

# Yuba College CATALOG 2014-2015

Yuba College  
Clear Lake Campus  
Sutter County Center



# Yuba College

*A Public Community College in its  
Eighty-Eighth 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.

## **Yuba College**

2088 North Beale Road  
Marysville, California 95901  
(530) 741-6700  
yc.yccd.edu

## **Clear Lake Campus**

15880 Dam Road Extension  
Clearlake, California 95422  
(707) 995-7900  
clc.yccd.edu

## **Sutter County Center**

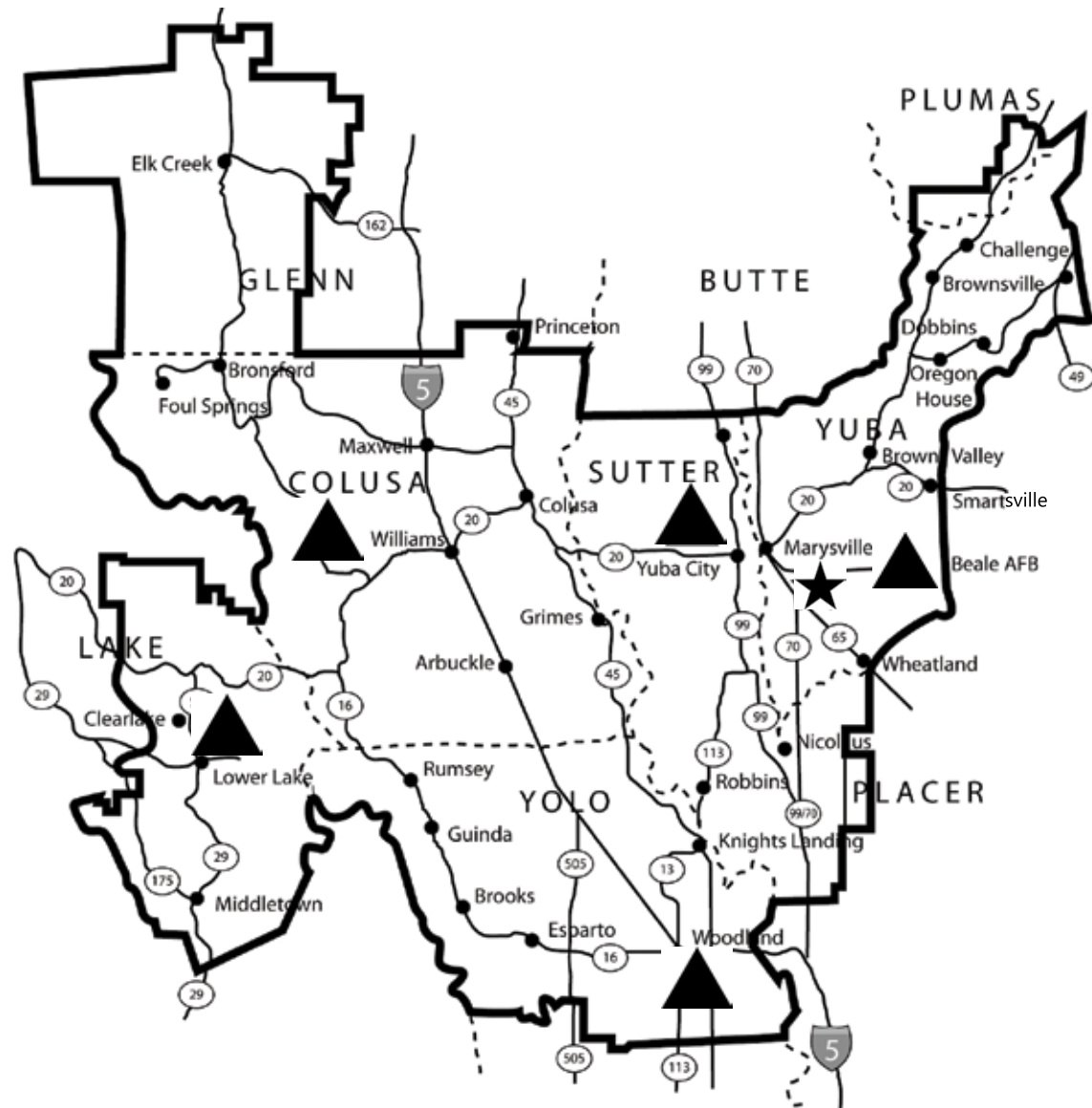
3301 E. Onstott Road  
Yuba City, California 95993  
(530) 751-5600

## **Beale AFB Outreach Services**

Base Education Building  
17849 16th Street  
Beale AFB, California 95903  
(530) 788-0973

*Information about course offerings, fees, refunds, and college policies published in this Catalog, is subject to change without prior notice. Any updates to courses and programs can be found in the Summer 2014 Catalog Addendum.*

*Any updates to policy, enrollment, or fee information can be found in the online Semester Class Schedule prior to registration each term (Summer 2014, Fall 2014 and Spring 2015).*



**Legend**

- District Boundary
- Roadways
- County Lines
- Yuba College and District Office
- District Campuses and Centers

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*Photos contributed by: Jeanette O'Bryan*

**Summer 2014**

June 9	Eight week summer classes begin
June 16	Six week summer classes begins (other classes have different dates)
June 18	Last day to add a class/register for six-week classes
June 23	Refund deadline for six-week classes
July 1	Deadline to apply for summer 2014 graduation
July 3	Academic and administrative holiday – Independence Day observed (Thursday)
July 9	Last day to drop a class with a “W” for six-week classes (Wednesday)
July 24	Regular six-week classes end

**Fall 2014**

*Fall Semester - 83 days of regular instruction*

August 11	Instruction begins for Fall Semester
August 15	** Last day to add courses or register without special permission
August 22	** Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
August 22	Instructors are to drop No Shows for Census Roster Clearance
August 22	** Last day to drop class(es) to prevent “W” grade(s) on permanent record
August 25	Census Date
September 1	Academic and administrative holiday – Labor Day (Monday)
September 12	** Last day to elect Pass/No Pass grading option
September 15	Constitution Day (observance) – activities to be announced
November 7	** Last day to drop class(es) with a “W” grade on permanent record
November 11	Academic and administrative holiday – Veterans Day observed (Tuesday)
November 14	Deadline to apply for fall 2014 graduation
November 26-28	Academic and administrative holiday – Thanksgiving (Wednesday – Friday)
December 1	Closing date for International Student Applications for spring 2015
December 1-10	Limited extracurricular student activities
December 4-10	Final examination period
December 10	Conclusion of fall semester
December 15	Grades from instructors are due for fall 2014 semester
December 24	Winter recess – all offices closed
– Jan 1	

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

**Spring 2015**

*Spring Semester 2015 - 84 days of regular instruction*

January 12	Instruction begins for Spring Semester
January 16	**Last day to add courses or register without special permission
January 19	Academic and administrative holiday – Martin Luther King Day observance (Monday)
January 23	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
January 30	Instructors are to drop No Shows for Census Roster Clearance
January 30	**Last day to drop class(es) without a “W” grade on permanent record
February 2	Census Date
February 6	Academic and administrative holiday – Lincoln’s Birthday observance (Friday)
February 13	**Last day to elect Pass/No Pass grading option
February 16	Academic and administrative holiday – Washington’s Birthday observance (Monday)
February 17	Academic holiday (Tuesday)
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 30 – April 3	Spring recess; academic holidays
March 31	Administrative holiday - Cesar Chavez Day observance (Tuesday)
April 2-3	Administrative holidays (Thursday-Friday)
April 15	Deadline to apply for spring 2015 graduation
April 17	**Last day to drop class(es) with a “W” grade on permanent record
May 4-20	Limited student activities
May 14-20	Final examination period
May 15	Closing date for International Student Applications for fall 2015
May 15	Commencement ceremonies
May 20	Conclusion of spring semester; Academic Year 2014-2015 ends
May 25	Academic and administrative holiday – Memorial Day observance (Monday)
May 26	Grades from instructors are due for spring 2015 semester

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

**Summer 2015**

June 8	Summer Session 2015 commences (regular 6-week summer classes will end on July 17; other classes have different dates)
July 1	Deadline to apply for summer 2015 graduation

Yuba Community College District  
Academic Calendar  
2014-2015

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**SUMMER SESSION 2014**  
First 6 Weeks 6/16 - 7/24  
8 Weeks 6/9 - 7/31

**FALL SEMESTER 2014**  
Instruction Begins: 8/11  
Finals Week: 12/4 - 12/10  
Instruction Ends: 12/10

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SPRING SEMESTER 2015**  
Instruction Begins: 1/12  
Spring Break: 3/30-4/3  
Finals Week: 5/14 - 5/20  
Instruction Ends: 5/20

**CONVOCATION - CAMPUS CLOSED**  
2014: 8/6

August 2014						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**CAMPUS CLOSED**  
2014: 6/6, 6/13, 6/20, 6/27, 7/4, 7/11, 7/18, 7/25  
2015: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

**HOLIDAYS - CAMPUS CLOSED**  
2014: 7/3, 9/1, 11/11, 11/26, 11/27, 11/28, 12/24-12/26, 12/29-12/31  
2015: 1/1, 1/19, 2/6, 2/16, 3/31, 4/2-4/3, 5/25, 7/2

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**NO CLASSES - CAMPUS OPEN**  
2014: 6/2-6/5, 8/1, 8/4-8/5, 8/7-8/8, 12/11-12/12, 12/15-12/19, 12/22-12/23  
2015: 1/2, 1/5-1/9, 2/17, 3/30, 4/1, 5/21-5/22, 5/26-5/29, 6/1-6/4

**COMMENCEMENT**  
2015: 5/15

October 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TEACHING DAYS		
Fall Semester	83 days	17 weeks
Spring Semester	84 days	18 weeks
Convocation	1 day	
Flex Days	8 days	
<b>TOTAL</b>	<b>176 days</b>	<b>35 weeks</b>

November 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days

### #### ##### = ##

January 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days

## = #### #####

# President's Welcome



**Rodney Beilby,  
President (Interim)**

Welcome to Yuba College, a quality educational institution that has been serving the North Valley for over 80 years. The faculty, staff, and administration have a common objective: to provide you the opportunity to pursue your educational goals and to help you succeed.

While here at Yuba College you will have the chance to make new, lifelong friends and experience the diversity of the college, the area, and your fellow students.

Our faculty will present new ideas, concepts, technologies, information, and methods for approaching and solving problems.

We promise to provide you with the finest learning experience, but in turn, we expect your best.

Aside from an outstanding instructional program, Yuba College also provides a vibrant student life and helpful student services including: counseling, career services, financial aid, and a variety of student clubs.

I would also encourage you to participate or support our championship-caliber athletic teams and outstanding musical and dramatic performances throughout the year.

Please use the information contained in this catalog as a resource to assist you with your Yuba College journey. Also, please do not hesitate to ask our friendly and helpful faculty and staff for further assistance.

We are proud of Yuba College and its long tradition of serving students. Thank you for making Yuba College your school of choice.

# 2014-15 District Organization

## Governing Board

David Wheeler, Board President .....	Trustee Area 3
Gary Sandy, Vice President .....	Trustee Area 5
Brent Haste .....	Trustee Area 2
Jim Kennedy .....	Trustee Area 1
Michael Pasquale, Clerk of the Board .....	Trustee Area 4
V. Richard Savarese .....	Trustee Area 7
Xavier Tafoya .....	Trustee Area 6
Emma Willard .....	Yuba College Student Trustee
Jesse Foster .....	Woodland Community College Student Trustee

## District Offices

Chancellor .....	Dr. Douglas Houston
Vice Chancellor, Educational Planning and Services .....	Dr. Kayleigh Carabajal
Chief Business Officer .....	Kuldeep Kaur
Chief Human Resources Officer .....	Dr. Jacques S. Whitfield
Director, Information Systems .....	Karen Trimble
Director, Institutional Dev./Grants/Foundation .....	Dr. W. Phillip Krebs

## Yuba College

President (Interim) .....	Rodney Beilby
Vice President, Academic and Student Services (Interim) .....	Lisa Jensen-Martin
Executive Dean, Clear Lake Campus (Interim) .....	Art Pimentel
Executive Dean, Sutter County Center (Interim) .....	Brian Jukes



## Divisions:

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

### Programs

Accounting	General Business
Applied Science	Management
Automotive Technology	Manufacturing Technology
Business Computer Applications	Office Administration
Cooperative Work Experience	Welding
Culinary Arts	

## Fine Arts

..... Walter Masuda, Dean

### Programs

Art/Photography
Music
Theatre Arts

## Health and Physical Education

..... Erick Burns, Dean (Interim)

### Programs

Health
Intercollegiate Athletic Programs
Physical Education

## Language Arts

..... Walter Masuda, Dean

### Programs

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

## Mathematics, Engineering, Science & Health Occupations

..... Walter Masuda, Dean (Interim)

### Programs

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

## Social Sciences

..... Dr. Edward Davis, Dean

### Programs

Early Childhood Education	Humanities
Economics	Philosophy
Ethnic Studies	Political Science
Family and Consumer Science	Psychology
History	Social Science
Human Services	Sociology

## Beale Air Force Base Outreach Services

..... Brian Jukes (Interim)

## District Organization

**Financial Aid/EOP&S/CARE/TRIO Programs** ..... **Dr. Marisela Arce, Dean**

### Programs and Services

California Work Opportunity and Responsibility to Kids (CalWORKs)	Extended Opportunity Program and Services (EOP&S)
Career Center	Financial Aid
Cooperative Agencies Resources for Education (CARE)	Transfer Center
Counseling	TRIO (Educational Talent Search and Upward Bound)
Disabled Student Program and Services (DSPS)	Veteran Services

### **Sutter County Center**

**Executive Dean (Interim)** ..... **Brian Jukes**

### Programs

Accounting	History
Anthropology	Human Services
Art	Humanities
Astronomy	Library Science
Biology	Management
Business Computer Applications	Mass Communications
Chemistry	Mathematics
Computer Science	Music
Counseling	Office Administration
Early Childhood Education	Philosophy
Ecology	Physical Education
Economics	Psychology
English	Political Science
English as a Second Language	Sign Language
Family and Consumer Science	Sociology
General Business	Spanish
Geography	Speech
Health	Theatre Arts

### **Clear Lake Campus**

**Executive Dean (Interim)** ..... **Art Pimentel**

### Programs

Accounting	Reading
Anthropology	Sociology
Art	Spanish
Biology	Speech
Business Computer Applications	
Chemistry	
Cooperative Work Experience	
Counseling	
Culinary Arts	
Early Childhood Education	
Ecology	
Economics	
English	
General Business	
Health	
History	
Human Services	
Humanities	
Information Technology	
Learning Assistance	
Management	
Mathematics	
Office Administration	
Philosophy	
Political Science	
Psychology	



## 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 88th 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 88 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 offer instruction in over 90 departments totaling more than 1,000 courses.

### **Clear Lake Campus**

Courses have been offered in this region since the fall semester of 1972. The Campus is located off Highway 53 in the City of Clearlake. In 2012 the campus added 26,600 sq. ft to the existing facilities. The expansion added a new student services center that includes a new library, three computer labs, and a vast array of important student services. The new facilities also include a "state of the art kitchen" and dining room for the Culinary Arts Program and new classrooms/labs for Biology, Chemistry and Early Childhood Education courses.

At the Clear Lake Campus, students can complete two years of pre-transfer work or satisfy their General Education requirements as well as major preparation courses for many degrees. In addition to transfer course work, the Campus offers career technical education programs in Accounting, Automotive repair, Business Administration, Chemical Dependency Counseling, Culinary Arts, Early Childhood Education, Income Tax Preparation, Drinking Water/Waste Water and Welding are also offered. The Campus also provides a wide range of student services and remedial courses and a Child Development Center.

### **Beale AFB Outreach Services**

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 Center**

The Sutter County Center, located in north Yuba City at 3301 E. Onstott Road, prepares students for transfer to baccalaureate-granting institutions, for entry into the job market, or for further career development. The Sutter County Center's primary course offerings are transfer and general education courses; however, various career technical education courses are also offered. The state-of-the-art two-story facility holds 18 classrooms, a library, full registration service, counseling and financial aid services, dining services, an open computer lab.

### **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. As part of the Measure J facilities project, the college renovated the old library building into a one-stop student services building; the administration building was also renovated to include offices for the President and Vice President, Academic Senate, a Multi-Cultural Enrichment Center and a Student Center.

### **Colusa County Outreach Services**

The Woodland Community College Colusa County Outreach Facility is located at 99 Ella Street in Williams, Colusa County. Students can take classes at the 9,000 square foot facility which has 4 dividable classrooms. Student services are available to assist students with admission, registration, assessment, financial aid and counseling. The facility also hosts an SSS/TRIO program offered to support English as a Second Language students.

# College Goals, Mission and Philosophy

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.

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.

Students should use the catalog 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 Admissions, CARE, Counseling, Disabled Student Program and Services, EOP&S, Financial Aid, College Success Center, Library, W.I.A, and Veterans Services. There is also information about adding a class, applying for graduation, or getting a transcript.

## 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 university may do so as 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.

## Yuba College Goals

1. Foster a culture of evidence-informed decision making, including SLO development/assessment and other measures of student success.
2. Prioritize and allocate resources based on existing and emerging community and student needs over those of individual projects or programs.
3. Steward our institutional resources with increasing effectiveness and efficiency.
4. Research and utilize effective modes of delivery for our courses and services.
5. Design our programs in such a way as to allow students to complete their educational goals in a timely manner.
6. Evaluate our programs, services and processes to ensure continuous quality improvement.
7. Improve the quality of the student experience at all of our campuses and centers.
8. Develop partnerships to enhance educational resources and student opportunities.
9. Exemplify educational excellence, fiscal responsibility, cultural awareness, and civic engagement for our communities and region.



### 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 (gender), physical and mental disability, age, sexual orientation, religion, medical condition, ancestry, or marital status 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.

The Yuba Community College District Board of Trustees has adopted a Diversity Policy, BP 1300, which includes the following: a Definition of Diversity, a Diversity Statement, Principles of Community and a Diversity Framework for Institutional Transformation and Cultural Competency.

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 Student 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 education programs.

The College recognizes its obligation to provide overall program accessibility throughout the College for handicapped persons. Call the Section 504 Coordinator (below listed number) 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:

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 differences 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 (CSUS). The CSUS Department of Aerospace Studies offers three and four year programs leading to a commission in the United States Air Force. Cadets receive leadership instruction throughout their ROTC experience and the program promotes teamwork and camaraderie. Students can complete general education requirements at Yuba College, and then transfer to CSUS to complete their degrees. If the Air Force is offering scholarships, members of AFROTC in all degree programs are eligible to compete for scholarships based on a competitive selection process. Scholarship recipients receive money for tuition up to \$18,000 per year, a book allowance (currently \$900/year), and a monthly allowance from \$300 to \$500, depending on the student's AFROTC year. Upon graduation from college, cadets are commissioned as an Air Force second lieutenant with a guaranteed employment future and a regular paycheck with great benefits. Call the AFROTC Detachment 088 at (916) 278-7315 or their website at: <http://www.csus.edu/afrotc/>.

### Assessment Center

The Yuba College Assessment and Testing Center is located at Yuba College in the 100B building. The College also offers placement examinations at Clear Lake Campus, Beale AFB Outreach Services and Sutter County Center. Call a testing center for its testing schedule and hours of operation at one of the following locations: YC Assessment and Testing Center (Yuba College) - (530) 741-6864; Clear Lake Campus - (707) 995-7900; Beale AFB Outreach Services - (530) 788-0973, Sutter County Center - (530) 751-5600.

Individuals with disabilities or special testing needs should discuss options or accommodations with a Yuba College counselor and/or DSP&S staff or call a test center to arrange accommodations.

The Yuba College Assessment and Testing 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. The Yuba College Assessment and Testing Center is also an Authorized Prometric Testing Center & Pearson Vue 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

The bookstore is the place to go to purchase your school needs for the upcoming semester. When it comes to textbooks, whether it's a new copy, or one of the various affordable options: used, digital, or rental, the bookstore has what you need. We also carry every day supply items, your Yuba College clothing, gifts, general reference and bargain books, as well as snack food and drinks.

**Refunds:** Students who purchased textbooks at the Bookstore can obtain a full refund the first week of school 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.
- Yuba College duplications and titles marked as such are non-refundable.

Students can receive a refund during the second week of school if the above policies have been met and a drop slip is provided. All other items, excluding food, may be returned up to 30 days after the purchase if in resalable condition and you have your receipt.

**Buy Backs:** The bookstore buys back textbooks for cash every day! The textbook can be new, used, hardback, or paperback (excluding workbooks). Prices change every day, so stop by and see how much cash you can get!



**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 call the Yuba College CalWORKs Office at (530) 634-7773 or Clear Lake Campus at (707) 995-4176.

**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, call the Yuba College Career Center at (530) 634-6790 or the Career and Transfer Center at Clear Lake Campus (707) 995-7900.

**Child Development Center**

Child Development Centers are located at Yuba College and at the Clear 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 guidelines. 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

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

Clear Lake Campus hours of operation: Mon-Fri 7:30 a.m.-5:30 p.m. (707) 995-7909. Clear Lake Campus offers full day, part day or state preschool for children ages 2 years 7 months until entry into Kindergarten. (9 a.m.-12 p.m. or 2:30 p.m.-5:30 p.m. No need required when attending only preschool hours.).

**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 other courses across the curriculum. The center also offers organized study groups, led by trained tutors, for some courses. The center offers workshops throughout the year. Space is also available during non-peak hours for study groups. Tutoring is free for registered students.

**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 calling the Community Education Office at (530) 741-6825.

**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 customized 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

Call (530) 741-8776 for a complimentary assessment.

**Cooperative Work Experience Education**

Cooperative Work Experience Education (CWEE) are courses 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. Call Yuba College at (530) 741-6763 or Clear Lake Campus at (707) 995-7900 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 an 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 (third-year) status 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.

**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 a valuable resource for students in helping to 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, Beale AFB Outreach Services, Clear Lake Campus and Sutter County Center. 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, and career and college planning courses (Counseling 10, 15, 15A, 15B, 25, 30, 35, and 45).

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

To schedule a counseling appointment at Yuba College call (530) 634-7766 or Clear Lake Campus call (707) 995-7900.

**Dining Facilities**

In order to accommodate those students who prefer to eat on campus, our culinary program provides restaurant dining at the Yuba College campus. Flavors restaurant is open Tuesday through Thursday 11:30 am - 1 p.m. Additionally, food trucks located in the main quad area offer food service during the morning through late afternoon hours with a variety of selections.

Sutter County Center 49er Café is open Monday through Thursday, 8 a.m. to 6 p.m. and offers a variety of grab and go food items.

Aromas Restaurant, at the Clear Lake Campus, serves lunch Tuesday-Thursday from 11:30 a.m.-1 p.m. Java Express serves coffee, tea, espresso and home-made baked goods Tuesday-Thursday from 9 a.m.-1 p.m.

**Distributive Education/e-Learning**

Distance Learning courses include televised courses (ITV) and fully online courses. A complete listing of these courses is located in the Schedule of Classes under 'Distributive Education' and on the YCCD eLearning website (<http://de.yccd.edu/>). 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.

The rigor of online and ITV courses is equal to a regular course. Students need to have good time management and computer literacy skills and be able to work independently. Two, 1 unit online courses are offered each term to help prepare students to be successful online learners: EDUC/MCOMM 40, Introduction to Online Learning and LIBSC 1, Basic Research Skills.

ITV courses feature Yuba College or Woodland Community College instructors. These courses are televised live via local cable services and accessible on the web via the YCCD eLearning software. Students accessing ITV via cable must be served by one of the designated cable delivery systems that provide our ITV service. Satellite delivered television services do not carry the ITV cable channels.

Fully online courses are delivered using the YCCD eLearning course management software which is accessible via the eLearning website and within the MyCampus portal. Students access YCCD eLearning using their college student ID and password once they are enrolled in a course that uses this software. Technical support is provided via phone, email, virtual PC software, and in person. For more information, staff contacts and technical assistance, check the YCCD eLearning website.

**Disabled Student Program 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. Screening 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, 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.

For more information about eligibility or to apply for services call DSP&S at Yuba College at (530) 741-6795 (voice) or (866) 274-7530 (VP); Clear Lake Campus students call (707) 995-7910 (voice) or (707) 995-4183 (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 (EOP&S)**

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.

For more information call EOP&S at Yuba College, (530) 741-6995; Clear Lake Campus, (707) 995-7912.

**Cooperative Agencies Resources for Education (CARE)**

As a supplemental component of EOP&S, CARE provides educational support services designed for the academically underprepared, low income, single head of household, 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 call CARE at Yuba College, (530) 741-6995; Clear Lake Campus, (707) 995-7912.

**Health Clinic (Student)**

Yuba College, in partnership with Rideout Health, offers a free Student Health Clinic for minor health care needs. The clinic is open every Tuesday and Wednesday, from 8:30 a.m. - 3:30 p.m, in room 122C (by the Admission and Records Office). For more information call (530) 740-1749.

**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 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 attending an orientation session.

The new Learning Resources Center opened in January 2014 in Marysville after a major renovation. The updated facility features group study rooms, quiet study areas, and a computer lab. Members of the public are welcome to use the facilities any time the Library is open.

The Clear Lake Campus and Sutter County Center Libraries support 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**

Almost all male U.S. citizens 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 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 Admissions and Records Office or from your local post office.



**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 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.

### Career Technical Education Transitions (CTE)

The Career Technical Education Transitions 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 CTE Transitions Program prepares students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the CTE Transitions Program, contact the YCCD Career Technical Education Transitions Office at (530) 634-7785, visit the Admissions and Records Office at any campus, or see your counselor. Also visit the CTE Transitions website at <http://www.yccd.edu/educational-services/cte/default.aspx>.

### 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.

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.

For more information, call (530) 741-6790 at Yuba College or (707) 995-7900 at Clear Lake Campus.

### TRIO Programs

Pre-college programs at Yuba College are TRIO programs which consist of Educational Talent Search (ETS) and Upward Bound (UB). Both programs are federally funded through the U.S. Department of Education to serve low-income and, potential first-generation students to progress through the academic pipeline from middle school to post baccalaureate programs.

**Educational Talent Search.** The Educational Talent Search program, serves 6th through 12th grade students from Albert Powell High School, Andros Kaperos School, Gray Avenue Middle School, Linda Elementary, Lindhurst High School, Marysville High School, North Marysville High, River Valley High School, South Lindhurst High, Yuba City High School, and Yuba Gardens Intermediate School.

The services listed below are free and available to ETS participants:

- Academic tutoring
- Enriched cultural activities
- Academic and career guidance
- Scholarship research assistance
- College and Financial Aid applications assistance
- Workshops for the parents of participants
- College and educational field trips
- Yuba College Summer Program

**Upward Bound.** The Upward Bound program is in the first year of a 5 year grant cycle, serving high school students from Live Oak, River Valley, Wheatland and Yuba City high schools. The program provides opportunities for participants to succeed in a pre-college performance and ultimately in higher educational pursuits. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of post-secondary education. Additionally we provide support to high school students in their preparation for college admission. Upward Bound activities include:

- Six-week Summer College Academic and Cultural Enrichment Program
- Saturday Workshops provide opportunities to be instructed in learning styles, career exploration and personal skills development
- Weekly sessions at the student's respective high school with the Upward Bound Learning Specialist to assist in academic, career and personal advising and college exploration and planning
- Daily after school tutoring
- Academic instruction in English, foreign language, mathematics, science and other academic classes
- College visits
- Cultural enrichment activities
- Leadership workshops and conferences

- New and renewable scholarships

To learn more about the Upward Bound Program, call (530) 749-3858 or visit the Yuba College website.

The Legislative requirements of all TRIO programs can be found in the *Higher Education Act of 1965, Title IV, Part A, Subpart 2, Federal Early Outreach and Student Services Program, Chapter 1, Federal TRIO programs.*

### 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 call 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 call the Yuba College VSO at (530) 741-6822; fax: (530) 741-7740

**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 service person 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 service member's Counselor, a service person 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, at the College. Information regarding these opportunities may be obtained from any Yuba College counselor or from the Counseling Office.

**Veterans Standard of Progress:** A veteran student who is receiving veteran benefits, and is placed on academic probation, will 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 a cumulative GPA of a 2.0 after 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 veteran's Certifying Official cannot certify a veteran for any class beyond that point until the cumulative GPA improves to a 2.0 or higher.

Once the veteran's Certifying Official certifies or recertifies a student for re-enrollment after termination for unsatisfactory progress, the Veterans 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.

**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.

For more information, call the Yuba College Veterans Service Office at (530) 741-6822, Fax: (530) 634-7740 or Clear Lake Campus (707) 995-7900.



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

The Work Force Investment Act (WIA) is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have unmet 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 are not available in your local area, you will need to consider relocating or commuting to another area.

The WIA office is located in room 121, next to the Admissions and Records Office. 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, 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 call (530) 741-6830 or email: [wia@yccd.edu](mailto:wia@yccd.edu).

### Writing and Language Development Center (WLDC)

The Writing and Language Development Center (WLDC) is open to all currently enrolled Yuba College students during the fall and spring sessions. We are located inside the Learning Resource Center in Room 1116. We offer the following services:

- Drop-in assistance for writing assignments in any Yuba College course
- Drop-in or appointment help for reading comprehension
- Tutoring for English and ESL
- ESL conversation practice
- Proofreading tips
- Computer lab for language arts assignments
- Technology assistance
- MLA, APA, and Chicago style formatting help
- Informal study space and private study rooms
- Kurzweil 3000 software for assisted reading & writing
- Keyboarding practice software

For more information call (530) 740-1709.

### 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 \$7.3 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 43 years of operation. Additionally, planned gifts such as wills, charitable remainder trusts, and insurance policies have benefited the foundation's programming capabilities. Non-cash 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 43 years of operation. In recent years, direct support from the foundation has provided networking equipment for the Clear Lake Campus, laboratory support for the Administration of Justice Program at Yuba College 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 Foundation Board of Directors:

James Buchan (Foundation Board President)

Wayne Ginsburg (Woodland)

Lynn Jepsen (Woodland)

Jim Kennedy Board of Trustees Liaison  
(Yuba-Sutter)

Donna Neu (Woodland)

Christopher Myers

Donna Neu (Woodland)

Cindy Seidel

Marcia Stranix

Xavier Tafoya Board of Trustees Liaison  
(Woodland / Colusa / Clear Lake)

Richard Teagarden

Leslie Williams

# 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" below).

### 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:** Impacted programs require a special application. For Associate Degree Nursing (ADN), Psychiatric Technician, Radiologic Technology call (530) 741-6784. For Veterinary Technology call (530) 741-6786.

**International Students** must obtain a special application which will be mailed upon request from the Office of Student Support Services, 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. Call 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 and Steps to Apply:

File an application for admission.

- File high school and college transcripts; transcripts must be received by direct mail or electronically approved 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 no more than three times in a two-year period.
- 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 and Records Office to determine the student's residence classification. The following rules regarding residency determination are not a complete explanation. For further information, call the Admissions and Records 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.

2. 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.)

3. Active duty military personnel stationed in California are entitled to resident classification.

4. A dependent child or spouse of an active duty military person stationed in California is entitled to residence classification.

5. 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 "two-years grace period" in order to establish California residency. Establishment of residency requires physical presence and acts of intent be demonstrated for one full year.

6. Persons who have had a "permanent residence visa" for one year may establish residence in accordance with the criteria listed below.

7. Nonresident and non-citizens (other than "non-immigrant 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 AB 540 application form at the Admissions and Records Office.)

8. 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 Admissions and Records 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).

**International Student Admission**

Under Federal law, Yuba College is authorized to enroll students on F-1 student visas for a general education degree and/or transfer programs. International students applying for admission must request an International Student application packet from the Office of Student Support Services by calling (530) 741-6705.

