a petition with the College Standards Subcommittee. The Subcommittee may conditionally reinstate a student when the circumstances are justifiable. Justifiable circumstances include accidents, illnesses, changes in working conditions, and other reasons beyond the student’s control.

**READMISSION.** A dismissed student may petition for readmission (on probation) after consultation with a counselor. The counselor will help the student select appropriate classes, limit the number of units of enrollment, develop an Educational Plan, and set up a visitation schedule to check the student’s progress during the semester of readmission.

**NOTE:** Students receiving financial aid must refer to the current Financial Aid Handbook concerning Probation Status. Students receiving veteran’s benefits should contact the Veterans’ Services Office concerning consequences of probation. All students receiving aid/benefits should consult a counselor concerning consequences of probation. Students on probation may be prohibited from

receiving aid/benefits.

## Student Classification

### I. REGISTRATION STATUS

FULL-TIME STUDENT - registered for 12 or more units of credit (4 units or more in summer session).

PART-TIME STUDENT - registered for fewer than 12 units of credit (fewer than 4 units in summer session).

SPECIAL PART-TIME STUDENT - concurrent enrollment in high school under *Education Code Section 76001* or *76002*.

### II. ACADEMIC CLASS STATUS

FRESHMAN STUDENT - has earned to date fewer than 30 units of credit.

SOPHOMORE STUDENT - has earned to date 30 or more units of credit but has not completed all course and unit requirements for the *Associate in Arts* or *Associate in Science*, or any higher degree.

## Student Definitions

- Continuing Student. A student who was enrolled in the previous semester (excluding summer session).
- New Student. A student who has never attended any college.
- Returning Student. A student who attended Yuba College previously, but not during the previous semester (excluding summer session).
- Transfer Student. A student who attended another institution prior to applying to YCCD.
- Returning Transfer Student. A student who attended a YCCD class, then attended another institution, and plans to attend a YCCD class again.

## Transcripts

A student may apply for an official transcript of college courses at the Records Office. A student in good standing may receive a transcript at any time. Two copies are furnished free by the College; additional copies are \$5 each. Transcripts requested “over the counter” will require a \$10.00 “Rush” fee.

Students may print out their own free “unofficial” transcript copy “on-line” by logging onto our website at [www.yccd.edu](http://www.yccd.edu). Select WebAdvisor and follow instruction.

Academic transcripts are not made for students who withdraw from the College during the first four weeks of a semester or during the first week of summer session or for students enrolled in noncredit or fee courses. The Records Office will accept a telephone request with identifying information for transcripts if the transcript is to be sent to another educational institution. If the request is not to be sent to another educational institution, the student must request the transcript in writing. The student should include social security/ID number, name, birth date, name

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used during attendance, address, and last year attended.

Transcripts will not be released for students who have holds placed on records for outstanding obligations to the College. Transcript fees must be paid at the time of the request.

## Veterans Standard of Progress

If a student receiving veterans benefits remains on *Academic Probation* beyond two semesters and has not achieved at least a 2.0 GPA for the most recent semester (excluding summer session), the College is required to report a termination of benefits directly to the Veteran's Administration due to unsatisfactory progress. The Veteran's Administration representative cannot certify a veteran for any class beyond that point.

Once the College Veteran's Administration representative certifies or recertifies a student for re-enrollment after termination for unsatisfactory progress, the Veteran's Administration presumes that the College has determined the student's ability to maintain satisfactory progress in the future. Any student needing to be recertified will need to consult the Veterans' Services Specialist for assurance that all procedures and requirements have been met. For more information, contact the Veteran's Affairs Office.

## Withdrawal Symbol

A student may officially drop (withdraw) from a course or courses during the first four weeks of full semester classes (30% of term for short-term classes). No notation will be entered on the student's academic record to indicate enrollment.

Full semester courses officially dropped after the end of the fourth week (30% of term for short-term courses) but prior to the end of the thirteenth week (75% of term for short-term courses), will result in "W" on the student's academic record. The "W" notation indicates that the student was permitted to drop the course or was dropped by the instructor. A "W" notation carries no connotation of quality of a student's performance and is not used in the calculation of grade point average.

Withdrawals for full semester classes after the thirteenth week of classes (end of 75% of term for short-term courses) must result in a grade other than a "W" (usually a failing grade). However, in cases of extenuating circum-

stances such as accident or serious illness, the student may file a petition and evidence (doctor's excuse, hospital bill, etc.) at the Registration Office requesting permission to withdraw after the final withdrawal deadline. Although the "W" notation is not used in computation of grade point averages, excessive "W," "NC," "NP," or "I" notations are considered in determining Progress Probation (see "Standards for Probation").

Students are responsible for processing appropriate official forms prior to the deadlines.

## Withdrawal - Military

Military withdrawal occurs when a student who is a member of an active or reserve *United States* military service receives orders (other than TDY) compelling a withdrawal from courses. A student must file a petition requesting this option and attach a copy of military orders. Upon verification of such orders, a withdrawal notation of "MW" will be assigned. Military withdrawals will not be counted in progress probation and dismissal calculations.

COURSE REQUIREMENTS FOR THE DEGREE:  
Only courses completed by deadlines may be counted

# Graduation Requirements

toward the degree to be issued for the requested term. (See "Course Numbering System," limitation of 100-299 courses for associate degree.)

### Additional Associate Degrees

An *Associate in Arts* or *Associate in Science* degree will be awarded to those already possessing an associate degree, subject to the following conditions:

1. All requirements in a different major from that of previous associate degree(s) must be satisfied. The major will be printed on the degree.
2. All general education requirements in effect at the time of beginning the new degree program must be satisfied. After meeting the above conditions, a student may petition for any degree for which he/she has met the graduation requirements.

**Yuba College has established institutional graduation requirements. Currently, these are the Health/PE and Multicultural graduation requirements. The courses used to satisfy these requirements must be listed on the specific Multicultural and Health/PE sections of the approved Graduation requirements checklist at the time the courses are taken. These requirements are not based on catalog rights.**

### Associate in Arts/Associate in Science Degree

The *Associate in Arts* or *Associate in Science* degree may be awarded to a student who has completed the following requirements:

**REQUIREMENT 1:** All students must pass the reading, writing, and mathematics competency examinations or equivalents listed below with a "C" or better grade.

#### **COMPETENCY REQUIREMENTS:**

Reading competency may be met by:

1. Passing English 1A with a "C" or better; OR
2. Passing Reading 70 with "C" or better; OR
3. Achieving a passing score on the Reading *Placement Examination*; OR
4. Possession of an A.A., A.S., or higher degree at the time of admission to the District.

*Note:* Students should complete the reading competency requirement within the first 30 units of credits earned, or be enrolled in a prerequisite reading course.

Writing competency may be met by:

1. Passing English 1A with "C" or better.

Mathematics competency may be met by a "C" or

better in:

1. Any mathematics or statistics course that has Math 50 as a prerequisite; or
2. any higher level mathematics or statistics course.

**REQUIREMENT 2:** All students must complete 18 units of general education with a "C" or better, selecting at least 3 units each from Areas A, B, C, D1, D2, and E below.

#### **AREA A. NATURAL SCIENCE** (*Select 3 units*)

Agriculture 45, 45L  
Anthropology 1  
Astronomy 1  
Biology 1, 10, 10L, 11, 12, 15, 24, 25  
Chemistry 1A, 2A, 10  
Ecology 10, 12  
Geography 1  
Geology 10, 10L, 11L, 12, 20  
Physical Science 10A, 10AL, 10B  
Physics 2A, 4A, 10L\*  
Plant Science 20, 20L, 22, 22L

#### **AREA B. SOCIAL SCIENCE** (*Select 3 units*)

Anthropology 2, 3  
Asian-American Studies 14  
Early Childhood Education 3  
Economics 1A, 1B  
Geography 2  
History 4A, 4B, 5A, 5B, 6, 7, 8, 11\*, 14, 15, 16A, 16B, 17A, 17B, 29\*  
La Raza Studies 1, 15  
Native American Studies 7  
Political Science 1,7  
Psychology 1A, 12, 31, 33, 40, 41  
Social Science 4  
Sociology 1, 2, 5, 6, 10  
Women's Studies 29, 31, 35

#### **AREA C. HUMANITIES** (*Select 3 units*)

Art 1A, 1B, 1C, 5  
Asian-American Studies 31  
Early Childhood Education 21\*  
English 1B, 2, 23, 30A, 30B, 33, 34, 36, 37, 42, 44, 45, 46A, 46B  
French 1  
Humanities 3, 5, 10, 11, 12, 15, 17, 26A, 31, 33, 34  
Music 1, 1A, 3, 12, 15, 17  
Philosophy 1,2,3, 20  
Sign Language 1, 2, 3  
Spanish 1,2,3,4,10, 20A, 20B



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Speech 2  
Theatre Arts 10, 33, 34  
Women's Studies 26A, 37

*Psychiatric Technology, Radiologic Technology, or Veterinary Technology, and students who submit documentation of active military service are exempt from this requirement.*

## AREA D. LANGUAGE AND RATIONALITY

### D1. ENGLISH COMPOSITION *(Select 3 units)*

English 1A (met by writing competency)

### D2. COMMUNICATION AND ANALYTICAL THINKING *(Select 3 units)*

Business Computer Applications 15R

Computer Science 2, 6, 9A, 9B, 10L

Electronics Technology 25

English 1C

General Business 56

Mathematics 1A, 7, 9, 10, 15, 21, 25, 51, 52

Philosophy 12

Reading 10

Sociology 3, 8

Speech 1, 3, 6, 7, 8, 9, 15\*

Statistics 1

Yuba College has established institutional graduation requirements. Currently, these are the Health/PE and Multicultural graduation requirements. The courses used to satisfy these requirements must be listed on the specific Multicultural and Health/PE sections of the approved Graduation requirements checklist at the time the courses are taken. These requirements are not based on catalog rights.

**REQUIREMENT 5:** All students are required to fulfill the Multicultural Graduation Requirement (MGR) by com-

## AREA E. ELECTIVES *(Select at least 3 additional units)*

1. A second course from any Area above; OR
2. Documentation of active military service (may also be used to meet Requirement 4 (Health/P.E.); OR
3. Course(s) listed below:

Accounting 1L, 10A

Administration of Justice 10,30

Automotive Technology 21, 22

Counseling 10, 25

English 20LR

Family and Consumer Science 10,11

General Business 10, 25

Health 1, 13

Human Services 11

Mass Communications 20LR

Physical Education 1

**REQUIREMENT 3:** All students must complete the designated degree major courses with a grade of "C" or better. Majors are listed in the section headed "Certificate/Degree Programs" and in the Course Descriptions section of the catalog.

**REQUIREMENT 4:** All students are required to successfully complete either: Health 1, Health 4, Health 13, or Family and Consumer Science 11 OR two Physical Education activity courses one of which must be selected from the following:

Physical Education 1.21R, 1.22R, 1.26R, 1.27R, 1.28R\*, 1.37R, 1.57R, 1.59R\*, 3R, 4R, 6R, 7R

*Note: Students who will be completing degrees in Basic Police Academy, Associate Degree in Nursing,*

**\* Class is taught only at Woodland Community College**

# Regulations & Information

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pleting three or more units from the following courses or the programs listed below:

AJ 19, Anthropology 2; Art 1A, 3B, 5; Asian-American 14, 31; ECE 27; Education 1; English 30A, 30B, 36, 37 History 5A, 5B, 6, 7, 14; Human Services 11; Humanities 5, 12, 16, 17, 26B, 31; Music 12, 16, 17; Native American 7; Philosophy 1, 3, 20; Political Science 7, Sociology 5; Spanish 20A, 20B, 36; Speech 8; Women 26B, 37

Completion of the following programs also fulfills the multicultural graduation requirement:

Basic Police Academy, Associate Degree Nursing; Psychiatric Technician; Radiologic Technology; Veterinary Technology; and Vocational Nursing.

**REQUIREMENT 6:** All students are required to complete a minimum of 60 semester units in lower division associate degree level courses with at least a 2.0 (“C”) grade point average. The grade point average that is calculated for associate degree purposes only counts units and grade points earned in associate degree level classes. Non-associate degree credit courses (numbered 100-199 and 200-299) completed fall 1989 and thereafter will not count toward the associate degree. For courses completed between July 1, 1983, and July 30, 1989, a maximum of 6 semester units of courses numbered 100-199 may be counted toward this requirement. All courses numbered 200-299 completed prior to fall 1989 may be counted toward this requirement.

**REQUIREMENT 7:** All students are required to complete a minimum of 12 semester units with at least a 2.0 (“C”) grade point average in associate degree level classes at Yuba College.

**REQUIREMENT 8:** All students wishing to graduate must file a petition as a *Candidate for Graduation*. Deadline

dates to apply are: Fall-November 15; Spring-April 15; Summer-July 1.

## Courses from Other Colleges

Courses from other colleges will be checked for repeats when a student petitions for graduation. At that time, any credit awarded for repeated classes will be coded on the student’s academic record. Consult with a counselor for evaluation of credits/requirements/repeat checks prior to petitioning for graduation.

## Servicemembers’ Opportunity College

Members of the Armed Forces interested in a Contract for Degree which allows transfer of graduation requirements from other institutions with as few as 12 units earned in residency with Yuba College in any time sequence should consult with a counselor.



**The photovoltaic field on campus helps to reduce energy consumption.**

# Transfer Preparation

Do you wish to enter a profession or to continue your education beyond the first two college years?

- You should earn an associate degree from Yuba College.
- You will need to transfer to a four-year institution upon graduating from Yuba College.
- You will find some of the college or university preparatory curricula in the following pages.
- You will find the requirements for junior standing at the *University of California* and the *California State University* system on the following pages.
- You must see your counselor for specific requirements for other higher institutions.
- Unless specifically exempt by statute, all courses of study (programs), regardless of where offered, are open to members of the public who are otherwise eligible for admission to the College. Where prerequisites are necessary, they are academic in nature and may take the form of a course to complete, or a qualifying score to earn on an objective test.

### ASSIST

A ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a computerized information system that provides students with detailed course transfer and articulation information to help them plan their academic careers, facilitate a seamless transfer process, and reduce the number of redundant courses they may take as they move from Community Colleges to universities.

The ASSIST database includes all of the most current official articulation agreements that every CSU and UC campus has established with any of the 112 California Community Colleges. ASSIST also includes the following complete and historical information for all 112 California Community Colleges — CSU Transferable Courses; CSU GE-Breadth Certification Courses; IGETC Course Lists; UC Transferable Courses; UC Transfer Admission Eligibility Courses.

ASSIST operates as California's official statewide source for course articulation and transfer information and is available to all students, faculty and staff via the Internet at [www.assist.org](http://www.assist.org).

### Preparation for Transfer

The requirements listed in the following section are subject to change without notice. Check with your Yuba College counselor and the Transfer Center for periodically updated information.

#### PREPARATION FOR ADVANCED STANDING AT FOUR-YEAR UNIVERSITIES AND COLLEGES.

Yuba College offers freshman and sophomore courses towards a four-year university bachelor's degree. These courses are considered lower division work and represent the first two years of a four year degree. Since course requirements for graduation vary between colleges, it is to the student's advantage to choose the university or college to which he or she plans to transfer as early as possible, so as to complete the courses at Yuba College which best satisfy the lower division course requirements at that particular college or university to which the student ultimately transfers. Lower division course requirements typically include, "general education" and "major" course require-

ments. A "major" is considered the students "field of study".

Lower division course requirements typically include "general education" and "major" course requirements. A "major" is considered the students "field of study".

For more up-to-date, detailed, or extensive information regarding transfer requirements, students are encouraged to meet with a Yuba College counselor to discuss their options for transfer. The Transfer Center also maintains and provides general education articulation sheets which include general education requirements for transfer to universities. Students are also encouraged to discuss their transfer strategy with a University representative who periodically visits the Transfer Center. Students interested in transferring should also be aware of critical application filing periods and procedures. This information can be obtained from the Transfer Center and from the counselors.

#### STUDENT'S RESPONSIBILITY FOR MEETING TRANSFER REQUIREMENTS.

Students are advised to obtain a copy of the catalog for their chosen transfer college and look up the information on the chosen college's website. Counselors provide assistance, but it is up to each individual student to decide upon an educational goal, to take the responsibility for devising a long-range educational plan to achieve this goal, to read the college catalog of the transfer college or university of her or his choice, and then to choose the appropriate Yuba College courses to satisfy the requirements for transfer to that college or university

#### TRANSFER TO A UNIVERSITY OF CALIFORNIA SYSTEM AND CALIFORNIA STATE UNIVERSITY SYSTEM.

A program which community college transfer students may use to fulfill lower division general education requirements for almost all schools in either the *California State University* or *University of California* system is the Intersegmental General Education Transfer Curriculum (IGETC). Refer to the IGETC paragraphs in this *Catalog*.

#### LOWER-DIVISION TRANSFER PATTERNS

The Lower-Division Transfer Pattern (LDTP) is a project sponsored by the California State University (CSU)

# Transfer Preparation

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and is supported by California Community Colleges. It offers potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow. These maps ensure appropriate academic preparation, and decreases the time to graduation once LDTP student enters the CSU. Students may enter into a LDTP agreement prior to completing 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus, and major. It goes into effect when the student, and the CSU campus, consent to a LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements, and to the campus' ability to accommodate the student. Students will be asked to successfully complete a specified set of general education and major courses which are common to all CSU campuses offering that major. They will also be asked to successfully complete an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the system-wide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to a CSU as an upper-division student.

Through CSU Mentor (<http://www.csumentor.edu>) and ASSIST (<http://www.assist.org>), students and counselors will be able to map out coursework in preparation for transfer by any CSU

**TRANSFER COURSE IDENTIFICATION TO UC AND CSU SYSTEMS.** The status of a transfer course is indicated next to the course title in the "Course Descriptions" section of this Catalog. If the course is transferable, the designator "Transfer Status:" appears. "Transfer Status: CSU" indicates that the course credit transfers to all of the California State Universities (for at least elective credit). "Transfer Status: CSU; UC" indicates that the course credit transfers to all of the California State Universities and all of the University of California campuses (for at least elective credit). If the designator "unit limitation" appears (i.e., Transfer Status: CSU; UC unit limitation), the transferability of units to the University of California is limited, in some way, when combined with other courses in the discipline. NOTE: This designation Subject to change without notification, check with a counselor for current information.

**TRANSFER TO INDEPENDENT COLLEGES AND UNIVERSITIES.** Admission requirements, course transferability, and course credit allowed at independent college and universities vary. Students should consult the transfer school's catalog for specific requirements and transferability, or make an appointment with their counselor to clarify admission standards.

**ADVANCED STANDING SELECTION CRITERIA TO THE UNIVERSITY OF CALIFORNIA.** The University of California makes every effort to admit California resident applicants on one of its campuses. The applicant must

meet the minimum admission requirements, and file an application during the appropriate filing period. In recent years, the number of applicants for some campuses and some majors has far exceeded the number of spaces available. When a campus cannot accept all eligible applicants, it uses standards that are more demanding than the minimum requirements to select students. The criterion is listed below.

## Academic Criteria:

1. Completion of a specified pattern or number of courses that meet general education or breadth requirements.
2. Completion of a specified pattern or number of courses that provide continuity with upper division courses in the major.
3. GPA in all transferable courses.
4. Participation in academically selective honors courses or programs.

## Supplemental Criteria:

1. Special talents, interests, or experiences, beyond those indicated by the academic criteria, that demonstrate unusual promise of leadership, achievement, and service in a particular field such as civic life or the arts.
2. Special circumstances that have adversely affected the applicant's life experiences. These circumstances may include, for example, disabilities, personal difficulties, low family income, refugee status, or veteran status.
3. Ethnic identity, gender, and location of residence. These factors are considered to provide cultural, racial, geographic, and socioeconomic diversity in the student population.

**CALIFORNIA STATE UNIVERSITY SYSTEM LOWER DIVISION REQUIREMENTS.** California State University requirements vary slightly from campus to campus and from major to major. Requirements for some of the more popular majors are included on the following pages. For requirements at colleges and majors other than illustrated, students should consult both the catalog of the State University or campus of their choice and their counselor at Yuba College.

The California Administrative Code, Title V, Section

40409, stipulates that up to 70 semester (105 quarter) units of credit, excluding credit granted for military service, may be transferred from a community college to any State University campus. Students must be certain; however, to select courses at Yuba College appropriate to the major, and to the State University campus which they have selected to attend. When otherwise appropriately selected, any Yuba College course numbered 1 through 49 is considered eligible for transfer under this law.

State law compels all State University campuses to require a minimum of 48 units of General Education; 39 units, usually completed in lower division, and the remain-



ing 9 units in upper division. See the following pages for more information.

Many four-year institutions may require Ethnic Studies courses for graduation. Consult a Yuba College counselor to ensure this requirement is met.

**NOTICE:** California State University transfer students must take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) before or during their first semester to determine proper placement in English and mathematics courses. The consequences for not taking the tests on time are serious.

Students will be exempt and not have to take these tests if they have taken an approved college composition course with a grade of “C” or better, and an approved General Education mathematics course above the level of intermediate Algebra with a grade of “C” or better. Consult with your counselor for further information.

**ADMISSION REQUIREMENTS TO THE CALIFORNIA STATE UNIVERSITY.** Community college students may be admitted to the CSU system as either upper division or lower division transfers depending on space availability. Upper division transfers (students with 60 or more CSU transferable units) will always be given priority consideration for admission. Eligibility will be based upon academic performance at the college level. Lower division transfers will only be admitted if space permits, and eligibility was established at the high school level.

**MAKING UP MISSING COLLEGE PREPARATORY COURSES.** To be eligible for admission to the California State University as a freshman, a student who graduated from high school after June, 1984, must have completed, four years of high school college preparatory English, and two years of high school college preparatory mathematics with grades of “C” or better, in addition to meeting the eligibility index. Students who enter college fall, 1988, or later must have completed, four years of high school college preparatory English, four years of high school college preparatory mathematics, one year of United States History, one year of laboratory science, two years of foreign language, one year of visual or performing arts, and three years of electives, with grades of “C” or better; and meet the eligibility index requirements.

**REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T). Associate Degrees for Transfer**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Yuba College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [yc.yccd.edu](http://yc.yccd.edu). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## Intersegmental General Education Transfer Curriculum (IGETC)

*NOTE: Students should check with a counselor for updates verified after Catalog publication date.*

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 *CSU* or *UC*. Because of its generic nature, and agreements between the *CSU*, the *UC*, and the community college system, completion of the IGETC to fulfill lower division general education requirements has become a common path taken by community college students who transfer to the *CSU* or *UC*.

Completion of the IGETC, in itself, does not improve eligibility for admission to the *CSU* or *UC*, or admission to a specific campus or program.

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

Completion of the IGETC is not a requirement for transfer to a *CSU* or *UC* campus, nor is it the only way to fulfill the lower division, general education requirements of *CSU* or *UC* prior to transfer.

**See a counselor for segmental and campus-specific admission requirements and lower division major requirements.**

# Transfer Preparation

Some students may be better served by taking courses which fulfill the *CSU* General Education Breadth requirements or those of the *UC* campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation may not find the IGETC option to be advantageous. The IGETC is most useful for students who want to keep their options open before making a final decision about transferring to a particular *CSU* or *UC* campus. Fifth and Revelle Colleges at *UC, San Diego*, the School of Business at *U. C., Berkeley*, and the School of Architecture at *UC, Berkeley* will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC—see a counselor for assistance in planning your program.

All course work applicable to the IGETC must be completed and certified by the last California community college attended prior to transfer in order to be accepted by *CSU* and *UC* Except under special circumstances, “certification” means that the last community college attended prior to transfer to the *UC* or *CSU* campus will verify that the student has completed the IGETC (see “IGETC After Transfer Policy”). In addition to the course requirements for each subject area, full certification for the *CSU* must include completion of the Oral Communication requirement. For the *UC*, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement. All courses must be completed with a grade of “C” or better.

## Do you wish to earn a college degree in a CAREER PROGRAM and prepare to take a job at the end of your college course?

- You will find some of the occupational curricula in the next section. Your counselor will help you make a wise choice.
- You should earn an associate degree from the Yuba Community College District.
- You will have an opportunity to secure advanced training in several occupational fields.

## Do you wish to increase your skills without working toward a college degree?

- You will find some of the occupational curricula in the next section. A counselor can suggest others.
- You do not have to earn a degree.
- You may wish to earn a *Certificate of Achievement* or *Certificate of Training*.
- You may attend for as long or as short a period as you desire.
- You may attend as a part-time or full-time student.
- You may register in either the day or evening programs, or both.
- You may select any course offered in the college subject to conditions set forth in this Catalog.

Unless specifically exempt by statute, all courses of study (programs), regardless of where offered, are open to members of the public who are otherwise eligible for admission to the College. Where prerequisites are necessary, they are academic in nature and may take the form of a course to complete, or a qualifying score to earn on an objective test.



The library staff celebrate World Book Night

# Transfer Preparation

**YUBA COMMUNITY COLLEGE DISTRICT**  
Marysville, CA 95901

**YUBA COLLEGE**

## CALIFORNIA STATE UNIVERSITY – General Education Breadth Requirements 2011 – 2012 COUNSELOR ADVISING SHEET

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Circle courses completed. List units in column (courses may be counted only once).

	Required	Fulfilled	Need
<b>Area A. English Language Communication and Critical Thinking – 9 semester units</b> (One course required from area A1, A2 & A3)			
<b>A1. Oral Communication:</b> Speech 1, 3, 6, 7, 9	3		
<b>A2. Written Communication:</b> English 1A	3		
<b>A3. Critical Thinking:</b> English 1B, 1C (formerly English 41); Philosophy 12; Speech 3	3		
<b>Area B. Scientific Inquiry and Quantitative Reasoning – 9 semester units</b> (One course required from area B1 & B2 (including a lab) & B4)			
<b>B1. Physical Science:</b> Astronomy 1, 1L*, 11*; Chemistry 1A*, 1B*, 2A*, 2B*, 8, 9*, 10, 18A*, 18B*; Ecology 10, 11*, 12; Geography 1; Geology 10, 10L*, 11L*, 12, 20; Physics 2A, 2B, 3A*, 3B*, 4A*, 4B*; Physical Science 10A, 10AL*, 10B, 10C*	3-4		
<b>B2. Life Science:</b> Agriculture 45L*; Anthropology 1; Biology 1*, 2*, 3*, 4*, 5*, 6*, 10, 10L*, 11*, 12, 15*, 24, 25; Ecology 10, 11*, 12; Plant Science 20, 20L*, 22, 22L*	3-4		
<b>B3. Laboratory Activity:</b> associated with a course taken to satisfy either B1 or B2. (* denotes a lab component)			
<b>B4. Mathematics/Quantitative Reasoning:</b> Math 1A, 1B, 2A, 3, 7, 9, 10, 15, 16, 21, 25; Statistics 1	3-4		
<b>Area C. Arts and Humanities – 9 semester units</b> (Must include courses from areas C1 & C2. Courses must be taken in at least two disciplines)			
<b>C1. Arts (Art, Cinema, Dance, Music, Theatre):</b> Art 1A, 1B, 1C, 3A, 3B, 5, 31R; Asian American Studies 31; English 2, 33, 34; Humanities 3, 5, 10, 11, 12, 15, 16, 18, 26A, 26B, 31, 33, 34; Mass Communications 11R; Music 1, 1A, 1B, 3, 8A, 8B, 12, 15, 16, 18; Speech 2; Theatre Arts 10, 33, 34; Women's Studies 26A, 26B	3-6		
<b>C2. Humanities (Literature, Philosophy, Languages Other Than English):</b> Afro American Studies 12A, 12B; Asian American Studies 14, 31; Early Childhood Education 39; English 1B, 2, 30A, 30B, 31A, 31B, 36, 37, 39, 42, 44, 46A, 46B; French 1; History 4A, 4B, 5A, 5B, 6, 7, 8, 11, 12A, 12B, 14, 15, 16A, 16B, 17A, 17B, 29; Humanities 10, 11, 12, 20, 31; LaRaza Studies 15; Music 12; Native American Studies 7; Philosophy 1, 2, 3, 6, 20; Political Science 6; Spanish 1, 2, 3, 4, 10, 20A, 20B, 35, 36; Speech 2; Women's Studies 29, 37	3-6		
<b>Area D. Social Sciences – 9 semester units</b> (Courses must be taken in at least two disciplines)			
<b>Social Sciences (one, two or three courses):</b> Administration of Justice 10; Afro American Studies 12A, 12B; Anthropology 2, 3; Asian American Studies 14; Early Childhood Education 3, 31; Economics 1A, 1B; Ethnic Studies 1; Family & Consumer Science 31; Geography 2; History 4A, 4B, 5A, 5B, 6, 7, 8, 11, 12A, 12B, 14, 15, 16A, 16B, 17A, 17B, 29; Human Services 15; LaRaza Studies 15; Mass Communications 2; Native American Studies 7; Philosophy 6; Political Science 1, 6, 7; Psychology 1A, 1B, 12, 22, 31, 33, 40, 41, 46; Social Science 4; Sociology 1, 2, 3, 5, 6, 8, 10, 30, 35; Speech 8; Women's Studies 6, 29, 31, 35			
<b>U.S. History, Constitution and American Ideals – 6 semester units</b> (CSU Graduation Requirement) Complete <u>one</u> course each from Group 1 <u>and</u> Group 2 <u>or</u> two courses from Group 3 Group 1. History 15, 16A, 16B, 17A, 17B; LaRaza Studies 15 Group 2. Political Science 1 Group 3. History 17A <u>and</u> History 17B; Political Science 1 <u>and</u> History 17A <u>or</u> History 17B			
<b>Area E. Lifelong Learning and Self-Development – 3 semester units</b>			
Counseling 10, 25; Early Childhood Education 3, 5; Family & Consumer Studies 10; General Business 25; Health Education 1, 10; Human Services 15; Approved Physical Education activities (1.5 unit maximum); Psychology 1A, 1B, 12, 31, 33, 41, 46; Sociology 30; Women's Studies 31	3		

This pattern is designed to satisfy the 39 units of lower division G.E. requirement to any of the CSU campuses. A minimum of 48 semester units in General Education (G.E.) is required for a BA/BS degree, 9 semester units must be at the upper division level. G.E. units in excess of 39 completed at YCCD campuses may transfer as lower division major and/or elective (70 C.C. units maximum). CSU campuses may have additional lower division graduation requirements outside of G.E. See a Yuba College Counselor for additional G.E. and major requirements for individual campuses.

# Transfer Preparation

**YUBA COMMUNITY COLLEGE DISTRICT**  
Marysville, CA 95901

**YUBA COLLEGE**

## Intersegmental General Education Transfer Curriculum (IGETC) 2011 – 2012 Counselor Advising Sheet

Name (Please Print) \_\_\_\_\_  
Last First Middle Student I.D. Date of Birth

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. NOTE: All courses must be completed with grades of "C" or better.

Circle courses taken at Yuba College, list courses taken at other colleges. Indicate name of test if requirement was met with Advanced Placement (AP).

Legend: C = Completed IP = In Progress R = Remaining  
 + Transfer credit is limited by either UC or CSU or both. (Consult with a counselor)  
 \* Courses designated with an asterisk may be counted in only one area.  
 # Indicates both courses must be completed to meet area requirement.

	C	IP	R
<b>AREA 1 – ENGLISH COMMUNICATION (CSU – 3 courses required, <u>one</u> each from Area 1A, 1B and 1C. UC – 2 courses required, <u>one</u> each from Area 1A and 1B)</b>			
<b>1A: English Composition (1 course, 3 semester units)</b> English 1A Course: _____ College: _____ Advanced Placement: _____			
<b>1B: Critical Thinking – English Composition (1 course, 3 semester units)</b> English 1C* (formerly English 41) Course: _____ College: _____ (No AP scores accepted for this area)			
<b>1C: Oral Communication (1 course, 3 semester units) (CSU requirement only)</b> Speech 1, 3, 6, 7, 9 Course: _____ College: _____ (No AP scores accepted for this area)			
<b>AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING (1 course, 3 semester units)</b> Math 1A+, 1B, 2A, 3, 7, 9+, 10, 25; Statistics 1 Course: _____ College: _____ Advanced Placement: _____			
<b>AREA 3 – ARTS and HUMANITIES (At least 3 courses, with at least <u>one</u> course from the Arts and <u>one</u> course from the Humanities; 9 semester units)</b>			
<b>3A. Arts:</b> Art 1A, 1B, 1C, 3A, 3B, 5; English 33, 34; Humanities 3, 5, 12, 15, 16, 26A, 26B, 33, 34; Music 3, 8A, 12, 15, 16; Theatre Arts 10, 33, 34; Women's Studies 26A, 26B Course: _____ College: _____ Advanced Placement: _____			
<b>3B. Humanities:</b> Afro American Studies 12A*, 12B*; Asian American Studies 14*, 31; English 1B, 30A, 30B, 33, 36, 37, 42, 44, 46A, 46B; History 4A, 4B, 5A*, 5B*, 7*, 8, 11, 12A*, 12B*, 14*, 15*, 16A*+, 16B*+, 17A+, 17B+, 29; Humanities 10, 11, 15, 31, 33; LaRaza Studies 15*; Music 1A, 1B, 15; Native American Studies 7*; Philosophy 1, 2, 3, 6*, 20; Political Science 6*; Spanish 3*+, 4*, 20A*+, 20B*+; 35; Theatre Arts 33; Women's Studies 29, 37 Course: _____ College: _____ Advanced Placement: _____			
<b>AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (At least 3 courses from at least <u>2 disciplines</u> or an <u>interdisciplinary sequence</u> (9 semester units)</b> Afro American Studies 12A*, 12B*; Anthropology 2, 3; Asian American Studies 14*; Early Childhood Education 3+, 31; Economics 1A, 1B; Ethnic Studies 1; Family & Consumer Science 31; Geography 2; History 5A*, 5B*, 7*, 12A*, 12B*, 14*, 15*, 16A*+, 16B*+; Human Services 15; LaRaza Studies 15*; Native American Studies 7*; Philosophy 6*; Political Science 1, 6*, 7; Psychology 1A, 1B, 12, 22, 31, 33, 40+, 41, 46; Social Science 4; Sociology 1, 2, 5, 8, 10, 30, 35; Speech 8; Women's Studies 31, 35 Course: _____ College: _____ Advanced Placement: _____			





# Programs and Options

### Avenues to Better Jobs

The following information provides avenues to better jobs, including *Articulation Agreements*, *Certificates of Training*, *Certificates of Achievement*, *Associate in Science Degree* and *Associate in Arts Degree* programs. These planned programs are a sample of the occupational-technical education available at the College.

Certificate programs cannot be completed at all locations. Consult each *Schedule of Classes* and a counselor before selecting a particular training program.

### Tech Prep

The Tech Prep Program awards college credit to high school students who meet articulation requirements. An articulated course is one in which the high school instructor and Yuba College faculty have formally agreed that the high school's course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major at Yuba College. Tech Prep Programs prepare students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the Tech Prep Program, contact the YCCD Tech Prep Office at (530) 634-7785, visit the Tech Prep Office located in Room 309E on the Yuba College Campus or see your counselor. Also, visit the Tech Prep website at [www.yccd.edu/techprep/index.html](http://www.yccd.edu/techprep/index.html).

### Programs Articulated with ROP and Secondary Institutions

Programs listed below have at least one class articulated with secondary institutions. Students should check with their counselor if they have questions about specific classes or to determine if they are eligible for advance placement and/or college credit for courses completed at the secondary level.

Accounting

Administration of Justice

Agriculture

-Animal Science

-Environmental Horticulture

Art-Applied Photography

Automotive Technology-Automotive Body

Business

-Administrative Assistant

-Business Computer Applications

-Clerical

-Information Technology

-Medical Office Skills

-Word Processing

Cosmetology

Culinary Arts

Drafting

Early Childhood Education

-Infant and Toddler

Electronics Technology

Fire Technology

Manufacturing Technology/Metalworking-Welding

Mass Communications

Nursing

Veterinary Technology

# Programs & Options

## Yuba College Associate Degree and Certificate Programs

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE ACHIEVEMENT	CERTIFICATE TRAINING
<b>Administration of Justice</b>				
Law Enforcement .....		YC		
Corrections .....		YC		
Basic Police Academy .....		YC	YC	
Reserve Training Module I .....			YC	
Reserve Training Module II .....			YC	
Reserve Training Module III .....				YC
Basic Specialized Investigator Academy .....			YC	
Correctional Officer Academy .....				YC
Juvenile Counselor Academy .....				YC
Peace Officer Orientation .....				YC
Basic Requalification .....				YC
<b>Agriculture, Environmental Horticulture and Technology</b>				
Agriculture .....		YC		
Agricultural Business .....			YC	
<b>Architectural Studies</b> .....				
Architectural Design .....				
Architectural Design .....				
<b>Art</b> .....				
Photographic Imaging .....				
Commercial Art .....				
Multi-media .....				
<b>Automotive Technology</b>				
Automatic Transmission/Transaxle .....				YC
Body and Paint .....		YC	YC	
Body Repair .....			YC	
Brakes .....				YC
Chassis .....		YC	YC	
Drive Trains .....		YC	YC	
Electrical Systems .....				YC
Engine Machining .....				YC
Engine Performance .....				YC
Engine Repair .....				YC
Heating and Air Cond .....				YC
Heavy Equipment Mechanic .....			YC	
Manual Drive Train and Axles .....			YC	
Master Mechanic .....		YC	YC	
Painting and Refinishing .....			YC	
Suspension and Steering .....				YC
Tune-Up and Driveability .....		YC	YC	
<b>Business</b>				
Accounting .....		YC,L	YC,L	
Administrative Assistant .....		YC,L	YC,L	
Advanced Accounting .....			YC,L	
Advanced Business Computer Applications .....			YC,L	
Advanced General Business Management .....			YC,L	
Advanced Small Business Management .....			YC,L	
Business Administration .....		YC,L		
Business Computer Applications .....		YC,L		YC,L
Clerical .....			YC,L	
General Business Management .....		YC,L		YC,L
Income Tax Preparation .....		YC,L	YC,L	
Information Technologies .....		YC		
Legal Office Skills .....		YC,L	YC,L	
Management For Busy People .....			YC,L	
Medical Office Procedures .....			YC,L	
Medical Office Skills .....		YC,L		
Network Security .....			YC	
Personnel Management .....		YC	YC	
Retail Management .....			YC	
Small Business Mgmt .....		YC	YC,L	
Word Processing .....		YC,L	YC,L	

**Campus Offering Degree/Certificate:**  
 YC=Yuba College      L=Clearlake

# Programs & Options

## Yuba College Associate Degree and Certificate Programs

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE ACHIEVEMENT	CERTIFICATE TRAINING
<b>Communication Studies (Speech)</b> .....		YC		
<b>Computer Science</b> .....		YC	YC	
<b>Cosmetology</b> .....		YC	YC	
<b>Culinary Arts</b> .....		YC,L	YC,L	
<b>Early Childhood Education</b> .....		YC,L		
Child Dev. Associate Teacher .....				YC,L
Child Development Teacher .....			YC,L	
Diversity in ECE .....			YC	
Infant and Toddler.....			YC,L	
Pediatric First Aid/CPR .....				YC
School Age Children.....			YC,L	
<b>Emergency Medical Technology</b>				
EMT-1.....				YC
EMT-1 Refresher.....				YC
<b>English</b> .....	YC			
<b>Family and Consumer Science</b> .....		YC	YC	
Displaced Homemaker/Re-Entry Women.....			YC	
<b>Fire Technology</b> .....		YC	YC	
Fire Fighter I .....			YC	
Fire Technology Practicum I .....			YC	
Fire Technology Practicum II .....			YC	
First Responder.....				YC
<b>General Education:</b>				
Arts and Humanities (AA degree).....	YC,L			
Social and Behavioral Science (AS degree) .....		YC,L		
Natural Science and Mathematics (AS degree) .....		YC,L		
Communications (AA degree) .....	YC,L			
General Health (AS degree).....		YC,L		
<b>History</b> .....		YC,L		
<b>Human Services</b> .....		YC,L		
Chemical Dependency Awareness.....		YC,L	YC,L	
Chemical Dependency Counselor.....		YC,L	YC,L	
<b>Manufacturing Technology-Machining</b>				
Manufacturing Technology-Machining.....		YC	YC	
<b>Mass Communications</b> .....	YC	YC	YC	
<b>Mathematics</b> .....		YC		
<b>Music</b> .....	YC			
<b>Nursing</b>				
Associate Degree Nursing.....		YC,L		
ADN (Step-Up) .....		YC,L		
Vocational Nursing .....		YC	YC	
<b>Photography (See Art)</b>				
<b>Physical Education</b> .....		YC		
<b>Psychiatric Technician</b> .....		YC	YC	
<b>Psychology</b> .....	YC			
<b>Radiologic Technology</b> .....		YC	YC	
<b>Social Science</b> .....	YC,L			
<b>Theatre Arts</b> .....	YC			
<b>Veterinary Technician</b> .....		YC		
Veterinary Receptionist/Assistant.....			YC	
<b>Welding</b>				
Advanced Welding Technologies.....			YC,L	
Welding Technologies.....		YC	YC	

**Campus Offering Degree/Certificate:**

YC=Yuba College      L=Clearlake



# Programs & Options

## Student Learning Outcomes By Program

	Communication	Computation	Critical Thinking	Global Awareness	Information Competency	Personal and Social Responsibility	Technological Awareness	Scientific Awareness
Accounting	X	X	X				X	
Administration of Justice	X		X			X		
Agriculture			X					X
Anthropology			X	X		X		
Architectural Studies		X	X					
Art/ Photography	X				X	X		
Astronomy		X	X					X
Automotive Technology		X					X	X
Biology		X						X
Business Computer Applications		X			X		X	
Chemistry		X	X					X
Computer Science		X	X					
Cooperative Work Experience	X	X	X				X	
Cosmetology	X				X	X		
Counseling	X		X			X		
Culinary Arts	X				X	X		
Early Childhood Education	X		X			X		
Ecology			X					X
Economics			X	X		X		
Education	X		X			X		
Emergency Medical Technician	X		X			X		
Engineering		X	X					
English	X		X					
English as a Second Language	X		X					
Ethnic Studies			X	X		X		
Family and Consumer Science	X				X	X		
Fire Technology	X		X			X		
Foreign Languages	X		X					
General Business	X	X	X				X	
Geography		X	X					X

# Programs & Options

## Student Learning Outcomes By Program

	Communication	Computation	Critical Thinking	Global Awareness	Information Competency	Personal And Social Responsibility	Technological Awareness	Scientific Awareness
Geology		X	X					X
Health Education	X		X			X		
History			X	X		X		
Human Services	X		X			X		
Humanities			X	X		X		
Information Technology		X			X		X	
Internship	X	X	X				X	
Learning Assistance	X		X			X		
Management	X	X	X				X	
Manufacturing Technology		X					X	X
Marketing	X	X	X				X	
Mass Communication	X		X					
Mathematics		X	X					
Music	X				X	X		
Nursing	X		X					X
Office Administration	X	X	X				X	
Philosophy			X	X		X		
Physical Education	X					X		
Physical Education-Adaptive	X					X		
Physical Education-Athletics	X					X		
Physical Science		X	X					X
Physics		X	X					X
Political Science			X	X		X		
Psychiatric Technician	X		X					X
Psychology			X	X		X		
Radiologic Technology	X		X					X
Reading	X		X					
Social Science			X	X		X		
Sociology			X	X		X		
Speech	X		X					
Statistics		X	X					
Theater Arts	X				X	X		
Veterinary Technology	X		X					X
Welding		X					X	X
Women's Studies			X	X		X		

## Associate in Arts (A.A.) and Associate in Science (A.S.) Degree Programs

A student must file a *Petition for Graduation*. The College holds the graduation ceremony once a year (end of May/first part of June) and students who wish their name to appear in the graduation program must submit a *Petition* to the Records Office by May 1. However, the student may petition to graduate at the end of the Fall, Spring, or Summer terms. The deadlines to petition are: Fall - November 15; Spring - April 15; Summer - July 1.

A student who wishes to receive an Associate degree should consult a College counselor. The counselor will assist the student in planning the courses required to satisfy the major for the degree. Diplomas printed for a "general education" major will NOT have the major printed on the diploma. (Note: Major courses must be completed with a "C" or better grade.)

In order to receive a degree in one of the specific majors for the *Associate in Arts* or *Associate in Science* Degrees, a student is required to complete the specific courses listed with a grade of "C" or better. After successful completion of the specific major (and all other graduation requirements), the specific major for the degree will be printed on the diploma.

No courses for the specific majors may be waived. Equivalent course work may be substituted only with approval. The student should submit a petition to the College Standards Subcommittee. Petitions will be forwarded to the (division) Dean for division recommendation of action.

A student may petition for only one "general education" degree since the major will not be printed on the diploma. A student who is earning a degree in one of the specific majors may petition for any specific major in which he/she has met all graduation requirements.

## Certificate of Achievement

Courses taken to satisfy requirements for a Certificate of Training usually provide the core courses for students electing the goal of a Certificate of Achievement in an occupational area. This goal requires more time and commitment, but better qualifies the student for employment by adding other required or elective courses. The Certificate of Achievement requires 12 to 42 units and may be completed in one to two years. Certificates of Achievement must be approved through the President's Office and will be shown on the student's transcript. NOTE: All courses required for the certificate must be completed with a "C", "P", or "CR" or better grade.

## Certificate of Training

Each department is authorized to recommend short-term training program options and students are encouraged to plan and pursue short-term occupational goals. *Certificates of Training* are less than 18 units in length and will not be shown on the student's transcript. Some certificates can be completed in as little time as one semester, others may require a longer period depending

on the frequency of course offerings or the student's time commitment. NOTE: All courses required for the certificate must be completed with a "C", "P", or "CR" or better grade.

Certificates of Training are NOT listed on the academic transcript.

## Requirements for Certificates

In order to verify competency in training for performance by issuing a certificate: a "C" or better, or "P" grade must be earned in each course; and all courses must be taken at a Yuba Community College District campus.

A petition may be submitted to the appropriate Dean for consideration of outside work, not to exceed one-half of the required units. Each petition will be considered individually, and final determination rests with the appropriate Dean in consultation with appropriate faculty. The petition may be obtained at the Registration Office. After completing the petition, the petition is returned to the Registration Office and will be forwarded to the appropriate Dean for action.

Many of the certificates have "recency" requirements. See the individual certificate if courses must have been taken within a certain number of years.

Students who are required to repeat a non-repeatable course for the "recency" requirement may not earn additional units for completion of the course. The student must file a Student Petition to repeat a non-repeatable course in which a "C" or better, or "P" grade was earned. If granted, the course will be listed on the academic record, but will be noted so the units and grade are not counted in the cumulative totals.

## Applying for Certificate of Achievement or Training

1. AFTER completing all requirements for the certificate, the student obtains a "Petition for Certificate Card" from the Registration Office.
2. Student completes the *Petition Card* and files it with the Registration Office.
3. The Registration Office sends the *Petition for Certificate Card* and a copy of the student's transcript to the appropriate Dean.
4. The Dean verifies eligibility, completes the certificate, and mails it to the student.
5. The Dean will complete the *Petition for Certificate Card* and return it to the Records Office.
6. The Records Office processes the "approved" Petition card and adds the certification information to the student's academic record. The Certificate of Achievement will appear on the academic transcript; the Certificate of Training will not appear on the academic transcript.

This Announcement of Courses provides the most complete listing of courses available. Courses are continuously modified and updated, and offered on an as-needed basis at each location.

# Programs & Options

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## Yuba College Certificate Programs

<u>Program and Title</u>	Certificate of Achievement	Certificate of Training	Recency Required	Years
<b>Administration of Justice</b>				
Basic Police Academy	x			3
Reserve Training I	x			3
Reserve Training II	x			3
Reserve Training III		x		3
Basic Specialized Investigator Academy	x			3
Correctional Officer Academy		x		3
Juvenile Counselor Academy		x		3
Peace Officer Orientation		x		3
Basic Requalification		x		3
<b>Agriculture</b>				
Agricultural Business	x		no	
<b>Architecture Studies</b>				
Architecture Studies	x			4
Architecture Design	x			4
<b>Art</b>				
Photographic Imaging	x			4
Multi-media	x			4
<b>Automotive Technology</b>				
Automatic Transmission/Transaxle	x			4
Body and Paint	x			4
Body Repair	x			4
Brakes	x			4
Chassis	x			4
Drive Trains	x			4
Electrical Systems		x		4
Engine Machining		x		4
Engine Performance	x			4
Engine Repair		x		4
Heating and Air Conditioning		x		4
Heavy Equipment Mechanic	x			4
Manual Drive Train and Axles	x			4
Master Mechanic	x			4
Painting and Refinishing	x			4
Suspension and Steering		x		4
Tune-up and Driveability	x			4
<b>Business</b>				
Accounting	x			4
Administrative Assistant	x			4
Advanced Accounting	x			4
Advanced Business Computer Applications	x			4
Advanced General Business Management	x			4
Advanced Small Business Management	x			4
Business Administration	x			4
Business Computer Applications		x		4
Clerical	x			4
General Business Management	x			4
Income Tax Preparation	x			4
Legal Office Skills	x			4
Management for Busy People	x			4



# Programs & Options

## Yuba College Certificate Programs

<b><u>Program and Title</u></b>	<b>Certificate of Achievement</b>	<b>Certificate of Training</b>	<b>Recency Required</b>	<b>Years</b>
Medical Office Procedures	x			4
Network Security	x			4
Personnel Management	x			4
Retail Management	x			4
Small Business Management	x			4
Systems Administrator		x		4
Word Processing	x			4
<b>Computer Science</b>	x			4
<b>Cosmetology</b>				
Cosmetology	x			4
Manicuring	x			4
<b>Culinary Arts</b>	x			4
<b>Early Childhood Education</b>				
Child Development Associate Teacher	x			4
Child Development Teacher	x			4
Diversity in ECE	x			4
Infant and Toddler	x			4
Pediatric First Aid/CPR		x		4
School Age Children	x			4
<b>Emergency Medical Technology</b>				
EMT-1		x	no	
EMT-1 Refresher		x	no	
<b>Family and Consumer Science</b>				
Family and Consumer Science		x		4
Displaced Homemaker/Re-entry Women		x		4
<b>Fire Technology</b>				
Fire Technology	x		no	
Firefighter 1	x		no	
Fire Technology Practicum 1	x		no	
Fire Technology Practicum 2	x		no	
First Responder		x	no	
<b>Human Services</b>				
Chemical Dependency Awareness	x			4
Chemical Dependency Counselor	x			4
<b>Manufacturing Technology - Machining</b>	x			4
<b>Mass Communication</b>	x			4
<b>Nursing LVN</b>	x		no	
<b>Veterinary Technician</b>				
Veterinary Receptionist/Assistance	x			4
<b>Welding</b>				
Welding Technologies	x			4
Advanced Welding Technologies	x			4

# Course Information

### Admission to Courses

#### OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, ADN, LVN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” or “first come, first served” registration policies;
- Courses with academic requisites (prerequisites and corequisites) that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

#### REQUISITES

“Prerequisite” means the preparation or previous course work considered necessary for success in the course. Prerequisites are required only for courses where specific academic background is necessary in order to assure students a reasonable chance of success in the course. Prerequisites which are listed as “required” include:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree or program, or
- Courses in which a prerequisite is necessary for transfer to a four-year college.

Responsibility for having met the prerequisite rests with the student. A grade of “C” or better is required to meet a course prerequisite.

“Corequisites” for a course are those courses which must generally be taken concurrently with the course. Corequisites provide the necessary skill or supplementary body of knowledge or laboratory time during the course to help assure success in the course.

Concerns about requisites are best resolved with a college counselor or the course instructor prior to the first day of class.

#### POLICY FOR PETITIONING OR WAIVING COURSE PREREQUISITES

Course placement is determined by a process in which the student and counselor review all assessment criteria available. Students who wish to petition their recommended placement or the waiver of a prerequisite should be prepared to give evidence or justification why the exemption should be granted. Reasons for seeking a prerequisite waiver may include one or more of the following:

- Prerequisite course is not available,
- Prerequisite has not been validated,
- Student has the knowledge or ability to succeed in the course without meeting the prerequisite, or
- Student believes the prerequisite is discriminatory or is being applied in a discriminatory manner.

Check with a counselor, your site administrator, or the Dean of Student Development to obtain the required forms.

Challenges to prerequisites/corequisites shall be on the approved form and filed at the location where the student registers for the majority of her/his classes. Challenges at the Yuba College main campus in Marysville should be filed with the Dean of Student Development. Challenges at other locations should be filed with the executive dean or site administrator.

Yuba College strongly encourages that the language and mathematics skill levels of new students be assessed by the *Placement Examination* (CPT or equivalent) prior to enrollment in most courses. The placement scores provide students and counselors with information helpful to select appropriate courses that are taught at the skill levels of the student. These test scores serve as recommended guidelines in the selection of entry level courses for which the course content requires college level skill proficiency for successful participation. Other factors are also considered in a multiple measures approach.

#### PLACEMENT LEVELS FOR “SKILLS COURSES.”

*Placement Examination* scores, in combination with other factors, are used to help place students in one of the levels of reading, writing, and mathematics courses listed below. After satisfactorily completing the appropriate skills course, students may progress by enrolling in the course at the next higher level. Students should consult a counselor for an evaluation of placement scores and discussion of other factors that affect placement. Refer to “Placement Levels” in this *Catalog*.

### Key to Numbers and Listings

Content and policies expressed in this Catalog are believed to be true and correct as of the date of publication. Courses are listed alphabetically by department and numerically within the listing of each department. Units of credit are shown in parentheses immediately following the course title.

Any course listed in this Catalog may be offered in the summer session, evening, or off-campus programs at any time there is a sufficient number of students available, generally fifteen, to justify offering the course.

Students should consult the printed *Schedule of Classes* to determine which courses will be offered during a given semester. Any course listed in the *Schedule of Classes* may be canceled when the enrollment is insufficient to justify offering the class, or an instructor is not available.

## COURSE “10”

The number “10” in each department is generally reserved for the basic General Education course in the discipline.

## COURSE “47”, “48”, “49”, “97”

Refer to “Course Descriptions”

## COURSE NUMBERING/TRANSFER OF CREDITS

It is imperative that students planning to transfer to a university or four-year college plan their program with a District counselor as there may be variances in courses accepted at certain universities. The District’s courses are listed within a variety of numbering series as an aid in interpreting the nature of the course, as follows

**PRIOR TO JULY 1, 1974:** All courses numbered 1 through 99 were of collegiate grade and carried transfer credit to four-year colleges and universities. Courses numbered 100 and up were not intended for transfer to four-year colleges; however, all credit courses in the District were used toward requirements for degrees and certificates.

JULY 1, 1974 TO JUNE 30, 1989:

- 1-49                      Designed as Admissions List courses intended to carry transfer credits to all baccalaureate degree-granting colleges and universities.
- 50-99                    Not primarily designed for transfer purposes, but taught at the level and of such quality that acceptance is recommended at any college or university offering such course work or offering program in which such course would will be appropriate.
- 100–199 Series:      Developmental/Remedial.
- 200–299 Series:      Primarily designed at the technical level; usually will be courses specifically designed as part of a program(s) leading directly to employment. Under special circumstances, a Baccalaureate degree-granting institution may wish to accept                      such courses for transfer credit.

JULY 1, 1983 TO JUNE 30, 1989:

A maximum of 6 semester units of courses numbered 100 to 199 can be counted toward the associate degree.

### CURRENT COURSE NUMBERING DEFINITIONS:

- 1–49 Series:            Designed as Admissions List courses intended to carry transfer credit to all baccalaureate degree granting colleges and universities.
- 50–99 Series:        Not primarily designed for transfer purposes, but taught at the level and of such quality that acceptance is recommended at any college or university offering such course work or offering programs in which such course work will be appropriate.
- 100–199 Series:      Non–associate degree credit basic skills remedial courses intended to prepare students to succeed in courses at the associate degree level.
- 200–299 Series:      Non–associate degree credit courses that are either, (1) vocational courses intended to prepare students for post-secondary vocational education or for occupations not requiring associate degree level skills for entry or, (2) academic development courses, other than remedial basic skills, intended to prepare students to succeed in associate degree level course work.
- 500 Series:            Noncredit courses sometimes referred to as “Adult Education Courses.”

# Course Information

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## Transfer Status Designation

As indicated previously, the course number system is a guide to course transferability. In addition, the status of a transfer course is indicated next to the course title. If the course is transferable, the designator “Transfer Status:” appears. “Transfer Status: CSU” indicates that the course credit transfers to all of the *California State Universities*. “Transfer Status: CSU; UC” indicates that the course credit transfers to all of the *California State Universities* and all of the *University of California* campuses. If the designator “unit limitation” appears (i.e., Transfer Status: CSU; UC unit limitation), the transferability of the units to the *University of California* are limited in some way when combined with other courses in the discipline. Questions concerning these courses should be directed to a counselor.

## Repeatable Courses

Some courses are progressive in nature and provide an expanded educational experience when repeated. These courses are identified by the letter “R” following the course number. California State regulations prohibit enrolling in a repeatable course more than four times. Students who have exhausted the maximum number of repeats in a specific course, see “Audit Policy.”

Courses in the same “area” are all counted towards the repeat maximum (i.e., Beginning Tennis, Intermediate Tennis, and Advanced Tennis are all counted as “Tennis” and may only be taken for a total of four enrollments in any combination.

Cooperative Education Work Experience classes may be taken for a maximum of 16 units combined in any level of work experience/internship courses (with a maximum of six units in General Work Experience).

## Unit of Credit

The *Unit of Credit* is the semester hour. One unit of credit is granted for each hour of lecture or discussion, two-to-three hours of laboratory, or two hours of activity per week, for a 17-week semester. For most courses, students will be expected to spend an average of two hours in preparation or study for each hour of lecture or recitation.

Credit is allowed only upon satisfactory completion of a course; no partial units of credit are allowed when the student must withdraw prior to completion of the course except in an open–entry, open–exit, individualized course.

*Units of Credit* are generally offered for the number of units indicated. To serve the purposes of the students and the District, however, courses may on occasion be offered for less than the number of units indicated in the *Course Outline*.

# Programs and Courses

ACCOUNTING (see Business)

## Administration of Justice

*Courses are currently being reviewed and revised to incorporate current P.O.S.T. curriculum changes. Please contact the Department at 530-634-7723 for more details.*

Administration of Justice offers academy, degree, and certificate programs designed for entry into law enforcement, corrections, and related fields, and for already employed persons to further themselves academically and vocationally.

Yuba College offers:

- Academies for direct entry into employment. All academies and inservice training are P.O.S.T. and/or S.T.C. certified, meeting California State regulations for law enforcement.
- An Associate in Science Degree Program for students planning to enter law enforcement, corrections, or a related area after two years of course work (see specific degree requirements).
- A Transfer Program intended for students wishing to pursue a bachelor's degree.
- Inservice programs providing specific courses suited to the individual needs of those currently employed by a criminal justice agency.

### Administration of Justice and Corrections Programs

Upon successful completion of the required training program, an individual will receive P.O.S.T. (Peace Officer Standards and Training) and/or S.T.C. (Standards of Training for Corrections) certification. Rosters are submitted to these State agencies which include individual names, agency affiliation (if applicable), hours of training, and State-issued control numbers to verify law enforcement certified topics and dates of completion. A course can be certified with nine to 880 hours of training. Both State agencies require Continued Professional Training (CPT) every two years for P.O.S.T. and annually for S.T.C. for anyone working in a law enforcement environment.

### ACADEMIES

Employment in law enforcement or corrections usually requires completion of a related academy. Yuba College offers the following academies each year:

- 1--Basic Police Academy (AJ 58RA, 58RB, 58RC) -- Certificate of Achievement program -- 33.5 units
- 2--Reserve Training Module III Academy (AJ 50RA, 50RB) -- Certificate of Training program -- 9 units
- 3--Reserve Training Module II Academy (AJ 51RA, 51RB) -- Certificate of Achievement program -- 13 units
- 4--Reserve Training Module I Academy (AJ 52RA, 52RB, 52RC) -- Certificate of Achievement program -- 16.5 units
- 5--Basic Specialized Investigator Academy (AJ 217RA, 217RB) -- Certificate of Achievement program -- 28 units
- 6--Correctional Officer Academy (AJ 70RA, 70RB) Certificate of Training -- 7.5 units
- 7--Juvenile Counselor Academy (AJ 202R) Certificate of Training -- units may vary
- 8--Peace Officer Orientation Academy (AJ 54RA, 54RB) Certificate of Training - 2 units

#### Basic Requalification (AJ 219RA, 219RB)

Certificate of Training - 6 units

Students are encouraged to contact the Administration of Justice Department Office at Yuba College in Marysville for current information regarding academy enrollment or employment requirements or for additional information about the courses and programs.