The deadlines to apply are May 15 for the fall semester and December 1 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, an international student must meet specific criteria and agree to:

- Pay *Tuition, Enrollment Fees and the Student Services Fee* at the time of registration. (See current fees in Schedule of Classes.)
- Complete the required application packet which consists of:
  1. Application form, including a recent photograph
  2. Copies of high school and college transcripts
  3. 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.)
  4. A letter of English Proficiency
  5. 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.)
  6. A letter of recommendation
  7. A certificate of health to include a special test for tuberculosis.
  8. A \$25 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 Support Services 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 studying 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 International Student Assistant to meet all requirements for international 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 in only classes for which they have approved previous training (e.g., 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 1L, 2, 4B, 6A, 6B, 7B, 7C, 8A, 8B, 9A, 9B, 12A, 12B, 14B, 15B, 19A, 19B, 27, 29, 32A, 32B, 33, 34C, 35, 36A, 36B, 36C, 38, 39, 40, 41, 42, 43, 44, 46

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

For those performance courses that are eligible for Matriculation Exemption, see your Counselor.

Physical Education 1.21-1.79 series of classes, 2.01-2.13, 3, 4, 6, 7, 11R-17R, 21, 31R, 32R, 36R, 37R

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

Note: Students wishing to take a course for **general interest** or for **personal/professional improvement** should call the Admissions and Records 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 examination 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 Admissions and Record 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 Office of Student Support Services, who is responsible for investigation and resolution.

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 Admissions and Records Office at the Yuba College campus. Applicants will complete orientation and meet with a counselor to discuss educational plans and select appropriate courses for registration.

# 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.)

## Enrollment Priorities

Administrative Procedure 5055 provides information for the Enrollment Priorities process. Effective the Summer/Fall 2014 registration period the Enrollment Priorities criteria changed and students should review the administrative procedure to attain the current policy requirements.

## 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 Admissions and Records 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 (Friday ending the second week of instruction for full-semester classes or ten percent of a short-term class) are credited to the student’s account (see “Refund” section).

If a class is dropped prior to Census Date (20% of courses), no notation of the course will be entered on the student’s transcript. If a class is dropped after that time but prior to the end of the tenth week of a regular semester (75% of the term), a “W” will be entered on the student’s transcript. 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 WebAdvisor, it is the student’s responsibility to check that adds and drops 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.

## Placement Examination

The purpose of the Placement Examination is to assess each student’s skills in mathematics, reading, and English, 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 Support Services. The results of the challenge are final. Students should seek counselor assistance when filing a prerequisite challenge.

Students may take the Placement Examination 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 three 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, the scores can be translated to the Yuba College Placement System and are no older than three years. It is the student's responsibility to have the other institution provide the score report to the YC Assessment and Testing 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 Examination instead of transferring their scores.

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 who wish to take the Yuba College Placement Examination should call one of the Assessment and Testing Centers listed below, or call 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 Outreach Services: (530) 788-0973, Sutter County Center: (530) 751-5600.

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 and Testing 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	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	Learn 174
2002	Math 110 or General Business 100
2003	Math 111 or General Business 100

2004	Math 50 or General Business 56
2005	Math 51, Math 52, Math 58 or General Business 56
2006	Math 10, Math 15, Math 20 Math 25, or Statistics 1
2007	Math 21
2008	Math 7, Math 9
2009	Math 1A

Placement Level	Reading Courses
3001	ESL Reading 116A or appropriate English Composition course as indicated on placement test.
3002	ESL Reading 116B or appropriate English Composition course as indicated on placement test.
3003	Reading 105 or appropriate English Composition course as indicated on placement test.
3004	Reading 70 or appropriate English Composition course as indicated on placement test.
3005	No reading required.

Placement Level	ESL Courses
4100	Level-1 courses ESL 212, 213, 214, 215, 217 or 218
4200	Level-2 courses ESL 222, 223, 224, 225, 226, 227, 228 or 229
4300	Level-3 courses ESL 232, 233, 234, 235, 237, 238 or 239
4400	Level-4 courses ESL 242, 243, 244, 245, 246, 247 or 248
4500	Level-5 courses ESL 252, 253, 257, 258 or 259
4600	Level-6 courses ESL 262, 263, 267 or 268

**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", "M" and/or "C." "L" means college-level language skills are recommended, "M" means college-level computation skills are recommended and "C" means computer literacy recommended. These requisites are advisory only.

**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*.

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; or concurrent enrollment in English 105.

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.





# Student 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 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 (BOGW) 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 (BOGW) Program B. For low income students who meet eligibility requirements.
- Board of Governor's Waiver (BOGW) 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 per unit. Students who are both citizens and residents of a foreign country are required to pay \$210 per unit.

**STUDENT SERVICES FEE.** All students are required to pay a *\$10 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 office of the Vice President of Academic and Student Services for the exemption.

**PARKING FEE.** Students who drive vehicles on campus will pay a Parking Fee and be issued a decal. The cost is \$40 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 visitors may park in the General Parking Lots and must display either a valid semester parking decal or a \$2 daily parking pass.

**Parking fees are nonrefundable after the fourteenth calendar day of the full-semester.**

The Associated Students of Yuba College collect a voluntary annual *A.S.Y.C. Fee* of \$10 per year, \$5 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 Technology, Radiologic Technology) are required to buy 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 expenses.

Estimated total expenses, including personal expenses and travel, for a California resident is \$11,468. A sample budget for an average California resident for one year is shown below:

**Average Expenses Included in the 2014-2015  
Yuba College Financial Aid Budget for a  
Resident Student 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

## Refunds

**BOOK REFUNDS.** Students who purchased textbooks at the Bookstore can obtain a full refund the first week of school 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 have been met and a drop slip is provided. All other items, excluding food, may be returned up to 30 days after the purchase if in resalable condition and you have your receipt.

**ENROLLMENT/STUDENT SERVICES FEES/ NONRESIDENT TUITION.** Enrollment fees can be paid by cash, check, money order, debit card or credit card. YCCD accepts Visa, Master Card, Discover and American Express.

Students can request a refund of their student fees through the online request form in Webadvisor. Please allow four weeks for processing. A \$10 processing fee is charged for refunds. This amount will be deducted from your refund amount.

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 (Friday ending the second week of instruction for full semester classes or ten percent of a short-term class), and
- The drop(s) reduces the student's currently enrolled unit load.

Refund dates vary for each short term class (see refund deadline information listed in the *Schedule of Classes*). Dropping before the refund deadline date for the class determines whether or not a credit is available on your student account for refund.

If you paid your enrollment fees then were approved for a fee waiver, but there is no credit showing on your student account for you to request a refund, please contact Admissions and Records at your local campus or center.

If fees were paid by check there is a three week waiting period before the refund can be processed. If fees were paid by cash or check, the refund will be issued by check to the student.

If fees were paid by credit card or debit card, the refund will be processed back to the same card unless the transaction is unsuccessful, in that case the refund will be issued by check to the student.

If you have questions regarding a refund in process, please contact the YCCD Fiscal Services Department at [cashier@yccd.edu](mailto:cashier@yccd.edu).

At the end of each fiscal year any credits on the student account will first be applied to other outstanding fees. Any remaining credits will be issued by refund to the student. It is the student's responsibility to keep their address and current telephone number updated in Yuba Community College District's system by updating their information in Webadvisor.

**PARKING PERMIT.** Students who withdraw from classes before the fourteenth day of the semester may apply for a refund of the *Parking Permit*. The parking permit must be returned to the Admissions and Records Office or cashier to qualify for the refund. At that time, the Admissions and Records Office will void the parking permit, and the refund will be issued to the student less an administrative processing fee.



# 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

Refer to page 30 for a sample Financial Aid Student Budget for academic year 2014-2015. 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 available funds. 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 [yc.yccd.edu](http://yc.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; others 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 [yc.yccd.edu](http://yc.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 for Education) Grant; Chaffee Grant; and Cal Grants B and C.

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

- **Direct Loans.** Contact the Financial Aid Office for information on Student Loans.

### AB 540 Dream Act

**The Law:** AB 540 authorizes any student, including undocumented students, who meet specific criteria to pay in-state tuition at California's public colleges and universities.

#### AB 540 Eligibility Requirements:

- Must have attended a California high school for 3 or more years;
- Must have graduated from a California high school or attained the equivalent of a high school diploma (received a GED or passed the California High School Proficiency Exam);
- Must have registered or currently be enrolled at an accredited institution of higher education in California;
- Must have filed or will file an affidavit stating that will apply for legal residency as soon as possible; and
- May not be a non-immigrant holding a valid lettered non-immigrant Visa 5.

#### AB 540 Affidavit - "California Non-Resident Tuition Exemption Request"

In order to receive the exemption from non-resident tuition, students must obtain, complete, and submit the AB 540 Affidavit to the Admissions and Records Office. Students may be required to submit additional documentation such as high school transcripts and appropriate records of high school graduation or the equivalent.

#### The California Dream Act

AB 130 allows students, who meet AB 540 criteria (California Education Code 68130.5(a)), to apply for and receive non-state funded scholarships for public colleges and universities; AB 131 allows students, who meet AB 540 criteria, to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant. Therefore, AB 540 students are allowed to apply for the following types of financial aid:

- Board of Governors Fee Waivers (BOG) beginning in the Spring of 2013.
- State financial aid like Cal Grants and Chafee Grants beginning 2013-2014 Academic year.
- Assistance from EOPS, CARE or Cal-WORKS
- Privately-funded scholarships

If eligible for the AB 540, students must:

- Contact the Admissions and Records Office to complete the Affidavit form and provide the required documentation to establish eligibility
- Contact the Financial Aid Office to determine the next steps to take
- Students who have a Social Security Number need to complete the FAFSA at: [www.FAFSA.gov](http://www.FAFSA.gov)
- Students who do not have a Social Security Number need to enter a California Dream Act
- Application at: <https://dream.csac.ca.gov/>

### Hope Scholarship (Tax Relief) and Lifetime Learning Credit

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 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 call 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.

# College Life

## Athletics

Yuba College is a member of the *Bay Valley Conference*, *Northern California Football Conference*, *California Community College Athletic Association (CCCAA)*, which functions as part of the *Community College League of California*, and participates in men's and women's basketball, baseball, men's and women's cross country, football, men's and women's soccer, men's and women's track & field, softball, and volleyball. (Refer to page 40, "Athletic Eligibility")

## Campus Police Department

The Yuba Community College District Police Department is committed to ensuring the safety of our students, staff, faculty, and visitors. Every member of our department is involved in keeping the campuses safe and secure. However, a truly safe campus can only be achieved through the cooperation of all students, employees, and visitors. The Yuba Community College District covers nearly 4,200 square miles, and currently has six educational sites in five different counties. The Police Department provides professional law enforcement services at all six educational sites.

The Police Department on the Yuba College Campus is located in Warren Hall, building 1600. The Police Department can be reached by calling 6771 from any campus phone, dialing (530) 741-6771 or (530) 870-1158 from other phones. If you have an emergency, 911 from any phone or use one of the many emergency phones ("Blue Phones") located on campus. The Police Department provides the following services:

**Campus Patrols:** The Yuba Community College District Police Department uses uniformed and non-uniformed officers to patrol the campuses in cars, on bicycles and on foot. These patrols are conducted on the roadways and walkways of the campus, as well as in buildings.

**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 on campus. 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 conditions.

**Vehicle Jumpstart Courtesy Service:** Our police vehicles are equipped with battery jumpstart systems to allow officers to attempt to assist motorists who have discharged batteries. This service is provided at no charge, subject to officer availability and is performed only if the vehicle owner accepts the risk of damage. Normally there is very little risk, however officers are not trained mechanics, and from time to time damage may occur. Persons who have insurance coverage for jumpstart service or who do not want to accept the risk of damage should call a professional mechanic.

**Sex Offender Registration Program:** The State of California requires sex offenders to register with the police in the jurisdiction in which they reside. The State makes this information available to law enforcement agencies. The information is available to the public at the local police department. State law also requires sex offenders to register with YCCDPD if they are working at one of the college campuses (including contractors) or attending classes. Sex offenders must update their registration at the beginning of each instructional semester. The Family Educational Rights and Privacy Act (FERPA) does not prohibit release of data on registered sex offenders.

Police department staff registers sex offenders, as prescribed by law, and actively tracks sex offenders registered with the police department each semester. Megan's Law allows the public to view information about "Serious" and "High Risk" sexual offenders that may be residing in their community. This enables the public to be aware of potential risks in their community. The public can then make informed decisions when taking safety precautions to protect themselves and their children from sex offenders. Visit the on-line sex offender registration web site at: <http://meganslaw.ca.gov>.

**Police Cadet Program:** The Police Cadet Program employs a diverse group of Yuba Community College District students. Its mission is to provide outreach to the campus community, while helping to deter crime, and enforcement of the district parking policy. Police Cadets provide high visibility, uniformed patrol of the campus. This includes, but is not limited to, the campus, buildings, and parking lots. They act as additional "eyes and ears" to the police department.

## 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 by calling (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 are 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.** 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, the Office of Student Support Services or the 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 office of the Vice President of Academic and Student Services 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, Clear Lake Campus and Sutter County Center in outside open areas. Smokers are encouraged to deposit cigarettes, ashes, and matches in receptacles to maintain a refuse-free campus.

## 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).

**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 fifteen 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 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 voting member. 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

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 Usage

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 call the Disabled Student Program and Services at Yuba College at (530) 741-6758 or Clear Lake Campus at (707) 995-7910.

# 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 Counseling Department/Student Services.
- Seek the advice and recommendation from a counselor.
- File the completed petition with the Counseling Department/Student Services for action by the Academic Integrity 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 15 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 Office of Student Support Services, a written request that identifies the record(s) he/she wishes to inspect. Staff 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 Student Services, the staff 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 disclosure 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 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

The Yuba Community College District Governing Board 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 student's transcript 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.

- 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 transcript 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 Academic Integrity Subcommittee. 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.

## Advanced Standing/Transfer of Credit

A student who presents (via direct mail from the college previously attended, hand-carried in a sealed official envelope or electronically received from previous college attended) 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 *California Community College Athletic Association (CCCAA)* 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.

For additional information, refer to the *Athletic Constitution of the California Community College Athletic Association (CCCAA)*, *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 Admissions and Records Office may receive a failing grade.

**Auditing Class**

The Yuba Community College District Governing Board 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 Admissions and Records 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 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 Requirements"). Classes used to meet the multicultural graduation requirement must have been approved to satisfy the multicultural requirement at the time the class was taken.

**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
<b>Subject Examinations</b>		
<b>English:</b>		
College Composition	6	ENGL 1A + 2 units elective
College Composition Modular	4	ENGL 51
American Literature	3	ENGL 30A
Analysis & Interpretation of Literature	3	ENGL 2
English Literature	3	ENGL 46A
<i>English Composition</i>	4	<i>ENGL 51</i>
<i>English Composition with Essay</i>	6	<i>ENGL 1A; 2 units elective</i>
<i>Freshman College Composition</i>	4	<i>ENGL 1A</i>
Humanities	6	Humanities elective

<b>Business:</b>		
Financial Accounting	4	ACCT 1L
Information Systems & Computer Applications	3	BCA 15
Introductory Business Law	3	GNBUS 18A
Principles of Management	3	MGMT 10
Principles of Marketing	2	None
<b>History and Social Sciences:</b>		
American Government	3	SOCSC 1
American History I: Early Colonization to 1877	3	HIST 17A
American History II: 1865 to the Present	3	HIST 17B
Introductory Sociology	3	SOCI 1
Social Sciences & History	6	Social Science elective
Western Civilization: Ancient Near East to 1648	3	HIST 4A
Western Civilization: 1648 to Present	3	HIST 4B
Human Growth & Development	3	None
Introduction to Educational Psychology	3	None
Introductory Psychology	3	PSYC 1A
Principles of Macroeconomics	3	ECON 1A
Principles of Microeconomics	3	ECON 1B
<b>Sciences and Mathematics:</b>		
Biology	3	BIOL 10
Calculus	4	MATH 1A
Chemistry	3	CHEM 10
College Algebra	4	MATH 20*, MATH 50* or MATH 52*
College Mathematics	6	MATH 20 MATH 52 + 2 units elective
Natural Sciences	6	Non-lab science elective for non-science major
Precalculus	4	MATH 7
<i>Trigonometry</i>	3	<i>MATH 21</i>
<i>Algebra Trigonometry</i>	3	<i>MATH 7</i>
<b>World/Foreign Language:</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.

**DSST Exams**

Test	Units	Equivalent Course
Astronomy	3	ASTRO 1
Business Mathematics	3	GNBUS 56
Criminal Justice	3	AJ 10
Environment & Humanity	3	Elective
Fund. of College Algebra	3	MATH Elective
Here's to Your Health	3	HLTH 1
Human Cult. Geography	3	SOCSC Elective
Introduction Computer/Basic	3	COMSC 10L
Introduction to Computing	3	COMSC Elective
Introduction to Law Enforcement	3	AJ 10
Lifespan Development Psy	3	PSYCH 41
Organizational Behavior	3	MGMT Elective
Physical Geology	3	GEOL 10
Principles of Financial Acct	3	ACCT 1
Physical Science I	3	PHYSC Elective
Principles of Physical Science	3	PHYSC 1B
Principals of Public Speaking	3	SPECH 1
Principles of Statistics	3	STAT 1
Principles of Supervision	3	MGMT 5

**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 Admissions and 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 at 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 service person 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).

**Computer and Network Usage Policy**

The Yuba Community College District Board of Trustees, in granting access to College computers and networks, expects that 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 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 Admissions and Records 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 Academic Integrity 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 Academic Integrity 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; pay 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 student must have a 2.0 grade point average in associate degree level work completed at campuses within the Yuba Community College District as well as a 2.0 overall associate degree level course work GPA, and completion of 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.

**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 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 "Grading" 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.

**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 call the instructor. If the instructor agrees there is an error in the grade, the instructor will submit an online *Change of Grade Form* to the Admissions and 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 accessing WebAdvisor on the Yuba College website.

**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.

Full semester courses officially dropped after the end of the fourth week or 30% of term (whichever is less), 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 transcript. 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 circumstances such as accident or serious illness, the student may file a petition and evidence (doctor's excuse, hospital bill, etc.) at the office of Student Support Services 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" page 48).

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

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 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 emailed 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.

**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 transcript.



**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 call instructors upon returning to make up missed course work. Call the Counseling Office for Yuba College and the Admissions and Records Office at the other sites to request the *Notification of Emergency Absence*.

**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 Admissions and Records 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 Admissions and Records 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 Counseling Office at Yuba College; Clear Lake Campus, Sutter County Center and Beale AFB Outreach Services, 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., 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 Office of Student Support Services 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 Yuba College should be filed with the Office of Student Support Services. 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 (Public Law 101-542), it is the policy of the District to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2009, 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2010 to Spring 2012, are transfer students.

**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.

<b>2010-11</b>	
Associate in Arts	117
Associate in Science	427
Certificate of Achievement	255
Certificate of Training	18
<b>Total</b>	<b>817</b>

<b>2011-12</b>	
Associate in Arts	89
Associate in Science	450
Certificate of Achievement	232
Certificate of Training	3
<b>Total</b>	<b>774</b>

<b>2012-13</b>	
Associate in Arts	59
Associate in Science	258
Certificate of Achievement	128
Certificate of Training	46
<b>Total</b>	<b>491</b>

**Standards for Probation/Dismissal**

Students are subject to "Probation" and/or "Dismissal," for reasons of deficient scholarship, in accordance with the provisions of Sections 55031 through 55034 of *Title V California Administrative Code*, and this Catalog. It is the policy of the Yuba Community College District Governing Board that no student be automatically dismissed, but that the individual case of each student subject to dismissal be reviewed by Office of Student Support Services prior to invoking action.

**ACADEMIC PROBATION:** A student who has attempted at least 12 semester units of YCCD classes as shown by the student's transcript 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 student's transcript shall be placed on *Progress Probation* when the percentage of all units in which a student has enrolled and for which 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 student’s transcript.

**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 Dismissal*, the student will be notified by the Office of Student Support Services. 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 Academic Integrity 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 2.0 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 Academic Integrity 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 call 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) or last 3 years. If after 3 years, the student will be categorized as a new student at Yuba College.
- **Transfer Student.** A student who attended another institution prior to applying to Yuba College.
- **Returning Transfer Student.** A student who attended a Yuba College class, then attended another institution, and plans to attend a Yuba College class again.

### Transcripts

A student may apply for an official transcript of college courses at the Admissions and 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” or a “48-hour rush mail” will require a \$10 “rush” fee.

Students may print out their own free “unofficial” transcript copy on-line by logging on to the Yuba College website. Select WebAdvisor and follow instructions.

Academic transcripts are not provided for students who withdraw from the College for the following reasons: during the first four weeks of a semester, during the first week of summer session, for students enrolled in non-credit or fee courses. The Admissions and Records Office will accept a fax request with identifying information for transcripts if the transcript is to be sent to another educational institution. The student should include social security/ID number, name, birth date, name 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.



# Graduation Requirements

Yuba College has established institutional graduation requirements. Currently, these are 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 campuses within the Yuba Community College 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 (4 units), D2 and E below.

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

Agriculture 45, 45L  
 Anthropology 1  
 Astronomy 1  
 Biology 1, 10, 10L, 11, 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)

Administration of Justice 10  
 Anthropology 2, 3  
 Early Childhood Education 3  
 Economics 1A, 1B  
 Ethnic Studies 1, 15\*  
 Geography 2  
 History 4A, 4B, 5A, 5B, 6, 7, 8, 11\*, 14, 15, 16A, 16B, 17A, 17B, 29\*  
 Native American Studies 7\*  
 Political Science 1, 7  
 Psychology 1A, 12, 31, 33, 41, 46  
 Sociology 1, 2, 5, 6, 10

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

Administration of Justice 1\*  
 Art 1A, 1B, 1C, 5  
 Asian-American Studies 31  
 Early Childhood Education 21\*  
 English 1B, 2, 23, 30A, 30B, 33, 34, 36, 37, 38\*, 42, 44, 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  
 Speech 2  
 Theatre Arts 10, 33, 34

\* Class is taught only at Woodland Community College

### AREA D. LANGUAGE AND RATIONALITY

#### D1. ENGLISH COMPOSITION

English 1A

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

Business Computer Applications 15  
 Computer Science 2, 6, 9A, 9B, 10L  
 Electronics Technology 25  
 Engineering 10  
 English 1C  
 General Business 56  
 Mathematics 1A, 7, 9, 10, 15, 20, 21, 25, 51, 52  
 Philosophy 12  
 Reading 10  
 Sociology 8  
 Speech 1, 3, 6, 7, 8, 9, 15\*  
 Statistics 1

### 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
  - Family and Consumer Science 10
  - General Business 10, 25
  - Health 1, 13
  - Human Services 11
  - Physical Education courses

**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 "Degrees and Certificates" and in the Course Descriptions section of the catalog.

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

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

*Note: Students who will be completing degrees in Basic Police Academy, Associate Degree in Nursing, Psychiatric Technology, Radiologic Technology, or Veterinary Technology, and students who submit documentation of active military service are exempt from this requirement.*

\* Class is taught only at Woodland Community College

**REQUIREMENT 5:** All students are required to fulfill the Multicultural Graduation Requirement (MGR) by completing three or more units from the following courses or the programs listed below:

AJ 19, Anthropology 2; Art 1A, 3B, 5; Asian American Studies 31; Early Childhood Education 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; Philosophy 1, 3, 20; Political Science 7, Sociology 5; Spanish 20A, 20B, 36; Speech 8

Completion of the following programs also fulfills the multicultural graduation requirement: Basic Police Academy, Associate Degree Nursing; Psychiatric Technology; Radiologic Technology; and Veterinary Technology.

**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 Community College District.

**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.

## 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.

# Transfer Preparation and Information

- 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 a placement exam.

## ASSIST

The Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) 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 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 periodically for 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. 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 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 maintains and provides general education articulation sheets which include general education requirements for transfer to universities. Students are 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 in the Transfer Center and from the counselors.

## STUDENT'S RESPONSIBILITY FOR MEETING TRANSFER REQUIREMENTS.

Students are advised to obtain a copy of the catalog from their chosen transfer college. 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 from the transfer college or university of 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.** California Community College students can use the Intersegmental General Education Transfer Curriculum (IGETC) to fulfill lower division general education requirements at nearly all California State University or University of California college systems. Refer to the IGETC on page 54.

**TRANSFER COURSE IDENTIFICATION TO UC AND CSU SYSTEMS.** The status of a transfer course is indicated next to the course title in the "Programs and Courses" section of this Catalog. If the course is transferable, the designator "Transferable to:" appears. "Transferable to: CSU" indicates that the course credit transfers to all of the California State Universities (for at least elective credit). "Transferable to: 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., Transferable to: CSU/UC - UC Unit Limit), 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 is 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 makes every effort to admit applicants to any 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.

**CALIFORNIA STATE UNIVERSITY SYSTEM LOWER DIVISION REQUIREMENTS.** California State University requirements vary slightly from campus to campus and from major to major. 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 remaining 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 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.



**ASSOCIATES DEGREES FOR TRANSFER. REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T).** Community college students may complete an Associate in Arts for Transfer Degree (AA-T) or an Associate in Science for Transfer Degree (AS-T) for admission into the California State University (CSU) system for completion of a baccalaureate degree. Completion of an AA-T or AS-T Degree allows a student to complete an Associate Degree and CSU transfer requirements at the same time.

This option will allow a student to earn a 120 unit baccalaureate degree by completing 60 transferable units at the community college level and transferring to a CSU campus to complete an additional 60 units.

In order to earn an AA-T or AS-T Degree, a student must refer to the specific degree pattern in the "Programs and Courses" section of the catalog and complete the courses required in the major with no grade of less than a "C" in any course. In addition, a student must complete one of two general education patterns for transfer, the California State University General Education Breadth (CSUGEB) pattern or the Inter-segmental General Education Transfer Curriculum (IGETC). All general education courses must be completed with a minimum "C" grade. If necessary, a student may need to complete transferable elective credit to ensure that 60 transferable units have been completed with a minimum grade point average (GPA) of 2.0.

**Successful completion of an Associate Degree for transfer guarantees a student admission to the CSU system (but not necessarily the specific university of your choice) upon successful completion of the CSU admissions process.**

**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, with grades of "C" or better, four years of high school college preparatory English, and two years of high school college preparatory mathematics, 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, in addition to meeting the eligibility index.

### 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.

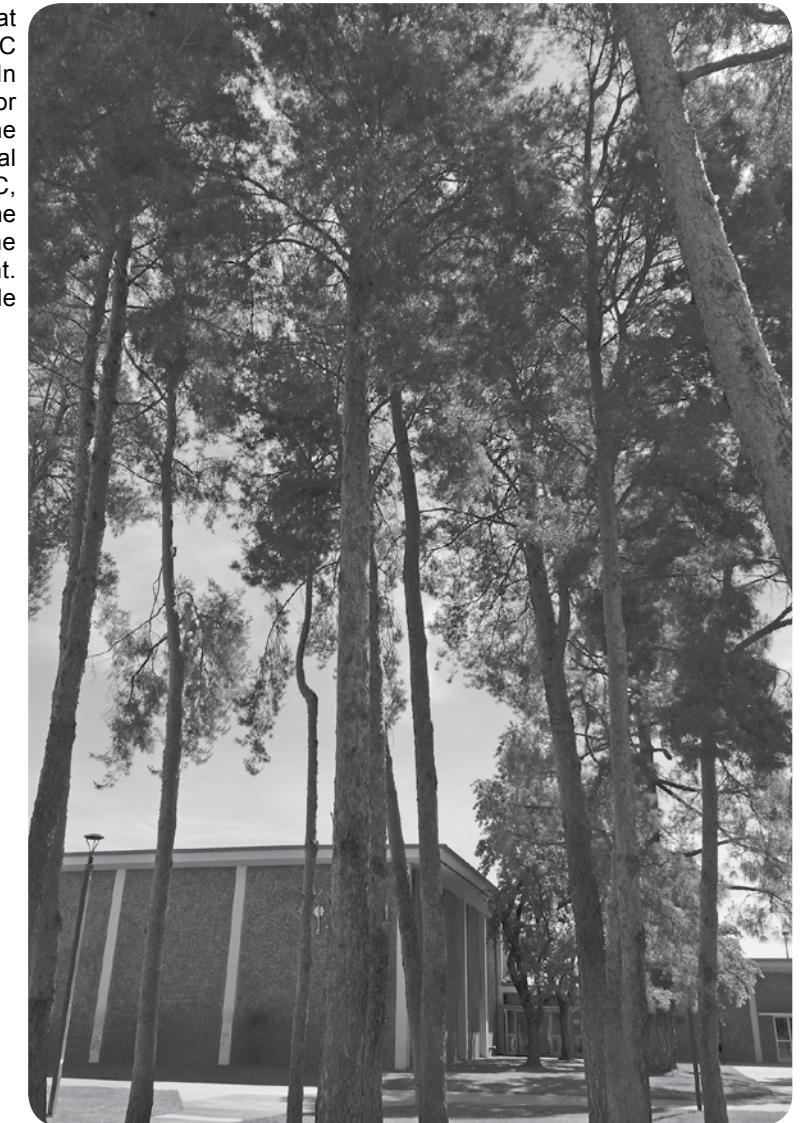
Completion of the IGETC is not a requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill the lower division, general education requirements of CSU or UC prior to transfer.

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

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 CSU or UC 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.



# 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.

## Career Technical Education Transitions

The Career Technical Education Transitions (CTE) 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 CTE Transitions Program prepares students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the CTE Transitions Program, contact the YCCCD Career Technical Education Transitions Office at (530) 634-7785, visit the Admissions and Records Office at any campus, or see your counselor. Also visit the CTE Transitions website at <http://www.yccd.edu/educational-services/cte/default.aspx>.

## 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



# Yuba College Degrees and Certificates

## Associate in Arts and Associate in Science Degrees

Yuba College offers both the Associate in Arts and the Associate in Science degrees. Students planning to obtain an associate degree must complete all the required courses for a major (18- to approximately 34 units), meet competency requirements, fulfill general education requirements and complete electives to meet a minimum totaling 60 units.

## Certificates of Achievement and Certificates of Training

Certificate programs are designed to provide students a broad understanding of the occupational programs that the student wishes to enter upon completion of the courses they are engaged in. The Certificate of Achievement or Certificate of Training certifies that the student has completed all required courses in preparation to enter into the designated career field on their certificate. A grade of "C" or better is required for each course completed in the certificate series. Check with individual departments regarding requirements.

### Administration of Justice

- Degree:** A.S.-Basic Police Academy  
A.S.-Corrections  
A.S.-Law Enforcement

**Certificates of Achievement:**

- Basic Police Academy
- Reserve Training Module I Academy
- Reserve Training Module II Academy
- Special Investigator Academy

**Certificates of Training:**

- Reserve Training Module III Academy
- Correctional Officer Academy
- Juvenile Counselor Academy
- Police Officer Orientation Academy
- Basic Requalification

### Agriculture, Environmental Horticulture and Technology

- Degree:** A.S.-Agriculture

**Certificates of Achievement:**

- Agricultural Business

### Architectural Design

- Degree:** A.S.-Architectural Studies

**Certificate of Achievement:**

- Architectural Studies
- Architectural Studies

### Art

- Degree:** A.A.-Art  
A.S.-Commercial Art  
A.S.-Photographic Imaging

**Certificates of Achievement:**

- Photographic Imaging

### Automotive Technology

- Degree:** A.S.-Auto Body Repair  
A.S.-Automotive Drive Trains  
A.S.-Master Mechanic  
A.S.-Tune-Up and Driveability

**Certificates of Achievement:**

- Auto Body Repair
- Automotive Body Repair
- Master Mechanic
- Tune-Up and Driveability

**Certificates of Training:**

- Automatic Transmission/Transaxle
- Brakes
- Electrical Systems
- Engine Machining
- Engine Performance
- Engine Repair
- Heating and Air Conditioning
- Manual Drive Train and Axles
- Suspension and Steering

### Biology

- Degree:** A.S.-Biology

**Business**

**Degree:** A.S.-Accounting  
 A.S.-Administrative Assistant  
 A.S.-Business Administration  
 A.S.-Business Computer Applications  
 A.S.-General Business Management  
 A.S.-Income Tax Preparation  
 A.S.-Information Technologies  
 A.S.-Legal Office Skills  
 A.S.-Medical Office Skills  
 A.S.-Personnel Management  
 A.S.-Small Business Management  
 A.S.-Word Processing

**Certificates of Achievement:**  
 Accounting  
 Administrative Assistant  
 Accounting  
 Business Computer Applications  
 General Business Management  
 Small Business Management  
 Income Tax Preparation  
 Small Business Management  
 Retail Management

**Certificate of Training:**  
 Business Computer Applications

**Chemistry**

**Degree:** A.S.-Chemistry

**Communication Studies (Speech)**

**Degree:** A.S.-Communication Studies  
 A.A.-T-Communication Studies

**Computer Science**

**Degree:** A.S.-Computer Science

**Certificate of Achievement:**  
 Computer Science

**Cosmetology**

**Degree:** A.S.-Cosmetology

**Certificate of Achievement:**  
 Cosmetology

**Culinary Arts**

**Degree:** A.S.-Culinary Arts

**Certificate of Achievement:**  
 Culinary Arts

**Early Childhood Education**

**Degree:** A.S.-Early Childhood Education  
 A.S.-T-Early Childhood Education

**Certificates of Achievement:**  
 Child Development Teacher  
 Diversity Specialization  
 Infant and Toddler  
 School Age Specialization

**Certificates of Training:**  
 Child Development Associate Teacher  
 Pediatric First Aid/CPR

**Electronics Technology**

**Degree:** A.S.-Electronics Technology

**Emergency Medical Technology**

**Certificates of Training:**  
 EMT-1  
 EMT-1 Refresher

**English**

**Degree:** A.A.-English

**Fire Technology**

**Degree:** A.S.-Fire Technology  
 A.S.-Fire Technology Fire Academy

**Certificates of Achievement:**  
 Fire Technology  
 Fire Fighter I Academy  
 Fire Technology Practicum  
 Fire Technology Practicum

**Certificate of Training:**  
 First Responder

**General Education**

**Degree:** A.A.-Arts and Humanities  
 A.A.-Communications  
 A.S.-General Health  
 A.S.-Natural Science and Mathematics  
 A.S.-Social and Behavioral Sciences

**History**

**Degree:** A.A.-History

**Human Services**

**Degree:** A.S.-Human Services  
 A.S.-Chemical Dependency Counselor

**Certificates of Achievement:**  
 Chemical Dependency Counselor

**Information Technologies**

**Degree:** A.S.-Information Technologies

**Manufacturing Technology-Machining**

**Degree:** A.S.-Manufacturing Technology-Machining

**Certificates of Achievement:**  
 Manufacturing Technology-Machining

**Mass Communications**

**Degree:** A.A.-Mass Communications  
 A.S.-Mass Communications

**Certificates of Achievement:**  
 Mass Communications

**Mathematics**

**Degree:** A.S.-Mathematics  
 A.S.-T-Mathematics

**Music**

**Degree:** A.A.-Music

**Nursing**

**Degree:** A.S.-Nursing  
 Vocational Nursing

**Certificates of Achievement:**  
 Licensed Vocational Nursing

**Physical Education**

**Degree:** A.S.-Physical Education

**Psychiatric Technology**

**Degree:** A.S.-Psychiatric Technician

**Psychology**

**Degree:** A.A.-Psychology

**Radiologic Technology**

**Degree:** A.S.-Radiologic Technology

**Certificates of Achievement:**  
 Radiologic Technology

**Social Science**

**Degree:** A.A.-Social Science

**Sociology**

**Degree:** A.A.-T-Sociology

**Theatre Arts**

**Degree:** A.A.-Theatre Arts

**Veterinary Technology**

**Degree:** A.S.-Veterinary Technology

**Certificates of Achievement:**  
 Veterinary Receptionist/Assistant

**Certificates of Training:**  
 Laboratory Animal Medicine  
 Large Animal Care and Management  
 Shelter Medicine  
 Veterinary Public Health and Food Safety

**Welding**

**Degree:** A.S.-Welding Technologies

**Certificates of Achievement:**  
 Welding Technologies  
 Welding Technologies



Student Learning Outcomes By Program

	Communication	Computation	Critical Thinking	Global Awareness	Information Competency	Personal and Social Responsibility	Technological Awareness	Scientific Awareness
Accounting	•	•	•				•	
Administration of Justice	•		•			•		
Agriculture			•					•
Anthropology			•	•		•		
Architectural Studies		•	•					
Art/Photography	•				•	•		
Astronomy		•	•					•
Automotive Technology		•					•	•
Biology		•	•					•
Business Computer App.		•	•		•		•	
Chemistry		•	•					•
Computer Science		•	•					
Cooperative Work Experience	•	•	•				•	
Cosmetology	•				•	•		
Counseling	•		•			•		
Culinary Arts	•				•	•		
Early Childhood Education	•		•			•		
Ecology			•					•
Economics			•	•		•		
Education	•		•			•		
Emergency Medical Tech	•		•			•		
Engineering		•	•					
English	•		•					
English as a Second Language	•		•					
Ethnic Studies			•	•		•		
Family and Consumer Science	•				•	•		
Fire Technology	•		•			•		
Foreign Languages	•		•					
General Business	•	•	•				•	
Geography		•	•					•
Geology		•	•					•
Health Education	•		•			•		
History			•	•		•		
Human Services	•		•			•		
Humanities			•	•		•		
Information Technology		•			•		•	
Internship	•	•	•				•	
Learning Assistance	•		•					

Student Learning Outcomes By Program

	Communication	Computation	Critical Thinking	Global Awareness	Information Competency	Personal and Social Responsibility	Technological Awareness	Scientific Awareness
Management	•	•	•				•	
Manufacturing Technology		•	•				•	•
Marketing	•	•	•				•	
Mass Communication	•		•					
Mathematics		•	•					
Music	•				•	•		
Nursing	•		•					•
Office Administration	•	•	•				•	
Philosophy			•	•		•		
Physical Education	•					•		
Physical Education-Adaptive	•					•		
Physical Education-Athletics	•					•		
Physical Science		•	•					•
Physics		•	•					•
Political Science			•	•		•		
Psychiatric Technology	•		•					•
Psychology			•	•		•		
Radiologic Technology	•		•					•
Reading	•		•					
Social Science			•	•		•		
Sociology			•	•		•		
Speech	•		•					
Statistics		•	•					
Theater Arts	•				•	•		
Veterinary Technology	•		•					•
Welding		•					•	•



### 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) and students who wish their name to appear in the graduation program must submit a Petition to the Admissions and 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 Academic Integrity Subcommittee. Petitions will be forwarded to the (division) Dean for 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 a specific major in which he/she has met all graduation requirements.

### Associates Degrees for Transfer

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T): Community college students may complete an Associate in Arts for Transfer Degree (AA-T) or an Associate in Science for Transfer Degree (AS-T) for admission into the California State University (CSU) system for completion of a baccalaureate degree. Completion of an AA-T or AS-T Degree allows a student to complete an Associate Degree and CSU transfer requirements at the same time.

This option will allow a student to earn a 120 unit baccalaureate degree by completing 60 transferable units at the community college level and transferring to a CSU campus to complete an additional 60 units.

In order to earn an AA-T or AS-T Degree, a student must refer to the specific degree pattern in the "Programs and Courses" section of the catalog and complete the courses required in the major with no grade of less than a "C" in any course. In addition, a student must complete one of two general education patterns for transfer, the California State University General Education Breadth (CSUGEB) pattern or the Inter-segmental General Education Transfer Curriculum (IGETC). All general education courses must be completed with a minimum "C" grade. If necessary, a student may need to complete transferable elective credit to ensure that 60 transferable units have been completed with a minimum grade point average (GPA) of 2.0.

### Certificates

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.

### 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 respective departments and will be shown on the student's transcript. NOTE: All courses required for the certificate must be completed with a "C" 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. 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" or better grade.

**Certificates of Training are not listed on the student transcript.**

### Requirements for Certificates

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

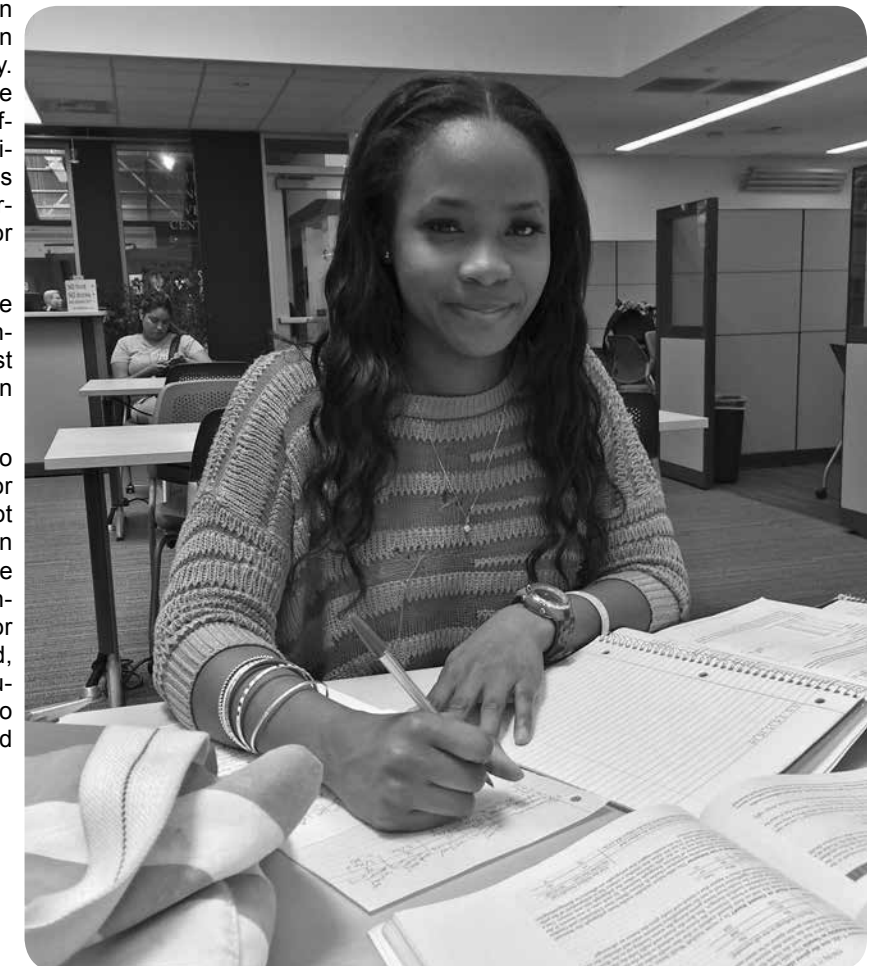
A petition may be submitted to the appropriate Dean for consideration of outside work, not to exceed one-half of the required units. Each petition will be considered individually, and final determination rests with the appropriate Dean in consultation with appropriate faculty. The petition may be obtained at the Admissions and Records Office. After completing the petition, the petition is returned to the Admissions and Records 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 grade was earned. If granted, the course will be listed on the student's transcript, but will be noted so the units and grade are not counted in the cumulative totals.

### Applying for Certificate of Achievement or Training

- After completing all requirements for the certificate, the student obtains a "Petition for Certificate Card" from the Admissions and Records Office.
- Student completes the Petition Card and files it with the Admissions and Records Office.
- The Admissions and Records Office sends the Petition for Certificate Card and a copy of the student's transcript to the appropriate Dean.
- The Dean verifies eligibility, completes the certificate, and mails it to the student.
- The Dean will complete the Petition for Certificate Card and return it to the Admissions and Records Office.
- The Admissions and 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.



# 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, Veterinary Technology, Associate Degree Nursing, 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 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 Counseling 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 should be filed with the Counseling Office. 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. 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.

## C-ID Course Identification Numbering System

C-ID is a supplemental common course numbering system aimed at helping students and faculty identify courses across institutions that fulfill associate or baccalaureate degree requirements. Beginning in Fall 2012, some ASSIST reports will include designations for approved courses.

C-ID designations can be used in two ways:

1. When a community college course has a C-ID designation, such as C-ID HIST 130, that course can be used in place of any other community college course that has that same C-ID designation for the purpose of fulfilling associate degree major requirements.

2. Additionally, universities can indicate C-ID designations accepted for lower division major preparation requirements. For example, a university can indicate for its history major that C-ID HIST 130 fulfills a particular major preparation requirement, so any community college course with the C-ID HIST 130 designation will be accepted to fulfill that requirement.

## 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 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 *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 “97”, “197” or “297”

Refer to page 112.

## COURSE NUMBERING

JULY 1, 1974 TO JUNE 30, 1989:

1-49	Designed as 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 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 postsecondary 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."

### 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 "Transferable Status:" appears. "Transferable to: CSU" indicates that the course credit transfers to all of the California State Universities. "Transferable to: 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., Transferable to: 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

Repetition of courses is conducted in compliance with California Title 5 Regulations, Sections 55040 through 55046. No course repetition procedures established by the District will conflict with Education Code 76224 pertaining to the finality of grades assigned by instructors, with Title 5 Section 59023, or District procedures relating to the retention and destruction of records.

For course repetition approval, the student may submit a petition to the Academic Integrity Committee at Yuba College.

#### (A) Course Repetition with a Substandard Grade:

Students may repeat a course up to two times in the Yuba Community College District in which a notation of D, F, NP (No Pass), or W (Withdrawal) was earned (maximum three enrollments). This regulation is effective across the district at both colleges. If a student enrolled in a course at Yuba College or Woodland Community College this counts as one of the three attempts.

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.

#### (B) Course Repetition without a Substandard Grade:

A course may be repeated when one of the following apply:

- The college finds there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. This is a one-time exception.
- A student may repeat a course because there has been a significant lapse of time since the student previously took the course (no less than three years) when the District has properly established a recency prerequisite for a course or program or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average. This is a one-time exception.
- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District will retain supporting documentation that verifies that the repetition is necessary to meet the major requirements as a Class 3 record basic to audit. This is a one-time exception.
- Students may repeat courses listed in the college catalog to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college's verification of established legal mandates. Such courses may be repeated for credit, and the grade and units shall be included for purposes of calculating the student's grade point average. The district may claim apportionment each time the student repeats the course.
- Course repetition for disabled students is subject to the course repetition limitation; however, additional repeats may be individually authorized through the DSPS Office under the following circumstances:

1. When continuing success of the student in other general and/or special course (such as Adapted Physical Education), is dependent on additional repetitions of a specific course;

2. When additional repetitions of a specific special course are essential to completing a student's preparation for enrollment into other regular or special course (such as Assistive Computer Technology, LEARN 155 or LEARN 156); or

3. When the student has a student educational contract which involves a goal other than completion of the special course in question and repetition of the course will further assist with achievement of that goal.

The previous grade and credit shall be disregarded in the computation of grade point average each time the course is repeated.

#### (C) Repeatable Courses:

Courses designated as "repeatable" are identified as such in the College Catalog and *Schedule of Classes* following the course description. For these courses the grade received each time is calculated in the student's grade point average.

1. Courses designated as repeatable:
  - Intercollegiate athletics where enrollment in the course is limited to no more than four times;
  - Cooperative work experience courses up to a maximum of 16 units in any combination of Work Experience (Occupational/General) and Internship enrollments;
  - The course is a portion of a variable unit open entry/open exit course up to the maximum number of units allowed

2. Enrollment limitations in courses related in content:

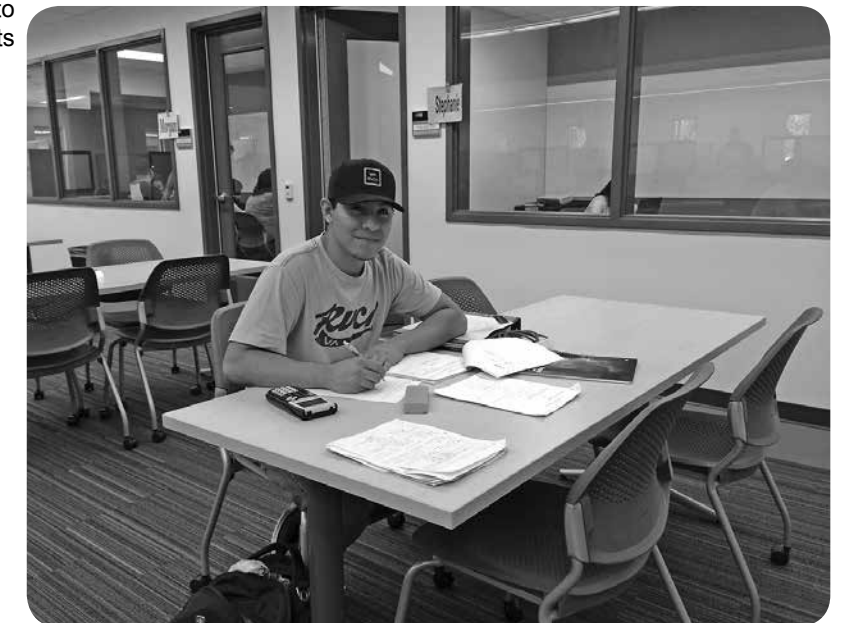
Students may not enroll more than four times in any combination of active participatory courses that are related in content. The colleges designate courses that are related in content as "families of courses". Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. Examples of active participatory courses include physical education, visual arts or performing arts. This enrollment limit applies even if the student receives a substandard grade or "W" during one or more enrollment or petitions for repetition due to extenuating circumstances.

### 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 18-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

Courses with a description that includes: "L" means college-level language skills are recommended, "M" means college-level computation skills are recommended and "C" means computer literacy recommended. These requisites are advisory only.

**ACCOUNTING (see Business)**

## Administration of Justice

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 CPT (Continued Professional Training) 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 a variety of academies each year:

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

**ADMINISTRATION OF JUSTICE-  
BASIC POLICE ACADEMY  
(Associate in Science Degree)**

Required Courses	Units
AJ 58A Basic Peace Officer Training (Classroom Studies) ...	23
AJ 58B Basic Peace Officer Training (Physical Exercise/ Motor Skills) .....	5.5
AJ 58C Basic Peace Officer Training (Scenario testing) .....	5
Total units required for degree major .....	33.5

**CORRECTIONS  
(Associate in Science Degree)**

Required Courses	Units
AJ 11 Criminal Law .....	3
AJ 20 Juvenile Law and 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
Plus 3 units from the following:	
AJ 10 Introduction to Law Enforcement .....	3
AJ 14 Criminal Justice Process .....	3
AJ 19 Multicultural Communities and the Justice System ...	3
AJ 21 Narcotics and Drugs .....	3
HUSEV 10 Introduction to Human Services .....	3
Psychology/Sociology elective .....	3
Total units required for degree major .....	21

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

Required Courses	Units
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 Multicultural Communities and the Justice System ...	3
Total units required for degree major .....	18
Additional Recommended Courses:	
AJ 20 Juvenile Law and Procedures .....	3
AJ 21 Narcotics and Drugs .....	3
AJ 30 Introduction to Corrections .....	3

**BASIC POLICE ACADEMY  
(Certificate of Achievement)**

Required Courses	Units
AJ 58A Basic Peace Officer Training .....	23
AJ 58B Basic Peace Officer Training .....	5.5
AJ 58C Basic Peace Officer Training .....	5
Total units required for certificate .....	33.5

**RESERVE TRAINING MODULE I  
ACADEMY  
(Certificate of Achievement)**

Required Courses	Units
AJ 52A Reserve Training Module I .....	13.5
AJ 52B Reserve Training Module I .....	2
AJ 52C Reserve Training Module I .....	1
Total units required for certificate .....	16.5

**RESERVE TRAINING MODULE II  
ACADEMY  
(Certificate of Achievement)**

Required Courses	Units
AJ 51A Reserve Training Module II .....	8
AJ 51B Reserve Training Module II .....	5
Total units required for certificate .....	13

**SPECIAL INVESTIGATOR ACADEMY  
(Certificate of Achievement)**

Required Courses	Units
AJ 217A Specialized Investigator's Basic Course .....	20
AJ 217B Specialized Investigator's Basic Course .....	8
Total units required for certificate .....	28

**RESERVE TRAINING MODULE III  
ACADEMY  
(Certificate of Training)**

Required Courses	Units
AJ 50A Reserve Training Module III .....	5.5
AJ 50B Reserve Training Module III .....	2.5
Total units required for certificate .....	8

**CORRECTIONAL OFFICER ACADEMY  
(Certificate of Training)**

Required Courses	Units
AJ 70A Correctional Officer Core Course .....	7
AJ 70B Correctional Officer Core Course .....	5
Total units required for certificate .....	7.5

**JUVENILE COUNSELOR ACADEMY  
(Certificate of Training)**

Required Courses	Units
AJ 202A Juvenile Correctional Officer .....	6
Total units for this certificate may vary	

**POLICE OFFICER ORIENTATION  
ACADEMY  
(Certificate of Training)**

Required Courses	Units
AJ 54A Peace Officer Orientation .....	1.5
AJ 54B Peace Officer Orientation - Firearms .....	5
Total units required for certificate .....	2

**BASIC REQUALIFICATION  
(Certificate of Training)**

Required Courses	Units
AJ 219A Basic Requalification Course .....	4.5
AJ 219B Basic Requalification Course .....	1.5
Total units required for certificate .....	6

**AJ 10 Introduction to Criminal Justice System 3 units**  
 54 lecture hours  
 Transferable to CSU/UC  
 C-ID AJ 110  
 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**  
 54 lecture hours  
 Transferable to 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**  
 54 lecture hours  
 Transferable to CSU  
 C-ID AJ 124  
 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**  
 54 lecture hours  
 Transferable to CSU  
 C-ID AJ 122  
 Analysis of legal processes from pre-arrest through trial and appeal, sentencing, and corrections procedures utilizing statutory law and state and constitutional law precedents. (L)

**AJ 15 Criminal Investigation 3 units**  
 54 lecture hours  
 Transferable to CSU  
 C-ID AJ 140  
 Addresses procedures and concepts as applied to criminal investigations, including surveillance; crime scene response management; and identification, collection, and processing of physical evidence. Covers U.S. Constitution and Statutory/Case Law; interview/interrogation processes and techniques; identifying information sources; procuring search warrants, serving search warrants; exceptions to the search warrant rule and the court process. Emphasis is placed on developing the students capacity to analyze specific situations and identify sound ethical investigative procedures. (L)

**AJ 16 Police Operations 3 units**  
 54 lecture hours  
 Transferable to 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**  
 54 lecture hours  
 Transferable to 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. 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**  
 54 lecture hours  
 Transferable to 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**  
 54 lecture hours  
 Transferable to CSU  
 Analysis of narcotics and drugs, physical effects of addiction, and sociological problems of drug abuse. (L)

**AJ 22 Special Criminal Investigation 3 units**  
 54 lecture hours  
 Transferable to CSU  
 Investigation concepts for specialized investigations involving major injury crimes and death investigation. (L)

**AJ 26 Introduction to Security 3 units**  
 54 lecture hours  
 Transferable to 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)

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

**AJ 31 Criminal and Delinquent Behavior 3 units**  
 54 lecture hours  
 Transferable to 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**  
 54 lecture hours  
 Transferable to 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**  
 54 lecture hours  
 Transferable to CSU  
 The study of correctional treatment programs concerning juveniles and adults, in both the casework setting and in a custody institution. (L)

**AJ 50A Reserve Training Module III 5.5 units**  
 94 lecture hours, 30 lab hours  
 Prerequisite: Medical/Physician's Clearance; Health/History Statement, Par Q.  
 Corequisite: AJ 50B  
 This course is designed to meet the new Peace Officer Standards and Training (P.O.S.T.) 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 (L).

**AJ 50B Reserve Training Level III Module 2.5 units**  
 36 lecture hours, 28 lab hours  
 Prerequisite: Department of Justice fingerprint clearance. Current PC 832 Training including firearms (AJ 54A/B); Medical/Physician's Clearance; Health/History Statement, Par Q.  
 Corequisite: AJ 50A  
 This course is designed to meet the new Peace Officer Standards and Training (P.O.S.T.) 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 (L).

**AJ 51A Reserve Training Level II Module 8 units**  
 139 lecture hours, 14 lab hours  
 Prerequisite: AJ 50A and AJ 50B, current First Aid/CPR (within last three years), Department of Justice fingerprint clearance, PC 832 Training (AJ 54A/B).  
 Corequisite: AJ 51B  
 This course is designed to meet the new Peace Officer Standards and Training (P.O.S.T.) requirements for the Regular Basic Course (Modular Format), Level II Reserves as of July 2008. This course is Part I (A) of the necessary training requirements for back-up officers. (L)

**AJ 51B Reserve Training Module II 5 units**  
 78 lecture hours, 42 lab hours  
 Prerequisite: AJ 50A, AJ 50B; AJ 54A, AJ 54B; current in First Aid/CPR, Department of Justice clearance, and medical clearance.  
 Corequisite: AJ 51A  
 This section of Module II consists of all motor skills designed to meet the new Peace Officer Standards and Training (P.O.S.T.) 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. (L)

**AJ 52A Reserve Training Level I Module 13.5 units**  
 227 lecture hours, 59 lab hours  
 Prerequisite: AJ 51A/B  
 Corequisite: AJ 52B/C  
 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. (L)

**AJ 52B Reserve Training Level I Module 2 units**  
 26 lecture hours, 43 lab hours  
 Prerequisite: AJ 51A/B  
 Corequisite: AJ 52A/C  
 The final module, Part II (B) in the Regular Basic Course (Modular Format), Level I Reserve Officer for P.O.S.T. Basic Peace Officer Certification as of July 2008. (L)

**AJ 52C Reserve Training Level I Module 1 unit**  
 64 lab hours  
 Prerequisite: AJ 51A/B  
 Corequisite: AJ 52A/B  
 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. (L)

**AJ 54A Peace Officer Orientation 1.5 units**  
 33 lecture hours, 7 lab hours  
 832 p.c. Laws of Arrest, search and seizure; communications, arrest and control techniques. Meets Peace Officer Standards and Training (P.O.S.T.) and Standards of Training for Corrections Program (S.T.C.). This course is not a prerequisite for AJ 50 A/B but recommended for students taking the correctional officer core course. (L)

## Programs and Courses

**AJ 54B Peace Officer Orientation - Firearms .5 unit**

14 lecture hours, 10 lab hours

Prerequisite: DOJ fingerprint clearance.

832 p.c. Firearms Training. Meets Peace Officer Standards and Training (P.O.S.T.) and Standards of Training for Corrections Program (S.T.C.) Recommended for students taking the correctional officer core course. (L)

**AJ 58A Basic Peace Officer Training 23 units**

357 lecture hours, 186 lab hours

Prerequisite: Background application; Qualifying score on POST Entrance Exam; Demonstrate competency on essay; DMV driving record printout.

Corequisite: AJ 58B and AJ 58C

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-handled 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. (L)

**AJ 58B Basic Peace Officer Training 5.5 units**

70 lecture hours, 104 lab hours

Prerequisite: Medical/Physician clearance; DOJ Firearm fingerprint clearance; DMV driving record printout.

Corequisite: AJ 58A and AJ 58C

Motor skills portion of the Basic Academy, Part II, to include, Defensive Tactics, Firearms, First Aid/CPR, EVOC, and Report Writing. (L)

**AJ 58C Basic Peace Officer Training 5 units**

84 lecture hours, 35 lab hours

Prerequisite: Medical/Physician clearance; DMV driving record printout.

Corequisite: AJ 58A and AJ 58B

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. (L)

**AJ 70A Correctional Officer Core Course 7 units**

117.5 lecture hours, 32 lab hours

Prerequisite: Medical clearance, health/history statement, Par-Q.

Corequisite: AJ 70B

Theory and application of Corrections Officer Training. Meets CA Dept. 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. (L)

**AJ 70B Correctional Officer Core Course .5 unit**

10 lecture hours, 18 lab hours

Prerequisite: Medical clearance, health/history statement Par-Q.

Corequisite: AJ 70A

Theory and application of Corrections Officer Training. Meets California Department of Corrections and Rehabilitation requirements. This section covers the assaultive behavior and restraint techniques. (L)

**AJ 72A Corrections Officer Supplemental Core Course 2.5 units**

45 lecture hours

Corequisite: AJ 72B

Designed for persons who have completed a P.O.S.T. 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). (L)

**AJ 72B Corrections Officer Supplemental Core Course .5 unit**

8 lecture hours, 3 lab hours

Prerequisite: Complete P.O.S.T. Basic Academy, medical/physicians clearance; Par Q; health/history statement.

Designed for persons who have completed a P.O.S.T. 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. (L)

**AJ 200A Probation Officer Core Course 7.5 units**

117 lecture hours, 53 lab hours

Prerequisite: Medical clearance; health/history statement, Par Q.

Corequisite: AJ 200B

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. (L)

**AJ 200B Probation Officer Core Course 1 unit**

12 lecture hours, 18 lab hours

Prerequisite: Medical/physicians clearance; health/history statement, Par Q.

Corequisite: Students must be enrolled in AJ 200A simultaneously

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. (L)

**AJ 202A Juvenile Correctional Officer Core Course 6 units**

102 lecture hours, 28 lab hours

Prerequisite: Medical clearance; health/history statement, Par Q.

Corequisite: Students must be enrolled in AJ 202B simultaneously.

Designed to provide the 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 Corrections Standards Authority, division of Standards and Training for Corrections (S.T.C.) requirements for "entry level" Juvenile Corrections Officers as of July 2007. (L)

**AJ 202B Juvenile Correctional Officer Core Course 1.5 units**

4 lecture hours, 26 lab hours

Prerequisite: Physicians medical clearance; health/history statement; Par-Q.

Corequisite: Students must be enrolled in AJ 202A simultaneously.