# Programs and Courses

## **BASIC POLICE ACADEMY (Associate in Science Degree)**

<b>Required Courses</b>	<b>Units</b>
AJ 58RA Basic Peace Officer Training (Classroom Studies)	23
AJ 58RB Basic Peace Officer Training (Physical Exercise/ Motor Skills).....	5.5
AJ 58RC Basic Peace Officer Training (Scenario testing)....	5
<b>Total units required for degree major</b> .....	<b>33.5</b>

## **LAW ENFORCEMENT (Associate in Science Degree)**

<b>Required Courses</b>	<b>Units</b>
AJ 10 Introduction to Law Enforcement.....	3
AJ 11 Criminal Law.....	3
AJ 13 Evidence.....	3
AJ 14 Criminal Justice Process.....	3
AJ 15 Criminal Investigation.....	3
AJ 19 Community Relations.....	3
<b>Total units required for degree major</b> .....	<b>18</b>
<b>Additional Recommended Courses</b>	
AJ 20 Juvenile Law and Procedures.....	3
AJ 21 Narcotics and Drugs.....	3
AJ 30 Introduction to Corrections.....	3

## **CORRECTIONS (Associate in Science Degree)**

<b>Required Courses</b>	<b>Units</b>
AJ 11 Criminal Law.....	3
AJ 20 Juvenile Law/Procedures.....	3
AJ 30 Introduction to Corrections.....	3
AJ 31 Criminal and Delinquent Behavior.....	3
AJ 33 Introduction to Correctional Counseling.....	3
AJ 34 Correctional Treatment Programs.....	3
<b>Plus three additional units from courses listed below</b> .....	<b>3</b>
AJ 10 Introduction to Law Enforcement.....	3
AJ 14 Criminal Justice Process.....	3
AJ 19 Community Relations.....	3
AJ 21 Narcotics and Drugs.....	3
HUSEV 10 Introduction to Human Services.....	3
Psychology/Sociology electives.....	3
<b>Total units required for degree major</b> .....	<b>21</b>

### **AJ 10—Introduction to Law Enforcement (3 units) CSU/UC**

Overview of the history and philosophy of the U.S. justice system; study of the modern criminal justice system and its components, law enforcement, courts, and corrections; identifying the roles of the various professionals within the system and their interrelationships; analysis of legal issues; study of theories of crime causation, punishment, and rehabilitation. (L)

### **AJ 11—Criminal Law (3 units) CSU/UC**

History, philosophy, and constitutional provisions of criminal law, study of penal code statutes and other statutory and case law applicable to law enforcement, including exploration of crimes against persons and property, public peace, narcotics, and dangerous weapons. (L)

### **AJ 13—Evidence (3 units) CSU**

Origin, development, and philosophy of evidence; the study of both codified evidentiary law and applicable court decisions. Specific topics include types of evidence, the judicial process, the admission and exclusion of evidence, legal standards of proof, direct and circumstantial evidence, testimonial evidence and witness competency, the hearsay rule and its exceptions, demonstrative evidence, judicial notice, and issues relating to search and seizure. (L)

### **AJ 14—Criminal Justice Process (3 units) CSU**

Legal processes from pre-arrest, arrest through trial, sentencing, and correction procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. (L)

### **AJ 15—Criminal Investigation (3 units) CSU**

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (L)

### **AJ 16—Police Operations (3 units) CSU**

Philosophy, functions, organization, duties, and analysis of police operational functions, including public service responsibilities and special police problems. (L)

### **AJ 19 - Multicultural Communities and the Justice System (3 Units) CSU/UC**

Examines the complex relationship between multicultural communities and the criminal justice system, analyzing cultural differences and strategies to effectively address crime related issues. The course specifically addresses potential societal barriers involving race, ethnicity, gender, religion, sexual orientation, age, social class, culture and the evolution of the law enforcement profession in understanding how relationships are developed, maintained and changed to meet ethnic and minority group needs. Additional topics include multicultural representation in Law Enforcement, Cross-Cultural Communication, Community Policing, and restorative justice principles. (L)

### **AJ 20—Juvenile Law and Procedures (3 units) CSU**

Organization, function and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; legal statutes, and court procedures. (L)

### **AJ 21—Narcotics and Drugs (3 units) CSU**

Analysis of narcotics and drugs, physical effects of addiction, and sociological problems of drug abuse. (L)

### **AJ 22—Special Criminal Investigation (3 units) CSU**

Investigation concepts for specialized investigations involving major injury crimes and death investigation.

### **AJ 26—Introduction to Security (3 units) CSU**

Provides an overview into the field of industrial, business, and government security; explores concepts, technologies, and application principles for protection of assets, personnel, and facilities; from internal/external theft, sabotage, trespass, workplace violence, and terrorism. (L)

# Programs and Courses

**AJ 30—Introduction to Corrections (3 units) CSU**  
History, philosophy, and overview of corrections including probation, parole, and correctional institutions. (L)

**AJ 31—Criminal and Delinquent Behavior (3 units) CSU**  
A study of the causes of crime and delinquency by analyzing various social, psychological, and cultural factors. (L)

**AJ 33—Introduction to Correctional Counseling (3 units) CSU**  
History, objectives, and theories of counseling relevant to corrections; common methods, techniques, and interventions of counseling; understanding the client as a person. A basic course for students planning to enter or are already employed in the Corrections field. (L)

**AJ 34—Correctional Treatment Programs (3 units) CSU**  
The study of correctional treatment programs concerning juveniles and adults, in both the casework setting and in a custody institution. (L)

**AJ 50RA – Reserve Training Level III Module (5.5 Units)**  
Designed to meet the new Peace Officer Standards and Training (POST) requirements for the Regular Basic Course (Modular Format), Level III Reserves as of July 2008. 832pc curriculum has been incorporated into this class as of January 2007. This is the first of three modules to complete the POST Basic Police Academy, extended format. Corequisite: AJ 50RB. Prerequisite: Medical/Physician's Clearance; Health/History Statement, Par Q. (Repeatable: May be taken four times only.)

**AJ 50RB – Reserve Training Level III Module (2.5 Units)**  
Designed to meet the new Peace Officer Standards and Training (POST) requirements for the Regular Basic Course (Modular Format), Level III Reserves as of July 2008. This course is Part II (B) of the necessary training for entry-level peace officer training. Corequisite: AJ 50RA. Prerequisite: DOJ fingerprint clearance. (Repeatable: May be taken four times only.)

**AJ 51RA - RESERVE TRAINING LEVEL II MODULE (8 Units)**

Designed to meet the new Peace Officer Standards and Training (POST) requirements for the Regular Basic Course (modular format), Level II Reserves as of July 2008. Part I (A) of the necessary training requirements for back-up officers. Corequisite: AJ 51RB. Prerequisite: AJ 50R or 50RA and 50RB; Department of Justice fingerprint clearance. (Repeatable: May be taken four times only.)

**AJ 51RB – Reserve Training Level II Module (5 Units)**

Level II Module consists of all motor skills designed to meet the new Peace Officer Standards and Training (POST) requirements for the Regular Basic Course (Modular format), Level II Reserves as of July 2008. This course is Part II (B) of the necessary training requirements for back-up officers. Successful completion of Level III modular format academy (AJ50RA/B) and current First Aid/CPR. Corequisite: AJ 51RA. Prerequisite: AJ 50RA and 50RB; Department of Justice fingerprint clearance. (Repeatable: May be taken four times only.)

**AJ 52RA—Reserve TReserve Training Module I (13.5 units)**

The final module in the Regular Basic Course (Modular Format), Level I Reserve Officer for P.O.S.T. Basic Peace Officer Certification as of July 2008. Students must take AJ52RB/RC simultaneously. Completion of this final module accomplishes the same certification as the full police academy (AJ58RA/RB/RC). Students must have successfully completed Level III and Level II modular format academies. Corequisite: AJ 52RB and 52RC. Prerequisite: AJ 51RA and 51RB; Firearm and Department of Motor Vehicles driving record printout. (Repeatable: May be taken four times only.)

**AJ 52RB—Reserve Training Level I Module (2.0 units)**

Final module Part II (B) in the regular Basic Course (modular format), Level I for Peace Officer Standards and Training (POST) Basic Peace Officer Certification. Completion accomplishes the same certification as the full police academy (AJ 58RA, 58RB, 58RC). Corequisite: AJ 52RA and 52RC. Prerequisite: AJ 51RA and 51RB; Firearms and Department of Motor Vehicle clearance. (Repeatable: May be taken four times only.)

**AJ 52RC – Reserve Training Level I Module (1 Unit)**

The final module, Part III (C), in the Regular Basic Course (Modular Format), Level I Reserve Officer for P.O.S.T. Basic Police Officer Certification as of July 2008. Students must take AJ52RA/B simultaneously. Completion of this course accomplishes the same certification as the full police academy (AJ58RA/RB/RC) Students must have successfully completed Level III and Level II modular format academies. Corequisite: AJ 52RA and 52RB. Prerequisite: AJ 51RA and 51RB. (Repeatable: May be taken four times only.)

**AJ 54RA—Peace Officer Orientation (1.5 units)**

832 PC; laws of arrest, search and seizure; communications; arrest and control techniques. Meets *Peace Officer Standards and Training* (POST) and *Standards and Training for Corrections Program* (STC). Recommended for students taking the correctional officer core course. (L) (Repeatable: May be taken four times only.)

**AJ 54RB—Peace Officer Orientation - Firearms (.5 unit)**

832 PC firearms training. Meets *Peace Officer Standards and Training* (POST) and *Standards and Training for Corrections Program* (STC). Prerequisite: DOJ fingerprint clearance. Recommended for students taking the correctional office core course. (L) (Repeatable: May be taken four times only.)

**AJ 58RA—Basic Peace Officer Training (23.0 units)**

The Basic Academy consists of forty-two distinct and separate learning domains (880 hours of training) as mandated by Peace Officer Standards and Training (P.O.S.T.). Other areas of special instruction include, Expandable /Side-handed Baton training, Computer basics, Firearms Tactical Simulation (F.A.T.S.), Taser training, DUI and Intoxilizer training, Prop 115 (Hearsay) certification, and Police Oral Board preparation. The student will receive a Basic Academy Certificate upon graduation, which is recognized and required by the State of California for employment as a peace officer. Co-requisite: Students must take AJ 58RB and AJ 58RC simultaneously. Prerequisite: Background application; Qualifying score on POST Entrance Exam; Demonstrate competency on essay; DMV driving record printout. (Repeatable: May be taken four times only.) (L)

# Programs and Courses

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## **AJ 58RB—Basic Peace Officer Training (5.5 units)**

Motor skills portion of the Basic Academy, Part II, to include, Defensive Tactics, Firearms, First Aid/CPR, EVOC, and Report Writing. Corequisite: Students must take AJ58RA and AJ58RC simultaneously. Prerequisite: Medical/Physician clearance; DOJ Firearm fingerprint clearance; DMV driving record printout. (Repeatable: May be taken four times only.) (L)

## **AJ 58RC—Basic Peace Officer Training (5 units)**

Practice Scenario portion of the Basic Academy, Part III. Scenarios involve job related exercises that assess student learning covered in all learning domains during the Academy and includes report writing. Corequisite: Students must take AJ58RA and AJ58RB simultaneously. Prerequisite: Medical/Physician clearance; DMV driving record printout. (Repeatable: May be taken four times only.) (L)

## **AJ 70RA—Correctional Officer Core Course (7 units)**

Theory and application of corrections officer training; meets *California Department of Corrections and Rehabilitation* requirements. Units of course study include: criminal justice system, codes and statutes, professionalism/ethics, classification of inmates, contraband/evidence, booking and receiving, releasing, maintaining security, report writing, supervising inmates, distribution of supplies, monitoring health, management of inmate workers, screening visitors and mail, transport of outside facilities, emergency procedures, testifying in court and physical tasks. Prerequisite: medical clearance, health/history statement, Par-Q. Corequisite: AJ 70RB (L) (Repeatable: May be taken four times only.)

## **AJ 70RB—Correctional Officer Core Course (.5 units)**

Theory and application of corrections officer training; meets *California Department of Corrections and Rehabilitation* requirements. This section covers the assaultive behavior and restraint techniques. Prerequisite: medical clearance, health/history statement, Par-Q. Corequisite: AJ 70RA (L) (Repeatable: May be taken four times only.)

## **AJ-72A CORRECTIONS OFFICER SUPPLEMENTAL CORE COURSE (2.5 units)**

Designed for persons who have completed a POST Basic Law Enforcement Academy and are being assigned to perform the job responsibilities of an adult corrections officer in a local correctional facility. Successful completion of this course fulfills the requirements of Title 15 and CA Dept of Corrections and Rehabilitation for certification through Standards and Training for Corrections (STC).

## **AJ-72B CORRECTIONS OFFICER SUPPLEMENTAL CORE COURSE (0.5 Units)**

Designed for persons who have completed a POST Basic Law Enforcement Academy and are being assigned to perform the job responsibilities of an adult corrections officer in a local correctional facility. This section covers the defensive tactics, restraint techniques, and fire extinguishment.

## **AJ 200RA – Probation Officer Core Course (7.5 Units)**

Designed to provide the basic concepts and skills for “entry level” Probation Officer, including overall mission, role and function in the California Juvenile and Adult Justice System; major tasks and responsibilities; competency in various knowledge and skill requirements. Meets California Corrections Standards Authority, division of Standards and Training for Corrections (STC) requirements for “entry level” Probation Officers. Prerequisite: Medical/physicians clearance; health/history statement, Par Q; Corequisite: AJ 200RB. (L) (Repeatable: May be taken four times only.)

## **AJ 200RB – Probation Officer Core Course (1 Unit)**

Designed to provide the basic concepts and skills for “entry level” Probation Officer. This section covers Officer Safety: Physical Skills Training. Meets California Corrections Standards Authority, division of Standards and Training for Corrections (STC) requirements for “entry level” Probation Officers. Students must be enrolled in AJ200RA simultaneously. (Repeatable: May be taken four times only) (L)

## **AJ 202R—Juvenile Corrections Officer Core Course (v.5-8 units)**

Basic concepts and skills for “entry level” Juvenile Corrections Officer, including overall mission, role, and function in the California Juvenile Justice System; major tasks and responsibilities; competency in various knowledge and skill requirements. Meets *California Board of Corrections*, division of Standards and Training for Corrections (STC) requirements for “entry level” Juvenile Counselors. Prerequisite: Presently employed as a Juvenile Corrections Officers. (Repeatable: May be taken four times only.)

## **AJ 202RA – Juvenile Correctional Officer Core Course (6 Units)**

Designed to provide the basic concepts and skills for “entry level” Probation Officer, including overall mission, role and function in the California Juvenile and Adult Justice System; major tasks and responsibilities; competency in various knowledge and skill requirements. Meets California Corrections Standards Authority, division of Standards and Training for Corrections (STC) requirements for “entry level” Probation Officers. Students must be enrolled in AJ200RB simultaneously. (Repeatable: May be taken four times only) (L)

## **AJ 202RB – Juvenile Correctional Officer Core Course (1.5 Unit)**

Designed to provide the basic concepts and skills for “entry level” Juvenile Corrections Officer. This section covers defensive tactics and restraint techniques. Meets California Corrections Standards Authority, division of Standards and Training for Corrections (STC) requirements for “entry level” Juvenile Corrections Officers as of July 2007. Prerequisite: Physicians medical clearance; health/history statement; Par-Q. Corequisite: AJ 202RA. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

## **AJ 203R—Advanced Officer Training (.5 to v2.5 units)**

Current topics in Administration of Justice areas, including legal updates, officer safety, community relations, use and control of force, and other related subjects; directed toward law enforcement personnel and designed to satisfy State-mandated training. Information will be provided in nine-hour modules. Prerequisite: Successful completion of a POST Basic Academy, POST SIBC Academy or Correctional Academy. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 204R—Indicators of Persons Under the Influence of Controlled Substances (1.5 units)**

Designed to meet performance objectives for peace officers to make probable cause arrests for persons under the influence of controlled substances. Includes the history, characteristics, legal aspects and methods of detecting the use of controlled substances. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 206R—Hazardous Materials/Basic Awareness (0.5 unit)**

Emergency procedures for the first responder to a hazardous materials spill. Open to all personnel that might be the first on the scene of a toxic spill. Emphasis on safety, isolation, and notifications. Meets the *State of California* mandates for "basic awareness" training as prescribed by the *California State Training Institute* (CSTI). Course will teach skills needed for those in law enforcement, probation, corrections, or security services. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 207RA—CPR/First Aid (1.5 units)**

Emphasis on medical emergencies, general first aid, and cardiopulmonary resuscitation (CPR). CPR certification is through American Heart Association and is valid for two years; First Aid certification is through American Red Cross and is valid for three years. Taught as 9 hours of CPR and 18 hours of First Aid. Primarily designed for law enforcement personnel and healthcare providers (one and two rescuers), but is open to anyone. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 207RB—CPR/First Aid Refresher (.5 units)**

Refresher course with emphasis on medical emergencies, general first aid, and cardiopulmonary resuscitation (CPR). CPR re-certification is through American Heart Association and is valid for two years; First Aid certification is through American Red Cross and is valid for three years. Primarily designed for law enforcement personnel and healthcare providers (one and two rescuers), but is open to anyone who has completed the initial course. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 208R—Police Report Writing Essentials (3 units)**

Meets performance objectives for police report writing as prescribed by the *California Commission on Peace Officer Standards and Training* (POST) for the basic academy course. Course will enhance writing skills for those in law enforcement, probation, corrections, or security services. Deals with a broad range of police report writing problems, including grammar and composition, field notes, crime notes, characteristics of a good report, and communicating in a clear and understandable manner. (Repeatable: May be taken four times only.)

## **AJ 211R—Gang Awareness (0.5 unit)**

Designed for law enforcement officers, Administration of Justice students, and civic leaders with an interest in learning what constitutes a gang and how to identify gang members, their habits, and movements. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 212R—Satanic Cults (0.5 unit)**

Examines law enforcement aspects of the Satanism cult history, signs, and symbols; crime scene investigation and officer safety issues are covered. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 214R—Chemical Agents (0.5 unit)**

Meets performance objectives for peace officers to carry and use chemical agents as mandated by the *California Commission on Peace Officer Standards and Training (POST)*. Course will teach skills needed for those in law enforcement, probation, corrections, or security services. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 215R—Undercover Narcotics Operations (0.5 unit)**

Designed to provide new and journey level law enforcement officers with the knowledge and skills required to successfully conduct an undercover narcotics operation. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 217RA—Specialized Investigator's Basic Course (20 units)**

Specifically designed as an entry-level course for State and county investigators. Meets requirements for State Investigators as prescribed by the *Commission of Peace Officer Standards and Training*. Prerequisite: Medical /physician's release clearance, health/history statement, ParQ, DOJ fingerprint clearance. Corequisite: AJ 217RB. (L) (Repeatable: May be taken four times only.)

## **AJ 217RA1—Specialized Investigator's Basic Course-- Module 1 (10 units)**

First of two investigator academy modules needed to receive a completion of training certificate. Specifically designed as an entry-level course for State and county investigators. Meets requirements for State Investigators as prescribed by the *Commission of Peace Officer Standards and Training*. Students must take AJ 217RB1 simultaneously. Successful completion of both modules (AJ 217RA1 and AJ 217RA2) is the equivalent of completing AJ 217RA. Prerequisite: Medical /physician's release clearance, health/history statement, ParQ, DOJ fingerprint clearance, CA drivers license-Class C. Corequisite: AJ 217RB1. (L) (Repeatable: May be taken four times only.)



# Programs and Courses

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## **AJ 217RA2—Specialized Investigator’s Basic Course-- Module 2 (10 units)**

Second of two investigator academy modules needed to receive a completion of training certificate. Specifically designed as an entry-level course for State and county investigators. Meets requirements for State Investigators as prescribed by the *Commission of Peace Officer Standards and Training*. Students must take AJ 217RB2 simultaneously. Successful completion of both modules (AJ 217RA1 and AJ 217RA2) is the equivalent of completing AJ 217RA. Prerequisite: Medical /physician’s release clearance, health/history statement, ParQ, DOJ fingerprint clearance, CA drivers license-Class C. Corequisite: AJ 217RB2. (L) (Repeatable: May be taken four times only.)

## **AJ 217RB—Specialized Investigator’s Basic Course (8 units)**

Motor skills module specifically designed as an entry-level course for State and county investigators. Meets requirements for State investigators as prescribed by the Commission of Peace Officer Standards and Training. Prerequisite: DOJ fingerprint clearance, medical/physician’s release clearance, health/history statement, ParQ. Corequisite: AJ 217RA. (L) (Repeatable: May be taken four times only.)

## **AJ 217RB1—Specialized Investigator’s Basic Course -- Module 1 (4 units)**

First of two investigator academy modules needed to receive a completion of training certificate. Motor skills module specifically designed as an entry-level course for State and county investigators. Meets requirements for State investigators as prescribed by the Commission of Peace Officer Standards and Training. Students must take AJ 217RA1 simultaneously. Successful completion of both modules (AJ 217RB1 and AJ 217RB2) is the equivalent of completing AJ 217RB. Prerequisite: DOJ fingerprint clearance, medical/physician’s release clearance, health/history statement, ParQ, CA drivers license-Class C. Corequisite: AJ 217RA1. (L) (Repeatable: May be taken four times only.)

## **AJ 217RB2—Specialized Investigator’s Basic Course -- Module 2 (4 units)**

Second of two investigator academy modules needed to receive a completion of training certificate. Motor skills module specifically designed as an entry-level course for State and county investigators. Meets requirements for State investigators as prescribed by the Commission of Peace Officer Standards and Training. Students must take AJ 217RA2 simultaneously. Successful completion of both modules (AJ 217RB1 and AJ 217RB2) is the equivalent of completing AJ 217RB. Prerequisite: DOJ fingerprint clearance, medical/physician’s release clearance, health/history statement, ParQ, CA drivers license-Class C. Corequisite: AJ 217RA2. (L) (Repeatable: May be taken four times only.)

## **AJ 218R—Field Training Officer (2.5 units)**

Designed to provide an understanding of the goals and objectives of the California Commission on *Peace Officer Standards and Training* (POST) Field Training Officer course. The material will be directed to law enforcement personnel and is designed to satisfy course expectations and requirements for new field training officers (FTO). The information is presented in nine-hour modules. Prerequisite: Successful completion of a POST Basic Academy, or have agency approval. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 219RA—Basic Requalification Course (4.5 units)**

This course is for the recertification of persons who previously completed a POST certified basic course and who have a three-year or longer break in service as a peace officer or level 1 reserve. Prerequisite: CA Basic Police Course certification; DOJ clearance; medical clearance, health history, Par Q. Corequisite: AJ 219RB (Repeatable: May be taken four times only.)

## **AJ 219RB—Basic Requalification Course (1.5 units)**

This course is for the recertification of persons who previously completed a POST certified basic course and who have a three-year or longer break in service as a peace officer or level 1 reserve. Prerequisite: CA Basic Police Course certification; DOJ clearance; medical clearance, health history, Par Q. Corequisite: AJ 219RA (Repeatable: May be taken four times only.)

## **AJ 220R—Radar Operator Course (1 unit)**

Designed to train law enforcement officers in the operation of police radar devices; emphasis on the history, principles, theory, and laws relating to radar operation; includes the technical use of radar, set-up, equipment calibration, and courtroom testimony. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

## **AJ 221R—Investigation and Trial Preparation (4 units)**

Designed to orient peace officers who have been, or are about to be assigned to investigative staff of a District Attorney’s office. Pursuant to P.O.S.T. regulations, investigators must complete this course within one year of employment as a DA investigator. Successful students will receive a certificate of completion. Topics include: roles of the investigator, professionalism and ethics, victimology, witness and informant management, special victim investigations, trial preparation and support, evidence search and seizure, civil process, investigative techniques, family support investigations, officer-involved incidents, and other relevant topics. There is a \$200 non-refundable material fee for this course. Prerequisite: Students must have completed a P.O.S.T Basic Police Academy or be sponsored by a law enforcement agency. (Repeatable: May be taken four times only.) (L)

## **AJ 222R – Public Safety Dispatcher Course (7 Units)**

Designed to provide the basic concepts and skills for “entry level” Public Safety Dispatchers in the fields of law enforcement, fire, and medical transport. Course includes telephone interviewing, radio and CAD dispatching and develops multi-tasking skills. Students will receive a POST Basic Dispatcher Certificate upon graduation, which is recognized and required by the State of California for employment as a law enforcement dispatcher. (L) (Repeatable: May be taken four times only.)

## **AJ-223R EXPANDABLE BATON (0.5 unit)**

Designed to provide students with the skills and knowledge required to properly use impact weapons, specifically the expandable baton, with reasonable force in situations likely to be encountered by peace officers, probation officers, correctional officers, and security officers.



# Agriculture and Plant Science

Career opportunities in agriculture and plant science are many and varied. They include jobs in the food, fiber, and nursery industries; jobs in air, land, water, and natural resources; as well as jobs in pest management, veterinary technology, environmental regulation and protection; biotechnology; accounting, and farm management. Students planning to transfer need to see a counselor to ensure they are taking the correct courses.

## AGRICULTURE (Associate in Science)

Required Courses	Units
AG 14 Entrepreneurship.....	3
AG 45/45L Principles of Animal Science .....	3-4
PLSCI 20/20L Principles of Plant Science.....	3-4
PLSCI 22-22L Introduction to Soils .....	3-4
Complete 9 units of Agriculture.....	9
<b>Total units required for degree major.....</b>	<b>21</b>

## AGRICULTURAL BUSINESS (Certificate of Achievement)

Required Courses	Units
AG 11 Agricultural Accounting .....	3
AG 12 Computers in Agriculture OR BCA 15R Bus. Comp. Appl. ....	3
AG 13 Marketing.....	3
AG 14 Entrepreneurship.....	3
Agriculture OR Plant Science electives .....	6
<b>Total units required .....</b>	<b>18</b>

**AG 11—Agricultural Accounting (3 units) CSU**  
Basic principles of accounting as applied to agricultural business and farm operations; development of skills needed to create a general ledger and then develop and analyze a balance sheet and profit and loss statement; standard accounting procedures are covered with emphasis on both hand and computer applications. (LM)

**AG 12—Computers in Agriculture (3 units) CSU**  
Computer use in the workplace with emphasis on agricultural applications. Business computer applications, including word processing, spreadsheets, and presentation managers will be covered. Also included will be accessing information using the Internet including GPS/GIS, IPM/pest management, regulation and compliance, sustainable agriculture, buying/selling online, university research, etc. (LM)

**AG 13—Marketing (3 units) CSU**  
Principles and applications of marketing applied to entrepreneurial ventures including concepts, methods, tactics, and strategies. Traditional methods of marketing as well as marketing on the Internet will be included. Students will develop a marketing plan for a business of their choice. (L)

**AG 14—Entrepreneurship (3 units) CSU**  
Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. (LM)

**AG 32R—Internship (v1-4 units) CSU**  
On-the-job training that coordinates individual career goals with placement at a job site. A maximum of 8 semester units may be earned with a 4-unit maximum per semester. Students enrolling in this class are not eligible for work experience or other internship classes during the same semester. Grades are P/NP. (Repeatable: May be taken two times only.)

**AG 44—Horse Production (3 units) CSU**  
Overview of the principles of horse production, including: anatomy, physiology, reproduction, nutrition, health, breeds and breeding, as well as basic horse vaccination and disease prevention. (LM)

**AG 45—Principles of Animal Science (3 units) CSU/UC**  
Overview of the principles of animal science and the interrelationships of domestic animals and mankind; investigation of animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. Not open to credit to student with credit in AG 45L. (LM)

**AG 45L—Principles of Animal Science (4 units) CSU/UC**  
Overview of the principles of animal science and the interrelationships of domestic animals and mankind; investigation of animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. Current topics on influence of humans on genetic potential and productivity will be addressed. Experimental design and reporting, animal dissections, basic animal handling and husbandry practices, recognition of animal health, and use of biotechnology in animal science will also be addressed. Not open for credit to student with credit in AG 45. (LM)

**AG 46—Animal Feeds and Nutrition (3 units) CSU**  
Introduction of the feeds and nutrition of farm animals. This course will study digestive anatomy and physiology, composition and selection of feeds, characteristics of nutrients, principles of nutrition, nutrient requirements of ruminant and non-ruminant animals, and formulations of diets to meet these requirements. (LM)

## Plant Science

**PLSCI 20—Principles of Plant Science (3 units) CSU/UC-Unit Limit**  
Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Not open for students with credit in PLSCI 20L. (LM)

# Programs and Courses

## PLSCI 20L—Principles of Plant Science (4 units)

**CSU/UC-Unit Limit**

Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Laboratory topics include microscope use, plant structures internal and external, photosynthesis, respiration and other aspects of plant growth and development. Not open for credit to student with credit in PLSCI 20. (LM)

## PLSCI 21—Fertilizers and Plant Nutrition (3 units) CSU

Covers the composition, value, selection, and use of fertilizer materials and soil amendments. Soil, plant, and fertilizer relationships will be covered. Application practices currently being used in California will be discussed. Organic fertilizers will also be discussed. (LM)

## PLSCI 22—Introduction to Soils (3 units)

**CSU/UC-Unit Limit**

Physical, chemical, and biological properties of soils as related to plant growth and soil formation. Including the study of soil development, classification and characteristics; soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Not open for credit to student with credit in PLSCI 22L. (LM)

## PLSCI 22L—Introduction to Soils (4 units)

**CSU/UC-Unit Limit**

Physical, chemical, and biological properties of soils as related to plant growth and soil formation. Including the study of soil development, classification and characteristics; soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Not open for students with credit in PLSCI 22. (LM)

## PLSCI 30—Principles of Pest Management (3 units)

**CSU**

Principles of pesticide management including: pesticide laws and regulations; identification and symptoms of plant pests; modes of pesticide action; principles of integrated pest management; non-pesticide pest control; effective and safe use of herbicides, insecticides, fungicides, and other crop protection chemicals; and pesticide record-keeping. This course will assist students in preparation for the State applicator certification test. (LM)

## PLSCI 31—Introduction to Sustainable Agriculture (3 units)

**CSU**

Introduction to the history, definitions, concepts, principles, and practices of sustainable agricultural systems. Sustainability topics to be discussed include: organic farming, integrated pest management, holistic resource management, non-organic sustainable agriculture, low-input sustainable agriculture, etc. Local examples of enterprises using sustainable agricultural systems will be discussed. (L)

## PLSCI 52R—Pesticide Applicator Certification (1 unit)

Theory and practice of pesticide application. Preparation for the *California Pest Control Applicator's Licensing Examination*. 18 hours of continuing education credit has been applied for. Grades are P/NP. (Repeatable: May be taken four times only.)

## PLSCI 60R—Sensory Wine Evaluation (1 unit)

A sensory course designed for individuals to learn organoleptic tasting techniques, characteristics and styles of wine varieties, regional varietal differences, wine growing regions and tasting techniques. This class has a \$40 materials fee above the regular enrollment fee. Must be at least 21 years of age. Grades are P/NP. (Repeatable: May be taken four times only.)

# Anthropology

## ANTHR 1—Introduction to Physical Anthropology

(3 units)

**CSU/UC**

Study of human biology, genetics, theory of evolution, primatology, changes in humans through time, human fossil record, human variations today, significance of culture. (L)

## ANTHR 2—Cultural Anthropology

(3 units)

**CSU/UC**

Diversity of cultures from aspects of universals of language, economics, kinship, art, religion, technology, etc.; functional aspects of culture and cultural change; varieties of customs and institutions of different peoples; significance of human culture. (L)

## ANTHR 3—Introduction to Archaeology (3 units)

**CSU/UC**

Introduction to the methods and theories of modern archaeology, including site exploration and interpretation; patterns of evidence for human behavior from the first humans to the beginnings of written history. (L)

# Architectural Studies

## ARCHITECTURAL STUDIES

### (Associate in Science)

#### Required Courses

#### Units

DRAFT 30 Technical Drawing with AutoCAD .....	3
DRAFT 32 Architectural Delineation .....	3
DRAFT 34 Architectural Drawing.....	3
DRAFT 35 Architectural Design and Presentation .....	3
DRAFT 38R Computer-Aided Drafting .....	3
DRAFT 39R Building Information Modeling (BIM).....	3
<b>Total units required for degree major .....</b>	<b>18</b>

# Programs and Courses

## ARCHITECTURAL DESIGN (Certificate of Achievement)

Required Courses	Units
DRAFT 30 Technical Drawing with AutoCAD .....	3
DRAFT 32 Architectural Delineation.....	3
DRAFT 34 Architectural Drawing.....	3
DRAFT 35 Architectural Design and Presentation .....	3
DRAFT 38R Computer-Aided Drafting .....	3
DRAFT 39R Building Information Modeling (BIM).....	3
MATH 21 Plane Trigonometry .....	3
Plus 6 units selected from:	
DRAFT 31 Descriptive Geometry .....	3
DRAFT 36 Design Problems in Architecture .....	3
ENGR 3 Plane Surveying .....	4
SPECH 1 Public Speaking .....	3
<b>Total units required .....</b>	<b>27</b>

## ARCHITECTURAL STUDIES (Certificate of Achievement)

Required Courses	Units
DRAFT 30 Technical Drawing with AutoCAD .....	13
DRAFT 32 Architectural Delineation.....	3
DRAFT 34 Architectural Drawing.....	3
DRAFT 38R Computer-Aided Drafting .....	3
DRAFT 39R Building Information Modeling (BIM).....	3
<b>Total units required .....</b>	<b>15</b>

## DESIGN DRAFTING

**DRAFT 20 – Blueprint and Specifications Reading (3 Units) CSU**  
A beginning blueprint reading class for the student in the metal and mechanics trade. Basic visualization and drawing concepts including orthographic projection, detailing, sketching and communication skills that are needed for employment are developed in the class. Basic pipefitting design will be explored. (M)

**DRAFT 30—Technical Drawing with AutoCAD (3 units) CSU**  
Fundamental technical drafting and documentation for part fabrication drawings. Drafting conventions and standards applied to orthographic, section, auxiliary views, isometric and oblique projection will be covered in addition to basic AutoCAD object creation, editing, and freehand sketching. ASME Y14.xM standards are emphasized. AutoCAD will be used to complete the applied laboratory exercises. (LM)

**DRAFT 31—Descriptive Geometry (3 units) CSU**  
Principles of descriptive geometry used for graphic representation and solution of space problems. Application of drafting line theorems and advanced multi-view orthographic projection to solve architectural and engineering line, plane, points and solid space problems using graphical methods. AutoCAD will be used to complete the applied laboratory exercises. Prerequisite: DRAFT 30 with a grade of “C” or better.

**DRAFT 32—Architectural Delineation (3 units) CSU/UC**  
The study and process of creating three-dimensional renderings of architectural objects and buildings. Two dimensional processes will be used for all drawings including perspectives, axonometric, plan oblique and oblique drawing systems. The application and process of shades, shadows, and entourage (trees, shrubs, and textures) on architectural presentation drawings for perspective, elevation and sections. Both CAD and freehand sketching will be utilized. (LM)

**DRAFT 33—Surveying a Parcel Boundary (1 unit) CSU**  
Theory and application of the principles of parcel boundary surveying. Follow the entire process of executing a Record of Survey of a parcel in the Sacramento Valley: research, introduction to the principles of boundary surveying, deed analysis, actual field survey, calculations, boundary resolution, preparation of a Record of Survey map, submission of the map to the County Surveyor; and recordation of the map. Not open for credit to student with credit in ENGR 33. (LM)

**DRAFT 34—Architectural Drawing (3 units) CSU/UC UC-Unit Limit**  
The development of architectural workings including floor, foundation, roof, roof framing, ceiling, electrical and site plans, building sections exterior and interior elevations construction details, general notes and specifications. The course includes drawing conventions and relationship between different types of architectural drawings. One and two story residential building codes will be covered. Freehand sketching will be used for preliminary solutions. AutoCAD applied to architectural working drawings. Prerequisite: DRAFT 30 with a grade of “C” or better. (LM)

**DRAFT 35—Architectural Design and Presentation (3 units) CSU/UC**  
Introduction to basic architectural design theory to develop knowledge and abilities in theories, processes, and methods related to design, organization, space, and form; development of critical thinking skills of a design program for a building specific to client needs; color applied to architectural drawings; analysis and preparation of architectural presentation drawings. Prerequisite: DRAFT 32, with a grade of “C” or better. (LM)

**DRAFT 36—Design Problems in Architecture (3 units) CSU**  
Topics in architecture selected to correspond with student and instructor interest to provide opportunity to explore areas of architecture not offered in the regular department curriculum. Emphasis will be on light commercial projects. Both presentation and working drawings will be produced. Prerequisite: DRAFT 39R, with a grade of “C” or better. (LM)

**DRAFT 38R—Computer-Aided Drafting (3 units) CSU/UC UC-Unit Limit**  
The course provides exposure to an experience using intermediate and advanced object creation and editing tools in AutoCAD. Blocks, dynamic blocks, attribute creation, data extraction, sheet sets and external referencing (Xref) will also be covered. The course will cover three-dimensional solid modeling for both mechanical and architectural objects, rendering to produce photo realistic images and the creation of views from solid models. Prerequisite: DRAFT 30 or DRAFT 32 with a grade of “C” or better. (LM) (Repeatable: May be taken three times only.)

# Programs and Courses

## DRAFT 39R—Building Information Modeling (BIM) (3 units) CSU/UC UC-Unit Limit

The course provides an introduction to the development of parametric three-dimensional building models and working drawings. The fundamentals of creating mass models and space planning for conceptual design and massing models for three-dimensional topography will be covered. The students will learn how to build a three-dimensional building model consisting of parametric walls, doors, windows, floor and roof slabs, stairs, railings and structural members, generate building elevations and sections from the model, annotating and documenting the drawing and rendering. Prerequisite: DRAFT 34 or DRAFT 38R with a grade of "C" or better. (LM) (Repeatable: May be taken four times only.)

# Art

## ART (Associate in Arts)

### Required Courses Units

ART 1A History of Art OR ART 1B OR ART 1C .....	3
ART 4A-4B Drawing and Composition .....	4-6
ART 6A-6B Basic Design .....	6
Art 12A Ceramics OR Art 14A, Sculpture .....	2
<b>Plus 1-3 units selected from:</b>	
Art 2, 3A, 3B, 5, 7AR, 7B, 7C, 8A, 9A, 12B, 14B, 15A, 15B, 18, 19A, 19B, 31R.....	1-3
<b>Total units required for degree major.....</b>	<b>18</b>

## COMMERCIAL ART (Associate in Science)

### Required Courses Units

ART 2 Color Theory.....	3
ART 4A-4B Drawing and Composition .....	4-6
ART 6A-6B Basic Design .....	6
ART 19A Introduction to Commercial Art.....	4
ART 19B Commercial Art: Illustration .....	4
Plus 3-5 units selected from the following .....	3-5
Art 1A, 1B, 1C, 8A, 8B, 9A, 9B, 12A, 12B, 14A, 14B, 15A, 15B, 31R	
<b>Total units required for degree major.....</b>	<b>24</b>

## PHOTOGRAPHIC IMAGING (Associate in Science)

### Required Courses Units

ART 31R Basic Photography.....	3
ART 33 Advanced Photography .....	3
ART 35 Creative Photography Documentary .....	3
ART 36A Digital Photography.....	3
ART 36BR Introduction to Photoshop (3 units each).....	6
Plus, select at least 10 units from the following:	
ART 32A & ART 32B Intermediate B&W Photography .....	6
ART 32CR Advanced Projects - Black & White.....	3-6
ART 34CR Advanced Projects - Color.....	2-4
ART 36CR Advanced Projects - Digital .....	3-6
<b>Total units required for degree major.....</b>	<b>28</b>
Additional Recommended Courses	
ART 27LR Materials and Processes .....	1-4
ART 38R Field Workshop-Black and White.....	1-6
ART 39R Field Workshop-Color/Digital .....	1-6
ART 5 Art Appreciation .....	3
ART 6A Basic Design .....	3

## PHOTOGRAPHIC IMAGING (Certificate of Achievement)

### Required Courses Units

ART 31R Basic Photography.....	3
ART 32A-32B Interm. Black/White Photography.....	6
ART 33 Advanced Photography .....	3
ART 35 Creative Photography Documentary .....	3
ART 36A Digital Photography.....	3
ART 36BR Introduction to Photoshop (3 units each).....	6
Plus 4 additional units from the following courses:	
ART 32CR Advanced Projects - Black and White .....	3-6
ART 34CR Advanced Projects - Color.....	2-4
ART 36CR Advanced Projects - Digital .....	3-6
<b>Total units required.....</b>	<b>28</b>
Additional Recommended Courses:	
ART 27LR Materials and Processes .....	1-4
ART 38R Field Workshop-Black and White.....	1-6
ART 39R Field Workshop-Color/Digital .....	1-6
ART 6A Basic Design .....	3

**ART 1A—History of Art (3 units) CSU/UC**  
Survey of art history; painting, sculpture, and architecture; art from the Paleolithic period through the Early Christian World, including preliterate art and Precolumbian art. (L)

**ART 1B—History of Art (3 units) CSU/UC**  
Survey of European art history; painting, sculpture, and architecture from the Middle Ages to the Baroque period. (L)

**ART 1C—History of Art (3 units) CSU/UC**  
Survey of art history: painting, sculpture, photography, and architecture, including a survey of American art; the 19th through the 20th Century. Not open for credit to student with credit in ART 10. (L)

**ART 1LR—Ceramics Laboratory (.5 or 1 unit) CSU/UC**  
For ceramics and sculpture students, to increase skills through the use of the ceramics facility and sculpture lab, at a time other than regular class hours. Requires corequisite based on the content of the course. Corequisite: enrollment in one of the following courses: ART 12A, 12B, 42R, 14A, 14B, 46R. (Repeatable: May be taken four times only.)

**ART 2—Color Theory (3 units) CSU/UC**  
Study and application of color theory to solve studio problems in fine and applied arts. Historical overview of the uses of color and an analysis of the interaction of color in a laboratory situation.

**ART 3A—Women in Art I (3 units) CSU/UC**  
Role of women as artists in the Western World, beginning in the Middle Ages and concluding in the Twentieth Century art world. Not open for credit to student with credit in HUMAN 26A or WOMEN 26A. (L)

**ART 3B—Women in Art II (3 units) CSU/UC**  
The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in HUMAN 26B or WOMEN 26B. (L)



# Programs and Courses

- ART 4A—Drawing and Composition (1 or 2 or 3 units) CSU/UC**  
Drawing and composition using various materials; basic instruction in perspective, landscape, still life, and other subjects. (L)
- ART 4B—Drawing and Composition (1 or 2 or 3 units) CSU/UC**  
Drawing and composition using various materials; basic instruction in figure drawing and architectural studies. Prerequisite: ART 4A.
- ART 5—Art Appreciation (3 units) CSU/UC**  
Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in HUMAN 5. (L)
- ART 6A—Basic Design (3 units) CSU/UC**  
Elements and principles of design as they relate to all forms of art, including two-dimensional problems. (L)
- ART 6B—Basic Design (3 units) CSU/UC**  
Elements and principles of design as they relate to all forms of art, including two-dimensional problems. Prerequisite: Art 6A (L)
- ART 7AR—Creative Materials (3 units) CSU**  
Creative activities for young children (2-8 years old) including the planning and implementation of painting, drawing, printmaking, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. (L) (Repeatable: May be taken three times only.)
- ART 7B—Worldwide Arts for Children (3 units) CSU**  
Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and religions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in ECE 7B or ART 23. (L)
- ART 7C—Theory and Processes of Children's Art (3 units) CSU**  
Philosophies of how art should be taught to children; theories which explain how children develop artistically; processing skills involved in art making. Not open for credit to student with credit in ECE 7C. (L)
- ART 8A—Watercolor Painting (1 or 2 or 3) CSU/UC**  
Basic principles and elements of watercolor painting in various techniques; wet on wet, washes, and drybrush; concepts of form, color, content, and space are explored. (L)
- ART 8B—Watercolor Painting (1 or 2 or 3) CSU/UC**  
Basic principles and elements of watercolor painting in various techniques: wet-on-wet, washes, and drybrush. Advanced techniques applied; portfolio of personal work developed. Prerequisite: ART 8A. (L)
- ART 9A – Painting (3 Units) CSU/UC**  
Basic instruction in painting and introduction to materials. Emphasis on technique.
- ART 9B – Painting (3 Units) CSU/UC**  
Continued exploration of painting media and techniques. Emphasis on painting from life.
- ART 11—Mural Painting (3 units) CSU/UC**  
Studio course focused on the actual creation of a large mural; design the composition, prepare the wall, and produce the mural. (M)
- ART 12A—Ceramics (1 or 2 or 3) CSU/UC**  
Basic studio techniques and processes for creative and artistic expression using clay, through handbuilding and use of the Potter Wheel. (L)
- ART 12B—Ceramics (1 or 2 or 3) CSU/UC**  
Intermediate techniques and processes; creative and artistic expression through the use of clay and glazes. Prerequisite: ART 12A. (L)
- ART 14A – Sculpture (3 Units) CSU/UC**  
Introductory course in sculpture; using and exploring the media of clay, plaster, wood and armature building
- ART 14B – Sculpture (1 or 2 or 3) CSU/UC**  
Further study of three-dimensional construction using clay, plaster, wood, and armature building. Prerequisite: ART 14A.
- ART 15A—Printmaking (2 units) CSU/UC**  
Practice of printmaking; relief, stencil, intaglio processes; explore the visual and expressive potential of the fine print.
- ART 15B—Printmaking (2 units) CSU/UC**  
Practice of printmaking: relief, stencil, and intaglio processes; explore the visual and expressive potential of the fine print, working at a higher than beginning skill level. Prerequisite: ART 15A.
- ART 19A—Introduction to Commercial Art (4 units) CSU**  
Basic concepts of commercial art and it's uses, stressing layout, design, lettering, and simple illustration. Special attention to studio problems from idea to production. (L)
- ART 19B—Commercial Art: Illustration (4 units) CSU**  
Studio practice in the basic concepts and techniques of commercial illustration, using typical projects that occur in employment situations; stress on various media, portfolio, and camera-ready work. (L)
- ART 25R—Multimedia Design/Writing (4 units) CSU**  
Principles and practice of designing and writing multimedia projects including newsletters, booklets, academic documents, presentations, reports, flyers, press releases, posters and web pages. Emphasis on applying art theory and effective writing techniques to individual and group projects. (Repeatable: May be taken two times only.)
- ART 27R—Photography Materials and Processes (1 unit) CSU**  
Additional laboratory experience for those interested in further refinement and development of concepts attained in regular course offerings in photography area of Art. Prerequisite: PHOTO 1R or ART 31R or higher, or concurrent enrollment. (Repeatable: May be taken four times only.)
- ART 29R—Individual Problems in Design (3 units) CSU**  
Advanced principles and elements of art and their function in design as related to all phases of art. (L) Prerequisite: ART 6B. (Repeatable: May be taken two times only.)



# Programs and Courses

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**ART 31R—Basic Photography (3 units) CSU/UC**  
Exploration into basic camera operation and black and white processing and printing. History and development of photography. Emphasis is on personal expression. Adjustable camera preferred. (L) (R1) (Repeatable: May be taken two times only.)

**ART 32A—Intermediate Black and White Photography (3 units) CSU**  
Advanced darkroom processes, zone system, archival processing, print and negative chemical manipulation; introduction to large format camera; discussion and critical analysis of assigned exercises. Field sessions included. Prerequisite: ART 31R, or MCOMM 11R, or PHOTO 1R. Not open for credit to student with credit in PHOTO 2A. (LM)

**ART 32B—Intermediate Black and White Photography (3 units) CSU**  
Qualitatively oriented advanced black and white course allowing further development of concepts attained in 32A. Emphasis on advanced Zone System, large format camera, and individual creative problem solving. Prerequisite: ART 32A or PHOTO 2A. Not open for credit to student with credit in PHOTO 2B.

**ART 32CR—Advanced Projects - Black and White (3 units) CSU**  
Individual exploration of advanced black and white photography concepts such as refining zone system, infrared photography, large format camera, etc. within a structured but non-confining framework. Prerequisite: ART 36BR. (Repeatable: May be taken two times only.)

**ART 33—Advanced Photography (3 units) CSU**  
Black and white and color photography; further exploration within the area of interest. Assignments in creative problem-solving with studio lighting and the large format camera; a culminating experience within the department; preparation of final portfolios. Prerequisite: ART 32B or 34A or PHOTO 2B or 4A. Not open for credit to student with credit in PHOTO 3.

**ART 34CR—Advanced Projects - Color Photography (2 units) CSU**  
Individual exploration of advanced color photography concepts such as multiple imagery, image transfer manipulation, etc., within a structured but non-confining framework. Prerequisite: ART 34B. (Repeatable: May be taken two times only.)

**ART 35—Creative Photo Documentary (3 units) CSU**  
Intended to develop an understanding and appreciation of the photograph as it is used in social and personal commentary. Individual exploration and creativity is encouraged. Prerequisite: ART 31R or MCOMM 11R. (L)

**ART 36A—Digital Photography (3 units) CSU**  
Introduction to digital photography, including exposure control, file formats, archiving, and basic image editing/manipulation. Knowledge of basic computer operation is highly recommended. Prerequisite: Completion of ART 31R or MCOMM 11R, or consent of instructor.

**ART 36BR—Introduction to Photoshop (3 units) CSU**  
Introduction to the vast image editing possibilities of Adobe Photoshop, including global and local color/tonal/contrast controls via selections, masks and adjustment layers to produce reproduction quality output, creative retouching and montaging, and transmissive/reflective scanning. Prerequisite: ART 38AR or ART 36A. (Repeatable: May be taken two times only.)

**ART 36CR—Advanced Projects - Digital (3 units) CSU**  
Individual exploration of advanced digital imaging concepts within a structured environment. Projects may include advanced montaging, text layers, web authoring, integration with other 2D/3D mediums. Self-generated projects are emphasized. Prerequisite: ART 36BR. (Repeatable: May be taken two times only.)

**ART 38R—Field Workshop-Black and White (1, 2, or 3 units) CSU**  
Intensive location field workshops covering specific topics in black and white photography especially suited for the particular season and geographic location. Student responsible for cost of meals, lodging, transportation, and materials. Prerequisite: Completion or concurrent enrollment in ART 31R or MCOMM 11R, or ART 36A. (Repeatable: May be taken four times only.)

**ART 39R—Field Workshops-Color/Digital (1, 2, or 3 units) CSU**  
Intensive location field workshops covering specific topics in color/digital photography especially suited for the particular season and geographic location. Student responsible for cost of meals, lodging, transportation, and materials. Prerequisite: Completion or concurrent enrollment in ART 31R or MCOMM 11R, or ART 36A. (Repeatable: May be taken four times only.)

**ART 40R – Individual Problems in Watercolor (3 Units) CSU/UC**  
Advanced work in principles and elements of watercolor painting in various techniques. Exploration and development of personal style. Prerequisite: ART 8B. (Repeatable: May be taken two times only.)

**ART 41R – Individual Problems in Painting (1 or 2 or 3) CSU/UC**  
Advanced painting in which student works on individual painting problems in consultation with instructor. Prerequisite: ART 9A and 9B. (Repeatable: May be taken two times only.)

**ART 42R—Individual Problems in Ceramics (1 or 2 or 3) CSU/UC**  
Advanced techniques and processes for creative expression in ceramics. Prerequisite: ART 12B. (R1) (Repeatable: May be taken two times only.)

**ART 43R—Individual Problems in Printmaking (2 units) CSU/UC**  
Advanced exploration and in-depth approach to printmaking. (L) Prerequisite: ART 15A and 15B. (Repeatable: May be taken two times only.)

# Programs and Courses

**ART 44R—Individual Problems in Drawing  
(2 or 3 units)**

**CSU/UC**

Development of a personal drawing style at an advanced level, working in series with the goal of producing a coherent group of works. (L) Prerequisite: ART 4B. (Repeatable: May be taken two times only.)

**ART 46R – Individual Problems in Sculpture  
(1 or 2 or 3)**

**CSU/UC**

Advanced techniques and processes; creative and personal expression in three-dimensional forms. Prerequisite: ART 14B. (Repeatable: May be taken two times only.)

**ASIAN-AMERICAN STUDIES (see  
Ethnic Studies)**

## Astronomy

**ASTRO 1—Introduction to Astronomy (3 units)**

**CSU/UC**

Survey of the solar system, stars, galaxies; history and tools of astronomy, cosmology, and exploration of space. (LM)

**ASTRO 1L—Introduction to Astronomy with Lab  
(4 units)**

**CSU**

Survey of the solar system, stars, galaxies; history and tools of astronomy, cosmology, and exploration of space. Lab covers the study and interpretation of astronomical observations through the use of prepared astronomy exercises, use of telescopes or computer simulations of telescopes, naked eye observation of celestial bodies, and laboratory activities using various quantitative measuring devices. Not open for credit for students with credit in ASTRO 1. (LM)

**ASTRO 11—Astronomy Laboratory (1 unit)**

**CSU/UC**

Study and interpretation of astronomical observations through the use of prepared astronomy exercises and computer simulations. some observations of celestial bodies by naked eye and/or the use of telescopes and other instruments. Prerequisite: ASTRO 1 which may be taken concurrently. (LM)

## Automotive Technology

The Automotive Technology Program is designed to provide students with the qualifications needed to fill entry-level positions in the automotive and other related repair fields. The Certificate program also provides additional training for those already employed who desire to improve their skills and abilities. These programs can be completed in one or more semesters. The various Certificates of Training parallel the national voluntary mechanics testing program offered by A.S.E., and are designed to prepare students to pass the A.S.E. tests. The Autobody courses utilize an I-car based curriculum.

**AUTOMATIC TRANSMISSION/TRANSAXLE  
(Certificate of Training)**

**Required Courses**

**Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 31 Automatic Transmissions Gas and Diesel Vehicles.....	4
AUTO 62AR Automotive Transmission/Transaxle Experience.....	2
<b>Total units required .....</b>	<b>12</b>

**BODY AND PAINT (Associate in Science)  
Or (Certificate of Achievement)**

**Required Courses**

**Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 36 Air Conditioning and Heating Systems .....	3
AUTO 41 Alignment and Suspensions .....	4
AUTO 63R Basic Autobody Restoration .....	3
AUTO 70 Introduction to Autobody Technology.....	4
AUTO 76 I-Car Autobody - Non-structural 1 & 2 .....	4
AUTO 77 I-Car Autobody - Refinishing 1 & 2 .....	4
WELD 30 Gas Welding.....	2
<b>Total units required for degree major .....</b>	<b>27</b>
<b>*required for Certificate=33 units</b>	
*AUTO 271 Unibody Technology.....	2
*AUTO 278 I-Car Autobody Shop Experience.....	4

**AUTOMOTIVE BODY REPAIR  
(Certificate of Achievement)**

**Required Courses**

**Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 63R Basic Autobody Restoration.....	3
AUTO 70 Introduction to Autobody Technology.....	4
AUTO 271 Unibody Technology .....	2
<b>Total units required .....</b>	<b>12</b>

**BRAKES  
(Certificate of Training)**

**Required Courses**

**Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 40 Brake Systems .....	4
AUTO 62DR Brakes Experience .....	2
<b>Total units required .....</b>	<b>12</b>

**AUTOMOTIVE CHASSIS (Associate in  
Science) or (Certificate of Achievement)**

**Required Courses**

**Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
AUTO 40 Brake Systems .....	4
AUTO 41 Alignment and Suspensions .....	4
AUTO 62CR Suspension/Steering Experience .....	2
AUTO 62DR Brakes Experience .....	2
<b>Total units required for degree major .....</b>	<b>18</b>

# Programs and Courses

## **AUTOMOTIVE DRIVE TRAINS (Associate in Science) Or (Certificate of Achievement)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 30 Manual Drive Trains-Gas and Diesel Vehicles ....	3
AUTO 31 Automatic Transmissions Gas and Diesel Vehicles.	4
AUTO 62AR Auto. Transmission/Transaxle Experience.....	2
AUTO 62BR Manual Drive Train/Axles Experience.....	2
Plus 1 additional unit of AUTO classes.....	1
<b>Total units required for degree major.....</b>	<b>18</b>

## **ELECTRICAL SYSTEMS (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 44 Electrical Systems .....	6
AUTO 61CR Electrical Systems Experience .....	1
<b>Total units required .....</b>	<b>10</b>

## **ENGINE MACHINING (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 46 Engine Machining/Reconditioning .....	3
AUTO 61BR Engine Machining/Reconditioning Experience	3
<b>Total units required .....</b>	<b>9</b>

## **ENGINE PERFORMANCE (Certificate of Training)**

Required Courses	Units
AUTO 33 Fuel Systems.....	4
AUTO 44 Electrical Systems .....	6
AUTO 61DR Engine Performance Experience.....	1
AUTO 95R State Emission Control License .....	6.5
<b>Total units required .....</b>	<b>17.5</b>

## **ENGINE REPAIR (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 45 Engine Diagnosis/Rebuilding.....	4
AUTO 61AR Engine Repair Experience.....	1
<b>Total units required .....</b>	<b>8</b>

## **HEATING AND AIR CONDITIONING (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 36 Air Conditioning and Heating Systems .....	3
AUTO 62ER Heating/Air Conditioning Experience.....	2
<b>Total units required .....</b>	<b>8</b>

## **MANUAL DRIVE TRAIN AND AXLES (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 30 Manual Drive Trains-Gas and Diesel Vehicles ....	3
AUTO 62BR Manual Drive Train/Axles Experience.....	2
<b>Total units required .....</b>	<b>8</b>

## **MASTER MECHANIC (Associate in Science) or (Certificate of Achievement)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 21 Introduction to Automobiles .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 30 Manual Drive Trains-Gas and Diesel Vehicles ....	3
AUTO 31 Automatic Transmissions Gas and Diesel Vehicles.	4
AUTO 33 Fuel Systems.....	4
AUTO 36 Air Conditioning and Heating Systems .....	3
AUTO 40 Brake Systems .....	4
AUTO 41 Alignment and Suspensions .....	4
AUTO 44 Electrical Systems .....	6
AUTO 45 Engine Diagnosis/Rebuilding.....	4
AUTO 61AR-BR OR 62AR-BR OR 63R series .....	1
<b>Total units required for degree major .....</b>	<b>42</b>

## **SUSPENSION AND STEERING (Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 41 Alignment and Suspensions .....	4
AUTO 62CR Suspension/Steering Experience .....	2
<b>Total units required .....</b>	<b>9</b>

## **TUNE-UP AND DRIVABILITY (Associate in Science) or (Certificate of Achievement)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 33 Fuel Systems.....	4
AUTO 36 Air Conditioning and Heating Systems .....	3
AUTO 44 Electrical Systems .....	6
AUTO 55 Advanced Tune-Up.....	5
AUTO 61DR Engine Performance Experience.....	1
AUTO 95R State Emission Control License .....	6.5
<b>Total units required for degree major .....</b>	<b>28.5</b>

# Programs and Courses

**AUTO 20—Automotive Technical Skills (3 units) CSU**  
Includes basic technical skills used by all automotive service and repair technicians, including tool selection, use, and maintenance; practical measuring skills; and useful bolt, nut, and thread repair techniques; also includes electrical circuit meter usage and problem-solving techniques.

**AUTO 21—Introduction to Automobiles (3 units) CSU**  
A comprehensive study of the automobile, including fundamental operating principles, nomenclature, structural analysis, major design theories, systems function, systems service, minor repair procedures, major repair complexities, current laws and regulations, political action, and personal economics/decision making.

**AUTO 22—Hydraulics (Fluid Power) (3 units) CSU**  
Application of hydraulics (fluid power) to the fields of automotive machine trades, robotics, industry, and agriculture. (L)

**AUTO 30—Manual Drive Trains-Gas and Diesel Vehicles (3 units) CSU**  
Basic operating principles of automotive drive trains which consist of clutches, standard transmissions/transaxles, drive shafts, drive axle assemblies, and transfer cases. Emphasis on related gear, bearing, and lubrication theory; normal maintenance, service, and adjustment operations; problem diagnosis; and overhaul procedures for gasoline and diesel vehicles.

**AUTO 31—Automatic Transmissions-Gas and Diesel Vehicles (4 units) CSU**  
Basic operating principles of automatic transmissions and transaxles, including planetary gear sets, hydraulic operation, electronic controls, and torque converters; normal maintenance, service, and adjustment operations; problem diagnosis procedures; and overhaul procedures for automotive and truck applications.

**AUTO 32—Basic Fuel and Emission Systems (3 units) CSU**  
Study of conventional and late model fuel system theory along with emission system service is reviewed throughout course. Intended for preparation for engine performance certification.

**AUTO 33—Fuel Systems (4 units) CSU**  
An in-depth study of conventional and state-of-the-art fuel systems; strong emphasis is placed on electronic fuel injection and computerized fuel management systems; additional study in 5-gas analyzers and combustion theory included. Concurrent enrollment in AUTO 44 recommended.

**AUTO 34—Basic Electrical Systems (3 units) CSU**  
Electron theory, DC circuits and wiring, starting and charging systems and diagnosis; emphasis is on electronic and distributorless ignition systems; troubleshooting skills will be emphasized throughout the course.

**AUTO 36—Air Conditioning & Heating Systems (3 units) CSU**  
Basic operating principles of automotive air conditioning, heating, and ventilating systems. Includes air conditioner and heater operation and engine cooling system, system operation with normal service and adjustment procedures, problem diagnosis, repair procedures, and an introduction to automatic temperature systems.

**AUTO 40—Brake Systems (4 units) CSU**  
Basic operating principles of automotive braking systems, including brake theory, hydraulic operation, hydraulic control valves, power brake units, electronic control systems/anti-lock brake systems (ABS); normal maintenance and adjustment operations; problem diagnosis; and complete rebuilding procedures.

**AUTO 41—Alignment and Suspensions (4 units) CSU**  
Basic operating principles of automotive suspension and steering systems with an emphasis on 4-wheel alignment, including suspension and steering operating theory, tire repair and balancing, operating replacement of all suspension and steering components, rebuilding of steering gears and pumps, and front and rear wheel alignment.

**AUTO 44—Electrical Systems (6 units) CSU**  
Comprehensive study of current automotive electrical systems with a strong emphasis on diagnosis, service, and repair of wiring, ignitions, charging, starting, domestic and import computer management systems. Involves usage of manuals, meters, scanners, and state-of-the-art test equipment. Recommend enrollment in Auto 33.

**AUTO 45—Engine Diagnosis and Rebuilding (4 units) CSU**  
Subject matter will include engine theory of operation, pre-tear down diagnosis, disassembly techniques, engine cleaning methods, measurement tools, component identification, lubrication systems, and assembly break-in procedures. Alternative fuels and hybrid engine drive train will also be presented.

**AUTO 46—Engine Machining and Reconditioning (3 units) CSU**  
Applied principles of engine machining and reconditioning techniques with a strong emphasis on high performance production machining. Intended for students who desire further study and skills working with automotive machining and assembly methods.

**AUTO 50A—Fundamentals of Engine Performance & Diagnostics (2 units)**  
Introductory course emphasizing electrical and electronic control systems relating to engine performance. Activities include system identification, diagnostic equipment usage, service and repair information methods, and fundamental trouble-shooting skills.

**AUTO 50BR—Advanced Engine Performance & Diagnostics (2 units)**  
Advanced study with current automotive/diesel diagnostic tools and methods used to troubleshoot and repair complex problems related to fuel, electrical, computer, and emission controls, including diagnostic skills in driveability, on-board diagnostics I and II, including scan tools, meter usage, lab scopes, computerized analyzers and dynamometer five-gas emission diagnostic equipment, and other related equipment as it pertains to gas or diesel electronic engine management systems. Bureau of automotive Repair L-1 certification is offered upon successful completion of final test. (Repeatable: May be taken four times only.)



# Programs and Courses

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## **AUTO 55—Advanced Tune-Up (5 units)**

Advanced automotive tune-up emphasizing problems pertaining to fuel ignition, emission, computers, wiring systems, and mechanical engine diagnostics. Latest diagnostic, tune-up equipment, and service skills will be demonstrated and used. Prerequisite: AUTO 33 and 44.