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. (L)

**AJ 203 Advanced Officer Training v.5 to 2.5 units**

9-45 lecture hours

Prerequisite: Successful completion of a P.O.S.T. Basic Academy, P.O.S.T. SIBC Academy or Correctional Academy. Current topics in the Administration of Justice areas including; legal updates, officer safety, community relations, use and control of force, and other related subjects. The material presented will be directed toward law enforcement personnel and designed to satisfy State Mandated training. The information will be addressed in 9 hour modules. Grades are P/NP. (L)

**AJ 204 Indicators of Persons Under the Influence of Controlled Substances 1.5 units**

27 lecture hours

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. (L)

**AJ 206 Hazardous Materials/Basic Awareness .5 unit**

27 lecture hours

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. (L)

**AJ 207A CPR/First Aid 1.5 units**

27 lecture hours

Initial class with emphasis on medical emergencies, general first aid, and cardiopulmonary resuscitation (CPR). CPR certification is through American Heart Association and 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. (L)

**AJ 207B CPR/First Aid Refresher .5 unit**

9 lecture hours

Prerequisite: Completion of a First Aid and CPR course for the professional rescuer (healthcare providers) and possesses certifications that have not expired for more than six months. Refresher class with emphasis on medical emergencies, general first aid, and cardiopulmonary resuscitation (CPR). CPR re-certification is through American Heart Association and valid for two years; First Aid re-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 courses. Grades are P/NP. (L)

**AJ 208 Police Writing Essentials 3 units**

54 lecture hours

Investigative report writing for the criminal justice professional relative to law enforcement, probation, correctional institutions, parole activities, and private security services. Includes practical experience in preparing field notes, letters, memorandums, and office administrative reports; the role of reports in civil litigation, criminal prosecution, and the presentation of court testimony. Emphasis will be placed on recognizing the characteristics of good report writing and addressing the common report writing problems, including use of proper criminal justice terminology, grammar, spelling and composition. (L)

**AJ 211 Gang Awareness .5 unit**  
*9 lecture hours*  
 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. (L)

**AJ 212 Satanic Cults .5 unit**  
*9 lecture hours*  
 Examines law enforcement aspects of the Satanism cult history, including signs, and symbols. Crime scene investigation and officer safety issues are covered. Grades are P/NP. (L)

**AJ 214 Chemical Agents .5 unit**  
*9 lecture hours*  
 Designed to meet performance objectives for peace officers to carry and use chemical agents as mandated by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Course will teach skills needed for those in law enforcement, probation, corrections, or security services. Grades are P/NP. (L)

**AJ 215 Undercover Narcotics Operations .5 unit**  
*9 lecture hours*  
 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. (L)

**AJ 217A Specialized Investigators Basic Course 20 units**  
*330.5 lecture hours, 114 lab hours*  
*Prerequisite:* Medical clearance, Health HX, Par Q, DOJ Fingerprint clearance.  
*Corequisite:* AJ 217B  
 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 enroll in one section of AJ 217B simultaneously. (L)

**AJ 217A1 Specialized Investigators Basic Course 10 units**  
*165.5 lecture hours, 57 lab hours*  
*Prerequisite:* Medical clearance, Par Q, Health HX, DOJ Fingerprint Clearance, CA Drivers License.  
*Corequisite:* AJ 217B1  
 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 217B1 simultaneously. Successful completion of both modules (AJ 217A1 and AJ 217A2) is the equivalence of completing AJ 217A. (L)

**AJ 217A2 Specialized Investigators Basic Course 10 units**  
*165.5 lecture hours, 57 lab hours*  
*Prerequisite:* AJ 217A1  
 Second of two investigator academy modules 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 217B2 simultaneously. Successful completion of both modules (AJ 217A1 and AJ 217A2) is the equivalent of completing AJ 217A. (L)

**AJ 217B Specialized Investigators Basic Course 8 units**  
*115.5 lecture hours, 98 lab hours*  
*Prerequisite:* DOJ Fingerprint clearance, Medical/physician's release clearance, Health/History statement, ParQ.  
*Corequisite:* AJ 217A  
 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 enroll in AJ 217A simultaneously. (L)

**AJ 217B1 Specialized Investigators Basic Course 4 units**  
*57.5 lecture hours, 57 lab hours*  
*Prerequisite:* DOJ Fingerprint clearance, Medical/physician's release clearance, Health/History statement, ParQ, CA drivers license.  
*Corequisite:* AJ 217A1  
 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 simultaneously. Successful completion of both modules (AJ 217B1 and AJ 217B2) is the equivalent of completing AJ 217B. (L)

**AJ 217B2 Specialized Investigator's Basic Course Module 2 4 units**  
*57.5 lecture hours, 57 lab hours*  
*Prerequisite:* AJ 217B1  
 Second of two investigator academy modules 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 217A2 simultaneously. Successful completion of both modules (AJ 217B1 and AJ 217B2) is the equivalent of completing AJ 217B. (L)

**AJ 218 Field Training Officer 2.5 units**  
*45 lecture hours*  
*Prerequisite:* Completion of P.O.S.T. Academy, or have Agency approval.  
 Designed to provide the student with an understanding of the goals and objectives of the California Commission on Peace Officer Standards and Training (P.O.S.T.) Field Training Officer course. The material presented will be directed to law enforcement personnel and is designed to satisfy course expectations and requirements for new Field Training Officers (FTO). The information will be addressed in 9 hour modules. Grades are P/NP. (L)

**AJ 219A Basic Requalification Course 4.5 units**  
*84 lecture hours, 4 lab hours*  
*Prerequisite:* CA Basic Police Course certification; DOJ clearance; Medical clearance, health history, Par Q.  
 This course is for the recertification of persons who previously completed a P.O.S.T. certified Basic Course and who have a three-year or longer break in service as a peace officer or Level 1 Reserve.

**AJ 219B Basic Requalification Course 1.5 units**  
*18 lecture hours, 30 lab hours*  
*Prerequisite:* CA Basic Police Course certification; DOJ clearance; medical clearance, Health history, Par Q.  
 This course is for the recertification of persons who previously completed a P.O.S.T. certified Basic Course and who have a three-year or longer break in service as a peace officer or level 1 reserve. This section is the Arrest Control and Firearms portion of the academy.

**AJ 220 Radar Operator Course 1 unit**  
*18 lecture hours, 9 lab hours*  
 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. Grades are P/NP. (L)

**AJ 221 Investigation and Trial Preparation 4 units**  
*80 lecture hours*  
*Prerequisite:* Students must have completed a P.O.S.T. Basic Police Academy or be sponsored by a law enforcement agency.  
 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. (L)

**AJ 222 Public Safety Dispatcher Course 7 units**  
*108 lecture hours, 54 lab hours*  
 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. The student 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)

**AJ 223 Expandable Baton .5 unit**  
*9 lecture hours*  
 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. Grades are P/NP. (L)



# Agriculture and Plant Science

At Yuba College we believe these are very exciting times for agriculture, agricultural business and for rural America. There currently is a resurgence of interest in small-scale, sustainable and alternative farming. Within Yuba and Sutter Counties sustainable and small-scale conventional farming and ranching are of increasing relevance. Agriculturists are becoming more aware of the need for scientific farming to improve productivity and profitability. The close, friendly nature of Yuba College, combined with an integrated agricultural curriculum and remarkable access to hands-on education, creates a fertile learning environment for our students and the agriculture industry we serve.

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 to a four year learning institution should contact a counselor to ensure correct course placement. As a pioneer in innovative curriculum programs for the California Community College system, Yuba College has developed partnerships with local community agricultural businesses and through joint input has developed a progressive curriculum to help enhance and expand the local agriculture sector.

Today's expanding agriculture arena focuses on production methodology that enhances existing resources. The Yuba College Agriculture Program is about the local farming community. Extensive career growth is currently happening in sustainably-grown products such as cut flowers, vegetables, meat, landscape and nursery stock. The unique curriculum offered at Yuba College has attracted students from throughout northern California, as well as regional attendees to become involved in this career expansion. Our Agricultural Program provides both the small business and technical skills needed to develop and manage a profitable, environmentally sound and community-based small farm or agricultural business.

Yuba College Agriculture Program instructors have a passion for their work and the local farming community. We are agriculture professionals with years of experience in the field and classroom. By maintaining close ties to a vibrant local farming community, we are able to assist students with internships, as well as job placements.

Students use their Yuba College education to develop farms, nurseries, green houses and ranches, while others seek employment at established agricultural operations. Employment opportunities are found elsewhere through schools, parks and environmental centers. Jobs are available with non-profit organizations focusing on farmer advocacy. The agriculture degree is also useful for persons desiring to serve in the Peace Corps or other humanitarian volunteer agencies.

Yuba College Agriculture Program graduates are awarded an Associate in Applied Science degree. The curriculum, designed as a two-year diverse program, includes classes in soil, plant and animal science, practical gardening skills, biological pest management, sustainable livestock management, greenhouse design and agricultural marketing. Additional studies focus on communication, interpersonal psychology, computer science, Spanish communications and developing a business plan for the small family farm.

## AGRICULTURE (Associate in Science)

Required Courses	Units
AG 14 Entrepreneurship.....	3
AG 45 or 45L Principles of Animal Science .....	3-4
PLSCI 20 or 20L Principles of Plant Science .....	3-4
PLSCI 22 or 22L Introduction to Soils .....	3-4
Complete 9 units of Agriculture electives.....	9
Total units required for degree major.....	21



## Agricultural Business

The Yuba College Agricultural Business 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 in the field of agricultural business. Students learn effective communication techniques, agricultural accounting methodology, computer skills, agricultural marketing and entrepreneurship. You may also take advanced courses in business subjects for more specialized study. If you are considering transferring to a four year institution, this certificate prepares you for further training in agricultural economics and business administration, as well as other related fields.

While at Yuba College you will study agricultural businesses that provide farm inputs such as capital, fuel, machinery, fertilizer, and management services. Some examples of the diverse employment opportunities include Farm Credit Services, pesticide applicator companies, commercial banks, farm management companies, farm supply cooperatives, machinery dealers, feed mills, and fertilizer and seed companies. In addition to these career options you will study businesses that distribute, process, and retail agricultural commodities including grain elevators, slaughterhouses, farm real estate firms, bakeries, egg processors, canners, trucking companies, breweries, fresh produce centers, food distribution centers, food wholesalers, food retail companies, and restaurants.

Agricultural related internships provide students with opportunities to observe and develop management skills and to gain professional experience. Internships are particularly important for students with limited rural/agricultural background. Depending upon the internship selected, students will gain experience in marketing, production, management, and/or finance in an agricultural business or resource agency.

With a Certificate of Achievement in Agricultural Business from Yuba College, you can enhance your efforts to find a career with agricultural business firms in production, management, or sales. Opportunities include farm real estate appraisal, agricultural finance, commodity brokerage, commodity merchandising, mortgage brokering, food brokering, landscape contracting, feedlot management, and farm input sales.

## AGRICULTURAL BUSINESS (Certificate of Achievement)

Required Courses	Units
AG 11 Agricultural Accounting .....	3
AG 12 Computers in Agriculture OR BCA 15 Business Computer Applications.....	3
AG 13 Marketing.....	3
AG 14 Entrepreneurship.....	3
Agriculture or Plant Science electives .....	6
Total units required.....	18

### AG 11 Agricultural Accounting 3 units

*54 lecture hours*  
*Transferable to CSU*  
Basic principles of accounting as applied to agricultural business and farm operations. The class will develop the skills needed to create a general ledger, develop and analyze a balance sheet, and understand a profit and loss statement. Standard accounting procedures are covered with emphasis on both hand and computer applications. (L,M)

### AG 12 Computers in Agriculture 3 units

*36 lecture hours, 54 lab hours*  
*Transferable to CSU*  
Computer use in the workplace with emphasis on agricultural and business applications. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information using the Internet and World Wide Web, telecommunications and introduction to web page design and other software appropriate to agribusiness. (L,C)

### AG 13 Marketing 3 units

*54 lecture hours*  
*Transferable to 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

*54 lecture hours*  
*Transferable to 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 MGMT 14. (L,M)



**AG 32 Internship v1-4 units**

60-300 lab hours  
Transferable to CSU  
On-the-job training that coordinates individual career goals with placement at a job site. A maximum of 4 semester units may be earned. Students enrolling in this class are not eligible for work experience classes or other Internship classes during the same semester. (Students receive credit for on-the-job work-volunteer 60 hour/unit, paid 75 hours/unit). Grades are P/NP.

**AG 44 Horse Production 3 units**

54 lecture hours  
Transferable to CSU  
An 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. (L)

**AG 45 Principles of Animal Science 3 units**

54 lecture hours  
Transferable to CSU/UC  
An overview of the principles of animal science and the interrelationship of domestic animals and humankind. This course will investigate animal anatomy, physiology, reproduction, nutrition, health, products and by-products as well as behavior and genetics from a scientific prospective. Current topics on influences 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. Not open for credit to students with credit in AG 45L. (L)

**AG 45L Principles of Animal Science 4 units**

54 lecture hours, 54 lab hours  
Transferable to CSU/UC  
An overview of the principles of animal science and the interrelationships of domestic animals and mankind. This course will investigate animal anatomy, physiology, reproduction, nutrition, health, products and by-products as well as behavior and genetics from a scientific prospective. Current topics on influences 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 students with credit in AG 45. (L)

**AG 46 Animal Feeds and Nutrition 3 units**

54 lecture hours  
Transferable to CSU  
Introduction to 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. (L)

**Plant Science**

**PLSCI 20 Principles of Plant Science 3 units**

54 lecture hours  
Transferable to CSU/UC - UC Unit Limit  
Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Not open for credit to students with credit in PLSCI 20L. (L,M)

**PLSCI 20L Principles of Plant Science 4 units**

54 lecture hours, 54 lab hours  
Transferable to CSU/UC - 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 students with credit in PLSCI 20. (L,M)

**PLSCI 21 Fertilizers and Plant Nutrition 3 units**

54 lecture hours  
Transferable to CSU  
The study of composition, value, selection, and use of fertilizer materials and soil amendments within the context of soil, plant, and fertilizer relationships. Organic fertilizers or the current application practices being used in California will be discussed. (L,M)

**PLSCI 22 Introduction to Soils 3 units**

54 lecture hours  
Transferable to CSU/UC - 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 to students with credit in PLSCI 22L. (L,M)

**PLSCI 22L Introduction to Soils 4 units**

54 lecture hours, 54 lab hours  
Transferable to CSU/UC - 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 to students with credit in PLSCI 22. (L,M)

**PLSCI 30 Principles of Pest Management 3 units**

54 lecture hours  
Transferable to 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. (L,M)

**PLSCI 31 Introduction to Sustainable Agriculture 3 units**

54 lecture hours  
Transferable to 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 52 Pesticide Applicator Certification 1 unit**

18 lecture hours  
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.

**PLSCI 60 Sensory Wine Evaluation 1 unit**

18 lecture hours  
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.

**Anthropology**

**ANTHR 1 Introduction to Physical Anthropology 3 units**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to 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 38 Computer-Aided Drafting.....	3
DRAFT 39 Building Information Modeling (BIM) .....	3
Total units required for degree major.....	18

**ARCHITECTURAL STUDIES (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 38 Computer Aided Drafting .....	3
DRAFT 39 Building Information Modeling (BIM) .....	3
MATH 21 Plane Trigonometry .....	3
Plus 6 units from the following:	
DRAFT 31 Descriptive Geometry .....	3
DRAFT 36 Design Problems in Architecture .....	3
ENGR 3 Plane Surveying .....	4
SPECH 1 Public Speaking .....	3
Total units required.....	27

**ARCHITECTURAL STUDIES (Certificate of Achievement)**

Required Courses	Units
DRAFT 30 Technical Drawing with AutoCAD .....	3
DRAFT 32 Architectural Delineation.....	3
DRAFT 34 Architectural Drawing.....	3
DRAFT 38 Computer Aided Drafting .....	3
DRAFT 39 Building Information Modeling (BIM) .....	3
Total units required.....	15

**Design Drafting**

**DRAFT 20 Blueprint and Specifications Reading 3 units**

54 lecture hours  
Transferable to CSU  
This is 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.

**DRAFT 30 Technical Drawing with AutoCAD 3 units**

36 lecture hours, 54 lab hours  
Transferable to 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. (L,M)

**DRAFT 31 Descriptive Geometry 3 units**

27 lecture hours, 81 lab hours  
Transferable to CSU

Prerequisite: DRAFT 30

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. (L,M)

**DRAFT 32 Architectural Delineation 3 units**

27 lecture hours, 81 lab hours  
Transferable to 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. (L,M)

**DRAFT 33 Surveying a Parcel Boundary 1 unit**

15 lecture hours, 9 lab hours  
Transferable to CSU

The 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 to students with credit in ENGR 33. Grades are P/NP. (L,M)

**DRAFT 34 Architectural Drawing 3 units**

27 lecture hours, 81 lab hours  
Transferable to CSU/UC - UC Unit Limit

Prerequisite: DRAFT 30

The development of architectural working drawings 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. (L,M)

**DRAFT 35 Architectural Design and Presentation 3 units**

36 lecture hours, 54 lab hours  
Transferable to CSU/UC

Prerequisite: DRAFT 32, with a grade of "C" or better.

Introduction to basic architectural design theory to develop knowledge and abilities in theories, processes, and methods related to design, organization, space, and form. This course covers the 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. (L,M)

**DRAFT 36 Design Problems in Architecture 3 units**

27 lecture hours, 81 lab hours  
Transferable to CSU

Prerequisite: DRAFT 39

Topics in architecture selected corresponding to student and instructor interest to provide the students 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. (L,M)

**DRAFT 38 Computer Aided Drafting 3 units**

27 lecture hours, 81 lab hours  
Transferable to CSU/UC - UC Unit Limit

Prerequisite: DRAFT 30 or DRAFT 32  
The course provides exposure to and experience using intermediate and advanced object creation and editing tools in AutoCAD. Blocks, dynamic blocks, attribute creation and 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. (L,M)

**DRAFT 39 Building Information Modeling (BIM) 3 units**

27 lecture hours, 81 lab hours  
Transferable to CSU/UC - UC Unit Limit

Prerequisite: DRAFT 34 or DRAFT 38

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 drawings and rendering to produce photo realistic images. (L,M)

# Art

**Certain classes can only be attempted four times. These courses are listed in class families starting on page 85.**

**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
Plus 1-3 units from the following:	
ART 2, 3A, 3B, 5, 7A, 7B, 7C, 8A, 9A, 12B, 14B, 15A, 15B, 18, 19A, 19B, 31 .....	1-3
Total units required for degree major.....	18

**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:	
Art 1A, 1B, 1C, 8A, 8B, 9A, 9B, 12A, 12B, 14A, 14B, 15A, 15B, 31 .....	1-3
Total units required for degree major.....	24

**PHOTOGRAPHIC IMAGING (Associate in Science) Required Courses Units**

ART 31 Basic Photography .....	3
ART 33 Advanced Photography .....	3
ART 35 Creative Photography Documentary .....	3
ART 36A Digital Photography .....	3
ART 36B Introduction to Photoshop (3 units each) .....	6
Plus 10 units from the following:	
ART 32A & ART 32B Intermediate B&W Photography .....	6
ART 32C Advanced Projects - Black & White .....	3-6
ART 34C Advanced Projects - Color .....	2-4
ART 36C Advanced Projects - Digital.....	3-6
Total units required for degree major.....	28
Additional Recommended Courses:	
ART 5 Art Appreciation .....	3
ART 6A Basic Design .....	3
ART 27LR Materials and Processes .....	1-4
ART 38 Field Workshop-Black and White .....	1-6
ART 39 Field Workshop-Color/Digital.....	1-6

**PHOTOGRAPHIC IMAGING (Certificate of Achievement) Required Courses Units**

ART 31 Basic Photography .....	3
ART 32A-32B Intern. Black/White Photography.....	6
ART 33 Advanced Photography .....	3
ART 35 Creative Photography Documentary .....	3
ART 36A Digital Photography.....	3
ART 36B Introduction to Photoshop (3 units each) .....	6
Plus 4 units from the following:	
ART 32C Advanced Projects - Black and White.....	3-6
ART 34C Advanced Projects - Color .....	2-4
ART 36C Advanced Projects - Digital.....	3-6
Total units required.....	28
Additional Recommended Courses:	
ART 6A Basic Design .....	3
ART 27LR Materials and Processes .....	1-4
ART 38 Field Workshop-Black and White .....	1-6
ART 39 Field Workshop-Color/Digital.....	1-6

**ART 1A History of Art 3 units**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to CSU/UC  
Survey of art history: painting, sculpture, photography, and architecture, including a survey of American art; the 19th through the 20th century. (L)

**ART 1L Ceramics Laboratory v.5-1 unit**

27-54 lab hours  
Prerequisite: Art 12A or concurrent enrollment.  
Transferable to CSU/UC  
Open laboratory for current ceramics students to increase skills through the use of the ceramics facility at times other than their own class time. May require co-requisites and/or prerequisites based on the content of the course.

**ART 2 Color Theory 3 units**

36 lecture hours, 54 lab hours  
Transferable to 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 color in a laboratory situation.

**ART 3A Women in Art I 3 units**  
 54 lecture hours  
 Transferable to CSU/UC  
 The 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 students with credit in HUMAN 26A or WOMEN 26A. (L)

**ART 3B Women in Art II 3 units**  
 54 lecture hours  
 Transferable to CSU/UC  
 Role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to students with credit in HUMAN 26B. (L)

**ART 4A Drawing and Composition v1-3 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 18 lecture hours, 54 lab hours (2 units)  
 27 lecture hours, 81 lab hours (3 units)  
 Transferable to CSU/UC  
 Drawing and Composition using various materials. Basic instruction in perspective, landscape, still life, and other subjects (L).

**ART 4B Drawing and Composition v1-3 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 18 lecture hours, 54 lab hours (2 units)  
 27 lecture hours, 81 lab hours (3 units)  
 Prerequisite: ART 4A  
 Transferable to CSU/UC  
 Drawing and Composition using various materials. Basic instruction in figure drawing and architectural studies.

**ART 5 Art Appreciation 3 units**  
 54 lecture hours  
 Transferable to CSU/UC  
 C-ID ARTH 100  
 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 students with credit in HUMAN 5. (L)

**ART 6A Beginning Basic Design 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Elements and principles of design as they relate to two-dimensional problems. (L)

**ART 6B Intermediate Basic Design 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 6A  
 Transferable to CSU/UC  
 Elements and principles of design as they relate to two and three-dimensional problems. (L)

**ART 7A Creative Materials 3 units**  
 45 lecture hours, 27 lab hours  
 Transferable to 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. Not open for credit to students with credit in ECE 7A. (L)

**ART 7B Worldwide Arts for Children 3 units**  
 45 lecture hours, 27 lab hours  
 Transferable to 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 students with credit in ECE 7B or ART 23. (L)

**ART 7C Theories and Processes of Children's Art 3 units**  
 45 lecture hours, 27 lab hours  
 Transferable to 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 students with credit in ECE 7C. (L)

**ART 8A Watercolor Painting 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: Art 4A  
 Transferable to 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 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 8A  
 Transferable to 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. (L)

**ART 9A Beginning Painting 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Introduction to the principles, elements, and practices of painting. Focus on painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative response to materials and subject matter.

**ART 9B Intermediate Painting 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 9A  
 Transferable to CSU/UC  
 Continued exploration of painting media and techniques. Emphasis on painting from life. (L)

**ART 11 Mural Painting 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Studio course focused on the actual creation of a large mural. Students will design the composition, prepare the wall, and produce the mural. (M)

**ART 12A Beginning Ceramics 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Basic studio techniques and processes in hand building and use of the Pottery wheel, for creative and artistic expression using clay. (L)

**ART 12B Intermediate Ceramics 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Prerequisite: ART 12A  
 Intermediate techniques and processes; creative and artistic expression through the use of clay and glazes. (L)

**ART 14A Sculpture 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Introductory course in sculpture; using and exploring the media of clay, plaster, wood and armature building. (L)

**ART 14B Intermediate Sculpture 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 14A  
 Transferable to CSU/UC  
 Further study of three-dimensional form and use of materials such as clay, plaster, wood, metal and armature building.

**ART 15A Printmaking 3 units**  
 27 lecture hours, 81 lab hours  
 Transferable to CSU/UC  
 Practice of printmaking, relief, stencil, intaglio processes. To explore the visual and expressive potential of the fine print.

**ART 15B Printmaking 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 15A  
 Transferable to CSU/UC  
 Practice of printmaking relief, stencil, and intaglio processes. To explore the visual and expressive potential of the fine print, working at an intermediate skill level.

**ART 19A Introduction to Commercial Art 4 units**  
 36 lecture hours, 108 lab hours  
 Transferable to 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**  
 36 lecture hours, 108 lab hours  
 Prerequisite: ART 19A  
 Transferable to 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 21 Asian Art History 3 units**  
 54 lecture hours  
 Transferable to CSU  
 This course is a survey of the arts of China, India, Japan, Indonesia, Korea, and South East Asia from prehistoric times to the present. This course examines the wide variety of art forms from these areas and time periods within their historical contexts, with emphasis on function, meaning, aesthetic concepts, mechanical aspects of art making, and the classification and criticism of these arts. (L)

**ART 25 Multimedia Design/Writing 4 units**  
 36 lecture hours, 72 lab hours  
 Transferable to 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.

**ART 27 Materials and Processes 1 unit**  
 54 lab hours  
 Prerequisite: ART 31  
 Transferable to CSU  
 An additional laboratory experience for those interested in further refining and developing concepts attained in regular course offerings in the photography emphasis in Fine Art.

**ART 29 Individual Problems in Design 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 6B  
 Transferable to CSU  
 Advanced principles and elements of art and their functioning design as related to all phases of art. (L)

**ART 31 Basic Photography 3 units**  
 36 lecture hours, 54 lab hours  
 Transferable to CSU/UC  
 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 32A Intermediate Black and White Photography 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 31 or MCOMM 11  
 Transferable to CSU  
 Advanced darkroom processes, zone system, archival processing, print and negative chemical manipulation. Introduction to the large format camera. Discussion and critical analysis of assigned exercises. Field sessions included. (L,M)

**ART 32B Intermediate Black and White Photography 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 32A  
 Transferable to 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. Not open for credit to students with credit in PHOTO 2B.

**ART 32C Advanced Projects-Black and White 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 36B  
 Transferable to CSU  
 Individual exploration of advanced black and white photography concepts such as refining the zone system, infrared photography, large format camera, etc. within a structured but non-confining framework.

**ART 33 Advanced Photography 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 32A or 34B  
 Transferable to CSU  
 Traditional and digital based photography; further exploration within the students 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. (L)

**ART 35 Creative Photo Documentary 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 31 or MCOMM 11  
 Transferable to CSU  
 Develop an understanding and appreciation of the photograph as it is used in social and personal commentary. Individual exploration and creativity is encouraged. (L)

**ART 36A Digital Photography 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 31 or MCOMM 11 or consent of instructor.  
 Transferable to CSU  
 Introduction to digital photography. Exposure control, file formats, archiving. Basic image editing/manipulation. Knowledge of basic computer operation is highly recommended.

**ART 36B Introduction to Photoshop 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 36A or 38  
 Transferable to CSU  
 Introduction to the vast image editing possibilities of Adobe Photoshop. Global and local color/tonal/contrast controls via selections, masks and adjustment layers to produce reproduction quality output. Creative retouching and montaging. Transmissive/reflective scanning.

**ART 36C Advanced Projects - Digital 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: ART 36B  
 Transferable to 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.

**ART 38 Field Workshop-Black and White v1-3 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 18 lecture hours, 54 lab hours (2 units)  
 18 lecture hours, 108 lab hours (3 units)  
 Prerequisite: Completion or concurrent enrollment in ART 31 or MCOMM 11, or ART 36A.  
 Transferable to 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.

**ART 39 Field Workshops-Color/Digital v1-3 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 18 lecture hours, 54 lab hours (2 units)  
 18 lecture hours, 108 lab hours (3 units)  
 Prerequisite: ART 31 or MCOMM 11, or ART 36A.  
 Transferable to 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.

**ART 40 Individual Problems in Watercolor v1-3 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 18 lecture hours, 54 lab hours (2 units)  
 27 lecture hours, 81 lab hours (3 units)  
 Prerequisite: ART 8A and 8B  
 Transferable to CSU/UC  
 Advanced work in principles and elements of watercolor painting in various techniques. Exploration and development of personal style. (L)

**ART 41A Individual Problems in Painting: Beginning 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 9A and 9B  
 Transferable to CSU  
 Advanced painting in which students approach individual painting problems in consultation with instructor.

**ART 41B Individual Problems in Painting: Advanced 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 41A, ART 9A and ART 9B  
 Transferable to CSU/UC  
 Advanced painting in which students work on self directed painting and the development of creative portfolios.

**ART 42A Individual Problems in Ceramics 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 12A, 12B  
 Transferable to CSU/UC  
 Advanced techniques and processes for creative expression in ceramics.

**ART 42B Individual Problems in Ceramics: Advanced 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 42A  
 Transferable to CSU/UC  
 Advanced techniques and processes in which students work on self directed projects for the development of creative portfolios.

**ART 43A Individual Problems in Printmaking 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 15B  
 Transferable to CSU  
 Focused exploration of a single technique in printmaking. (L)

**ART 43B Individual Problems in Printmaking: Advanced 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 43A  
 Transferable to CSU  
 Advanced exploration of a single technique in printmaking. (L)

**ART 44 Individual Problems in Drawing 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 4B  
 Transferable to CSU/UC  
 Development of a personal drawing style at an advanced level, working in series with the goal of a coherent group of works.

**ART 46A Individual Problems in Sculpture: Beginning 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 14A, 14B  
 Transferable to CSU/UC  
 Advanced techniques and processes; creative and personal expression in three dimensional forms.

**ART 46B Individual Problems in Sculpture 3 units**  
 27 lecture hours, 81 lab hours  
 Prerequisite: ART 14A, ART 14B  
 Transferable to CSU/UC  
 Advanced techniques and processes; creative and personal expression in three-dimensional form.

**ART DESIGN: Family of Classes**  
 (No more than four classes can be attempted within each family of classes listed below. See page 68 for details.)  
 ART 2—Color Theory  
 ART 6A—Basic Design  
 ART 6B—Basic Design  
 ART 29—Individual Problems in Design

**CERAMICS: Family of Classes**  
 (No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)  
 ART 1L—Ceramics Laboratory  
 ART 12A—Ceramics  
 ART 12B—Ceramics  
 ART 42A—Individual Problems in Ceramics  
 ART 42B—Individual Problems in Ceramics: Advanced

**COMMERCIAL ART: Family of Classes**  
 (No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)  
 ART 19A—Introduction to Commercial Art  
 ART 19B—Commercial Art: Illustration

**DRAWING: Family of Classes**  
 (No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)  
 ART 4A—Drawing and Composition  
 ART 4B—Drawing and Composition  
 ART 44—Individual Problems in Drawing

**PAINTING:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- ART 8A—Watercolor Painting
- ART 8B—Watercolor Painting
- ART 9A—Painting
- ART 9B—Painting
- ART 11—Mural Painting
- ART 40—Individual Problems in Watercolor
- ART 41A—Individual Problems in Painting: Beginning
- ART 42B—Individual Problems in Painting: Advanced

**PHOTOGRAPHY:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- ART 27—Materials and Processes
- ART 38—Field Workshop-Black and White
- ART 39—Field Workshop-Color/Digital

**PRINTMAKING:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- ART 15A—Printmaking
- ART 15B—Printmaking
- ART 43A—Individual Problems in Printmaking
- ART 43B—Individual Problems in Printmaking: Advanced

**SCULPTURE:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- ART 14A—Sculpture
- ART 14B—Sculpture
- ART 46A—Individual Problems in Sculpture: Beginning
- ART 46B—Individual Problems in Sculpture: Advanced



# Asian American Studies

**ASIAN 31 Asian-American Humanities and Cultures 3 units**

54 lecture hours

Transferable to 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)

# Astronomy

**ASTRO 1 Introduction to Astronomy 3 units**

54 lecture hours

Transferable to CSU/UC

Survey of the solar system, stars, galaxies; history and tools of astronomy, cosmology, and exploration of space. (L,M)

**ASTRO 1L Introduction to Astronomy with Lab 4 units**

54 lecture hours, 54 lab hours

Transferable to CSU

Survey of the solar system, stars, galaxies; history and tools of astronomy, cosmology, and exploration of space. Laboratory 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 to students with credit in ASTRO 1. (L,M)

**ASTRO 11 Astronomy Laboratory 1 unit**

54 lab hours

Prerequisite: ASTRO 1

Transferable to 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. (L,M)

# 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. (Automotive Service Excellence) and are designed to prepare students to pass the A.S.E. tests. The Autobody courses utilize an I-car based curriculum.