## **AUTO 61AR—Engine Repair Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive engine repair. Activities include in-depth operations not normally covered in the basic courses. Intended primarily for students with prior practical experience in automotive engine repair. Prerequisite: AUTO 45 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61BR—Engine Machining & Reconditioning Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive engine machining and reconditioning. Activities include in-depth operations not normally covered in the basic courses. Intended primarily for students with prior practical experience in automotive engine machining and reconditioning. Prerequisite: AUTO 46 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61CR—Electrical Systems Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive electrical systems. Activities include in-depth operations not normally covered in the basic courses. Intended primarily for students with prior practical experience in automotive electrical systems. Prerequisite: AUTO 44 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61DR—Engine Performance Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive fuel, emission and electrical systems. Activities include in-depth operations not normally covered in the basic courses. Intended primarily for students with prior practical experience in automotive engine performance. Prerequisite: AUTO 44 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 62AR—Automatic Transmission/Transaxle Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive transmission/transaxles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive transmission/transaxles. Corequisite: AUTO 31 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62BR—Manual Drive Trains and Axles Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive manual drivetrains and axles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive manual drivetrains and axles. Co-requisite: AUTO 30. (Repeatable: May be taken four times only.)

## **AUTO 62CR—Suspension and Steering Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive suspension and steering. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive suspension and steering. Corequisite: AUTO 41 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62DR—Brake Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive brakes. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive brakes. Corequisite: AUTO 40 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62ER—Heating and Air Conditioning Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive heating and air conditioning. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive heating and air conditioning. Corequisite: AUTO 36 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 63R—Basic Autobody Restoration (3 units)**

Designed to teach basic autobody repair and refinishing techniques emphasizing techniques used to restore a vehicle. Topics covered will include equipment and safety procedures in the paint booth, types of refinish materials used, determining the repair versus replace decisions and the damage removal sequence, paintless dent repair tools and processes, and determining the best welding technique to use in the repair. (L) (Repeatable: May be taken four times only.)

## **AUTO 70—Introduction to Autobody Technology (4 units)**

Introduces the student to the fundamentals of autobody collision repair. Topics will include Hazardous Material Regulations including handling, storage, and disposal of hazardous wastes, MSDS code information, personal protective equipment, repair facility safety, Oxyacetylene applications, the brazing process, vehicle design and collision energy management, repair issues, interior and exterior hardware, painted pinstripes, speaker mountings, and other bolt-on accessories. (L).

## **AUTO 75 I-CAR STRUCTURAL STEEL 1 (4 Units)**

This course will cover the first two sections of straightening structural steel. Course will include computerized measuring, vehicle dimensions, measuring equipment and operation and correcting structural damage.

## **AUTO 76—I-Car Autobody - Non-Structural 1 & 2 (4 units)**

Includes the following: cosmetic straightening steel, bolted-on part replacement, moveable glass, steel GMA-MIG welding, squeeze-type resistance spot welding, welded and adhesively bonded panel replacement. (L)



# Programs and Courses

## **AUTO 77—I-Car Autobody - Refinishing 1 & 2 (4 units)**

Covers all aspects of auto detailing; inspecting the finish, identifying finish defects, removing finish defects, understanding interior and exterior final detailing. Will also cover refinishing equipment and VOC regulations, surface preparation and masking. (L)

## **AUTO 80R FOUNDATION OF HYBRID/ALTERNATIVE FUEL VEHICLES (1 Unit)**

Basic study of hybrid and alternative fuel vehicles to provide information on new service and repair technology. This course is intended for all majors and service personnel.

## **AUTO 81R HYBRID/ALTERNATIVE FUELS VEHICLES FOR SERVICE TECHNICIANS (2 Units)**

Advanced study of hybrid and alternative fuel vehicles to equip automotive majors and field technicians with the information and skills necessary to service and repair current automotive hybrid vehicles to manufacturers safety procedures

## **AUTO 95R—State Emission Control License (7 units)**

Emphasis on preparing individuals who desire to be qualified in order to pass the State Emission Control License. Intended for A-6 & A-8 certified automotive technicians and majors. Pre-requisites: AUTO 55, or one year full-time employment with tune-up and drivability work experience or nine semester units in automotive fuel, electrical and drivability course work, or ASE/BAR A-6, A-8 certification. Grades are P/NP. (Repeatable: May be taken four times only.)

## **AUTO 278—I-Car Autobody Shop Experience (4 units)**

Designed to refine the student's skills needed to be successful in a collision repair environment. Students will use the latest industry training standards to repair and refinish late model vehicles to factory standards. (L)

# Biology

## **BIOL 1 – Principles of Biology (5 Units) CSU/UC**

Introduction to biology for majors that emphasizes the molecular, cellular, and environmental processes that are common to most organisms. Topics include an introduction to: biomolecules, cell structure, reproduction, enzymes, fermentation, respiration, photosynthesis, molecular genetics, heredity, and evolution. Background in high school biology or chemistry is recommended. Prerequisite: MATH 52. (L)

## **BIOL 2 – General Zoology (4 Units) CSU/UC**

Applies the concepts introduced in Biology 1 to the study of animals and evolution. Topics include animal: patterns of diversity and classification, anatomy and physiology, development and significance of sexual reproduction. Topics include emphasis on speciation, macro- and microevolution, and adaptation to environmental and social challenges. Designed for biology majors and related fields but open to all qualified students. Prerequisite: BIOL 1 (Biology majors) or BIOL 15 and MATH 52. (L)

## **BIOL 3 – General Botany (4 Units)**

**CSU/UC**

Applies the concepts introduced in Biology 1 to the study of plants and general ecology. Topics include morphology, physiology, systematics, and evolutionary trends among cyanobacteria, algae, fungi, and plants. Population, community, and ecosystems dynamics of higher plants will be emphasized. Designed primarily for biology majors and related fields but open to all qualified students. Prerequisite: BIOL 1 (BIOLOGY MAJORS) or BIOL 15 and MATH 52. (L)

## **BIOL 4--Human Anatomy (4 units)**

**CSU/UC**

Introduction to the gross and microscopic structure of the human body; emphasis on the anatomy and interrelationship between structure and function of the tissues, organs, and organ systems. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 5—Human Physiology (4 units)**

**CSU/UC**

Introduction to the physiological mechanisms of the human body that lead to homeostasis; emphasis on the interrelationship of the cells, tissues, organs, and systems. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 6—Introductory Microbiology (4 units) CSU/UC**

History, structure, metabolism, genetics, and ecology of microscopic life forms; their relationship to disease, immunology, agriculture, and industry. Laboratory emphasizes the development of techniques for the detection, isolation, and identification of both harmless and pathogenic species. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 10—General Biology (3 units)**

**CSU/UC UC-Unit Limit**

The science of life for non-science majors. Provides an overview of the world of living organisms including their classification and unifying characteristics. Introduces basic biological processes such as homeostasis, photosynthesis, cellular respiration, DNA function, cellular reproduction, evolution, and ecosystem interactions with an emphasis on the relationship of structure to function and the interrelationships of living organisms. Lecture only. Not open for credit with credit in BIOL 10L. (L)

## **BIOL 10L-General Biology (4 units)**

**CSU/UC Unit Limit**

The science of life for non-science majors. Provides an overview of the world of living organisms including their classification and unifying characteristics. Introduces basic biological processes such as homeostasis, photosynthesis, cellular respiration, DNA function, cellular reproduction, evolution, and ecosystem interactions with an emphasis on the relationship of structure to function and the interrelationships of living organisms. Labs and lecture. Not open for credit with credit in BIOL 10. (L)

## **BIOL 11—General Biology Laboratory (1 unit)**

**CSU**

Hands-on laboratory study for non-science majors; exploration of origin, characteristics, regulation, energy utilization, replication, and interrelationships of living organisms. Not open for credit to student with credit in BIOL 10L. Corequisite: None; BIOL 10 or equivalent may be taken. (L)

# Programs and Courses

**BIOL 15—Bioscience (4 units) CSU/UC Unit Limit**  
 Introduction to basic biological principles, including cellular and organismal structure, energetics, control, physiology, genetics, evolution, and environmental interaction. (L)

**BIOL 20R—Field Studies in Biology (v .5-1 unit) CSU**  
 Field studies of the flora and fauna of selected areas of northern California. Each course offering will focus on a particular ecosystem or region. While the localities will vary, they will include an ecosystem that showcases the biodiversity of California such as vernal pools, marsh and riparian habitats, oak woodlands, conifer forest, redwood forests or tide pools. Class will include both lecture and field trips that may include weekends, hiking and overnight trips. (L) (Repeatable: May be taken four times only.)

**BIOL 24—Human Biology (3 units) CSU/UC**  
 An introduction to general biology of human beings; emphasis is placed on the concepts, mechanisms and terminology used in anatomy, physiology and ecology. Topics include cell structure and function, human evolution, anatomy and physiology of the organ systems, genetics, and the human impact on the environment. (L)

**BIOL 25—Human Genetics (3 units) CSU/UC**  
 Designed for non-science majors to provide an understanding of basic principles of genetics, current developments in genetics, and the influence of genes and the environment in determining human characteristics. (L)

**BIOL 35R—Problem-Solving in Physiology (1 unit) CSU**  
 Companion course to BIOL 5, Human Physiology; appropriate for those wishing additional review in Physiology; lectures, discussions, and case histories used to explore difficult concepts such as osmolality, nervous system function, acid-base balance, hormonal control, and immunity; time will be allowed for consideration of topics chosen by students. (L) (Repeatable: May be taken four times only.)

# Business

## Accounting

### ACCOUNTING (Associate in Science)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
ACCT 1L Principles of Accounting - Financial .....	4.5
ACCT 2L Principles of Accounting - Managerial.....	5
BCA 15R Business Computer Applications - Beg. ....	3
BCA 17R Business Computer Applications-Advanced.....	3
BCA 34R Advanced Excel .....	1
BCA 41BR Windows XP .....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation .....	1.5
<b>Total units required for degree major .....</b>	<b>31</b>
<b>Additional Recommended Courses:</b>	
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures.....	3.5
ACCT 10A General Accounting .....	4
ECON 1A Elementary Economics-Macro.....	3
OA 15A Elementary Typewriting .....	3
SPECH 6 Group Communication .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship.....	1-4

### ADVANCED ACCOUNTING (Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
ACCT 1L Prin. of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Managerial.....	5
BCA 15R Business Computer Applications - Beg. ....	3
BCA 17R Business Computer Applications-Advanced.....	3
BCA 34R Advanced Excel .....	1
BCA 41BR Windows XP .....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation .....	1.5
<b>Plus at least 6 units from the following:</b>	
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures.....	3.5
GNBUS 18A Business Law .....	3
SPECH 6 Group Communication .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship.....	1-4
<b>Total units required .....</b>	<b>34</b>

# Programs and Courses

## ACCOUNTING

### (Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting .....	4
BCA 15R Business Computer Applications - Beg. ....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation .....	1.5
Plus at least 4 units from the following:	
ACCT 1L Principles of Accounting - Financial.....	4.5
ACCT 2L Principles of Accounting - Managerial .....	5
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures .....	3.5
GNBUS 10 Intro. to Global Business.....	3
CWEE 45R Occ. Wrk Experience	
OR INTRN 46R Internship .....	1-4
<b>Total units required .....</b>	<b>18.5</b>

## BUSINESS ADMINISTRATION

### (Associate in Science)

Required Courses	Units
ACCT 1L Prin. of Accounting - Financial .....	4.5
ACCT 2L Prin. of Accounting - Managerial.....	5
ECON 1A Elementary Economics - Macro.....	3
ECON 1B Elementary Economics - Micro.....	3
GNBUS 56 Business Mathematics.....	3
<b>Select one of the following classes:</b>	
STAT 1 Statistics.....	4
or MATH 9 Calculus for Business, Social and Life S (CSU Sacramento).....	3
or MATH 25 Finite Math (CSU Chico).....	3
<b>Plus three units from the following:</b>	
BCA 15R Business Computer Applications (CSU Sacramento).....	3
GNBUS 10 Intro. to Global Business (CSU Chico) .....	3
<b>Total units required for degree major.....</b>	<b>24.5</b>

## INCOME TAX PREPARATION

### (Associate in Science) or (Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
ACCT 6R Indiv. Income Taxes-Federal/State(Fall Only) .....	4
ACCT 10A General Accounting	
OR ACCT 1L Principles of Accounting - Financial .4-4.5	
BCA 33AR Introduction to Excel.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation .....	1.5
<b>Total units required for degree major.....</b>	<b>19.5</b>

### ACCT 1L – Principles of Accounting – Financial (4.5 Units) CSU/UC

Accounting for business activities, general ledger, special journals, accounts receivable, cash control, depreciation, inventories, and other aspects. Same as Accounting 1, but includes computer applications for accounting partnerships and corporations. Not open for credit to students with credit in Accounting 1. Prerequisite: ACCT 10A with a grade of "C" or better or qualifying score on mathematics part of Placement Examination; and BCA 15R and/or BCA 33AR or equivalent. (LM)

### ACCT 2L—Principles of Accounting-Managerial (5 units) CSU/UC

Emphasizes accounting principles and tools used by management in the decision-making process, including management accounting, budgetary techniques, cost flow procedures, financial statements, management reporting procedures, and computer applications in accounting. Not open for credit to student with credit in ACCT 2. Prerequisite: ACCT 1 or 1L with a grade of "C" or better.

### ACCT 3R—Computerized Accounting (3 units) CSU

Computerized accounting using QuickBooks Pro. Basic through intermediate features for small and medium size businesses including banking, sales and customers, purchases and vendors, inventory, reports and graphs. Application of all aspects of accounting cycle. Prerequisite: ACCT 10A or equivalent. (LM)

### ACCT 6R – Individual Income Taxes – Federal and State (4 Units) CSU

Individual income tax preparation, forms and computations; business and professional returns; federal and state returns. Meets State of California Certification for a tax preparer. Recommendation: Completion of Accounting 10A or some experience will be helpful. (LM) (Repeatable: May be taken four times only.)

### ACCT 9—Business Payroll Procedures (3.5 units) CSU

Introduction to payroll terminology, procedures, calculations, record-keeping, timelines, percentages, limitations, and laws that relate to maintaining payroll for business firms in California; computerized payroll procedures will be presented. No prior accounting knowledge is necessary. (LM)

### ACCT 10A—General Accounting (4 units) CSU

Introductory accounting course covering accounting principles and practices, the complete accounting cycle and creation of financial reports. Use of proper procedures in the General Journal and special journals, General Ledger and subsidiary ledgers, Payroll processes, and proper Financial Reporting. (L,M)

### ACCT 51BR – Intro to Payroll Regulation and Procedure (1 Unit)

An introduction to payroll procedures and regulations (Federal and California) for the person who has no knowledge of payroll operations; emphasis will be on payroll compensation, payroll withholdings, payroll reports and tax liabilities, workman's compensation, and computerized payroll procedures. Grades are P/NP. (L) (Repeatable: May be taken four times only.) Business Computer Applications

# Programs and Courses

## BUSINESS COMPUTER APPLICATIONS (Associate in Science)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting or ACCT 1L.....	4
BCA 15R Business Computer Applications - Beg. ....	3
BCA 17R Business Computer Applications-Advanced .....	3
BCA 37AR Introduction to Access .....	1
BCA 37BR Advanced Access .....	1
BCA 41BR Windows XP .....	1
GNBUS 56 Business Mathematics.....	3
<b>Total units required for degree major.....</b>	<b>19</b>
<b>Additional Recommended Courses</b>	
BCA 42AR Internet Literacy and Safety .....	3
GNBUS 10 Introduction to Global Business.....	3
OA 15C Advanced Keyboarding.....	3
OA 17AR Word Processing I.....	3
OA 21 Business Communications .....	3
OA 52/GNBUS 52 Business English .....	3
OA 60 General Office Procedures.....	4

## ADVANCED BUSINESS COMPUTER APPLICATIONS (Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
BCA 15R Business Computer Applications - Beg.....	3
BCA 17R Business Computer Applications-Advanced .....	3
BCA 22BR Advanced Microsoft Word .....	1
BCA 34R Advanced Excel .....	1
BCA 37AR Introduction to Access .....	1
BCA 37BR Advanced Access .....	1
BCA 41BR Windows XP .....	1
OA 22 Machine Calculation .....	1.5
<b>Plus at least 13 units from the following:</b>	
ACCT 10A General Accounting .....	4
BCA 26R Microsoft Power Point.....	1
COMSC 10L Computer Literacy.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 56 Business Mathematics.....	3
<b>Total units required .....</b>	<b>28.5</b>

## BUSINESS COMPUTER APPLICATIONS (Certificate of Training)

Required Courses	Units
BCA 15R Business Computer Applications-Beg.....	3
BCA 22BR Advanced Microsoft Word .....	1
BCA 23R Microsoft Outlook.....	1
BCA 34R Advanced Excel .....	1
BCA 37AR Introduction to Access .....	1
BCA 37BR Advanced Access .....	1
BCA 41BR Windows XP .....	1
BCA 42AR Internet Literacy and Safety .....	3
COUNS 52 Pre-Employment Skills Training.....	1
<b>Plus at least 3 units from the following:</b>	
ACCT 1L Principles of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Managerial.....	5
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting .....	4
BCA 25R Desktop Publishing.....	2
BCA 26R Microsoft PowerPoint.....	1
COMSC 10L Computer Literacy .....	3
<b>Total units required .....</b>	<b>16</b>

**BCA 13A – Business Computer Laboratory (0) CSU**  
 Laboratory to accompany many Business Computer Applications half term courses including: BCA 22AR, BCA 22BR, BCA 33AR, BCA 34R, BCA 37AR, BCA 37BR. Students use IBM compatible computers to learn operating systems, spreadsheets, databases and/or Accounting. Each student is required to have some type of storage device. (LM)

**BCA 15R – Business Computer Applications-Beginning (3 Units) CSU**  
 Develop a beginning/intermediate level of skills using the Microsoft Office Professional Edition Program. Basic features of Word, Excel, Access and PowerPoint are covered along with how to create simple integrated office documents. No prior experience is required. (LM) (Repeatable: May be taken two times only.)

**BCA 17R – Business Computer Applications – Advanced (3 Units) CSU**  
 Develop an intermediate/advanced level of skills using the Microsoft Office Professional Edition Program. Advanced features of Word, Excel, Access, and PowerPoint are covered along with how to use Object Linking and Embedding (OLE) to create integrated Office documents. Prior experience using Windows, Internet, and the Office Suite is assumed. Student is required to have some type of storage device to save assignments. Prerequisite: BCA 15R. (LM) (Repeatable: May be taken two times only.)

**BCA 22AR—Introduction to Microsoft Word (1 unit) CSU**  
 Overview of the basic features of Microsoft Word; learn to create, edit, and save documents; file management; basic text, paragraph, and page formatting; page numbering; printing options; tables and columns. Grades are P/NP. (L) (Repeatable: May be taken four times only.)



# Programs and Courses

**BCA 22BR—Advanced Microsoft Word (1 unit) CSU**  
Overview of advanced features of Microsoft Word, including advanced formatting, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merging features. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**BCA 23R—Microsoft Outlook (1 unit) CSU**  
Beginning and intermediate level features of the personal information manager; record contact, create and manage e-mail communication in a network or Internet; improve personal efficiency using calendar, tasks, notes, and journal features. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**BCA 25R—Desktop Publishing (2 units) CSU**  
Fundamentals of document design and layout with emphasis on the importance of visual communication in business documents such as newsletters, flyers, and brochures; use of advanced features of software; creation of portfolio with selected software applications; can be repeated for more advanced study; intermediate level knowledge of Word recommended. (L) (Repeatable: May be taken four times only.)

**BCA 26R—Microsoft PowerPoint (1 unit) CSU**  
Learn the basics and more; create presentations, add text information, add visual elements, bring in data from other sources, modify a presentation, prepare for distribution, customize a presentation, and deliver presentations. Familiarity with keyboard recommended. Grades are P/NP. (Repeatable: May be taken four times only.)

**BCA 27—Introduction to Computers (0.5 unit) CSU**  
Designed for the novice computer user or anyone thinking about purchasing a computer system; introduction to the basics of hardware, software, operating systems and their uses, as well as an overview of Word, Excel, Access, and the Internet. Grades are P/NP. (L)

**BCA 33AR—Introduction to Excel (1 unit) CSU**  
Learn basic features of Microsoft Excel spreadsheet software. Basic features include: using toolbars, moving, copying, formatting text, using spreadsheets for decision making, creating graphs and charts, list and data management. Hands-on course with business applications used. (Repeatable: May be taken four times only). (L,M)

**BCA 34R – Advanced Excel (1 Unit) CSU**  
Learn advanced features of Microsoft Excel spreadsheet software. These features include: Advanced formatting options, graphs and charts, decision making tools, sorting and data management options. Hands-on course with business applications used. Prerequisite: BCA 33AR. Grades are P/NP. (Repeatable: May be taken four times only.)

**BCA 37AR—Introduction to Access (1 unit) CSU**  
Use of Microsoft Access to create simple to complex databases in a Windows environment, to sort the database records, and to create report formats for printed reports. Grades are P/NP. (LM) (Repeatable: May be taken four times only.)

**BCA 37BR—Advanced Access (1 unit) CSU**  
Extends capabilities of Access and builds upon a student's knowledge of databases in general; includes creation of multiple databases, students will design and use forms and subforms to input data, use Query by Example (QBE) to extract data and create reports from multiple tables, and use macros to manipulate files. Prerequisite: BCA 37AR. Grades are P/NP. (LM) (Repeatable: May be taken four times only.)

**BCA 39—Exploring the Internet (1 unit) CSU**  
Overview of the Internet and World Wide Web with emphasis on hands-on business uses, global communications, finding things on the World Wide Web, conversations on the Internet, legal and societal issues, as well as web publishing. Grades are P/NP. (LM)

**BCA 41AR - Windows 7 (1 Unit) CSU**  
Gain a comprehensive understanding of Microsoft Windows 7, including the new features of the software. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations. (LM)

**BCA 41BR—Windows XP (1 unit) CSU**  
Introduction to Windows XP environment and its capabilities; use of Windows XP and its graphical user interface to communicate with personal computers; apply Windows XP features, concepts, applications, and procedures. Grades are P/NP. (LM) (Repeatable: May be taken four times only.)

**BCA 41CR—Windows Vista (1 unit) CSU**  
Gain a comprehensive understanding of Microsoft Windows Vista, including the new features of the software. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations. Grades are P/NP. (LM) (Repeatable: May be taken four times only.)

**BCA 42AR—Internet Literacy and Safety (3 units) CSU**  
Exposes the student to a wide range of topics relating to the Internet. Students will learn how to perform basic searches, work with email, manage and tune the web browser, and make the Internet a practical and functional part of everyday life. Designed to ease the fears of the novice and enhance the ability of the intermediate user. (L) (Repeatable: May be taken four times only.)

**BCA 42BR—Web Page Management and Design (3 units) CSU**  
Fundamentals of Web publishing utilizing Web design and imaging software. The course will focus on HTML, design, writing, editing, and maintenance of web pages; emphasis on web page elements such as HTML, image editing, ADA design, and project management. Real-life informational and interactive presentations to include testing and maintenance of web sites on the World Wide Web. (Repeatable: May be taken four times only.) (L)

**BCA 44DR—Digital Imaging for Small Office Home Office (2 units) CSU**  
An introduction to digital photography that explores the composition and aesthetics of photography. Emphasis is on concepts and techniques of image manipulation software. The course addresses printing and displaying photographic portfolios. It will show the use of digital images in webpage and graphic publications. Not open for credit to student with credit in IT 44DR. (Repeatable: May be taken four times.) (L)

# Programs and Courses

## General Business

### GENERAL BUSINESS MANAGEMENT (Associate in Science)

Required Courses	Units
BCA 15R Business Computer Applications - Beg.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
GNBUS 56 Business Mathematics.....	3
ECON 1A Elementary Economics-Macro.....	3
MGMT 5 Introduction to Supervision	
OR MGMT 10 Principles of Management .....	3
<i>Plus three additional units from</i>	
<i>courses listed below.....</i>	<i>3</i>
ACCT 1L Principles of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Managerial.....	5
ACCT 6R Individual Income Tax.....	4
GNBUS 25 Career Planning.....	3
MGMT 35 Management Psychology .....	3
OA 52/GNBUS 52 Business English .....	3
SPECH 1 Public Speaking OR 6 Group Communication....	3
<i>Total units required for degree major.....</i>	<i>21</i>

### ADVANCED GENERAL BUSINESS MANAGEMENT

#### (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications-Beg.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
ECON 1A Elementary Economics-Macro.....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Man-	
agement.....	3
MGMT 35 Management Psychology .....	3
<i>Plus at least 12 units from the following.....</i>	<i>12</i>
ACCT 1L Principles of Accounting-Financial OR	
ACCT 10A General Accounting.....	4-4.5
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English .....	3
<i>Total units required.....</i>	<i>30</i>

### GENERAL BUSINESS MANAGEMENT (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications-Beg.....	3
COUNS 52 Pre-Employment Skills Training.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Man-	
agement.....	3
MGMT 35 Management Psychology .....	3
<i>Total units required.....</i>	<i>16</i>

#### GNBUS 8—Business Ethics (3 units) CSU

Study of the methods and principles used to recognize and evaluate ethical issues in contemporary business environments. Emphasis will be on discovering and defending ethical principles as they apply to specific business dilemmas. Not open for credit to student with credit in PHIL 8. (L)

#### GNBUS 10—Introduction to Global Business (3 units) CSU/UC

Introduction to the diverse activities of business in a changing environment. Topics include ethics, e-commerce, diversity, motivation, management, organization, marketing, and human resources with an emphasis on global business. Focus on the exploration and understanding of race, culture, gender, and ethnicity in corporate America. Understand the development of a competitive advantage in global and international business.

#### GNBUS 18A—Business Law (3 units) CSU/UC

Law and its relationship to business. Laws and regulations affecting managerial decisions. Dispute resolution, torts, contracts, government regulations and other area of commercial law explored through case analysis. Other legal concepts explored include ethics, employment, consumer transactions, competition, the environment, agency, and business organizations. Not open for credit to student with credit in GNBUS 20A, 20B, and 20C. (L)

#### GNBUS 21—Business Communications (3 units) CSU

Development and refinement of written and oral business communication skills including composing, editing, proofreading, and document preparation to mailable standards. Prerequisite: None; OA 52/GNBUS 52 with a grade of "C" or better is recommended; keyboarding/word processing ability (OA 15A, OA 17AR, or equivalent) is recommended as all work must be typed. Not open for credit to students with credit in OA 21. (L)

#### GNBUS 25—Career Planning and Development (3 units) CSU

Survey of techniques of career exploration and selection; in the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in COUNS 25. (L)

#### GNBUS 28—Investments (3 units) CSU

Types of investments with emphasis on the stock market; evaluation of investment objectives; and factors affecting investment decisions. Assessment of the "Wall Street Journal." (L)

#### GNBUS 52—Business English (3 units)

Review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in OA 52. (L)

#### GNBUS 56—Business Mathematics (3 units)

Math analysis typically found in corporate and personal business including math found in accounting, real estate, finance, banking, and retail. Understand terminology in various aspects of business. Develop methods for problem solving. Develop analytical thinking skills to understand problem, determine solution, and interpret results. For business and non-business majors. Prerequisite: GNBUS 100 or a qualifying score on mathematics portion of *Placement Examination*.

# Programs and Courses

## GNBUS 100 – Elementary Business Math (3 Units)

Mathematics operations involving whole numbers, fractions, decimals, and percents; applications including income, property, and social security taxes; averages; wages and salaries, bank records; algebraic solutions to find unknowns. (L)

## Information Technology

### INFORMATION TECHNOLOGIES

#### (Associate in Science)

Required Courses	Units
IT 44AR/COMSC 44AR/ELECT 44AR A+ Test Certification	4
IT 44NR/COMSC 44NR Network Plus N+ Test Certification ..	4
IT 43AR/COMSC 43AR Unix Systems Management .....	3
IT 45AR Supporting Network Clients .....	3
Computer language .....	3
Plus 9 additional units from any other courses in the IT series .....	9
<b>Total units required for degree major .....</b>	<b>26</b>

### NETWORK SECURITY

#### (Certificate of Achievement)

Required Courses	Units
IT 43AR/COMSC 43AR Unix System Management .....	3
IT 44AR/COMSC 44AR/ELECT 44AR A+ Test Certification .	4
IT 44NR/COMSC 44NR Network Plus N+ Test Certification .	4
IT 44CR/COMSC 44CR/ELECT 44CR Security + .....	3
<b>Total units required .....</b>	<b>14</b>

#### IT 40BR—Digital Imaging for Small Office Home Office (SOHO) (2 units) CSU

IA n introduction to digital photography that explores the composition and aesthetics of photography. Emphasis is on concepts and techniques of image manipulation software. The course addresses printing and displaying photographic portfolios. It will show the use of digital images in webpage and graphic publications. (L) (Repeatable: May be taken four times only.)

#### IT 40ER—Introduction Game Development (4 units) CSU

Covers the necessary networking, internet research, and overall game industry knowledge needed to use, market and develop sophisticated networked and online games. Will include hands-on activities such as labs and project to further learning and experience. (LM)

#### IT 42AR—Internet Literacy and Safety (3 units) CSU

Exposes the student to a wide range of topics relating to the Internet. Students will learn how to perform basic searches, work with email, manage and tune the web browser, and make the Internet a practical and functional part of everyday life. Designed to ease the fears of the novice and enhance the ability of the intermediate user. (L) (Repeatable: May be taken four times only.)

#### IT 42BR—Web Page Management and Design (3 units) CSU

Fundamentals of Web publishing using Adobe Systems Sponsored Curriculum and software from Cisco Academies world-wide program. The course will focus on HTML, design, writing, editing, and maintenance of web pages; emphasis on web page elements such as HTML, image editing, ADA design, and project management. Real-life informational and interactive presentations to include testing and maintenance of web sites on the World Wide Web. (L) (Repeatable: May be taken four times only.)

#### IT 42CR—Maximizing Internet Resources (1.5 units)CSU

Familiarize students with techniques and tools to perform in-depth personal and/or academic research. Special attention will be paid to finding, organizing and managing online resources, email and other forms of electronic storage and transfer, different methods for determining credibility and citation of electronic resources. (L) (Repeatable: May be taken four times only.)

#### IT 42DR—Web Tools for Business (3 units) CSU

Exposure to different web-enabled tools useful in business settings. Tools will include web enabled email packages, the ability to manage email accounts, file sharing systems, encryption to protect data. Student will be able to install, back up and manage tools upon completion of the course. (LM) (Repeatable: May be taken four times only.)

#### IT 42ER—Creating a Web Presence (3 units) CSU

Students will be able to install and manage a contents management system (CMS) and shopping cart to create a web presence for a business. Students will create a template for the CMS and brand it to a company. They will have the option to brand the template to their own company or a fictitious business created for the class. (LM) (Repeatable: May be taken four times only.)

#### IT 43AR—Unix System Management (3 units) CSU

Responsibilities and operations of a Unix System Manager, including installation of a Unix type operating system, management of the file structure, user creation, security systems, system commands, implementation of various environment shells, script construction and network management. Lab exercises under the Linux Operating System to demonstrate proper system management techniques. (LM) (Repeatable: May be taken four times only.)

#### IT 44AR – A+ Test Certification (4 units) CSU

Fundamentals of personal computer (PC) hardware, including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the CompTIA A+ Certification Test. Computer-aided instruction and lab exercises included. (LM) (Repeatable: May be taken four times only.)

#### IT 44CR—Security + (3 units) CSU

The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (Repeatable: May be taken four times only.) (LM)

# Programs and Courses

## IT 44DR Digital Imaging For Small Office Home Office (2 Units)

An introduction to digital photography that explores the composition and aesthetics of photography. Emphasis is on concepts and techniques of image manipulation software. The course addresses printing and displaying photographic portfolios. It will show the use of digital images in webpage and graphic publications. (Repeatable: May be taken four times.) Not open for credit to student with credit in BCA 44DR. (L)

## IT 44NR—Network Plus N+ Test Certification (4 units) CSU

Fundamentals of networking hardware and software including network topology, OSI (open system interconnect) communications model, networking practices, installation, maintaining and troubleshooting network hardware and software. Course stresses skills required to pass the CompTIA *N+ Certification Test*. Lecture, computer-aided instruction and lab exercises are included. LM (Repeatable: May be taken four times only.)

## IT 45AR—Supporting Network Clients (3 units) CSU

Implementation and support of network clients, which includes installation and deployment, configuration, administration, monitoring, and troubleshooting. Preparation for certification examination. (Repeatable: May be taken four times only). (L,M)

## IT 45BR—Supporting Network Servers (3 units) CSU

Implementation and support of network servers, which includes installation and deployment, configuration, administration, monitoring and troubleshooting. Provide network services such as file and print, security, fault-tolerance, printing, remote access and cross-platform, multi-protocol interoperability. Preparation for certification examination. Knowledge of supporting network clients is highly recommended. (LM) Management and Supervision

## MANAGEMENT FOR BUSY PEOPLE (Certificate of Achievement)

Required Courses	Units
MGMT 95AR Managerial Accounting .....	1
MGMT 95BR Time Management and Planning .....	1
MGMT 95CR Legal Concerns for Employers .....	1
MGMT 95DR Recruitment, Interviewing/Hiring .....	0.5
MGMT 95ER Evaluation/Performance Appraisal .....	0.5
MGMT 95FR Disciplinary Actions and Grievances.....	1
MGMT 95GR Training Employees.....	0.5
MGMT 95HR Leadership.....	1
MGMT 95JR Stress Management.....	0.5
MGMT 95KR Computer Concepts for Managers .....	1
MGMT 95LR Transition to Being a Supervisor .....	0.5
MGMT 95MR Safe Workplace.....	0.5
MGMT 95NR Written Communication Skills.....	1
MGMT 95PR Business Ethics .....	1
MGMT 95QR Introduction to Quality Management .....	0.5
MGMT 95WR Customer Service .....	0.5
<b>Total units required .....</b>	<b>12</b>

## PERSONNEL MANAGEMENT (Associate in Science)

Required Courses	Units
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
GNBUS 56 Business Mathematics.....	3
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
Plus three additional units selected from courses listed below .....	3
<b>Total units required for degree major.....</b>	<b>21</b>
BCA 15R Business Computer Applications Beg.....	3
OA 52/GNBUS 52 Business English .....	3
PSYCH 1A General Psychology.....	3
SPECH 1 Public Speaking OR 6 Group Communication....	3

## PERSONNEL MANAGEMENT (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Plus at least 12 units from the following.....</b>	<b>12</b>
ACCT 1L Prin. of Accounting-Financial OR ACCT 10A General Accounting .....	4-4.5
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English .....	3
<b>Total units required .....</b>	<b>30</b>

## RETAIL MANAGEMENT (Certificate of Achievement)

Required Courses	Units
ACCT 10A General Accounting .....	4
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 56 Business Mathematics.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
MGMT 10 Principles of Management .....	3
MGMT 15 Human Resource Management.....	3
MGMT 35 Management Psychology .....	3
MKT 82R Marketing Management.....	3
OA 21 Business Communications .....	3
SPECH 1 Public Speaking .....	3
<b>Total units required .....</b>	<b>34</b>



# Programs and Courses

## Small Business Management

The Small Business Management Associate in Science Degree is primarily for students who plan to manage a small business or work in a small business environment. The Small Business curriculum provides students with the basic understanding of existing business practices. Students will be able to understand and apply the principles of business ethics, social responsibilities of a business, basic functions of management, and the qualifications required in business management and/or ownership.

### SMALL BUSINESS MANAGEMENT (Associate in Science)

Required Courses	Units
ACCT 3R Computerized Accounting .....	3
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
GNBUS 52/OA 52 Business English .....	3
GNBUS 56 Business Mathematics.....	3
<b>Total units required for degree major .....</b>	<b>18</b>
Additional recommended courses:	
BCA 33AR Intro to Excel .....	1
BCA 34R Advanced Excel .....	1
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management.....	3
MGMT 35 Management Psychology .....	3

### ADVANCED SMALL BUSINESS MANAGEMENT

Required Courses	Units
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management.....	3
MGMT 35 Management Psychology .....	3
<b>Plus at least 15 units from the following</b>	
ACCT 1L Prin. of Accounting-Financial OR 10A Gen. Accounting.....	4-4.5
GNBUS 10 Intro. to Global Business.....	3
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English .....	3
<b>Total units required .....</b>	<b>27</b>

### SMALL BUSINESS MANAGEMENT (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management.....	3
MGMT 35 Management Psychology .....	3
<b>Total units required .....</b>	<b>15</b>

**MGMT 5—Introduction to Supervision (3 units) CSU**  
Introduction to role of the supervisor; understanding the basic fundamentals of supervision; designed for the potential working supervisor. (L)

**MGMT 10—Principles of Management (3 units) CSU**  
Managerial and organizational theory and practice; planning, organizing, influencing, and controlling; focus on the role, functions, and responsibilities of management in a contemporary organization. (L)

**MGMT 14—Entrepreneurship (3 units) CSU**  
Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. Not open to students who have taken AG 14. (LM)

**MGMT 15—Human Resource Management (3 units) CSU**  
Foundations for the contemporary theory and practices relating to the management of people; managing human resources within an organization; basic personnel processes. (L)

**MGMT 35—Management Psychology (3 units) CSU**  
Assists students in understanding and applying theories of management and psychology to human behavior in the workplace; increases awareness of individual and group behaviors, conflict resolution, and organizational dynamics. (L)

**MGMT 75—Business Promotional Planning (3 units)**  
Principles of, and practices in, the planning and executing of a sales promotional plan. Not open for credit to student with credit in MKT 75. (L)

**MGMT 95AR—Managerial Accounting (1 unit)**  
Role of the budget; essential elements of the budgeting process, control, and accountability. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**MGMT 95BR—Time Management and Planning (1 unit)**  
Improvement of time management strategies; focus on dealing with multiple problems and the most effective use of time. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**MGMT 95CR—Legal Concerns for Employers (1 unit)**  
Current developments in the field of personnel law and legal concerns of management who oversee employees; emphasis on personnel laws and policies related to equal opportunity, affirmative action, and sexual harassment. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**MGMT 95DR—Recruitment, Interviewing, Hiring (0.5 unit)**  
Personnel recruitment, including affirmative action considerations, interviewing techniques, checking references, and orientation for new employees. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

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## **MGMT 95ER—Evaluation and Performance Appraisal (0.5 unit)**

Exploration of the use of periodic interactive discussion centering on employees' contributions to organizational goals; introduction to evaluation tools such as job inventories and appraisal documents. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95FR—Disciplinary Actions (1 unit)**

Analysis of employee discipline systems, rights of management and employees, collective bargaining agreements, and general grievance procedures. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95GR—Training Employees (0.5 unit)**

Aspects of establishing an effective training program, including identification of training needs, preparation of training objectives, and psychological approaches to training. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95HR—Leadership (1 unit)**

Analysis of basic human behavior on the job, focusing on various leadership styles, motivational techniques, and improvement of employee productivity. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95JR—Stress Management (0.5 unit)**

Cause-and-effect factors of stress and the skills and strategies supervisors can use to help cope with stress. Stress as both enemy and ally. May include stress-reduction activities and exercises. Not open for credit to students with credit in PSYCH 95JR. Grades are P/NP. (Repeatable: May be taken four times only.) (L)

## **MGMT 95KR—Computer Concepts for Managers (1 unit)**

Introduction to basic concepts of computer application for managers in planning, organizing, directing, and controlling. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95LR—Transition to Being a Supervisor (0.5 unit)**

Exploration of management potential for emerging supervisors; focuses on role transition and organizational need in directing and controlling. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95MR—Safe Workplace (0.5 unit)**

Responsibilities of the supervisor for development of safety attitudes and practices; emphasis on accident prevention procedures as well as components of report forms. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95NR—Written Communication Skills (1 unit)**

Advanced verbal, nonverbal, written, and group communication skills; business meetings, public speaking, and other management communication skills covered. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95OR—Advanced Entrepreneur Training (2 units)**

Develop an advanced business plan for a new venture or evaluate a current plan. Includes market research, organizational structure, customer sales and service, financial record keeping, sales, licensing, employee/employer concerns, and funding sources. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95PR—Business Ethics (1 unit)**

Provides a practical approach to business ethics useful in responding to business problems in a range of areas including accounting, finance, marketing, and management. Grades are P/NP. (Repeatable: May be taken four times only.)

## **MGMT 95QR—Intro. to Quality Management (0.5 unit)**

Introduction to the philosophy, tools, and techniques of quality improvement efforts in organizations. Emphasis on understanding the quality systems approach to customer focus, continuous improvement, and employee involvement. Focus on the relationship of customer satisfaction and organization success. This is the foundation for understanding many quality improvement initiatives in organization. (L) (Repeatable: May be taken four times only.)

## **MGMT 95WR—Customer Service (0.5 unit)**

Focus on customer service improvement; development of customer service strategy and attitude, treating clients appropriately, phone etiquette, e-mail etiquette, and the do's and don'ts of customer service. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **MGMT 95X Entrepreneur Training (1 unit)**

Students will identify successful characteristics of an Entrepreneur. Determine if they want to start a business of their own. Develop goals for their business. Be introduced to successful time management skills. Determine the demographics of their business. Be introduced to the main components of a business plan, a marketing plan and small business accounting techniques and forms. (LM)

## **MGMT 280AR—Writing a Business Plan (0.5 unit)**

Development of a business plan. Emphasis on market identification, sources of funding, assessment of strengths and weaknesses of the business managers, and preparation and evaluation of the plan. Intended for potential or existing business owners and managers. (L) Grades are P/NP.

## **MGMT 280BR—Legal Aspects of Starting a Small Business (0.5 unit)**

Legal issues encountered by the small business owner; intended for potential or existing business owners and managers. (L) Grades are P/NP.

## **MGMT 280CR—Marketing Analysis for a Small Business (0.5 unit)**

Provides students with the information and tools to analyze marketing strategies of a small business. Intended for potential or existing business owners and managers. (L) Grades are P/NP.

## **MGMT 280DR—Market Research for your Local Area (0.5 unit)**

Provides students with the knowledge of research tools to conduct market research of their local business area. Intended for potential or existing business owners and managers. (L) Grades are P/NP.

## **MGMT 280ER—Marketing Strategy for Small Business (0.5 unit)**

The importance of promoting your business and taking the time to develop a solid marketing strategy. Intended for potential or existing business owners and managers. (L) Grades are P/NP.

# Programs and Courses

## MGMT 280FR—Personnel Management and Operations (0.5 unit)

Introduction to the complicated laws regarding hiring and maintaining employees. Intended for potential eliciting business owners and managers. (L) Grades are P/NP.

## MGMT 280GR—Small Business Financing (0.5 unit)

Fundamentals of financing a business venture, including establishing an accounting system, tools to forecast business needs, establish an overall cash management system, and what a lender wants to see. Intended for potential or existing business owners and managers. (L) Grades are P/NP.

## Marketing

### MKT 75—Business Promotional Planning (3 units)

Principles of, and practices in, the planning and executing of a sales promotional plan. Not open for credit to student with credit in MKT 75. (L)

### MKT 82R—Marketing Management (3 units)

Principles and procedures of modern marketing, including the process of planning a marketing design, pricing, promotion, and distribution of ideas, goods, and services. (Repeatable: May be taken four times only.) (L)

## Office Administration

### ADMINISTRATIVE ASSISTANT (Associate in Science)

Required Courses	Units
GNBUS 56 Business Mathematics.....	3
OA 15B Intermediate Keyboarding.....	3
OA 17BR Word Processing II.....	3
OA 21 Business Communications.....	3
OA 22 Machine Calculations.....	1.5
OA 52/GNBUS 52 Business English.....	3
OA 53 Filing.....	1
OA 60 General Office Procedures.....	4
OA 61 Advanced Office Procedures.....	4
<b>Total units required for degree major.....</b>	<b>25.5</b>
<b>Additional Recommended Courses</b>	
ACCT 10A, ACCT 1L, ACCT 2L.....	4-5
BCA 15R Business Computer Applications - Beg.....	3
BCA 22AR Introduction to Microsoft Word.....	1
BCA 22BR Advanced Microsoft Word.....	1
BCA 37AR Introduction to Access.....	1
BCA 41BR Windows XP.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law.....	3
OA 15C Advanced Keyboarding.....	3
MGMT 5 Introduction to Supervision.....	3
MGMT 10 Principles of Management.....	3
MGMT 15 Human Resources Management.....	3
SPECH 1 Public Speaking.....	3
CWEE 45R Occ. Wrk Experience.....	1-4

### ADMINISTRATIVE ASSISTANT (Certificate of Achievement)

First Semester	Units
OA 15B Intermediate Keyboarding.....	3
OA 17AR Word Processing I.....	3
OA 22 Machine Calculations.....	1.5
OA 52 Business English.....	3
OA 60 General Office Procedures.....	4
<b>Second Semester</b>	
OA 17BR Word Processing II.....	3
OA 21 Business Communications.....	3
OA 53 Filing.....	1
OA 61 Advanced Office Procedures.....	4
<b>Total units required.....</b>	<b>25.5</b>

### CLERICAL (Certificate of Achievement)

Required Courses	Units
OA 15B Intermediate Keyboarding.....	3
OA 17AR Word Processing I.....	3
OA 17BR Word Processing II.....	3
OA 52 Business English.....	3
OA 60 General Office Procedures.....	4
<b>Plus at least 5 units from the following.....</b>	<b>5</b>
ACCT 10A General Accounting OR ACCT 1L Principles of Accounting-Financial.....	4-4.5
BCA 41BR Windows XP.....	1
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculations.....	1.5
OA 53 Filing.....	1
<b>Total units required.....</b>	<b>21.5</b>

### LEGAL OFFICE SKILLS (Associate in Science)

Required Courses	Units
BCA 33AR Introduction to Excel.....	1
OA 15B Intermediate Keyboarding.....	3
OA 17AR Word Processing I.....	3
OA 17BR Word Processing II.....	3
OA 52 Business English.....	3
OA 53 Filing.....	1
OA 60 General Office Procedures.....	4
OA 63 Legal Office Procedures.....	3
<b>Total units required for degree major.....</b>	<b>21</b>
<b>Additional Recommended Courses</b>	
ACCT 10A General Accounting OR ACCT 1L Principles of Accounting-Financial.....	4-4.5
ACCT 2L Principles of Accounting-Managerial.....	5
BCA 15R Business Computer Applications - Beginning.....	3
BCA 22AR/22BR Introduction/Advanced Microsoft Word ...	1
BCA 37AR Introduction to Access.....	1
BCA 41BR Windows XP.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law or equivalent.....	3
OA 21 Business Communications.....	3
OA 22 Machine Calculations.....	1.5
OA 61 Advanced Office Procedures.....	4
MGMT 5 Introduction to Supervision.....	3
MGMT 10 Principles of Management.....	3

# Programs and Courses

## LEGAL OFFICE SKILLS (Certificate of Achievement)

First Semester	Units
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
OA 63 Legal Office Procedures .....	3

### Second Semester

GNBUS 18A Business Law .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1.5
OA 53 Filing .....	1
OA 61 Advanced Office Procedures .....	4
<b>Total units required .....</b>	<b>31.5</b>

## MEDICAL OFFICE SKILLS

### (Associate in Science)

Required Courses	Units
NURS 51 Medical Terminology .....	3
GNBUS 56 Business Mathematics .....	3
OA 15B Intermediate Keyboarding .....	3
OA 17BR Word Processing II .....	3
OA 52/GNBUS 52 Business English .....	3
OA 55 Medical Transcription .....	3
OA 65 Medical Office Procedures .....	3
<b>Total units required for degree major .....</b>	<b>21</b>

### Additional Recommended Courses

ACCT 10A General Accounting OR	
ACCT 1L Prin. of Accounting-Financial .....	4-4.5
BCA 15R Business Computer Applications - Beginning .....	3
BCA 33AR Introduction to Excel .....	1
BCA 37AR Introduction to Access .....	1
BCA 41BR Windows XP .....	1
GNBUS 10 Intro. to Global Business .....	3
GNBUS 18A Business Law .....	3
OA 17AR Word Processing I .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1.5
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 61 Advanced Office Procedures .....	4
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
SPECH 1 Public Speaking .....	3

## MEDICAL OFFICE PROCEDURES (Certificate of Achievement)

First Semester	Units
NURS 51 Medical Terminology .....	3
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4

### Second Semester

BCA 41BR Windows XP OR equiv. operating system .....	1
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1.5
OA 53 Filing .....	1
OA 55 Medical Transcription .....	3
OA 65 Medical Office Procedures .....	3
<b>Total units required .....</b>	<b>28.5</b>

## WORD PROCESSING

### (Associate in Science)

Required Courses	Units
BCA 15R Business Computer Applications .....	3
BCA 41BR Windows XP .....	1
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 61 Advanced Office Procedures .....	4
<b>Total units required for degree major .....</b>	<b>25</b>

## WORD PROCESSING

### (Certificate of Achievement)

First Semester	Units
BCA 41BR Windows XP .....	1
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4

### Second Semester

BCA 15R Business Computer Applications - Beginning .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
OA 61 Advanced Office Procedures .....	4
<b>Total units required .....</b>	<b>29</b>



# Programs and Courses

**OA 13A—Office Administration Laboratory (0) CSU**  
Laboratory to accompany Office Administration short-term courses offered the first half of the semester. Students use IBM compatible computers to learn operating systems, spreadsheets, databases or other applications. Corequisite: OA course (LM)

**OA 13B—Office Administration Laboratory (0) CSU**  
Laboratory to accompany Office Administration short-term courses offered the second half of the semester. Students use IBM compatible computers to learn operating systems, spreadsheets, databases or other applications. Corequisite: OA course (LM)

**OA 15A – Beginning Keyboarding (3 Units) CSU**  
Acquire basic beginning level of keyboarding and basic document formatting. (L)

**OA 15A-1, Typewriting (1 Unit) CSU**  
Develop basic keyboarding skills using an alphanumeric keyboard. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the first course in a series of three modules to improve student typing skills and acquire a basic beginning level of keyboarding. Not open to students with credit in OA15A, 15B, 15C or one or more units of OA 15R-O. (L)

**OA15A-2, Typewriting (1 Unit) CSU**  
Further development of keyboarding skills using an alphanumeric keyboard and begin to learn basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. Prerequisite: OA15A-1. This is the second course in a series of three modules to improve student typing skills, acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA15A, 15B, 15C or two or more units of OA 15R-O. (L)

**OA15A-3, Typewriting (1 Unit) CSU**  
Mastery of keyboarding skills using an alphanumeric keyboard while enhancing basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. Prerequisite: OA 15A-2. This is the third course in a series of three modules to improve student typing skills, to acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA15A, 15B, 15C or three or more units in OA 15R-O. (L)

**OA 15B – Intermediate Keyboarding (3 Units) CSU**  
Refinement of basic keyboarding skills and to complete more advanced level of document formatting to the intermediate level of competency. (L)

**OA15B-1, Typewriting (1 Unit) CSU**  
Refinement of keyboarding skills using an alphanumeric keyboard and learn intermediate formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. Prerequisites: OA 15A-3. This is the first course in a series of three modules to refine basic keyboarding skills and complete additional levels of document formatting to intermediate competency. Not open to students with credit in OA15A, 15B, 15C or four or more units in OA 15R-O. (L)

**OA 15B-2, Typewriting (1 Unit) CSU**  
Further refinement of keyboarding skills using an alphanumeric keyboard and enhance advanced formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. Prerequisites: OA15B-1. This is the second course in a series of three modules to refine basic keyboarding skills and complete additional levels of document formatting to intermediate competency. Not open to students with credit in OA15A, 15B, 15C or five or more units in OA 15R-O. (L)

**OA15B-3, Typewriting (1 Unit) CSU**  
Mastery of keyboarding skills using an alphanumeric keyboard while becoming proficient in the use of advanced formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. Prerequisites: OA15B-2. This is the third course in a series of three modules to refine basic keyboarding skills and complete additional levels of document formatting to intermediate competency. Not open to students with credit in OA15A, 15B, 15C or six or more units in OA 15R-O. (L)

**OA 15R-O—Typewriting (v1-3 units) CSU**  
Typewriting skill development to the advanced professional level of competency. Open entry, open exit.Repeatable: May be taken four times only. (L) (CLC Only)

**OA 17AR – Word Processing (3 Units) CSU**  
Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing, and merging. (L) (Repeatable: May be taken four times only.)

**OA 17BR—Word Processing II (3 units) CSU**  
Advanced word processing operations involving long and multiple-part documents, mail merge, forms, styles and themes, and work group features. Prerequisite: None; OA 17AR or equivalent recommended.. (L) (Repeatable: May be taken four times only.)

**OA 21—Business Communications (3 units) CSU**  
Development and refinement of written and oral business communication skills, including composing, editing, proofreading, and document preparation to mailable standards. Prerequisite: None; OA 52 or GNBUS 52 with a grade of “C” or better recommended; keyboarding/word processing ability (OA 15A, OA 17AR, or equivalent is recommended) as all work must be typed. Not open for credit for students with credit in GNBUS 21. (L)

**OA 22 – Machine Calculation (1.5 Units) CSU**  
Skill development in the operation of the electronic display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. (LM)

**OA 22R-O—Machine Calculation (v.5-2 units) CSU**  
Skill development in the operation of the electronic display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. Open-entry/open-exit. (CLC Only)

# Programs and Courses

## OA 51R – Keyboarding (1 Unit)

Develop basic keyboarding skills necessary for efficient data entry through a traditional alphanumeric keyboard. Designed for non-secretarial, non-clerical students: Instruction will be on the IBM or compatible microcomputer. Not open to students with credit in OA 15A, 15B, or 15C. Grades are P/NP. (L)

## OA 52—Business English (3 units)

Review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in GNBUS 52. (L)

## OA 53—Filing (1 unit)

Introduction to the methods in coding and filing business correspondence for manual storage and retrieval. Filing systems covered include alphabetic, serial numeric, terminal digit numeric, subject, and geographic.

## OA 54A—Beginning Medical Terminology (2 units)

Familiarization with medical terminology from programmed text outlining word structure, definitions, and usage. Primarily intended for those who are preparing for a career in health or business, with an emphasis on clerical support staff responsibilities. Not open for credit to student with credit in OA 54. (L) (CLC Only)

## OA 54B—Advanced Medical Terminology (2 units)

Continuation of OA 54A; further development and refinement of medical terminology skills; primarily intended for those who are preparing for a career in health or business with an emphasis on clerical support staff responsibilities. Prerequisite: OA 54A (L) (CLC Only)

## OA 55 – Medical Word Processing (3 Units)

Medical document editing utilizing partial speech recognition documentation/voice processing and transcription from physician dictation. Course work will encompass general medical/surgical and specialties such as OB-GYN, pediatrics, orthopedics, and cardiovascular medicine. Prerequisite: OA 17BR, OA 52 or GNBUS 52, NURS 51A; or equivalent experience or course work; NURS 51B may be taken concurrently. (L)

## OA 59—General Transcription (2 units)

Method and practice in editing and transcribing dictated business correspondence using transcribing machine units and computer-based word processing software. Material simulates correspondence in various areas of business. (L)

## OA 60 – General Office Procedures (4 Units)

Skills and procedures necessary in an automated office. Office information systems technology and procedures; telecommunications; information processing; mail and phone systems; time management; public relations and human relations skills; and ethics. (L)

## OA 61—Advanced Office Procedures (4 units)

Develop and apply advanced level of principles, knowledge, and skills necessary for the proper operation of the automated office; emphasis is on higher level administrative assistant skills such as analysis, communication, decision-making, and supervision principles. Prerequisite: OA 15B. (LM)

## OA 63—Legal Office Procedures (3 units)

The legal office environment, current legal office procedures, and preparation of legal documents using automated equipment.

## OA 65—Medical Office Procedures (3 units)

Medical office duties, medical transcription, and training in preparation of medical records and standard forms; role of the allied health administrative medical assistant. Prerequisite: OA 15A or OA 17AR or equivalent is recommended (ability to use word processing software as all work must be typed. (L)

## Real Estate

### RE 30—Real Estate Principles (3 units) CSU

Introduction to real estate principles for the prospective broker, salesperson, informed participant, or observer. Required course for California Real Estate Exam. (LM)

### RE 91—California Real Estate Practices (3 units)

Actual practice of real estate by putting what is learned in principles and life to use. Covers laws and regulations affecting dynamic and everchanging subjects such as: capital gains treatment of taxes, loan brokerage fees, interest rates, government participation loans, recovery fund amounts, agency relationships, Easton liabilities and other vital changes. Required course for *Real Estate Broker License Examination and Real Estate Appraiser License Examination*. (LM)

### RE 92 – Real Estate Appraisal (3 Units)

Fundamentals of Real Estate appraisal stressing the residential market. Emphasis will be given to the forces which create and influence market value in real estate. Required course for Real Estate Broker License Examination. (L)

### RE 93—California Real Estate Finance (3 units)

This course will cover a thorough discussion of the development of financing mechanisms through the ages, including a thorough understanding of the secondary money market and an emphasis on currently widely used methods of finance in California. Required course for California *Real Estate Agent Examination*. (LM)

# Chemistry

## (Associate in Science)

Required Courses	Units
CHEM 1A General Chemistry.....	5
CHEM 1B General Chemistry.....	5
CHEM 18A Organic Chemistryfor Health & Life Sceinces I.....	4
CHEM 18B Organic Chemistryfor Health & Life Sceinces II ...	4
MATH 1A First Year Calculus.....	5
MATH 1B First Year Calculus.....	4
<b>Plus the following:</b>	
PSYS 2A General Physics.....	3
PSYS 3A General Physics Lab.....	1
PSYS 2B General Physics .....	3
PSYS 3B General Physics Lab .....	1
OR	
PSYS 4A Mechanics.....	4
PSYS 4B Electromagnetism.....	4
<b>Total units required for degree major .....</b>	<b>35</b>

# Computer Science

**CHEM 1A—General Chemistry (5 units)**

**CSU/UC UC-Unit Limit**

Fundamental principles of inorganic chemistry; nomenclature of inorganic compounds, chemical formulas, equations, and reactions; stoichiometry; structure of atoms, ions, and molecules and periodic table; oxidation-reduction and acid-base reactions; equilibrium; and gas laws. Prerequisite: MATH 52 or equivalent with a "C" or better, and one year of high school chemistry with a grade of "B" or better, or CHEM 2A or 50 or equivalent with a grade of "C" or better. (LM)

**CHEM 1B—General Chemistry (5 units)**

**CSU/UC UC-Unit Limit**

Principles of inorganic chemistry, including kinetics, thermodynamics, equilibrium, electrochemistry, and acid-base chemistry; descriptive chemistry and qualitative analysis. Prerequisite: CHEM 1A with a grade of "C" or better. (LM)

**CHEM 2A—Introductory Chemistry (5 units)**

**CSU/UC-UC Unit Limit**

Introduction to fundamental principles of inorganic chemistry; structure and bonding, nomenclature, chemical equations and reactions, stoichiometry, acids, bases, and chemical equilibrium, redox, gases, solutions, and nuclear chemistry. Not open for credit to student with credit in CHEM 1A or equivalent. MATH 50 with a "C" or better strongly recommended. (LM)

**CHEM 2B—Introductory Chemistry (4 units)**

**CSU/UC-UC Unit Limit**

Introduction to fundamental organic chemistry and biochemistry; structure and nomenclature; reactions, stereochemistry; bioenergetics and metabolism. Prerequisite: CHEM 1A or 2A. (LM)

**CHEM 10—Concepts of Chemistry (3 units)**

**CSU/UC-UC Unit Limit**

Survey of basic concepts and practices of chemistry; designed for non-science majors desiring an introduction to fundamental chemistry concepts and skills. Not intended for students who will enroll in subsequent chemistry coursework. (L)

**CHEM 18A—Organic Chemistry for Health and Life Sciences (4 units)**

**CSU/UC UC-UC Unit Limit**

Designed for students planning professional school studies in health and life sciences. A rigorous, in-depth presentation of basic principles with emphasis on stereochemistry and spectroscopy and preparations and reactions of aromatic and nonaromatic hydrocarbons, haloalkanes, alcohols and ethers. Reactions include Sn1, Sn2, E1 and E2. Prerequisite: CHEM 1B with a grade of "C" or better. (M)

**CHEM 18B—Organic Chemistry for Health and Life Sciences - Second semester (4 units)**

**CSU/UC-UC Unit Limit**

A continuation of CHEM 18A. Designed for students planning professional school studies in health and life sciences. Emphasis on the preparation, reactions and identification of organometallic compounds, aldehydes, ketones, carboxylic acids, and their derivatives, alkyl and acyl amines, B-dicarbonyl compounds, and various classes of naturally occurring, biologically important compounds. Prerequisite: CHEM 18A with a grade of "C" or better. (M) COMMUNICATIONS (see Speech)

**COMPUTER SCIENCE (Associate in Science)**

**Required Courses**

**Units**

COMSC 9A C++ Programming.....	3
COMSC 9B Data Structures.....	3

*Plus 12 units selected from the following:*

COMSC 6 BASIC Programming.....	3
COMSC 7 Intro. to Visual Basic Programming.....	3
COMSC 11 Advanced C++ Programming.....	3
COMSC 12 JAVA Programming.....	3
COMSC 43AR Unix System Management.....	3

*Total units required for degree major.....18*

*Recommended Courses for Degree:*

MATH 1A Calculus.....	5
MATH 1B Calculus.....	4
MATH 25 Finite Math.....	3
STAT 1 Introduction to Statistical Methods.....	4

**COMPUTER SCIENCE (Certificate of Achievement)**

**Required Courses**

**Units**

COMSC 9A C++ Programming.....	3
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*Plus fifteen units selected from the following:*

COMSC 2 Computer Assembly Language.....	4
COMSC 6 BASIC Programming.....	3
COMSC 7 Intro. to Visual Basic Programming.....	3
COMSC 10L Computer Literacy.....	3
COMSC 11 Advanced C++ Programming.....	3
COMSC 12 JAVA Programming.....	3
COMSC 43AR Unix System Management.....	3

*Minimum units to total.....18*

**COMSC 2—Computer Assembly Language (4 units)**

**CSU/UC**

Basic operating principles and structure of digital computers, including addressing modes, stack manipulation, interrupt processing, fixed and floating point formats, subroutines, features of assemblers, directives, symbol tables, and macros; programs are written using typical operating systems and machine language for typical modern processors. Not open for credit to student with credit in ELECT 25. (LM)

**COMSC 6—Basic Programming (3 units)**

**CSU/UC**

Introduction to programming on microcomputers using the language QBASIC, including problem-solving techniques, developing algorithms, coding solutions, and debugging programs. Corequisite: COMSC 13 (LM)

# Programs and Courses

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**COMSC 7—Introduction to Visual Basic Programming (3 units) CSU/UC**

Introduction to event-driven programming in the Windows environment using Microsoft Visual BASIC.Net. Intended for those with prior experience or course work in at least one formal programming language. Includes objects, properties, user interfaces, forms, event procedures, custom controls, graphics, data access, report creation, and debugging methods. Corequisite: COMSC 13. (LM)

**COMSC 9A—C++ Programming (3 units) CSU/UC**

Introduction to the C++ programming language. Emphasis on structured programming methods, object-oriented design, and structured data types. The programming cycle from problem-solving to debugging is emphasized. Corequisite: COMSC 13. COMSC 6 is STRONGLY recommended. (LM)

**COMSC 9B—Data Structures (3 units) CSU/UC**

A continuation of Computer Science 9A using Object Oriented Programming techniques. An introduction to abstract data types, algorithm analysis, data structures including lists, hash tables, trees, and graphs. Required for Computer Science majors. Corequisite: COMSC 13. Prerequisite: COMSC 9A with a "C" or better grade. (LM)

**COMSC 10L—Computer Literacy (3 units) CSU/UC**

Introduction to the computer and its applications; survey of the history of computers, hardware, software, social aspects, and problem-solving techniques; hands-on microcomputer object oriented programming will be examined. (LM)

**COMSC 11—Advanced C++ Programming (3 units) CSU/UC**

Topics in object-oriented programming using the C++ programming language, including C++ programming techniques, streaming input/output, dynamic memory allocation, classes and data abstraction, operator overloading, inheritance, and polymorphism. Corequisite: COMSC 13. Prerequisite: COMSC 9A or equivalent. (LM)

**COMSC 12—Java Programming (3 units) CSU/UC**

Introduction to Java Programming; intended for those with prior experience or course work in at least one formal programming language, preferably C or C++; includes Java and HTML, Applet user interfaces, graphics and multimedia, objects, classes and methods, input and output and output streaming, networking, threads, packages, the Java AWT and API. Corequisite: COMSC 13. (LM)

**COMSC 13—Computer Lab (0) CSU**

Laboratory required for enrollment in computer language courses. Corequisite: COMSC 6, 7, 9A, 9B, 10L, 11, 12, 20.

**COMSC 20—Web Publishing with HTML (3 units) CSU**

Fundamentals of Web publishing using HTML, including design, writing, and maintenance of web pages; emphasis on real-life informational and interactive presentations to include testing, revising, and maintenance of web presentations on the World Wide Web. Corequisite: COMSC 13. (L)

**COMSC 43AR—Unix System Management (3 units) CSU**

Responsibilities and operations of a Unix System Manager, including installation of a Unix type operating system, management of the file structure, user creation, security systems, system commands, implementation of various environment shells, script construction and network management. Lab exercises under the Linux Operating System to demonstrate proper system management techniques. (LM) (Repeatable: May be taken four times only.)

**COMSC 44AR—A+ Test Certification (4 units) CSU**

Fundamentals of personal computer (PC) hardware including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the CompTIA *A+ Certification Test*. Computer-aided instruction and lab exercises included. (Repeatable: May be taken four times only.) (LM)

**COMSC 44CR—Security + (3 units) CSU**

The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (Repeatable: May be taken four times only.) (LM)

**COMSC 44NR—Network Plus N+ Test Certification (4 units) CSU**

Fundamentals of networking hardware and software including network topology, OSI (open system interconnect) communications model, networking practices, installation, maintaining and troubleshooting network hardware and software. Course stresses the skills required to pass the CompTIA *N+ Certification Test*. Lecture, computer-aided instruction and lab exercises are included. (Repeatable: May be taken four times only.) (LM)



# Cooperative Work Experience Education

### **CWEE 44R—General Work Experience (v1-3 units)**

**CSU**

Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised employment. Maximum of 6 units can be earned in General Work Experience during enrollment with a 3-unit maximum in any one semester. Maximum of 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job. Grades are P/NP. (L)

### **CWEE 44AR, General Work Experience (1-6.0 units)**

**CSU**

Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised “volunteer” employment. A maximum of sixteen (16) semester units can be earned in General Work Experience during a student’s enrollment at Yuba College with a six (6) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44AR/BR; CWEE 45AR/BR or INTRN 46AR/BR.) (Repeatable: May be taken four times only.) (L)

### **CWEE 44BR, General Work Experience (1-6 units)**

**CSU**

Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised “volunteer” employment. A maximum of sixteen(16) semester units can be earned in General Work Experience during a student’s enrollment at Yuba College with a six (6) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44AR/BR; CWEE 45AR/BR or INTRN 46AR/BR.) (Repeatable: May be taken four times only.) (L)

### **CWEE 45R—Occupational Work Experience (v1-4 units)**

**CSU**

Coordination of on-the-job learning with college major to improve employment skills and career goals through supervised employment. Maximum of 16 units can be earned in Occupation W.E. during enrollment at the college, with a 4-unit maximum in any one semester. Maximum of 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job. Grades are P/NP. (L)

### **CWEE 45AR, Occupational Work Experience (1-8 units)**

**CSU**

Coordination of on-the-job learning within career path to improve employment skills and career goals through supervised “volunteer” employment. A maximum of sixteen(16) semester units can be earned in Occupational Work Experience during a student’s enrollment at the college, with an eight (8) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44AR/BR; CWEE 45AR/BR or INTRN 46AR/BR.) (Repeatable: May be taken four times only.) (L)

### **CWEE 45BR, Occupational Work Experience (1-8 units)**

**CSU**

Coordination of on-the-job learning within career path to improve employment skills and career goals through supervised “volunteer” employment. A maximum of sixteen(16) semester units can be earned in Occupational Work Experience during a student’s enrollment at the college, with an eight (8) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44AR/BR; CWEE 45AR/BR or INTRN 46AR/BR.) (Repeatable: May be taken four times only.) (L)

## **CORRECTIONS**

**(see Administration of Justice)**

# **Cosmetology**

Yuba College, in cooperation with Sutter Beauty College in Yuba City offers an associate degree with an emphasis in Cosmetology. The academic requirements for the degree are completed at Yuba College, and the vocational-professional requirements at of the beauty college.

All beauty colleges are licensed and governed, under the State of California Cosmetology Act, by the Department of Professional and Vocational Standards, and provide a complete course of 1600 hours of training. Yuba College awards forty units of credit for this 1600 hours of vocational training. Upon successful completion of additional academic course work satisfying General Education graduation requirements, students receive the associate degree. The academic course work may be taken before, during, or after completion of the vocational training. Students must be at least 17 years of age and have completed the 10th grade level or equivalent to be eligible to take the California State Board of Cosmetology Examinations.

# Programs and Courses

The vocational course work will include theory, modeling, reception or desk work, laboratory, wet hairdressing, shampoo and comb-out, hair cutting and shaping, permanent waving, hair coloring and bleaching, scalp and hair treatment, facials, makeup and arching, manicuring, and miscellaneous studies. Academic work at Yuba College will be in courses as selected by the student and counselor, to meet the requirements for the associate degree as listed elsewhere in this Catalog.

The Cosmetology program is in operation throughout the academic year, including the summer months. In addition, a 400-hour Manicuring program is offered.

## COSMETOLOGY (Associate in Science)

Required Courses	Units
Cosmetology.....	40
General Education Requirements .....	18
<b>Total units required .....</b>	<b>60</b>

## COSMETOLOGY (Certificate of Achievement)

Students may earn a Certificate of Achievement upon successful completion of 1600 hours of vocational training in Cosmetology.

Required Courses	Units
COSMT 54 Intro. to Cosmetology	
OR 54A AND 54B Intro. to Cosmetology .....	5
COSMT 55 Interm. Cosmetology AND/OR 55AR AND 55BR Interm. Cosmetology.....	20
COSMT 56 Cosmetology Practical AND/OR 56AR AND 56BR	
Cosmetology Practical .....	15
<b>Total units required .....</b>	<b>40</b>

**COSMT 54—Introduction to Cosmetology (5 units)**  
Introduction to theory, techniques, and technical knowledge required for employment as a licensed cosmetologist. First in a series designed to prepare students for examination for a cosmetologist license. Prerequisite: Satisfactory completion of 10th grade or a minimum age of 16 years. Grades are P/NP. (LM)

**COSMT 55R—Intermediate Cosmetology (5 units)**  
Instruction of theory, techniques, and salon skills at the intermediate level in all phases of Cosmetology. Second in a series designed to prepare for examination for a cosmetologist license. Prerequisite: Satisfactory completion of 10th grade or minimum of 16 years of age. Grades are P/NP. (Repeatable: May be taken four times only.) (LM)

**COSMT 56R—Cosmetology Practical (5 units)**  
Supervised instruction for perfection of technical skills in cosmetology. Third in a series designed to prepare student for examination for licensing as a cosmetologist. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are P/NP. (Repeatable: May be taken four times only.) (LM)

**COSMT 60R—Manicuring (5 units)**  
Preparation for the *Board of Cosmetology Manicurist Examination*; includes theory, manicure, pedicure, artificial nails/tips/wraps, sanitation, and bacteriology; training and experience as a receptionist is provided. Program completion requires 400 hours of attendance. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are P/NP. (Repeatable: May be taken three times only.)

**COSMT 220RO—Instructor Training Course (v1-15 units)**  
Advanced training for individuals who intend to seek employment as cosmetology instructors; meets requirements of the *California Bureau of Barbering and Cosmetology*. Open-entry, open-exit. License requires 600 hours of total instruction. Prerequisite: Valid Cosmetology License from the *California Bureau of Barbering and Cosmetology*. Grades are P/NP. (Repeatable: May be taken four times only.)

# Counseling

**COUNS 10—College Success (3 units) CSU/UC**  
Study skills and knowledge necessary to college success, including time management, memory techniques, note taking, reading skills, test-taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, and other resources. (L)

**COUNS 12R—Life Transitions (1 unit) CSU**  
Explores topics basic to the transitions and challenges that students face when they change careers, educational goals, and experience losses. Emphasis will be placed on personal assessment, academic planning, personal goal setting and relationships. Grades are P/NP. (Repeatable: May be taken four times only.) (L)

**COUNS 15AR—Orientation to College (0.5 unit) CSU**  
Designed to provide students with information and skills to facilitate their transition to college; familiarization with college community, rules, regulations, and policies; introduce the use of student and campus services; develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning (L) (Repeatable: May be taken four times only -- in any combination of Couns 15AR, 15BR, or 15R.)

**COUNS 15BR—Orientation to College (0.5 unit) CSU**  
Designed to provide students with information and skills to facilitate their transition to college; familiarization with college community, rules, regulations, and policies; introduce the use of student and campus services; develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning (L) (Repeatable: May be taken four times only -- in any combination of Couns 15AR, 15BR, or 15R.)

# Programs and Courses

**COUNS 15R—Orientation to College (1 unit) CSU**  
Designed to provide students with information and skills to facilitate their transition to college; familiarization with college community, rules, regulations, and policies; introduce the use of student and campus services; develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning (L) (Repeatable: May be taken four times only -- in any combination of Couns 15AR, 15BR, or 15R.)

**COUNS 22—Peer Advising Seminar (2 or 3 units) CSU**  
Designed for peer advisors; methods of working with students from a wide variety of backgrounds, with the emphasis on individualized assistance to help in all areas of counseling; orientation to materials and resources; development of interpersonal skills. Grades are P/NP. (L)

**COUNS 25—Career Planning and Development (3 units) CSU**  
Survey of techniques of career exploration and selection. In the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in GNBUS 25 or PSYCH 25. (L)

**COUNS 30—Transfer Preparation (2 units) CSU**  
Preparation for a successful transfer experience to a university; emphasis on understanding the public and private university systems in California. (L)

**COUNS 35—College Study Skills (1 unit) CSU**  
Improvement of study skills including reading comprehension, note taking, time management, and test taking strategies. Grades are P/NP. (L)

**COUNS 41A—Problem Management (0.5 unit) CSU**  
Introduction to problem solving techniques which are applicable to personal and/or work related concerns. Grades are P/NP. (L)

**COUNS 41B—Problem Management (0.5 unit) CSU**  
Additional problem solving approaches with practice of the techniques; especially focusing upon goal setting, prioritizing chosen values and decreasing procrastination. Grades are P/NP. (L)

**COUNS 42R—Confidence Building (1 unit) CSU**  
Techniques for enhancing self-confidence; identification and analysis of methods which heighten self-image and reduce self-defeating behavior. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**COUNS 44AR—Assertive Communication Skills (0.5 unit) CSU**  
Introduction to the theory and practice of assertive communication skills in both personal and business settings, including assertive values, disengagement, overcoming guilt, setting limits, and saying "no". Not open for credit to student with credit in COUNS 44R. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**COUNS 44BR—Assertive Communication Skills (0.5 unit) CSU**  
Advanced theory and practice of assertive communication skills in both personal and business settings, including dealing with criticism, anger, manipulation, negotiation, and confrontation. Not open for credit to student with credit in COUNS 44R. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**COUNS 44R—Assertive Communication Skills (1 unit) CSU**  
Theory and practice in assertive communication skills in both personal and business settings. Topics include assertive values; disengagement; conversations; requests; saying no; dealing with criticism, anger, manipulation, and negotiation. Not open to students with 4 units of credit in COUNS 44AR and 44BR. Grades are P/NP. (Repeatable: May be taken four times only.)

**COUNS 45R—Career - College Planning (1 unit) CSU**  
Designed to assist student in the decision-making process as it relates to maximizing potential in career, education, and personal development. *Contact Counseling Department to schedule an appointment within one week after adding class.* Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**COUNS 46R—Development of Self-Esteem (1 unit) CSU**  
Exploration of the development of self-esteem in children and adults. Designed to assist student in personal self-esteem enhancement and methods of facilitating the development of self-esteem in others. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**COUNS 52—Pre-Employment Skills Training (1 unit)**  
Exploration of various skills and methods vital to obtaining and retaining employment, including developing positive attitudes, writing resumes, and interviewing techniques. Grades are P/NP. (L)

**COUNS 56R—Effective Parenting (1 unit)**  
Development of effective parent-child relationships, including behavior, emotions, encouragement, and communications. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

## Course “47” or “97” or “197” or “297”

**47 OR 97 OR 197 OR 297--SPECIAL TOPICS**  
(.5 to 3 units)

**CSU**

Exploration of selected topics in a subject area. Procedures for implementing the course involve cooperative planning by instructor, Dean, and Vice President of Instruction. Course “47” is intended for transfer and meets the definition of a baccalaureate-level course. Course “97” is not intended for transfer but is of the associate degree level. Course “197” are non-associate degree credit basic skills remedial courses intended to prepare students to succeed in courses at the associate degree level. Course “297” are non-associate degree credit courses that are either vocational courses intended to prepare students for postsecondary vocational education or for occupations not requiring associate degree level skills for entry; or academic development courses, other than remedial basic skills, intended to prepare students to succeed in associate degree level course work. On the transcript, the course will be shown with a regular department prefix, viz Art 47, followed by a title.

## Course “48”

**48A-B-C-D--INDEPENDENT STUDIES (1 to 3 units)**

These courses are used whenever circumstances warrant offering courses not yet part of an established curriculum. For example, media courses which are offered as Independent Studies requiring prior approval by the *Chancellor’s Office*. Other Independent Studies courses may originate from the needs and curiosities of groups of students and faculty to study areas of mutual interest and concern. Media courses will be developed by the Instructional Services Division/or the *Northern California Telecommunications Consortium*. Students and faculty may identify areas of interest not taught in other courses to: (1 unit) Describe problems within identifiable areas of interest; (2 units) use procedures likely to develop further knowledge; (3 units) develop ways of acting on basis of new knowledge; and (4 units) use integrated approach to solution of problems. These courses are intended for transfer and meet the requirements of a baccalaureate-level course.

## Course “49”

**49R--SPECIAL PROJECTS (1 unit)**

When special circumstances warrant offering a special course to the individual student in a particular area, an instructor, with approval, may register a student in an individual Special Projects course which will be identified by the name of the department, the course number of “49”, and the title “Special Projects.” Registration in the course involves signing a contract under which the student and instructor agree upon the accomplishment which must be demonstrated by the student in order to receive credit, and which is approved by the cognizant Dean. These courses are intended for transfer and meet the requirements of a baccalaureate-level course. Grades are P/ NP. (Repeatable: May be taken four times in the area only.)

## Culinary Arts

**Culinary Arts  
(Associate in Science)**

<b>Required Courses</b>	<b>Units</b>
CUL 2 Introductory Purchasing for Food Service and Hospitality 1	
CUL 3AR Basic Food Preparation (take twice) .....	6
CUL 3BR Professional Baking.....	3
CUL 54 Sanitation, Safety/Storage.....	.5
CUL 59R Restaurant Operations (take twice) .....	8
CUL 60R Advanced Foods and Catering .....	2
CUL 64 Beverage Control and Operations.....	2
CUL 65R Food Service Operation and Management.....	2
<b>Total units required for degree major .....</b>	<b>24.5</b>

**Culinary Arts  
(Certificate of Achievement)**

<b>Required Courses</b>	<b>Units</b>
CUL 3AR Basic Food Preparation (take twice) .....	6
CUL 3BR Professional Baking.....	3
CUL 54 Sanitation, Safety/Storage.....	.5
CUL 59R Restaurant Operations (take twice) .....	8
CUL 60R Advanced Food/Catering .....	2
CUL 65R Food Service Operation and Management.....	2
<b>Total units required .....</b>	<b>21.5</b>



# Programs and Courses

**CUL 2—Introductory Purchasing for Foodservice and Hospitality (1 unit) CSU**

Supervisory control procedures, food and labor costs, receiving, inventory, storeroom, employee use, and maintenance of accurate records for food service and hospitality professionals. Not open for credit to student with credit in FSM 2. (L)

**CUL 3AR—Basic Food Preparation (3 units) CSU**

Basic modern restaurant cooking techniques such as sauce making, meat cutting, lunch and dinner entree preparation. Use and operation of food service machines and equipment. Not open for credit to student with credit in FSM 103AR. (Repeatable: May be taken three times only.) (L)

**CUL 3BR—Professional Baking (3 units) CSU**

Modern baking, French pastry and dessert techniques in which preparation takes place in the student operated restaurant kitchen. Not open to student with credit in FSM 103BR. (Repeatable: May be taken two times only.) (L)

**CUL 54—Sanitation, Safety, and Storage (.5 unit)**

Preparation for the ServSafe Certification course and examination. The ServSafe program trains both managers and employees to guard against food borne illnesses. Meets the State of California (Campbell Bill) requirement for Certified Food Handler. Not open for credit to student with credit in FSM 54. (L)

**CUL 59R—Restaurant Operations (4 units)**

Set-up and operations of the campus restaurant, including planning, preparing, cooking, and serving food in the student-operated restaurant. (Repeatable: May be taken four times only.) (L)

**CUL 60R—Advanced Foods and Catering (2 units)**

Plan, prepare, and serve several large and small catered events during the semester. (Repeatable: May be taken two times only.) (L)

**CUL 64—Beverage Control and Operations (2 units)**

Regulations, licensing procedures, purchasing, inventory, and cost control; emphasis on bar set-up, service methods, and beverage merchandising. Not open for credit to student with credit in FSM 57. (L)

**CUL 65R—Food Service Operation and Management (2 units)**

Nature and importance of food service management, including planning, organizing, controlling, and developing a realistic and dynamic personnel program. (Repeatable: May be taken two times only.) (L)

**CUL 210BR—Basic Food Preparation - Breakfast, Lunch, and Baked Goods (1 unit)**

Focus on basic preparation of breakfast, lunch, and baked goods, including planning and preparing these meals along with an introduction to planning and preparing meals for special events. (Repeatable: May be taken three times only.) (L)

**CUL 210CR—Basic Food Preparation - Dinners, Cake Baking and Decorating, and Menu Planning (1 unit)**

Hands-on preparation of multiple-course dinner; cake baking and decoration; meal planning and learning to use a food budget in everyday life. (Repeatable: May be taken three times only.) (L)

## DESIGN DRAFTING

(see Architectural Studies)

# Early Childhood Education

*Training and experience in Early Childhood Education provides several career options.*

## EARLY CHILDHOOD EDUCATION (Associate in Science)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 1C Positive Social Dev. in Young Children (Guidance)...	3
ECE 3 Child Growth/Development .....	3
ECE 10 Health Safety & Nutrition.....	3
ECE 11 Observation & Assessment .....	3
ECE 17 The Exceptional Child .....	3
ECE 27 Teaching in a Diverse Society .....	3
ECE 31 Child, Family, Community .....	3
ECE 46AR, BR or CR Field Experience .....	3
<b>Total units required for degree major .....</b>	<b>30</b>

## CHILD DEVELOPMENT ASSOCIATE TEACHER (Certificate of Training)

	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth/Development .....	3
ECE 31 Child, Family, Community .....	3
<b>Total units required .....</b>	<b>12</b>

## Director of Private Day Care Center/Preschool Options

Requires 15 postsecondary units, the same 12 units as listed in above, plus ECE 2A Administration of Children's Center. Other requirements for the director include:

- a. High school graduation or GED, and at least four years of teaching in a licensed child care or comparable group child care program; or
- b. Associate degree with a major or emphasis in early childhood education or child development and at least two years of teaching experience in a licensed child care center; or

# Programs and Courses

c. A bachelor's degree with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center.

To apply for a license to operate private day care center, write to **State of California Health/Welfare Agency, Department of Social Services, Community Care Licensing.**

## CHILD DEVELOPMENT TEACHER (Certificate of Achievement)

These programs are required to possess the California Child Development (Teacher) Permit issued by Commission on Teacher Credentialing. After completing required course work of 40 total units and 175 days of experience, apply for the permit at local county schools office.

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
*ECE 1C Positive Social Dev. in Young Children (Guidance).....	3
ECE 3 Child Growth/Development.....	3
*ECE 7AR Creative Materials OR 7B Worldwide Arts.....	3
*ECE 10 Health, Safety, and Nutrition.....	3
*ECE 11 Observation & Assessment.....	3
ECE 31 Child, Family, Community.....	3
*ECE 46R Field Experience.....	3
<b>Total units required.....</b>	<b>27</b>
ECE 2A Administration of Children's Centers ( <i>strongly recommended</i> )	

**PLUS GENERAL EDUCATION ELECTIVES.** 16 diversified units with at least one course in each of the following General Education (graduation requirement) areas: Humanities, Social Science, Mathematics or Natural Science, and English 1A.

**EXPERIENCE.** In addition to specified courses, 175 days (3 or more hours per day) of experience. Renewals are issued for five-years with verification of 105 hours of professional development.

\*ECE 11, 10, 7, 1C, 46R are required for certificate only. The Child Development Teacher Permit can be obtained with ANY 12 ECE elective units after completion of ECE 3, 31, 1A, 1B.

## DIVERSITY IN ECE (Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth/Development.....	3
ECE 6 Early Childhood Language Dev.....	3
ECE 7B Worldwide Arts for Children.....	2
ECE 11 Observation & Assessment.....	3
ECE 23 Cultural Diversity in ECE Classrooms OR	
ECE 27 Early Childhood Multicultural Curriculum and Issues.....	3
ECE 31 Child, Family, Community.....	3
SPECH 8 Intercultural Communications.....	3
<b>Total units required.....</b>	<b>26</b>
Additional ECE <i>Recommended courses</i> :	
ECE 5 Physical Activities for Young Children	
ECE 16 Preschool Music Activities	
ECE 25 Group Experience in Outdoor Environment	
ECE 39 Children's Literature	

## INFANT AND TODDLER (Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth and Development.....	3
ECE 10 Health, Safety, Nutrition.....	3
ECE 11 Observation & Assessment.....	3
ECE 31 Child, Family, Community.....	3
ECE 33 Infants/Toddlers.....	3
ECE 46R Field Experience ( <i>with Infants/Toddlers</i> ).....	3
Additional ECE electives.....	2
<b>Total units required.....</b>	<b>26</b>
Recommended ECE courses:	
ECE 17 Preschoolers with Exceptional Needs.....	1-3
ECE 23 Cultural Diversity in ECE Classrooms.....	5-3

## PEDIATRIC FIRST AID/CPR (Certificate of Training)

Required Courses	Units
ECE 210R California Child Care Health Safety.....	5

# Programs and Courses

## SCHOOL AGE CHILDREN (Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth/Development .....	3
ECE 7AR Creative Materials OR ART 7AR Creative Materials 2	3
ECE 11 Observation & Assessment .....	3
ECE 14 The School Age Child.....	3
ECE 31 Child, Family, Community .....	3
ECE 46R Field Experience ( <i>with School-Age Children</i> ) .....	3
Additional ECE electives .....	3
Recommended:	
ECE 1C Positive Social Dev. in Young Children (Guidance).....	3
ECE 5 Physical Activities for Young Children .....	1
ECE 25 Group Experience/Outdoor Env. ....	3
<b>Total units required .....</b>	<b>26</b>

**ECE 1A—Preschool Teaching Practices (Programs)**  
(3 units) **CSU**  
Overview of early childhood education, including goals and philosophies of child development programs, exploration of various types of programs, and job potential for students; developmentally appropriate practices in early childhood education will be stressed. Prerequisite: ECE 3 or concurrent enrollment. (L)

**ECE 1B—Preschool Teaching Practices (Curriculum)**  
(3 units) **CSU**  
Curriculum, methods, and materials used in early childhood education; planning, implementing, and evaluating curriculum with appropriate content for preschool children; special focus on children's language skills, cognitive development, and creative expression. Prerequisite: ECE 1A. (L)

**ECE 1C—Positive Social Development in Young Children (Guidance)** (3 units) **CSU**  
Designed to help teachers and caregivers of young children to establish relationships with children and apply principles of behavior management. Basic principles include helping young children develop positive self-esteem, enter into group play, form friendships and learn prosocial behavior. (L)

**ECE 2A—Administration of Children's Centers**  
(3 units) **CSU**  
Administrative skills, knowledge, and techniques needed to organize and operate a child development center; emphasis on budget, program management, regulatory laws, and development of policies and procedures. (L)

**ECE 2B—Administration of Children's Center**  
(3 units) **CSU**  
Role of the program director; staff development and staff relations; techniques for effective supervision; management theory; personnel policies and procedures; professional ethics and growth. Prerequisite: ECE 2A. (L)

## **ECE 3—Child Growth and Development (3 units)** **CSU/UC UC-Unit Limit**

The study of the physical, cognitive, psychosocial and emotional changes in the development of the child from conception through adolescence. Practical application of developmental principles and patterns of growth. Exposure to critical thinking as it relates to child development in a professional setting. It is designed as a foundation course for careers in education, human services, health and related fields. (L)

## **ECE 5—Physical Activities for Young Children** (1 unit) **CSU**

Designed to give adults working with preschool and school-age children a variety of hands on activities useful in creating stimulating outdoor environments. Students will practice using equipment like bean bags and hula hoops as well as becoming familiar with games from diverse ethnic groups. (L)

## **ECE 6—Early Childhood Language Development** (3 units) **CSU**

Language development and influences in early childhood including theories of language acquisition, inter-relatedness of growth, stages of development, and appropriate curriculum for enhancing speaking, listening, pre-reading, and pre-writing skills. (L)

**ECE 7AR—Creative Materials (3 units)** **CSU**  
Creative activities for young children (2-8 years old) including the planning and implementation of painting, drawing, printmaking, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. (L) (Repeatable: May be taken three times only.)

**ECE 7B—Worldwide Arts for Children (3 units)** **CSU**  
Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and regions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in Art 23 or 7B. (L)

**ECE 8—Children's Nutrition (1 unit)** **CSU**  
Nutritional needs of children from birth through the school years; emphasis on meal planning for various age groups in child care facilities. Grades are P/NP. Not open for credit to student with credit in FCS 8. (L)

**ECE 9—Children's Cooking Activities (1 unit)** **CSU**  
Process of cooking as it relates to the developmentally oriented early childhood curriculum; cooking activities that promote language acquisition, cognitive development, psychomotor skills, and social and emotional growth. Includes the importance of good nutrition education and how to prepare nutritious snacks and simple meals. (L)

**ECE 10—Health, Safety, and Nutrition (3 units)** **CSU**  
Concepts of health, safety, and nutritional needs of children from prenatal period through early childhood; emphasis on providing safe and healthy environments; understanding the effects of foods and nutrition on behavioral patterns, learning abilities, physical stamina, and growth; and presenting appropriate health, safety, and nutrition curriculum for children. (L)

# Programs and Courses

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## **ECE 11—Observation and Assessment (3 units)**

**CSU**

Focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. (L)

## **ECE 12—Science for Young Children (1 unit)**

**CSU**

Designed to provide teachers and caregivers of young children with principles of appropriate science curriculum; emphasis on informal science experiences and the cognitive connections made by young children as they observe, manipulate, process, and communicate. Classroom organization and management, readily-found materials, and connections with other curriculum areas are also included. (L)

## **ECE 13—Piaget's Learning Theory Applications (1 unit)**

**CSU**

Overview of Piaget's theory of cognitive development and practice in relating theory to the development of games and activities for the preschool and primary classroom. Grades are P/NP. (L)

## **ECE 14—The School Age Child (3 units)**

**CSU**

Developmental characteristics and needs of the 5 - 12 year old child at home or in a group care setting: includes developmental stages, program environment, developmentally appropriate curriculum, activities and materials, meeting the needs of families, classroom management, communication techniques, administrative requirements, skills, and characteristics of caregivers. (L)

## **ECE 16—Preschool Music Activities (1 unit)**

**CSU**

Storytelling, movement, and games to involve children in music; development of music programs that integrate instruments into daily activities for children; basic instruction in the autoharp will be provided. Grades are P/NP. (L)

## **ECE 17—The Exceptional Child (3 units)**

**CSU**

Focus on identification of children with special needs; resource and referral, full inclusion, activities, and teaching strategies within the preschool setting; normal and exceptional development, family partnerships, the Individual Education Plan (IEP) and Individual Family Service Plan (IFSP); approaches to environment, behavior, and planning are topics for individual and group study. (L)

## **ECE 22—Developing Number Concepts (1 unit)**

**CSU**

This course focuses on ways adults can help make mathematical concepts meaningful to preschool and kindergarten children rather than emphasizing counting and number recognition. Students will explore and construct various games and activities for the early childhood classroom and home. (Grade is P/NP) (L,M)

## **ECE 25—Group Experience in Outdoor Environments (3 units)**

**CSU**

Developing creative outdoor learning environments including playgrounds, activities and cooperative games. Circle time or daily planned group experiences will also be explored and developed through integrated, thematic instruction. (L)

## **ECE 27—Teaching In A Diverse Society (3 units) CSU**

A comparison of strategies for working with children and families of culturally diverse backgrounds; emphasis on self-awareness; guidelines for classroom materials, curriculum, and resources, as well as a comparison of at least three cultural groupings represented in the local population. (L)

## **ECE 31—Child, Family, and Community (3 units)**

**CSU/UC**

Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, disability or risk conditions, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in FCS 31. (L)

## **ECE 32—Parenting (3 units)**

**CSU**

Techniques and advise for encouraging a positive parenting style and effective child-rearing procedures; interaction patterns and levels of communication between family members. Not open for credit to student with credit in FCS 32. (L)

## **ECE 33—Infants and Toddlers (3 units)**

**CSU**

Introduction to infants and toddlers; development, curriculum, and program planning; intervention, observation, and assessment; children with special needs; and infant/adult relationships. (L)

## **ECE 35—Parents as Partners in ECE (3 units)**

**CSU**

An in-depth study of the relationship between parents, teachers and children in the education process. Topics include communication skills necessary for parent-teacher conferences, increasing parent volunteer involvement, family lifestyles, families with special needs, leadership and advocacy. Intended for experienced teachers. (L)

## **ECE 37—Adult Supervisor (2 units)**

**CSU**

Methods and principles of supervising student teachers in Early Childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as Mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Satisfies adult supervision requirement for State Department of Social Services. (L)

## **ECE 39—Children's Literature (3 units)**

**CSU**

Introduction to children's literature: history, elements, and types of books of interest to children from birth through eight years old. Students will read, share, and plan activities around classical, cultural, and award-winning books. Methods of selecting and evaluating books will be applied. Not open for credit to student with credit in ENGL 39. (L)

## **ECE 41—Child Guidance and Discipline (1 unit) CSU**

Introduces the major theories of social, emotional, and moral development with particular emphasis placed on the implications of the utilization of a developmental approach to child guidance and discipline in the preschool setting. Grades are P/NP. (L)

## **ECE 44—High Scope Key Developmental Indicators (1 unit)**

**CSU**

Classification techniques responsive to children's interest and emerging abilities. Includes activities to facilitate problem solving, strategies for planning activities, enhancing children's ideas during outdoor play and providing choices while interacting with children in large group time. (Grades are P/NP) (L)



# Programs and Courses

## **ECE 46AR – Field Experience – Infant/Toddler (3 Units) CSU**

Provide practical experience for the student teacher in an early childhood program with emphasis on infants and toddlers, under qualified supervision. Prerequisites: ECE 1A, ECE 3, and Tuberculosis clearance required for admission; ECE 1B and ECE 33 may be taken previously or concurrently. (L) (Repeatable: May be taken four times only.)

## **ECE 46BR – Field Experience – School Age Children (3 Units) CSU**

Provide practical experience for the student teacher in an early childhood program with emphasis on school age children, under qualified supervision. Prerequisites: ECE 1A, ECE 3, and Tuberculosis clearance required for admission; ECE 1B and ECE 14 may be taken previously or concurrently. (L) (Repeatable: May be taken four times only.)

## **ECE 46CR – Practicum – Children with Special Needs (3 Units) CSU**

Supervised practicum with children with special needs in schools and agencies in the local area, including learning specific techniques used by parents, staff, and care providers, under qualified supervision. Prerequisites: ECE 1A, ECE 3; Tuberculosis and fingerprint clearance required for admission; ECE 1B and ECE 17 may be taken previously or concurrently. (L) (Repeatable: May be taken four times only.)

## **ECE 46R – Field Experience – Preschool (3 Units) CSU**

Provide practical experience for the student teacher in an early childhood program with emphasis in an early childhood program under qualified supervision. Prerequisites: ECE 1A, ECE 3, and Tuberculosis clearance required for admission; ECE 1B may be taken previously or concurrently. (L) (Repeatable: May be taken four times only.)

## **ECE 48G—Child Development: Stepping Stones (2 units) CSU**

Video lessons covering child growth and development from conception through adolescence, including basic concepts and the interrelationships to the physical, motor, cognitive, social, and emotional development of human beings. This is an independent study course. (L)

## **ECE 51R—Special Topics in ECE (.5 to 2.5 units)**

Contemporary issues and practices for teachers and caregivers in the early childhood area, including curriculum, health and safety, legislation and advocacy, licensing regulations, and other related subjects. Students will apply the principles to their own work setting and age groups. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **ECE 56R—Effective Parenting (1 unit)**

Development of effective parent-child relationships, including behavior, emotions, encouragement, and communication. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## **ECE 59—Child Abuse: Causes, Effects, Remedies (0.5 unit)**

Overview of the nature and types of child abuse and its effects; procedures for reporting child abuse and crisis counseling. Grades are P/NP. (L)

## **ECE 75—Play: Key to Positive Growth (0.5 unit)**

Play as a learning medium; cognitive, social, emotional, and physical factors directly involved in play and child growth; MULTIPLE THEORIES OF PLAY AND DEVELOPEMEN WILL BE STUDIED AND ANALYZED. Grades are P/NP. (L)

## **ECE 83—Techniques of Story Telling (1 unit)**

Methods of effective storytelling, including classroom use and ways to develop stories. Students will produce at least one story. Grades are P/NP. (L)

## **ECE 210R—California Child Care Health Safety Course (0.5 unit)**

Designed to meet requirements of Assembly Bill 962; relates to child day care and is appropriate for anyone dealing with children on a regular basis where knowledge of CPR, Pediatric First Aid, and Health and Safety Training may be needed. Satisfies all requirements of the *American Red Cross California Childcare Course*. Grades are P/NP. (Repeatable: May be taken four times only.)

# Ecology

## **ECOL 10—Environment-Concepts and Issues (3 units) CSU/UC**

Ecology studies the interaction and interdependence among living organisms in their environment. The course presents fundamental scientific principles in examining how natural ecosystems function and how human actions affect natural ecosystems. Emphasis is placed on the role of science in determining causes and in contributing solutions to local and global environmental problems. (L)

## **ECOL 11—Environment Lab (1 unit) CSU/UC**

Laboratory and field studies demonstrating the systematic study of both the biological and physical components of ecosystems, especially as seen in local organisms and ecosystems. Prerequisite: ECOL 10 which may be taken concurrently. (L)

## **ECOL 12—Marine Ecology (3 units) CSU/UC**

Introduction to the physical marine environment, marine life, and the interactions between the two, including human interaction in the marine environment. (L)

# Economics

## **ECON 1A—Elementary Economics-Macro (3 units) CSU/UC**

Economic principles, problems, and policies; theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, and the environment; includes possible solutions to these problems; emphasizes macro economics. (L)

## **ECON 1B—Elementary Economics-Micro (3 units) CSU/UC**

Economic principles, problems, and policies, including price theory or theory of the firm, labor economics, foreign trade, and comparative economic systems; emphasizes micro economics. (L)

## Programs and Courses

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### **Education**

**EDUC 1—Introduction to Teaching with Field Experience (3 units) CSU/UC**

Prospective teachers are placed in selected K-12 schools that have been recognized for exemplary practices and whose student populations represents California's diversity. Course content includes a review of California Standards for the Teaching Profession, review of cognitive and learning studies, current issues in K-12 education, characteristics of successful teachers, and effective communication skills for the teaching profession. (L)

**EDUC 20—Tutoring Seminar (1 unit) CSU**

Tutor training involving the role and function of tutoring, the phases through which each tutoring session should progress, the behaviors of tutors and tutees during tutoring activities, and the principal strategies by which the business of teaching and learning is handled in tutorials. Not open for credit to student with credit in EDUC 21. (L)

**EDUC 21—Advanced Tutoring Seminar (1 unit) CSU**

Builds on skills acquired in EDUC 20. Application and analysis of techniques that enable tutors to communicate underlying thought processes of a task and to allow their tutees time to demonstrate their understanding of course materials. Tutors will monitor the success rates of their tutees and compare those rates with actual class averages of the corresponding target course. Prerequisite: EDUC 20 with a minimum grade of 'B'. (L)

**EDUC 40—Introduction to Online Learning (1 unit) CSU**

This course will prepare you to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in MCOMM 40. Grades are P/NP.

**EDUC 52—Teacher Aide in the School System (3 units)**

Study of personal qualifications of the teacher aide; child behavior and discipline; proficiency examination standards for vocational preparation of aide in the classroom. (L)

### **Electronics Technology**

**ELECT 25—Computer Assembly Language (4 units) CSU/UC**

Basic operating principles and structure of digital computers including addressing mode, stack manipulation, interrupt processing, fixed and floating point formats, subroutines, features of assemblers, directives, symbol tables, macros; programs are written using typical operating systems and machine language for typical modern processors. Not open for credit to student with credit in COMSC 2. (LM)

**ELECT 44AR—A+ Test Certification (4 units) CSU**

Fundamentals of personal computer (PC) hardware, including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the CompTIA *A+ Certification Test*. Computer-aided instruction and lab exercises included. (Repeatable: May be taken four times only.) (LM)

**ELECT 44CR—Security + (3 units) CSU**

The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (Repeatable: May be taken four times only.) (LM)

### **Emergency Medical Technician**

The Emergency Medical Technician class prepares students to take the certification examination as an EMT-1 and meet State EMT-1 training standards. In addition, the class provides for review and updating of information and skills necessary for recognition and pre-hospital care of medical emergencies, satisfying State EMT-1 Refresher requirements.

**EMT-1 (Certificate of Training) Units**  
EMT 61 Emergency Medical Technician 1 4.5

# Programs and Courses

**EMT 61—Emergency Medical Technician I (6 units)**  
Prepares students to take certification examination as an EMT 1. Designed to provide the student with information and skills assessment necessary for pre-hospital care of medical and traumatic emergencies. Includes AED instruction. Satisfies National Registry instruction and State requirements for EMT – 1 certification training standards. Prerequisite: Current CPR certification. Not open for credit to student with credit in Fire Science 53, Fire Science 56, EMT 51 or EMT 53. (Repeatable: May be taken four times only) (L)

**EMT-1 REFRESHER  
(Certificate of Training) Units**  
EMT 252R EMT-1A Refresher..... 1

**EMT 252R—EMT-I Refresher (1 unit)**  
Designed to provide the student with review, up-date information, and skills assessment necessary for pre-hospital care of medical and traumatic emergencies. Includes AED instruction. Satisfies National Registry instruction and State requirements for EMT-1 refresher certification. Prerequisite: EMT 61 or FIRTC 64 or current certification as EMT-1, current CPR certification for Healthcare provider or Professional Rescuer. (Repeatable: May be taken four times only.)

## Engineering

**ENGR 3—Plane Surveying (4 units) CSU/UC**  
Theory and applications; use of instruments in linear and angular measurements; traverse, level, topographic/mapping surveys; earth work computation; horizontal and vertical curves, introduction to state coordinate system and GPS. Prerequisite: MATH 21 or equivalent. (LM)

**ENGR 4—Engineering Graphics (3 units) CSU/UC**  
Descriptive geometry, graphical mathematics, and introduction to computer graphics, including computer-aided drafting, data presentation and analysis using computers, sketching, and introduction to design including group project. Prerequisite: DRAFT 30 or equivalent. (LM)

**ENGR 10—Exploring Engineering (3 units) CSU/UC**  
Exploration of the Science, Technology, Engineering and Mathematics (STEM) fields, particularly engineering, for both the decided engineering/STEM majors and the non-major who may be curious about engineering, with orientation to the academic and career path one follows to become an engineer. This course will provide the student with added college success skills which will improve his/her chances of succeeding in a technical field such as engineering. The course surveys the contemporary role of STEM professions in society, the engineering approach to problem solving, the design process, and ethics/responsibilities of engineers and scientists. The use of technical notation and graphs from a variety of STEM fields is covered in both lectures and lab activities. Designed to appeal to all majors, the course offers a variety of hands-on activities and interactive laboratories. Prerequisite: MATH 50. (L,M)

**ENGR 17—Circuits for Engineers (3 units) CSU/UC**  
Circuits laws and theorems; natural and forced response analysis of first and second order systems; solutions using differential equations. Some emphasis on steady state A.C. analysis. Introduction to devices and systems, including operational amplifiers. Introduction to frequency-selective circuits. Prerequisite: MATH 2B which may be taken concurrently. (LM)

**ENGR 17L—Circuits Laboratory for Engineers (1 unit) CSU/UC**  
Electronic and electrical experiments to reinforce the principles taught in ENGR 17. Corequisite: ENGR 17.

**ENGR 33—Surveying a Parcel Boundary (1 unit) CSU**  
Theory and application of the principles of parcel boundary surveying. Follow the entire process of executing a Record of Survey of a parcel in the Sacramento Valley: research, introduction to the principles of boundary surveying, deed analysis, actual field survey, calculations, boundary resolution, preparation of a Record of Survey map, submission of the map to the County Surveyor; and recordation of the map. Not open for credit to student with credit in DRAFT 33. (LM)

**ENGR 35—Statics (3 units) CSU/UC**  
Force systems and equilibrium conditions; engineering problems covering structures, machines, distributed forces, and friction; methods of virtual work; trigonometric and vector methods used. Prerequisite MATH 2A or concurrent enrollment.

**ENGR 45—Properties of Materials (4 units) CSU/UC**  
An introductory course in properties of materials used in engineering; emphasis on the theory underlying the behavior of engineering materials. Includes a laboratory component covering the testing of metals, polymers, composites, wood, and other materials. (L,M)

# Programs and Courses

## English

### ENGLISH (Associate in Arts)

Required Courses	Units
ENGL 1A College Composition and Reading .....	4
ENGL 1B Critical Thinking and Writing About Literature .....	3
ENGL 30A Introduction to American Literature I or ENGL 30B Introduction to American Literature II .....	3
ENGL 46A Intro to English Literature I OR ENGL 46B Intro to English Literature II.....	3
Plus 6 <i>additional</i> units selected from ENGL 1C, 22R, 23, 30A, 30B, 31A, 31B, 36, 37, 39, 42, 43R, 44, 46A or 46B .....	6
<b>Total units required for degree major .....</b>	<b>19</b>

#### ENGL 1A—College Composition and Reading (4 units) CSU/UC

Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. Pre-requisites: Satisfactory Score on the Placement Exam OR a grade of “C” or better in English 51. (L)

#### ENGL 1B—Critical Thinking/Writing About Literature (3 units) CSU/UC

Critical thinking and writing about literature; develops critical thinking, reading, and writing skills applicable to the analysis of prose, poetry, drama, and criticism from diverse cultural sources and perspectives; emphasis on the techniques and principles of effective written argument; some research required. Prerequisite: ENGL 1A with a grade of “C” or better.

#### ENGL 1C—Critical Thinking/Advanced Composition (3 units) CSU/UC

Principles of critical thinking, reading, and writing beyond freshman composition; focuses on the principles of, and the development of, logical and analytical reasoning, argumentative writing, and on the principles of rhetoric (invention, arrangement, style, memory, delivery, modes of discourse, audience). Prerequisite: ENGL 1A with a grade of “C” or better. (L) (formerly English 41)

#### ENGL 2—Oral Interpretation of Literature (3 units) CSU/UC

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or satisfactory score on English *Placement Examination* and appropriate skills and knowledge. Not open for credit to student with credit in SPECH 2.

#### ENGL 19—News Writing and Reporting (3 units) CSU/UC

Recognizing, gathering, and writing the news in accepted journalistic style, learning to conduct personal interviews and cover speeches, meetings, and other events, understanding the legal and ethical issues related to reporting; emphasis on language and style, accuracy in news gathering, and research and organization of various types of stories. Prerequisite: ENGL 51. Not open for credit to student with credit in MCOMM 19. (L)

#### ENGL 20LR—News Media Production (3 or 4 units) CSU

Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will become familiar with all elements of news media production, including hard news, features, editorials, blogs, forums, email advisories, podcasts, online video, photo journalism, graphic art, and advertisement marketing. Prerequisite: ENGL 51 or eligibility for ENGL 1A (L) (Repeatable: May be taken four times only.)

#### ENGL 22R—Literacy Field Trip (1 or 2 or 3 units) CSU

Intensive field trips of varying duration studying and analyzing literature by visiting various sites of literary merit. Students are responsible for transportation, lodging, and other expenses. (Repeatable: May be taken four times only.)

#### ENGL 23—Literature Through Film (3 units) CSU/UC

A close analysis of selected themes in literature and its fundamental elements as interpreted on film. Students view and analyze film interpretations of the traditional genres of fiction, poetry, and drama. (L)

#### ENGL 30A—Introduction to American Literature I (3 units) CSU/UC

Survey of American Literature from its beginning in 1620 to 1865. Writers include, among others, Bradstreet, Taylor, Franklin, Emerson, Thoreau, Hawthorne, Melville, Poe, Whitman, Dickenson. Special attention will be paid to major literature genres, themes, and historical backgrounds. (L)

#### ENGL 30B—Introduction to American Literature II (3 units) CSU/UC

Survey of American Literature from 1865 through the Twentieth Century. Writers include, among others, Clemens, James, Wharton, Frost, Faulkner, Hughes, Lowell, Warren, Walker, Brooks, Wright, and Rich. Special attention will be paid to the major literature genres, themes, and historical backgrounds. (L)

#### ENGL 31A—Creative Writing (3 units) CSU

Craft of writing poetry, drama, fiction, and non-fiction to aid the student; examples by professional writers. Conducted primarily as a workshop where students read their materials for constructive criticism. Prerequisite: ENGL 105 or eligibility for ENGL 51. (L)

#### ENGL 31B—Creative Writing (3 units) CSU

Craft of writing poetry, drama, fiction, and non-fiction to aid the student; examples by professional writers. Conducted primarily as a workshop where students read their materials for constructive criticism. Prerequisite: ENGL 31A. (L)

#### ENGL 32R—Film Studies (3 units) CSU/UC

Study of a particular director/artist, genre, or national cinema; students view and discuss full-length feature films; topic to be specified in class schedule. (L) (Repeatable: May be taken four times only.)

#### ENGL 33—History of Film (3 units) CSU/UC

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or THART 33. (L)



# Programs and Courses

**ENGL 34—Introduction to Film (3 units) CSU/UC**  
Study of film as art and its influence on society including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in HUMAN 34 or THART 34. (L)

**ENGL 36—American Ethnic Voices (3 units) CSU/UC**  
Survey of selected American ethnic writers of African, European, Native American, Central/South American, Mexican-American, Asian, and Middle Eastern descent, focusing on how these writings contribute to the dialogue of American voices and how the writings both reflect and shape a definition of American culture. (L)

**ENGL 37—Women’s Voices (3 units) CSU/UC**  
Survey of selected women writers from at least three different ethnic groups in the United States and/or the world touching on ancient cultures as a foundation for understanding contemporary women’s literature. Not open for credit to student with credit in WOMEN 37. (L)

**ENGL 40A—Tutoring Writing (0.5 unit) CSU**  
Training program in English composition to prepare student to tutor writing skills in a coherent and supportive manner. Corequisite: ENGL 1A. Prerequisite: ENGL 51 with a grade of “C” or better.

**ENGL 40B—Tutoring Writing (0.5 unit) CSU**  
Training program in English composition to prepare student to tutor writing skills in a coherent and supportive manner. Corequisite: ENGL 1A. Prerequisite: ENGL 51 and 40A with a grade of “C” or better.

**ENGL 42—Introduction to Shakespeare (3 units) CSU/UC**  
Introduction to the major works of William Shakespeare with special attention given to the tragedies, comedies, and histories. (L)

**ENGL 43R—Shakespearean Festival (1 or 2 units) CSU**  
Study of literature through reviewing, analyzing, and viewing selected plays of Shakespeare and other major playwrights offered at the Ashland Shakespearean Festival. Students are responsible for transportation, lodging, and other expenses. (L) (Repeatable: May be taken four times only.)

**ENGL 44—Themes in World Literature (3 units) CSU/UC**  
Study of selected works of world literature in translation, approached from a cultural/historical perspective; covers selected works from ancient times to today. (L)

**ENGL 46A—Introduction to English Literature I (3 units) CSU/UC**  
Survey of English Literature from its beginnings to the end of the 18th Century. Writers include, among others, Chaucer, Shakespeare, Donne, Milton, and Pope, and special attention will be paid to major literary genres. (ENGL 46A + 46B = CAN ENGL SEQ B) (L)

**ENGL 46B—Introduction to English Literature II (3**

**units) CSU/UC**  
Survey of English Literature from the end of the Eighteenth Century to the present. Writers include, among others, Blake, Wordsworth, Coleridge, Tennyson, Arnold, Joyce, Yeats, and Eliot; special attention paid to major literary genres. (L)

**ENGL 48—Voices and Visions (2 units) CSU**  
“Voices and Visions” is a course in modern American poetry. It is a study of the voices and visions of such American greats as Frost, Dickinson, Plath, and Eliot, just to name a few. Students will develop a greater appreciation and understanding of poetry and will extend their experience of verse by recognizing the qualities that define the art of poetry.

**ENGL 51—Preparatory Composition and Reading (4 units)**  
Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. Concurrent enrolment in Reading 70 is recommended. Pre-requisites: Satisfactory Score on the Placement Exam OR a grade of “C” or better in English 105 or 105R. (L)

**ENGL 105R—Pre-Collegiate Composition (4 units)**  
Stresses the development of students’ writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Prerequisite: ENGL 110BLR or 110BR, or ESL 110BLR or 110BR with a grade of “C” or better; or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (Repeatable: May be taken four times only.)

**ENGL 110AR—Fundamentals of Composition 1 (4 units)**  
Emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 is highly recommended. Prerequisite: Satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

**ENGL 110BR—Fundamentals of Composition 2 (4 units)**  
Emphasis on varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 highly recommended. Prerequisite: ENGL 110ALR, 110AR, or ESL 110ALR or 110AR with a grade of “C” or better, or satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

**ENGL 113R – ACCEL Academic Reading & Writing (6 units)**  
This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Prerequisite: Satisfactory score on the placement exam. (Repeatable: May be taken two times only.) Not open for credit to student with credit in READ 113R.

# Programs and Courses

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## **ENGL 115A – Academic Reading & Writing 1 (4 units)**

This course emphasizes the development of basic reading and writing skills including active reading and writing processes, vocabulary development, grammar and mechanics, simple and compound sentences, paragraph development, and small group and whole class work to strengthen basic reading skills. Prerequisite: Satisfactory score on the placement exam. Not open for credit to students with credit in READ 115A

## **ENGL 115B – Academic Reading & Writing 2 (4 units)**

This course emphasizes the development of reading and writing skills including varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, the writing process, and small group and whole class work to strengthen basic reading skills and to make inferences and to read critically. Any of the following courses meet the pre-requisite requirement: ENGL 110AR; 110ALR; 115A; or ESL 110AR; 110ALR; 111AR; 116AR; or READ 110A; 115A. Not available for students with credit in READ 115B.

## **ENGL 180 – Reading and Writing Development (3 Units)**

Developmental reading and writing course with emphasis on understanding sentence, paragraph and short passage structure. Grammar and mechanics also reviewed. Educational technology and other support services required. Not open for credit to student with credit in LEARN 180. English as a Second

# **English as a Second Language**

## **ESL 40A—Low-Advanced Grammar (3 units)**

### **CSU/UC UC-Unit Limit**

Low-advanced grammar for ESL students introduces students to theme-based grammar and teaches them to read, write, and speak English with grammatical accuracy and fluency in real-life contexts. Includes a functional study of the 12 tenses. Concurrent enrollment in ESL/ENGL 110A/110B/105, ESL 241R, 111AR, 111BR, 106, or READ 110A/110B/105 is highly recommended. Prerequisite: ESL 263 or ESL 233B with a grade of “C” or better, or satisfactory score on ESL placement exam. (L)

## **ESL 40B—Advanced Grammar (3 units)**

### **CSU/UC UC-Unit Limit**

Advance grammar for ESL students introduces students to theme-based grammar and teaches them to read, write, and speak English with grammatical accuracy and fluency in real-life contexts. Includes a functional study of NPs, Adj Ps, and VPs. Concurrent enrollment in ESL/ENGL 110A/110B/105, ENGL 51, ESL 241R, 111AR, 111BR, 106, or READ 110A/110B/105/70 is highly recommended. Prerequisite: ESL 40A with a grade of “C” or better, or satisfactory score on ESL placement exam. (L)

## **ESL 40C—High-Advanced Grammar (3 units) CSU**

High-advanced grammar for ESL students introduces students to a theme-based grammar and teaches them to read, write, and speak English with grammatical accuracy and fluency in real-life contexts. Includes passives, conditionals, and clauses. Concurrent enrollment in ESL/ENGL 110A/110B/105, ENGL 51, ENGL 1A, ESL 241R, 111AR, 111BR, 106, or READ 110A/110B/105/70 is highly recommended. Prerequisite: ESL 40B with a grade of “C” or better, or satisfactory score on ESL placement exam.

## **ESL 105R – Pre-Collegiate Composition (4 Units)**

High-advanced writing skills for limited-English speakers. Stresses the development of writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Preparation for English 51. Prerequisite: ESL 110BLR or 110BR, or ENGL 110BLR or 110BR, with a grade of “C” or better; or satisfactory score on Placement Examination and appropriate skills and knowledge. (Repeatable: May be taken four times only.)

## **ESL 105LR—Pre-Collegiate Composition (4 units)**

Stresses the development of writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Preparation for ENGL 51. Prerequisite: ESL 110BLR or 110BR, or ENGL 110BLR or 110BR with a grade of “C” or better, or satisfactory score on ESL placement exam. (Repeatable: May be taken four times only.)

## **ESL 110AR – Fundamentals of Composition 1 (4 Units)**

Low-advanced writing skills for limited-English speakers; emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs, and the writing process. Preparation for ESL 110BLR, 110BR, or ENGL 110BLR or 110BR. Concurrent enrollment in ESL 40A/B/C and/or ESL 241R, ESL 111AR/111BR, or Reading 110A/110B highly recommended. Prerequisite: ESL 268 or 238B with a grade of C or better or the equivalent, satisfactory score on Placement Examination. (Repeatable: May be taken four times only.)

## **ESL 110ALR—Fundamentals of Composition 1 (4 units)**

Low-advanced writing skills for limited-English speakers; emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs, and the writing process. Concurrent enrollment in ESL 40A, ESL 40B, ESL 40C and/or ESL 241R, 111AR/111BR, or READ 110A/110B is highly recommended. Prerequisite: ESL 268 with a grade of “C” or better or satisfactory score on ESL placement exam. Preparation for ESL 110BLR, 110BR, or ENGL 110BLR or 110BR. (Repeatable: May be taken four times only.)

## **ESL 110BR – Fundamentals of Composition 2 (4 Units)**

Advanced writing skills for limited-English speakers; designed to teach writing of well-developed paragraphs and brief essays. Preparation for ESL 105LR or ENGL 105R. Concurrent enrollment in ESL 40A/40B/40C and/or ESL 241R, 111AR/111BR or READ 110A/110B highly recommended. Prerequisite: ESL 110ALR, 110AR, or ENGL 110ALR, 110AR, with a grade of “C” or better, or satisfactory score on Placement Examination or ESL Placement Tests. (Repeatable: May be taken four times only.)

# Programs and Courses

## **ESL 110BLR—Fundamentals of Composition 2 (4 units)**

Advanced writing skills for limited English speakers; designed to teach writing of well-developed paragraphs and brief essays. Concurrent enrollment in ESL 40A, ESL 40B, ESL 40C and/or ESL 241R. ESL 111AR/111BR or READ 110A/110B is highly recommended. Prerequisite: ESL 110ALR, 110AR, or ENGL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on ESL placement exam. Preparation for ESL 105LR or ENGL 105R. (Repeatable: May be taken four times only.)

## **ESL 111AR—Developmental Reading, Part 1 (3 units)**

This first course in developmental reading and vocabulary develops the ability to read and understand long paragraphs, articles, and stories with emphasis on metacognitive strategies, reading skills, and vocabulary development. Prepares students for ESL 111BR and READ 110B. Concurrent enrollment in ESL 40A, ESL 40B, ESL 40C, and/or ESL/ENGL 110ALR, 110BLR, or 105 is highly recommended. (Repeatable: May be taken four times only.)

## **ESL 111BR—Developmental Reading, Part 2 (3 units)**

This second course in developmental reading and vocabulary further develops the ability to read and understand long paragraphs, articles, and stories with emphasis on metacognitive strategies, reading skills, vocabulary development, and retention strategies. Prepares students for ESL 106 and READ 105. Concurrent enrollment in ESL 40A, ESL 40B, ESL 40C, and/or ESL/ENGL 110ALR, 110BLR, or 105 is highly recommended. Prerequisite: ESL 111AR or ESL 241R or READ 110A with a grade of "C" or better, or satisfactory score on ESL placement exam. (Repeatable: May be taken four times only.)

## **ESL114R – ACCEL Academic Reading & Writing (6 Units)**

This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Prerequisite: ESL 267 AND 268 OR SATISFACTORY PLACEMENT SCORE. (Repeatable: May be taken two times only.)

## **ESL 116AR – Academic Reading & Writing for ESL 1 (4 Units)**

This course emphasizes the development of basic reading and writing skills including active reading and writing processes, vocabulary development, grammar and mechanics, simple and compound sentences, paragraph development, and small group and whole class work to strengthen basic reading skills. Prerequisite: ESL 267 and ESL 268 or Satisfactory score on the placement exam. (Repeatable: May be taken two times only.)

## **ESL 116BR – ACCEL Academic Reading & Writing For ESL 2 (4 Units)**

This course emphasizes the development of basic reading and writing skills including varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, the writing process, and small group and whole class work to strengthen basic reading skills and to make inferences and to read critically. Any of the following courses meet the pre-requisite requirement: ENGL 110AR; 110ALR; 115A; or ESL 110AR; 110ALR; 111AR; 116AR; or READ 110AR; 115A. (Repeatable: May be taken two times only). Not available for students with credit in READ 116BR.

## **ESL 165—English Grammar, Multi-Level (2 units)**

General review of grammar, including, but not limited to, time frames, modals, verb classes, nominals, adjectivals, and adverbials.

## **ESL 176AR—English for Automotive Technology (3 units)**

Development and improvement of language skills needed in automotive technology. Prepares non-native English speakers (with at least high-intermediate English proficiency) to succeed in first-semester Automotive Technology courses, specifically AUTO 20 and 21. Emphasizes development of vocabulary essential for communication about automotive service and repair. Develops reading skills needed to comprehend auto-related textbooks as well as listening comprehension skills for lectures. Some necessary math skills will be focused on as well. Concurrent enrollment in ESL 40A, 40B, or 40C and ESL 241R is recommended. (Repeatable: May be taken four times only.)

## **ESL 176ER—English for Early Childhood Education (3 units)**

Development and improvement of language skills needed for Early Childhood Education courses. Prepares non-native English speakers (with at least high-intermediate English proficiency) to succeed in first-semester Early Childhood Education courses, specifically ECE 1A, 3 and 11. Emphasizes development of vocabulary and writing skills essential for communication about child development, child observation and preschool teaching. Also, develops reading skills needed to comprehend textbooks as well as listening comprehension skills for lectures. Concurrent enrollment in ESL 40A, ESL 40B, or ESL 40C and ESL 241R is recommended. (Repeatable: May be taken four times only.)

## **ESL 212—Low-Beginning Listening and Pronunciation (3 units)**

Listening and pronunciation for beginners; emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 213, ESL 217, and ESL 218 is highly recommended. Not open for credit to student with credit in ESL 212A. Grades are P/NP.

## **ESL 213—Low-Beginning Grammar (3 units)**

The first course in basic grammar for ESL students introduces students who have very little (if any) background in English to basic simple sentences containing verbs BE and HAVE, simple present tense, and present continuous tense. Concurrent enrollment in ESL 212, ESL 217, and ESL 218 is highly recommended. Not open for credit to student with credit in ESL 213A.

## **ESL 214R—English Conversation, Level 1 (2 units)**

Pair, small, and large group discussion for limited English proficient students; includes personal and family information, daily activities, and other subjects of interest; relevant vocabulary included. First in a series of four conversation courses. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 215R—Integrated ESL Skills, Level 1 (2 or 3 or 5 units)**

Basic language development for beginning English speakers. Concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares students for ESL 225R and other level 2 courses. (First in a series of four courses.) (Repeatable: May be taken four times only.)

# Programs and Courses

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## **ESL 217—Low-Beginning Reading (3 units)**

The first course in basic reading and vocabulary development for beginners who have very little (if any) skills in reading or writing English. Emphasis is on reading and understanding simple sentences and short paragraphs in simple present tense. Concurrent enrollment in ESL 212, ESL 213, and ESL 218 is highly recommended. Not open for credit to student with credit in ESL 217A.