**AUTO BODY AND REPAIR  
(Associate in Science)**

Required Courses

Units

AUTO 20 Automotive Technical Skills .....	3
AUTO 36 Air Conditioning and Heating Systems .....	3
AUTO 41 Alignment and Suspensions .....	4
AUTO 63 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
Total units required for degree major.....	27

**AUTOMOTIVE DRIVE TRAINS  
(Associate in Science)**

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 62A Auto. Transmission/Transaxle Experience .....	2
AUTO 62B Manual Drive Train/Axles Experience .....	2
Plus 1 additional unit of AUTO classes.....	1
Total units required for degree major.....	18

**MASTER MECHANIC  
(Associate in Science)**

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 61A-B OR 62A-B OR 63 series .....	1
Total units required for degree major.....	42

**TUNE-UP AND DRIVEABILITY  
(Associate in Science)**

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 61D Engine Performance Experience .....	1
AUTO 95 State Emission Control License.....	6.5
Total units required for degree major.....	28.5

**AUTOMOTIVE BODY REPAIR  
(Certificate of Achievement)**

Required Courses

Units

AUTO 20 Automotive Technical Skills .....	3
AUTO 63 Basic Autobody Restoration .....	3
AUTO 70 Introduction to Autobody Technology.....	4
AUTO 271 Unibody Technology .....	2
Total units required.....	12

**AUTO BODY REPAIR  
(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 63 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
*AUTO 271 Unibody Technology.....	2
*AUTO 278 I-Car Autobody Shop Experience.....	4
Total units required.....	33

**MASTER MECHANIC  
(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 61A-B OR 62A-B OR 63 series .....	1
Total units required .....	42

**TUNE-UP AND DRIVEABILITY  
(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 61D Engine Performance Experience .....	1
AUTO 95 State Emission Control License .....	6.5
Total units required .....	28.5

**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 62A Automotive Transmission/Transaxle Experience .....	2
Total units required .....	12

**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 62D Brakes Experience .....	2
Total units required .....	12

**ELECTRICAL SYSTEMS  
(Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 44 Electrical Systems .....	6
AUTO 61C Electrical Systems Experience .....	1
Total units required .....	10

**ENGINE MACHINING  
(Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 46 Engine Machining/Reconditioning .....	3
AUTO 61B Engine Machining/Reconditioning Experience .....	3
Total units required .....	9

**ENGINE PERFORMANCE  
(Certificate of Training)**

Required Courses	Units
AUTO 33 Fuel Systems .....	4
AUTO 44 Electrical Systems .....	6
AUTO 61D Engine Performance Experience .....	1
AUTO 95 State Emission Control License .....	6.5
Total units required .....	17.5

**ENGINE REPAIR  
(Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 45 Engine Diagnosis/Rebuilding .....	4
AUTO 61A Engine Repair Experience .....	1
Total units required .....	8

**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 62E Heating/Air Conditioning Experience .....	2
Total units required .....	8

**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 62B Manual Drive Train/Axles Experience .....	2
Total units required .....	8

**SUSPENSION AND STEERING  
(Certificate of Training)**

Required Courses	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 41 Alignment and Suspensions .....	4
AUTO 62C Suspension/Steering Experience .....	2
Total units required .....	9

**AUTO 20 Automotive Technical Skills 3 units**  
36 lecture hours, 54 lab hours  
Transferable to 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**  
36 lecture hours, 54 lab hours  
Transferable to 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**  
36 lecture hours, 54 lab hours  
Transferable to 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**  
36 lecture hours, 54 lab hours  
Transferable to 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**  
54 lecture hours, 54 lab hours  
Transferable to 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**  
36 lecture hours, 54 lab hours  
Transferable to CSU

The 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 32A Fundamentals Fuel and Emission Systems 1.5 units**  
18 lecture hours, 27 lab hours  
Transferable to CSU

Provides a basic background of automotive fuel and emission systems as it relates to diagnosis, service, and repair. Theory and service procedures are included for basic carburetion, fuel injection, and emission control systems. Not open for credit to students with credit in AUTO 32.

**AUTO 33 Fuel Systems 4 units**  
36 lecture hours, 108 lab hours  
Transferable to 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 is included. Concurrent enrollment in AUTO 44 is recommended.

**AUTO 34 Basic Electrical Systems 3 units**  
36 lecture hours, 54 lab hours  
Transferable to CSU

Includes study of the electron theory, DC circuits and wiring, starting and charging systems and diagnosis. Emphasis is on electronic and distributor less ignition systems. Troubleshooting skills will be emphasized throughout the course.

**AUTO 36 Air Conditioning and Heating Systems 3 units**  
36 lecture hours, 54 lab hours  
Transferable to 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**  
54 lecture hours, 54 lab hours  
Transferable to 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**  
 54 lecture hours, 54 lab hours  
 Transferable to 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**  
 74 lecture hours, 108 lab hours  
 Transferable to CSU  
 A 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**  
 36 lecture hours, 108 lab hours  
 Transferable to CSU  
 Includes 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**  
 36 lecture hours, 54 lab hours  
 Transferable to 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 and Diagnostics 2 units**  
 27 lecture hours, 27 lab hours  
 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 50B Advanced Engine Performance and Diagnostics 2 units**  
 27 lecture hours, 27 lab hours  
 Advanced study with current automotive/diesel diagnostic tools and methods used to troubleshoot and repair complex problems related fuel, electrical, and emission controls. Activities include 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.

**AUTO 55 Advanced Tune-Up 5 units**  
 36 lecture hours, 162 lab hours  
 Prerequisite: AUTO 33 and AUTO 44  
 Advanced automotive tune-up emphasizing problems pertaining to fuel ignition, emission, computers, wiring systems, and mechanical engine diagnostics. Latest diagnostic, tune-up equipment, and services skills will be demonstrated and used.

**AUTO 61A Engine Repair Experience 1 unit**  
 54 lab hours  
 Prerequisite: AUTO 45 or concurrent enrollment.  
 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 course. Intended primarily for students with prior practical experience in automotive engine repair.

**AUTO 61B Engine Machining/ Reconditioning Experience 1 unit**  
 54 lab hours  
 Prerequisite: AUTO 46 or concurrent enrollment.  
 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 course. Intended primarily for students with prior practical experience in automotive engine machining and reconditioning.

**AUTO 61C Electrical Systems Experience 1 unit**  
 54 lab hours  
 Prerequisite: AUTO 44 or concurrent enrollment.  
 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 course. Intended primarily for students with prior practical experience in automotive electrical systems.

**AUTO 61D Engine Performance Experience 1 unit**  
 54 lab hours  
 Prerequisite: AUTO 44 or concurrent enrollment.  
 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 course. Intended primarily for students with prior practical experience in automotive engine performance.

**AUTO 62A Auto Transmission/ Transaxle Exp 1 unit**  
 54 lab hours  
 Corequisite: AUTO 31  
 Individualized activities intended to meet the specific needs of advanced students through specialized training in automatic transmissions/transaxles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive transmission and transaxles.

**AUTO 62B Manual Drivetrain and Axles Exp 1 unit**  
 54 lab hours  
 Corequisite: AUTO 30  
 Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive manual drive trains 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.

**AUTO 62C Suspension and Steering Experience 1 unit**  
 54 lab hours  
 Corequisite: AUTO 41  
 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.

**AUTO 62D Brakes Experience 1 unit**  
 54 lab hours  
 Corequisite: AUTO 40  
 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.

**AUTO 62E Heat and Air Conditioning Exp 1 unit**  
 54 lab hours  
 Corequisite: AUTO 36  
 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.

**AUTO 70 Introduction to Autobody Technology 4 units**  
 54 lecture hours, 54 lab hours  
 Introduces the student to the fundamentals of autobody collision repair. Topics will include Hazardous Material Regulations including handling, storage, and disposal of hazard 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**  
 54 lecture hours, 54 lab hours  
 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. (L)

**AUTO 76 I-Car Autobody - Non-Structural 1 & 2 4 units**  
 54 lecture hours, 54 lab hours  
 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)

**AUTO 77 I-Car Autobody - Refinishing 1 & 2 4 units**  
 54 lecture hours, 54 lab hours  
 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 equipments and VOC regulations, surface preparation and masking. (L)

**AUTO 78A I-Car Autobody - Shop Experience 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: AUTO 70, AUTO 76, AUTO 77  
 Corequisite: WELD 20, AUTO 75  
 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. The student will be tasked with estimating and preparing a repair plan and completing those repairs.

**AUTO 78B I-Car Autobody - Shop Experience 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: AUTO 70, AUTO 76, AUTO 77  
 Corequisite: AUTO 75  
 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. The student will be tasked with estimating and preparing a repair plan and completing those repairs.

**AUTO 80 Fund of Hybrid/ Alternative Fuel Vehicles 1 unit**  
 13 lecture hours, 15 lab hours

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 81 Hybrid/Alternative Fuels Vehicles for Service Technicians 2 units**  
 27 lecture hours, 27 lab hours

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. (L)

**AUTO 95 State Emission Control License 7 units**  
 117 lecture hours, 30 lab hours

*Prerequisite:* AUTO 55  
 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. Grades are P/NP.

**AUTO 278 I-Car Autobody Shop Experience 4 units**  
 54 lecture hours, 54 lab hours

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

The Associate of Science Degree in Biology is designed to prepare students for transfer to four-year institutions for pre-professional studies in medical, dental and pharmacy programs. The Biology program at Yuba College offers a range of courses that fulfill general education and transfer requirements and prepares students for further study in Biology leading to BA, BS, MA, MS and/or Ph.D. degrees.

## BIOLOGY (Associate in Science) Required Courses Units

BIOL 1 Principles of Biology .....	5
BIOL 2 General Zoology .....	4
BIOL 3 General Botany .....	4
CHEM 1A General Chemistry I .....	5
CHEM 1B General Chemistry II .....	5
PHYS 2A General Physics .....	3
PHYS 3A General Physics Lab .....	1
PHYS 2B General Physics .....	3
PHYS 3B General Physics Lab .....	1
OR	
PHYS 4A Mechanics .....	4
PHYS 4B Electromagnetism.....	4
AND one of the following depending on where the student will transfer:	
MATH 1A First Year Calculus .....	5
MATH 9 Calculus for Business, Social and Life Science.....	4
STAT 1 Introduction to Statistical Methods .....	4
Total units required for degree major .....	35-36
Also recommended, but not required:	
CHEM 18A Organic Chemistry I .....	4
CHEM 18B Organic Chemistry II .....	4

**BIOL 1 Principles of Biology 5 units**  
 54 lecture hours, 108 lab hours  
*Prerequisite:* MATH 52  
*Transferable to CSU/UC*

An 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. (L,C)

**BIOL 2 General Zoology 4 units**  
 36 lecture hours, 108 lab hours  
*Prerequisite:* BIOL 1 or BIOL 15 and MATH 52  
*Transferable to CSU/UC*

Applies the concepts introduced in Biology 1 to the study of animals and evolution. Animal topics include: patterns of diversity and classification, anatomy and physiology, development and significance of sexual reproduction. Evolution topics include speciation, macro- and microevolution, adaptation to environmental and social challenges, and natural selection. Designed for biology majors and related fields but open to all qualified students. (L)

**BIOL 3 General Botany 4 units**  
 36 lecture hours, 108 lab hours  
*Prerequisite:* BIOL 1 or BIOL 15 and MATH 52  
*Transferable to 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. (L)

**BIOL 4 Human Anatomy 4 units**  
 36 lecture hours, 108 lab hours  
*Prerequisite:* BIOL 1 or BIOL 15  
*Transferable to CSU/UC*

An introduction to the gross and microscopic structure of the human body with emphasis on the anatomy and interrelationship between structure and function of the tissues, organs, and organ systems. (L,C)

**BIOL 5 Human Physiology 4 units**  
 36 lecture hours, 108 lab hours  
*Prerequisite:* BIOL 1 or BIOL 15  
*Transferable to CSU/UC*

An introduction to the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organismic levels. Includes physiological topics within the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. (L,M,C)

**BIOL 6 Introductory Microbiology 4 units**  
 36 lecture hours, 108 lab hours  
*Prerequisite:* BIOL 1 or BIOL 15  
*Transferable to 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. (L)

**BIOL 10 General Biology 3 units**  
 54 lecture hours  
*Transferable to 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 to students with credit in BIOL 10L. (L)

**BIOL 10L General Biology 4 units**  
 54 lecture hours, 54 lab hours  
*Transferable to 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. Labs and lectures. Not open for credit to students with credit in BIOL 10. (L)

**BIOL 11 General Biology Laboratory 1 unit**  
 54 lab hours  
*Transferable to CSU*

Hands-on laboratory study for non-science majors. Exploration of origin, characteristics, regulation, energy utilization, respiration, and interrelationships of living organisms. Not open for credit to students with credit in BIOL 10L. (L)

**BIOL 15 Bioscience 4 units**  
 54 lecture hours, 54 lab hours  
*Transferable to CSU/UC - UC Unit Limit*

Introduction to the unifying principles of biology including the chemistry of life, cell structure and function, energy, genetics, evolution, and organismal structure. (L,C)

**BIOL 24 Human Biology 3 units**  
 54 lecture hours  
*Transferable to 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**  
 54 lecture hours  
*Transferable to 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 35 Problem Solving in Physiology** 1 unit  
 18 lecture hours  
 Transferable to CSU  
 A 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, immunity. Time will be allowed for consideration of topics chosen by students. (L)

# Business

## Accounting

### ACCOUNTING (Associate in Science)

Required Courses	Units
ACCT 1L Principles of Accounting - Financial	4.5
ACCT 2L Principles of Accounting - Managerial	5
ACCT 3 Computerized Accounting	3
BCA 15 Business Computer Applications - Beginning	3
BCA 17 Business Computer Applications - Advanced	3
BCA 34 Advanced Excel	1
BCA 41B Windows XP	1
GNBUS 10 Introduction to Global Business	3
GNBUS 18A Business Law	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1.5
Total units required for degree major	31
Additional Recommended Courses:	
ACCT 6 Individual Income Taxes-Federal/State	4
ACCT 9 Business Payroll Procedures	3.5
ACCT 10A General Accounting	4
CWEE 45 Occ. Work Experience OR	1-8
INTRN 46 Internship	1-8
ECON 1A Elementary Economics - Macro	3
OA 15A Elementary Typewriting	3
SPECH 6 Group Communication	3

### BUSINESS ADMINISTRATION (Associate in Science)

Required Courses	Units
ACCT 1L Principles of Accounting - Financial	4.5
ACCT 2L Principles of Accounting - Managerial	5
ECON 1A Elementary Economics - Macro	3
ECON 1B Elementary Economics - Micro	3
GNBUS 56 Business Mathematics	3
Select one of the following classes:	
STAT 1 Statistics OR	4
MATH 9 Calculus for Business, Social and Life Science (CSU Sacramento) OR	3
MATH 25 Finite Math (CSU Chico)	3
Plus 3 units from the following:	
BCA 15 Business Computer Applications (CSU Sacramento)	3
GNBUS 10 Introduction to Global Business (CSU Chico)	3
Total units required for degree major	24.5

### INCOME TAX PREPARATION (Associate in Science)

Required Courses	Units
ACCT 3 Computerized Accounting	3
ACCT 6 Indiv. Income Taxes-Federal/State	4
ACCT 10A General Accounting OR	4
ACCT 1L Principles of Accounting - Financial	4.5
BCA 33A Introduction to Excel	1
GNBUS 10 Introduction to Global Business	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1.5
Total units required for degree major	19.5

### ACCOUNTING (Certificate of Achievement)

Required Courses	Units
ACCT 3 Computerized Accounting	3
ACCT 10A General Accounting	4
BCA 15 Business Computer Applications - Beginning	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1.5
Plus 4 units from the following:	
ACCT 1L Principles of Accounting - Financial	4.5
ACCT 2L Principles of Accounting - Managerial	5
ACCT 6 Individual Income Taxes-Federal/State	4
ACCT 9 Business Payroll Procedures	3.5
CWEE 45 Occ. Wrk Experience OR	
INTRN 46 Internship	1-4
GNBUS 10 Introduction to Global Business	3
Total units required	18.5

### ACCOUNTING (Certificate of Achievement)

Required Courses	Units
ACCT 1L Principles of Accounting - Financial	4.5
ACCT 2L Principles of Accounting - Managerial	5
ACCT 3 Computerized Accounting	3
BCA 15 Business Computer Applications - Beginning	3
BCA 17 Business Computer Applications - Advanced	3
BCA 34 Advanced Excel	1
BCA 41B Windows XP	1
GNBUS 10 Introduction to Global Business	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1.5
Plus 6 units from the following:	
ACCT 6 Individual Income Taxes-Federal/State	4
ACCT 9 Business Payroll Procedures	3.5
CWEE 45 Occ. Work Experience OR	1-4
INTRN 46 Internship	1-4
GNBUS 18A Business Law	3
SPECH 6 Group Communication	3
Total units required	34

### INCOME TAX PREPARATION (Certificate of Achievement)

Required Courses	Units
ACCT 3 Computerized Accounting	3
ACCT 6 Indiv. Income Taxes-Federal/State	4
ACCT 10A General Accounting OR	4
ACCT 1L Principles of Accounting - Financial	4.5
BCA 33A Introduction to Excel	1
GNBUS 10 Introduction to Global Business	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1.5
Total units required	19.5

### ACCT 1 Principles of Accounting-Financial 4 units

72 lecture hours  
 Prerequisite: ACCT 10A or qualifying score on mathematics Placement Examination, BCA 15 and/or BCA 33A  
 Corequisite: ACCT 1A and BCA 15 or BCA 33A  
 Transferable to CSU

Study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and other to make decisions. The course covers the accounting information system, including recording and reporting business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. (L,M,C)

### ACCT 1A Principles of Accounting-Financial Lab .5 unit

27 lab hours  
 Corequisite: ACCT 1A  
 Transferable to CSU

Laboratory to accompany Principles of Accounting - Financial (ACCT 1). Students use the computer as a tool in solving accounting problems. Includes spreadsheets and computerized accounting system. Each student is required to have some type of storage device to save their files on. (L,M)

### ACCT 1L Principles of Accounting-Financial 4.5 units

72 lecture hours, 27 lab hours  
 Prerequisite: ACCT 10A or qualifying score on mathematics part of Placement Examination; and BCA 15 or BCA 33A or equivalent.  
 Transferable to CSU/UC

Accounting for business activities, general ledger, special journals, accounts receivable, cash control, depreciation, inventories, and other aspects. Same as ACCT 1 but includes computer applications for accounting partnerships and corporations. Not open for credit to students with credit in ACCT 1. (L,M)

### ACCT 2L Principles of Accounting-Managerial 5 units

72 lecture hours, 54 lab hours  
 Prerequisite: ACCT 1 or 1L with a grade of "C" or better.  
 Transferable to CSU/UC

Emphasizes accounting principles and tools used by management in the decision-making process. Includes manufacturing accounting, budgetary techniques, cost flow procedures, financial statements, management reporting procedures, and computer applications in accounting. Not open for credit to students with credit in ACCT 2. (L,M)

### ACCT 3 Computerized Accounting 3 units

45 lecture hours, 27 lab hours  
 Prerequisite: ACCT 10A  
 Transferable to 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. Letter grade or P/NP. (L,M,C)

### ACCT 6 Individual Income Taxes-Federal and State 4 units

72 lecture hours  
 Transferable to CSU

Individual income tax preparation, forms and computations; business and professional returns; federal and state returns. Individual Income Taxes - Federal/State (ACCT 6) is a CTEC approved course, which fulfills the 60-hour "qualifying education" requirement for tax preparers. A listing of additional requirements to register as a tax preparer may be obtained by contacting CTEC at P.O. Box 2890, Sacramento, CA 95812-2890, toll-free by phone at (877) 850-2832, or on the Internet at www.ctec.org (L,M)

### ACCT 9 Business Payroll Procedures 3 units

48 lecture hours, 18 lab hours  
 Transferable to 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 also be presented. Prior accounting knowledge is not necessary. (L,M)

### ACCT 10A General Accounting 4 units

72 lecture hours  
 Transferable to 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. Includes payroll processes, and proper Financial Reporting. (L,M)

**BUSINESS COMPUTER APPLICATIONS  
(Associate in Science)**

Required Courses	Units
ACCT 3 Computerized Accounting.....	3
ACCT 1L Principles of Accounting-Financial OR.....	4.5
ACCT 10A General Accounting.....	4
BCA 15 Business Computer Applications - Beginning.....	3
BCA 17 Business Computer Applications - Advanced.....	3
BCA 37A Introduction to Access.....	1
BCA 37B Advanced Access.....	1
BCA 41B Windows XP.....	1
GNBUS 56 Business Mathematics.....	3
Total units required for degree major.....	19
Additional Recommended Courses:	
BCA 42A Internet Literacy and Safety.....	3
GNBUS 10 Introduction to Global Business.....	3
OA 15C Advanced Keyboarding.....	3
OA 17A Word Processing I.....	3
OA 21 Business Communications.....	3
OA 52/GNBUS 52 Business English.....	3
OA 60 General Office Procedures.....	4

**BUSINESS COMPUTER APPLICATIONS  
(Certificate of Achievement)**

Required Courses	Units
ACCT 3 Computerized Accounting.....	3
BCA 15 Business Computer Applications - Beginning.....	3
BCA 17 Business Computer Applications - Advanced.....	3
BCA 22B Advanced Microsoft Word.....	1
BCA 34 Advanced Excel.....	1
BCA 37A Introduction to Access.....	1
BCA 37B Advanced Access.....	1
BCA 41B Windows XP.....	1
OA 22 Machine Calculation.....	1.5
Plus 13 units from the following:	
ACCT 10A General Accounting.....	4
BCA 26 Microsoft PowerPoint.....	1
COMSC 10L Computer Literacy.....	3
GNBUS 10 Introduction to Global Business.....	3
GNBUS 56 Business Mathematics.....	3
Total units required.....	28.5

**BUSINESS COMPUTER APPLICATIONS  
(Certificate of Training)**

Required Courses	Units
BCA 15 Business Computer Applications - Beginning.....	3
BCA 22B Advanced Microsoft Word.....	1
BCA 23 Microsoft Outlook.....	1
BCA 34 Advanced Excel.....	1
BCA 37A Introduction to Access.....	1
BCA 37B Advanced Access.....	1
BCA 41B Windows XP.....	1
BCA 42A Internet Literacy and Safety.....	3
COUNS 52 Pre-Employment Skills Training.....	1
Plus at least 3 units from the following:	
ACCT 1L Principles of Accounting - Financial.....	4.5
ACCT 2L Principles of Accounting - Managerial.....	5
ACCT 3 Computerized Accounting.....	3
ACCT 10A General Accounting.....	4
BCA 25 Desktop Publishing.....	2
BCA 26 Microsoft PowerPoint.....	1
COMSC 10L Computer Literacy.....	3
Total units required.....	16

**BCA 1 Business Info Systems 1 unit**  
*54 lecture hours*

*Transferable to CSU*  
Examination of information systems in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through projects developing computer-based solutions to business problems. (L,M)

**BCA 15 Business Computer Applications - Beginning 3 units**  
*45 lecture hours, 27 lab hours*

*Transferable to CSU*  
Develop beginning to intermediate skills using the Microsoft Office Suite. Basic features of Word, Excel, Access and PowerPoint are covered. Hands-on activities will focus on creating simple, integrated documents for business, personal and academic purposes. Typing skills are advised. (L,M)

**BCA 17 Business Computer Applications - Advanced 3 units**  
*36 lecture hours, 36 lab hours*

*36 lecture hours with Corequisite BCA 13C*  
*Prerequisite: BCA 15*  
*Corequisite: BCA 13C with unit option*  
*Transferable to 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. (L,M)

**BCA 22A Introduction to Microsoft Word 1 unit**  
*9 lecture hours, 18 lab hours*

*Transferable to CSU*  
Overview of the basic features of Microsoft Word. Creating, editing, and saving documents; file management; basic text, paragraph, and page formatting; page numbering; printing options; tables and columns. Grades are P/NP. (L)

**BCA 22B Advanced Microsoft Word 1 unit**  
*9 lecture hours, 18 lab hours*

*Transferable to CSU*  
Overview of advanced features of Microsoft's Word. Topics include advanced formatting, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merging features. Grades are P/NP. (L)

**BCA 23 Microsoft Outlook 1 unit**  
*12 lecture hours, 18 lab hours*

*Transferable to CSU*  
Beginning and intermediate level features of outlook. Create and manage e-mail communications within a network or over the Internet. Improve personal efficiency using calendar, tasks, contacts, notes, and journal features. Grades are P/NP. (L)

**BCA 25 Desktop Publishing 2 units**  
*27 lecture hours, 27 lab hours*

*Transferable to 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 software features. Creation of a portfolio. Students should have intermediate level knowledge of Word. (L,C)

**BCA 26 Microsoft PowerPoint 1 unit**  
*12 lecture hours, 18 lab hours*

*Transferable to CSU*  
Learn the basics of PowerPoint and more: create presentations, add visuals, include elements and data from other sources, modify master slides and timings. Customize, prepare for distribution and deliver presentations. Familiarity with keyboard recommended. Grades are P/NP.

**BCA 27 Introduction to Computers .5 unit**  
*6 lecture hours, 6 lab hours*

*Transferable to 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 present an overview of Word, Excel, Access, and the Internet. Grades are P/NP. (L)

**BCA 33A Introduction to Microsoft Excel 1 unit**  
*12 lecture hours, 18 lab hours*

*Transferable to CSU*  
Learn basic features of Microsoft Excel. Including: using the interface, working with text labels, values, formulas, functions, editing and formatting. Spreadsheets designed for decision-making, creating charts, list and data management. Hands-on coursework that focuses on business, academic and personal applications. Grades are P/NP. (L,M)

**BCA 34 Advanced Microsoft Excel 1 unit**  
*12 lecture hours, 18 lab hours*

*Prerequisite: BCA 33A*  
*Transferable to CSU*  
Covers advanced features of Microsoft Excel spreadsheet software. These features include: Advanced formatting options, financial functions, 3-D formulas, and other advanced data functions. Hands-on exercises emphasizing business applications. Grades are P/NP. (L,M,C)

**BCA 37A Introduction to Microsoft Access 1 unit**  
*12 lecture hours, 18 lab hours*

*Transferable to CSU*  
Use Microsoft Access to develop simple to complex databases in a Windows environment. Design databases, sort and filter records, create input forms and custom-formatted reports. Grades are P/NP. (L,M,C)

**BCA 37B Advanced Microsoft Access 1 unit**  
*12 lecture hours, 18 lab hours*

*Prerequisite: BCA 37A*  
*Transferable to CSU*  
Explore advanced capabilities of Access and build comprehensive knowledge of relational databases. Includes: creating multiple database tables; design and use forms and subforms to input data; use Query by Example (QBE) to extract data; create reports from related tables; and use macros to manipulate files. Grades are P/NP. (L,M,C)

**BCA 41A Windows 7 1 unit**  
*9 lecture hours 18 lab*

*Transferable to 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. (L,M)

**BCA 41B Windows XP 1 unit**  
*9 lecture hours, 18 lab hours*

*Transferable to 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. (L,M)

**BCA 42A Internet Literacy and Safety 3 units**  
*54 lecture hours*

*Transferable to 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. Not open to students with credit in IT 42A. (L)

**BCA 42B Web Page Management and Design** 3 units  
 36 lecture hours, 54 lab hours  
 Transferable to CSU

Fundamentals of Web publishing utilizing web design and imaging software. The course will focus on HTML: design, coding, editing, and maintenance of web pages; emphasis on web page elements such as CSS, 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,C)

**BCA 44D Digital Imaging** 2 units  
 27 lecture hours, 27 lab hours  
 Transferable to 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. Demonstrates the use of digital images in webpage and graphic publications. Not open for credit to students with credit in IT 44D. (L,C)

**General Business**

**GENERAL BUSINESS MANAGEMENT (Associate in Science)**

Required Courses	Units
BCA 15 Business Computer Applications - Beginning.....	3
GNBUS 10 Introduction 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.....	3
MGMT 10 Principles of Management.....	3
Plus 3 units from the following:	
ACCT 1L Principles of Accounting - Financial.....	4.5
ACCT 2L Principles of Accounting - Managerial.....	5
ACCT 6 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.....	3
SPECH 6 Group Communication.....	3
Total units required for degree major.....	21

**GENERAL BUSINESS MANAGEMENT (Certificate of Achievement)**

Required Courses	Units
BCA 15 Business Computer Applications-Beginning.....	3
ECON 1A Elementary Economics-Macro.....	3
GNBUS 10 Introduction to Global Business.....	3
GNBUS 18A Business Law.....	3
MGMT 5 Introduction to Supervision OR.....	3
MGMT 10 Principles of Management.....	3
MGMT 35 Management Psychology.....	3
Plus 12 units from the following:	
ACCT 1L Principles of Accounting-Financial OR.....	4.5
ACCT 10A General Accounting.....	4
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English.....	3
Total units required.....	30

**GNBUS 10 Introduction to Global Business** 3 units

54 lecture hours

Transferable to CSU/UC

Survey of the diverse activities of businesses operating in a changing global environment. Examines how culture and customs, global economic systems, technology, legal factors, global business strategies, trade barriers, finance, and human relations interact to affect U.S. business policies and practices. Covers factors that affect a business' ability to achieve its organizational goals and competitive advantage including entrepreneurship, organizational design and structure, leadership, human resource management and practices, communications, leadership and innovation, marketing and consumer behavior, e-business, legal issues, accounting, financial management and investing options.(L)

**GNBUS 18A Business Law** 3 units

54 lecture hours

Transferable to CSU/UC

CID BUS 125

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. (L)

**GNBUS 21 Business Communications** 3 units

54 lecture hours

Prerequisite: OA 52 or GNBUS 52; word processing and keyboarding skills

Transferable to CSU

Application of principles of ethical and effective communication to the creation of letters, memos, e-mails, and written and oral reports for a variety of business situations. Development and refinement of written and oral business communication skills including planning, composing, editing, and revising business documents using word processing software for written documents and presentation software to create and deliver professional oral reports. This course is designed for students who already have college-level writing skills. Not open for credit to students with credit in OA 21. (L)

**GNBUS 25 Career Planning and Development** 3 units

54 lecture hours

Transferable to 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. Each student constructs a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to students with credit in COUNS 25. (L)

**GNBUS 28 Investments** 3 units

54 lecture hours

Transferable to CSU

Types of investments with emphasis on the stock market. Evaluation of investment objectives. Factors affecting investment decisions. Assessment of the "Wall Street Journal." (L)

**GNBUS 52 Business English** 3 units

54 lecture hours

A review of English grammar with applications for written and oral business communications. Not open for credit to students with credit in OA 52. (L)

**GNBUS 56 Business Mathematics** 3 units

54 lecture hours

Prerequisite: GNBUS 100 or equivalent background.