## **ESL 218 – Low Beginning Writing (4 Units)**

The first course in basic writing for beginners who have little if any background in English. Emphasis on writing simple sentences and simple short paragraphs in simple present tense. Concurrent enrollment in ESL 212, 213, and 217 highly recommended. Not open for credit to student with credit in ESL 218A.

## **ESL 222—Beginning Listening and Pronunciation (3 units)**

Listening and pronunciation for beginners; emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 223, ESL 227, and ESL 228 highly recommended. Grades are P/NP. Not open for credit to student with credit in ESL 212B.

## **ESL 223—Beginning Grammar (3 units)**

Beginning grammar for ESL students. It introduces students who have little background in English to basic simple sentences and short paragraphs in simple present tense and present continuous tense. Concurrent enrollment in ESL 222, ESL 227, and ESL 228 is highly recommended. Not open for credit to student with credit in ESL 213B.

## **ESL 224R—English Conversation, Level 2 (2 units)**

Pair, small, and large group discussion for limited English proficient; includes comparison of students' and American cultures, geographic directions, clarification techniques, and other subjects of interest; new relevant vocabulary introduced. Second in a series of four courses. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 225R—Integrated ESL Skills, Level 2 (2 or 3 or 5 units)**

Language development for low-intermediate limited English speakers; concentration on all language skills--listening, speaking, reading, writing, and grammar--while focusing on everyday life skills. Prepares students for ESL 235R and other Level 3 courses. (Repeatable: May be taken four times only.)

## **ESL 226LR—English As a Second Language Lab, I (.5 or 1 unit)**

Supplements English as a Second Language Level 1 and Level 2 classes by providing additional practice, exercises and other academic activities in grammar, reading, writing, vocabulary, listening comprehension, pronunciation, and conversation in a laboratory setting. Students pursue individualized and group instruction under supervision. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 227—Beginning Reading (3 units)**

Basic reading and vocabulary development for beginners who have little background in reading or writing English; emphasis is on reading and understanding simple short paragraphs in simple present and present continuous tenses. Concurrent enrollment in ESL 222, ESL 223, and ESL 228 is highly recommended. Not open for credit to student with credit in ESL 217B. Prerequisite: ESL 217 or ESL 217A with a grade of "C" or better or satisfactory score on ESL placement exam.

## **ESL 228 – Beginning Writing (4 Units)**

Basic writing for beginners who have some background in English; emphasis on writing simple sentences and short paragraphs in simple present and past tense. Concurrent enrollment in ESL 222, 223, and 227 highly recommended. Prerequisite: ESL 218 or 218A with a grade of "C" or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 218B.

## **ESL 229ACR—English for Computer Job Search (3 units)**

Provides students with basic computer and word processing skills necessary to type simple documents, use software and perform research related to employment. Additionally, students will work on English skills, such as reading, vocabulary development and pronunciation, using vocationally-related software in such fields as auto, healthcare, office, clerical, food service and construction. Intended for non-native English speakers with at least low-intermediate English proficiency. Concurrent enrollment in Level 2 ESL courses (ESL 242, 225R) is highly recommended. (Repeatable: May be taken three times only.)

## **ESL 229AW—English for Employment, Level 2, Part 1 (3 units)**

Prepares students for vocational training and or employment. Includes vocabulary for the world of work and skill development for job search, application and job retention. Intended for non-native English speakers with at least low-intermediate English proficiency. Concurrent enrollment in ESL 232, 233, 237, and 238 is highly recommended

## **ESL 229BW—English for Employment, Level 2, Part 2 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work (after employment) and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in ESL 242, 243, 247, and 248 is highly recommended.

## **ESL 232—High-Beginning Listening and Pronunciation (3 units)**

Listening and pronunciation for low-intermediate English speakers develops the ability to understand and be understood by native speakers. Concurrent enrollment in ESL 233, ESL 237, and ESL 238 is highly recommended. Grades are P/NP. Not open for credit to student with credit in ESL 222A.



# Programs and Courses

## **ESL 233—High-Beginning Grammar (3 units)**

High-beginning grammar for ESL students introduces students who have studied grammar for one year to simple sentences and short paragraphs in simple past and past continuous tenses. Concurrent enrollment in ESL 232, ESL 237, and ESL 238 is highly recommended. Not open for credit to student with credit in ESL 223A. Prerequisite: ESL 223 or ESL 213B with a grade of "C" or better or satisfactory score on ESL Placement Examination.

## **ESL 234R—English Conversation, Level 3 (2 units)**

Pair, small, and large group discussion for limited English proficient students; includes personal history, likes and dislikes, future plans, and other subjects of interest; new relevant vocabulary introduced. Third in a series of four conversation courses. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 235R—Integrated ESL Skills, Level 3 (2 or 3 or 5 units)**

Language development for intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares student for ESL 245R and other Level 4 courses. (Third in a series of four courses) (Repeatable: May be taken four times only.)

## **ESL 237—High-Beginning Reading (3 units)**

High-beginning reading and vocabulary development introduces students who have studied grammar for one year to simple sentences and short paragraphs in simple past and past continuous tenses. Concurrent enrollment in ESL 232, ESL 233, and ESL 238 is highly recommended. Not open for credit to student with credit in ESL 227A. Prerequisite: ESL 227 or ESL 217B with a grade of "C" or better or satisfactory score on ESL Placement Examination.

## **ESL 238 – High Beginning Writing (4 Units)**

Writing for high-beginning ESL. Develops ability to write simple sentences and paragraphs using simple present and simple past tenses with proper grammar and mechanics. Concurrent enrollment in ESL 232, 233, and 237 highly recommended. Prerequisite: ESL 228 or 218B with a grade of "C" or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 228A.

## **ESL 239AOR—English for Office (3 units)**

Provides students with basic office skills, including but not limited to, computer applications for formatting and typing standard business documents, telephone techniques, filing, Internet applications, and reading for the workplace. Additionally, students will work on English skills using vocational software related to clerical work. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in Level 3 ESL courses (e.g., 262, 235R) is highly recommended. (Repeatable: May be taken two times only.)

## **ESL 239AW—English for Employment, Level 3, Part 1 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work and skill development for job search, application and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in ESL 252, 253, 257, and 258 and/or above is highly recommended.

## **ESL 239BW—English for Employment, Level 3, Part 2 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work (after employment) and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in ESL 262, 263, 267, and 268 is highly recommended. Grades are P/NP.

## **ESL 242—Low-Intermediate Listening and Pronunciation (3 units)**

Listening and pronunciation for low-intermediate English speakers; development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 243, ESL 247, and ESL 248 is highly recommended. Grades are P/NP. Not open for credit to student with credit in ESL 222B.

## **ESL 243—Low-Intermediate Grammar (3 units)**

Low-intermediate grammar for ESL students introduces students to writing paragraphs containing both compound and complex sentences in past and present tenses. Concurrent enrollment in ESL 242, ESL 247, and ESL 248 is highly recommended. Not open for credit to students with credit in ESL 223B. Prerequisite: ESL 233 or ESL 223A with a grade of "C" or better or satisfactory score on ESL Placement Examination.

## **ESL 244R—English Conversation, Level 4 (2 units)**

Pair, small, and large group discussion for limited English proficient students, including hypothetical situations, jobs and careers, and explaining the process; new relevant vocabulary introduced. Last in a series of four conversation courses. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 245R—Integrated ESL Skills, Level 4 (2 or 3 or 5 units)**

Language development for intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar. Prepares student to continue college course work. Last in a series of four courses. (Repeatable: May be taken four times only.)

## **ESL 246LR—English As a Second Language Lab, II (v.5-1 unit)**

Supplement to English as a Second Language Level 3 and Level 4 classes by providing additional practice, exercises and other academic activities in grammar, reading, writing, vocabulary, listening comprehension, pronunciation, and conversation in a laboratory setting. Students pursue individualized and group instruction under supervision. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 247—Low-Intermediate Reading (3 units)**

Low-intermediate reading and vocabulary development introduces students to reading skills required to comprehend short reading passages. Concurrent enrollment in ESL 242, ESL 243, and ESL 248 is highly recommended. Not open for credit to student with credit in ESL 227B. Prerequisite: ESL 237 or ESL 227A with a grade of "C" or better or satisfactory score on ESL Placement Examination.

# Programs and Courses

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## **ESL 248 – Low Intermediate Writing (4 units)**

Writing for low-intermediate ESL; further develops ability to write simple paragraphs using simple and some compound sentences in past and present tenses with proper grammar, spelling and punctuation. Concurrent enrollment in ESL 242, 243, and 247 highly recommended. Prerequisite: ESL 238 or 228A with a grade of “C” or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 228A.

## **ESL 252—Intermediate Listening and Pronunciation (3 units)**

Listening and pronunciation for intermediate English speakers develops the ability to understand and be understood by native speakers. Concurrent enrollment in ESL 253, ESL 257, and ESL 258 is highly recommended. Grades are P/NP. Not open for credit to student with credit in ESL 232A.

## **ESL 253—Intermediate Grammar (3 units)**

Intermediate grammar for ESL students introduces students to writing paragraphs containing both compound and complex sentences in present, past, and future tenses. Concurrent enrollment in ESL 252, ESL 257, and ESL 258 is highly recommended. Not open for credit to student with credit in ESL 233A. Prerequisite: ESL 243 or ESL 223B with a grade of “C” or better or satisfactory score on ESL Placement Examination.

## **ESL 257—Intermediate Reading (3 units)**

Reading and vocabulary development for intermediate ESL develops ability to read and understand long paragraphs and stories. Concurrent enrollment in ESL 252, ESL 253, or ESL 258 is highly recommended. Prerequisite: Completion of ESL 247 or ESL 227B with a “C” or better grade or satisfactory score on ESL Placement Examination. Not open for credit to student with credit in ESL 237A.

## **ESL 258 – Intermediate Writing (4 Units)**

Writing for intermediate ESL. Develops ability to write more detailed paragraphs using simple and compound sentences in varied verb tenses with proper grammar and mechanics. Concurrent enrollment in ESL 252, 253, and 257 is highly recommended. Prerequisite: ESL 248 or 228B with a grade of “C” or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 238A.

## **ESL 259R—Language of Math for ESL Students (3 units)**

Intended to familiarize speakers of other languages with the language of basic mathematics as needed in dealing with whole numbers, addition, subtraction, multiplication, division, and basic fractional manipulation. Grades are P/NP. (Repeatable: May be taken four times only.)

## **ESL 262—High-Intermediate Listening and Pronunciation (3 units)**

Listening and pronunciation for high-intermediate English speakers develops the ability to understand and be understood by native speakers. Concurrent enrollment in ESL 263, ESL 267, and ESL 268 is highly recommended. Grades are P/NP. Not open for credit to student with credit in ESL 232B.

## **ESL 263—High-Intermediate Grammar (3 units)**

High-intermediate grammar for ESL students introduces students to writing short paragraphs containing compound and complex sentences in present, past, present perfect, and future tenses. Concurrent enrollment in ESL 262, ESL 267, and ESL 268 is highly recommended. Prerequisite: ESL 253 or ESL 233A with a grade of “C” or better or satisfactory score on ESL Placement Examination. Not open for credit to student with credit in ESL 233B.

## **ESL 267—High-Intermediate Reading (3 units)**

Reading and vocabulary development for high intermediate ESL further develops the ability to read and understand long paragraphs and stories with emphasis on reading skills. Concurrent enrollment in ESL 262, ESL 263, and ESL 268 is highly recommended. Prerequisite: ESL 257 or ESL 237A with a grade of “C” or better or satisfactory score on ESL Placement Examination. Not open for credit to student with credit in ESL 237B.

## **ESL 268 – High Intermediate Writing (4 Units)**

Writing for high-intermediate ESL students. Further develops ability to write longer, correctly formatted paragraphs with simple, compound, and complex sentences with proper grammar, spelling, and verb tenses. Concurrent enrollment in ESL 262, 263, and 267 is highly recommended. Prerequisite: ESL 258 or 238A with a grade of “C” or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 238B.

# ***Environmental Technology***

## **ENVTC 20 Water Distribution System O&M (3 Units)**

Topics covered will include drinking water sources with an emphasis on groundwater wells, pumps, water pipes, valves, hydrants, groundwater quality, chemicals used for water disinfection, state and federal regulations for distribution systems and water sampling techniques for distribution systems. This course will prepare students to take a state certification examination for water distribution systems, which is the first step in working for a public entity that delivers safe drinking water to the public. This class will also count for Continuing Education Credits (contact hours) for existing operators.

## **ENVTC 21 Water Treatment Plant Operation (3 Units)**

Topics covered will include the drinking water sources (groundwater and surface water), protection of drinking water sources, intake structures, water conveyances, water treatment facilities, water quality versus treatment techniques, chemicals used for water filtration and disinfection, state and federal regulations for surface water sources and water sampling techniques for groundwater and surface water. This course will prepare students to take a state certification examination for water treatment, which is the first step in working for a public water system that treats and delivers safe drinking water to the public. This class will also count for Continuing Education Credits (contact hours) for existing operators.

## Ethnic Studies

### Asian-American Studies

**ASIAN 31—Asian-American Humanities and Cultures**  
(3 units) **CSU/UC**

Survey of Asian-American cultures, including religions, traditions, and some highlights of history. Not open for credit to students with credit in HUMAN 31. (L)L

### La Raza Studies

**ETHN 1 – Introduction to Chicano Studies** (3 units)  
**CSU/UC**

Emphasizes an interdisciplinary analysis of historical, socio-political, economic, educational, and cultural conditions related to the chicano population in the United States. The focus is on the past and contemporary Chicano social movements and the intersections of race/ethnicity, class, and gender. Not open for credit to student with credit in LARAZ 1Native American Studies

## Family and Consumer Science

### DISPLACED HOMEMAKERS AND REENTRY WOMEN

#### (Certificate of Achievement)

Special support will be given to individuals from the following groups:

- Persons who were homemakers but because of dissolution of marriage must go to work.
- Single heads of household who lack job skills.
- Homemakers who are part-time workers and who need to work full-time.
- Women who are in traditional female jobs and who desire to enter nontraditional occupations.
- Men who are in traditional male jobs and who desire to enter nontraditional occupations.

Required Courses	Units
A vocational program .....	3-12
COUNS 25 Career Planning/Development .....	3
Electives ( <i>select 6 or more from below</i> ) .....	6-12
COUNS 41A Problem Management .....	5
COUNS 42R Confidence Building .....	1
COUNS 44AR-44BR Assertive Communication Skills .....	1
COUNS 45R Career-College Planning .....	1
PSYCH 31 Gender and Behavior: Feminine/Masculine Psychology .....	3
<b>Total units required .....</b>	<b>18</b>

**FCS 10—Principles of Nutrition** (3 units)  
**CSU/UC UC-Unit Limit**

Functions of nutrients in the human body. Nutritional needs of individuals through their life cycle, food choice determinants, effects of cooking and processing, role and safety of food additives, and meal planning guidelines. (L) Not open for credit to students with credit in HLTH 10.

**FCS 31—Child, Family, and Community** (3 units)  
**CSU/UC**

Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, disability or risk conditions, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in ECE 31. (L)

**FCS 32—Parenting** (3 units) **CSU**

Techniques and advise for encouraging a positive parenting style and effective child-rearing procedures. Interaction patterns and levels of communication between family members. Not open for credit to student with credit in ECE 32. (L)

**FCS 201AR—Independent Living Skills** (1 unit)

Addresses basic independent living skills necessary for young people. The multifaceted society which teenagers will be entering into as adults is often overwhelming and stressful. Provides young people with the basic knowledge and resources to sustain an independent living lifestyle and identify where and how to seek assistance when needed (L). Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## Fire Technology

### FIRE TECHNOLOGY (Associate in Science)

Required Courses	Units
FIRTC 1 Fire Protection Organization .....	3
FIRTC 2 Fire Prevention Technology .....	3
FIRTC 3 Fire Protection Equipment and Systems.....	3
FIRTC 4 Building Construction for Fire Protection .....	3
FIRTC 5 Fire Behavior and Combustion .....	3
FIRTC electives .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

#### Additional Recommended Courses

BIOL 5 Human Physiology .....	4
BCA 15R Business Computer Applications - Beg.....	3
CHEM 2A Introduction to Chemistry .....	5
EMT 61 Emergency Medical Technician I .....	4
OA 15A OR 15R Elementary Keyboarding .....	3
CWEE 45R Occupational Work Experience .....	1-4

# Programs and Courses

## FIRST RESPONDER (Certificate of Training)

Required Courses	Units
FIRTC 205 Emergency Response.....	1.5

## FIRE TECHNOLOGY (Certificate of Achievement)

Required Courses	Units
FIRTC 1 Fire Protection Organization .....	3
FIRTC 2 Fire Prevention Technology .....	3
FIRTC 3 Fire Protection Equipment and Systems.....	3
FIRTC 4 Building Construction for Fire Protection .....	3
FIRTC 5 Fire Behavior and Combustion .....	3
Electives .....	9
<b>Plus, select 6 or more units from classes listed below .....</b>	<b>6</b>
AJ 10 Introduction to Law Enforcement.....	3
ENGL 1A College Composition and Reading OR	
ENGL 51 .....	
Preparatory Composition and Reading .....	4
SPEECH 1 Public Speaking.....	3
<b>Total units required .....</b>	<b>30</b>

## FIRE FIGHTER I ACADEMY

The Fire Fighter I Academy is an intensive training program which academically prepares students for entry-level jobs in the fire fighting field. The California State Fire Fighter I curriculum and Emergency Medical Technician guidelines are followed throughout the program and cover the basic skills and knowledge needed to work in the fire service field. While students who are not yet 18 years of age may enroll in the academy, they must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Students must also provide a physician's approval to participate in the physical training portion of the academy.

Students who successfully complete the academy may be certified by the State of California after completing either one year as a volunteer fire fighter or six months as a paid fire fighter with a California fire department. To assist graduates of the academy in obtaining the required experience at a California fire department, Yuba College also offers the Fire Technology Practicum.

## FIRE TECHNOLOGY-FIREFIGHTER ACADEMY (Associate in Science-Pending Chancellor's Approval) OR (Certificate of Achievement)

Required Courses.....	Units
FIRTC 64 Fire Fighter I Academy.....	26
OR	
FIRTC 64A Fire Fighter 1 Academy Module A AND	
FIRTC 64B Fire Fighter 1 Academy Module B .....	26

Other Certificates of Training that students may earn within the Fire Fighter I Academy include the following:

BASIC INCIDENT COMMAND SYSTEM - ICS 200 (Certificate of Training)
EMERGENCY MEDICAL TECHNICIAN I (Certificate of Training)

## FIRE TECHNOLOGY PRACTICUM

Graduates of the Fire Fighter 1 Academy who obtained a grade of "B" or higher and meet other prerequisites qualify to apply for entry in the Fire Technology Practicum. The practicum provides hands-on experience at a fire station and includes supervised fire fighting activities. Students receive a Certificate of Training after completing six months of training and a Certificate of Completion upon completing one year.

## FIRE TECHNOLOGY PRACTICUM I (Certificate of Achievement)

Required Courses	Units
FIRTC 64ARO Fire Technology Practicum.....	15

## FIRE TECHNOLOGY PRACTICUM II (Certificate of Achievement)

Required Courses	Units
FIRTC 64ARO AND/OR 64BRO Fire Technology Practicum.....	30

**FIRTC 1—Fire Protection Organization (3 units) CSU**  
Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire department as 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; introduction to fire strategy and tactics. Not open for credit to student with credit in FIRTC 10. (L)

**FIRTC 2—Fire Prevention Technology (3 units) CSU**  
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. Not open for credit to student with credit in FIRSC 12. (L)



# Programs and Courses

## **FIRTC 3—Fire Protection Equipment Systems (3 units)**

**CSU**

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. Not open for credit to student with credit in FIRSC 15. (L)

## **FIRTC 4—Building Construction for Fire Protection (3 units)**

**CSU**

Fundamentals of building construction that relate to fire safety; elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. Development and evolution of building and fire codes studied in relationship to past fires in residential, commercial, and industrial occupancies. Not open for credit to student with credit in FIRSC 27. (L)

## **FIRTC 5—Fire Behavior and Combustion (3 units)**

**CSU**

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. Not open for credit to student with credit in FIRSC 13. (L)

## **FIRTC 14—Fundamentals of Fire Protection (3 units)**

**CSU**

Theory and fundamentals of fire protection, including laws, water systems and public fire protection, codes, ordinances, and building construction. Not open for credit to student with credit in FIRSC 14. (L)

## **FIRTC 21—Firefighting Tactics and Strategy (3 units)**

**CSU**

Fire ground operations, building construction, utilization of personnel, engine company assignments, truck company assignments, size-up, RECEO (rescue, exposure, confinement, extinguishment, and overhaul), ICS (incident command system) system. (L)

## **FIRTC 63A—Driver/Operator 1A (2 units)**

Designed to provide the student with driving techniques for emergency vehicles. Includes basic inspection and maintenance of equipment. Course involves actual driving exercises under simulated emergency conditions. This course is a component of the California State Fire Marshal's Apparatus Driver/Operator certification. Prerequisite: Valid Class B driver's license. (L)

## **FIRTC 63B—Driver/Operator 1B (2 units)**

Theory, methods, and techniques for operating fire service pumps, including types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations. This course is a component of the California State Fire Marshall's Apparatus Driver/Operator certification. (L)

## **FIRTC 64—Firefighter I Academy (26 units)**

Provides student with the basic skills and knowledge to work in the fire service. The California State Firefighter I curriculum and emergency medical technician (EMT) guidelines will be followed. Provides training in basic concepts including fire department organization, fire control, equipment operation, prevention, protection, hose, nozzles, and breathing apparatus. Includes physical training. Prerequisite: Must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Physician's clearance is required. (L)

## **FIRTC 64A – Firefighter I Academy Module A (12.5 Units)**

First of two fire academy modules to receive a completion of training certificate. Provides student with the basic skills and knowledge to work in the fire service. California State Firefighter I curriculum and emergency medical technician (EMT) guidelines are followed. Provides training in basic concepts including fire department organization, fire control, equipment operation, prevention, protection, hose, nozzles and breathing apparatus. Includes physical training. Must be 18 years of age or older to complete the EMT portion of the course and successfully complete the academy. Students are required to show evidence of malpractice insurance. (L)

## **FIRTC 64ARO—Fire Technology Practicum**

**(v1-12.5 units)**

Hands-on experience assigned to a fire station 240 hours per month; includes supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance, and medical aid towards qualification for Fire Fighter I or Fire Fighter II Certification by the *State of California*. Prerequisite: Successful completion of accredited Firefighter I Academy with minimum grade of "B" and admission to the Fire Technology Practicum Program. Grades are P/NP. (L)

## **FIRTC 64B – Firefighter I Academy Module B (12.5 Units)**

Second of two fire academy modules to receive a completion of training certificate. Provides student with the basic skills and knowledge to work in the fire service. California State Firefighter I curriculum and emergency medical technician (EMT) guidelines are followed. Provides training in basic concepts including fire department organization, fire control, equipment operation, prevention, protection, hose, nozzles and breathing apparatus. Includes physical training. Must be 18 years of age or older to complete the EMT portion of the course and successfully complete the academy. Students are required to show evidence of malpractice insurance. Prerequisite: FIRTC 64A. (L)

## **FIRTC 64BRO—Advanced Fire Technology Practicum**

**(v1-12.5 units)**

For students who have completed six months of FIRTC Practicum; offers hands-on fire fighting experience assigned to fire station 240 hours per month; includes supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance, and medical aid towards qualification for Fire Fighter I or Fire Fighter II Certification by *State of California*. Prerequisite: Successful completion of an accredited Fire Fighter I Academy with minimum grade of "B" and admission to Fire Technology Practicum Program. Grades are P/NP. (L)

# Programs and Courses

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## **FIRTC 65A—Fire Prevention 1A (2 units)**

Fire prevention codes, authority and responsibility of code enforcement; hazards and properties of liquids, metals, explosives, dusts, and plastics. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. (L)

## **FIRTC 65B—Fire Prevention 1B (2 units)**

Fire protection devices and systems, detection and alarm systems, egress and exiting requirements; life safety as applied to building design and construction. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. Not open for credit to student with credit in FIRTC 66. (L)

## **FIRTC 67—Fire Investigation 1A (2 units)**

Aspects of fire cause and origin determination; fire behavior and its effects on materials; indicators of fire origin including char and heat patterns; laws related to arson including search, arrest, and evidence collection. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. Grades are P/NP. (L)

## **FIRTC 68A—Fire Command 1A (2 units)**

Fundamentals of fire behavior, pre-fire planning, fireground command structure and control techniques; emphasis on management, decision-making, resource utilization, and performance goals and standards; includes fire command utilization and performance goals and standards; includes fire command simulation. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. (L)

## **FIRTC 68B—Fire Command 1B (2 units)**

Understanding of hazardous materials information for company officers. Includes physical properties, toxicity, protective clothing, containers, identification and data bases, response options and decision making. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. Not open for credit to student with credit in FIRTC 69. (L)

## **FIRTC 68C—Fire Command 1C (2 units)**

Understanding of the responsibilities of the Company Officer at a wildland/urban interface (I-Zone) incident. Course will expose students to pre-planning strategies, tactics, and scene management of an incident where there is an intermingling of homes within a wildland environment. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. (L)

## **FIRTC 70—Fire Management 1 (2 units)**

Designed to prepare or enhance the first line supervisor's ability to supervise subordinates in a fire service setting. Course introduces key management concepts and practices. Course addresses decision making, time management, leadership styles and theories, developing teams, personnel evaluations and counseling guidelines. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. (L)

## **FIRTC 71A—Fire Instructor 1A (2 units)**

Prepares individuals to teach technical subject matter to fire service personnel. Course introduces types of learning, levels of instruction, testing, establishing course objectives, and developing lesson plans. Course is one of ten components of the *California Fire Service Training and Education System classes needed for Fire Officer certification*. Not open for credit to student with credit in FIRSC 71. (L)

## **FIRTC 71B—Fire Instructor 1B (2 units)**

Prepares individuals to teach technical subject matter to fire service personnel. Course introduces development of job sheets, technical lesson plans, various types of examinations, group instruction techniques, and methods to evaluate instruction. Course is one of ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. Not open for credit to student with credit in FIRTC 72. Prerequisite: Successful completion of FIRTC 71A. (L)

## **FIRTC 81—Basic Incident Command System I-200 (1 unit)**

Basic understanding of the Incident Command System (ICS), including terminology, positions, organization, and management in the ICS. Meets State Fire Marshal's standards of I-200 training. (L)

## **FIRTC 82—Intermediate Incident Command I-300 (1.5 units)**

Designed to provide the student with an expanded understanding of the Incident Command System (ICS) by providing more description and detail of the organization and operation of the ICS. Course covers modules 7-11 and includes: duties of all positions, developing the system within a Unified Command structure, managing resources and demobilization, Air Operations support, and the principles involved in incident or event planning. Course is one of ten components of the California Fire Service Training and Education system classes needed for Fire Officer certification. Prerequisite: FIRTC 81 (I-200 Basic Incident command System) (L)

## **FIRTC 84R – Low Angle Rope Rescue Operations (1 Unit)**

Designed primarily for those working in the fire service, but is open to anyone. This course will equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescues. Areas covered include: rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems along with single line and two line rescue systems. Upon successful completion of the course, students will receive State Fire Marshal certification. Grades are P/NP. (L) (Repeatable: May be taken four times only).

## **FIRTC 85 – Wildland Firefighting for Volunteer Firefighting (1.5 Units)**

Designed primarily for volunteer and local government firefighters who respond to wildland fires. Covers wildland firefighter safety, terminology, skills, equipment used, strategies, tactics, and basic fire behavior. Students will participate in a simulated wildfire exercise/event. Grades are P/NP. (L)

# Programs and Courses

## **FIRTC 205—First Responder (3 units)**

Primarily designed for Public Safety Personnel and community members acting in the role of first responder. Course emphasizes taking appropriate action for medical emergencies until more advanced medical personnel arrive and stabilizing emergency scenes at major incidents. Upon successful completion, student will receive First Aid and CPR certification that satisfies *Title 22* for Public Safety Personnel. (L)

## **FIRTC-206R HAZARDOUS MATERIALS-FRO (1 Unit)**

Designed primarily for First Responders who are at risk of exposure to toxic substances. Covers type, nature and physiological effects of hazardous materials. Designed to develop new First Responder attitudes toward health and safety and to increase safe behaviors in responding to hazardous material incidents. Upon completion of the course, students will receive certification from CSTI (California Specialized Training Institute). (L)

## **French**

### **FRNCH 1—Elementary French, Part 1 (4 units) CSU**

Introduction to the language and culture of the French-speaking world; includes the development of listening, speaking, reading, and writing French with an emphasis on the communicative skills, as well as the fundamentals of French grammar. (L)

### **FRNCH 10—Introduction to French (3 units) CSU**

Introductory course to the study of the French language and Francophone culture. At the successful completion of the course, the student will be able to converse in simple sentences using the present tense and a vocabulary of 800-1000 words. (L)

## **GENERAL BUSINESS** (See Business)

## **General Education**

The General Education area major is approved by the California Community College Chancellor's Office and is designed to provide students with the opportunity to earn an Associate in Arts or Associate in Science degree in a broad area of study. Students who wish to transfer to a four-year college or university should consult with a counselor prior to beginning one of these majors for appropriate course selection.

Note: these majors will be printed on the diploma.

For the General Degree, you will need to complete ONE of the FIVE AREAS listed. You may select the general education major of:

1. ARTS & HUMANITIES -- Associate in Arts Degree
2. SOCIAL AND BEHAVIORAL SCIENCES -- Associate in Science Degree
3. NATURAL SCIENCE AND MATHEMATICS -- Associate in Science Degree
4. COMMUNICATIONS -- Associate in Arts Degree
5. GENERAL HEALTH -- Associate in Science Degree

## **ARTS & HUMANITIES ASSOCIATE IN ARTS DEGREE:**

This degree emphasizes the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

**Students must complete 18 units from at least three of the areas listed below. Courses must be completed with a "C" or higher grade.**

Afro American Studies 12A, 12B,

Art 1A, 1B, 1C, 3A, 3B, 5, 31R

Asian American Studies 14, 31

Early Childhood Education 21, 39

English 1B, 2, 30A, 30B, 31A, 31B, 33, 34, 36, 37, 39, 42, 46A, 46B

French 1, 10

German 1, 2, 3, 4

History 4A, 4B, 5A, 5B, 6, 7, 8, 11, 12A, 12B, 14, 15, 16A, 16B, 17A, 17B, 29

Humanities 3, 5, 10, 11, 12, 15, 16, 20, 26A, 26B, 31, 33, 34

La Raza Studies 15

Mass Communications 11R

Music 1, 1A, 1B, 3, 8A, 8B, 12, 15, 16

Native American Studies 7

Philosophy 1, 2, 3, 20

Sign 1, 2, 3

Spanish 1, 2, 3, 4, 10, 20A, 20B, 35, 36

Speech 2

Theatre Arts 10, 33, 34

Women's Studies 26A, 26B, 29, 37

# Programs and Courses

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## **SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE IN SCIENCE DEGREE:**

This degree emphasizes the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

**Students must complete 18 units from at least three of the areas listed below. Courses must be completed with a “C” or higher grade.**

Administration of Justice 10  
Afro American Studies 12A, 12B  
Anthropology 2, 3  
Asian American Studies 14  
Early Childhood Education 3, 31  
Economics 1A, 1B  
Ethnic Studies 1  
Family and Consumer Science 31  
Geography 2  
History 4A, 4B, 5A, 5B, 7, 8, 12A, 12B, 14, 15, 16A, 16B, 17A, 17B, 29  
La Raza Studies 15  
Mass Communications 2  
Political Science 1  
Psychology 1A, 1B, 12, 22, 31, 33, 40, 41, 46  
Social Science 4  
Sociology 1, 2, 5, 10, 30, 35  
Speech 8  
Women’s Studies 29, 31, 35

## **NATURAL SCIENCE ASSOCIATE IN SCIENCE DEGREE:**

This degree allows the student to take courses that will prepare them for possible majors within the fields of science, including the allied Health fields, nursing preparation, health science and related fields, pre-med and more.

**Students must complete 18 units from at least three of the areas listed below. At least one course MUST be selected from Mathematics. Courses must be**

**completed with a “C” or higher grade.**

Anthropology 1  
Astronomy 1, 11  
Biology 1, 2, 3, 4, 5, 6, 10, 10L, 11, 15, 25  
Chemistry 1A, 1B, 2A, 2B, 8, 9, 10  
Ecology 10, 11, 12  
Geography 1  
Geology 10, 10L, 11L  
Mathematics 1A, 1B, 7, 9, 10, 15, 16, 21, 25;  
Physical Science 10A, 10B, 10C  
Physics 2A, 2B, 3A, 3B, 4A, 4B, 10L  
Plant Science 20, 20L, 22, 22L  
Statistics 1

## **COMMUNICATIONS ASSOCIATE IN ARTS DEGREE:**

This degree emphasizes the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

**Students must complete 18 units, selecting at least one course from each of the areas listed below. Courses must be completed with a “C” or higher grade.**

English 1A, 1B, 1C  
Philosophy 12  
Speech 1, 3, 6, 7, 9



### GENERAL HEALTH ASSOCIATE IN SCIENCE DEGREE:

This degree emphasizes the principles of healthful living by the integration of physical, psychological, social and spiritual factors. Students will learn how to incorporate these principles into their own lives. Students will be able to critically evaluate their personal choices regarding disease prevention, healthy living, and making positive live choices.

**Students must complete 18 units from at least three of the areas listed below. Courses must be completed with a "C" or higher grade.**

Counseling 10, 25  
Family and Consumer Science 10  
General Business 25  
Health Education 1  
Approved Physical Education activities  
(1.5 units maximum)  
Psychology 1A, 1B, 12, 31, 33, 41, 46  
Sociology 30  
Women's Studies 31

## Geography

**GEOG 1—Physical Geography (3 units) CSU/UC**  
A spatial study of Earth's dynamic physical systems and processes. Topics include maps, Earth-sun relations, weather, climate, water, landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. (L)

**GEOG 2—Cultural Geography (3 units) CSU/UC**  
Survey of human populations and their relationship with the physical environment; past and present development of cultures.

## Geology

**GEOL 10—Introduction to Geology (3 units) CSU/UC-UC Unit Limit**

Physical geology introduces the processes that are at work changing the Earth today. Covers rocks and minerals, volcanoes, earthquakes and plate tectonics. It also examines how water and wind shape the Earth's surface. Not open for credit with credit in GEOL 10L. (L)

**GEOL 10L—Physical Geology (4 units) CSU/UC-UC Unit Limit**

Physical geology introduces the processes that are at work changing the Earth today. Covers rocks and minerals, volcanoes, earthquakes and plate tectonics. It also examines how water and wind shape the Earth's surface. Includes laboratory experience. Not open for credit with credit in GEOL 10. (L)

**GEOL 11L—Historical Geology (4 units) CSU/UC**

Historical geology is the study of the evolution of life and landforms through geologic time through the examination of the rock record. In this course, one will learn how the study of fossils, rocks, tectonic processes, and geologic structures can provide us with information regarding Earth's geologic and biologic history. (L)

**GEOL 20—Geology of California (3 units) CSU/UC**

General introduction to the geological sciences with emphasis on the geology of California. Topics covered will include the tectonic provinces, landforms, natural resources, geologic history, natural hazards, and related geologic environmental problems in the state. (L)

**GEOL 40—Geology of Yosemite (.5 unit) CSU**

This field course focuses on the geology of Yosemite National Park, with emphasis on the tectonic and erosional history of the area. The course includes study of the various intrusive rocks and the minerals they contain, as well as the relative ages of the plutons. Glacial erosional and depositional processes will be discussed.

**GEOL 41R—Regional Geology - Field Trip (v1-3 units) CSU**

This field course provides an opportunity to explore specific areas of geologic interest. Tectonic setting, sedimentary processes and rock formation will be emphasized. Trip location will vary depending on season and accessibility. Varying amounts of hiking will be required depending on the location. Students are responsible for the costs of meals, transportation, and camping or lodging.

# Programs and Courses

## Health Education

### HLTH 1—Health and Life Style Choices (3 units)

CSU/UC

Issues include wellness, functioning optimally, and promoting healthy behavior changes. Topics explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted disease, mental health, aging and analysis of available health information. (L)

### HLTH 2R—First Aid and CPR (1 unit)

CSU

Learn skills needed for standard First Aid and Cardiopulmonary Resuscitation. Course is highly recommended for volunteer coaches, parents, child care givers and individuals who are interested in helping save lives. Upon successful completion, students will receive Red Cross certification. (L)

### HLTH 4—Psychosocial Health (3 units)

CSU

Explores how attitudes and emotions affect physical health along with emotional health. Additionally how psychosocial health can play a role in prevention of disease. This class presents current research on the link between the mind and the body. (L)

### HLTH 5—Sport Psychology (3 units)

CSU

Provides a concentrated study of human behavior in the context of participating in sports and how behavior (performance) is affected by other sources. Includes study about motivation, the brain's impact on performance, stress, goal setting, sport imagery and current research into sport performance. (L)

### HLTH 10 Principles Of Nutrition (3 units)

Functions of nutrients in the human body. Nutritional needs of individuals through their life cycle, food choice determinants, effects of cooking and processing, role and safety of food additives, and meal planning guidelines. Not open for credit to students with credit in FCS 10 or HLTH 47A. (L)

### HLTH 11R—CPR (.5 unit)

CSU

Learn skills needed for standard Cardiopulmonary Resuscitation. Course is highly recommended for volunteer coaches, parents, child care givers and individuals who are interested in helping save lives. Upon successful completion, students will receive Red Cross certification. (L)

### HLTH 13—Nutrition and Life Fitness (3 units)

CSU/UC UC-Unit Limit

Analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness; individualized physical assessment, exercise prescription, and nutritional analysis completed by each student. Not open for credit to student with credit in FCS 11. (L)

## History

### HISTORY (Associate in Arts)

#### Required Courses

Units

#### Select 15 units from the following:

HIST 4A, 4B, 5A, 5B, 6, 7, 8, 14, 15, 16A, 16B, 17A, 17B, 29

Select 3 units from the following courses

ANTHR 2; ECON 1A, 1B; PHIL 12; SOCIL 1

Total units required for degree major .....18

### HIST 4A—Western Civilizations (3 units)

CSU

Broad historical study of the major elements of the western tradition from earliest times to the Eighteenth Century; introduction of ideas, values, and institutions basic to western civilizations. (L)

### HIST 4B—Western Civilization (3 units)

CSU

Historical study of the major elements of the western experience from the Eighteenth Century to the present, including major political and social developments that have revolutionized the modern mode of human existence. (L)

### HIST 5A—World Civilizations (3 units)

CSU

Survey of the experience of all peoples with vastly different cultures inhabiting a single globe; emphasizes the interaction of humans with the environment based on experience, knowledge, and technology; includes economic, social, religious, and political systems to 15th Century. (L)

### HIST 5B—World Civilizations (3 units)

CSU/UC

The experience of all the world's people from the early modern era to the present; emphasis on the interaction of people with the environment based on the development of technology; conflict with traditional systems and new(er) orders. (L)

### HIST 6—History of Race and Ethnicity in America (3 units)

CSU/UC

Covers the social, cultural, and economic interaction between various racial and ethnic groups in America from the fifteenth century to present. Topics include immigration, discrimination, group identity, and multiculturalism. (L)

### HIST 7—Indians of North America (3 units)

CSU/UC

Survey history of Indians of United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to student with credit in NATAM 7. (L)

### HIST 8—California History (3 units)

CSU/UC

Survey history of California from Native American cultures through Spanish, Mexican and American periods to the present. Includes California government, some emphasis on local history. (L)

## Programs and Courses

# Human Services

The two-year Human Services program is designed to meet an increasing need for paraprofessional and volunteer human services generalists. The program is designed to prepare students for employment as Human Service paraprofessional counselors, workers, and aides in areas of welfare, vocational rehabilitation, mental health, and chemical dependency. The program also provides additional training and skills to paraprofessionals and volunteer human service workers currently employed, enabling them to more effectively meet human services needs.

### HUMAN SERVICES (Associate in Science)

Required Courses	Units
HUSEV 10 Introduction to Human Services .....	3
PSYCH 1A General Psychology .....	3
PSYCH 33 Personal/Social Adjustment .....	3
SOCIL 1 Introduction to Sociology .....	3
SOCIL 2 Social Problems .....	3
SOCIL 10 Sociology of Marriage .....	3
SPECH 7 Interpersonal Communication .....	3
<b>Total units required for degree major .....</b>	<b>21</b>
Additional Recommended Courses	
AJ 31 Criminal/Delinquent Behavior .....	3
AJ 33 Introduction to Correctional Counseling .....	3
ASIAN 14 Asian-American History .....	3
EDUC 1 Introduction to Teaching .....	3
ECE 31 Child, Family, Community .....	3
ETHN 1 Introduction to Chicano Studies .....	3
PSYCH 40 Childhood/Adolescence .....	3

**HIST 14—Asian-American History (3 units) CSU/UC**  
Chronological study of the Asian-Americans from early immigrants to recent arrivals; emphasis on Chinese, East Indian, Japanese, Korean, Filipino Americans, and the boat people (Cambodians, Laotians, and Vietnamese). Not open for credit to student with credit in ASIAN 14. (L)

**HIST 15—Mexican-American History (3 units) CSU/UC**  
Historical development of Mexican-Americans from Mexican origins, settlement in the United States, to the present time. Emphasis is given to the pre-Columbian setting, the indigenous heritage, European conquest and legacy, distinctive colonial institutions, and the growth of independence movements in the United States and Mexico. Major political, social, economic, and cultural factors will be presented, focusing on the roles played by diverse peoples and cultures who shared in the development of the United States and Mexico. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 15 and POLSCI 1 are completed. Not open for credit to student with credit in LARAZ 15. (L)

**HIST 16A—African-American History to 1865 (3 units) CSU/UC-UC Unit Limit**  
Survey of African-American history from pre-colonial period to the Civil War. Not open for credit to student with credit in AFRO 16A. ENGL 105 is recommended. (L)

**HIST 16B—African-American History (3 units) CSU/UC-UC Unit Limit**  
Survey of African-American history from Civil War to present. Not open for credit to student with credit in AFRO 16B. (L)

**HIST 17A—United States History (3 units) CSU/UC-UC Unit Limit**  
Survey of U.S. history tracing the political, social, economic, and cultural development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17A and POLSCI 1 or HIST 17B are completed. (L)

**HIST 17B—United States History (3 units) CSU/UC-UC Unit Limit**  
Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSCI 1 or HIST 17A are completed. (L)

**HIST 21R—Historical Research and Writing (1 unit) CSU**  
Introduces students to historical research methods and writing.

# Programs and Courses

## CHEMICAL DEPENDENCY AWARENESS (Certificate of Achievement)

Required Courses	Units
HUSEV 20 Introduction to Chemical Dependency Studies	.3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro to Development/ Progression of Addictive Patterns of Behavior	3
Electives ( <i>select 6 units from Categories I or II following</i> )	6
<b>Category I –</b>	
<i>All count toward elective requirement</i>	
HUSEV 30 Adult Children of Alcoholics	1
HUSEV 31 Family Treatment Approaches	1
HUSEV 32 Relationship Addiction/Co-Dependency	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior	1
HUSEV 34 Gender Differences Related to Substance Abuse	1
HUSEV 35 Addiction and Domestic Violence	1
HUSEV 36 Chemical Dependency Prevention in Schools	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs	1
<b>Category II –</b>	
<i>Only 3 units count toward certificate</i>	
HUSEV 10 Introduction to Human Services	3
PSYCH 1A General Psychology	3
SOCIL 1 Introduction to Sociology	3
<b>Total units required</b>	<b>15</b>

## CHEMICAL DEPENDENCY COUNSELOR (Associate in Science)

Required Courses	Units
HUSEV 20 Introduction to Chemical Dependency Studies	.3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro to Development/Progression of Addictive Patterns of Behavior	3
HUSEV 23 Basic Law/Ethics for Chem. Dep. Couns.	3
HUSEV 24 Case Management/Psychopathology	3
HUSEV 25 Basic Chemical Dependency Counseling	3
*HUSEV 26A AND 26B Supervised Field Work Practicum ( <i>Internship</i> )	7
<b>Total units required for degree major</b>	<b>25</b>

\*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.

## CHEMICAL DEPENDENCY COUNSELOR (Certificate of Achievement)

Required Courses	Units
HUSEV 20 Introduction to Chemical Dependency Studies	.3
HUSEV 21 Intro/Physiological/Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro/Development/Progression of Addictive Patterns of Behavior	3
HUSEV 23 Basic Law/Ethics for Chemical Dependency Counselor	3
HUSEV 24 Introduction to Case Management/Psychopa- thology	3
HUSEV 25 Basic Chemical Dependency Counseling	3
*HUSEV 26A AND 26B Supervised Field Work Practicum ( <i>Internship</i> )	7
Electives ( <i>Select 6 units from the following</i> )	6
<b>Category I – 3 units required</b>	
HUSEV 30 Adult Children of Alcoholics	1
HUSEV 31 Family Treatment Approaches	1
HUSEV 32 Relationship Addiction/Co-Dependency	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior	1
HUSEV 34 Gender Differences Related to Substance Abuse	1
HUSEV 35 Addiction and Domestic Violence	1
HUSEV 36 Chemical Dependency Prevention in Schools	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs	1
<b>Category II – 3 units required</b>	
HUSEV 10 Introduction to Human Services	3
PSYCH 1A General Psychology	3
SOCIL 1 Introduction to Sociology	3
<b>Total units required</b>	<b>31</b>

\*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.

## SUBSTANCE ABUSE COUNSELOR – Information (not a degree)

Certification is by the California Certification Board of Alcohol and Drug Counselors. Extensive internships beyond the Yuba College Chemical Dependency Counselor Program are required for State Certification. The value of the Yuba College program of instruction is to:

1. Qualify for additional internships; and
2. Qualify for entry-level non-certified employment.  
The required internships defined below are usually completed during employment and do accept 255 hours of the Yuba College practicum toward completion.

Certification Designation	Required Internship Hours
Certified Alcohol/Drug Counselor	6,000
Certified Alcohol Counselor	4,000
Certified Drug Counselor	4,000



# Programs and Courses

## **HUSEV 10—Introduction to Human Services (3 units)** CSU

Survey of human services and social work; exploration of helping skills applied to such human problems as poverty, parenting, education, substance abuse, illness, and mental health. (L)

## **HUSEV 11—Understanding Diverse Racial & Ethnic Cultures (3 units)** CSU

An understanding of human dynamics and differences between people of diverse racial, ethnic and gender backgrounds will be discussed. Designed to generate sensitivity and appreciation of differences, eliminate barriers that get in way of working with diverse populations and create a healthier and safer environment. (L)

## **HUSEV 11B—Cross-Cultural Perspectives in Human Service (3 units)** CSU

Provide students with a consistent framework which can inform and provide a better, more in-depth understanding of culture and its relationship to psychological processes. (L)

## **HUSEV 15—Aging: Concepts and Issues (3 units)** CSU/UC

Social, economic, and psychological factors related to aging and the changing roles in contemporary society, including current controversies, personal adaptation to aging, income and housing, health and long-term care, employment and retirement, community social services, and social inequality. Not open for credit to student with credit in SOC 30. (L)

## **HUSEV 20—Introduction to Chemical Dependency Studies (3 units)** CSU

Overview of major topics in the study of drug abuse and dependency, i.e. history, drugs of abuse, models of prevention, addiction and treatment, and local and national policy. (L)

## **HUSEV 21—Intro. to Physiological/Psychological Effects of Drugs of Abuse (3 units)** CSU

Introduction and overview focused on drug action and disposition of the major drugs of abuse; ethanol, marijuana, cocaine, amphetamines, PCP, LSD, and designer drugs. Drug testing and the *National Institute of Drug Abuse* guidelines will be discussed. (L)

## **HUSEV 22—Introduction to Development/Progression of Addictive Patterns of Behavior (3 units)** CSU

Introduction to the causes and development of addiction and co-dependency; exploration of the process of denial, use of defense mechanisms, and the influences on the family. (L)

## **HUSEV 23—Basic Law/Ethics for Chemical Dependency Counselors (3 units)** CSU

Introduction to the legal/ethical responsibilities of the chemical dependency counselor, with emphasis on confidentiality and the legal concept of privilege. All federal/state laws regarding the counselor/client relationship, client's rights, child abuse reporting, etc., will be discussed; emphasis will be on the obligation of the counselors to the clients, their families, and society. (L)

## **HUSEV 24—Introduction to Case Management (3 units)** CSU

Introduction to mental health problems which affect substance abuse. Focus on the techniques of interviewing, case conceptualization, treatment planning, case management, and relapse control in chemical dependency counseling; familiarization with DSM IV-R and system of diagnosis approved by the *American Psychiatric Association*, including differential diagnosis, prognosis, and associated features. (L)

## **HUSEV 25—Basic Chemical Dependency Counseling (3 units)** CSU

Broad overview of the counseling methods used in the treatment of alcohol/drug dependency. An introduction to counseling theories and techniques used in the treatment; i.e., psychodynamic, behavioral, cognitive-behavioral, multimodal, client centered, couples and family counseling. Case histories and specific theories will be analyzed. (L)

## **HUSEV 26A—Supervised Field Work Practicum (2 units)** CSU

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field, and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselors* requirements. Prerequisite: HUSEV 23 and 24. (L)

## **HUSEV 26B—Supervised Field Work Practicum (5 units)** CSU

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselor* requirements. Prerequisite: HUSEV 25 and 26A. (L)

## **HUSEV 30—Adult Children of Alcoholics (1 unit)** CSU

Exploration of techniques, concepts, and behavioral guidelines for identifying the consequences of parental alcoholism/addiction; principles of modeling, shaping, reinforcement, and extinction of dysfunctional behavioral patterns learned in childhood will be described. (L)

## **HUSEV 31—Family Treatment Approaches (1 unit)** CSU

Examination of the systems approach in chemical dependency counseling as it relates to dysfunctional, addictive families. (L)

## **HUSEV 32—Relationship Addiction/Co-dependency (1 unit)** CSU

Identification of co-dependent behavior and the effects of these behaviors on relationships; assessment of healthy vs. unhealthy relationships on a continuum. (L)

## **HUSEV 33—Self Awareness: Key to Non-Addictive Behavior (1 unit)** CSU

Emphasis on techniques to build a healthy relationship with oneself as fundamental for releasing addictive behavior patterns. Grades are P/NP. (L)

## **HUSEV 34—Gender Differences Related to Substance Abuse (1 unit)** CSU

Exploration of the socialization process for females and males as it relates to the development of addictive behavior; the differences in societal views and treatment issues. (L)

# Programs and Courses

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**HUSEV 35—Addiction and Domestic Violence (1 unit) CSU**

Overview of factors contributing to and eliciting explosive behavior responses in adults and children where substance abuse occurs in the home. Grades are P/NP. (L)

**HUSEV 36—Chemical Dependency Prevention in School (1 unit) CSU**

Discussion of how parents, students, school systems, and communities can achieve a drug-free community; activities at the elementary and secondary level; appropriate for all concerned about chemical dependency in schools; explores implementation of current models of prevention, and prevention strategies as applied to the school system. (L)

**HUSEV 37—Drug-Free Workplace: Employee Assistance Programs (1 unit) CSU**

Awareness and understanding of chemical dependency in the workplace; principles that staff can use in dealing with chemical dependency and job performance. (L)

## *Humanities*

Humanities is the study of making connections, a quest to understand “life in all of its manifestations.” Art, sculpture, architecture, myth, religion, music, philosophy, and literature all provide a mirror to reflect the characteristics of a culture, its values, themes, and visions. Each is part of the web of life, giving insight into the totality.

Humanities seeks to explore the vital creativity and instinct of artists who brought about new insights in emerging cultures, the creative geniuses that helped to forge innovative ideas and modes of understanding, the creation and focus of religions that tapped the depths of the human spirit, philosophies and modes of thinking that shaped the consciousness of humankind, and the architecture that brought new ideas to form.

**HUMAN 3—Music Appreciation (3 units) CSU/UC**  
Study of music in relation to the humanities; music and composers of the Western World from Medieval to the 20th Century. Not open for credit to student with credit in MUSIC 3. (L)

**HUMAN 5—Art Appreciation (3 units) CSU/UC**  
Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in ART 5. (L)

**HUMAN 10—Introduction to Western Humanities (3 units) CSU/UC**  
Learning the habit of making connections through thinking, feeling, sensing, and intuition, integration of the arts, architecture, music, philosophy, and history from pre-history through Renaissance. (L)

**HUMAN 11—Art, Literature, and Music in Humanities (3 units) CSU/UC**  
Art, literature, and music in the humanities, from the Renaissance through the 20th Century. (L)

**HUMAN 12—Jazz Appreciation (3 units) CSU/UC**  
General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit to student with credit in MUSIC 12. (L)

**HUMAN 15—Popular Music in the United States (3 units) CSU/UC**  
Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, song writing, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in MUSIC 15. (L)

**HUMAN 16—World Music (3 units) CSU/UC**  
Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in MUSIC 16. (L)

**HUMAN 17—Music as Culture (3 units) CSU/UC**  
A search of better understanding of what gives music meaning. Explorations into multiple genres, including classical, rock, rap, folk, Latino and world music with an emphasis on the nature of sound, meaning, diversity, performance and value judgments. Not open for credit to student with credit in MUSIC 17. (L)

**HUMAN 18—Rock Music History and Culture (3 units) CSU**  
A survey of Rock music history with emphasis on its importance to culture and popular music. Covers the roots of rock, emergence and early styles, the Beatles/British Invasion, San Francisco, Folk Rock, Soul and Motown, Jazz Rock, Art Rock, Mainstream, Heavy Metal, Dance, Rap, and the Hip-Hop culture, Alternative and Progressive Rock. (L) Not open for credit to student with credit in MUSIC 18.

**HUMAN 20—Introduction to World Myth (3 units) CSU/UC**  
Four functions of myth analyzes ethnic and universal messages of myth; explore life’s great themes across many cultures, including birth, death, dependence, independence, love, and growth. (L)

**HUMAN 26A—Women in Art I (3 units) CSU/UC**  
Role of women as artists in the Western World, beginning in the Middle Ages, and concluding in the Twentieth Century art world. Not open for credit to student with credit in ART 3A or WOMEN 26A. (L)

**HUMAN 26B—Women in Art II (3 units) CSU/UC**  
The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in ART 3B or WOMEN 26B. (L)

**HUMAN 31—Asian-American Humanities and Cultures (3 units) CSU/UC**  
Survey of Asian-American cultures, including religions, traditions, and some highlights of history. Not open for credit to student with credit in ASIAN 31. (L)

## Programs and Courses

# Learning Assistance

**HUMAN 32R—Film Studies: Focus on ... (3 units) CSU/UC**  
Study of a particular director/artist, genre, or national cinema; students view and discuss full-length feature films; topic to be specified in class schedule. (L) (Repeatable: May be taken four times only.)

**HUMAN 33—History of Film (3 units) CSU/UC**  
Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in ENGL 33 or THART 33. (L)

**HUMAN 34—Introduction to Film (3 units) CSU/UC**  
Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit to student with credit in ENGL 34 or THART 34. (L)

## INFORMATION TECHNOLOGY (see Business)

# Internship

**INTRN 46R—Internship (v1-8 units) CSU**  
Cooperative effort between the College and the professional community to provide real-world experience in the student's major field. A maximum of 16 units can be earned with an 8-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for work experience classes or other internship classes during the same semester. (L) Grades are P/NP.

## LA RAZA STUDIES (see Ethnic Studies)

### LEARN 52R—Students with Disabilities Field Experience (v1 unit)

Increase awareness and provide support services to students with disabilities by assisting in the physical and academic adaptation to the community college environment. Grades are P/NP. (Repeatable: May be taken four times only.)

### LEARN 70R—Supplemental Instruction (1 unit)

Effective study strategies for preparing for course exams and successfully completing class projects for a targeted general education course. Targeted courses are identified each session. (L)

### LEARN 102R—Directed Study (.5 or 1 unit)

Counseling, study skills, and individualized assistance to help in all areas of study; required of all EOPS students. Grades are P/NP. (Repeatable: May be taken four times only.)

### LEARN 111B—Structural Grammar 2 (1 unit)

Emphasis on the use of certain parts of speech, prepositional phrases, and clauses to construct sentences of syntactic variety.

### LEARN 115R—Academic Strategies (1.5 units)

Compensatory study skills, as well as self-advocacy for those who may have difficulty with academic concepts taught by traditional instructional methods; enrollment at any time prior to class drop deadline. Grades are P/NP. (Repeatable: May be taken four times only.)

### LEARN 118R—Workforce Skills and Basic Reading/Writing (3 units)

Review of basic skills in written language in preparation for entering the workforce. Emphasis on developing competency in reading comprehension and writing proficiency typically needed for success in vocational and/or entry level employment. Will incorporate computer word processing and use of internet. Additional focus on personal development of job-related skills, conduct, and attributes desired by employers. (Repeatable: May be taken four times only.)

### LEARN 120R—Basic Subjects (3 units)

General review of the basic concepts of reading, writing, and arithmetic. Grades are P/NP. (Repeatable: May be taken four times only.)

### LEARN 122R—Basic Studies (1 unit)

Reviews basic concepts in arithmetic, grammar, and reading, as well as strategies for preparing for the GED exam. Not open for credit to student with credit in LEARN 120R. Grades are P/NP. (Repeatable: May be taken four times only.)

### LEARN 125R—Spelling Improvement (1 unit)

Individual and group help in recognizing areas of spelling difficulties and improving those areas; includes work with word roots, prefixes, suffixes, contractions, plurals, possessives, and strategies for remembering spelling rules. (Repeatable: May be taken four times only.)

# Programs and Courses

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## **LEARN 126R—Study Techniques (1 unit)**

Individualized program of study for improvement in study skills such as note-taking, outlining, and test-taking. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 128R—Writing (1 unit)**

Individualized program of study for the improvement of writing skills, ranging from basic sentence structure through simple essay format. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 155R—Beginning Assistive Computer Technology (2 units)**

Designed for students with disabilities who have little or no computer experience desiring to build basic computer skills within the context of word processing and internet use. Incorporates an overview of currently available assistive computer technologies (ACT) used to meet the educational needs of students with physical, learning, and cognitive impairments. Prescriptive individualized instruction will be provided by a disability specialist. Begins student preparation for independent use of ACT resources. Open to students with and without disabilities. Grades are P/NP. (Repeatable: May be taken three times only.)

## **LEARN 156R—Intermediate Assistive Computer Technology (1 unit)**

Provides instruction and supervision of independent study to assist students in developing proficiency and facility with recommended assistive computer technologies (ACT) currently utilized in educational and modern work environments. Prescriptive individualized instruction will be provided by a disability specialist and/or instructor. Emphasis on building level of proficiency in recommended ACT programs within the context of college coursework. Designed to prepare student for independent use of college high tech labs as well as personally adapted home computer systems. Students are expected to have basic computer skills including familiarity with word processing and internet use. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 170R—Basic Education (v.1-4 units)**

Provides basic communication and computational skills; enables handicapped students to learn and perform in an individualized, closely supervised program. May be repeated four times for a total of four hundred hours. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 172R—Real Life Math (1 unit)**

Developmental sequence of increasing difficulty in mathematical computations as they apply to real life situations focusing on addition, subtraction, multiplication, division, fractions, percentages, and decimals. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 173R—Understanding Word Problems (1 unit)**

Analysis and solution of mathematical problems, emphasizing math language, estimation, and word problems. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 174R—Basic Math Facts and Operations (3 units)**

Mastery of basic mathematical facts of addition, subtraction, multiplication, and division; basic operations with whole numbers; and addition and subtraction of like fractions. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 175R—Workforce Skills and Mathematics (3 units)**

Review of basic skills in mathematics in preparation for entering the workforce. Emphasis on math calculations and situational word problems encountered in vocational employment. Additional focus on personal development of job-related skills, conduct, and attributes desired by employers. Grades are P/NP. (Repeatable: May be taken four times only.)

## **LEARN 180 – Reading and Writing Development (3 Units)**

Developmental reading and writing course with emphasis on understanding sentence, paragraph and short passage structure. Grammar and mechanics also reviewed. Educational technology and other support services required. Not open for credit to student with credit in English 180.

## **LEARN 251—Academic Evaluation (0.5 unit)**

Designed for students who wish to better understand their individual spectrum of learning aptitudes including current achievement levels. Eligibility for academic accommodations may be considered based on testing information using step-by-step guidelines mandated by the California Community College system. Grades are P/NP.

## **LEARN 283R—Academic Skills in Mathematics (1 unit)**

Techniques for improving problem-solving in mathematics. Test preparation strategies for exams in the targeted companion math course are strongly emphasized. Enrollment in targeted companion mathematics course required. (Repeatable: May be taken four times only.)

# **Library Science**

## **LIBSC 1 -- Basic Research Skills (1 unit) CSU/UC**

This course will help students acquire beginning information literacy skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work, and life-long learning. It emphasizes developing effective search strategies, selecting information tools, locating and retrieving information sources, analyzing and critically evaluating information, and using information.



## MANAGEMENT AND SUPERVISION (see Business)

# Manufacturing Technology

Manufacturing Technology is a comprehensive program of instruction designed to develop knowledge of scientific principle, mathematical concepts, and technical skills. It includes laboratory experiences found in machining, welding, and related technologies. These experiences will enable the student to enter industry with problem-solving skills in design, production planning, materials handling, quality control, inspection, and programming with computer-aided controls. The student, upon the successful completion of the program, will have a job-entry skill.

### MANUFACTURING TECHNOLOGY/ MACHINING (Associate in Science)

Required Courses	Units
DRAFT 30 Technical Drawing with AutoCAD .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 21 Intermediate Machine Shop .....	3
MFGT 60R Problems in Manufacturing Technology .....	2
MFGT 62R Advanced Machine Shop .....	3
WELD 30 Gas Welding .....	2
OR WELD 10 Introduction to Arc Welding .....	4
<b>Plus 14 additional units selected from courses listed below:</b>	
AUTO 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
CWEE 45R Occupational Work Experience .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacture .....	3
WELD 30 Gas Welding .....	2
OR WELD 10 Introduction to Arc Welding .....	4
WELD 83 GMAW/GTAW Production Welding .....	4
WELD 85R Structural Design/Fabrication .....	4
<b>Total units required for degree major .....</b>	<b>30</b>

### MANUFACTURING TECHNOLOGY/ MACHINING (Certificate of Achievement)

Required Courses	Units
AUTO 22 Hydraulics .....	3
DRAFT 30 Technical Drawing with AutoCAD .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 21 Intermediate Machine Shop .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacture .....	3
MFGT 60R Problems in Manufacturing Technology .....	2
MFGT 62R Advanced Machine Shop .....	3
WELD 30 Gas Welding OR WELD 10 Introduction to Arc Welding .....	2
<b>Total units required .....</b>	<b>24</b>

**MFGT 20—Principles of Machine Shop (3 units) CSU**  
Basic set-up and operation of the engine lathe, vertical milling machine, drilling machines, bandsaws, and grinding machines; emphasis also focuses on precision measurement, including tooling selection for above machines and introduction to computer numerical controlled milling. Includes safety in all aspects of machining. (LM)

**MFGT 21—Intermediate Machine Shop (3 units) CSU**  
Emphasis in intermediate-level machine shop, centers on the set-up and operation of the horizontal milling machine, surface grinder, vertical milling machine, engine lathe, tool and cutter grinder, precision layout, and safety practices. Machines will be used to develop intermediate-level skills acquired in MFGT 20 or equivalent. Production of a tool using the machine shop with special emphasis on the concept of fits. (LM)

**MFGT 24L—Introduction to Physical Metallurgy (3 units) CSU**  
Basic course in physical metallurgy. Metal structure, mechanical testing and metallurgical examination will be emphasized. Not open for credit to student with credit in APSCI 24 or 24L, or MFGT 24. (LM)

**MFGT 34R—Computer Numerical Control (3 units) CSU**  
Manual programming computer numerically controlled machine tools and processes using the standard G code format. Programs will include linear interpolation, circular interpolation and helical interpolation. Canned cycles and macros are also used. (LM) (Repeatable: May be taken four times only.)

**MFGT 35—Computer Aided Manufacture (3 units) CSU**  
The use of a CAM (computer aided manufacturing) software system to learn about features, solids, geometry, and surfaces in the production of parts through the use of a CNC lathe and milling machine. (LM)

**MFGT 60R—Problems in Manufacturing Technology (v.5-2 units)**  
Analysis of special problems not offered in the general curriculum. Allows for further study in specialized areas of manufacturing technology and welding technologies. (LM) (Repeatable: May be taken four times only.)

**MFGT 62R—Advanced Machine Shop (3 units)**  
Advanced course in machining, which encompasses tool and cutter grinding, part design using a turret lathe, and a tracing lathe. Concepts that will also be covered are aspects of surface grinding and EDM machining. (LM) (Repeatable: May be taken four times only.)

**MFGT 63R—Machine Construction and Repair (3 units)**  
Machine tool construction and repair, based upon the refurbishing of a machine tool like a lathe or a milling machine. Emphasis will be placed on returning a machine tool to a production status that is out of tolerance. (LM)

## MARKETING (see Business)

# Programs and Courses

## Mass Communications

### MASS COMMUNICATION (Associate in Arts)

Required Courses	Units
MCOMM 2 Introduction to Mass Communication.....	3
MCOMM 4 Studio Video Production.....	3
MCOMM 5 Electronic Movie Making .....	3
MCOMM 6 Sound Recording and Production .....	3
MCOMM 8 Introduction to Media Writing OR MCOMM 19 News Writing and Reporting.....	3
MCOMM 14R Advanced Studio Video Production OR MCOMM 20LR Newspaper Production.....	3-4
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Total units required for degree major.....</b>	<b>24</b>

### MASS COMMUNICATION (Associate in Science)

Required Courses	Units
MCOMM 4 Studio Video Production.....	3
MCOMM 5 Electronic Movie Making .....	3
MCOMM 6 Sound Recording/Production .....	3
MCOMM 8 Introduction to Media Writing .....	3
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Total units required for degree major.....</b>	<b>18</b>

### MASS COMMUNICATION (Certificate of Achievement)

Required Courses	Units
ART 31R Basic Photography.....	3
MCOMM 4 Studio Video Production.....	3
MCOMM 5 Electronic Movie Making .....	3
MCOMM 6 Sound Recording/Production .....	3
MCOMM 8 Introduction to Media Writing .....	3
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Minimum units to total.....</b>	<b>21</b>

#### MCOMM 2—Introduction to Mass Communications (3 units) CSU/UC

Survey of the principles, functions, and services of media in an information and communication oriented society; emphasis on history, economics, technologies, and the process of communication, as well as the social impact of print media, broadcasting, and motion pictures. (L)

**MCOMM 4—Studio Video Production (3 units) CSU**  
Semi-technical operation and creative use of television studio equipment; techniques of production, use of cameras, lighting, sound, titling, and video recording. (L)

**MCOMM 5—Electronic Movie Making (3 units) CSU/UC**  
Introduction to electronic movie making; use of visual communication and personal experience to invoke emotion, to share ideas, and to construct persuasive visions of reality through electronic movie making. (L)

#### MCOMM 6—Sound Recording and Production (3 units) CSU

Introduction to tools and techniques of audio production: operation of audio control equipment for radio, television, film, and studio recordings. Recommended -- basic computer skills and ability to work in a technical environment and operate audio/video equipment in the field. (L)

#### MCOMM 8—Introduction to Media Writing (3 units) CSU

An introduction to the styles and script formats used in writing for the media. Practice is provided in writing proposals, treatments, storyboards, and scripts for radio, film making, television programs. Prerequisite: ENGL 51 or eligible for ENGL 1A. (L)

#### MCOMM 11R—Basic Photography (3 units) CSU/UC

Exploration into basic camera operation and black and white processing and printing; history and development of photography; emphasis on personal expression; adjustable camera preferred. (L) (R1) (Repeatable: May be taken two times only.)

#### MCOMM 14R—Advanced Studio Video Production (3 units) CSU

Advanced-technical operation and creative use of television studio equipment. Techniques of production, use of cameras, lighting, sound, titling, video recording, and video switching effects. Prerequisite: MCOMM 4. (L) (Repeatable: May be taken four times only.)

#### MCOMM 15R—Field Video Production (3 units) CSU

Advanced creative use of studio and electronic field video production. Includes scriptwriting, producing, directing, reporting, videography, and non-linear post production using industry level software. Prerequisite: MCOMM 5. Recommended -- ability to work in a technical environment and operate audio/video equipment in the field. (L) (Repeatable: May be taken four times only.)

#### MCOMM 17R—Television Remote Production (3 units) CSU

Advanced creative use of electronic field video production while using multiple cameras to produce live or archived television events, such as, sporting events, theatrical and musical productions, and entertainment or informational programs. The course is progressive in nature and may provide an expanded educational experience when repeated. Much of class time is devoted to "on location" production. (Repeatable: May be taken four times only.) (L)

#### MCOMM 19—News Writing and Reporting (3 units) CSU/UC

Recognizing, gathering, and writing the news in accepted journalistic style, learning to conduct personal interviews and cover speeches, meetings, and other events, understanding the legal and ethical issues related to reporting; emphasis on language and style, accuracy in news gathering, and research and organization of various types of stories. Pre-requisite: ENGL 51. (L)

# Programs and Courses

**MCOMM 20LR—News Media Production (3 or 4 units)** **CSU**  
 Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will become familiar with all elements of news media production, including hard news, features, editorials, blogs, forums, email advisories, podcasts, online video, photo journalism, graphic art, and advertisement marketing. Prerequisite: ENGL 51 or eligibility for ENGL 1A. (L) (Repeatable: May be taken four times only.)

**MCOMM 25R—Mass Communications Field Experience (v1-6 units)** **CSU**  
 Broadcast media production experience (including journalism) at a radio, newspaper, or media production facility under the supervision of the college professor and media professional; development of real world experience within major. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

**MCOMM 40—Introduction to Online Learning (1 unit)** **CSU**  
 This course will prepare you to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in EDUC 40. Grades are P/NP.

**MATH 2B—Differential Equations (3 units)** **CSU/UC**  
 Topics in ordinary differential equations, Various solutions to elementary differential equations, required for most Engineering majors. MATH 2A is recommended. Prerequisite: MATH 1B. (L,M)

**MATH 3—Linear Algebra (3 units)** **CSU/UC**  
 Topics in linear algebra including properties and applications of matrices, determinants, and linear transformations. Prerequisite: MATH 52. (L,M)

**MATH 7—Pre-Calculus (4 units)** **CSU/UC**  
 Calculus-oriented coverage of geometry, algebra, and trigonometry including elementary transcendental functions, conics, systems of equations, and mathematical induction; designed to prepare students for calculus (MATH 1A). Prerequisite: MATH 52 and MATH 21. (L,M)

**MATH 9—Calculus for Business, Social and Life Science (4 units)** **CSU/UC-Unit Limit**  
 Topics of calculus including differentiation, integration, graphs, limits, and rates. Applications from economics, business, life science, and behavioral science. Not open for credit to student with credit in MATH 1A. Prerequisite: MATH 52 with a grade of "C" or better. (LM)

**MATH 10—Liberal Arts Mathematics (3 units)** **CSU/UC**  
 Designed for students majoring in areas other than science, math, or business to give appreciation and insight into structure and applications of math. Some typical topics, to be chosen by instructor, may include probability and statistics, sequences and series, population growth, graph theory, geometry and topology, number theory, history of math, finance math, voting methods and apportionment. Prerequisite: MATH 52. (L,M)

**MATH 15 – Concepts and Structures of Mathematics (3 units)** **CSU/UC UC-Unit Limit**  
 Designed for students who plan to become elementary school teachers. In depth study of mathematical system with emphasis on problem-solving, real numbers, set theory, logic, number theory, and fundamental counting problems. Essays on topics of current interest to the teaching profession, class presentations, and a study of techniques and materials used in today's elementary school classroom may also be included.

**MATH 16 – Concepts and Structures of Mathematics (3 units)** **CSU/UC UC-Unit Limit**  
 Designed for students who plan to become elementary school teachers. Problem-solving, probability and statistics, measurement and the metric system, and geometry. Essays on topics of current interest to the teaching profession, class presentations, and a study of techniques and materials used in today's elementary school classroom may also be included. Not open for credit to student with credit in MATH 15B. (LM)

**MATH 21—Plane Trigonometry (3 units)** **CSU**  
 Trigonometric functions, fundamental formulas, identities, solution of triangles and complex numbers. Prerequisite: MATH 52. (L,M)

**MATH 25—Finite Math (3 units)** **CSU/UC**  
 Introductory study to include logic, set theory, matrices, vectors, linear programming, simplex algorithm, combinatorial techniques; and mathematics of finance. Applications from science, accounting, marketing, production and personnel management as time allows. Prerequisite: MATH 52. (L,M)

## Mathematics

### MATHEMATICS (Associate in Science)

Required Courses	Units
MATH 1A First Year Calculus .....	5
MATH 1B First Year Calculus .....	4
MATH 2A Second Year Calculus .....	4
MATH 3 Linear Algebra .....	3
MATH 25 Finite Math OR	
STAT 1 Introduction to Statistical Methods OR	
MATH 10 Liberal Arts Math OR MATH 51	
Plane Geometry .....	3-4
<b>Total units required for degree major .....</b>	<b>19</b>

**MATH 1A—First Year Calculus (5 units)** **CSU/UC UC-Unit Limit**  
 Introduction to differential and integral calculus with applications. Prerequisite: MATH 21 or equivalent with a grade of "C" or better. (LM)

**MATH 1B—First Year Calculus (4 units)** **CSU/UC**  
 A continuation of Math 1A including transcendental functions, techniques of integration, indeterminate forms, improper integrals, sequences and series and numerical methods. Prerequisite: MATH 1A. (L,M)

**MATH 2A—Second Year Calculus (4 units)** **CSU/UC**  
 Emphasis on the calculus of two and three variable, including topics from vector analysis. Also, conics and polar coordinates. Prerequisite: MATH 1B. (L,M)

# Programs and Courses

## **MATH 50—Elementary Algebra (4 units)**

Introductory algebra. Topics include: signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 or qualifying placement score. (L)

## **MATH 50A—Elementary Algebra - First Half (3 units)**

Introductory algebra; topics include signed numbers, graphing, linear equations, and introduction to functions. Designed for a wide variety of students, including those who have been unsuccessful in Math 50, are math anxious, or desire a slower paced, year-long version of Math 50. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This is the first half of Elementary Algebra and, together with Math 50B, is equivalent to Math 50 for courses that require Math 50 as a prerequisite. Prerequisite: MATH 111 with a grade of “C” or better or qualifying score on *Placement Examination*. (L,M)

## **MATH 50B—Elementary Algebra - Second Half (3 units)**

Introductory algebra; topics include graphing, quadratic equations, absolute value equations, systems of linear equations in two variables, compound inequalities, and factorization of polynomials. Designed for a wide variety of students, including those who have been unsuccessful in Math 50, are math anxious, or desire a slower paced, year-long version of Math 50. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This is the second half of Elementary Algebra and together with Math 50A, is equivalent to Math 50 for courses that require Math 50 as a prerequisite. Math 50B is also suitable for students who desire to review the latter part of Math 50 before taking Math 52. Prerequisite: MATH 50A with a grade of “C” or better. (L)

## **MATH 51—Plane Geometry (3 units)**

Introductory plane geometry, the study of geometric relationships in the plane from inductive and deductive viewpoints. Satisfies the university admission requirements of high school plane geometry. Prerequisite: MATH 50. (L,M)

## **MATH 52—Intermediate Algebra (3 or 4 units)**

Fundamental operations of algebra; linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. Prerequisite: MATH 52. (L,M)

## **MATH 52A—Intermediate Algebra First Half (3 units)**

Topics include factoring polynomials, rational expressions, radicals, rational exponents and complex numbers. Designed for a variety of students, including those who have been unsuccessful in Math 52, are math anxious, or desire a slower-paced, year-long version of Math 52. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This course is the first half of Intermediate Algebra. Math 52A and Math 52B must both be taken to be equivalent to Math 52 for courses that require Math 52 as a prerequisite, or to meet a degree requirement. Prerequisite: MATH 50 or equivalent with a grade of “C” or better. (LM)

## **MATH 52B—Intermediate Algebra Second Half (3 units)**

Topics include quadratic equations and functions, exponential and logarithmic functions, conic sections, linear systems in three variables, nonlinear systems, and variation. Designed for a variety of students, including those who have been unsuccessful in Math 52, are math anxious, or desire a slower-paced, year-long version of Math 52. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This course is the second half of Intermediate Algebra. Math 52A and Math 52B must both be taken to be equivalent to Math 52 for courses that require Math 52 as a prerequisite, or to meet a degree requirement. Prerequisite: MATH 52A or equivalent with a grade of “C” or better. (LM)

## **MATH 58—Quantitative Reasoning (3 units)**

Interpretation of and reasoning with quantitative information. Coverage of logic; units analysis; uses and abuses of percentages, ratios, and indices; financial management; and statistics. This course satisfies the AA and AS degree requirement but does not satisfy the prerequisite for a transferable math course. Prerequisite: MATH 50. (L,M)

## **MATH 110—Arithmetic for College Students (3 units)**

Whole numbers, fractions, mixed numbers, and decimals. Concepts of prime and composite numbers, and prime factorization; ratio, proportion, percent; rounding and estimating sums, differences, products, and quotients. Applications and the reasonableness of answers are stressed. Concepts, language usage, and reasoning skills are emphasized. (L)

## **MATH 111—Prealgebra (4 units)**

Seeks to develop algebraic thinking. Topics include: operations on the rational numbers; exponents; the order of operations; the real numbers and their decimal number representation; the field axioms; introduction to algebra; graphing in two dimensions; percent, ratio, proportion, basic geometry; conversion of units; and problem solving using equations. (L)

## METALWORKING-WELDING

(see Welding)

# Music

## MUSIC

### (Associate in Arts)

#### Required Courses

#### Units

MUSIC 1A Elementary Harmony.....	3
MUSIC 1B Elementary Harmony.....	3
MUSIC 1C Elementary Theory Skills.....	1
MUSIC 1D Elementary Theory Skills.....	1
MUSIC 2A Advanced Harmony .....	3
MUSIC 2B Advanced Harmony .....	3
MUSIC 2C Advanced Theory Skills .....	1
MUSIC 2D Advanced Theory Skills .....	1
MUSIC 8A Music History .....	3
MUSIC 8B Music History .....	3
<b>Total units required for degree major.....</b>	<b>22</b>



# Programs and Courses

**MUSIC 1—Music Skills for Pre-Ed Majors (3 units) CSU**  
Development and application of basic music skills; study of notation, rhythm, melody, harmony, keyboard, recorder, and autoharp. For education majors and others with no previous experience in reading or playing music notation. Required music skills drill one hour a week minimum. Not open for credit with credit in ECE 21. (L)

**MUSIC 1A—Elementary Harmony (3 units) CSU/UC**  
Review of music fundamentals. Emphasis on principle triads; part-writing procedures and analysis. Required of all music majors and minors. Corequisite: MUSIC 1C (Theory Skills) and MUSIC 8A (Music History). Students with no previous piano study should enroll in MUSIC 41A. (L)

**MUSIC 1B—Elementary Harmony (3 units) CSU/UC**  
Continuation of MUSIC 1A. Study of diatonic harmony with introduction to secondary dominants and elementary modulation; exercises in part-writing, figured-bass, analysis, and melody harmonization. Required of all music majors and minors. Prerequisite: Music 1A Corequisite: MUSIC 1D. (L)

**MUSIC 1C—Elementary Theory Skills (1 unit) CSU/UC**  
Exercises in applying theoretical concepts to the voice and keyboard. Emphasis on ear-training employing exercises in rhythmic reading and dictation, sight-singing, and melodic dictation. Required of all music majors and minors. Corequisite: MUSIC 1A or 1B or 2A or 2B.

**MUSIC 1D—Elementary Theory Skills (1 unit) CSU/UC**  
Continuation of MUSIC 1C. Exercises in applying theoretical concepts to the voice and keyboard; emphasis on ear-training employing exercises in rhythmic reading and dictation, sight-singing, and melodic dictation. Required of all music majors and minors. Corequisite: MUSIC 1B. Prerequisite: MUSIC 1C.

**MUSIC 2A—Advanced Harmony (3 units) CSU/UC**  
Theoretical and practical techniques of chromatic harmony studied through written exercises and analysis. Required of all music majors. Corequisite: MUSIC 2C. Prerequisite: MUSIC 1B. (L)

**MUSIC 2B—Advanced Harmony (3 units) CSU/UC**  
Continuation of MUSIC 2A. Includes chromatic linear techniques of the common practice period, late 19th century, and 20th century techniques studied through analysis and written exercises. Required of all music majors. Corequisite: Theory Skills sequence. (MUSIC 1C or 1D or 2C or 2D.) Prerequisite: MUSIC 2A.

**MUSIC 2C—Advanced Theory Skills (1 unit) CSU/UC**  
Continuation of MUSIC 1D. Exercises in applying theoretical concepts of music with emphasis on ear-training, exercises in rhythmic reading and dictation of rhythmic, melodic, and harmonic materials, and sight-singing. Required of all music majors. Corequisite: MUSIC 2A. Prerequisite: MUSIC 1D.

**MUSIC 2D—Advanced Theory Skills (1 unit) CSU/UC**  
Continuation of MUSIC 2C. Exercises in applying theoretical concepts to the voice; emphasis on ear-training employing exercises in rhythmic reading and dictation, sight-singing, and melodic dictation. Required of all music majors. Corequisite: Music 2B. Prerequisite: Music 2C.

**MUSIC 3—Music Appreciation (3 units) CSU/UC**  
Study of music in relation to the humanities; music and composers of the Western world from Medieval to the 20th Century. Not open for credit to student with credit in HUMAN 3. (L)

**MUSIC 8A—Music History (3 units) CSU/UC**  
Chronological survey of Western art music with special emphasis on style, genres, composers, and important works; covers the period from antiquity to the early Baroque. Intended for the music major; ability to read music notation is essential; extensive listening to recorded examples required.

**MUSIC 8B—Music History (3 units) CSU/UC**  
Chronological survey of Western art music with special emphasis on style, genres, composers, and important works. Covers the period from the early Baroque to the present day. Intended for the music major; ability to read music notation is essential; extensive listening to recorded examples required.

**MUSIC 12—Jazz Appreciation (3 units) CSU/UC**  
General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit with credit in HUMAN 12. (L)

**MUSIC 14A—Conducting 1 (2 units) CSU**  
The study of style and technique of conducting with emphasis on interpretation and score analysis. Corequisite: Music 1A, 1C, or consent of instructor. (L)

**MUSIC 15—Popular Music in the United States (3 units) CSU/UC**  
Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, songwriting, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in HUMAN 15. (L)

**MUSIC 16—World Music (3 units) CSU/UC**  
Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in HUMAN 16. (L)

**MUSIC 17—Music as Culture (3 units) CSU/UC**  
A search of better understanding of what gives music meaning. Explorations into multiple genres, including classical, rock, rap, folk, Latino and world music with an emphasis on the nature of sound, meaning, diversity, performance and value judgments. Not open for credit to student with credit in HUMAN 17. (L)

**MUSIC 18—Rock Music History and Culture (3 units) CSU**  
A survey of Rock music history with emphasis on its importance to culture and popular music. Covers the roots of rock, emergence and early styles, the Beatles/British Invasion, San Francisco, Folk Rock, Soul and Motown, Jazz Rock, Art Rock, Mainstream, Heavy Metal, Dance, Rap, and the Hip-Hop culture, Alternative and Progressive Rock. (L) Not open for credit to student with credit in HUMAN 18.

# Programs and Courses

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**MUSIC 26R—Musical Theatre Workshop (3 units) CSU**  
Fundamentals of musical theatre performance; singing, acting, dancing, orchestra, and technical stagework. Students may specialize in area of interest. Works to be selected from various periods and styles. Participation in Yuba College production is required. (Repeatable: May be taken four times only.)

**MUSIC 28R—Community Jazz Ensemble (1 unit) CSU/UC**  
Study and performance of jazz music literature. Grades are P/NP. (Repeatable: May be taken four times only.)

**MUSIC 30AR—Applied Skills-Woodwinds (1 unit) CSU/UC**  
Improvement of technical facility, musicianship, and performing aspects of a woodwind instrument. For music majors with a concentration in either flute, oboe, clarinet, saxophone, or bassoon. Corequisite: Music 1C, 1D, 2C, 2D, or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 30BR—Applied Skills-Brass (1 unit) CSU/UC**  
Improvement of technical facility, musicianship, and performing aspects of a brass instrument. For music majors with a concentration in either trumpet, French horn, trombone, euphonium, or tuba. Corequisite: Music 1C, 1D, 2C, 2D, or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 30CR—Applied Skills-Composition (1 unit) CSU/UC**  
Application of theory and harmony skills to original music composition. Composing art music for piano, voice, and other instruments. Prerequisite: Music 2A or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 30DR—Applied Skills-Percussion (1 unit) CSU/UC**  
Improvement of technical facility, musicianship, and performing aspects of a percussion instrument. For music majors with a concentration in snare drum, timpani, and mallet instruments. Corequisite: Music 1C, 1D, 2C, 2D, or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 30ER—Applied Skills-Strings (1 unit) CSU/UC**  
Improvement of technical facility, musicianship, and performing aspects of string instruments. For music majors with a concentration in violin, viola, cello or contrabass. Corequisite: Music 1C, 1D, 2C, 2D, or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 30GR—Applied Skills-Classical Guitar (1 unit) CSU/UC**  
Improvement of technical facility, musicianship, and performing aspects of the classical guitar. Corequisite: Music 1C, 1D, 2C, 2D, or consent of instructor. (Repeatable: May be taken four times only.)

**MUSIC 31R—Applied Skills-Piano (1 unit) CSU/UC**  
Individualized instruction in advanced piano literature with emphasis on improvement of technical facility, musicianship, and performance. For music major with a piano concentration. Corequisite: MUSIC 1A, 1B, 1C, or 1D; or MUSIC 2A, 2B, 2C, or 2D and MUSIC 8A or 8B. Prerequisite: MUSIC 42R (4 semesters) or equivalent proficiency. (Repeatable: May be taken four times only.)

**MUSIC 32R—Applied Skills-Voice (1 unit) CSU/UC**  
Individualized instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire. One hour per week required in music lab. Required of vocal music majors. Prerequisite: MUSIC 40D or equivalent. Corequisite: MUSIC 34R, 54R, or 554. (Repeatable: May be taken four times only.)

**MUSIC 33R—Chamber Choir (3 units) CSU/UC**  
Small vocal ensemble; study, preparation, and performance of sacred and secular music from Renaissance through contemporary period in style; audition is required. Concurrent enrollment in MUSIC 40A, 40B, 40C, 40D, or 32R required. (Repeatable: May be taken four times only.)

**MUSIC 34R—Symphony Chorus (1 unit) CSU/UC**  
Study, rehearsal and performance of the standard choral literature, including oratorio, cantata, opera, and extended choral works. (Repeatable: May be taken four times only.)

**MUSIC 35R—Beginning Guitar (1 or 2 units) CSU/UC**  
Basic guitar technique with an emphasis on melody and chording. (Repeatable: May be taken four times only.)

**MUSIC 36R—Intermediate Guitar (1 unit) CSU/UC**  
A continuation of basic guitar technique with an emphasis on melody and chording. The student must provide their own acoustic (non-electric) guitar. Grades are P/NP. (Repeatable: May be taken four times only.)

**MUSIC 40A—Elementary Voice (1 unit) CSU/UC**  
Group instruction in vocal techniques; tone production, breathing, diction, and their application to the art song repertoire; English and Italian diction emphasized. One hour per week in the music lab required. Required of vocal music majors. (L)

**MUSIC 40B—Elementary Voice (1 unit) CSU/UC**  
Group instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized. One hour per week in the music lab required. Required of vocal music majors. (L)

**MUSIC 40C—Intermediate Voice (1 unit) CSU/UC**  
Group instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized. One hour per week in the music lab. Required of vocal music majors. (L)

**MUSIC 40D—Intermediate Voice (1 unit) CSU/UC**  
Group instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized. One hour per week in the music lab required. Required of all vocal music majors. (L)

## Programs and Courses

# Non-Credit Classes

**MUSIC 41AR—Elementary Piano (1 unit) CSU/UC**  
Elementary piano, covering the fundamentals of keyboard theory and technique, reading, solo and ensemble repertoire, and creative activities. (Repeatable: May be taken two times only.) (L)

**MUSIC 41BR—Elementary Piano (1 unit) CSU/UC**  
Elementary piano covering the fundamentals of keyboard theory and technique, reading, solo and ensemble repertoire, and creative activities. Prerequisite: MUSIC 41AR (Repeatable: May be taken two times only.) (L)

**MUSIC 42R—Intermediate Piano (1 unit) CSU/UC**  
Group piano class for students with at least one year of concentrated piano study; emphasis on technique, repertoire, and sight reading skills. (Repeatable: May be taken four times only.) (L)

**MUSIC 43R—Symphonic Band (2 units) CSU/UC**  
Study and performance of band literature in all periods of music. Emphasis on the development of ensemble playing techniques. (Repeatable: May be taken four times only.)

**MUSIC 44R—Instrumental Chamber Ensemble (2 units) CSU/UC**  
Study and performance of chamber music using brass, percussion, string, or woodwind instruments in small group ensembles. (Repeatable: May be taken four times only.)

**MUSIC 54R—Community Chorus (1 unit)**  
Study, rehearsal, and performance of the standard choral literature including oratorio, cantata, opera, and extended choral works. Open to all students and members of the community. (Repeatable: May be taken four times only.)

### **AJ-500R--Special Topics in Administration of Justice**

Specialized instruction designed to meet the needs of law enforcement, corrections, and emergency service agencies; includes a variety of topics that satisfy the continuing education requirements set forth by the State of California for Peace Officers Standards of Training and Standards of Training for Corrections or agency needs.

### **ART-504--Drawing and Composition**

Drawing and composition using various materials. Basic instruction in perspective, landscape, still life, and other subjects.

### **ART-509--Painting**

Basic instruction in painting and introduction to materials. Emphasis on technique and on painting from life.

### **ART-512--Ceramics**

Basic techniques and processes; artistic and creative expression through the use of clay. (L)

### **ART-527--Materials and Processes**

An additional laboratory experience for those interested in further refining and development concepts attained in regular course offerings in the photography emphasis area in art. Concurrent enrollment or completion of ART 31R or 531.

### **ART-531--Basic Photography**

An exploration into basic camera operation and black and white processing and printing. History and development of photography. Emphasis is on personal expression. Adjustable camera preferred. (L)

### **ART-532--Intermediate Black and White Photography**

Advanced darkroom processes, zone system, archival processing, print and negative chemical manipulation, large format camera; discussion and critical analysis of assigned exercises and individual creative problem-solving; field sessions included. (LM)

### **ART-533--Advanced Photography**

Black & white & color photography; further exploration within the student's area of interest. Assignments in creative problem solving with studio lighting & the large format camera. Preparation of final portfolio. Prerequisite: PHOTO 2B or PHOTO 4A or ART 32B or ART 34A or ART 532 or ART 534.

### **ART-535--Creative Photo Documentary**

Develop an understanding and appreciation of the photograph as it is used in social and personal commentary. Individual exploration and creativity is encouraged. Prerequisite: ART 31R or MCOMM 11R

### **ART-536--Digital Photography**

Introduction to digital photography; exposure control, file formats, archiving; and basic image editing/manipulation. Knowledge of basic computer operation is highly recommended.

# Programs and Courses

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## **ART-538--Field Workshop - Black/White Photography**

Intensive weekend field workshops covering specific topics in black and white photography especially suited for the particular season and geographic location. Students responsible for cost of lodging, transportation, and materials.

## **ART-539--Field Workshop - Color Photography/Digital**

Intensive location field workshops covering specific topics in color photography especially suited for the particular season and geographic location. Student responsible for cost of meals, lodging, transportation, and materials. Prerequisite: Completion or concurrent enrollment in ART 31R/MCOMM 11R or ART 36A.

## **ESL-510--ESL Skills, Level 1**

Basic language development for beginning English speakers; concentration on all language skills--listening, speaking, reading, writing, and grammar--while focusing on everyday life skills. (First in a series of four courses.)

## **ESL-520--ESL Skills, Level 2**

Basic language development for low-intermediate English speakers; concentration on all language skills--listening, speaking, reading, writing, and grammar--while focusing on everyday life skills. (Second in a series of four courses.)

## **ESL-526LR--English As a Second Language Lab**

Supplements all levels of English as a Second Language classes by providing additional practice, exercises and other academic activities in grammar, reading, writing, vocabulary, listening comprehension, pronunciation, and conversation in a laboratory setting. Students pursue individualized and group instruction under supervision.

## **ESL-530--ESL Skills, Level 3**

Basic language development for high-intermediate English speakers; concentration on all language skills--listening, speaking, reading, writing, and grammar--while focusing on life skills. (Third in a series of four courses.)

## **ESL-540--ESL Skills, Level 4**

Language development for limited English speakers above the intermediate level; concentration on all language skills--listening, speaking, reading, writing, and grammar. Prepares students to continue college course work. (Fourth in a series of four courses.)

## **FIRTC-590--Firefighter Physical Ability**

Measures student's ability to perform firefighting job tasks; instruction on proper methods used for each of the tasks; evaluation scores may be used by local fire departments for pre-hire testing.

## **LEARN-520--Basic Subjects**

General review of basic concepts of reading, writing, & arithmetic.

## **LEARN-590--Supervised Tutoring**

Individualized and group assistance in specific courses.

## **MATH-501--Supervised Tutoring**

Supervised individual and group tutoring in mathematics and science courses that rely on transfer-level mathematics in applications.

## **MUSIC-540--Vocal Techniques**

Group instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized; one hour per week in the Music lab required.

## **MUSIC-543--Symphonic Band**

Study and performance of band literature in all periods of music. Emphasis on the development of ensemble playing techniques.

## **MUSIC-554--Community Chorus**

Study, rehearsal, and performance of the standard choral literature, including oratorio, cantata, opera, and extended choral works. Open to all students and members of the community.

## **MUSIC-558--Community Jazz Ensemble**

Study and performance of Jazz music literature.

## **THART-526--Musical Theatre Workshop**

Fundamentals of musical theatre performance; singing, acting, dancing, orchestra, and technical stagework. Students may specialize in area of interest. Works to be selected from various periods and styles. Participation in Yuba College production is required.

## **THART-529--College Theatre**

Fundamentals of theatrical performance in all areas of theatre (acting, direction, design, technical) culminating in a theatre production. Plays to be selected from various periods and styles.



# Nursing

**GENERAL INFORMATION.** The Nursing Department Curriculum is currently under revision. We are incrementally transitioning into new courses and curriculum. Therefore, in the academic years between fall of 2011 and spring of 2013, course offerings will represent some new and some old core courses. All students are advised to check the Yuba College Website for nursing (<http://nursing.yccd.edu/>) often for new information relative to application and admission. We recommend making an appointment with a Yuba College Counselor to insure successful admission and progression information about Nursing.

Nursing is a blend of science, technology, and compassion that allows the practitioner to provide health care in a wide variety of settings. It includes caring for the sick, helping people return to and maintain health, and prevention of disease. Examples of practice settings include acute care hospitals, extended care facilities, home health care, clinics, offices, schools, military service, occupational settings, and more. Yuba College offers an Associate Degree Nursing program leading to licensure as an RN. A career ladder program, for LVN's wishing to advance to the RN level is also available. California is currently experiencing a nursing shortage, which is predicted to continue well into the twenty-first century. As a result, graduates, after passing the National Council of State Boards of Nursing Licensing Examination, are likely to have a variety of employment opportunities.

Yuba College Nursing Programs offer clinical experiences in a variety of health care settings including acute care hospitals, extended care facilities, offices, and clinics. Most lectures are broadcast via interactive TV from Yuba College in Marysville and Woodland Community College. Skill labs, in Marysville and Woodland, are staffed with faculty to provide additional support to students. Media, including videotapes and computer-assisted instructional programs, simulation, resource books, and professional journals are available at all three campuses.

**COSTS.** In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Nursing students have the additional expenses of uniforms, licensing, health examination, drug testing, criminal background check, and others expenses. Nursing students are eligible for grants and loans available to any Yuba College student meeting the financial aid criteria. Upon completion of the Program, the graduate, unless otherwise disqualified by the licensing board, is eligible to take the National Council of State Boards of Nursing Licensing Examination.

**DRUG POLICY.** All students enrolled in nursing and allied health programs are subject to the department drug policy and procedure which can be found in the Student Handbook located on the Nursing Website. Violation of this policy and procedure may result in denial of admission or dismissal from the program.

**CRIMINAL BACKGROUND CHECKS.** All clinical agencies used in the nursing programs require criminal background screening. Applicants who are found to have certain violations that preclude clinical placement will have the offer of admission rescinded. Costs associated with the background screening is the responsibility of the applicant

**PRE-ADMISSION TESTING.** Prior to admission, all applicants are required to complete a pre-admission assessment exam. Applicants who score below 70% will be required to re-admit and re-test. Recommended remediation is available and information will be provided to students following the exam. Notification of testing dates and location will be provided several months prior to scheduled program acceptance. Pre-admission testing is required for all students including those entering the LVN to RN Career Ladder program.

**COMPUTER USE.** Students are required to complete most assignments and testing using computers. In addition, hospital records are computerized. It is imperative that students entering nursing be computer literate.

**Other** Students are required to complete various hospital trainings specific to each individual facility utilized by the Yuba College Nursing Department. These training hours are mandatory and are above and beyond individual course hours.

# Programs and Courses

## REGISTERED NURSING PROGRAM

Yuba College offers an Associate Degree Nursing Program designed to prepare the individual to take the National Council of State Boards Nursing Licensing Examination leading to licensure as a registered nurse.

THE ADN PROGRAM IS BEING REVISED -- CONTACT THE NURSING DEPARTMENT FOR CURRENT INFORMATION

### ADMISSION CRITERIA

- A. Application. All applications are obtained and filed with the Nursing Department at the Yuba College campus in Marysville.
- B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:
  - 1. Submitted a Yuba College Associate Degree Nursing Application.
  - 2. High school graduation or equivalent.
- C. Students are limited to two enrollments in nursing courses and may only repeat one course throughout the program.
- D. Prerequisites must be completed prior to applying to the program.

Should the number of qualified applicants exceed the number of available spaces in the class, a merit based admission criteria instrument will be utilized to determine accepted applicants for admission on a yearly basis. For more specific information visit the Yuba College Nursing Website at <http://nursing.yccd.edu/>.

### PROGRAM PROGRESSION AND REQUIREMENT

The program is a full-time course of study that can be completed in two years or extended by completing the General Education, Science, and other requirements prior to admission into the Nursing sequence. The latter is the suggested format. Some classes will be taught at the Yuba College campus in Marysville and some at the Woodland Community College campus. Lectures are broadcast via interactive TV and can be viewed at the Marysville or Woodland. Agencies in Sacramento, Woodland, and Yuba Sutter Counties are used for the clinical portions of the program, and travel will be required for all students.

In accordance with the California Code of Regulations, Title 16, Section 1426, all nursing students must comply with the requirements of the "California Board of Registered Nursing -- Content Required for Licensure". Current requirements are found under Nursing Major requirements.

## NURSING MAJOR REQUIREMENTS

### PREREQUISITES: Units

The following courses must be completed prior to APPLYING for admission to the program:

BIOL 4 Human Anatomy .....	4
BIOL 5 Human Physiology .....	4
BIOL 6 Microbiology .....	4
ENGL 1A College Composition and Reading .....	4
The following courses must be completed with a "C" or higher grade.	
MATH 52 Intermediate Algebra or higher .....	4
Chemistry 2A or 2B Introductory Chemistry .....	4-5

The following course must be completed before STARTING the Nursing Program:

NURS 26 Pharmacology (may be taken concurrently with Nursing 1A) .....	3
NURS 36 Pathophysiology .....	4

A minimum GPA of 2.50 or higher is required in the four core courses (Biology 4, 5, 6, and English 1A).

Some of these prerequisite courses have their own prerequisite. Please refer to the individual courses in this catalog for complete information on prerequisites.

General Education and Support Classes must be completed with a "C" or higher grade.

### General Education and Support Classes. Units

FCS 10 Nutrition (must be taken no later than Semester 1)	3
PSYCH 1A General Psychology	
(Must be taken no later than Semester 2) .....	3
MATH graduation requirement .....	4
SOCIL 1 Introduction to Sociology OR SOCIL 2 Social Problems OR	
SOCIL 5 Ethnic Relations in the United States OR	
ANTHR 2 Cultural Anthropology .....	3
SPECH 1 Public Speaking OR SPECH 6 Group Discussion..	3
Humanities Elective .....	3

### First Semester

Nurs 1A Fundamentals of Nursing .....	4.5
Nurs 11R Seminar 1 (Lab) .....	1
Nurs 1B Medical-Surgical Nursing I .....	4.5

### Second Semester

Nurs 2 Medical Surgical Nursing II .....	7
Nurs 12R Seminar 2 (Lab) .....	1
Nurs 22 Obstetrical Nursing .....	3.5

### Third Semester

Nurs 3 Medical Surgical Nursing III .....	5
Nurs 13R Seminar 3 (Lab) .....	1
Nurs 21 Pediatric Nursing .....	3.5

### Fourth Semester

Nurs 4A Medical-Surgical Nursing IV .....	3.5
Nurs 14R Seminar 4 (Lab) .....	1
Nurs 4B Leadership & Preceptorship .....	3
Nurs 40 Mental Health Nursing .....	4

NOTE: To progress through the Associate Degree in Nursing Program, all courses must be passed with a "C" (75%) or better.

# Programs and Courses

## LVN TO RN CAREER MOBILITY PROGRAMS

THE ADN PROGRAM IS BEING REVISED -- CONTACT THE NURSING DEPARTMENT FOR CURRENT INFORMATION.

OPTION ONE - LVN to ADN (RN plus degree). Consists of both general education and nursing major core courses. Successful completion of the Program qualifies the student to graduate from the College and to apply for the National Council of State Boards of Nursing Licensing Examination in preparation for licensure as a Registered Nurse. Students who qualify will be admitted each semester to the third semester of the ADN Program on a space-available basis.

### ADMISSION CRITERIA

A. Application. All applications are obtained and filed with the Nursing Office at Yuba College campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Since enrollment is limited, and the number of applicants traditionally outnumber available spaces, an applicant seeking admission to the ADN program who is already an LVN has two options:

1. Apply for the two-year ADN program the same as any other student and, if admitted, must go through the entire program.
  2. Complete all prerequisite courses (see RN Program requirements) and apply to the Nursing Department to enter the program in the third semester on a space-available basis. Visit the nursing website or contact the Nursing Department at 530-741-6784 for more detailed information.
- B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:
1. Current California Vocational Nurse License. Recent Vocational Nursing graduates must submit proof of licensure prior to the first day of class.
  2. Completion of the following courses with a 2.5 GPA or better: BIOL 4, 5, 6; ENGL 1A. Completion of the following courses with a "C" or higher grade: Chemistry 2A or 2B, FCS 10 (Nutrition); MATH 52; NURS 36, N11R, Nurs 12R; and PSYCH 1A,
  3. I.V. Therapy certification or completion of Nursing 224 IV Therapy.

Some of these prerequisite courses have their own prerequisite. Please refer to the individual courses in this catalog for complete information on prerequisites

### CHANGE IN ADMISSION CRITERIA:

For LVN Step up applicants entering the ADN program the California Community College Chancellor's Office admission formula will be implemented. this formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 80th percentile or higher to qualify for admission.

### PROGRAM PROGRESSION AND REQUIREMENTS: NURSING MAJOR REQUIREMENTS

Support Courses	Units
SOCIL 1 Introduction to Sociology OR SOCIL 2 Social Problems OR	
SOCIL 5 Ethnic Relations in the United States OR	
ANTHR 2 Cultural Anthropology.....	3
SPECH 1 Public Speaking OR 6 Group Discussion.....	3
Humanities elective.....	3
Nursing Courses (must be taken prior to admission)	
NURS 36 Pathophysiology.....	4
NURS 11R Practicum Seminar I.....	1
NURS 12R Practicum Seminar II.....	1
<b>Fall Semester</b>	
NURS 3 Medical-Surgical Nursing III.....	5
NURS 13R Practicum Seminar III.....	1
NURS 21 Pediatric Nursing.....	3.5
Nursing 56R Nursing Skills Lab (optional).....	1
<b>Spring Semester</b>	
NURS 33R Mental Health/Psychiatric Nursing.....	4
NURS 4A Medical Surgical Nursing IV.....	3.5
NURS 4B Leadership & Preceptorship.....	3.5
NURS 14R Practicum Seminar IV.....	1
Nursing 56R Nursing Skills Lab (optional).....	1

# Programs and Courses

## OPTION TWO - LVN to RN only (30-Unit Option)

Meets California State Regulation 1429, and those completing this track are eligible to apply for the National Council of State Boards of Nursing Licensure Examination in preparation for licensure as a Registered Nurse. This is a non-degree option. States other than California may not grant Registered Nurse (RN) licensure based on completion of this option. Career laddering to a higher level such as Bachelor of Science in Nursing may be limited by this option as well. It is recommended the applicant call the Nursing Department for more information. Students who qualify will be admitted each semester on a space-available basis.

### ADMISSION CRITERIA

A. All applications are obtained and filed with the Nursing Office at the Yuba College main campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Contact the Nursing Office for admission procedures, information.

B. Eligibility. Minimum qualifications for admission to this track are:

1. Current California Vocational Nurse License. Recent V.N. graduates must submit proof of licensure prior to the first day of class..
2. Graduation from an accredited vocational school of nursing or demonstrated mastery of course content by Challenge Examination.
3. Completion of the following courses with a 2.5 GPA or higher: BIOL 5 Physiology, BIOL 6 Microbiology; Completion of the following with a "C" or higher: NURS 36 Pathophysiology.
4. Strongly recommend completion of the following with a "C" or higher: IV Therapy certification or completion of Nursing 224 IV Therapy, NURS 11R and NURS12R.

### CHANGE IN ADMISSION CRITERIA:

For LVN applicants entering the ADN the California Community College Chancellor's Office admission formula will be implemented. This formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 80th percentile or higher to qualify for admission. This admission criteria will apply to students on the wait list as well as new applicants.

### CHANGE IN ADMISSION CRITERIA:

For LVN applicants entering the ADN the California Community College Chancellor's Office admission formula will be implemented. this formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 80th percentile or higher to qualify for admission. This admission criteria will apply to students on the wait list as well as new applicants.

### PROGRAM PROGRESSION/REQUIREMENTS:

#### NURSING MAJOR REQUIREMENTS

##### Fall Semester

NURS 3 Medical-Surgical Nursing III.....	5
NURS 13X Practicum Seminar III.....	0.5
NURS 21X Pediatric Nursing.....	0.5
Nursing 56R Nursing Skills Lab (optional).....	1

##### Spring Semester

NURS 33R Mental Health/Psychiatric Nursing.....	4
NURS 4A Medical Surgical Nursing IV.....	3.5
NURS 4B Leadership & Preceptorship.....	3.5
NURS 14R Practicum Seminar IV.....	1
Nursing 56R Nursing Skills Lab (optional).....	1



# Programs and Courses

## **NURS 1A—Fundamentals of Nursing (4.5 Units)**

Fundamentals of Nursing introduces the concepts, knowledge and skills essential to the practice of professional nursing. The course provides theoretical content and practice related to physical assessment and vital signs, meeting human needs of hospitalized patients, and basic nursing skills. Course concepts are taught using a variety of methods including lecture format, discussions, case studies, independent reading, group activities, skills practice and testing in the lab, and written assignments. Nursing 1A is a web-enhanced course using the college Blackboard learning system. Co-requisites: NURS 11R, NURS 26 may be taken concurrently. Pre-requisites: NURS 26, NURS 36, and formal admission to the Yuba College Nursing program. Computer literacy skills are recommended. (L,M)

## **NURS 11R—Nursing Practicum Seminar I (1 Unit)**

Introduction to the concepts basic to the professional practice of nursing. The course provides a theoretical and practical foundation for professional nursing practice including the nursing process, nursing history, legal and ethical implications, professional roles and responsibilities, caring and advocacy, critical thinking, use of evidence-based practice, healthcare delivery systems, culture, communication, documentation, and life-span considerations. Course concepts are taught using a variety of methods including didactic presentation, class discussions, case studies, self-study modules, independent reading, group activities, and written assignments. Nursing 11R is a web-enhanced course using the college Blackboard learning system. Pre-requisites: formal admission to the Yuba College Nursing program. Pre-approved LVN to RN step up students with Program Permission are eligible. Co-requisites: NURS 1A and 1B. Prerequisites: NURS 36 and NURS 26. Computer literacy skills are recommended. (L,M)

## **NURS 1B—Medical-Surgical Nursing I (4.5 Units)**

This course provides an introduction for the first year nursing student to concepts and practices as they relate to the non-critical young adult through geriatric adult in the medical surgical (and/or skilled care) environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age and acuity appropriate nursing interventions. Selected psychomotor skills associated with meeting the basic needs, medication administration, advanced physical assessment, and sterile techniques will be studied and practiced. Pre-requisite: NURS 1A. Computer literacy skills are recommended. (L,M)

## **NURS 2—Medical-Surgical Nursing II (7 Units)**

This course focuses on nursing theory, concepts and skills related to patients with learning needs and health assessment needs. The emphasis of learning for the student is on nursing concepts and safe nursing care of selected clients in selected systems under study. Further emphasis of learning is upon the surgical patient, the patient with wounds, and the patient who is in pain. Pre-requisites: NURS 1B, NURS 11R. Co-requisite: NURS 12. Computer literacy skills are recommended. (L,M)

## **NURS 11R NURSING PRACTICUM SEMINAR I (1 Unit)**

Introduction to the concepts basic to the professional practice of nursing. The course provides a theoretical and practical foundation for professional nursing practice including the nursing process, nursing history, legal and ethical implications, professional roles and responsibilities, caring and advocacy, critical thinking, use of evidence-based practice, healthcare delivery systems, culture, communication, documentation, and life-span considerations. Course concepts are taught using a variety of methods including didactic presentation, class discussions, case studies, self-study modules, independent reading, group activities, and written assignments. Nursing 11R is a web-enhanced course using the college Blackboard learning system. Pre-requisites: formal admission to the Yuba College Nursing program. Pre-approved LVN to RN step up students with Program Permission are eligible. Pre-requisites: NURS 1A and 1B, and NURS 26. (Repeatable: May be taken two times only.) Computer literacy skills are recommended. (L,M).

## **NURS 12R—Nursing Practicum Seminar II (1 Unit)**

This course provides theoretical concepts and practice in the administration of intravenous therapeutics for the adult. The course also provides concepts and practice for full physical assessment for the adult. The course provides instruction in Laboratory and Diagnostic Studies for the adult patient. Further, the course provides a theoretical foundation for physical assessment, IV Therapy and Diagnostics for application to patient care for the hospitalized patient. Co-requisite: NURS 2 and FCS 10. Pre-requisite: NURS 1B, NURS 11R. Computer literacy skills are recommended. (Repeatable: May be taken two times only.) (L,M)

## **NURS 16R – Dosage Calculations for Nurses (1 Units)**

**CSU**

The study of basic math related to nursing with a focus on systems of measurement, methods of administration, dosage calculations, and safe administration to clients in diverse settings. Prerequisite: ENGL 1A and MATH 50 or higher. (Repeatable: May be taken four times only.)

## **NURS 18R—Comprehensive Review for the NCLEX RN Examination (1 unit)**

**CSU**

Comprehensive review and test taking strategies for the Registered Nurse (RN) student in nursing science, pharmacology, and nursing content area's related to the RN NCLEX examination. (L)

## **NURS 20R – Introduction to Nursing (1 Unit)**

**CSU**

Provides an overview for potential nursing students of current nursing roles, responsibilities, and scope of practice as defined by the Board of Registered Nursing and Licensed Vocational Nursing and Psychiatric Technicians. Discusses the variety of settings for nursing practice and emphasizes the rigors of being a nursing student. Students are also introduced to the many campus resources available to support nursing students. Open to nursing and non-nursing majors. Grades are P/NP. (LM) (Repeatable: May be taken two times only.)

# Programs and Courses

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## **NURS 22—Obstetrical Nursing (3.5 Units)**

This course focuses on integration and application of the nursing process as it relates to the provision of culturally sensitive nursing care to the childbearing family during pregnancy, birth, the postpartum period, and care of the newborn. Content will also include women's health across the lifespan, including preventative care and diagnosis and treatment gynecologic disorders. Application of concepts, theory, and clinical skills is provided by selected patient care experiences in a variety of inpatient and outpatient settings. Pre-requisites: NURS 1B, NURS 11R. Computer literacy skills are recommended. (L,M)

## **NURS 3—Medical Surgical Nursing III (5 Units)**

This course is designed to provide learning opportunities for in-depth application of the nursing process to the health needs of a selection of acutely ill patients and simulated acutely ill patients. Emphasis is on the application of biophysical and psychosocial knowledge to meet the health care needs of the adult with acute and chronic disorders in selected body systems. Co-requisite: NURS 13R. Pre-requisite: NURS 2, NURS 12R. Computer literacy skills are recommended. (L,M)

## **NURS 13R—Nursing Practicum Seminar III (1 Unit)**

This course provides theoretical concepts and practice in the administration of intravenous therapeutics for the pediatric patient. The course also provides concepts and practice for basic cardiac rhythm interpretation. The course provides instruction and assessment in critical thinking for the 2nd year RN student. The course provides a theoretical foundation for application to practice of cardiac rhythm determination, pediatric IV therapy and critical thinking for the hospitalized patient. Co-requisite: NURS 3 & NURS 21. Pre-requisite: NURS 2 & NURS 12R. For the LVN student formal admission to the LVN to RN Career Ladder Program. Computer literacy skills are recommended. (Repeatable: May be taken two times only.) (L,M)

## **NURS 21—Pediatric Nursing (3.5 Units)**

This theoretical and clinical course focuses on the care of children from birth through adolescence. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical and legal issues are discussed as they relate to the child and family, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family is explored. Co-requisite: NURS 13R. Pre-requisite: NURS 2, NURS 12R. Computer Literacy is recommended. (L,M)

## **Nurs 4A—Medical Surgical Nursing IV (3.5 Units)**

Course description in progress.

## **Nurs 4B—Leadership & Preceptorship (3 Units)**

Course description in progress.

## **Nurs 14R—Nursing Practicum Seminar IV (1 Unit)**

Course description in progress.

## **NURS 26—Pharmacology (3 units)**

**CSU**

Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics, and related therapeutic implications for major drug categories; for Nursing and non-Nursing students. Prerequisite: None; Anatomy and Physiology highly recommended. (LM)

## **NURS 33R—Psychiatric/Mental Health Nursing (4 units)**

**CSU**

Eclectic approach to psychiatric and mental health nursing, including psychodynamics of human behavior, group dynamic, therapeutic communication and psychopharmacology; emphasis on concepts and principles as applied to self and individuals in therapy. The clinical nursing experience involves the application of nursing process, meeting the mental health and psychosocial needs as well as physiological health needs of individuals throughout the life span during one to one interactions with clients, participating in group process, staff conferences and various treatment modalities. Prerequisite: NURS 1B & NURS 11

## **NUR 55R Nursing Skills Lab (1 Unit)**

Designed for nursing students to remediate or update nursing skills and nursing care to patients via simulation, learn to access health care information via the internet, obtain help with writing skills specific to nursing department requirements and remediate or update math skills relating to calculation of dosages and solutions. Grades are P/NP. (Repeatable: May be taken four times only.)

## **NURS 224—Intravenous Therapy/Blood Withdrawal (2 units)**

Designed to prepare the licensed vocational nurse to initiate and monitor intravenous therapy and perform blood withdrawals; update the registered nurse in new theories, products, and techniques of intravenous therapy. Grades are P/NP. (LM)

## **NURS 227—Basic ECG Interpretation (2 units)**

Designed to prepare unlicensed participants for work as an electrocardiogram monitor technician. Designed for the licensed nurse as continuing education in Basic ECG interpretations. Designed as an adjunct to the curriculum for pre-licensure A.D.N.'s. Basic dysrhythmias will be taught and will require measuring and identification. Grades are P/NP. (L)

## **OFFICE ADMINISTRATION**

(see Business)

# ***Philosophy***

Philosophy courses are designed to cultivate wisdom by critically questioning fundamental beliefs about reality, self-identity, knowledge, religion, and ethics. The core courses that make up the curriculum include Introduction to Philosophy, Critical Thinking, Ethics, Philosophy of Religion, and World Religions.

# Programs and Courses

## Physical Education

**PHIL 1—Introduction to Philosophy (3 units) CSU/UC**  
A multi-cultural survey of basic philosophical issues and problems, including the nature and practice of philosophic inquiry, theories of reality and knowledge, human nature and self identity, ethics and the good life, religion and ultimate reality, and the meaning and possibility of human freedom. Each topic will be explored from significant Western and non-Western perspectives. (L)

**PHIL 2—Ethics (3 units) CSU/UC**  
Introduction to ethics emphasizing the relevance of ethics to everyday decision making; includes the human context of moral reasoning, relativism, subjectivism, religion and ethics, conscience and moral development, ethical egoism, utilitarianism, the ethics of duty, rights ethics, virtue ethics and the good life, and case studies in moral reasoning. (L)

**PHIL 3—Philosophy of Religion (3 units) CSU/UC**  
Philosophical exploration of religious belief and practice, with an emphasis on understanding how the world's major religious traditions -- Eastern and Western -- respond to fundamental issues concerning the ultimate nature of reality. Topics include religion and philosophy, world views and religion, metaphysics without God, metaphysics with God, arguments for God's existence, the problem of evil, incarnation and God, God and gender, life after death, religious experience, science and religion, prudential arguments for religious belief, faith and justification, love and the meaning of life. (L)

**PHIL 6—Political Philosophy (3 units) CSU/UC**  
This is an introduction to the major authors and types of political thought and the central issues involved in political thinking (e.g. democracy, fascism, justice, rights, law liberty, political authority, political principles, consequences, etc.), as presented through classical or contemporary reading selections. Not open for credit to student with credit in POLSC 6. (L)

**PHIL 8—Business Ethics (3 units) CSU**  
Study of the methods and principles used to recognize and evaluate ethical issues in contemporary business environments. Emphasis will be on discovering and defending ethical principles as they apply to specific business dilemmas. Not open for credit to student with credit in GNBUS 8. (L)

**PHIL 12—Critical Thinking (3 units) CSU/UC**  
Critical thinking skills emphasizing their application to everyday decision making, including definitions of critical thinking, language and meaning, claims and reasons, argument and inference, argument identification and reconstruction, inductive and deductive reasoning, underlying assumptions, evaluating assumptions, assumptions and evidence, world views as a context for critical thought, evaluating arguments, sound and fallacious reasoning, informal fallacies, causal inference, and scientific method. (L)

**PHIL 20—World Religions (3 units) CSU/UC**  
Survey of the beliefs and practices of Eastern and Western religious traditions. Emphasis given to the origin and development of each tradition, its major forms of expression, and the various ways in which each tradition addresses the most fundamental questions of human existence. (L)

### PHOTOGRAPHY (see Art)

### PHYSICAL EDUCATION (Associate in Science)

Required Courses	Units
BIOL 4 Human Anatomy .....	4
BIOL 5 Human Physiology .....	4
HLTH 1 Health and Life Style Choices .....	3
PE 20 Introduction to Physical Education.....	3
PE 26 Care and Prevention of Athletic Injuries.....	3
PE Activity Courses .....	3
<b>Total units required for degree major .....</b>	<b>20</b>

**PE 1.21R—Aerobic Exercise (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Aerobic exercise designed to develop and/or maintain cardiovascular endurance, muscular strength, flexibility, and coordination through the use of continuous vigorous movements. (Repeatable: May be taken four times only.)

**PE 1.22R—Step Aerobics ( 2 Units)  
CSU/UC UC-Unit Limit**  
Step aerobic exercise designed to develop and/or maintain cardiovascular fitness and endurance, muscular strength and endurance, flexibility and coordination. (Repeatable: May be taken four times only.)

**PE 1.24R—Bowling (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Coeducational bowling; the techniques and skills of bowling; emphasis on fundamentals, skills, and etiquette. (Repeatable: May be taken four times only.)

**PE 1.25R—Badminton (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Skills and fundamentals in individual and doubles play with emphasis on rules and etiquette. (Repeatable: May be taken four times only.)

**PE 1.26R—Body Toning (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Anaerobic exercise program designed to develop muscle tone throughout the body. Muscle endurance and flexibility is also developed. (Repeatable: May be taken four times only.)

**PE 1.27R—Fitness Walking/Jogging (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Individualized walking/jogging program designed to improve cardiovascular endurance and muscular strength; emphasis on lifetime fitness, including the principles of nutrition, fitness, and safety. (Repeatable: May be taken four times only.)

**PE 1.31R—Golf-Beginning (.5 or 1 or 1.5 units)  
CSU/UC UC-Unit Limit**  
Fundamental golf skills, etiquette, and history. (Repeatable: May be taken four times only.)

# Programs and Courses

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**PE 1.33R—Advanced Golf (1.5 or 3 units)**

**CSU/UC UC-Unit Limit**

Instruction, practice, and competition; advanced techniques and skills development with special emphasis on links play. Students are assigned play on local courses at their own expense. (Repeatable: May be taken four times only.)

**PE 1.34R—Boot Camp Fitness (1, 1.5 or 2 units)**

**CSU/UC UC-Unit Limit**

Provides the student with a physically intense and challenging fitness class. Training exercise used will include jogging, interval training, obstacle course, and a variety of calisthenics designed to enhance muscular strength and endurance. In addition, students will be challenged to understand and apply fitness training principles. The students will train individually, with a partner and/or in a team setting. (Repeatable: May be taken four times only.)

**PE 1.36R—Yoga (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Development of basic Yoga postures, breathing practices, stretching, and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental well being. (Repeatable: May be taken four times only.)

**PE 1.37R—Club Fitness (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Treadmill, cross country ski machines, stationary bikes, rowing machines, step machines assessment and analysis of fitness. Develop individualized fitness and wellness program. (Repeatable: May be taken four times only.)

**PE 1.55R—Sports Conditioning (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Preparatory conditioning necessary for intercollegiate competition; development of sport-specific strength, power, endurance, agility, and flexibility, as well as mental training techniques. (Repeatable: May be taken four times only.)

**PE 1.57R—Weight Training (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Individualized weight training program designed to improve muscular strength and endurance; emphasis on lifetime fitness including principles of nutrition, fitness and safety. (Repeatable: May be taken four times only.)

**PE 1.71R—Basketball (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Techniques and skills of basketball used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 1.75R—Soccer (1 units)**

**CSU/UC UC-Unit Limit**

Techniques, skills, rules, conditioning, and drills for soccer. (Repeatable: May be taken four times only.)

**PE 1.76R—Advanced Soccer (.5 Unit)**

**CSU/UC UC-Unit Limit**

Advanced techniques of soccer including skills and conditioning used to prepare for competitive play. (Repeatable: May be taken four times only.)

**PE 1.77R—Beginning Volleyball (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Fundamental skills and techniques for beginning volleyball play, including: rules of play, officiating, and beginning level offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 1.78R—Grass Doubles Volleyball**

**(.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**

Fundamental skills and techniques for grass doubles volleyball, including: rules of play, officiating, and offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 1.79R—Intermediate Volleyball**

**(.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**

Fundamental skills and techniques for intermediate volleyball play, including rules of play, officiating, and intermediate level offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 2.01R—Baseball Skills - Men (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Techniques of baseball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.03R—Basketball Skills - Men**

**(.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**

Techniques of basketball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.04R—Basketball Skills - Women**

**(.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**

Techniques of basketball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.07R—Football Skills (.5 or 1 unit)**

**CSU/UC UC-Unit Limit**

Preparatory skills necessary for intercollegiate competition. Development in offensive and defensive systems including passing, kicking, blocking, and conditioning. (Repeatable: May be taken four times only.)

**PE 2.08R—Soccer Skills (.5 or 1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Preparatory skills necessary for intercollegiate competition; development in offensive and defensive systems, including passing, kicking, blocking, and conditioning. (Repeatable: May be taken four times only.)

**PE 2.09R—Softball Skills - Women**

**(1 or 1.5 units) CSU/UC UC-Unit Limit**

Techniques of softball used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.11R—Track and Field Skills (Men/Women)**

**(1 unit) CSU/UC UC-Unit Limit**

Techniques and skills of track and field used in preparing for participation in intercollegiate competition. (Repeatable: May be taken four times only.)



# Programs and Courses

**PE 2.13R—Volleyball Skills (.5 or 1 or 1.5 units)****CSU/UC UC-Unit Limit**

Advanced skills and techniques necessary for competitive volleyball play, including conditioning, rules of play, and advanced offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 3R—Adapted Physical Education General****(1 or 1.5 units) CSU/UC UC-Unit Limit**

Introduction to adapted physical education for students with disabilities. Provides students with the opportunities to obtain the benefits of improved physical fitness through an individualized program of exercise. (Repeatable: May be taken four times only.)