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. (L,M)

**GNBUS 100 Elementary Business Math** 3 units

54 lecture hours

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,M)

**Information Technology**

**INFORMATION TECHNOLOGIES (Associate in Science)**

Required Courses	Units
IT 44A/COMSC 44A/ELECT 44A A+ Test Certification.....	4
IT 44N/COMSC 44N Network Plus N+ Test Certification.....	4
IT 43A/COMSC 43A Unix Systems Management.....	3
IT 45A Supporting Network Clients.....	3
Computer language.....	3
Plus 9 additional units from any other courses in the IT series.....	9
Total units required for degree major.....	26

**IT 42A Internet Literacy and Safety** 3 units

54 lecture hours

Transferable to 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)

**PERSONNEL MANAGEMENT (Associate in Science)**

Required Courses	Units
GNBUS 10 Introduction 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 3 units from the following:	
BCA 15 Business Computer Applications - Beginning.....	3
OA 52/GNBUS 52 Business English.....	3
PSYCH 1A General Psychology.....	3
SPECH 1 Public Speaking.....	3
SPECH 6 Group Communication.....	3
Total units required for degree major.....	21

**RETAIL MANAGEMENT (Certificate of Achievement)**

Required Courses	Units
ACCT 10A General Accounting.....	4
BCA 15 Business Computer Applications - Beginning.....	3
GNBUS 56 Business Mathematics.....	3
GNBUS 10 Introduction 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 82 Marketing Management.....	3
OA 21 Business Communications.....	3
SPECH 1 Public Speaking.....	3
Total units required.....	34

**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 3 Computerized Accounting.....	3
BCA 15 Business Computer Applications - Beginning.....	3
GNBUS 10 Introduction to Global Business.....	3
GNBUS 18A Business Law .....	3
GNBUS 52/OA 52 Business English .....	3
GNBUS 56 Business Mathematics.....	3
Total units required for degree major.....	18
Additional Recommended Courses:	
BCA 33A Introduction to Excel.....	1
BCA 34 Advanced Excel.....	1
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3

**SMALL BUSINESS MANAGEMENT (Certificate of Achievement)**

Required Courses	Units
BCA 15 Business Computer Applications - Beginning.....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision OR.....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
Plus 15 units from the following:	
ACCT 1L Principles of Accounting-Financial OR .....	4.5
ACCT 10A General Accounting.....	4
GNBUS 10 Intro. to Global Business.....	3
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English .....	3
Total units required.....	27

**SMALL BUSINESS MANAGEMENT (Certificate of Achievement)**

Required Courses	Units
BCA 15 Business Computer Applications - Beginning.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
MGMT 5 Introduction to Supervision OR.....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
Total units required.....	15

**MGMT 5 Introduction to Supervision 3 units**

*54 lecture hours*  
*Transferable to CSU*  
Introduction to the role of the supervisor and understanding of the basic fundamentals of supervision. A practical course designed for the potential working supervisor. (L)

**MGMT 10 Principles of Management 3 units**

*54 lecture hours*  
*Transferable to CSU*  
Managerial and organizational theory and practice; planning, organizing, influencing, and controlling. Focusing on the role, functions, and responsibilities of management in a contemporary organization. (L)

**MGMT 14 Entrepreneurship 3 units**

*54 lecture hours*  
*Transferable to 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 for credit to students with credit in AG 14. (L,M)

**MGMT 15 Human Resource Management 3 units**

*54 lecture hours*  
*Transferable to 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**

*54 lecture hours*  
*Transferable to 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)

**Marketing**

**MKT 75 Business Promotional Planning 3 units**

*54 lecture hours*  
Principles of, and practices in, the planning and executing of a sales promotional plan. Not open for credit to students with credit in MKT 75. (L)

**MKT 82 Marketing Management 3 units**

*54 lecture hours*  
Principles and procedures of modern marketing, including the process of planning a marketing design, pricing, promotion, and distribution of ideas, goods, and services. (L)

**Office Administration**

**ADMINISTRATIVE ASSISTANT (Associate in Science)**

Required Courses	Units
GNBUS 56 Business Mathematics.....	3
OA 15B Intermediate Keyboarding .....	3
OA 17B Word Processing II.....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculation .....	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
Total units required for degree major.....	25.5
Additional Recommended Courses	
ACCT 10A, ACCT 1L, ACCT 2L .....	4-5
BCA 15 Business Computer Applications - Beginning.....	3
BCA 22A Introduction to Microsoft Word .....	1
BCA 22B Advanced Microsoft Word .....	1
BCA 37A Introduction to Access .....	1
BCA 41B Windows XP.....	1
CWEE 45 Occ. Wrk Experience .....	1-4
GNBUS 10 Introduction 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

**ADMINISTRATIVE ASSISTANT (Certificate of Achievement)**

Required Courses	Units
OA 15B Intermediate Keyboarding.....	3
OA 17A Word Processing I.....	3
OA 17B Word Processing II.....	3
OA 22 Machine Calculation .....	1.5
OA 21 Business Communications .....	3
OA 52 Business English .....	3
OA 53 Filing.....	1
OA 60 General Office Procedures.....	4
OA 61 Advanced Office Procedures.....	4
Total units required.....	25.5

**LEGAL OFFICE SKILLS (Associate in Science)**

Required Courses	Units
BCA 33A Introduction to Excel.....	1
OA 15B Intermediate Keyboarding.....	3
OA 17A Word Processing I.....	3
OA 17B 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
Total units required for degree major.....	21
Additional Recommended Courses:	
ACCT 10A General Accounting .....	4
ACCT 1L Principles of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Managerial.....	5
BCA 15 Business Computer Applications - Beginning.....	3
BCA 22A Introduction Microsoft Word .....	1
BCA 22B Advanced Microsoft Word .....	1
BCA 37A Introduction to Access .....	1
BCA 41B Windows XP.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculation .....	1.5
OA 61 Advanced Office Procedures.....	4
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3

**MEDICAL OFFICE SKILLS  
(Associate in Science)**

Required Courses	Units
GNBUS 56 Business Mathematics.....	3
NURS 51 Medical Terminology .....	3
OA 15B Intermediate Keyboarding .....	3
OA 17B Word Processing II.....	3
OA 52/GNBUS 52 Business English .....	3
OA 55 Medical Word Processing.....	3
OA 65 Medical Office Procedures.....	3
Total units required for degree major.....	21
Additional Recommended Courses:	
ACCT 10A General Accounting .....	4
ACCT 1L Prin. of Accounting-Financial .....	4.5
BCA 15 Business Computer Applications - Beginning.....	3
BCA 33A Introduction to Excel.....	1
BCA 37A Introduction to Access .....	1
BCA 41B Windows XP.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law .....	3
OA 17A Word Processing I.....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculation .....	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

**WORD PROCESSING  
(Associate in Science)**

Required Courses	Units
BCA 15 Business Computer Applications.....	3
BCA 41B Windows XP.....	1
OA 15B Intermediate Keyboarding .....	3
OA 17A Word Processing I.....	3
OA 17B 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
Total units required for degree major.....	25

**OA 15A Beginning Keyboarding 3 units**  
 36 lecture hours, 54 lab hours  
*Transferable to CSU*  
 Acquire basic beginning level of keyboarding skills and basic document formatting. Not open for credit to students with credit in OA15A1, OA15A2, and OA15A3. (L)

**OA 15A1 Beginning Keyboarding 1 1 unit**  
 12 lecture hours, 18 lab hours  
*Transferable to 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 for credit to students with credit in OA15A, 15B, 15C or one or more units of OA 15O. (L)

**OA15A2 Beginning Keyboarding 2 1 unit**  
 12 lecture hours, 18 lab hours  
*Prerequisite:* OA15A1  
*Transferable to 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. 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 15O. (L)

**OA15A3 Beginning Keyboarding 3 1 unit**  
 12 lecture hours, 18 lab hours  
*Prerequisite:* OA 15A2  
*Transferable to 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. 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 15O. (L)

**OA 15B Intermediate Keyboarding 3 units**  
 36 lecture hours, 54 lab hours  
*Prerequisite:* OA 15A or ability to key at 30 NET words a minute.  
*Transferable to CSU*

Refinement of basic keyboarding and document formatting skills to more advanced speed and accuracy levels. Not open for credit to students with credit in OA15B1, OA15B2, and OA15B3. (L)

**OA15B1 Intermediate Keyboarding 1 1 unit**  
 12 lecture hours, 18 lab hours  
*Prerequisite:* OA 15A3  
*Transferable to 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. 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 15O. (L)

**OA 15B2 Intermediate Keyboarding 2 1 unit**  
 12 lecture hours, 18 lab hours  
*Prerequisite:* OA15B1  
*Transferable to 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. 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 15O. (L)

**OA15B3 Intermediate Keyboarding 3 1 unit**  
 12 lecture hours, 18 lab hours  
*Prerequisite:* OA15B2  
*Transferable to 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. 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 15O. (L)

**OA15C Advanced Keyboarding 3 units**  
 36 lecture hours, 54 lab hours  
*Prerequisite:* OA 15B or minimum keyboarding speed of 40 NET words a minute.  
*Transferable to CSU*

Keyboarding skill development to the advanced professional level of document formatting to the advanced level of competency. (L)

**OA 15O Typewriting v1-3 units**  
 12 lecture hours, 18 lab hours (1 unit)  
 24 lecture hours, 36 lab hours (2 units)  
 36 lecture hours, 54 lab hours (3 units)  
*Transferable to CSU*

Typewriting skill development to the advanced professional level of competency. Instruction will be on IBM or compatible computer. Open entry, open exit. (L)

**OA 17A Word Processing I 3 units**  
 36 lecture hours, 54 lab hours  
*Keyboarding speed of 20 words a minute or faster is recommended.*  
*Transferable to CSU*

Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing; creating tables and charts; inserting images, shapes, and WordArt. (L)

**OA 17B Word Processing II 3 units**  
 36 lecture hours, 54 lab hours  
*Prerequisite:* OA 17A  
*Transferable to CSU*

Advanced word processing operations involving long and multiple-part documents, mail merge, forms, styles and themes, and work group features. (L,C)

**OA 21 Business Communications 3 units**  
 54 lecture hours  
*Prerequisite:* OA 52 or GNBUS 52; Word Processing and Keyboarding Skill  
*Transferable to CSU*

Application of principles of ethical and effective communication to the creation of letters, memos, e-mails, and written and oral reports for a variety of business situations. Development and refinement of written and oral business communication skills including planning, organizing, composing, and revising business documents using word processing software for written documents and presentation software to create and deliver professional oral reports. This course is designed for students who already have college-level writing skills. Not open for credit to students with credit in GNBUS 21. (L)

**OA 22 Machine Calculation 1.5 units**  
 22.5 lecture hours, 13.5 lab hours  
*Transferable to 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. (L,M)

**OA 51 Keyboarding 1 unit**  
 12 lecture hours, 18 lab hours

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 personal computer. Not open to students with credit in OA 15A, 15B, or 15C. Grades are P/NP. (L)

**OA 52 Business English 3 units**  
 54 lecture hours

A review of English grammar with applications for written and oral business communications. Not open for credit to students with credit in GNBUS 52. (L)

**OA 53 Filing 1 unit**  
 9 lecture hours, 27 lab hours

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. (L)

**OA 54A Beginning Medical Terminology 2 units**  
 18 lecture hours, 54 lab hours

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 students with credit in OA 54. (L)

<b>OA 54B</b>	<b>Advanced Medical Terminology</b>	<b>2 units</b>
18 lecture hours, 54 lab hours Prerequisite: OA 54A 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. (L)		
<b>OA 55</b>	<b>Medical Word Processing</b>	<b>3 units</b>
36 lecture hours, 54 lab hours Prerequisite: OA 17B, OA 52 or GNBUS 52 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. (L)		
<b>OA 59</b>	<b>General Transcription</b>	<b>2 units</b>
18 lecture hours, 36 lab hours 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)		
<b>OA 60</b>	<b>General Office Procedures</b>	<b>3 units</b>
54 lecture hours Prerequisite: OA 15A 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. Not open for credit to students with credit in OA 60L.(L,M)		
<b>OA 60L</b>	<b>General Office Procedures</b>	<b>4 units</b>
63 lecture hours, 27 lab hours Prerequisite: OA 15A Skills and procedures necessary in an automated office. Office information systems, technology and procedures; telecommunications; interpersonal communications; information processing; mail and phone systems; time management; public relations ethics, and human relations skills. Not open for credit to students with credit in OA 60. (L,M,C)		
<b>OA 61</b>	<b>Advanced Office Procedures</b>	<b>3 units</b>
54 lecture hours Develop and apply advanced level of principles, knowledge, and skills necessary for the proper operation of the automated office. Emphasis is placed on higher level administrative assistant skills such as analysis, communication, decision-making, and supervision principles. Not open for credit to students with credit in OA 61L. (L,M)		
<b>OA 61L</b>	<b>Advanced Office Procedures</b>	<b>4 units</b>
63 lecture hours, 27 lab hours Develop and apply advanced level of principles, knowledge and skills necessary for the proper operation of the modern high-tech fast-paced office. Emphasis is placed on higher level administrative assistant skills such as analysis, mediation, decision-making, and supervision skills. Not open for credit to students with credit in OA 61. (L,M,C)		

<b>OA 63</b>	<b>Legal Office Procedures</b>	<b>3 units</b>
36 lecture hours, 54 lab hours This class explores the legal office environment, current legal office procedures, and preparation of legal documents using up-to-date office technology. OA 15A-3 and OA 17A are recommended. (L,M,C)		
<b>OA 65</b>	<b>Medical Office Procedures</b>	<b>3 units</b>
36 lecture hours, 54 lab hours Prerequisite: OA 15A or 15A3 or OA 17A Students will learn the role of a front office administrative assistant by mastering medical office duties and becoming proficient in the creation and maintenance of medical records. (L,M,C)		
<b>Real Estate</b>		
<b>RE 30</b>	<b>Real Estate Principles</b>	<b>3 units</b>
54 lecture hours Transferable to CSU Introduction to real estate principles for the prospective broker, salesperson, informed participant, or observer. Required course for California Real Estate Exam. (L,M)		
<b>RE 91</b>	<b>California Real Estate Practices</b>	<b>3 units</b>
54 lecture hours Prerequisite: RE 30 The actual practice of real estate by putting what is learned in principles and life to use. Covers laws and regulations affecting dynamic and ever changing 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. (L,M)		
<b>RE 92</b>	<b>Real Estate Appraisal</b>	<b>3 units</b>
54 lecture hours 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)		
<b>RE 93</b>	<b>California Real Estate Finance</b>	<b>3 units</b>
54 lecture hours Prerequisite: RE 30 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. (L,M)		

# Chemistry

## CHEMISTRY (Associate in Science) Required Courses

	Units
CHEM 1A General Chemistry.....	5
CHEM 1B General Chemistry.....	5
CHEM 18A Organic Chemistry for Health & Life Sciences I....	4
CHEM 18B Organic Chemistry for Health & Life Sciences II ..	4
MATH 1A First Year Calculus.....	5
MATH 1B First Year Calculus.....	4
Plus the following:	
PHYS 2A General Physics .....	3
PHYS 3A General Physics Lab .....	1
PHYS 2B General Physics .....	3
PHYS 3B General Physics Lab OR.....	1
PHYS 4A Mechanics.....	4
PHYS 4B Electromagnetism.....	4
Total units required for degree major.....	35

<b>CHEM 1A</b>	<b>General Chemistry</b>	<b>5 units</b>
54 lecture hours, 108 lab hours Prerequisite: MATH 52 and CHEM 2A or CHEM 50 or 1 yr of high school CHEM with a grade of "B" or better. Transferable to 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; gas laws; thermochemistry and equilibrium. (L,M)

<b>CHEM 1B</b>	<b>General Chemistry</b>	<b>5 units</b>
54 lecture hours, 108 lab hours Prerequisite: CHEM 1A Transferable to CSU/UC - UC Unit Limit		

Continuation of the development of fundamental principles of chemistry and application of principles developed in CHEM 1A. Principles of inorganic chemistry, including intermolecular forces, solutions, colligative properties, kinetics; further aspects of equilibrium including acid-base and solubility equilibrium, thermodynamics, electrochemistry, descriptive chemistry, and qualitative analysis; coordination chemistry. Nuclear chemistry may be presented as time permits. Lecture three hours, laboratory six hours. (L,M)

<b>CHEM 2A</b>	<b>Introductory Chemistry</b>	<b>5 units</b>
54 lecture hours, 108 lab hours Transferable to 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 students with credit in CHEM 1A or equivalent. MATH 50 with a "C" or better strongly recommended. (L,M)

<b>CHEM 2B</b>	<b>Introductory Chemistry</b>	<b>4 units</b>
54 lecture hours, 54 lab hours Prerequisite: CHEM 1A or CHEM 2A Transferable to CSU/UC - UC Unit Limit		

Introduction to fundamental concepts of organic and biochemistry. Topics of instruction include (1) structure, nomenclature, and reactions of some organic compounds and drugs, (2) stereochemistry, (3) structure and metabolism of carbohydrates, lipids, proteins, enzyme activity and inhibition, nucleic acids and DNA, and (4) bioenergetics. Completion of this course along with CHEM 2A is designed to satisfy the requirements of those allied-health career programs which require two semesters of chemistry. (L,M)

<b>CHEM 10</b>	<b>Concepts of Chemistry</b>	<b>3 units</b>
54 lecture hours Transferable to CSU/UC - UC Unit Limit		

A 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)

<b>CHEM 18A</b>	<b>Organic Chemistry for Health and Life Sciences</b>	<b>4 units</b>
54 lecture hours, 54 lab hours Prerequisite: CHEM 1B with a grade of "C" or better Transferable to CSU/UC		

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. (M)

<b>CHEM 18B</b>	<b>Organic Chemistry for Health and Life Sciences - Second semester</b>	<b>4 units</b>
54 lecture hours, 54 lab hours Prerequisite: CHEM 18A with a grade of "C" or better Transferable to CSU/UC		

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. (M)

<b>CHEM 60</b>	<b>Allied Health Chemistry</b>	<b>5 units</b>
54 lecture hours, 108 lab hours Prerequisite: MATH 50 or equivalent		

Introduction to fundamental principles of General, Organic and Biochemistry. Covers: structure and bonding, organic nomenclature, chemical equations and reactions, acids and bases, chemical equilibrium, nuclear chemistry, hydrocarbons, carbohydrates, lipids, proteins, enzymes and metabolism. **Does not meet prerequisite for CHEM 1A or CHEM 2B.** (L,M)

COMMUNICATIONS (see Speech)

# Computer Science

**COMPUTER SCIENCE  
(Associate in Science)**

Required Courses	Units
COMSC 9A C++ Programming.....	3
COMSC 9B Data Structures.....	3
Plus 12 units 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 43A Unix System Management.....	3
Total units required for degree major.....	18
Additional Recommended Courses:	
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
Plus 15 units 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 43A Unix System Management.....	3
Total units required for degree major.....	18

**COMSC 2 Computer Assembly Language 4 units**

72 lecture hours  
Transferable to 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 students with credit in ELECT 25. (L,M)

**COMSC 5 Introduction to UNIX Operating System 3 units**

42 lecture hours, 36 lab hours  
Prerequisite: COMSC 9A  
Transferable to CSU  
Comprehensive introduction to the UNIX operating system. Topics to include system programming and management covering file protection, directory control, and vi. Creation of make files and source code control concepts. Use of operating system calls and dynamic memory allocation. System libraries, relocation, and linking concepts including handling of symbol tables. I/O redirection, network utilities, managing processes, pipes, regular expressions, and shell programming. (L,M)

**COMSC 6 Basic Language Programming 3 units**

54 lecture hours  
Transferable to CSU/UC  
Introduction to programming using object-orientated programming techniques, including problem solving, algorithm development, coding solutions, program life cycle, and source code maintenance.. (L,M)

**COMSC 7 Introduction to Visual Basic Programming 3 units**

54 lecture hours  
Corequisite: Concurrent enrollment in COMSC 13  
Transferable to 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 interface, forms, event procedures, custom controls, graphics, data access, report creation, and debugging methods. (L,M)

**COMSC 8 Digital Logic Fundamentals 4 units**

60 lecture hours, 36 lab hours  
Prerequisite: COMSC 9A, MATH 52  
Transferable to CSU  
Properties of switching algebra. Minimization of algebraic function using Karnaugh maps and DeMorgan's theorem. Design of combinational logic networks. Design of sequential logic devices including flip-flops, registers, and counters. Analysis and applications of digital devices. Analysis and design of synchronous and asynchronous sequential state machines, state table derivation and reduction. Use HDL compilers, schematic capture, TTL circuit implementation, and logic simulations tools. Logic design implementation using PLD, FPGA, and TTL.

**COMSC 9A C++ Programming 4 units**

10 lecture hours, 36 lab hours  
Transferable to CSU/UC  
C-ID COMP 122  
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. COMSC 6 recommended. (L,M)

**COMSC 9B Data Structures 4 units**

60 lecture hours, 36 lab hours  
Prerequisite: COMSC 9A with a "C" or better grade.  
Transferable to 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. (L,M)

**COMSC 10L Computer Literacy 3 units**

36 lecture hours, 54 lab hours  
Transferable to CSU/UC  
Introduction to the computer and its applications. A survey of the history of computers, hardware, software, social aspects, and problem-solving techniques. Hands-on microcomputer object oriented programming will be examined. (L)

**COMSC 11 Advanced C++ Programming 3 units**

54 lecture hours  
Prerequisite: COMSC 9A  
Transferable to 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. (L,M)

**COMSC 12 Java Programming 3 units**

54 lecture hours  
Corequisite: Concurrent enrollment in COMSC 13  
Transferable to CSU/UC  
C-ID COMP 122  
Introduction to Java Programming. Intended for those with prior experience or course work in at least one formal programming language, preferably C or C++. Topics include: 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. (L,M)

**COMSC 20 Beginning Web Publishing with HTML 3 units**

54 lecture hours  
Transferable to CSU  
Fundamentals of web publishing using HTML, covering design, writing, and maintenance of web pages. Emphasis on real-life informational and interactive presentation to include testing, revising, and maintenance of web presentations on the World Wide Web.

**COMSC 43A Unix System Management 3 units**

36 lecture hours, 36 lab hours  
Transferable to 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. Not open for credit to students with credit in IT 43A. (L,M)

**COMSC 44A A+ Test Certification 4 units**

54 lecture hours, 54 lab hours  
Transferable to CSU  
Fundamentals of personal computer (PC) hardware including ports, boards, buses, memory, disk drives, controllers, monitors, printers, as well as PC configuration, preventive maintenance, and diagnostics. Course stresses the skills required to pass the CompTIA A+ Certification Test. Computer aided instruction and lab exercises included. (L,M)

**COMSC 44C Security + 3 units**

54 lecture hours  
Transferable to 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. Not open for credit to students with credit in ELEC 44C and IT 44C. (L,M)

**COMSC 44N Network Plus N+ Test Certification 4 units**

54 lecture hours, 54 lab hours  
Transferable to 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. (L,M)

# Cooperative Work Experience Education

**CWEE 44A 1st Semester General Work Experience 1-6 units**

60-450 lab hours

Corequisite: Must have a paid or volunteer position.

Transferable to CSU

Coordination of introductory on-the-job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "paid" or "volunteer" employment. A maximum of sixteen (16) semester units can be earned in General Work Experience during a student's enrollment within Yuba Community College District, 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 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/B). Grades are P/NP. (L)

**CWEE 44B 2nd Semester General Work Experience 1-6 units**

60-450 lab hours

Corequisite: Must have a paid or volunteer position.

Transferable to CSU

Coordination of intermediate level on-the-job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "PAID" or "VOLUNTEER" employment. A maximum of sixteen (16) semester units can be earned in General Work Experience during a student's enrollment within Yuba Community College District, 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 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/46B). (CWEE 44 A/B, 45A/45B or INTRN 46A/46B). Grades are P/NP. (L)

**CWEE 44C 3rd Semester General Work Experience 1-6 units**

60-450 lab hours

Corequisite: Must have a paid or volunteer position.

Transferable to CSU

Coordination and continuation of the development of more advanced level skills, work habits, attitudes and career awareness through supervised "PAID" or "VOLUNTEER" employment. A maximum of sixteen (16) semester units can be earned in General Work Experience during a student's enrollment within Yuba Community College District, 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 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/B). Grades are P/NP.

**CWEE 44D 4th Semester General Work Experience 1-6 units**

60-450 lab hours

Corequisite: Must have a paid or volunteer position.

Transferable to CSU

Coordination and final development of proficient and advanced level skills, work habits, attitudes and career awareness through supervised "PAID" or "VOLUNTEER" employment. A maximum of sixteen (16) semester units can be earned in General Work Experience during a student's enrollment within Yuba Community College District, 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 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/B). Grades are P/NP.

**CWEE 45A Occupational Work Experience-Volunteer 1-8 units**

60-240 lab hours

Corequisite: Must have a volunteer position.

Transferable to CSU

Coordination of on-the-job learning within career path and college major 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 within Yuba Community College District, with an eight (8) unit maximum in any one semester. Students enrolling in this class are not eligible for other Cooperative Work Experience/ Internship classes during the same semester. This course may be repeated up to 3 times. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/46B). Grades are P/NP. (L)

**CWEE 45B Occupational Work Experience-Paid 1-8 units**

75-300 lab hours

Corequisite: Must have a paid position.

Transferable to CSU

Coordination of on-the-job learning within career path or occupation choice to improve employment skills and career goals, through supervised "PAID" employment. This course may be repeated up to 3 times. A maximum of sixteen (16) semester units can be earned in Occupational Work Experience during a student's enrollment within Yuba Community College District, with an eight (8) unit maximum in any one semester. Students enrolling 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 44A/44B/44C/44D, CWEE 45A/45B or INTRN 46A/46B). Grades are P/NP. (L)

**CORRECTIONS (see Administration of Justice)**

# Cosmetology

Yuba College, in cooperation with Sutter Beauty College in Yuba City offers an associate degree in Cosmetology. The academic requirements for the degree are completed at Yuba College, and the vocational-professional requirements at 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.

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
Total units required for degree major.....	40
Additional Required Units:	
General Education Requirements .....	18
Total units required for degree .....	58

**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
Cosmetology.....	40
Total units required.....	40

**COSMT 50 Introduction to Cosmetology 5 units**

36 lecture hours, 164 lab hours

Introduction to theory, techniques and technical knowledge required for employment as a licensed cosmetologist. Introduction to chemical composition of cosmetology products and how chemicals relate to salon services. Introduces California Board of Barbering and Cosmetology rules and regulations and different procedures for disinfection and sanitation. (L,M)

**COSMT 51 Beginning Cosmetology I 5 units**

36 lecture hours, 164 lab hours

Instruction on structures of the hair and scalp and its disorders, hair growth and loss, analyzing the hair and scalp with respect to salon services, learning how to evaluate facial shapes and hair characteristics for selection of complimentary cosmetology services, basic haircutting skills, hair design and techniques, braiding, extensions and wigs. (L,M)

**COSMT 52 Beginning Cosmetology II 5 units**

36 lecture hours, 164 lab hours

Introduction to the principles of infection control and procedures, anatomy of the skin and its diseases and disorders, hair coloring procedures and techniques and the chemical composition related to coloring services, Aniline Derivative tints (color) and processing agents, and accurate mixing ratios according to manufacture specifications.

**COSMT 53 Intermediate Cosmetology I 5 units**

36 lecture hours, 164 lab hours

Prerequisite: COSMT 52

Introduction to chemical texture services including nail structure and growth, nail disease and disorders, manicuring and pedicuring services.

**COSMT 54 Intermediate Cosmetology II 5 units**

36 lecture hours, 164 lab hours

Prerequisite: COSMT 53

Introduction to human anatomy. Includes, but is not limited to, physiology and the body's organs and functioning systems.

**COSMT 55 Advanced Cosmetology I 5 units**

36 lecture hours, 164 lab hours

Prerequisite: COSMT 54

Introduction to the basics of chemistry and electricity and how they are related to cosmetology.

**COSMT 56 Advanced Cosmetology II 5 units**

36 lecture hours, 164 lab hours

Prerequisite: COSMT 55

Introduction into hair removal, facials, and facial makeup.

**COSMT 57 Cosmetology State Board Prep 5 units**

36 lecture hours, 164 lab hours

Prerequisite: COSMT 56

Focuses on California State Board written and practical exam preparations. Covers all information listed the California Cosmetology Practical Examination Candidate Information Bulletin and the written exam.



**COSMT 60 Manicuring 5 units**  
 38 lecture hours, 162 lab hours  
*Prerequisite:* Completion of 10th grade and a minimum age of 16 years.  
 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. Grades are P/NP.

**COSMT 220 Instructor Training Course 15 units**  
 150 lecture hours, 450 lab hours  
*Prerequisite:* Valid CA Cosmetology License  
 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. Requires 600 hours of total instruction.

**COSMT 221 Cosmetology Instructor II 5 units**  
 36 lecture hours, 164 lab hours  
*Prerequisite:* COSMT 220  
 Preparatory training in teaching methods related to the cosmetology field. Instruction on lectures, demonstrations, group discussions, peer coaching, role-playing, and discovery learning methods.

**COSMT 222 Cosmetology Instructor III 5 units**  
 36 lecture hours, 164 lab hours  
*Prerequisite:* COSMT 221  
 Preparatory training in the use of different grading techniques. Instruction on academic advising of students along with evaluation techniques. Introduction to record keeping requirements of a school/student salon, effective operation of a reception desk and dispensary.

# Counseling

**COUNS 10 College Success 3 units**  
 54 lecture hours  
*Transferable to CSU/UC*  
 Study skills and knowledge necessary for 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, use of technology and other resources. (L)

**COUNS 12 Life Transitions 1 unit**  
 18 lecture hours  
*Transferable to 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. (L)

**COUNS 15 Orientation to College 1 unit**  
 18 lecture hours  
*Transferable to CSU*  
 Designed to provide students with information and skills to facilitate their transition to college. Familiarize students with the 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)

**COUNS 15A Orientation to College .5 unit**  
 9 lecture hours  
*Transferable to CSU*  
 Designed to provide students with information and skills to facilitate their transition to college. Familiarize students with the 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)

**COUNS 15B Orientation to College .5 unit**  
 9 lecture hours  
*Transferable to CSU*  
 Designed to provide students with information and skills to facilitate their transition to college. Familiarize students with the 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)

**COUNS 22 Peer Advising Seminar v2-3 units**  
 36 lecture hours (2 units)  
 54 lecture hours (3 units)  
*Transferable to 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**  
 54 lecture hours  
*Transferable to 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, each student will construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to students with credit in GNBUS 25. (L)

**COUNS 30 Transfer Preparation 2 units**  
 36 lecture hours  
*Transferable to 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**  
 18 lecture hours  
*Transferable to 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 .5 unit**  
 9 lecture hours  
*Transferable to CSU*  
 An introduction to problem solving techniques which are applicable to personal and/or work related concerns. Grades are P/NP. (L)

**COUNS 41B Problem Management .5 unit**  
 9 lecture hours  
*Transferable to 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 42 Confidence Building 1 unit**  
 18 lecture hours  
*Transferable to 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)

**COUNS 44 Assertive Communication Skills 1 unit**  
 18 lecture hours  
*Transferable to CSU*  
 A study of theory and practice in assertive communication skills for personal, academic, and business settings. Topics include assertive values; disengagement, conversations, requests, saying no, dealing with criticism, anger, manipulation and negotiation. Not open for credit to students with credit in COUNS 44A and 44B. Grades are P/NP.

**COUNS 44A Assertive Communication Skills .5 unit**  
 9 lecture hours  
*Transferable to CSU*  
 An introduction to the theory 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 students with credit in COUNS 44. Grades are P/NP. (L)

**COUNS 44B Assertive Communication Skills .5 unit**  
 9 lecture hours  
*Transferable to CSU*  
 A study of 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 students with credit in COUNS 44. Grades are P/NP. (L)

**COUNS 45 Career College Planning 1 unit**  
 18 lecture hours  
*Transferable to 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)

**COUNS 46 Development of Self-Esteem 1 unit**  
 18 lecture hours  
*Transferable to 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)

**COUNS 52 Pre-Employment Skills Training 1 unit**  
 18 lecture hours  
 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 56 Effective Parenting 1 unit**  
 18 lecture hours  
 Development of effective parent-child relationships. Topics include behavior, emotions, encouragement, and communication. Not open for credit to students with credit in ECE 56. Grades are P/NP. (L)

# Course "97" or "197" or "297"

Experimental Topics, OR 97 OR 197 OR 297  
v.5-3 units  
Transferable to 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 "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 97, followed by a title.

# Course "98"

Independent Studies, 98 A-B-C-D v1-3 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.

# Course "99"

Special Project, 99 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 "99", 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.

# Culinary Arts

Culinary Arts (Associate in Science)		Units
Required Courses		
CUL 2 Introductory Purchasing for Food Service and Hospitality .....	1	
CUL 3A Basic Food Preparation (take twice) .....	6	
CUL 3B Professional Baking .....	3	
CUL 54 Sanitation, Safety, and Storage .....	5	
CUL 59 Restaurant Operations (take twice) .....	8	
CUL 60 Advanced Foods and Catering .....	2	
CUL 64 Beverage Control and Operations .....	2	
CUL 65 Food Service Operation and Management .....	2	
Total units required for degree major .....	24.5	

Culinary Arts (Certificate of Achievement)		Units
Required Courses		
CUL 3A Basic Food Preparation (take twice) .....	6	
CUL 3B Professional Baking .....	3	
CUL 54 Sanitation, Safety, and Storage .....	5	
CUL 59 Restaurant Operations (take twice) .....	8	
CUL 60 Advanced Food/Catering .....	2	
CUL 65 Food Service Operation and Management .....	2	
Total units required .....	21.5	

**CUL 2 Introductory Purchasing for Food Service** 1 unit  
18 lecture hours  
Transferable to CSU  
Supervisory control procedures, food and labor costs, receiving, inventory, storeroom, employee use, and maintenance of accurate records for food service and hospitality professionals. (L)

**CUL 3A Basic Food Preparation** 3 units  
18 lecture hours, 108 lab hours  
Transferable to 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. (L)

**CUL 3B Advanced Food Preparation** 3 units  
18 lecture hours, 108 lab hours  
Prerequisite: CUL 3A  
Transferable to CSU

Advanced modern restaurant cooking methods, such as Garde Manger, French stock and sauce making, advanced principles of meat cookery, advanced meat & seafood fabrication and identification, and advanced vegetable and starch identification and cookery. (L,M)

**CUL 4A Beginning Baking** 3 units  
18 lecture hours, 108 lab hours  
Transferable to CSU

Modern basic baking techniques that include bread making, modern basic desserts, and pastries techniques. Preparation takes place in the student-operated restaurant kitchen. (L)

**CUL 4B Advanced Baking** 3 units  
18 lecture hours, 108 lab hours  
Prerequisite: CUL 4A  
Transferable to CSU

Modern advanced baking techniques and methods including French pastry and dessert making, artisanal bread making and savory baking items in which preparation takes place in the student-operated bake shop. (L,M)

**CUL 54 Sanitation, Safety, and Storage** .5 unit  
9 lecture hours

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. (L)

**CUL 59 Restaurant Operations** 4 units  
18 lecture hours, 162 lab hours  
Set-up and operations of the campus restaurant, including planning, preparing, cooking, and serving food in the student-operated restaurant. (L)

**CUL 59A Basic Restaurant Operations** 4 units  
18 lecture hours, 162 lab hours  
Set-up and operations of the campus restaurant, including planning, preparing, cooking, and serving food in the student-operated restaurant. (L)

**CUL 59B Advanced Restaurant Operations** 4 units  
18 lecture hours, 162 lab hours  
Prerequisite: CUL 59A  
Set-up and management of the campus restaurant including scheduling, marketing, inventory menu planning and costing. (L)

**CUL 60 Advanced Foods and Catering** 2 units  
18 lecture hours, 54 lab hours  
Plan, prepare, and serve several large and small catered events during the semester. (L)

**CUL 64 Beverage Control and Operations** 2 units  
36 lecture hours  
Regulations, licensing procedures, purchasing, inventory, and cost control. Emphasis on bar set-up, service methods, and beverage merchandising. (L)

**CUL 65 Food Service Operation and Management** 2 units  
36 lecture hours  
Nature and importance of food service management, including planning, organizing, controlling, and developing a realistic and dynamic personnel program. (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 Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 1C Positive Social Development in Young Children	3
ECE 3 Child Growth and Development	3
ECE 10 Health, Safety and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 17 The Exceptional Child	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 46 or 46A or B or C Field Experience	3
Total units required for degree major	30

## EARLY CHILDHOOD EDUCATION (Associate in Science in Early Childhood Education for Transfer)

Required Courses	Units
ECE 1A Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 10 Health, Safety and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 46 or 46A or B or C Field Experience	3
Total units required for degree major	24

## 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:

- High school graduation or GED, and at least four years of teaching in a licensed child care or comparable group child care program; or
- 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
- 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 Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 10 Health, Safety, and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 46 Field Experience	3
Total units in major required	24

**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.

Total units required..... 40

**Note on Permit through Credentialing:** After completing required course work of 40 total units (24 ECE and 16 GE) and 175 days of 3 or more hours per day of experience, you may apply for the California Child Development (Teacher) Permit issued by Commission on Teacher Credentialing through your local County Office of Education. Please see the Child Development Permit Matrix for required course work.

**ECE Specialization Certificates of Achievement:** These individual Certificates of Achievement can be used as ECE Specializations when combined with the Child Development Certificate of Achievement and ECE 37 (The Mentor Teacher) when applying for the Child Development Master Teacher Permit issued by Commission on Teacher Credentialing. For the Master Teacher Permit 350 days of 3 or more hours per day of experience is required. Apply for the permit at your local County Office of Education.

## DIVERSITY SPECIALIZATION (Certificate of Achievement)

Required Courses	Units
ECE 1A Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 7B Worldwide Arts for Children	3
ECE 10 Health, Safety, and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 17 The Exceptional Child	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 46 Field Experience	3
Total units required	30

## INFANT AND TODDLER (Certificate of Achievement)

Required Courses	Units
ECE 1A Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 10 Health, Safety, and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 33 Infants and Toddlers	3
ECE 46A Field Experience (Infant/Toddler)	3
Total units required	27

## SCHOOL AGE SPECIALIZATION (Certificate of Achievement)

Required Courses	Units
ECE 1A Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 7A Creative Materials	3
ECE 10 Health, Safety, and Nutrition	3
ECE 11 Observation and Assessment	3
ECE 14 The School Age Child	3
ECE 27 Teaching in a Diverse Society	3
ECE 31 Child, Family, and Community	3
ECE 46 Field Experience (School-Age Children)	3
Total units required	30

## CHILD DEVELOPMENT ASSOCIATE TEACHER (Certificate of Training)

Required Courses	Units
ECE 1A Principles and Practices of Teaching Youth	3
ECE 1B Preschool Teaching Practices	3
ECE 3 Child Growth and Development	3
ECE 31 Child, Family, and Community	3
Total units required	12

## PEDIATRIC FIRST AID/CPR (Certificate of Training)

Required Courses	Units
ECE 210 California Child Care Health Safety Course	5

## ECE 1A Principals and Practices of Teaching Youth 3 units

54 lecture hours  
Transferable to CSU  
An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promotion advocacy, ethics and professional identify. (L)

## ECE 1B Introduction to Curriculum 3 units

54 lecture hours  
Prerequisite: ECE 1A and ECE 3  
Transferable to CSU  
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine teacher's role in supporting development and fostering the job of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. (L)

## ECE 1C Positive Social Development in Young Children 3 units

54 lecture hours  
Transferable to 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 Center 3 units

54 lecture hours  
Transferable to 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

54 lecture hours  
Prerequisite: ECE 2A  
Transferable to CSU  
This course examines administrative skills, knowledge and techniques needed for effective supervision to organize, manage and operate a child development center. This includes staff development and staff relations. There will be emphasis on the role of program director, site supervisor or owner while studying management theory, budget, personnel policies, procedures, regulatory laws, working with families and professional ethics and growth. (L)

## ECE 3 Child Growth and Development 3 units

54 lecture hours  
Transferable to CSU/UC  
C-ID CDEV 100  
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Designed as a foundation course for careers in ECE, education, Human Services, Health and related fields. (L)

<b>ECE 5</b>	<b>Physical Activities for Young Children</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
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. Not open for credit to students with credit in PE 5. (L)		
<b>ECE 6</b>	<b>Early Childhood Language Development</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Language development and influences in early childhood including theories of language acquisition, interrelatedness of growth, stages of development, and appropriate curriculum for enhancing speaking, listening, pre-reading, and pre-writing skills. (L)		
<b>ECE 7A</b>	<b>Creative Materials</b>	<b>3 units</b>
<i>45 lecture hours, 27 lab hours</i> <i>Transferable to CSU</i>		
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. Not open for credit to students with credit in ART 7 or ART 7A. (L)		
<b>ECE 7B</b>	<b>Worldwide Arts for Children</b>	<b>3 units</b>
<i>45 lecture hours, 27 lab hours</i> <i>Transferable to CSU</i>		
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 students with credit in ART 23 or ART 7B. (L)		
<b>ECE 8</b>	<b>Children's Nutrition</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
Basic concepts of nutrition and health issues with emphasis on nutritional needs of young children and planning and implementing good nutrition programs for young children birth through eight-year-old. (L)		
<b>ECE 9</b>	<b>Children's Cooking Activities</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
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. Grades are P/NP. (L)		

<b>ECE 10</b>	<b>Health, Safety, and Nutrition</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. (L)		
<b>ECE 11</b>	<b>Observation and Assessment</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
This course 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. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Child observations will be conducted and analyzed. (L)		
<b>ECE 12</b>	<b>Science for Young Children</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
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)		
<b>ECE 13</b>	<b>Piaget's Learning Theory Applications</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
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)		
<b>ECE 14</b>	<b>The School Age Child</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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)		

<b>ECE 16</b>	<b>Preschool Music Activities</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Provides a foundation for musical experiences to involve young children in music by developing listening skills, movement singing, playing an instrument, and incorporating the three basic elements of rhythm, melody, and harmony. Students build a resource file and create developmentally appropriate lesson plans that include music activities for transitions and cultural diversity. Introduces a variety of instruments appropriate for young children. (L)		
<b>ECE 17</b>	<b>The Exceptional Child</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Focuses on identification of children with special needs, resource and referral, full inclusion, activities, and teaching strategies within the classroom setting. Typical and exceptional development, family partnerships, the IEP (Individual Education Plan) and IFSP (Individual Family Service Plan) and approaches to environment, behavior, and planning are topics for individual and group study. (L)		
<b>ECE 22</b>	<b>Developing Number Concepts</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i>		
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 are P/NP (L,M)		
<b>ECE 25</b>	<b>Group Experiences in Outdoor Environment</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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)		
<b>ECE 27</b>	<b>Teaching In A Diverse Society</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identify, stereotypes and bias, social and education access, media and schooling. (L)		

<b>ECE 31</b>	<b>Child, Family, and Community</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU/UC</i> <i>C-ID: CDEV 110</i>		
An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Not open for credit to students with credit in FCS 31. (L)		
<b>ECE 32</b>	<b>Parenting</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i> <i>C-ID CDEV 10</i>		
Techniques and advise encouraging a positive parenting style and effective child-rearing procedures, interaction patterns and levels of communication between family members and care givers. (L)		
<b>ECE 33</b>	<b>Infants and Toddlers</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Introduction to infants and toddlers birth to three years old, including growth and development through an understanding of biology and environment. Emphasis will be placed on the appreciation of the interrelatedness of theory, research, and application and consider infants and toddlers in group care situations, multicultural approaches to care, and infants-toddlers with special needs. (L)		
<b>ECE 35</b>	<b>Parents as Partners in ECE</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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)		
<b>ECE 37</b>	<b>Adult Supervision</b>	<b>2 units</b>
<i>36 lecture hours</i> <i>Transferable to CSU</i>		
Methods and principles of supervising student teachers in the 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 requirements for the State Department of Social Services. (L)		
<b>ECE 39</b>	<b>Children's Literature</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
An 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 students with credit in ENGL 39. (L)		

**ECE 41 Child Guidance and Discipline 1 unit**  
 18 lecture hours  
 Transferable to 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**  
 18 lecture hours  
 Transferable to 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)

**ECE 46 Practicum - Field Experience - Preschool 3 units**

18 lecture hours, 108 lab hours  
 Prerequisites: ECE 1A, ECE 3, and ECE 1B or ECE 1B may be taken concurrently.  
 Transferable to CSU

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (L)

**ECE 46A Practicum - Field Experience - Infant/Toddler 3 units**

18 lecture hours, 108 lab hours  
 Prerequisites: ECE 1A and ECE 1B and ECE 3 and ECE 33  
 Transferable to CSU

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for Infants and Toddlers. (L)

**ECE 46B Practicum Field Experience - School Age Children 3 units**  
 18 lecture hours, 108 lab hours

Prerequisites: ECE 3 and ECE 1A and ECE 1B and ECE 14  
 Transferable to CSU

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all school age children. (L)

**ECE 46C Practicum - Field Experience Children with Special Needs 3 units**

18 lecture hours, 108 lab hours  
 Prerequisites: ECE 3 and ECE 1A and ECE 1B and ECE 17  
 Transferable to CSU

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children, with emphasis on children with special needs. (L)

**ECE 51 Special Topics in ECE v.5 to 2.5 units**  
 9-45 lecture hours

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)

**ECE 56 Effective Parenting 1 unit**  
 18 lecture hours

Development of effective parent-child relationships. Topics include behavior, emotions, encouragement, and communication. Not open for credit to students with credit in COUNS 56. Grades are P/NP. (L)

**ECE 59 Child Abuse: Causes, Effects, Remedies .5 unit**

9 lecture hours  
 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 .5 unit**  
 9 lecture hours

Play as a learning medium; cognitive, social/emotional, and physical factors directly involved in play and child growth. Multiple theories of play and development will be studied and analyzed. Grades are P/NP. (L)

**ECE 83 Techniques of Story-Telling 1 unit**  
 18 lecture hours

Methods of effective story-telling, including classroom use and ways to develop stories. Students will produce at least one story. Grades are P/NP. (L)

**ECE 210 California Child Care Health Safety Course .5 unit**

9 lecture hours  
 Designed to meet the requirements of Assembly Bill 962. Subject matter 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. Not open for credit to students with credit in AJ 210R. Grades are P/NP.

## Ecology

**ECOL 10 Environment-Concepts and Issues 3 units**

54 lecture hours  
 Transferable to 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**  
 54 lab hours

Prerequisite: ECOL 10 or  
 Corequisite: ECOL 10  
 Transferable to 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. (L)

**ECOL 12 Marine Ecology 3 units**  
 54 lecture hours

Transferable to CSU/UC  
 An introduction to the physical marine environment, marine life, and the interactions between the two. Course also includes a study of human impact upon the marine environment. (L)

## Economics

**ECON 1A Elementary Economics -Macro 3 units**

54 lecture hours  
 Transferable to 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**

54 lecture hours  
 Transferable to CSU/UC  
 Economic principles, problems, and policies. Theories include: price theory or theory of the firm, labor economics, foreign trade and comparative economic systems. Emphasizes micro-economics. (L)

## Education

**EDUC 1 Introduction to Teaching with Field Experience 3 units**

36 lecture hours, 54 lab hours  
 Transferable to CSU/UC  
 Prospective teachers are placed in selected K-12 schools that have been recognized for exemplary practices and whose student population 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**  
 18 lecture hours

Transferable to 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. (L)

**EDUC 21 Advanced Tutoring Seminar 1 unit**  
 18 lecture hours

Prerequisite: EDUC 20 with a grade of 'B' or better.  
 Transferable to CSU  
 This course 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 targeted course. (L)

**EDUC 40 Introduction to Online Learning 1 unit**  
 18 lecture hours  
 Transferable to 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 students with credit in MCOMM 40.

**EDUC 52 Teacher Aide in the School System 3 units**  
 54 lecture hours

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**  
 54 lecture hours, 54 lab hours  
 Transferable to 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 students with credit in COMSC 2. (L,M)

**ELECT 44A A+ Test Certification 4 units**  
 54 lecture hours, 54 lab hours  
 Transferable to CSU

Fundamentals of personal computer (PC) hardware, including ports, boards, buses, memory, disk drives, controllers, monitors, printers, as well as PC configuration, preventative maintenance, and diagnostics. Course stresses the skills required to pass the CompTIAA+ Certification Test. Computer-aided instruction and lab exercises included. Not open for credit to students with credit in COMSC 44A and IT44A. (L,M)

**ELECT 44C Security + 3 units**  
 54 lecture hours  
 Transferable to 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. Not open for credit to students with credit in COMSC 44A and IT44A. (L,M).

# 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

**EMT 61 Emergency Medical Technician I 6 units**  
 80 lecture hours, 80 lab hours

*Prerequisite:* Current CPR certification.  
 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. Not open for credit to students with credit in Fire Science 53, Fire Science 56, EMT 51 or EMT 53. (L)

**EMT-1 REFRESHER (Certificate of Training) Units**  
 EMT 252 (EMT-1 Refresher) ..... 1

**EMT 252 EMT-I Refresher 1 unit**  
 16 lecture hours, 8 lab hours

*Prerequisite:* FIRTC 64 or EMT 61 or current certification as EMT-1 or current CPR certification for Healthcare Provider or Professional Rescuer  
 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. Must meet above prerequisites or possess current certification as an EMT-1, current CPR certification for Healthcare Provider or Professional Rescuer.

# Engineering

**ENGR 3 Plane Surveying 4 units**  
 54 lecture hours, 54 lab hours  
*Prerequisite:* MATH 21  
 Transferable to CSU/UC

This is the foundation course in surveying and geomatics for engineers, especially civil engineers. It is intended to introduce students to the theory and practice of surveying. (L,M)

**ENGR 4 Engineering Graphics and Design 3 units**  
 27 lecture hours, 81 lab hours  
*Prerequisite:* DRAFT 30  
 Transferable to CSU/UC

Descriptive geometry, graphical mathematics; introduction to computer graphics including engineering data presentation and analysis using computers, sketching, and drafting fundamentals; and introduction to engineering design including a group project. (L,M)

**ENGR 6 Computational Problem Solving for Engineers 3 units**  
 36 lecture hours, 54 lab hours  
*Prerequisite:* MATH 1A  
 Transferable to CSU/UC

This course focuses on numerical methods with computer application programs such as MATLAB and EXCEL to solve problems in engineering and science. Programming in MATLAB is a key skill developed in this course. Problems and applications from applied math, electrical circuits, biology, and other engineering and science fields are used.

**ENGR 10 Introduction to Engineering and Science 3 units**  
 36 lecture hours, 54 lab hours  
*Prerequisite:* MATH 50  
 Transferable to CSU/UC

Exploration of the Science, Technology, Engineering and Mathematics (STEM) fields, particularly engineering, for both the decided engineering/STEM majors and others who may be curious about engineering. 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 course offers a variety of hands-on activities and interactive laboratories. (L,M)

**ENGR 17 Circuits for Engineers 3 units**  
 54 lecture hours  
*Prerequisite:* MATH 2B  
*Corequisite:* ENGR 17L  
 Transferable to CSU/UC

This course covers laws and theorems for electrical circuits; natural and forced response analysis of first and second order systems; and solutions using differential equations. Some emphasis on steady state AC analysis is made. Introduction is given to devices and systems, including operational amplifiers and frequency-selective circuits. (L,M)

**ENGR 17L Circuits Laboratory for Engineers 1 unit**  
 54 lab hours  
*Corequisite:* ENGR 17  
 Transferable to CSU/UC

Electronic and electrical experiments to reinforce the principles taught in Engineering 17. (L,M)

**ENGR 33 Surveying a Parcel Boundary 1 unit**  
 15 lecture hours, 9 lab hours  
 Transferable to CSU

The 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 students with credit in DRAFT 33. Grades are P/NP. (L,M)

**ENGR 35 Statics 3 units**  
 54 lecture hours  
*Prerequisite:* MATH 2A and PHYS 4A  
 Transferable to CSU/UC

This is a first course in mechanics as used in engineering - with emphasis on force systems and equilibrium conditions. Engineering problems concerning structures, machines, distributed forces, friction and methods of virtual work are covered. Trigonometric and vector methods are used in this course. Understanding and application of the concepts to engineering problems is a key component of this course. (L,M)

**ENGR 45 Properties of Materials 4 units**  
 54 lecture hours, 54 lab hours  
*Prerequisite:* CHEM 1A and PHYS 4A  
 Transferable to 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)

# English

**ENGLISH  
(Associate in Arts)  
Required Courses**

	<b>Units</b>
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 units from the following:	
ENGL 1C, 22, 23, 30A, 30B, 31A, 31B, 36, 37, 39, 42, 43, 44, 46A or 46B .....	6
Total units required for degree major .....	19

**ENGL 1A College Composition and Reading 4 units**

72 lecture hours  
*Prerequisite:* Satisfactory Score on the Placement Exam OR a grade of "C" or better in English 51.  
*Transferable to CSU/UC*  
 Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. (L)

**ENGL 1B Critical Thinking & Writing About Literature 3 units**

54 lecture hours  
*Prerequisite:* ENGL 1A  
*Transferable to 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. (L)

**ENGL 1C Critical Thinking/Advanced Composition 3 units**

54 lecture hours  
*Prerequisite:* ENGL 1A  
*Transferable to 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). (L)

**ENGL 2 Oral Interpretation of Literature 3 units**

54 lecture hours  
*Prerequisite:* ENGL 51  
*Transferable to CSU/UC*  
 Introduction to the 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. Not open for credit to students with credit in SPECH 2. (L)

**ENGL 19 News Writing and Reporting 3 units**

54 lecture hours  
*Prerequisite:* ENGL 51  
*Transferable to 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. Not open for credit to students with credit in MCOMM 19. (L)

**ENGL 20A News Media Production 1 3 units**

27 lecture hours, 81 lab hours  
*Prerequisite:* ENGL 51 or eligibility for ENGL 1A  
*Transferable to CSU*  
 Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for basic news stories, features, and opinion, as well as basic page layout and design for both print and online publications. Not open for credit to students with credit in MCOMM 20A. (L)

**ENGL 20B News Media Production 2 3 units**

27 lecture hours, 81 lab hours  
*Prerequisite:* ENGL 20A or MCOMM 20A  
*Transferable to CSU*  
 Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for specialized and in-depth news stories, features, and opinion; advanced page layout and design for both print and online publications, and editorial leadership. Not open for credit to students with credit in MCOMM 20B. (L)

**ENGL 20C News Media Production 3 3 units**

27 lecture hours, 81 lab hours  
*Prerequisite:* ENGL 20B or MCOMM 20B  
*Transferable to CSU*  
 Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for investigative news stories, features, and opinion; journalistic use of multimedia, and social media, and related editorial leadership. Not open for credit to students with credit in MCOMM 20C. (L)

**ENGL 22 Literacy Field Trip v1-3 units**

9 lecture hours, 27 lab hours (1 units)  
 18 lecture hours, 54 lab hours (2 units)  
 36 lecture hours, 54 lab hours (3 units)  
*Transferable to 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.

**ENGL 23 Literature Through Film 3 units**

54 lecture hours  
*Transferable to 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**

54 lecture hours  
*Transferable to 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**

54 lecture hours  
*Transferable to 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**

54 lecture hours  
*Transferable to 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. (L)

**ENGL 31B Creative Writing 3 units**

54 lecture hours  
*Prerequisite:* ENGL 31A  
*Transferable to 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. (L)

**ENGL 33 History of Film 3 units**

54 lecture hours  
*Transferable to CSU/UC*  
 Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 110 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to students with credit in HUMAN 33 or THART 33. (L)

**ENGL 34 Introduction to Film 3 units**

54 lecture hours  
*Transferable to CSU/UC*  
 Study of film as art and its influence on society, including interpretation, criticism, and technical developments: students view and discuss full-length feature films. Not open for credit to students with credit in HUMAN 34 or THART 34. (L)

**ENGL 36 American Ethnic Voices 3 units**

54 lecture hours  
*Transferable to 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**

54 lecture hours  
*Transferable to CSU/UC*  
 A survey of selected womens literature from a variety of different ethnic groups in the United States and/or the world touching on historical and ancient cultures as a foundation for understanding contemporary women's literature. (L)

**ENGL 38 Classic and Contemporary Youth Literature 3 units**

54 lecture hours  
*Transferable to CSU*  
 Social-historical context and tools for analyzing literature directed toward young readers. Emphasizes contemporary U.S. texts, classic works, and the origins of youth literature (including fables, folk tales and fairy tales). Explores subgenres and literary elements common to young adult literature, including fantasy and the quest. Emphasizes literature from diverse authors and communities, and the impact of this literature on the psychological, sociological, and cultural growth of young readers.

**ENGL 40A Tutoring Writing .5 unit**

9 lecture hours  
*Prerequisite:* ENGL 51 or ENGL 51L with a grade of "C" or better.  
*Corequisite:* ENGL 1A  
*Transferable to CSU*

A training program in English composition to prepare students to tutor writing skills in a coherent and supportive manner. (L)

**ENGL 40B Tutoring Writing .5 unit**

9 lecture hours  
*Prerequisite:* ENGL 51 or ENGL 51L and ENGL 40A with a passing grade of "C" or better.  
*Corequisite:* ENGL 1A  
*Transferable to CSU*

A training program in English composition to prepare students to tutor writing skills in a coherent and supportive manner. (L)

**ENGL 42 Introduction to Shakespeare 3 units**

54 lecture hours  
*Transferable to CSU/UC*  
 Introduction to the major works of William Shakespeare with special attention given to the tragedies, comedies, and histories. (L)

<b>ENGL 43</b>	<b>Shakespearean Festival</b>	<b>v1-2 units</b>
<i>18 lecture hours (1 unit)</i>		
<i>36 lecture hours (2 units)</i>		
<i>Transferable to CSU</i>		
Study of literature through reviewing, analyzing, and viewing selected plays of Shakespeare and other major playwrights offered at the Oregon Shakespearean Festival. Students are responsible for transportation, lodging, and other expenses. (L)		
<b>ENGL 44</b>	<b>Themes in World Literature</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Transferable to CSU/UC</i>		
A study of selected works of world literature in translation, approached from a cultural/historical perspective. Covers selected works from ancient times to today. (L)		
<b>ENGL 46A</b>	<b>Introduction to English Literature I</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ENGL 51 or eligibility for ENGL 1A		
<i>Transferable to CSU/UC</i>		
Survey of English Literature from its beginnings to the end of the 18th Century; writers include, among others, Chaucer, Shakespeare, Donne, Milton, and Pope; special attention paid to major literary genres. Eligibility for ENGL 1A required; successful completion of ENGL 1A recommended. (L)		
<b>ENGL 46B</b>	<b>Introduction to English Literature II</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ENGL 51 or eligibility for ENGL 1A		
<i>Transferable to CSU/UC</i>		
Survey of English Literature from the end of the 18th Century to the present; writers include, among others, Blake, Wordsworth, Coleridge, Tennyson, Arnold, Joyce, Yeats, and Eliot; special attention paid to major literary genres. Eligibility for ENGL 1A required; successful completion of ENGL 1A recommended. (L)		
<b>ENGL 48</b>	<b>Voices and Visions</b>	<b>2 units</b>
<i>36 lecture hours</i>		
<i>Transferable to CSU</i>		
"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.		
<b>ENGL 51</b>	<b>Preparatory Composition and Reading</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ESL 105 or ENGL 105		
Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. (L)		
<b>ENGL 105</b>	<b>Pre-Collegiate Composition and Reading</b>	<b>4 units</b>
<i>72 lecture hours</i>		
Stresses the development of students' reading and writing skills by practicing/refining writing at the sentence, paragraph, and essays levels and by reading and analyzing short essays that serve as models and as topics for writing. (L)		

# English as a Second Language

<b>ESL 40A</b>	<b>Low-Advanced Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 263 or ESL 233B		
<i>Transferable to CSU/UC - U/C Limit</i>		
Low-advanced grammar for ESL students. It 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 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.		
<b>ESL 40B</b>	<b>Advanced Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 40A or Satisfactory Score on ESL Placement Tests.		
<i>Transferable to CSU/UC - U/C Limit</i>		
Advance grammar for ESL students. It 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 a functional study of NPs, Adj Ps, and VP. Concurrent enrollment in ESL/ENGL 110A/110B/105, ENGL 51, ESL 241R, 111AR, 111BR, 106, or READ 110A/110B/105/70 is highly recommended.		
<b>ESL 40C</b>	<b>High-Advanced Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 40B		
<i>Transferable to CSU</i>		
High-advanced grammar for ESL students. It 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, 111A, 111B, 106, or READ 110A/110B/105/70 is highly recommended.		
<b>ESL 105</b>	<b>Pre-Collegiate Composition, ESL</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ESL Placement Examination or ESL 116AR or ESL 116B, ESL 110BLR or ESL 110BR or ENGL 110BLR or ENGL 110BR		
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 and topics for writing. Special emphasis given to English reading, writing, and grammar needs of English Language Learners. Concurrent enrollment in advanced ESL Grammar (40A, 40B, or 40C) strongly recommended.		

<b>ESL 105L</b>	<b>Pre-Collegiate Composition, ESL</b>	<b>4 units</b>
<i>54 lecture hours, 36 lab hours</i>		
<i>Prerequisite:</i> ESL 110BL or 110BLR or satisfactory score on College Placement Examination.		
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. Additional assistance provided in the ESL writing lab. Concurrent enrollment in advanced ESL Grammar and Reading courses strongly recommended.		
<b>ESL 110A</b>	<b>Fundamentals of Composition 1</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ESL 268 or 238 with a grade of "C" or better or the equivalent, satisfactory score on college placement exam or ESL placement tests.		
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 110BL, 110B, or ENGL 110BL or 110B. Concurrent enrollment in ESL 40A/B/C and/or ESL 241, ESL 111A/111B, or Reading 110A/110B highly recommended.		
<b>ESL 110AL</b>	<b>Fundamentals of Composition 1</b>	<b>4 units</b>
<i>54 lecture hours, 36 lab hours</i>		
<i>Prerequisite:</i> ESL 268 with a grade of "C" or better or satisfactory score on College Placement Exam or ESL Placement Exam.		
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/B/C and/or ESL 241, 111A/111B, or READ 110A/110B is highly recommended. Preparation for ESL 110BL, 110B, or ENGL 110BL or 110B.		
<b>ESL 110B</b>	<b>Fundamentals of Composition 2</b>	<b>4 units</b>
<i>54 lecture hours, 36 lab hours</i>		
<i>Prerequisite:</i> ESL 110AL, 110A, or ENGL 110AL or 110A with a grade of "C" or better, or satisfactory score on College Placement Examination or ESL Placement Tests.		
Advanced writing skills for limited-English speakers; designed to teach writing of well-developed paragraphs and brief essays. Preparation for ESL 105L or ENGL 105. Concurrent enrollment in ESL 40A/B/C and/or ESL 241, 111A/111B or READ 110A/110B is highly recommended.		
<b>ESL 110BL</b>	<b>Fundamentals of Composition 2</b>	<b>4 units</b>
<i>54 lecture hours, 36 lab hours</i>		
<i>Prerequisite:</i> ESL 110AL, 110A, or ENGL 110AL or 110A with a grade of "C" or better, or satisfactory score on College Placement Exam or ESL Placement Test.		
Advanced writing skills for limited-English speakers; designed to teach writing of well-developed paragraphs and brief essays. Concurrent enrollment in ESL 40A/B/C and/or ESL 241, ESL 111A/111B or READ 110A/110B is highly recommended. Preparation for ESL 105L or ENGL 105.		
<b>ESL 111A</b>	<b>Developmental Reading, Part 1</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 267 or ESL 237 or ESL Placement Test		
This first course in developmental reading and vocabulary. Develops ability to read and understand long paragraphs, articles, and stories with emphasis on metacognitive strategies, reading skills, and vocabulary development. Prepares students for ESL 111B and READ 110B. Concurrent enrollment in ESL 40A/B/C, and/or ESL/ENGL 110AL, 110BL, or 105 is highly recommended. Not open for credit to students with credit in READ 110A.		
<b>ESL 111B</b>	<b>Developmental Reading, Part 2</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 111A or READ 110A with a grade of "C" or better, or satisfactory score on College Placement Exam or ESL Placement Test.		
The second course in developmental reading and vocabulary. Further develops 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/B/C, and/or ESL/ENGL 110A, 110B, or 105 is highly recommended.		
<b>ESL 114</b>	<b>ACCEL Academic Reading &amp; Writing ESL</b>	<b>6 units</b>
<i>108 lecture hours</i>		
<i>Prerequisite:</i> ESL 267 and ESL 268 or satisfactory score on the placement exam.		
This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Not open for credit to students with credit in READ 114A.		
<b>ESL 116A</b>	<b>Academic Reading and Writing for ESL 1</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ESL 267 and ESL 268 or satisfactory score on the placement exam.		
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. Not open for credit to students with credit in READ 116A.		
<b>ESL 116B</b>	<b>Academic Reading and Writing for ESL 2</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ENGL 110A; 110AL; 115A; or ESL 110A; 110ALR; 111A; 116A; or READ 110A; 115A.		
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. Not open for credit to students with credit in READ 116B.		



<b>ESL 165</b>	<b>English Grammar, Multi-Level</b>	<b>2 units</b>
<i>36 lecture hours</i>		
A general review of grammar, including, but not limited to, time frames, modals, verb classes, nominals, adjectivals, and adverbials.		
<b>ESL 212</b>	<b>Low-Beginning Listening and Pronunciation</b>	<b>3 units</b>
<i>54 lecture hours</i>		
Listening and pronunciation for beginners. Emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 213, 217, and 218 is highly recommended. Not open for credit to students with credit in ESL 212A.		
<b>ESL 213</b>	<b>Low-Beginning Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
The first course in basic grammar for ESL students. It 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 students with credit in ESL 213A.		
<b>ESL 214</b>	<b>English Conversation, Level 1</b>	<b>2 units</b>
<i>36 lecture hours</i>		
Pair, small and large group discussion for Limited English Proficient students, including 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.		
<b>ESL 215</b>	<b>Integrated ESL Skills, Level 1</b>	<b>v2-5 units</b>
<i>36 lecture hours (2 units)</i>		
<i>54 lecture hours (3 units)</i>		
<i>90 lecture hours (5 units)</i>		
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 225 and other Level 2 courses. (First in a series of four courses.)		
<b>ESL 217</b>	<b>Low-Beginning Reading</b>	<b>3 units</b>
<i>54 lecture hours</i>		
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 students with credit in ESL 217A.		
<b>ESL 218</b>	<b>Low-Beginning Writing</b>	<b>4 units</b>
<i>72 lecture hours</i>		
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 students with credit in ESL 218A.		