**PE 4R—Low Impact Fitness (1 or 1.5 units)****CSU/UC UC-Unit Limit**

Individualized exercise prescription for persons with disabilities in various stages of wellness seeking opportunities to improve their fitness levels. Programs include exercises to improve posture, aerobics, flexibility, strength, and balance. (Repeatable: May be taken four times only.)

**PE 6R—Adapted Total Fitness (1 or 1.5 units)****CSU/UC UC Unit Limit**

General physical fitness course specifically intended for students with disabilities. Students will be given an opportunity to engage in a personalized program of exercise that promotes and develops overall physical fitness. Prerequisite: Physician's medical release form signed. (Repeatable: May be taken four times only.)

**PE 7R—Adapted Weight Training and Fitness****(1 or 1.5 units) CSU/UC UC-Unit Limit**

Introduction to progressive resistance weight training for students with disabilities. Students will engage in an individualized program of exercise that promotes the development of cardiovascular respiratory and muscle endurance, muscle strength and flexibility and a healthy body composition. Emphasis will be placed on weight training fundamentals, technique, conditioning and safety. Prerequisite: Physician's medical release form signed. (Repeatable: May be taken four times only.)

**PE 8R—Student Assistant in Adapted Physical Education (2 units)****CSU**

Designed to give students practical experience in implementing a program of physical education to students with disabilities. Emphasis is placed on physical fitness as it relates to age, medical condition, level of fitness, mental impairment, and sensory impairment. (Repeatable: May be taken four times only.)

**PE 11R—Intercollegiate Basketball - Men (1 unit)****CSU/UC- UC-Unit Limit**

Preparation for and competition in Intercollegiate Men's Basketball. Collegiate techniques and strategies. (Repeatable: May be taken four times only.)

**PE 12R—Intercollegiate Track and Field - Men****(2 units) CSU/UC- UC-Unit Limit**

Intercollegiate track and field competition for men. (Repeatable: May be taken four times only.)

**PE 15R—Intercollegiate Football (2 units)****CSU/UC- UC-Unit Limit**

Preparation for intercollegiate competition. Daily practice sessions including intercollegiate competition with other colleges. Practice includes instruction in offensive and defensive systems, instructions with various techniques associated with the positions played either in the offensive or defensive systems along with conditioning. (Repeatable: May be taken four times only.)

**PE 16R—Intercollegiate Soccer-Men (2 units)****CSU/UC -UC-Unit Limit**

Intercollegiate soccer competition; shooting, heading, controlling, dribbling, passing, tackling, scoring, goal keeping; practice and competition required. (Repeatable: May be taken four times only.)

**PE 17R—Intercollegiate Baseball (2 units)****CSU/UC -UC-Unit Limit**

Preparation for and competition in Intercollegiate Baseball. Collegiate techniques and strategies. Practice and competition required. (Repeatable: May be taken four times only.)

**PE 20—Introduction to Kinesiology (3 units)****CSU/UC**

The foundations and philosophies of kinesiology will be covered - including professional requirements, fields of study for majors, legal liabilities, public relations, and teaching principles. Students will be introduced to different teaching philosophies, teaching methods and principles of kinesiology. (L).

**PE 21R—Analysis of Softball (2 units)****CSU/UC- UC-Unit Limit**

Study and analysis of fast pitch softball, including fundamentals, offensive tactics, defensive tactics, defensive situations, and pitching. (Repeatable: May be taken four times.)

**PE 22R—Analysis of Basketball (2 units)****CSU/UC- UCUnit Limit**

Analysis of offensive and defensive basketball, including strategies and philosophy. Current techniques of shooting, passing, dribbling, along with the application of scouting in today's game of basketball. (Repeatable: May be taken four times only.)

**PE 24R—Analysis of Football (.5 or 1 or 2 units)****CSU/UC- UC-Unit Limit**

Analysis of offensive and defensive football, including philosophy and strategies; current techniques of passing, blocking, and tackling along with practical application of scouting. (Repeatable: May be taken four times only.)

**PE 26—Care and Prevention of Athletic Injuries****(3 units)****CSU/UC**

Introduction to the theory and practice in the care and prevention of athletic injuries. (L)

**PE 28R—Analysis of Soccer (2 units)****CSU/UC- UC-Unit Limit**

Study and analysis of various phases of soccer, including fundamentals, offensive and defensive strategy, and different soccer styles. (Repeatable: May be taken four times only.)

# Programs and Courses

**PE 29R—Analysis of Baseball (2 units)**  
**CSU/UC-UC-Unit Limit**

Study and analysis of various phases of baseball, including fundamental skills, offensive tactics, defensive tactics, defensive solutions, and pitching. (Repeatable: May be taken four times.) (L)

**PE 31R—Intercollegiate Volleyball- Women (2 units)**  
**CSU/UC- UC-Unit Limit**

Preparation for intercollegiate volleyball competition. Collegiate level game strategies and techniques performed. Practice and competition required. (Repeatable: May be taken four times only.)

**PE 32R—Intercollegiate Basketball - Women (1 unit)**  
**CSU/UC- UC-Unit Limit**

Preparation for and competition in Intercollegiate Women's Basketball. Collegiate techniques and strategies. (Repeatable: May be taken four times only.)

**PE 33R—Intercollegiate Softball - Women (2 units)**  
**CSU/UC -UC-Unit Limit**

Intercollegiate softball competition; individual skills, position play, team play, game strategy. Practice and competition requires. (Repeatable: May be taken four times only.)

**PE 36R—Intercollegiate Track and Field - Women (2 units)**  
**CSU/UC- UC-Unit Limit**

Intercollegiate track and field competition for women. (Repeatable: May be taken four times only.)

**PE 37R—Intercollegiate Soccer-Women (2 units)**  
**CSU/UC-UC-Unit Limit**

Intercollegiate soccer competition; shooting, heading, controlling, dribbling, passing, tackling, scoring, goal keeping; practice and competition required. (Repeatable: May be taken four times only.)

## Physical Science

**PHYS 10A—Earth Science (3 units)**  
**CSU/UC UC-Unit Limit**

Survey course with topics chosen principally from geology, oceanography, physical geography, meteorology, and astronomy. Topics are presented within a theme of understanding the Earth, its oceans, atmosphere, and place in the solar system. (L)

**PHYS 10AL—Earth Science Laboratory (1 unit)**  
**CSU/UC**

Laboratory activities in Earth Science to reinforce and complement the materials presented in PHYS 10A. Prerequisite: PHYS 10A which may be taken concurrently. (L)

**PHYS 10B—Physical Science - Physics and Chemistry (3 units)**  
**CSU/UC UC-Unit Limit**

Basic concepts in physics and chemistry: motion, force, energy, electricity, atomic theory, matters, chemical and physical changes, radioactivity, and an introduction to modern physics. (L)

**PHYS 10C—Physical Science - Physics and Chemistry (1 unit)**  
**CSU/UC**

Laboratory experiments in physics and chemistry to reinforce and complement the materials presented in PHYS 10B. Prerequisite: PHYS 10B which may be taken concurrently. (L)

## Physics

**PHYS 2A—General Physics (3 units)**  
**CSU/UC-UC Unit Limit**

Comprehensive survey of physics, including mechanics, hydrostatics, thermodynamics, and wave motion; qualitative understanding and quantitative problem solving; primarily for life science major. Prerequisite: MATH 21, or equivalent (may be taken concurrently); CHEM 2A is recommended. (LM)

**PHYS 2B—General Physics (3 units)**  
**CSU/UC-UC Unit Limit**

Comprehensive study of physics, including electricity and magnetism, optics, atomic and nuclear physics, and relativity; equal emphasis placed on qualitative understanding and quantitative problem solving. Primarily for Life Science majors. Prerequisite: PHYS 2A. (LM)

**PHYS 3A—General Physics Laboratory (1 unit)**  
**CSU/UC-UCUnit Limit**

Performance of lab experiments to verify the important concepts of PHYS 2A. Not open for credit to student with credit in the PHYS 4 series or equivalent. Prerequisite: PHYS 2A which may be taken concurrently. (LM)

**PHYS 3B—General Physics Laboratory (1 unit)**  
**CSU/UC-UCUnit Limit**

Performance of lab experiments to verify the important concepts of PHYS 2B. Not open for credit to student with credit in the PHYS 4 series. Prerequisite: PHYS 2B, which may be taken concurrently, and PHYS 3A. (LM)

**PHYS 4A—Mechanics (4 units)**  
**CSU/UC-UCUnit Limit**

Overview of the field of physics, its position and significance relative to the sciences, followed by a detailed study of mechanics. Primarily for architecture, chemistry, engineering, geophysics, and physics majors. Prerequisite MATH 1A with a grade of C or better and MATH 1B (MATH 1B may be taken concurrently). (LM)

**PHYS 4B—Electromagnetism (4 units)**  
**CSU/UC-UCUnit Limit**

Study of electromagnetism with accompanying laboratory. Prerequisite: PHYS 4A with a grade of C or better(LM)

**PHYS 4C—Thermodynamics, Light, and Modern Physics (4 units)**  
**CSU/UC-UCUnit Limit**

Study of thermodynamics, optics, and modern physics with accompanying laboratory. Prerequisite: PHYS 4B with a grade of C or better(LM)

PLANT SCIENCE (see Agriculture)

# Political Science

**POLSC 1—Introduction to American Government (3 units) CSU/UC**

A critical survey and assessment of American government and politics. Political institutions, such as the Political ideologies and Congress, the presidency, the courts, and the federal bureaucracy are analyzed in regards to power and ideology and their role in the American political system. Political ideologies and philosophies, as well as political parties and private interest groups, are also examined and analyzed. State and local government is included. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both POLSC 1 and HIST 15 or LA RAZA 15 or HIST 17A or HIST 17B are completed..(L)

**POLSC 6—Political Philosophy (3 units) CSU/UC**

This is an introduction to the major authors and types of political thought and the central issues involved in political thinking (e.g. democracy, fascism, justice, rights, law liberty, political authority, political principles, consequences, etc.), as presented through classical or contemporary reading selections. Not open for credit to student with credit in PHIL 6. (L)

**POLSC 7—International Relations (3 units) CSU/UC**

Survey of historical and contemporary international relations. Examination of the interaction of nation-states and peoples and cultures around the world, by applying key International Relation (IR) theories and research methodologies. In addition to the traditional IR topics of international security, goblalization, international poltical economy, and international law and organizations, this class will explore how people of different cultures and ethnic background impact the domestic and foreign politics of their states, with emphasis on issues of human security - ethnic conflict, the global North and South economic gap, pandemics, and environment and resource management. (L)

# Psychiatric Technician

The Psychiatric Technology Program is a four-semester and single-summer session program offered at the Yuba College Campus. The program includes 648 theoretical hours of classroom education, correlated with 956 clinical practicum hours. The subject matter reflects the knowledge and skills specified by Board of Vocational Nursing Psychiatric Technology Education (BVNPTE) regulation, rules, and laws. All clinical practicum will be under the supervision of a licensed BVNPTE-approved clinical instructor. The curriculum may be periodically revised to reflect the evolution of the profession and BVNPTE laws and regulations.

Theory and clinical program content shall reflect the client and patient population that are normally associated with the licensed Psychiatric Technician: Mentally disordered, personality disordered, substance abuser, and developmentally disabled. Students will be selected on the basis of a special application. Call (530) 741-6786 to request an application packet and application deadline information.

**MINIMUM CRITERIA.**

1. High School graduation or equivalent to high school.
2. Age of 18 years by first day of Fall semester.

<i>First Semester (Fall)</i>	<i>Units</i>
FCS 10 Principles of Nutrition .....	3
PSYCT 50 Anatomy and Physiology .....	3
PSYCT 51 Human Development.....	3
PSYCT 52 Nursing Science A .....	2
<b>Second Semester (Spring)</b>	
PSYCT 53 Developmental Disabilities A .....	3
PSYCT 54 Nursing Science B.....	2
PSYCT 55 Pharmacology A .....	2
PSYCT 70 Nursing Science Clinical A.....	3
PSYCT 71 Developmental Disability Clinical A.....	2
<b>Summer</b>	
PSYCT 56 Nursing Science C.....	3
PSYCT 72 Nursing Science Clinical B .....	3
<b>Third Semester (Fall)</b>	
PSYCT 57 Psychiatric Disorders A.....	2
PSYCT 58 Group Process.....	2
PSYCT 59 Crisis Management.....	2
PSYCT 60 Pharmacology B .....	2
PSYCT 73 Psychiatric Disorders Clinical A .....	4
<b>Fourth Semester (Spring)</b>	
PSYCT 61 Substance Abuse.....	2
PSYCT 62 Psychiatric Disorders B .....	2
PSYCT 63 Developmental Disabilities B .....	3
PSYCT 74 Psychiatric Disorders Clinical B.....	2
PSYCT 75 Developmental Disabilities Clinical B .....	3

Completion/challenge/credit for the previously outlined courses will make the student eligible for licensure examination by the Board of Vocational Nurse and Psychiatric Technician Examiners following application. Students wishing to also receive an associate degree should consult their counselor concerning additional degree requirements.

# Programs and Courses

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## **PSYCT 50—Anatomy and Physiology (3 units)**

Comprehensive overview of normal structure and function of the human organism including cell/tissue structure and function, organ/system differentiation, and related terminology. Designed for the psychiatric technician student or equivalent. (L)

## **PSYCT 51—Human Development (3 units)**

Overview of normal human growth and development from biologic conception to death, including identification of major theorists/theories, presentation of major milestone of growth and development associated with the chronologic age groups and subject related terminology. (L)

## **PSYCT 52—Nursing Science A (2 units)**

Orientation to the nursing science, which includes the following: basic medical terminology, fundamental concepts relating to the health care systems, ethical and professional codes of conduct and overview of past, current, and future trends in the U.S. health care systems. (L)

## **PSYCT 53—Developmental Disabilities A (3 units)**

Overview of the five developmental disability subtypes: mental retardation; epilepsy; cerebral palsy; infantile autism; and neurological handicapping. Also included shall be PART training designed to prepare the student to effectively “manage” assaultive behavior. Course is affiliated with PSYCT 71. (L)

## **PSYCT 54—Nursing Science B (2 units)**

Overview of the major diseases and disorders associated with the human organism in terms of diagnostic criteria, symptom presentations, system pathology, medical/nursing interventions and typical prognosis. Emphasis shall be on nursing interventions, special care needs and patient related skills associated within the scope of practice of the LPT. Course is affiliated with PSYCT 70. (L)

## **PSYCT 55—Pharmacology A (2 units)**

Introductory overview to the basic concepts associated with the field of nursing related pharmacology. Includes a math review, computation conversion and review of specific drugs relating to specific drug classifications. The course material shall be directly related to the clinical medical experience offered in PSYCT-70, PSYCT-71 and PSYCT-73. (LM)

## **PSYCT 56—Nursing Science C (3 units)**

Overview of the medical-surgical nursing component of the program; includes all age groups, common diagnoses, nursing interventions and aspects of an acute care medical facility. Course material corresponds to PSYCT 72. (LM)

## **PSYCT 57—Psychiatric Disorders A (2 units)**

Overview of the major psychiatric disorders as defined within the current DSM-IVR, axis I. Emphasis shall be on: psychiatric related terminology, the major psychiatric disorders, presenting symptoms, nursing interventions, treatment interventions and typical prognosis. Course correlates with the clinical component course PSYCT 73. (L)

## **PSYCT 58—Group Process (2 units)**

Overview of the therapeutic intervention known as group process as it relates to the developmentally disabled and psychiatric client. Includes the following: related terminology, group leader skills, goals of the group process and specific client behaviors. (L)

## **PSYCT 59—Crisis Management (2 units)**

Overview of the concept of “crisis” relating to an individual’s personal reaction to physical or psychological stressors, including: recognition of stress response, specific adaptive responses, specific maladaptive response, the dynamics of grief “burnout and suicide.” Content of this course is directly related to the course objectives for PSYCH 73. (L)

## **PSYCT 60—Pharmacology B (2 units)**

Overview of the somatic therapies with emphasis upon the psychotropic medications as they related to the psychiatric client. Includes the following major drug classes: antipsychotic, antidepressant, antianxiety, antimanic and anticholinergic. (LM)

## **PSYCT 61—Substance Abuse (2 units)**

Historical overview of those drugs most commonly misused or abused within contemporary U.S. society. Makes a distinction between substance-use disorders and substance-induced disorders. All major drugs that have the potential for abuse and or misuse shall be presented in terms of the following: classifications, physical/psychological effects and dependency potential. (L)

## **PSYCT 62—Psychiatric Disorders B (2 units)**

General orientation of the ten personality disorders as identified in axis II of the DSM-IVR. Emphasis upon defining criteria, interpersonal impact, social consequences and intervention techniques. Course is affiliated with PSYCT 74. (L)

## **PSYCT 63—Developmental Disabilities B (3 units)**

Overview of behavioral science know as “behavior intervention” as it applies to the mentally retarded population. Included is a summary of the major state and federal legislation as it applies to the developmental disabilities. Also included is a general preparation for the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) state board examination for licensure. Course is affiliated with PSYCT 75. (L)

## **PSYCT 70—Nursing Science Clinical A (3 units)**

Clinical application of basic nursing skills associated with the “long term care” patient within a skilled nursing facility. The clinical affiliation is preceded by a 40-hour skills lab practicum at the Yuba College Nursing Lab according to schedule. Included: basic nursing care, ambulation assistance, personal hygiene, feeding assistance, preparation, administration and documentation of prescribed medications and or treatments. Clinical course is directly related to PSYCT 54. Grades are P/NP. (LM)



# Psychology

**PSYCT 71—Developmental Disabilities Clinical A (2 units)**

Clinical application of skill and knowledge associated with the developmentally disabled child and/or adolescent being served in the special education classroom of “Butte Vista School.” Student shall be assigned to a specific classroom under the direct supervision and direction of the classroom instructor. Emphasis on provision of direct care and supervision of student while under direction of classroom instructor. Clinical experience correlates with theoretical course PSYCT 53. Grades are P/NP. (L)

**PSYCT 72—Nursing Science Clinical B (3 units)**

Clinical application of nursing skills relating to themedical surgical patient within an acute care medical facility involving various age group, diagnoses, and health care needs. The clinical experience correlates with the theoretical aspects of the psychiatric technician program. Grades are P/NP. (LM)

**PSYCT 73—Psychiatric Disorders Clinical A (4 units)**

Clinical application of psychiatric skills relating to the DSM-IVR diagnosed client within the acute care, day treatment and adult education components of the Sutter-Yuba mental Health Care System. Includes: application of therapeutic communication skills, medication administration, group process participation, observation, clinical assessment, interdisciplinary team participation and one to one observation. Course closely correlated with the theoretical courses that relate to the acute and chronic care hospitalized psychiatric client. Grades are P/NP. (LM)

**PSYCT 74—Psychiatric Disorders Clinical B (2 units)**

Orientation and direct participation with Willow Glen Care Center. Activities include: attendance of agency orientation, participation in all resident related groups and activities, direct care and supervision of assigned residents, participation in assigned social activities and application of previously acquired therapeutic communication skills. Grades are P/NP. (L)

**PSYCT 75—Developmental Disabilities Clinical B (3 units)**

Orientation and direct participation with “Community Resource Services.” Students shall be assigned to two of four CRS sites based on (2) four week clinical rotations. Activities shall include: attendance of agency orientation, participation in all resident related group activities, direct care and supervision of assigned consumers, participation in assigned social activities and application of previously acquired therapeutic communication skills. (L)

Psychology is the study of human thought, feelings, and behavior. Part of its appeal is the fact that it involves both scientific investigation and practical applications of those findings in everyday life. The Yuba College Psychology courses offer a diverse program with several goals: 1) To expose students to the variety of sub-fields in psychology; 2) to engender knowledge of, and appreciation for, the spirit and nature of scientific inquiry; 3) to facilitate insight into oneself and increase knowledge of, and sensitivity to, others; 4) to introduce students to the basic body of knowledge, thus preparing them for further study in Psychology

Those pursuing psychology as a field of study will find many career options centering around helping others to understand, predict, and influence their own behavior and the behavior of others. Psychologists may teach, conduct research, perform psychological testing, or do consultation in a variety of settings which include hospitals, businesses, private practice, personnel offices, industry, colleges and universities, and government. Training in Psychology provides a valuable foundation for professions wherein interpersonal interactions are a component of the work setting.

**PSYCHOLOGY (Associate in Arts)**

Required Courses	Units
PSYCH 1A General Psychology .....	3
PSYCH 12 Human Sexuality OR PSYCH 31 Gender and Behavior: Feminine and Masculine .....	3
<i>Plus 12 additional units selected from the following:</i>	
PSYCH 22 Social Psychology .....	3
PSYCH 33 Personal and Social Adjustment .....	3
ECE 3 Childhood and Adolescent Behavior .....	3
PSYCH 41 Lifespan Development .....	3
PSYCH 12 or 31 -- if not already completed above.....	3
<b>Total units required for degree major .....</b>	<b>18</b>

**PSYCH 1A—General Psychology (3 units) CSU/UC**

General introduction to psychology as a science. Topics include perception, learning, development, motivation, personality, abnormal behavior, and biological and social basis of behavior. (L)

**PSYCH 8 – Social Science Research Methods (3 units) CSUUC**

Covers basic issues in the design and implementation of social science research. Topics covered include the scientific method, ethics, research design, basic descriptive and inferential statistics, and qualitative and quantitative methodologies. Not open for credit to student with credit in SOCIL 8. (L)

## Programs and Courses

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**PSYCH 12—Human Sexuality and Sexual Behavior (3 units) CSU/UC**

Psychological and biological aspects of human sexuality including development issues. Variations in sexual behavior/orientation; structure and function of the reproductive systems, sexual response, and sexually transmitted diseases. (L)

**PSYCH 22—Social Psychology (3 units) CSU/UC**

This course will examine the emotion, behavior, and cognition of individuals in social situations. Topics can include: social psychology methods, social perception, social cognition, attitudes, persuasion, social identity, gender identity, prejudice and discrimination, interpersonal attraction, close relationships, conformity, compliance, obedience to authority, helping behavior, aggression, group processes, and social psychology applications. Multiple perspectives discussed. (L)

**PSYCH 31—Gender and Behavior: Feminine and Masculine Behavior (3 units) CSU/UC**

Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L)Not open for credit with students with credit in WOMEN 31

**PSYCH 33—Personal and Social Adjustment (3 units) CSU/UC**

Principles of personality development with emphasis on self-theories and social interaction theories. (L)

**PSYCH 34—Alternative Lifestyles (1 unit) CSU**

A narrative history of the formation of gay communities and gay movements. Current issues of diversity and the struggles with homophobia in today's society will be addressed. This course is designed for those currently working in the public sector, or for those seeking a thorough knowledge of this diverse population. (L)

**PSYCH 41—Lifespan Development (3 units) CSU/UC**

Introduction to the scientific study of human development from conception to death. Examines the interplay of the biological, psychological, social and cultural influences on the developing human being. (L)

**PSYCH 46—Abnormal Psychology (3 units) CSU/UC**

Introduction to the field of abnormal psychology; exploration of the models, diagnosis, and classification of abnormal behavior. (L)

**PSYCH 95JR—Stress Management (0.5 unit)**

Cause-and-effect factors of stress, and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

## *Punjabi*

**PUNJ 1—Elementary Punjabi (3 units) CSU**

Development of four basic language skills: speaking, listening, reading, and writing; initiate, sustain, and close basic communication tasks. Understand content related to personal background and needs, non-complex social conventions, main ideas, and details of connected discourse of familiar topics.

**PUNJ 2—Intermediate Punjabi (3 units) CSU**

Continuation of Punjabi 1. Development of four basic language skills: speaking, listening, reading, and writing. Emphasis on mastery of material on Punjabi 1 and introduction of the present perfect, past, and future tense.

## *Radiologic Technology*

### **TWO-YEAR ASSOCIATE DEGREE PROGRAM**

Accredited by the State of California Department of Public Health, Radiologic Health Branch and the Joint Review Committee on Education in Radiologic Technology. Upon completion of this program, the student will receive a Certificate of Achievement and is eligible to take the required California State Certification Examination which will qualify the graduate (passor) as a California Certified Radiologic Technologist and also the American Registry of Radiologic Technologist which qualifies the graduate (passor) as a Registered Technologist R.T. in Radiology.

Since enrollment is limited, students will be selected on the basis of a special application. See a Yuba College counselor or the application may be downloaded from the website [www.yccd.edu/RADtech](http://www.yccd.edu/RADtech). Applications may be submitted at any time after successful completion of the prerequisites.

#### **MINIMUM CRITERIA FOR ADMISSION.**

1. High School graduation or equivalent.
2. Completion with a "C" or better grade: Biology 4, Chemistry 1A or 2A, Biology 5, Mathematics 50 or higher.

# Programs and Courses

Students are also required to have specific immunizations, pass a drug screen and background check. (Criteria are subject to change each year.) Specific information and the application can be found on the website listed above.

**Additional graduation requirements which must be completed with a “C” or better grade for the A.S. degree and to complete program: English 1A, General Education (humanities), Psychology 1A, Math 52 (or higher). RADT 15A-15B (Medical terminology) or equivalent may be completed before entering the program.**

Sequence of courses to be completed leading to the Associate in Science degree in Radiologic Technology:

**Fall Semester**

RADT 1 Intro to Radiologic Technology.....	4
RADT 2 Radiation Physics .....	3
RADT 3A Radiographic Procedures .....	2
RADT 6A Radiologic Technology Internship.....	1-4.5
RADT 15A Medical Terminology for Radiologic Technologists..	1

**Spring Semester**

RADT 4 Principles of Rad. Biology & Protection .....	3
RADT 5 Principles of Radiographic Exposure & Equipment.....	4
RADT 3B Radiographic Procedures.....	2
RADT 6B Radiologic Technology Internship.....	1-5.5
RADT 15B Medical Terminology for Radiologic Technologists..	1

**Summer Session**

RADT 6C Radiologic Technology Internship .....	1-8
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**Fall Semester**

RADT 7 Advanced Radiologic Studies .....	1
RADT 3C Radiographic Procedures.....	2
RADT 6D Radiologic Technology Internship .....	1-7.5
RADT 8 Radiographic Pathology and Film Critique .....	3
RADT 14 Radiographics Informatics .....	2

**Spring Semester**

RADT 3D Radiographic Procedure .....	1
RADT 6E Radiologic Technology Internship.....	1-7.5
RADT 9 Advanced Modalities.....	3
RADT 12 Radiologic Technology Board Review .....	1

**Summer:**

RADT 6FRO Radiologic Technology Internship .....	1-8
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\*Courses must be completed with a grade of “C” or better before or during the indicated semester to progress in the program.

**All required Radiologic Technology courses and Associate in Science Degree must have been earned to receive the Certificate of Achievement**

**RADT 1—Introduction to Radiologic Technology (4 units) CSU**

Policies and procedures of the Yuba College Program; overview of radiography and health care delivery; usage of terminology as related to the medical and radiological professions; principles of care to patients during radiologic procedures; medical ethics and law. Prerequisite: Admission to program; manual dexterity is required. (L)

**RADT 2—Radiation Physics (3 units) CSU**

Introduction to basic physics; fundamentals of x-ray generating equipment; information on x-ray production and x-ray beam characteristics. Prerequisite: Admission to RT program. (LM)

**RADT 3A—Radiographic Procedures (2 units) CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to production of radiographs of optimal diagnostic quality. Prerequisite: BIOL 4 with a “C” or better; admission to RADT program. (LM)

**RADT 3B—Radiographic Procedures (2 units) CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3A with a “C” or better. (LM)

**RADT 3C—Radiographic Procedures (2 units) CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3B with a “C” or better. (LM)

**RADT 3D—Radiographic Procedures (1 unit) CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3C with a grade of “C” or better. (LM)

**RADT 4—Principles of Radiation, Physics Biology and Protection (3 units) CSU**

Principles of the interaction of radiation with the living system; radiation effects on biological molecules and organism, and factors affecting biological response; radiation protection responsibilities of the radiographer for patients, personnel, and the public. (LM) Prerequisite: RADT 2.

**RADT 5 – Principles of Radiation Exposure and Equipment (4 Units) CSU**

Knowledge of factors that govern and influence the production of the radiographic image on radiographic film and processing of the exposed film; equipment routinely used to produce the image; evaluate radiographic systems to assure consistency. Prerequisite: RADT 2 (LM)

**RADT 6A – Radiologic Technology Internship (3 Units) CSU**

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: Entry in to the Yuba College RADT Program. (L,M).

# Programs and Courses

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## **RADT 6B – Radiologic Technology Internship (6.5 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Pre-requisite: RADT 6A. Grades are P/NP. (L)

## **RADT 6C – Radiologic Technology Internship (8 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: RADT 6B. (L,M)

## **RADT 6D – Radiologic Technology Internship (1-7.5 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: RADT 6C. Grades are P/NP. (L)

## **RADT 6E – Radiologic Technology Internship (v1-8.5 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: RADT 6D. Grades are P/NP. (L)

## **RADT 6FRO – Radiologic Technology Internship – Elective (1-8 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: RADT 6E. Grades are P/NP. (Repeatable: May be taken four times only.)

## **RADT 6GRO – Radiologic Technology Internship – Elective (.5-1.5 Units)** CSU

Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of skills in correlation with current radiologic practices. Rotation in various facilities. Prerequisite: RADT 6A. Grades are P/NP. (Repeatable: May be taken four times only.)

## **RADT 7 – Advanced Radiographic Studies (1 Unit)** CSU

Advanced radiologic studies as they relate to pediatric, geriatric, terminally ill, and disabled patients; radiologic pharmacology and contrast media. Prerequisite: RADT 1.

## **RADT 8 – Radiographic Pathology and Film Critique (3 Units)** CSU

Introduction to the concepts of disease; pathology and disease, as it relates to various radiographic procedures; advanced evaluation and critique of radiographs. Prerequisite: RADT 1 (L)

## **RADT 9 – Advanced Modalities (3 Units)** CSU

Advanced radiologic studies of computed tomography, magnetic resonance imaging, angiography, interventional procedures, and related procedures; sectional anatomy. Prerequisite: RADT 7, RADT 1, BIOL 4, BIOL 5. (LM)

## **RADT 12 – Radiologic Technology Board Review (1 Unit)** CSU

Summary lectures with testing of the five (5) content areas tested by the State of California Radiation Health Branch and the American Registry of Radiologic Technology. Corequisite: RADT 6E. Grades are P/NP. (LM)

## **RADT 14 – Radiographic Informatics (3 Units)** CSU

An introduction to computer applications in a health care setting. Topics include acquiring, accessing and updating patient information, displaying, modifying, sending and retrieving images, and the safeguarding of patient confidentiality. Co-requisite: RADT 6D. (L,M)

## **RADT-15B Medical Terminology For Radiologic Technician (1 unit)**

A continuation of 15A offering a more thorough understanding of medical terminology within a healthcare setting with an emphasis on radiologic technology. Topics include advanced word roots, combining forms, prefixes, suffixes, spelling and pronunciation. (L,M)

## **RADT-16 Radiologic Fluoroscopy (3 Units)**

Specialized principles used in fluoroscopic image generating equipment including how images are viewed and recorded and quality control of the equipment. Laws and regulations regarding radiation protection. Course meets RHB requirements. Elective. Pre-requisite: RADT 2 or Special Permission. (L, M)

## **RADT 51 Medical Terminology (3 units)**

Intended to assist those studying in the fields of medicine and health care by learning a word-building system for defining, using, spelling and pronouncing medical words. It is designed for those preparing for a health career such as nursing, medical secretary, ward secretary, emergency medical technician, medical technologist, respiratory therapist, or other fields that require a medical vocabulary. (L) Not open for credit to student with credit in NURS 51.

# Reading

## **READ 10—Critical Reading (3 units)** CSU

Enable students to develop ability to read, think, respond, and write critically. Emphasis on understanding and analyzing written material. Prerequisite: READ 70 with a grade of "C" or better, or qualifying *Placement Examination* score above Reading 70.

## **READ 15A—Efficient Reading for Biology 15 (2 units)** CSU

Reading and study skills class focused on Biology 15. Students will improve their reading skills, vocabulary, study and test-taking skills necessary for success in Biology 15. Enrollment in Biology 15 is strongly advised.

## **READ 70—Analytical Reading (3 units)**

Specific comprehension and reasoning skills for reading textbooks and other college materials. Concurrent enrollment in ENGL 51L or 51 is recommended. Prerequisite: READ 105 with a grade of "C" or better, or qualifying *Placement Examination* score. (L)



# Programs and Courses

## **READ 71—Study Reading and Test Preparation in Science (3 units)**

Study reading and test preparation strategies applicable to science courses will be reviewed and practiced. Recommended for science and nursing majors. Prerequisite: READ 105 with a grade of "C" or better, or qualifying Placement Examination score.

## **READ 105—Pre-Collegiate Reading Skills (3 units)**

Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105L or 106 recommended. Not open for credit to student with credit in READ 90 or 105L. Prerequisite: READ 110B with a passing grade, or satisfactory score on Placement Examination and appropriate skills and knowledge.

## **READ 105L—Pre-Collegiate Reading Skills (4 units)**

Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Corequisite: READ 105L lab; concurrent enrollment in ENGL 105 or 106 recommended. Not open for credit to student with credit in READ 90 or 106. (Formerly READ 90.) Prerequisite: Satisfactory score on Placement Examination and appropriate skills and knowledge or a passing grade or credit in READ 110B or 110C.

## **READ 110A—Reading Assistance (4 units)**

Small group and whole class work to strengthen basic reading skills; emphasis on vocabulary development. Individual help during laboratory time as needed.

## **READ 110B—Reading Assistance (4 units)**

Small group and whole class work to strengthen basic reading skills and to make inferences and to read critically; individual help during laboratory time as needed. Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge, or READ 110A.

## **Read 113R – ACCEL Academic Reading and Writing (6 Units)**

This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Prerequisite: Satisfactory score on the placement exam. (Repeatable: May be taken two times only.) Not open to credit for students with credit in ENGL 113R.

## **Read 114R – ACCEL Academic Reading and Writing ESL (6 Units)**

This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Prerequisite: ESL 267 and ESL 268 or Satisfactory score on the placement exam. (Repeatable: May be taken two times only.)

## **Read 115A – Academic Reading and Writing 1 (4 Units)**

This course emphasizes the development of basic reading and writing skills including active reading and writing processes, vocabulary development, grammar and mechanics, simple and compound sentences, paragraph development, and small group and whole class work to strengthen basic reading skills. Prerequisite: Satisfactory score on the placement exam. Not open for credit to students with credit in ENGL 115A.

## **Read 115B – Academic Reading & Writing 2 (4 Units)**

This course emphasizes the development of reading and writing skills including varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, the writing process, and small group and whole class work to strengthen basic reading skills and to make inferences and to read critically. Any of the following courses meet the pre-requisite requirement: ENGL 110AR; 110ALR; 115A; or ESL 110AR; 110ALR; 111AR; 116AR; or READ 110A; 115A. Not open for credit for students with credit in English 115B

## **Read 116AR – Academic Reading and Writing for ESL 1 (4 Units)**

This course emphasizes the development of basic reading and writing skills including active reading and writing processes, vocabulary development, grammar and mechanics, simple and compound sentences, paragraph development, and small group and whole class work to strengthen basic reading skills. Prerequisite: ESL 267 and ESL 268 or Satisfactory score on the placement exam. (Repeatable: May be taken two times only.)

## **Read 116BR – Academic Reading & Writing for ESL 2 (4 Units)**

This course emphasizes the development of reading and writing skills including varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, the writing process, and small group and whole class work to strengthen basic reading skills and to make inferences and to read critically. Any of the following courses meet the pre-requisite requirement: ENGL 110AR; 110ALR; 115A; or ESL 110AR; 110ALR; 111AR; 116AR; or READ 110A; 115A. (Repeatable: May be taken two times only.) Not open for credit for students with credit in ESL116BR.

## **READ 123—Reading and Comprehension (1 unit)**

Individual program of study for improvement in reading, comprehension, and efficiency. Grades are P/NP.

## **REAL ESTATE (see Business)**

# Programs and Courses

## Sign Language

### SIGN 1—Sign Language Studies 1 (4 units)

CSU/UC UC-Unit Limit

Introduction to the visual-gestural process of sign language; provides instructional activities for people who wish to become competent in communicating with deaf people; emphasis on nonverbal communication. (L)

### SIGN 2—Sign Language Studies 2 (4 units) CSU/UC

Non-verbal communication skills using syntactical and finger spelling of multi-syllable words. Prerequisite: SIGN 1. (L)

### SIGN 3—Sign Language Studies 3 (4 units) CSU/UC

Continuation of ASL verbal comprehension skills; study of advanced grammatical structures; emphasis on expressive skills of deaf culture. Prerequisite: SIGN 2. (L)

### SIGN 61R—Basic Vocabulary and Finger Spelling (2 units)

The art of communicating with persons who are deaf by means of finger spelling and basic signing. (Repeatable: May be taken three times only.) May be taken concurrently with SIGN 1 or as an introductory course to American Sign Language. (L)

## Social Science

### (Associate in Arts)

#### Required

#### Units

ANTHR 1 Physical Anthropology	
OR 2 Cultural Anthropology .....	3
ECON 1A Elementary Economics-Macro .....	3
GEOG 1 Physical Geography OR GEOG 2 Cultural Geography .....	3
POLSC 1 Introduction to Political Science .....	3
PSYCH 1A General Psychology	
OR SOCIL 1 Introduction to Sociology .....	3
Any History Class .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

## Sociology

### SOCIL 1 – Introduction to Sociology (3 units) CSU/UC

Basic principles of sociology including culture, socialization, organizations, institutions, stratification, collective behavior, and social change. (L)

### SOCIL 2 – Social Problems (3 units)

CSU/UC

Survey of social problems in present-day American culture and application of sociological theory and analysis to issues such as poverty, racism, crime, healthcare, education, and the environment. (L)

### SOCIL 3 Critical Thinking In Social Science (3 Units)

Develops a “critical thinking” approach towards evaluating evidence about social issues. Specifically explores how the media and scientific community collect, interpret, and report social data. Combining critical thinking techniques with the sociological perspective will help students to question the “taken-for-granted” assumptions that surround social phenomena and influence human behavior. (L)

### SOCIL 5 – Sociology of Race & Ethnicity (3 units)

CSU/UC

Examines the social construction of categories of race and ethnicity in society. Focus on inequality and the impact of racial categorization on everyday life through institutions such as the labor market, schools, residential segregation, healthcare, media, and the criminal justice system.

### SOCIL 6 – Sociology of Sex and Gender (3 Units)

CSU/UC

Sociological analysis of the construction, reproduction, and consequences of sex categories and gender roles. Emphasis on how gender designation of “male” and “female” impacts an individual’s life, including violence and abuse, sexual harassment, hate crimes, wage differentials and unequal opportunities. Not open for credit to student with credit in WOMEN 6. (L)

### SOCIL 8 – Social Science Research Methods (3 Units)

CSU/UC

Covers basic issues in the design and implementation of social science research. Topics covered include the scientific method, ethics, research design, basic descriptive and inferential statistics, and qualitative and quantitative methodologies. Not open for credit to student with credit in PSYCH 8.

### SOCIL 10 – Sociology of Marriage & Family (3 units)

CSU/UC

Sociological analysis of marriage and family, including history, cross-cultural comparison, gender roles, sexuality, parenthood, and contemporary debates about family values, form, and function.

### SOCIL 30—Aging: Concepts and Issues (3 units)

CSU/UC

Social, economic, and psychological factors related to aging and the changing roles in contemporary society, including current controversies, personal adaptation to aging, income and housing, health and long-term care, employment and retirement, community social services, and social inequality. Not open for credit to student with credit in HUSEV 15. (L)

# Spanish

**SPAN 1—Elementary Spanish, Part 1 (4 units)**

**CSU/UC-UC Unit Limit**

Introduction to the language and culture of the Spanish-speaking world; includes the development of listening, speaking, reading, and writing Spanish with an emphasis on the communicative skills, as well as the fundamentals of Spanish grammar. Equivalent to one year high school Spanish. (L)

**SPAN 2—Elementary Spanish, Part 2 (4 units)**

**CSU/UC-UC Unit Limit**

A continuation of Spanish 1. Provides further basic communication skills through listening, speaking, reading and writing. This course introduces the present perfect, the conditional, the future and the subjunctive verb cases. It includes practice at the intermediate level and review of the fundamentals of Spanish grammar. Prerequisite: SPAN 1 with a grade of "C" or better or one year of high school Spanish. (L)

**SPAN 3—Intermediate Spanish, Part 1 (4 units)**

**CSU/UC-UC Unit Limit**

First of two semesters of intermediate Spanish; provides intermediate level of communication skills through listening, speaking, reading, and writing in a cultural context with special emphasis on communication. Prerequisite: SPAN 2 with a grade of "C" or better or two years of high school Spanish. (L)

**SPAN 4—Intermediate Spanish, Part 2 (4 units) CSU/UC**

A fourth semester course designed to review the grammar, vocabulary, and composition acquired in the first three semesters. Contextualized and culturally appropriate exercises and the readings of modern texts of the history, art, geography, literature, and cultural values of the Hispanic peoples are used. The four language skills (listening, writing, reading, and speaking) are further developed through special emphasis on communication. Prerequisite: SPAN 3 with a grade of "C" or better or three years of high school Spanish. (L)

**SPAN 10—Introduction to Spanish (3 units) CSU**

Study of elementary Spanish with an emphasis in proficiency, including grammar, vocabulary, pronunciation, and communication. (L)

**SPAN 20A—Spanish for Heritage Students (4 units)**

**CSU/UC UC-Unit Limit**

Reading and writing in Spanish, targeted to Spanish speakers. Readings pertinent to the life and culture of Hispanics in the United States, compositions, exploring personal, political and cultural issues, exams, and advanced grammar. Instruction in Spanish. (L)

**SPAN 20B—Spanish for Heritage Students (4 units)**

**CSU/UC UC-Unit Limit**

This course, which is conducted in Spanish, is the second of a two-semester sequence designed for fluent speakers of Spanish who are proficient in the language, but who have had little or no formal language training. Prerequisite: SPAN 20A and fluency in Spanish.

**SPAN 35—Latin American Literature in Translation**

**(3 units) CSU/UC**

Study of representative works of Latin-American literature; readings, lectures, and discussions of major works in English from the time of Columbus to the Twentieth Century. (L)

**SPAN 36—Literatura Hispano-Americana (3 units)**

**CSU/UC**

Study of representative works of Latin-American literature; readings, lectures, and discussions of major works in Spanish from the time of Columbus to the Twentieth Century. Intended for Hispanic and advanced Spanish student. Prerequisite: Ability to read literature in the Spanish language. (L)

**SPAN 51R—Conversational Spanish (1 or 2 or 3 units)**

Development of oral skills in Spanish with an emphasis on practical phrases for communication in job or social situations; vocabulary development appropriate for basic interaction as well as for law enforcement, welfare, and other public agencies. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

# Speech

**COMMUNICATION STUDIES**

**(Associate in Science)**

Required Courses	Units
MCOMM 2 Introduction to Mass Communications .....	3
SPECH 1 Public Speaking .....	3
SPECH 2 Oral Interpretation of Literature .....	3
SPECH 6 Group Communication .....	3
SPECH 7 Interpersonal Communication .....	3
Plus 6 units selected from the following: SPECH 4R, 8;	
THART 11A; PSYCH 1A; MCOMM 4; PHIL 12 .....	6
<i>Total units required for degree major .....</i>	<i>21</i>

**SPECH 1—Public Speaking (3 units) CSU/UC**

Principles of effective oral communication applied to several public speaking assignments which emphasize the development of support and organization of ideas, audience analysis, public speaking anxiety, and effective delivery styles. Prerequisite: ENGL 51 or qualifying score on *English Placement Examination* (eligibility for ENGL 1A).

**SPECH 2—Oral Interpretation of Literature (3 units)**

**CSU/UC**

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or qualifying score on English *Placement Examination* (eligibility for ENGL 1A) and appropriate skills and knowledge. Not open for credit to student with credit in ENGL 2.

**SPECH 3—Argumentation and Critical Thinking**

**(3 units) CSU/UC**

General approach to rational decision making and argumentative analysis including structuring written and oral arguments and rebuttals, gathering relevant evidence for arguments, and identifying logical fallacies. (L)

**SPECH 4R—Speech Arts Workshop (3 units) CSU**

Supervised preparation for participation in Inter-Collegiate Speech and Oral Interpretation events and/or for presentations at local school. (Repeatable: May be taken four times only.) (L)

**SPECH 6—Group Communications (3 units) CSU/UC**

Study of communication in small group situations; emphasis placed on researching, organizing, and delivering oral presentations, including panel discussions and symposia; the role of communication in various group processes, including problem-solving, leadership, and decision-making. (L)

# Programs and Courses

**SPECH 7—Interpersonal Communication (3 units) CSU/UC**  
 Study of interpersonal relationships, including gender, intercultural, professional, and intimate communication; required to research, organize, and deliver oral presentations about concepts, dynamics, and contexts of interpersonal communication. (L)

**SPECH 8—Intercultural Communications (3 units) CSU/UC**  
 Study of intercultural communication theory relative to perception, context, language, verbal, nonverbal messages, and adaptation; emphasis will be placed on developing effective intercultural communication skills; students will demonstrate effective intercultural communications skills by oral presentations and group and interpersonal interactions. (L)

**SPECH 9—Fundamentals of Speech Communication (3 units) CSU/UC**  
 Basic fundamentals and introductory concepts necessary for effective communication in a variety of settings; emphasis is placed on researching, organizing, and presenting public presentations in interpersonal, small group, and public contexts. (L)

**SPECH 12—Multicultural Communication (v.5-1 units) CSU**  
 By attending the events organized/sponsored by *Crossing Borders and Building Bridges*, participants are expected to acquire effective intercultural communication skills by valuing differences through their acknowledgment and respect for diversity and multiculturalism.

## Statistics

**STAT 1—Introduction to Statistical Methods (4 units) CSU/UC**  
 Descriptive statistics; measures of central tendency, variation, correlation, probability, sampling, sampling distributions, inferential statistics: estimation, and tests of statistical hypotheses. For majors in natural science, social science, and business. Prerequisites: MATH 52 with a grade of "C" or better. (L)

## Theatre Arts

### THEATRE ARTS (Associate in Arts)

Required Courses	Units
THART 10 Introduction to Theatre.....	3
THART 11A Introduction to Acting .....	3
THART 29R College Theatre.....	3
THART 12A Advanced Studies in Acting .....	3
Plus 6 units to be selected from the following .....	6
THART 11B, 12B, 29R, 34, 45A, 45B; SPECH 1, 4R, MCOMM 2, 4; ENGL 2	
<b>Total units required for degree major .....</b>	<b>18</b>

**THART 10—Introduction to Theatre (3 units) CSU/UC**  
 Study of theatre and its relationship to other arts and humanities, including survey of theatre history, study of important plays, and current Yuba College Theatre productions. (L)

**THART 11A—Introduction to Acting (3 units) CSU/UC**  
 Basics of acting for the stage will be explored and developed, including voice and diction, movement, improvisational technique, characterization, and scene study. Several monologues and scenes will be developed and presented in the class.

**THART 11B—Introduction to Acting (3 units) CSU/UC**  
 Pantomime, stage movement, imagination, improvisation, verse study, and characterization; emphasis on more complex scenes and plays, including classic theatre. Prerequisite: THART 11A.

**THART 12A—Advanced Studies in Acting (3 units) CSU/UC**  
 Development of the skills of vocal projection, auditioning, stage movement, and character motivation; participation in one-act or full-length play at end of the semester. Prerequisite: THART 11A or THART 29R.

**THART 12B—Advanced Studies in Acting (3 units) CSU/UC**  
 Development of the skills of vocal projection, auditioning, stage movement, and character motivation; participation in one-act or full-length play at end of semester. Prerequisite: THART 12A.

**THART 26R—Musical Theatre Workshop (3 units) CSU**  
 Fundamentals of musical theatre performance; singing, acting, dancing, orchestra, and technical stagework. Students may specialize in area of interest. Works to be selected from various periods and styles. Participation in Yuba College production is required. (Repeatable: May be taken four times only.)

**THART 29R—College Theatre (2 or 3 units) CSU/UC**  
 Fundamentals of theatrical performance in all areas of theater (acting, directing, design, technical) culminating in a theatre production; plays to be selected from various periods and styles. (L) (Repeatable: May be taken four times only.)

**THART 32R—Film Studies: Focus on ... (3 units) CSU/UC**  
 Study of a particular director/artist, genre, or national cinema; students view and discuss full-length feature films; topic to be specified in class schedule. (Repeatable: May be taken four times only.) (L)

**THART 33—History of Film (3 units) CSU/UC**  
 Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or ENGL 33. (L)

**THART 34—Introduction to Film (3 units) CSU/UC**  
 Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in ENGL 34 or HUMAN 34. (L)



### **THART 45A—Production and Technical Theatre (3 units) CSU/UC**

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management, and make up). Integrated with College Theatre productions. Corequisite: THART 29R or 26R. (L)

### **THART 45B—Production and Technical Theatre (3 units) CSU/UC**

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management, and make up). Integrated with College Theatre productions. Corequisite: THART 26R or 29R. Prerequisite: THART 45A.

# Veterinary Technology

Accredited by the American Veterinary Medical Association, Yuba College offers an Associate Degree Program in Veterinary Technology. Students complete the two year academic program on the Marysville campus. Graduates of the Veterinary Technology Program are eligible to take the California State and National licensing examinations to become a Registered Veterinary Technician. Additionally, the Veterinary Technology Program offers three on-line Certificate of Achievement programs in Veterinary Assisting, Shelter Medicine and Public Health and Food Safety.

#### **Admission Requirements:**

Selection of candidates for entry into the Veterinary Technology Program occurs each spring. A completed Veterinary Technology Program application and college transcripts must be received by the Veterinary Technology Program administrator prior to May 15th in order to be eligible for entrance in the subsequent fall semester. The Program starts a new class each fall semester. The Veterinary Technology Program application may be printed from the Program's website: [http://www.yccd.edu/yuba/vettech/VETT\\_application.pdf](http://www.yccd.edu/yuba/vettech/VETT_application.pdf). General application to or enrollment at Yuba College does not imply acceptance into the Veterinary Technology Program. Registration for Program courses is not allowed until after the applicant has been notified in writing of official acceptance in the Program. Qualified applicants will be notified of this preliminary acceptance into the Program by June 1st. Attendance and participation in the Veterinary Technology Program Orientation is a mandatory requirement before final acceptance of a candidate. This orientation, held on a Saturday in June, is a one day exploration into the teaching formats, academic and physical demands, and dexterity requirements that the Veterinary Technology Program student can expect to encounter on a daily basis in this two-year Program.

**Costs:** In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Veterinary Technology Program students have the additional expenses of uniforms, drug screening, E\*Value™ student informatics system, and radiation monitoring equipment. Veterinary Technology Program students are eligible for grants and loans available to any Yuba College student meeting expected criteria.

**Drug Policy:** All students enrolled in allied health programs are subject to the Department drug policy which is a part of the Student Code of Conduct. Violation of this policy may result in denial of admission or dismissal from the Program. The policy is outlined in the Student Handbook as well as in the Veterinary Technology Program Policy Handbook found on the Program's website ([www.yccd.edu/yuba/vettech](http://www.yccd.edu/yuba/vettech)).

**Computer Policy:** Students are required to complete many assignments and testing using computers. Students will need an e-mail address that they check daily in order to receive important course information. Additionally, veterinary facilities have computerized records and billing procedures; therefore, it is strongly recommended that students entering the Veterinary Technology Program be computer literate and have access to a reliable internet connection.

**Prerequisite Course Requirements:** Due to the demanding nature of the Program, it is recommended that the prospective student complete as many courses as possible of the general science and general education courses required for the Associate in Science Degree PRIOR to admission to the Veterinary Technology Program. Eight hours of verifiable veterinary practice observation in a clinical setting must be completed prior to submission of application.

Prerequisite courses VETT 91 (Veterinary Assisting), BIOL 15 (Bioscience) and CHEM 10 (Concepts of Chemistry) or their college level equivalents MUST be completed with a grade of "C" or better PRIOR to submission of an application for enrollment into the Veterinary Technology Program. Additionally, it is strongly recommended that the MCOMM/EDUC 40, "Introduction to Online Learning" course be completed prior to Program admission to insure optimal learning in our Veterinary Technology on-line courses.

Should the number of qualified applicants exceed the number of available spaces in a given class; a wait list process will be used to establish entrance priority. For more specific information contact the Veterinary Technology Program administrator at 530-741-6962 or [vettech@yccd.edu](mailto:vettech@yccd.edu)

**Program Progression:** The Veterinary Technology Program is a full-time course of study with each class building on preceding veterinary technology courses. Therefore, all required courses must be taken in the order listed below. All classes will be taught at the Yuba College campus in Marysville although some may be offered on-line via the Internet. Veterinary facilities in several counties are used for the clinical internship portion of the Program, requiring some degree of travel of all students while pursuing their veterinary technology education.

# Programs and Courses

<b>First Semester (fall)</b>	<b>Units</b>
VETT 1 Introduction to Veterinary Technology .....	3 units
VETT 4 Veterinary Clinical Laboratory Techniques ...	3 units
VETT 7 Veterinary Business Management .....	3 units
VETT 16 Veterinary Technology Professional Seminar	1 unit
VETT 55 Veterinary Medical Terminology .....	3 units

<b>Second Semester (spring)</b>	
VETT 2 Veterinary Physiology and Anatomy.....	3 units
VETT 2L Veterinary Anatomy Laboratory .....	2 units
VETT 3 Veterinary Pharmacology .....	3 units
VETT 5R Veterinary Technology Internship.....	2 units
VETT 56 Shelter Medicine.....	3 units

<b>Third Semester (summer)</b>	
VETT 5R Veterinary Technology Internship.....	2 units
VETT 11 Veterinary Emergency and Critical Care .....	3 units
VETT 12R Introduction to Veterinary Medical Math ...	2 units

<b>Fourth Semester (fall)</b>	
VETT 5R Veterinary Technology Internship.....	2 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 8 Large Animal Medicine and Nursing .....	3 units
VETT 53A Veterinary Surgical Nursing and Anesthesia .....	4 units
VETT 53B Veterinary Diagnostic Imaging .....	2 units

<b>Fifth Semester (spring)</b>	
VETT 5R Veterinary Technology Internship.....	2 units
VETT 9 Laboratory Animal Medicine .....	2 units
VETT 53C Advanced Veterinary Nursing Techniques	4 units
VETT 53D Veterinary Dentistry .....	2 units
VETT 54 Public Health & Infectious Disease .....	3 units
VETT 59R Veterinary Technology Board Review .....	2 units
Minimum units for major .....	60

NOTE: To progress through the Associate Degree in Veterinary Technology, all courses must be passed with a grade of "C" or better. The Health/Physical Education and Multi-Cultural graduation requirements are satisfied by completion of the Veterinary Technology Program

Specialization within veterinary technology is common today thereby improving post-graduate employment opportunities for Yuba College graduates. Students may want concentrate their studies in one or more areas of specialization - these will not be noted on the transcript and are only provided as a guide for enhanced academic preparation and employment opportunities:

- **Business Management Option:** Completion of VETT7 Veterinary Business Applications, VETT52 Human Animal Bond, VETT57 Animals and Society, completion and submission of an original business management research project, and at least 4 units of VETT5R as a clinic business internship.
- **Dental Option:** Completion of VETT52 Human Animal Bond, VETT53D Veterinary Dentistry Principles, VETT57 Animals and Society, completion and submission of an original veterinary dentistry research project, and at least 4 units of VETT5R as a dental specialty internship.
- **Exotic Animal/Wildlife Option:** Completion of VETT10 Exotic and Wildlife Medicine, VETT52 Human Animal Bond, VETT57 Animals and Society, completion and submission of an original exotic/wildlife research project, and at least 4 units of VETT5R as a wildlife and/or exotic animal internship.
- **Laboratory Animal Option:** Completion of VETT9 Laboratory Animal Medicine, VETT15 Advanced Laboratory Animal Medicine, VETT57 Animals and Society, American Association for Laboratory Animal Science ALAT certification, completion and submission of an original laboratory animal medicine research project, and at least 4 units of VETT5R as a laboratory animal internship.
- **Laboratory Diagnostics Option:** Completion of VETT4 Veterinary Clinical Laboratory Techniques, VETT52 Human Animal Bond, VETT57 Animals and Society, completion and submission of an original laboratory diagnostics research project, and at least 4 units of VETT5R as a laboratory diagnostics internship.
- **Large Animal Option:** Completion of VETT8 Large Animal Medicine and Nursing, VETT14 Equine Management and Reproduction, VETT52 Human Animal Bond, VETT57 Animals and Society, completion and submission of an original large animal research project, and at least 4 units of VETT5R as a large animal internship.
- **Public Health Option:** Completion of VETT52 Human Animal Bond, VETT54 Public Health and Infectious Disease, VETT57 Animals and Society, completion and submission of an original public health/food safety research project, and at least 4 units of VETT5R as a public health or food hygiene internship.

# Programs and Courses

- Shelter Medicine Option: Completion of VETT52 Human Animal Bond, VETT56 Shelter Medicine, VETT57 Animals and Society, CET certification, completion and submission of an original shelter medicine research project, and at least 4 units of VETT5R as a shelter medicine internship.
- Small Animal Emergency and Critical Care Option: Completion of VETT11 Veterinary Emergency and Critical Care, VETT52 Human Animal Bond, VETT57 Animals and Society, completion and submission of an original emergency and critical care research project, and at least 4 units of VETT5R as an emergency or critical care internship.

## **Veterinary Assistant**

The Veterinary Assistant course of study is a fully on-line Certificate of Achievement that provides the course work, direction and work experience necessary to prepare students or augment existing skills to develop knowledge and self confidence working with animals as a veterinary receptionist, pet shop, kennel, animal control or animal shelter worker. Students learn effective communication techniques, veterinary terminology, procedures for medical records and admitting/discharging patients, animal behavior basics, inventory and ordering techniques, how to deal with difficult clients, book keeping skills, animal restraint, animal grooming, veterinary record keeping, administration of medication and medical assisting. Valuable members of the veterinary medical team, the veterinary assistant works under the supervision of the Registered Veterinary Technician and veterinarian to facilitate the delivery of quality medical care to their animal patients. Students will learn via the Internet, on-line discussion groups, videotaped presentations and textbooks. This convenient distance learning program is ideal for the working professional and allows for more flexibility than a traditional college curriculum and is designed to allow students to complete the Certificate of Achievement in just one year. In addition to providing the necessary information to upgrade current job skills for those already employed in veterinary facilities, this course of study also provides an excellent preparation for the individual interested in applying to the Yuba College Veterinary Technology Program.

## **VETERINARY RECEPTIONIST/ASSISTANT (Certificate of Achievement)**

### **Required Core Courses**

VETT 5R Veterinary Technology Internship.....	2 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 7 Veterinary Business Applications .....	3 units
VETT 55 Veterinary Medical Terminology .....	3 units
VETT 91 Veterinary Assisting .....	3 units

## **Veterinary Public Health and Food Safety**

The Veterinary Public Health and Food Safety course of study is a fully on-line Certificate of Achievement that provides the course work, direction and work experience necessary to prepare students for employment in the exciting field of public health and food safety. Students learn the concepts of public health and infectious disease control, veterinary terminology, procedures for monitoring Hazard Analysis and Critical Control Point (HACCP) evaluation, food sanitation, and zoonotic disease control principles in keeping with the 'One Health' initiative.

Veterinary public health has been defined by the World Health Organization as the totality of all contributions to the physical, mental and social welfare of humans through the knowledge and application of veterinary science. Monitoring intensive agricultural practices to prevent food-borne illnesses and recognition of emerging or foreign animal diseases requires a veterinary workforce with knowledge of regulatory standards and trained to evaluate the many systems involved in food supply and production. Specially trained veterinary technicians are able to successfully work within the existing structure of the state and federal governments to facilitate early disease recognition, expedite a response to an outbreak and work with local animal owners to decrease both human and animal morbidity and mortality.

An educational pathway in veterinary public health for credentialed veterinary technicians provides a new source of individuals trained to work collaboratively between human and animal health in a preventative rather than reactive function. Public health education features the kind of integrative learning which draws on diverse perspectives and combines student-directed problem solving and experiential community based work. Students will learn via the Internet, on-line discussion groups, videotaped presentations and textbooks. This convenient distance learning program is ideal for the working professional and allows for more flexibility than a traditional college curriculum. It is designed to allow students to complete the Certification or Achievement in just one year. In addition to providing the necessary information to upgrade current job skills for those already employed in state and federal harvest programs, this course of study also provides an excellent preparation for the individual interested in applying to the Yuba College Veterinary Technology Program.

# Programs and Courses

## VETERINARY PUBLIC HEALTH AND FOOD SAFETY

### (Certificate of Achievement)

#### Required Core Courses

VETT 5R Veterinary Internship.....	2 Units
VETT 6 Veterinary Workplace Safety .....	3 Units
VETT 12R Introduction to Veterinary Medical Math ..	2 Units
VETT 18 Food Safety and Security .....	3 Units
VETT 54 Public Health and Infectious Disease .....	3 Units
VETT 55 Veterinary Medical Terminology .....	3 Units
VETT 57 Animals and Society .....	2 Units

### VETT 1 Introduction to Veterinary Technology (3 units) CSU

This course introduces the first year Veterinary Technology student to the diverse field of veterinary technology. Emphasis on careers and career paths, legal applications, ethical responsibilities, professional attitudes, animal breeds, physical restraint, medical terminology, and occupational safety issues. Prerequisite: Admission to the Veterinary Technology Program. (L)

### VETT 2 Veterinary Physiology and Anatomy (3 units) CSU

Gross anatomy and physiology of domestic animals. Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. Also includes principles of certain pathological problems and surgical conditions. Prerequisite: VETT 1 or equivalent. (LM)

### VETT 2L Veterinary Anatomy Laboratory (2 units) CSU

Gross anatomy laboratory of domestic animals. Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. The structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Prerequisite: Concurrent enrollment in VETT 2. (L)

### VETT 3 Veterinary Pharmacology (3 units) CSU

Concepts of veterinary pharmacology. Appropriate pharmacological agents are discussed including classification, dosage, method of action, method of administration, dispensing procedures, legal requirements and pharmacy management. Prerequisite: VETT 1 or equivalent. (LM)

### VETT 4 Veterinary Clinical Laboratory Techniques (3 units) CSU

Studies of the techniques and procedures employed in evaluating clinical diagnostic samples. Emphasis will be on procedures common to veterinary medicine including hematology, serum chemistry, urinalysis, cytology, immunology and microbiology. Topics include: the safe and proper collection of diverse samples, microbial culturing, methods of sample analysis, and the significance of normal and abnormal results. Prerequisite: VETT 1 or equivalent. (LM)

### VETT 5R Veterinary Technology Internship (1-4 units) CSU

Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while mastering the appropriate "essential" and "recommended" skills required by the American Veterinary Medical Association. Rotation through various facilities is required. (LM) Prerequisite: VETT 91 or equivalent. Grades are CR/NC

### VETT 6 Veterinary Workplace Safety (3 units) CSU

Introduces veterinary hospital staff to occupational health and safety unique to veterinary medicine. Topics include: risk assessment, protective safety measures, current OSHA standards, safe use of hazardous materials, and preventive medicine for personnel engaged in the care and use of animals.