<b>ESL 222</b>	<b>Beginning Listening and Pronunciation</b>	<b>3 units</b>
<i>54 lecture hours</i>		
Listening and pronunciation for beginners. Emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 223, 227, and 228 highly recommended. Not open for credit to students with credit in ESL 212B.		
<b>ESL 223</b>	<b>Beginning Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
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 students with credit in ESL 213B.		
<b>ESL 224</b>	<b>English Conversation, Level 2</b>	<b>2 units</b>
<i>36 lecture hours</i>		
Pair, small and large group discussion for Limited English Proficient students. Topics will include 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 conversation courses. Grades are P/NP.		
<b>ESL 225</b>	<b>Integrated ESL Skills, Level 2</b>	<b>v2-5 units</b>
<i>36 lecture hours (2 units)</i>		
<i>54 lecture hours (3 units)</i>		
<i>90 lecture hours (5 units)</i>		
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 235 and other Level 3 courses. (Second in a series of four courses.)		
<b>ESL 226L</b>	<b>English As a Second Language Lab, I</b>	<b>v.5-1 unit</b>
<i>27 lab hours (.5 unit)</i>		
<i>54 lab hours (1 unit)</i>		
Supplements English as a Second Language Level 1 and Level 2 classes by providing additional practice, exercises and other academic in grammar, reading, writing, vocabulary, listening comprehension, pronunciation, and conversation and integrated skills courses.		
<b>ESL 227</b>	<b>Beginning Reading</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 217 or ESL 217A with a grade of "C" or better or satisfactory score on ESL Placement Test.		
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 to students with credit in ESL 217B.		

<b>ESL 228</b>	<b>Beginning Writing</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> ESL 218 or 218A with a grade of "C" or better, or satisfactory score on ESL Placement Test.		
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. Not open for credit to students with credit in ESL 218B.		
<b>ESL 229AC</b>	<b>Computer Skills for ESL Students</b>	<b>3 units</b>
<i>54 lecture hours</i>		
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 3 ESL courses (ESL 232, 235) is highly recommended.		
<b>ESL 229AW</b>	<b>English for Employment, Level 2, Part 1</b>	<b>3 units</b>
<i>54 lecture hours</i>		
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		
<b>ESL 229BW</b>	<b>English for Employment, Level 2, Part 2</b>	<b>3 units</b>
<i>54 lecture hours</i>		
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.		
<b>ESL 229CA</b>	<b>English for Computers Part 1</b>	<b>3 units</b>
<i>54 lecture hours</i>		
Provides students with basic computer and word processing skills necessary to type simple documents. Additionally, students 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 3 ESL courses (ESL 232, 233, 235, 237, 238) is highly recommended.		

<b>ESL 229CB</b>	<b>English for Computers Part 2</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 229AC; Familiarity with use of Microsoft Word and keyboarding.		
Provides students with further computer and word processing skills covered in part 1, but expands to creation of tables, simple budgets using Excel, and creation of PowerPoints for use in presentations. Additionally, students will continue to work on English skills via internet activities and related in-class assignments. Intended for non-native English speakers with at least intermediate English proficiency and those having some familiarity with Microsoft Word. Concurrent enrollment in level 4 ESL courses (e.g., 242, 243, 245, 247, and 248) is highly recommended.		
<b>ESL 232</b>	<b>High-Beginning Listening and Pronunciation</b>	<b>3 units</b>
<i>54 lecture hours</i>		
Listening and pronunciation for low-intermediate English speakers. Development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 233, 237, and 238 is highly recommended. Grades are P/NP. Not open for credit to students with credit in ESL 222A.		
<b>ESL 233</b>	<b>High-Beginning Grammar</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> ESL 223 or ESL 213B with a grade of "C" or better, or satisfactory score on ESL Placement Test.		
High-beginning grammar for ESL students. It 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 students with credit in ESL 223A.		
<b>ESL 234</b>	<b>English Conversation, Level 3</b>	<b>2 units</b>
<i>36 lecture hours</i>		
Pair, small and large group discussion for Limited English Proficient students. Topics including 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.		
<b>ESL 235</b>	<b>Integrated ESL Skills, Level 3</b>	<b>v2-5 units</b>
<i>36 lecture hours (2 units)</i>		
<i>54 lecture hours (3 units)</i>		
<i>90 lecture hours (5 units)</i>		
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 students for ESL 245 and other Level 4 courses. (Third in a series of four courses.) Not open for credit to students with credit in ESL 520.		

**ESL 237 High-Beginning Reading 3 units**  
54 lecture hours

*Prerequisite:* ESL 227 or ESL 217B with a grade of “C” or better or satisfactory score on ESL Placement Examination. High-beginning reading and vocabulary development. It 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 students with credit in ESL 227A.

**ESL 238 High Beginning Writing 4 units**  
72 lecture hours

*Prerequisite:* ESL 228 or 218B with a grade of “C” or better, or satisfactory score on ESL Placement Test. 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. Not open for credit to students with credit in ESL 228A.

**ESL 239AW English for Employment, Level 3, Part 1 3 units**  
54 lecture hours

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 242 Low-Intermediate Listening and Pronunciation 3 units**  
54 lecture hours

Listening and pronunciation for low-intermediate English speakers. Development of ability to understand and be understood by native speakers. Concurrent enrolment in ESL 243, 247, and 248 is highly recommended. Not open for credit to students with credit in ESL 222B. Grades are P/NP.

**ESL 243 Low-Intermediate Grammar 3 units**  
54 lecture hours

*Prerequisite:* ESL 233 or ESL 223A with a grade of “C” or better or satisfactory score on ESL Placement Tests. Low-intermediate grammar for ESL students. It 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.

**ESL 244 English Conversation, Level 4 2 units**  
36 lecture hours

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.

**ESL 245 Integrated ESL Skills, Level 4 v2-5 units**  
36 lecture hours (2 units)  
54 lecture hours (3 units)  
90 lecture hours (5 units)

Language development for intermediate limited English speakers. Concentration on all language skills—listening, speaking, reading, writing, and grammar; preparation to continue college course work. (Last in a series of four courses.)

**ESL 246L English As a Second Language Lab, II v.5-1 unit**  
27 lecture hours (.5 units)  
54 lecture hours (1 units)

Supplements 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.

**ESL 247 Low-Intermediate Reading 3 units**  
54 lecture hours

*Prerequisite:* ESL 237 or ESL 227A with a grade of “C” or better, or satisfactory score on ESL Placement Tests. Low-intermediate reading and vocabulary development. It 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 students with credit in ESL 227B.

**ESL 248 Low Intermediate Writing 4 units**  
72 lecture hours

*Prerequisite:* ESL 238 or ESL 228A with a grade of “C” or better, or satisfactory score on ESL Placement Tests. Writing for low-intermediate ESL. This course 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. Not open for credit to students with credit in ESL 228B.

**ESL 252 Intermediate Listening and Pronunciation 3 units**  
54 lecture hours

Listening and pronunciation for intermediate English speakers. Development of the ability to understand and be understood by native speakers. Concurrent enrollment in ESL 253, ESL 257, and ESL 258 is highly recommended. Not open for credit to students with credit in ESL 232A. Grades are P/NP.

**ESL 253 Intermediate Grammar 3 units**  
54 lecture hours

*Prerequisite:* ESL 243 or ESL 223B with a grade of “C” or better or satisfactory score on ESL Placement Tests. Intermediate grammar for ESL students. It 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 students with credit in ESL 233A.

**ESL 257 Intermediate Reading 3 units**  
54 lecture hours

*Prerequisite:* Completion of ESL 247 or ESL 227B with a “C” or better grade, or satisfactory score on ESL Placement Tests. Reading and vocabulary development for intermediate ESL. It develops ability to read and understand long paragraphs and stories. Concurrent enrollment in ESL 252, ESL 253, ESL 258 is highly recommended. Not open for credit to students with credit in ESL 237A.

**ESL 258 Intermediate Writing 4 units**  
72 lecture hours

*Prerequisite:* ESL 248 with a grade of “C” or better, or satisfactory score on Placement Tests. 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. Not open for credit to students with credit in ESL 238A.

**ESL 259 Language of Math for ESL Students 3 units**  
54 lecture hours

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.

**ESL 262 High-Intermediate Listening and Pronunciation 3 units**  
54 lecture hours

Listening and pronunciation for high-intermediate English speakers. Development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 263, 267, and 268 is highly recommended. Not open for credit to students with credit in ESL 232B. Grades are P/NP.

**ESL 263 High-Intermediate Grammar 3 units**  
54 lecture hours

*Prerequisite:* ESL 253 or ESL 233A with a grade of “C” or better or satisfactory score on ESL Placement Tests. High-intermediate grammar for ESL students. It 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. Not open for credit to students with credit in ESL 233B.

**ESL 267 High-Intermediate Reading 3 units**  
54 lecture hours

*Prerequisite:* ESL 257 or ESL 237A with a grade of “C” or better, or satisfactory score on ESL Placement Tests. Reading and vocabulary development for high intermediate ESL. Further develops ability to read and understand long paragraphs and stories with emphasis on reading skills. Concurrent enrollment in ESL 262, ESL 263, ESL 268 is highly recommended. Not open for credit to students with credit in ESL 237A.

**ESL 268 High Intermediate Writing 4 units**  
72 lecture hours

*Prerequisite:* ESL 258 or 238A with a grade of “C” or better, or satisfactory score on ESL Placement Tests. Writing for high-intermediate ESL students. Further develops ability to write longer, correctly formatted paragraphs and short composition with simple, compound, and complex sentences with proper grammar, spelling, and verb tenses. Concurrent enrollment in ESL 262, 263, and 267 is highly recommended. Not open for credit to students with credit in ESL 238B.

# Environmental Technology

**ENVTC 20 Water Distribution System O&M 3 units**  
54 lecture hours

*Transferable to CSU*  
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. (Repeatability: May be taken two times only.) (L,M)

**ENVTC 21 Water Treatment Plant Operation 3 units**  
54 lecture hours

*Transferable to CSU*  
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 verses 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. (Repeatability: May be taken two times only.)

**ENVTC 22 Water Distribution Systems Level II 3 units**

54 lecture hours  
Transferable to CSU  
Topics covered will include the drinking water distribution system design, system operations, piping materials, water main, meter and fire hydrant installation, water storage, backflow control, information management and public relations. This course will prepare students to take a state certification examination for water treatment level II, which is the first step in working for a public water system that delivers safe drinking water to the public.

**ENVTC 23 Water Treatment Plant Operation Level II 3 units**

54 lecture hours  
Prerequisite: ENVTC 21  
Transferable to CSU  
Topics covered will include advanced drinking water treatment techniques. This includes mineral removal, fluoridation, water softening, arsenic removal, membrane filtration processes, disposing of process wastes, maintenance of the treatment plant, advanced lab procedures, drinking water regulations and administration. This course will prepare students to take a state certification examination for water treatment level II, which is the first step in working for a public water system.

**ENVTC 24 Wastewater Treatment Plant Operation Level I 3 units**

54 lecture hours  
Transferable to CSU  
Course content includes wastewater treatment and disposal methods. Topics covered will include wastewater treatment facilities, pretreatment and primary treatment, wastewater treatment methods, disinfection and final effluent disposal. This course will help prepare students to take a state certification exam for wastewater treatment operators, which is the first step in working for a public wastewater system that treats and disposes of wastewater in compliance with state and federal laws.

**ENVTC 25 Wastewater Treatment Plant Operation Level II 3 units**

54 lecture hours  
Prerequisite: ENVTC 24  
Transferable to CSU  
Covers advanced wastewater treatment techniques, including effluent disposal methods, activated sludge treatment, sludge digestion and disposal, effluent discharge, plant safety, plant maintenance, laboratory procedures, and treatment plant administration. Helps prepare students to take a state certification examination for wastewater treatment. First step in working for a public wastewater utility.

# Ethnic Studies

**ETHN 1 Introduction to Chicano Studies 3 units**

54 lecture hours  
Transferable to 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 students with credit in LARAZ 1.

# Family and Consumer Science

**FCS 10 Principles of Nutrition 3 units**

54 lecture hours  
Transferable to 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. Not open for credit to students with credit in HLTH 10. (L)

# 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
Total units required for degree major .....	18
Additional Recommended Courses:	
BIOL 5 Human Physiology .....	4
BCA 15 Business Computer Applications - Beginning.....	3
CHEM 2A Introduction to Chemistry.....	5
CWEE 45 Occupational Work Experience .....	1-4
EMT 61 Emergency Medical Technician I .....	4
OA 15A OR 15 Elementary Keyboarding.....	3

**FIRST RESPONDER (Certificate of Training) Required Courses Units**

FIRTC 205 Emergency Response.....	3
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**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
FIRTC Electives.....	9
Plus 6 units from the following:	
AJ 10 Introduction to Law Enforcement.....	3
ENGL 1A College Composition and Reading OR	
ENGL 51 Preparatory Composition and Reading .....	4
SPECH 1 Public Speaking .....	3
Total units required .....	30

**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-FIRE ACADEMY (Associate in Science) Required Course Units**

FIRTC 64A Fire Fighter 1 Academy Module A and	
FIRTC 64B Fire Fighter 1 Academy Module B .....	26

**FIRE TECHNOLOGY-FIREFIGHTER ACADEMY (Certificate of Achievement) Required Course Units**

FIRTC 64 Fire Fighter I Academy.....	26
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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 64AO Fire Technology Practicum .....	15
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**FIRE TECHNOLOGY PRACTICUM II (Certificate of Achievement) Required Courses Units**

FIRTC 64AO AND/OR 64BO Fire Technology Practicum.....	30
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**FIRTC 1 Fire Protection Organization 3 units**

54 lecture hours  
Transferable to 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 students with credit in FIRTC 10. (L)

**FIRTC 2 Fire Prevention Technology 3 units**

54 lecture hours  
Transferable to 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 students with credit in FIRSC 12. (L)

<b>FIRTC 3</b>	<b>Fire Protection Equipment and Systems</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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 to students with credit in FIRSC 15. (L)		
<b>FIRTC 4</b>	<b>Building Construction for Fire Protection</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Fundamentals of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes studied in relationship to past fire and residential, commercial, and industrial occupancies. Not open for credit to students with credit in FIRSC 27. (L)		
<b>FIRTC 5</b>	<b>Fire Behavior and Combustion</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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 students with credit in FIRSC 13. (L)		
<b>FIRTC 14</b>	<b>Fundamentals of Fire Protection</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
Theory and fundamentals of fire protection, including laws, water systems, and public fire protection, codes, ordinances, and building construction. Not open to students with credit in FIRSC 14. (L)		
<b>FIRTC 21</b>	<b>Firefighting Tactics and Strategy</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i>		
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)		
<b>FIRTC 63A</b>	<b>Driver/Operator 1A</b>	<b>2 units</b>
<i>36 lecture hours, 4 lab hours</i> <i>Corequisite:</i> Valid Class B driver's license.		
Designed to provide the student with driving techniques for emergency vehicles and 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. (L)		

<b>FIRTC 63B</b>	<b>Driver/Operator 1B</b>	<b>2 units</b>
<i>36 lecture hours, 4 lab hours</i>		
Designed to provide student with the 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 Marshal's Apparatus Driver/Operator certification. (L)		
<b>FIRTC 64</b>	<b>Firefighter I Academy</b>	<b>26 units</b>
<i>398 lecture hours, 222 lab hours</i> <i>Prerequisite:</i> Must be 18 years of age. Physician's clearance is required.		
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, prevention, protection, hose, nozzles, and breathing apparatus. Includes physical training. (L)		
<b>FIRTC 64A</b>	<b>Firefighter I Academy Module A</b>	<b>13 units</b>
<i>199 lecture hours, 111 lab hours</i>		
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 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. Must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Students are required to purchase or show evidence of malpractice insurance. (L)		
<b>FIRTC 64AO</b>	<b>Fire Technology Practicum</b>	<b>v1-12.5 units</b>
<i>1200 lab hours</i> <i>Prerequisite:</i> FIRTC 64 and admission to the Fire Technology Practicum Program.		
Hands on experience assigned to a fire station 240 hours a month; includes supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance, and medical aid towards the qualification of the student for Fire Fighter I or Fire Fighter II certification by the State of California. Grades are P/NP. (L)		

<b>FIRTC 64B</b>	<b>Firefighter I Academy Module B</b>	<b>13 units</b>
<i>199 lecture hours, 111 lab hours</i> <i>Prerequisite:</i> Successfully complete FIRTC 64A		
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 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. Must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Students are required to purchase or show evidence of malpractice insurance. Successful completion of both modules is the equivalence of completing FIRTC 64.(L)		
<b>FIRTC 64BO</b>	<b>Advanced Fire Technology Practicum</b>	<b>v1-12.5 units</b>
<i>1200 lab hours</i> <i>Prerequisite:</i> Successful completion of an accredited Fire Fighter I Academy with a minimum grade of "B" and admission to Fire Technology Practicum Program.		
Intended for students who have already completed six months or more of the Fire Technology Practicum. This course offers hands on fire fighting 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 the qualification of the student for Fire Fighter I or Fire Fighter II Certification by the State of California. (L)		
<b>FIRTC 65A</b>	<b>Fire Prevention 1A</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to provide the student with an understanding of fire prevention codes and the authority and responsibility of code enforcement. Includes a review of hazards and properties of liquids, metals, explosives, dusts, and plastics. This course is one of ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. (L)		
<b>FIRTC 65B</b>	<b>Fire Prevention 1B</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to provide the student with an understanding of fire protection devices and systems, detection and alarm systems, egress and exiting requirements; life safety as applied to building design and construction. This 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 students with credit in FIRTC 66. (L)		
<b>FIRTC 67</b>	<b>Fire Investigation 1A</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to provide the student with the aspects of fire cause and origin determination; fire behavior and its effects on materials; indicators of the fires origin including char and heat patterns; laws related to arson including search, arrest, and evidence collection. This 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)		

<b>FIRTC 68A</b>	<b>Fire Command 1A</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to provide the student with an understanding of the 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. This course is one of ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. (L)		
<b>FIRTC 68B</b>	<b>Fire Command 1B</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to provide the student with an understanding of hazardous materials information for company officers. Includes physical properties, toxicity, protective clothing, containers, identification and data bases, response options and decision making. This 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 students with credit in FIRTC 69. (L)		
<b>FIRTC 68C</b>	<b>Fire Command 1C</b>	<b>2 units</b>
<i>40 lecture hours</i> <i>Prerequisite:</i> Must have successfully completed Fire Command 1A (FIRTC 68A)		
Designed to provide the student with an 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. This course is one of ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. (L)		
<b>FIRTC 70</b>	<b>Fire Management 1</b>	<b>2 units</b>
<i>40 lecture hours</i>		
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. This course is one of ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. (L)		
<b>FIRTC 71A</b>	<b>Fire Instructor 1A</b>	<b>2 units</b>
<i>40 lecture hours</i>		
Designed to prepare 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. This 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 students with credit in FIRSC 71. (L)		

**FIRTC 71B Fire Instructor 1B 2 units**  
40 lecture hours

*Prerequisite:* Successful completion of Fire Instructor 1A (FIRTC 71A)

Designed to prepare individuals to teach technical subject matter to fire service personnel. Course includes development of job sheets, technical lesson plans, various types of examinations, group instruction techniques, and methods to evaluate instruction. This 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 students with credit in FIRTC 72. (L)

**FIRTC 81 I-200 Basic Incident Command System 1 unit**

18 lecture hours  
Designed to provide the student with a basic understanding of the Incident Command System (ICS). This course covers terminology, positions, organization, and management in the ICS. This course meets the State Fire Marshal's standards of I-200 training. (L)

**FIRTC 82 I-300 Intermediate Incident Command 1.5 units**

27 lecture hours  
*Prerequisite:* I-200 Basic Incident command System (FIRTC 81)

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. This 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. This course is one of the ten components of the California Fire Service Training and Education System classes needed for Fire Officer certification. (L)

**FIRTC 84 Low Angle Rope Rescue Operations 1 unit**

12 lecture hours, 12 lab hours

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)

**FIRTC 85 Wildland Firefighting for Volunteer Firefighting 1.5 units**

24 lecture hours, 16 lab hours

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)

**FIRTC 205 First Responder 3 units**  
54 lecture hours

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 completion of the course, the student will receive First Aid and CPR certification that satisfies Title 22 for Public Safety Personnel. Grades are P/NP. (L)

**FIRTC 206 Hazardous Materials-FRO 1 unit**  
20 lecture hours, 4 lab hours

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). Grades are P/NP. (L)

## French

**FRNCH 1 Elementary French, Part 1 4 units**

72 lecture hours  
*Transferable to CSU*

Introduction to the language and culture of the French-speaking world. It 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**  
54 lecture hours

*Transferable to CSU*

Introductory course to the study of the French language and Francophone culture. At the successful completion of this 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 -- 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.**

- Art 1A, 1B, 1C, 3A, 3B, 5, 31
- Asian American Studies 31
- Early Childhood Education 39
- English 1B, 2, 30A, 30B, 31A, 31B, 33, 34, 36, 37, 42, 46A, 46B
- French 1, 10
- History 4A, 4B, 5A, 5B, 6, 7, 8, 14, 15, 16A, 16B, 17A, 17B
- Humanities 3, 5, 10, 11, 12, 15, 16, 20, 26A, 26B, 31, 33, 34
- Mass Communications 11
- Music 1, 1A, 1B, 3, 8A, 8B, 12, 15, 16
- 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



**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 life 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, 12, 31, 33, 41, 46
- Sociology 30
- Women's Studies 31

**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 or Statistics. 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, 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
- Plant Science 20, 20L, 22, 22L
- Statistics 1



**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
- Anthropology 2, 3
- Early Childhood Education 3, 31
- Economics 1A, 1B
- Ethnic Studies 1
- Geography 2
- History 4A, 4B, 5A, 5B, 7, 8, 14, 15, 16A, 16B, 17A, 17B
- Mass Communications 2
- Political Science 1
- Psychology 1A, 12, 22, 31, 33, 41, 46
- Sociology 1, 2, 5, 10, 30
- Speech 8
- Women's Studies 29, 31, 35

**Geography**

**GEOG 1 Physical Geography 3 units**

*54 lecture hours*  
*Transferable to 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**

*54 lecture hours*  
*Transferable to 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**

*54 lecture hours*  
*Transferable to 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 to students with credit in GEOL 10L. (L)

**GEOL 10L Physical Geology 4 units**

*54 lecture hours, 54 lab hours*  
*Transferable to 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 to students with credit in GEOL 10. (L)

**GEOL 11L Historical Geology 4 units**

*54 lecture hours, 54 lab hours*  
*Transferable to 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 12 Oceanography 3 units**

*54 lecture hours*  
*Transferable to CSU/UC*  
General introduction to the basic principles of oceanography including the study of geological, physical, and chemical oceanography. Topics will include the origin of Earth and the oceans, plate tectonics, marine provinces, sediment, seawater, composition and geochemical distributions, surficial and deep-water oceanic circulation, waves, tides, coastal erosion and deposition, marine ecosystems, and human's effects on the oceans. (L)

**GEOL 20 Geology of California 3 units**

*54 lecture hours*  
*Transferable to 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**

*6 lecture hours, 9 lab hours*  
*Transferable to 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 41 Regional Geology - Field Trip** v1-3 units  
 18 lecture hours (1 unit)  
 36 lecture hours (2 units)  
 54 lecture hours (3 units)  
 Transferable to 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.

# Health Education

**HLTH 1 Health and Life Style Choices** 3 units  
 54 lecture hours  
 Transferable to 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 2 First Aid and CPR** 1 unit  
 18 lecture hours  
 Transferable to CSU

Learn the skills needed for standard First Aid and Cardiopulmonary Resuscitation. This 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 3 First Aid and CPR for Kinesiology Majors** 3 units  
 54 lecture hours  
 Transferable to CSU

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

**HLTH 4 Psychosocial Health** 3 units  
 54 lecture hours  
 Transferable to 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  
 54 lecture hours  
 Transferable to CSU

Provides a concentrated study of human behavior in the context of participating in sport 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  
 54 lecture hours  
 Transferable to CSU/UC

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)

**HLTH 11 Cardiopulmonary Resuscitation** .5 unit  
 9 lecture hours  
 Transferable to CSU

Learn the skills needed for standard Cardiopulmonary Resuscitation. This 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 be able to receive a Red Cross certification Card. (L)

**HLTH 13 Nutrition and Life Fitness** 3 units  
 54 lecture hours  
 Transferable to CSU - UC Unit Limit

The analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness. Individualized exercise prescription, and nutritional analysis will be completed by each student. (L)



Contributed by: Studio Mayra Photography, Mayra Fuentes

# History

**HISTORY (Associate in Arts) Required Courses**

	Units
Select 15 units from the following:	
HIST 4A Western Civilization.....	3
HIST 4B Western Civilization.....	3
HIST 5A World Civilizations.....	3
HIST 5B World Civilizations.....	3
HIST 6 History of Race and Ethnicity in America.....	3
HIST 7 Indians of North America.....	3
HIST 8 California History.....	3
HIST 14 Asian-American History.....	3
HIST 15 Mexican-American History.....	3
HIST 16A African-American History to 1865.....	3
HIST 16B African-American History.....	3
HIST 17A United States History.....	3
HIST 17B United States History.....	3
Select 3 units from the following:	
ANTHR 2; ECON 1A, 1B; PHIL 12; SOCIL 1	
Total units required for degree major.....	18

**HIST 4A Western Civilization** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

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  
 54 lecture hours  
 Transferable to CSU/UC

Historical study of the major elements of the western experience from the Eighteenth Century to the present. Includes major political and social developments that have revolutionized the modern mode of human existence. (L)

**HIST 5A World Civilizations** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

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. Systems: economics, social, religious and political to C. 1500. (L)

**HIST 5B World Civilizations** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

The experience of all the world's people from the early modern era to the present. Emphasis is 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  
 54 lecture hours  
 Transferable to CSU/UC

Covers the social, cultural, and economic interaction between various racial and ethnic groups in America from the fifteenth century to the present. Topics include immigration, discrimination, group identity, and multiculturalism. Not open for credit to students with credit in ETHN 6. (L)

**HIST 7 Indians of North America** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

Survey history of Indians of the United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to students with credit in NATAM 7 or ETHN 7. (L)

**HIST 8 California History** 3 units  
 54 lecture hours  
 Transferable to 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)

**HIST 14 Asian-American History** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

Chronological study of the Asian-Americans from the early immigrants to recent arrivals. Emphasis on Chinese-, East Indian-, Japanese-, Korean- and Filipino-Americans, and the boat people (Cambodians, Laotians and Vietnamese). Not open for credit to students with credit in ASIAN 14. (L)

**HIST 15 Mexican-American History** 3 units  
 54 lecture hours  
 Transferable to CSU/UC

Historical development of Mexican Americans from Mexican origin, 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 share in the development of the United States and Mexico. Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 15 and POLSCI 1 are completed. Not open for credit to students who have completed ETHN 15 or LARAZ 15. (L)

**HIST 16A African-American History to 1865** 3 units  
 54 lecture hours

*Prerequisite:* English 105 is recommended  
 Transferable to CSU/UC - UC Unit Limit  
 Survey of African-American history from pre-colonial period to the Civil War. Not open for credit to students with credit in AFRO 16A (Ethnic Studies). (L)

**HIST 16B African-American History 3 units**

54 lecture hours  
Transferable to CSU/UC - UC Unit Limit  
Survey of African American history from Civil War to the present. Not open for credit to students with credit in AFRO 16B (Ethnic Studies). (L)

**HIST 17A United States History 3 units**

54 lecture hours  
Transferable to 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 U.S. History portion of CSU Title 5, Section 40404 requirement. (Also satisfies Government(s)/Constitution(s) portion when both HIST 17A and HIST 17B are completed). (L)

**HIST 17B United States History 3 units**

54 lecture hours  
Transferable to 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 U.S. CSU Title V, Section 40404, U.S. History, Constitution and American Ideals requirement when both HIST 17A and HIST 17B are completed. (L)

**HIST 21 Historical Research and Writing 1 unit**

18 lecture hours  
Transferable to CSU  
Introduces students to historical research methods and writing.

**HIST 29 Women In American History 3 units**

54 lecture hours  
Transferable to CSU  
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. Not open for credit to students with credit in WOMEN 29.

# 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
Total units required for degree major	21
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, and Community	3
ETHN 1 Introduction to Chicano Studies	3
PSYCH 40 Childhood/Adolescence	3

**CHEMICAL DEPENDENCY COUNSELOR (Associate in Science)**

Required Courses	Units
HUSEV 20 Introduction to Chemical Dependency Studies	3
HUSEV 21 Introduction to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Introduction 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 (Internship)	7
Total units required for degree major	25

\*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/ Psychopathology	3
HUSEV 25 Basic Chemical Dependency Counseling	3
*HUSEV 26A AND 26B Supervised Field Work Practicum (Internship)	7
Electives (Select 6 units from the following)	6
Category I – 3 units required	
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
Category II – 3 units required	
HUSEV 10 Introduction to Human Services	3
PSYCH 1A General Psychology	3
SOCIL 1 Introduction to Sociology	3
Total units required	31

\*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

**HUSEV 10 Introduction to Human Services 3 units**

54 lecture hours  
Transferable to CSU  
Survey of human services and social work; an exploration of helping skills as 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**

54 lecture hours  
Transferable to 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 the way of working with diverse populations and create a healthier and safer environment. (L)

**HUSEV 11B Cross-Cultural Perspectives in Human Service 3 units**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to CSU/UC  
Social, economic, and psychological factors related to aging and the changing roles in contemporary society. Topics include 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 students with credit in SOCIL 30. (L)

**HUSEV 20 Introduction to Chemical Dependency Studies 3 units**

54 lecture hours  
Transferable to 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. Not open for credit to students with credit in HUSEV 50. (L)

**HUSEV 21 Introduction to Physiological/Psychological Effects of Drugs of Abuse 3 units**

54 lecture hours  
Transferable to CSU  
An 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 The Development/Progression of Addictive Patterns of Behavior 3 units**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to 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 is on the obligation of the counselors to the clients, their families, and society. Not open for credit to students with credit in HUSEV 53. (L)

**HUSEV 24 Introduction to Case Management 3 units**

54 lecture hours  
Transferable to CSU  
Introduction to the 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. Not open for credit to students with credit in HUSEV 54. (L)

**HUSEV 25 Basic Chemical Dependency Counseling 3 units**

54 lecture hours  
Transferable to CSU  
Broad overview of the counseling methods used in treating chemical dependency. An introduction to counseling theories and techniques used in the treatment; i.e., psycho-dynamic, behavioral, cognitive-behavioral, multi-modal, client centered, couples and family counseling. Case histories and specific theories will be analyzed. Not open for credit to students with credit in HUSEV 55. (L)

**HUSEV 26A Supervised Field Work Practicum 2 units**

18 lecture hours, 66 lab hours  
Prerequisite: HUSEV 23 or (53) and 24 or (54)  
Transferable to CSU  
Supervised field work practice in a variety of settings. Introduction to the various aspects of the field, and opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets California Association of Alcoholism and Drug Abuse Counselors requirements. Not open for credit to students with credit in HUSEV 56A. (L)

**HUSEV 26B Supervised Field Work Practicum 5 units**

27 