### VETT 7 Veterinary Business Applications (3 units) CSU

Introduction for the first year Veterinary Technology student to veterinary practice management. Standard office procedures with an emphasis in client relations, education, practice management and computer skills. Ethics in veterinary medicine as well as state and federal regulations governing veterinary practice. (LM)

### VETT 8 Large Animal Medicine and Nursing (3 units) CSU

Emphasis on the physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics for equine and other farm animals.

### VETT 9 Laboratory Animal Medicine (2 units) CSU

Introduction to laboratory animal medicine. Appropriate methods of animal handling, restraint, management practices, husbandry, nursing, care and observation of laboratory species will be emphasized. This course will provide information and handling skills which will help the student prepare for AALAS certification.

### VETT 10 Exotic and Wildlife Medicine (3 units) CSU

An overview of fundamentals of avian, exotic and wildlife husbandry, physiology, management, and medicine; includes appropriate methods of animal handling, restraint, husbandry, care and observation of exotic and wild species.

### VETT 11 Veterinary Emergency and Critical Care (3 units) CSU

This lecture course emphasizes the theoretical and practical aspects of assisting the veterinarian in the management of medical and traumatic emergencies. Recognition and assessment of cardiovascular shock, respiratory crisis, gastrointestinal emergency and musculoskeletal trauma. (LM)

### VETT 12R Introduction to Veterinary Medical Math (2 units) CSU

Essential mathematical concepts and calculations, conversions, and proper articulation of fractions/decimals in healthcare applications, measurements, drug orders, and dose calculations. (LM) (Repeatable: May be taken four times only.)



# Programs and Courses

## **VETT 14 Veterinary Management of Equine Reproduction (3 units) CSU**

Veterinary medical management of equine reproduction. Includes anatomy and physiology of the mare and stallion, control of the estrous cycle, gestation and foaling, feeding the broodmare and young horse and estrous cycle manipulation of the mare.

## **VETT 15 Advanced Laboratory Animal Medicine (3units) CSU**

Advanced course includes clinical medicine, surgical nursing, regulatory compliance, biosecurity, IACUC, occupational health and safety, facilities and personnel management, management of fiscal resources and research topics associated with laboratory animals. Students will become familiar with local, state and federal regulations governing research animal care and use. This course will provide information and materials to help the student prepare for AALAS certification, LATg and CMAR exams.

## **VETT 16 Professional Development Seminar (1 unit) CSU**

Introduction to the various skills necessary for biomedical research and veterinary practice. This seminar course combines independent study, selected clinical experiences and seminar discussions to enhance critical thinking in the veterinary technology field. Prerequisite: VETT 1 or equivalent. (L)

## **VETT 18 Food Safety and Security (3 units) CSU**

An introduction to the essentials of veterinary food safety issues, food microbiology, procedures for cleaning and disinfection, optimal design principles for equipment and facilities, worker hygiene practices, food defense and security to maintain a food-safe environment. The fundamentals of assessing and managing the risk associated with intentional contamination in food manufacturing facilities is also included. (L)

## **VETT 52 Human Animal Bond (3 units)**

Special focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, service animal and humane education programs. Students explore sociological, historical, economic, philosophical, and public policy issues regarding animals in world societies. (L)

## **VETT 53A Veterinary Surgical Nursing and Anesthesiology (4 units)**

Principles and techniques involving surgery and anesthesia. Includes preparation and identification of surgical instruments and equipment, routine surgical procedures, anesthesia induction and monitoring, post surgical care, clean up and surgical record keeping. Prerequisite: VETT 1 or equivalent. (LM)

## **VETT 53B Veterinary Diagnostic Imaging (2 units)**

Principles and techniques of radiographic imaging. Includes the production of X-rays, radiographic equipment, safety measurement, and radiographic quality. Also includes diagnostic radiographs, positioning of patients, darkroom techniques and X-ray processing. Prerequisite: VETT 1 or equivalent. (LM)

## **VETT 53C Advanced Veterinary Nursing Techniques (4 units)**

Principles and techniques involving veterinary nursing. Emphasis on venipuncture, catheterization, fluid therapy preparation, nursing care and behavior of large and small animals, preventive medicine, nutrition, and medical procedures. Also includes mentoring techniques, teamwork, communications and health problem assessment involving kennel management. Prerequisite: VETT 1 or equivalent. (LM)

## **VETT 53D Veterinary Dentistry Principles (2 units)**

Principles and techniques involving veterinary dentistry. Includes preparation and identification of dental instruments and equipment, routine dental procedures, dental charting, the oral examination, oral radiography, orthodontics, pathophysiology and dental emergencies. Prerequisite: VETT 1 or equivalent. (LM)

## **VETT 54 – Public Health and Infections Disease (3 Units)**

This course introduces the core concepts of public health emphasizing zoonotic and infectious diseases important to both human and animal health. Collaborative efforts between human and veterinary medical professions through the 'One Health Initiative' will be discussed, including issues and developments in food safety, global health and the principles of epidemiology in risk assessment and effective public health interventions. (L)

## **VETT 55 Veterinary Medical Terminology (3 units)**

A guided self-study of veterinary medical terminology. Students will employ a systematic, word building approach to master the terminology of the veterinary medical field. (L)

## **VETT 56 Shelter Medicine (3 units)**

Overview of animal shelter medicine and issues. Includes: behavioral assessment, infectious disease prevention and control, population perspective on disease management, emergency care and triage. Pet and shelter population dynamics will be discussed.

## **VETT 57 Animals and Society (3 units)**

An interdisciplinary approach to examining the diverse roles of animals in society, the evolution of human attitudes to animals, and the animals themselves. Emphasis will be placed on the role of animals in human society (anthrozoology), how animals social construction, the moral relationship of animals in human society; their biology, behavior, and culture. Students will design and complete an independent study project. (L)

## **VETT 59R Veterinary Technology Board Review (2 units)**

Review of pertinent subject matter in preparation for the California State Veterinary Technician and National Board Examinations. Also includes test taking skills, test anxiety reduction techniques and practice board exams. (L) (Repeatable: May be taken four times only.)

## **VETT 91 Veterinary Assisting (3 units)**

Concepts of veterinary medicine needed to function effectively as a veterinary assistant, veterinary receptionist, kennel staff or animal shelter worker. This course does not lead to the AS Degree in Veterinary Technology but can be used as a step towards entry into that program. VETT 91 partially fulfills the requirements of the Veterinary Receptionist/Assisting Certificate program. (L)

# Programs and Courses

## VOCATIONAL NURSING (see Nursing)

# Welding Technologies

### WELDING TECHNOLOGIES (Associate in Science)

REQUIRED COURSES	Units
DRAFT 20 Specifications, Drawing/Print Reading .....	3
MFGT 20 Principles of Machine Shop .....	3
WELD 10 Introduction to Arc Welding .....	4
WELD 12 Intermediate Arc Welding .....	4
WELD 20 Introduction to MIG Welding .....	4
WELD 22 Intermediate MIG Welding .....	4
WELD 40 Introduction to TIG Welding .....	3
WELD 50 Flux Core Welding .....	3
WELD 85R Structural Design and Fabrication .....	4
<i>Plus 3 units selected from the following courses:</i>	
AUTO 22 Hydraulics .....	3
CWEE 45R Occupational Work Experience .....	3
MFGT 21 Intermediate Machine Shop .....	3
<b>Total units required for degree major .....</b>	<b>34</b>

### ADVANCED WELDING TECHNOLOGIES (Certificate of Achievement)

Required Courses	Units
MFGT 20 Principles of Machine Shop .....	3
WELD 10 Introduction to Arc Welding .....	4
WELD 12 Intermediate Arc Welding .....	4
WELD 20 Introduction to MIG Welding .....	4
WELD 22 Intermediate MIG Welding .....	4
WELD 40 Introduction to TIG Welding .....	3
WELD 50 Flux Core Welding .....	3
<b>Total units required .....</b>	<b>25</b>

### WELDING TECHNOLOGIES (Certificate of Achievement)

Required Courses	Units
WELD 30 Gas Welding .....	2
WELD 31 Arc Welding .....	2
WELD 83 GMAW/GTAW Production Welding .....	4
WELD 85R Structural Design and Fabrication .....	4
<b>Total units required .....</b>	<b>12</b>

#### WELD 10—Introduction to Arc Welding (SMAW) (4 units)

**CSU**

This course is to advance beginning arc welding skills with an emphasis on SMAW. Power sources, electrode identification, weldability of metals, joint design, air arc, oxyacetylene cutting, and introduction to GTAW and GMAW are covered. Activities include learning to weld stringer and weave bead, butt and fillet welds in the flat, horizontal vertical and overhead positions. (L)

#### WELD 12—Intermediate Arc Welding (4 units)

**CSU**

Advance arc welding skills with an emphasis on vertical and overhead welding. Course activities prepare the student for weld certification and advanced arc welding classes. Weld symbols, joint preparation, weld codes, AWS standards and weld alloys are covered in this class. (L)

#### WELD 14R—Advanced ARC Welding (1 unit)

**CSU**

Advanced course to prepare students to pass structural steel certification in vertical and overhead positions. The SMAW (stick) process will be used. The goal of this class is to pass the AWS D1.1 welding certificate test. Strict adherence to the testing procedures will be followed. Completion of the class does not guarantee AWS certification unless welding procedure qualification tests are passed. NOTE: Students must provide safety glasses and welding gloves, and those materials that are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. (L) Prerequisite: WELD 10 or 12 with a grade of "C" or better or permission from instructor. Grades are P/NP. (Repeatability: May be taken three times only.)

#### WELD 20—Introduction to MIG Welding (GMAW) (4 units)

**CSU**

Emphasizes developing skills on light gauge steel, aluminum, and stainless steel. Related instruction will include ferrous and nonferrous metal identification and their welding characteristics, MIG welding applications and variable, inert shielding gases and mixtures, trouble shooting MIG equipment and welds and spot welding. (L)

#### WELD 22—Intermediate Gas Metal Arc Welding (4 units)

**CSU**

An intermediate course with an emphasis on vertical and overhead welding. Designed for the student interested in improving his/her beginning skills in order to prepare for entry into the work force as a GMAW (MIG) welder. (L)

#### WELD 24R—Advanced GMAW (MIG) Welding (1 unit)

**CSU**

Advanced laboratory course with a further emphasis on out-of-position GMAW (MIG) welding. Designed to improve skills to prepare students for entry into the workforce as a GMAW (MIG) welder. NOTE: Students must provide safety glasses and welding gloves, and those materials that are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. (L) Prerequisite: WELD 20 or 22 with a grade of "C" or better or permission from instructor. Grades are P/NP. (Repeatability: May be taken three times only.)

#### WELD 30—Gas Welding (2 units)

**CSU**

Gas welding processes: background, safety, applications and methods of operation; welding, burning, brazing and soldering.

#### WELD 31—Arc Welding (2 units)

**CSU**

Basic theory, practice and operation of manual arc welding; including joints, positions, electrode identification, operation of transformer and generator welders.

#### WELD 40—Introduction to TIG Welding (GTAW) (3 units)

**CSU**

GTAW (TIG) welding is an inert gas welding course which covers mild steel, aluminum and stainless steel; stresses welding applications on flat and pipe stock in all positions to develop welding skills. Course content will include metal identification and welding symbols. (L)

# Programs and Courses

## **WELD 42—Intermediate GTAW (TIG) Welding (3 units)**

**CSU**

An intermediate to advanced course with an emphasis on vertical and overhead welding. This class is designed for the student who is interested in improving his/her beginning skills in order to prepare for entry into the job force as a TIG welder.

## **WELD 44R—Advanced GTAW (TIG) Welding (1 unit)**

**CSU**

Advanced laboratory course with a further emphasis on out-of-position GTAW (TIG) welding. Designed to improve skills to prepare students for entry into the workforce as a GTAW (TIG) welder. NOTE: Students must provide safety glasses and welding gloves, and those materials that are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. (L) Prerequisite: WELD 40 or 42 with a grade of "C" or better or permission from instructor. Grades are P/NP. (Repeatability: May be taken two times only.)

## **WELD 50—Structural Steel and flux Corded Arc Welding (3 units)**

Emphasizes developing skills on structural steel and FCAW practices. Related instruction will include ferrous metal identification and welding characteristics, FCAW welding applications and variable, dual shield inert shielding gases and mixtures, troubleshoot FCAW equipment and welds completed in all positions. Student must provide those materials that are of continuing value outside of the classroom setting. The cost will be explained at the first class meeting. (L)

## **WELD 52—Intermediate Structural Steel and Flux Corded Arc Welding (3 units)**

Emphasizes improving basic skills on structural steel and FCAW practices. Related instruction will include ferrous metal identification and welding characteristics, FCAW welding applications and variable, dual shield inert shielding gases and mixtures, troubleshoot FCAW equipment and welds completed in all positions. Focus on T-8 vertical and overhead and certification according to the AWS D1.1 code. Student must provide those materials that are of continuing value outside of the classroom setting. The cost will be explained at the first class meeting. (L)

## **WELD 54R—Advanced FCAW (Flux-Cored) Welding (1 unit)**

Advanced laboratory course with a further emphasis on out-of-position FCAW (flux cored) welding. Designed to improve skills to prepare students for entry into the workforce as a FCAW welder. NOTE: Students must provide safety classes and welding gloves, and those materials that are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. (L) Prerequisite: WELD 40 or 42 with a grade of "C" or better or permission from instructor. Grades are P/NP. (Repeatability: May be taken three times only.)

## **WELD 62R—Pipe Welding Fundamentals (3 units)**

Fundamental course in pipe welding with emphasis on open groove pipe joints using oxyacetylene, arc and inert gas welding processes in all positions. NOTE: Students must provide safety glasses, welding gloves, and suitable clothes before they are permitted to weld. Welding is a skill that requires a great deal of hand-eye coordination. Hours of practice are needed to master skills to advance to the next level or become skilled enough for employment. (L) Prerequisite: WELD 12 with a grade of "C" or better or permission from instructor. (Repeatability: May be taken three times only.)

## **WELD 64R—Advanced Pipe Welding (3 units)**

Advanced pipe welding course with an emphasis on ASME, AWS, and API certification. Instruction includes code, pipe classification and identification. Completion of the class does not guarantee certification unless welding procedure qualification tests are passed. Pipe welding is a skill that requires a grade deal of hand-eye coordination. Hours of practice are needed to master skills to advance and become skilled for employment. Class may be taken two times since course content varies and skills are enhanced by supervised repetition and practice. Students must provide those materials of continuing value for the course. (L) Prerequisite: WELD 62R with a grade of "C" or better or permission from instructor. (Repeatability: May be taken two times only.)

## **WELD 83—GMAW/GTAW Production Welding (4 units)**

Introduction to TIG (GTAW) and MIG (GMAW) welding processes; heliarc, bare wire and fluxcore welding; plasma arc cutting; electronic operation; application of processes; exotic metal and alloy welding; use of track cutter. (L)

## **WELD 84R Applied Fabrication Welding (1 Unit)**

Project design from working drawings; metal fabrication; and fabrication methods. (LM)

## **WELD 85R Structure Design and Fabrication (4 Units)**

Structural weld design and fabrication of weldments. Operation of mechanized iron workers, tubular benders and press brake operations. Blueprint reading, welding symbols, cost estimation, layout techniques, and use of metal fabrication equipment will be used to complete projects. Prerequisite: WELD 10 or 20. (Repeatable: May be taken four times only) (M)

## **WELD 88R—Welding Technical Problems (2 units)**

Individualized instruction of special topics; including weld testing and certification, industry standards, A.N.S., A.P.I., A.S.M.E., research, or special welding processes and projects. (Repeatability: May be taken four times only.)

## **WELD 89R—Agricultural Welding (2 units)**

Emphasizes the development of minimum skill standards in welding. The SMAW (shielded metal arc welding), OFW (oxy-fuel welding) and OFC (oxy-fuel cutting) processes are covered. The qualification and certification standards for entry-level welders as established by The American Welding Society will be covered. Introduction to GMAW, GTAW, FCAW, plasma arc cutting and technologies in the welding industry. (L) (Repeatability: May be taken four times only.)

## Programs and Courses

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# Women's Studies

**WOMEN 26A—Women in Art I (3 units) CSU/UC**  
Role of women as artists in the Western World, beginning in the Middle Ages, and concluding in the Twentieth Century art world. Not open for credit to student with credit in Art 3A or HUMAN 26A. (L)

**WOMEN 26B—Women in Art II (3 units) CSU/UC**  
The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in ART 3B or HUMAN 26B. (L)

**WOMEN 29—Women in American History (3 units) CSU/UC**  
General introduction to the history of women in America from colonial times to the present. Emphasis on the changing political, economic, social, and ethnic history. (L)  
Not open for credit to students with credit in HIST 29

**WOMEN 31—Gender and Behavior: Feminine and Masculine Behavior (3 units) CSU/UC**  
Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L) Not open for credit to students with credit in PSYCH 31

**WOMEN 35—Women in Contemporary Society (3 units) CSU/UC**  
Focuses on the unique position of women in contemporary United States society. Emphasis is given to the concept of gender as it relates to socialization, social control, history, multiculturalism, and current issues. (L)

**WOMEN 37—Women's Voices (3 units) CSU/UC**  
Survey of selected women writers from at least three different ethnic groups in the United States and/or the world touching on ancient cultures as a foundation for understanding contemporary women's literature. Not open for credit to student with credit in ENGL 37. (L)



# Classified Staff

## Yuba College

- Diana Adams, Foster Care Ed/Independent Living Program Specialist, Yuba College since 2004
- Kehinde Adesina, Ets Supervisor, Yuba College since 2011
- David Allman, Custodian, Yuba College since 2000
- Teresa Aronson, Public Events Technician, Yuba College since 2003
- Raminder Bains, Accounting Assistant, Yuba College since 2003
- Luzmin Beighly, Clerical Assistant, Yuba College since 2007
- Corey Blascheck-Miller, Athletic Trainer, Yuba College since 2011
- Elizabeth Bowman, Administrative Secretary I, Yuba College since 1999
- Armand Brunhoeber, Assessment and Research Specialist, Yuba College since 1995
- Quy Bui, Instructional Associate, Yuba College since 2003
- Eric Cantrell, Custodian, Yuba College since 2011
- Louie Casimiro, Custodian, Yuba College since 2009
- Daleen Chapman, Financial Aid Technical Analyst, Yuba College since 1987
- Susie Courpet, Science Lab Technician, Yuba College since 1993
- Melissa Crawford, Child Development Assistant, Yuba College since 2004
- Inderjit Deol, EOPS/CARE Specialist, Yuba College since 2002
- Sandra Diaz, ETS Specialist, Yuba College since 2012
- Sonia Diaz, Financial Aid Technician, Yuba College since 2006
- Lucinda Dillard-Alfred, Community Education Specialist, Yuba College since 2000
- Luke Doris, Financial Aid Technician, Yuba College since 2004
- Susan Downing, Campus Operations Specialist II, Yuba College since 1987
- Gene Dwinger, Custodian, Yuba College since 1996
- Leah Eneix, Foster Care Ed/Independent Living Program Specialist, Yuba College since 2000
- Bryan Epp, Grounds Maintenance Worker, Yuba College since 1999
- James Fleenor, Custodian, Yuba College since 1998
- Barbara Forkey, Outreach and Recruitment Specialist, Yuba College since 2006
- Shawn Frederking, Instructional Associate, Yuba College since 2008
- Joanna Frost, DSPS Program Specialist, Yuba College since 1995
- Patsy Gasper, Fiscal Analyst, Yuba College since 1996
- Corrine Gil, Administrative Secretary I, Yuba College since 1997
- Donald Goodman, Building Maintenance Worker, Yuba College since 1990
- William Granger, Maintenance Control Clerk, Yuba College since 1998
- Suki Grewal, Distributive Education Server Specialist, Yuba College since 2001
- Martin Gutierrez, Financial Aid Technician, Yuba College since 2005
- Irma Guzman, Administrative Secretary I, Yuba College since 1998
- Jackie Harryman, Administrative Secretary II, Yuba College since 1991
- Rupinder Hayre, EOPS/CARE Specialist, Yuba College since 2008
- Kathryne Hislop, Science Lab Technician, Yuba College since 1995
- Milena Hmeleva, Piano Accompanist, Yuba College since 2006
- Donna Howard, Grounds Maintenance Worker, Yuba College since 1991
- Becki Jeffries, Fiscal Support Technician FC/ILP/CDC, Yuba College since 2002
- Traci Johnson, Library/Media Specialist, Yuba College since 2007
- Randall Joslin, Director Maintenance & Operations, Yuba College since 2010
- Susan Jow, Senior Student Services Technician, Yuba College since 1999
- Tony Jow, Instructional Associate, Yuba College since 1989
- Aneeta Kalia, Child Development Assistant, Yuba College since 2003
- Melody Kempton, DSPS Program Specialist-Interpreter, Yuba College since 2004
- Rebecca Keating, Administrative Secretary III, Yuba College since 2010
- Leanne Landis, Printing/Mail Assistant Student Services Technician, Yuba College Since 2006
- Michelle Kurtz, Secretary, Yuba College since 2008
- Mario Leal, Custodian, Yuba College since 2010
- Timothy Levitt, Instructional Assistant, Yuba College since 2010
- Faye Lewis, Child Development Instructional Specialist, Yuba College since 1992
- Bonnie Loghry, Instructional Assistant, Yuba College since 1982
- Gregory Lopin, Athletic Trainer, Yuba College since 2006
- Kendyl Magnuson, Director Admissions and Enrollment Services, Yuba College since 2009
- Deborah Manes, Student Services Technician, Yuba College since 1991
- Anita Mann, Senior Student Services Technician, Yuba College since 2003
- Rosemary McKeever, Instructional Associate, Yuba College since 2007
- Renee McKenzie, Child Development Instructional Specialist, Yuba College since 2006
- Eric Mendoza, Custodian, Yuba College since 1996
- Lee Moua, ETS Specialist, Yuba College since 2012
- Rita Montejano, Administrative Secretary I, Yuba College since 1988
- Silvia Nava, EOPS/CARE Specialist, Yuba College since 2006
- Afghani Obaidi, Child Development Assistant, Yuba College since 2003
- Jeanette O'Bryan, Distributive Education Support Specialist, Yuba College since 1991
- Patrick O'Bryan, Lead Custodian, Yuba College since 1998
- Rita Ordiway, Administrative Secretary I, Yuba College since 2003
- Teresa Paras, Administrative Secretary I, YCCD since 1998
- Arnel Parker, Instructional Associate, Yuba College since 1997
- Juhree Patterson, Administrative Secretary II, Yuba College since 1975
- Tom Pitock, Career/Transfer/Veteran Services Technician, Yuba College Since 2010.
- Kerry Pope, Student Services Technician, Yuba College since 1999
- Agustina Ramirez, Child Development Assistant, Yuba College since 2003
- Maria Rivera, ETS Specialist, Yuba College since 2012
- Tomas Rodriguez, Athletic Equipment Manager, Yuba College since 2004
- Tammy Rogers, Child Development Assistant, Yuba College since 2003

## Classified Staff

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### Yuba College (Cont.)

Victoria Romero, Child Development Assistant, Yuba College since 2008  
Richard Rountree, Telecommunications Specialist II, Yuba College since 2007  
Jeffrey Rutledge, Telecommunications Specialist III, Yuba College since 1991  
Cristina Sanchez, Financial Aid Technician, Yuba College since 2000  
Joy Sanchez-Bell, Instructional Associate Nursing Academic Success/ Yuba College since 2009  
Karen Schadel, Administrative Secretary II, Yuba College since 1995  
Debra Schneider, Library/Media Specialist, Yuba College since 1981  
Laurie Scheuermann, Director of Child Development/Foster Care Education, Yuba College since 1999  
Rhonda Shearer, Child Development Instructional Specialist, Yuba College since 1997  
Michael Sinn, Building Maintenance Worker, Yuba College since 1999  
Karen Stanis, Site Supervisor - Child Development, Yuba College since 2006  
Carolie Stoner, Clerical Assistant, Yuba College since 2008  
Joseph Stottmann, Theatre Arts Technician, Yuba College since 2008  
Sheila Suleski, Administrative Secretary II, Yuba College since 1998  
Karina Talamantes, ETS Specialist, Yuba College since 2012  
Roy Thornburg, Project Mechanic-Carpentry, Yuba College since 1986  
Anabel Toche, Admin. Secretary III, Yuba College since 1999  
Leonel Toche, Athletic Facilities Maintenance Worker, Yuba College since 2011  
Kristina Vannucci, Director, Mesa, Yuba College since 2012  
Donna Veal-Spenser, Administrative Assistant – LRC, Yuba College since 1998  
Virginia Velasquez, Child Development Assistant., Yuba College since 2006  
Efren Villanueva, Grounds Maintenance Worker, Yuba College since 2008  
Anita Wilks, Administrative Secretary I, Yuba College since 1989

### Yuba College- Clear Lake

Victoria Adams, Clerical Assistant, Yuba College since 2011  
Kim Boles-Cravea, Tutoring Center Specialist, Yuba College since 2006  
Margaret Brown, Instructional Associate, Yuba College since 1994  
Leigh Byrd-Thompson, Clerical Assistant, Yuba College 2012  
Barbara Christwitz, Tutoring Center Specialist, Yuba College since 2006  
Janelle Eichler, EOPS/CARE Specialist, Yuba College since 1999  
Cassandra Johnson, Child Dev Instruction Specialist, Yuba College since 2011  
Carla Knuth, Administrative Secretary III, Yuba College since 1994  
Sandra Magnan, Student Services Technician, Yuba College since 2007  
Frank Parks, Custodial/Maintenance Worker, Yuba College since 2001  
Stanley Patterson, Custodial/Maintenance, Yuba College since 2006  
Joanna Ramirez, Secretary, Yuba College since 2011  
Minerva Santillan, Student Services Technician, Yuba College since 2003  
Weston Seifert, Instructional Assistant, Yuba College Since 2011  
Carol Swanson, Student Services Technician, Yuba College since 2008  
Lydia Villalobos, Financial Aid Technician, Yuba College since 1997  
Tracy Williams, Instructional Assistant, Yuba College since 2002

## Yuba Community College District

Helene Aguinaldo, Educational Services Analyst, YCCD since 2000  
 Anita Arrenquin, Senior Accounting Technician, YCCD since 1991  
 Tasha Atteberry, Measure J Bond Accountant, YCCD since 2009  
 David Bachman, Measure J Bond Senior Buyer, YCCD since 2008  
 Divinder Bains, District/Foundation Accountant, YCCD since 2002  
 Malinda Bogdonoff, Director-Purchasing/Contracting, YCCD since 2000  
 Terry Brownfield, Instructional Network Specialist, YCCD since 1999  
 Rhonda Campton, Accounting Technician, YCCD since 2008  
 Paul Corbin, Police Officer, YCCD since 2008  
 Kathy Cortner, Executive Assistant – Chancellor/Board of Trustees, YCCD since 1990  
 Denise Daniel, Personnel/Human Resources Analyst, YCCD since 1989  
 Dianne Detmold, Computer Help Desk/Operations Technician, YCCD since 1999  
 Teresa Dorantes-Basile, Accounting Technician, YCCD since 2001  
 Rosa Fowle, Purchasing Technician, YCCD since 2002  
 Ken Freeman, Director SBDC/Economic Development, YCCD since 2006  
 Maribel Gaytan, Personnel/Human Resources Analyst, YCCD since 2001  
 Byron Green, Police Officer, YCCD since 2007  
 Teresa Greenwood, Printing/Mail Technician, YCCD since 1996  
 Renee Hamilton, Secretary, Vice Chancellor - Educational Planning and Services, YCCD since 1989  
 Kathleen Hodge, Personnel/Human Resources Analyst, YCCD since 1989  
 Linda Hofstra, Accounting Technician, YCCD since 1999  
 Kuldeep Kaur, Director Fiscal Services, YCCD since 2009  
 Dévi LaFièvre, Information Systems Specialist I, YCCD since 1996  
 James Markus, Police Officer, YCCD since 2004  
 Lori Mejia, Secretary, Vice Chancellor – Administrative Services, YCCD since 1986  
 Patrick Meleski, Database Administrator, YCCD since 2006

## Yuba Community College District (Cont.)

Claudette Michel, Secretary, Director Human Resources, YCCD since 1990  
 George Parker, Director Facilities and Planning, YCCD since 2009  
 Cheryl Peters, SBDC Program Technician, YCCD since 2000  
 Adam Pharris, Police Officer, YCCD since 2004  
 Michael Plant, Information Systems Administrative Applications Supervisor, YCCD since 1998  
 Deborah Reynolds, Senior Accounting Technician, YCCD since 1992  
 Cathy Richter, Executive Secretary, Chancellor, YCCD since 2006  
 Jenon Rountree, Cashier, YCCD since 2000  
 Eileen Schmidtbauer, Administrative Assistant – Contract Education, YCCD since 1987  
 Kuldeep Shergill, Police Officer, YCCD since 2008  
 Karen Siler, Senior Accounting Technician, YCCD since 1999  
 Peter Skillman, Technical Webmaster, YCCD since 2009  
 Amanda Smith, Administrative Secretary I, YCCD since 1999  
 Craig Smith, Programmer/Analyst II, YCCD since 2008  
 Scott Snelgrove, Computer Network Supervisor, YCCD since 1998  
 Phillip Steck, Instructional Network Specialist, YCCD since 1997  
 Susan Toepfer, Programmer/Analyst II, YCCD since 1999  
 Mike Wieber, Printing/Publications Supervisor, YCCD since 2000

## Academic Faculty and Administrators

### Yuba College

**KAY ADKINS****President**

A.S., Shawnee CC, IL; B.S. & M.S., So Illinois Univ; Ed.D., Illinois State Univ. Experience: Columbus State CC, Ohio; St. Petersburg College, Florida; Moraine Valley CC, Illinois; Shawnee CC, Illinois; Yuba College since 2009

**JOHN W. ALMY****English/ESL**

A.A., Orange Coast College, Costa Mesa; B.A., Sonoma State University, Rohnert Park; M.A., C.S.U., San Bernardino. Other graduate work: C.S.U., Long Beach; U.C., Riverside. Experience: San Bernardino Adult School; Victor Valley College; Yuba College since 1998.

**BARBARA N. ANDERSON****Business**

A.A., Yuba College; B.S., C.S.U., Sacramento; M.B.A., Chapman College, Orange. Other graduate work: C.S.U., Sacramento; C.S.U., Chico. Experience: Yuba College since 1987.

**MARISELA R. ARCE****Dean, Financial Aid, E.O.P.S.-C.A.R.E./TRIO**

B.S., University of San Francisco; M.A., C.S.U., Sacramento; Ed.D., University of San Francisco. Experience: Weathermeasure; Qualimetrics; Sacramento Job Corps; Sierra Nevada Job Corps; Yuba College Amnesty Education; Yuba College since 1991.

**RODNEY S. BEILBY****Dean-Health, Physical Education, Recreation; Athletics, Public Safety**

A.A., Sacramento City College; B.A., University of the Pacific, Stockton; M.A., C.S.U., Bakersfield. Other graduate work: C.S.U., Sacramento. Experience: Vanden High School, Travis AFB; Cosumnes River College, Sacramento; Yuba College since 1995.

**KELLY J. BOREN****Counselor**

A.A., College of Southern Idaho, Twin Falls; B.A., San Diego State University; M.S., San Diego State University. Experience: Palomar College; Yuba College since 1990.

**ALISON BUCKLEY****Psychology Instructor**

BA, UC Davis; MA, CSU, Sacramento. Experience: Woodland College; Yuba College; University of Phoenix; Gracesource; Catholic Social Services; El Hogar Community Mental Health; Families First. Yuba College since August 2007

**DENICE BURBACH****ECE Instructor/Coordinator**

BS, Pacific Union College, Angwin; MA, Pacific Oaks College, Pasadena Experience: MJUSD (High School & State Preschool); Yuba College; Jack & Jill Playschool; City of Lancaster Preschool; Kinder-Care Inc. Yuba College since August 2008 (Adjunct since Spring 2007)

**SUJAN J. BURGESSON****Humanities/Philosophy**

B.A., M.A., C.S.U., Sacramento; Ph.D., Theological Union, Berkeley; other Doctoral work, U.C., Davis. Experience: C.S.U., Sacramento; U.C., Davis; Yuba College since 1999.

**SANDRA CAMARENA****Economics**

BS, CSU, Chico; MC, UC, Davis Experience: American River College; Los Rios Community College; Woodland Joint Unified School District; State of California Yuba College since 2006.

**RAMIRO F. CANTO-LUGO****Spanish**

A.A., De Anza College, Cupertino; B.A., C.S.U., Chico; M.A., Ph.D., U.C., Davis Experience: U.C., Berkeley; Stanford University, Palo Alto; U.C., Davis; Yuba College since 1981.

**BRIAN CONDREY****English Instructor**

BA, CSU, Chico; MA, CSU Chico Experience: Yuba College; University of Texas at Austin; CSU, Chico. Yuba College since August 2008 (Adjunct since Summer 2007)

**ERIK COOPER****Director of Planning, Research and Student Success**

B.A. CSU, Sacramento; M.S. Univ of Oregon. Experience: Western Washington University, WA; JA Sutherland Inc., CA; VSP, CA; ETS, Inc, NJ; Oregon Social Learning Cntr; Lane Tutoring Service, OR; University of Oregon; Kaplan Test Prep & Adms, CA & OR; Education Express, CA; Yuba College since 2009

**DOUG CORNELIUS****Health, Physical Education and Recreation; Head Men's Basketball Coach**

A.A., College of the Siskiyous, Weed; B.S., C.S.U., Sacramento; M.A., St. Marys, Moraga. Experience: American River College, Sacramento; Sacramento Kings and Monarchs; Yuba College since 2002.

**STEVEN P. COX****Business Computer Applications; Information Technology**

B.S., CSU, Chico; M.S., CSU, Hayward. Experience: San Benito High School, Hollister; Hewlett-Packard; Yuba College since 1999.

**ROGER DAVIDSON****Mathematics**

BS, Rose-Hulman Inst. of Tech.; MS, Rensselaer Polytechnic Inst.; Ph.D., Univ. of Colorado, Boulder. Experience: Sierra College; Pasadena City College; California Inst. of Tech.; Disney; Pacificare. Yuba College since August 2007

**EDWARD B. DAVIS****Dean-Business, Social Science Divisions/Beale AFB Ctr/ Outreach**

A.A., Yuba College, Marysville; B.A., M.A., C.S.U., Chico; Ph.D., Boston College, Massachusetts. Experience: C.S.U., Chico; Boston College, Massachusetts; U.C., San Francisco; C.S.U., Hayward; Dominican College, San Rafael; Marin Research Group, San Rafael; State University of New York, Fredonia; University of Maryland, Okinawa and Korea; Yuba College since 1999.

**RICHARD W. EDMUNDS****English**

B.A., M.A., C.S.U., Sacramento. Experience: Los Rios Community College District, Sacramento; U.C., Davis; C.S.U., Sacramento; A.I.F.S., University of London; Yuba College since 1986.



# Academic Faculty and Administrators

## PERCY B. ELLIS

### **Business; Information Systems**

B.S., San Diego State University; MS, Capella Univ. Experience: Dean Ellyson Chiropractic, Marysville; SMC Cabinets, Yuba City; Archer Personnel, Yuba City; Sky Bound Aviation, Yuba City; Lux Engineering, Yuba City; California Department of Transportation, Sacramento; Yuba College since 2000.

## KENNETH B. FIERING

### **Physics**

B.S., Washburn University, Kansas; Ph.D., University of Arizona, Tucson. Experience: San Diego City College; Southwestern College, Chula Vista; AGI, Inc.; JMAR Technologies; Applied Laser Systems; Advanced Machine Vision Corporation; General Research Corporation; Latcor, Inc.; Analytical Services, Inc.; Arizona Research Laboratories, University of Arizona, Tucson; Yuba College since 2004.

## MARC FLACKS

### **Sociology**

BA, Wesleyan University; MA, UC Santa Cruz; Ph.D., UC Santa Cruz. Experience: CSU, Long Beach; San Jose State; UC Santa Cruz; Wesleyan University. Yuba College since August 2007.

## SURANGI FRASIER

### **History Instructor**

BA, UC, Irvine; MA, UC, San Diego. Experience: Southwestern College; Grossmont College; Cuyamaca College. Yuba College since August 2008

## LYNETTE GARCIA

### **Nursing**

A.S., Yuba College; ADN, Yuba College; B.S.N., CSU, Chico. Experience: UC Davis Medical Center, Rideout-Fremont, Yuba College. Yuba College since 2007

## NEENA GILL

### **Counselor, E.O.P.S.**

B.A., Panjab University, Punjab; M.A., Magadh University, Patna; M.S., University of LaVerne, California. Experience: Yuba College since 1997.

## LETICIA GOMEZ

### **EOPS Counselor/Coordinator; C.A.R.E.**

B.A., U.C., Davis; M.S., C.S.U., Sacramento. Experience: I.R.C.A. Program; C.A.R.E. Program; E.O.P.S. Program; Yuba College since 1989.

## VALERIE HARRIS

### **Counselor**

A.A., Yuba College; B.A., CSU, Sacramento; M.S., CSU, Sacramento. Experience: Napa Community College, Woodland Community College. Yuba College since 2006

## SCOTT HASKELL

### **Veterinary Technology**

B.S., M.S., D.V.M., M.P.V.M., Ph.D., U.C. Davis. Other graduate work completed at U.C. San Diego. Veterinary experience: Nevada-Yuba Veterinary Service, Animal Medical Clinic of Valley Center, Pauma Valley Veterinary Service, Countryside Veterinary Clinic and Haskell Veterinary Service. Educational instruction and research experience: U.C. Davis, Harbor Branch Oceanographic Institute/University of Illinois, U.C. San Diego, The Union Institute, University of Maine, University of Minnesota, Mesa College. Yuba College since 2006.

## BEVERLY HEATH

### **Nursing**

A.D.N., College of the Desert, Palm Desert, CA; B.S.N., University of Phoenix; M.S.N., C.S.U., Dominguez Hills.; B.A., M.A., C.S.U., Chico; Ph.D., U.C., Davis. Experience: Butte College, Oroville; C.S.U., Chico; U.C., Davis; Yuba College since 2002.

## ELENA HEILMAN

### **Librarian**

BA, International University, Moscow; MALS, Dartmouth College, NH; MLIS, Wayne State University, Detroit, MI. Experience: Livonia Public Library, MI; Jackson District Library, MI; Harlan Hatcher Library, Univ of MI; Feldberg Library, Dartmouth College. Yuba College since July 2008

## CONNIE HOGLUND

### **Learning Disability Specialist /Instructor**

BA, Brigham Young University, Utah; MA & Ph.D., California School of Professional Psychology. Experience: Yuba College; Los Rios District; Sacramento City College; Butte College, Glen County Center; CA Dept of Corrections, Sacramento; Yolo County, Woodland; Lincoln Middle School, Argentina; Castaic Elementary School, Castaic; Excelsus Private School, Arizona; Antioch School District, Antioch; Sulphur Springs School District, Santa Clarita; of Memphis. Yuba College since January 2009 (Adjunct since Spring 2007)

## LI-CHIUAN "LENA" HSIEH

### **Political Science Instructor**

BA, National Chengchi University, Taiwan; MA, University at Buffalo, New York; Ph.D., National Taiwan University, Taiwan. Experience: Blessed Imelda's High School, Taiwan; National Ilan University, Taiwan; DeLin Institute of Technology, Taiwan; Taipei Medical University, Taiwan; Taiwan Thinktank, Taiwan. Yuba College since August 2008

## THERESE HUKILL-DEROCK

### **Learning Disabilities Specialist**

B.A., CSU Chico; M.A., CSU, Chico Experience: DSP&S Yuba College. Yuba College since 2004.

## FRANCESCA R. HULIN

### **English as a Second Language**

B.A., Sonoma State, Rohnert Park; M.A., San Francisco State University. Experience: U.C., Berkeley; Loma Vista Adult Education, Concord; Martinez Adult Education; Berkeley Kaplan Center; Kuwait University, Kuwait; TESIS, England; Erciyes University, Turkey; University of West Bohemia, Czech Republic; American Language Institute, San Francisco; Yuba College since 2003.

## GLENN R. HUSTED

### **Art/Ceramics**

B.A., Pitzer College, Claremont; M.F.A., Claremont Graduate School. Experience: C.S.U., San Bernardino; Chaffey College, Rancho Cucamonga; Scripps College, Claremont; Ceramics Workshops, Mendocino Art Center; Angels Gate Cultural Center, San Pedro; Yuba College; Yuba College since 1998.

## LISA L. JENSEN-MARTIN

### **Psychology**

A.A., Yuba College; B.A., M.A., C.S.U., Sacramento. Other graduate work: Chapman University. Experience: Sierra College, Rocklin; Golden Gate University; Yuba City High School; Yuba College since 1995.

## DOUGLAS A. JOKSCH

### **Computer Science**

A.A., Arkansas State University, Beebe; B.S., Southern Illinois University, Carbondale; B.S., M.S., West Coast University, Los Angeles. Experience: ITT Federal Services Corporation; Raytheon, Santa Maria; Allan Hancock College, Santa Maria; Lockheed Martin, Santa Maria; Yuba College since 2000

## SUZANNE JONES

### **Psychiatric Technology;Coordinator**

ADN, Sierra College; A.S. Sierra College; B.S. Graceland University. Experience: Fremont Medical Center; Home Health; Feather River Surgery Center; Yuba College since 2005

# Academic Faculty and Administrators

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## **BRIAN H. JUKES**

### **English**

B.A., M.A., C.S.U., Sacramento. Experience: C.S.U., Sacramento; American River College, Sacramento; Yuba College since 1997.

## **GREGORY KEMBLE**

### **Language Arts, English**

B.A., U.C. Irvine; M.A., U.C. Irvine. Other graduate work: Long Beach City College. Experience: Sierra College, U.C. Davis; Long Beach City, U.C. Irvine. Yuba College since 2005

## **SARAH KOVACS**

### **Mathematics**

BA, Vassar College; MA, San Francisco State University Experience: Lois Rios CCD; Sierra College; Academic Talent Search; San Francisco State; Skyline College; Peralta CCD. Yuba College since 2007.

## **CAREY LAINE**

### **Physical Education; Health**

B.S., Portland State University; M.S., Washington State University. Experience: University of Colorado, Boulder; U.C., Davis; St. Mary's College, Moraga; San Francisco State University; San Benito High School, Hollister; C.S.U., Sacramento; Sierra College, Rocklin; Butte Colleges, Oroville; Yuba College since 1986

## **JOHN C. LANGSTON**

### **Chemistry**

B.S., Portland State University; M.S., Washington State University. Experience: Washington State University; Seattle Central Community College; Feather River College, Quincy; Yuba College since 1987.

## **WALTER V. MASUDA**

### **Dean of Language Arts/Fine Arts**

B.S., M.A., UC Davis; Other graduate work: UC Berkeley. Experience: Contra Costa College; UC Davis; CA State Dept of Education; UC Berkeley; Apple Computer, Inc; CTB MacMillan/McGraw-Hill. Yuba College since 2011

## **ROBERT P. MATHEWS**

### **Music; Music Theory**

B.M.E., St Mary's University, San Antonio; M.M., University of Texas, San Antonio; M.M., D.M.A., Peabody Conservatory of Johns Hopkins University, Baltimore. Experience: San Antonio Independent School District, Texas; University of Maryland; Lincoln University, Buenos Aires; Yuba College since 2000

## **KYRA MELLO**

### **English**

BA, CSU, Chico; MA, CSU, Chico. Experience: Shasta College; Butte College; CSU, Chico; Yuba College. Yuba College since August 2007

## **MARTHA MILLS**

### **Dean of Distributive Education & Media Services**

BS, University of Texas; MA, John F. Kennedy University. Experience: Foothill DeAnza CCD; DeAnza College; San Mateo County CCD; Spring Branch ISD; KQED- TV (PBS); KLRU-TV (PBS); N Magazine. Yuba College since May 2007

## **COLLEEN R. MONAHAN**

### **Nursing**

A.D.N., Yuba College, Marysville; B.S.N., C.S.U., Chico; M.A., University of Pheonix. Other graduate work: University of Pheonix, Arizona. Experience: U.C. Davis Medical Center, Sacramento; Fremont-Rideout Health Group, Yuba City; Yuba College since 2002.

## **DESIREE MOORE**

### **English**

B.A., M.A. Humboldt State University, Arcata. Other graduate work: University of the Pacific, Stockton; U.C., Davis; U.C., Santa Cruz. Experience: Nevada Union High School, Grass Valley; U.O.P. Feather River Preparatory School, Blairsden; Humboldt State University, Arcata; Yuba College since 1984.

## **JULIE A. MORGAN**

### **Counseling**

B.A., University of San Francisco; M.A., C.S.U., Sacramento. Experience: Big Brothers-Big Sisters; Nevada County Schools, Grass Valley; Nevada Union High School, Grass Valley; Bear River High School, Grass Valley; Sierra College, Rocklin and Grass Valley; Yuba College since 2003.

## **MICHAEL L. MORSE**

### **Automotive Technology**

A.S., Los Angeles Pierce College; B.A., C.S.U., Los Angeles. Other graduate work: University of Nevada, Reno. Experience: Francis Polytechnic High School, Sun Valley; Carson City Schools, Nevada; Northern Nevada Community College, Elko; Yuba College since 1987.

## **JOSE RAMON MUNOZ**

### **Spanish Instructor**

BA, CSU, Chico; MA, CSU, Sacramento. Experience: Fairfield High School; Migrant Education at UC Santa Cruz; California Human Development Corporation; Gridley High School; CSU Upward Bound. Yuba College since August 2008

## **RICHARD MURAI**

### **Art/Photography**

A.A., Contra Costa College, San Pablo; A.S., Laney College, Oakland; B.A., M.A., San Francisco State University. Other graduate work: U.C., Santa Cruz; Center for Creative Imaging, Maine; C.S.U., Sacramento. Experience: Ohlone College; Mendocino Art Center, College of the Redwoods; U.C., Berkeley; San Francisco State University; Central Texas College, Killeen; Exposure, Seattle, Washington; Tahoe Photographic Workshops; U.C., Santa Cruz Extension; Yuba College since 1978.

## **CHRISTOPHER MYERS**

### **Business**

B.S., San Jose State University; M.B.A., National University, Sacramento. Experience: Auditor General Office, Sacramento; Aerojet General, Rancho Cordova; Western Farm Credit Bank, Sacramento; Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner; Yuba College since 1994.

## **GEORGANIA O'KEEFE**

### **CalWORKS Counselor/Coordinator**

BA, CSU, Sacramento; MS, CSU, Sacramento. Experience: Butte College; UC Davis; Sacramento City College; Lake Tahoe CC; American River College; UC, Davis, Vocational Rehabilitation Dept. Yuba College since 2009.

## **KEVIN ORTON**

### **Chemistry**

BA, CSU, Sacramento; MS, UC, Riverside; Ph.D., UC, Riverside Experience: Mt. San Jacinto College; San Bernardino Valley College; Riverside Community College; UC, Davis Yuba College since 2005

# Academic Faculty and Administrators

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## **PARVIZ PARSAFAR**

### **English as a Second Language**

B.A., College of Literature and Foreign Languages, Iran; M.A., Damavand College, Iran; M.A., University of Rochester, New York; M.A., M. Phil., Ph.D., Yale University, Connecticut. Experience: New Haven Adult Education Center, Connecticut; University of New Haven, Connecticut; Cheshire Academy, Connecticut; Esfahan University of Technology, Iran; Damavand College, Iran; Teheran University, Iran; Navy Language Institute, Iran; Tehran and Shahrekord High Schools, Iran; Yuba College since 1990.

## **JOSHUA PITTENGER**

### **Biology Instructor – Microbiology Emphasis**

B.S., Ph.D., U.C., Davis Experience: Sacramento City College, Cosumnes River College, Sacramento; Woodland Community College, Woodland; Solano Community College, Fairfield; U.C. Davis, Davis; Celera AgGen, Davis

## **JAN E. PONTICELLI**

### **Director, Disabled Student Program and Services**

B.A., C.S.U., Chico; M.E., Oregon State University, Corvallis. Other graduate work: Western Oregon State University, Monmouth; San Francisco State University. Experience: California School for the Deaf, Riverside; National University, Sacramento; Omochumnes High School, Elk Grove; Anna Kirchgater Elementary School, Sacramento; C.S.U., Sacramento; Sacramento City College; Sierra College, Grass Valley; Yuba College since 1999.

## **THEA BORDSEN POST**

### **Health, Physical Education & Recreation**

B.A., U.C., Davis; M.S., California Polytechnic State University, San Luis Obispo. Experience: U.C., Davis; Sacramento Preventive Medicine Clinic; Levi Strauss and Co.; Yuba College since 1986.

## **SUSAN RAMONES**

### **Biology**

B.S., U.C., Davis; M.S., CSU, Sacramento. Other graduate work American River College, SFSU Experience: American River College, Sacramento City College, Sierra Collge, ECORP Consulting Inc., C.S.U., Sacramento, El Dorado National Forest, Tahoe National Forest. Yuba College since 2004

## **TINA D. RAMSEY**

### **English**

B.A., M.A., C.S.U., Fresno. Experience: Imperial Valley College; Reedley College; Yuba College since 2004.

## **STEPHANIE REYNOLDS**

### **Health, Physical Education & Recreation, Athletics; Head Softball Coach**

B.A., C.S.U., Chico, M.A. Emporia State, Kansas. Experience: Wheatland School District, Wheatland. Yuba College since 2002.

## **MIRIAM M. ROOT**

### **Public Information Officer/Director Community Education/Campus Life**

B.A., C.S.U., Chico; M.A., University of Phoenix, Sacramento. Experience: Paradise Post; KOBO Radio, Yuba City; Chamber of Commerce, Gridley; Yuba College since 1986.

## **SUZANNE A. RUCKLE**

### **Speech**

B.A., M.A., C.S.U., Chico. Experience: C.S.U., Chico; Butte College, Oroville; Urawa College, Japan; A.L.C.A. Language Institute, Spain; Yuba College since 1995.

## **SALLY M. RUDSTROM**

### **Nursing**

L.V.N., Yuba College, Marysville; R.N., B.S.N., M.S.N., C.S.U., Sacramento. Experience: Fremont Hospital, Yuba City; Yuba College since 1998.

## **FATIMA RUIZ**

### **Counselor – Career Emphasis**

BA, CSU, Chico; MS, CSU, Sacramento. Experience: Scottsdale CC; Phoenix College; CSUS Career Center and Migrant Education; CSU, Chico. Yuba College since July 2009

## **DON SCHUMACHER**

### **Auto Body**

A.A., Butte College. Experience: Orland Unified School District, Butte College, Iron Horse Restorations. Yuba College since 2006

## **SHEILA C. SCROGGINS**

### **Director Allied Health/Nursing**

B.S.N., C.S.U., Chico; M.S.N., C.S.U., Sacramento; F.N.P., Sonoma State University, Rohnert Park. Experience: Yuba College; Yuba College since 1987.

## **SARA I. SEALANDER**

### **Art**

B.A., M.F.A., U.C., San Diego. Other graduate work: Whitney Museum of American Art, New York; Independent Study Program. Experience: U.C., San Diego; Chaffey College, Alta Loma; California Institution for Women; Santa Reparta Graphic Art Centre, Italy; Yuba College since 1976.

## **TRAVIS SMITH**

### **Social Science, History**

B.A., San Jose State Univeristy; M.A. C.S.U., Sacramento; Ph.D., U.C. Santa Barbara. Experience: C.S.U., Sacramento; U.C. Santa Barbara; Business History Group; Santa Cruz County Board of Education, Cabrillo College. Yuba College since 2005

## **LINDA J. STAFFERO**

### **Human Anatomy; Biology**

B.A., C.S.U., Sacramento; M.A., C.S.U., Fresno. Experience: C.S.U., Fresno; Merced College; Yuba College since 1990.

## **KARSTEN STEMMANN**

### **Mathematics Instructor**

BA, University of ULM, Germany; MS & Ph.D., USC, Los Angeles. Experience: College of the Canyons; Los Angeles Trade Tech College; Pasadena City College; USC, Los Angeles; Mercer . Yuba College since August 2008

## **JOHN STEVERSON**

### **Mathematics**

B.A., M.A., C.S.U., Sacramento Other graduate work: Chapman University. Experience: East Nicolaus High School, American River College, Sierra College, Folsom Lake College, Chabot College, C.S.U., Sacramento. Yuba College since 2004

## **JEFFREY STOLLBERG**

### **Biology Instructor**

AA, Diablo Valley College; BA, MA & MS, CSU, Chico. Experience: Butte College; Shasta College; CSU. Yuba College since August 2008

## **LAUREN SYDA**

### **Mathematics; Statistics**

B.A., MS., C.S.U., Sacramento; M.S., U.C., Davis. Other graduate work: C.S.U., Sacramento; C.S.U., Chico; Stanford University; U.C., Davis. Experience: C.S.U., Sacramento; Aerojet Solid Propulsion Company, Sacramento; U.C., Davis; Yuba College since 1976

## **MARCIA C. STRANIX**

### **Office Administration**

A.A., Yuba College; B.S., M.A., C.S.U., Sacramento. Other graduate work: C.S.U., Sacramento. Experience: Yuba College since 1979.

# Academic Faculty and Administrators

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## **JENINE L. TANABE**

### **Biology; Physiology**

A.A., Yuba College; B.S., U.C., Davis; M.D., U.C., San Francisco. Other graduate work: C.S.U., Sacramento; U.C., Davis Medical Center, Sacramento. Yuba College since 1994.

## **JOHN B. THOO**

### **Mathematics**

A.S., Cabrillo College, Aptos; A.B., U.C., Berkeley; M.A. Other graduate work: U.C., Davis; Ph.D., UC Davis. Experience: Napa Valley College; U.C., Davis; Yuba College since 1995.

## **KEVIN W. TRUTNA**

### **Vice President Academic and Student Services**

B.S., Loyola University, Illinois; M.S. Ed.D., Montana State University, Bozeman. Experience: Arizona Western College; Yuba College since 1999.

## **DANIEL TURNER**

### **Welding**

B.S., U.C., Davis. Experience: Shasta Union High School District, Foothill HS, Greene and Hemly. Yuba College since 2006

## **RONALD G. TURNER**

### **Administration of Justice**

A.S., Solano Community College, Suisun; B.A., Golden Gate University, San Francisco; M.P.A., National university, San Diego. Experience: Fairfield Police Department; Fairfield/Suisun School District; Yuba College since 1994.

## **AYA UEDA**

### **Music**

BM & MM, University of the Pacific; MM, Yale University; DM, Indiana University. Experience: Lakeland College; University of Wisconsin Green Bay; University of Arkansas; University of Maryland Baltimore County; Otterbein College; Indiana University; Yuba College since August 2007

## **MARIS WAGENER**

### **ECE Instructor**

AS, Cerro Coso College; MA, Pacific Oaks College, Pasadena. Experience: Bakersfield College; Cerro Coso Child Development Center; Sierra Sands Unified School District; Leapin Lizards Child Development Centers . Yuba College since August 2008

## **KIRK WARDLAW**

### **Mathematics**

A.A. Pasadena City College; B.A. U.C. Davis; M.A. C.S.U., Sacramento; Ph.D. U.C., Davis. Experience: Yuba College; UOP; U.C., Davis; Cosumnes River College; Napa Valley College; C.S.U., Sacramento. Yuba College since 2004.

## **ANGELA WILLSON**

### **Radiologic Technology; Coordinator**

A.S., Yuba College; B.A., C.S.U., Chico; M.P.A., Golden Gate University, San Francisco Ph.D.H.S., Touro University Int'l, Cypress. Other graduate work: C.S.U., Chico; University of Southern California, Los Angeles; Touro University International. Experience: Fremont Medical Center, Yuba City; Orthopaedic Medical Group, Yuba City; Woodland Clinic Medical Group, Woodland; Yuba College since 1991.

## **YUBA COLLEGE CLEAR LAKE CAMPUS**

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### **Language Arts**

A.A., Mendocino Community College, Ukiah; B.A., U.C., Davis; M.A., Sonoma State University, Rohnert Park; M.A., Northwestern University, Louisiana. Experience: Kelseyville High School; Yuba College since 1997.

## **BRYON BELL**

### **Executive Dean**

B.S., University of Oregon; M.S., University of LaVerne. Experience: San Joaquin Valley College, Bakersfield; C.S.U., Bakersfield; University of LaVerne; San Jacinto Unified School District; Yuba College since 2002.

## **PAMELA BORDISSO**

### **Counselor, EOPS/Financial Aid**

B.A., San Francisco State University; M.A., San Francisco State University. Other graduate work: Sonoma State University, U.C., Irvine. Experience: Konocti Unified School District. Yuba College since 2004

## **ROBERT CABREROS**

### **Food Service Management/Culinary Arts**

A.S., Yuba College; Culinary Diploma, Western Culinary Institute. Experience: Sutter Lakeside Hospital, Yuba College, Robinson Rancheria Casino & Bingo, Konocti Harbor Resort & Spa. Yuba College since 2006

## **LAURA DALY**

### **Early Childhood Education**

BA, Pacific Union College; MA, Sonoma State; Ed.D, Mills College. Experience: Yuba College; Pacific Union College; Mills College; Feed My Lambs Prod; Viacom Cable & TCI; Terra Linda Nursery School; San Anselmo Daycaring Preschool. Yuba College since August 2007

## **ELLIE FRANK**

### **Counselor**

A.A. Riverside CCD; B.S., C.S.U. Fullerton; M.A., Sonoma State University. Experience: Riverside County Office of Education; College of the Desert, Santa Rosa Junior-College. Yuba College since 2005

## **JENNIFER L. HANSON**

### **Business**

A.A., Santa Rosa Junior College; B.A., U.C., Santa Barbara; M.A., U.C., Davis. Experience: Yuba College since 1997.

## **HAROLD W. LYONS**

### **Biology; Ecology**

B.S., Rutgers University, New Jersey; M.S., Ph.D., U.C., San Diego. Other graduate work: Stanford University. Experience: University of Oregon, Charleston; Seattle University, Washington; University of British Columbia, Canada; Yuba College since 1995.

## **MICKIE MAIN**

### **BCA Instructor**

AS, Yuba College. Experience: Yuba College; Lake County Office of Education; Mickie Main & Associates; Lake County Computer Training Center. YCCD since August 2008 (Adjunct since Spring 1989)

## **HEIDI F. MORGAN**

### **Psychology**

B.A. Antioch University, Ohio; M.A., Sonoma State University, Rohnert Park; Ed.D USF. Experience: Sonoma State University, Rohnert Park; Santa Rosa Junior College; Kansai Gaidai Hawaii College, Honolulu; Yuba College since 1996.



# Academic Faculty and Administrators

---

## **MICHAEL PAPIN**

### **Mathematics**

BA, MA San Diego State University. Experience: Mendocino College, Redwood Academy Charter School, Ukiah; Achimota Secondary School; U.C., San Diego; San Diego State University; Yuba College Since 2003.

## **JANELLE L. STRIK**

### **English; ESL**

B.A., College of Notre Dame, Belmont; M.Ed., Trenton State College, New Jersey. Experience: St. Columbkille's School, Los Angeles; American Community School, Lebanon; Escuela McKee Constructora, Guatemala; Dubai American and Japanese Schools, United Arab Republic; Yuba College since 1999.

## **YUBA COMMUNITY COLLEGE**

### **DISTRICT**

#### **AL ALT**

##### **Vice Chancellor of Administrative Services**

B.S., San Jose State University; M.B.A., CSU Chico. Experience: Feather River Community College, Quincy; Butte College, Oroville; Synapta Corp, Palo Alto; IBM Corp, San Jose; Police Officer, Redding. YCCD since 2003

#### **DOUGLAS HOUSTON**

##### **Chancellor**

B.S., M.S., Florida; Ed.D., Pepperdine University. Experience: Lassen Community College District, Susanville; Butte-Glenn Community College District, Oroville; Barstow Community College District, Barstow; United States Army – Fort Irwin, California; United States Military Academy – West Point, New York; United States Army – Fort Carson, Colorado; Santa Fe Community College, Gainesville; YCCD since 2011

#### **W. PHILLIP KREBS**

##### **Director-Institutional Development/Grants/Foundation**

B.A., M.A., Northern Illinois University, DeKalb. Ph.D. University of Toledo, Ohio. Other graduate work: University of Alabama, Tuscaloosa. Experience: Illinois State Museum, Lewistown; University of Alabama, Tuscaloosa; Embry-Riddle Aeronautical University, Florida; University of Toledo, Ohio; YCCD since 1998.

#### **ADRIAN LOPEZ**

##### **Director of Public and Governmental Relations**

B.A., U.C., Davis; J.D., U.C., Davis School of Law. Experience: California Rural Legal Assistance Foundation, Alliance for a Better California, Office of Assembly Member Joe Coto. YCCD since 2006

#### **Karen Trimble**

##### **Director of Information Systems and Computing Technology**

A.S., Yuba College; B.S., M.S., C.S.U., Sacramento. Other graduate work: C.S.U., Chico; U.C. Davis. Experience: Yuba County, Colusa County, Glen County, Yolo County Office of Education, Yuba County Office of Education. YCCD since 1997.

#### **JACQUES WHITFIELD**

##### **Director of Human Resources Development/Personnel Services**

B.A., Wake Forest University; J.D., University of North Carolina – Chapel Hill. Experience: Grant Joint Union High School District, Sacramento; The Sterling Group Ltd, Sacramento; Target Excellence, Sacramento, Whitfield & Gittisroboongul, Sacramento; YCCD since 2012

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## Course Selection Worksheet

1. Use this form to work out your tentative program using the Schedule of Classes.
2. Use a pencil so it can be easily changed.
3. Remember to select alternate class sections in the event your first choices are closed.
4. **A counselor can assist you with an educational plan to ensure you meet your educational goals. Call the Counseling Office for an appointment.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 N					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					

Alternate Classes:
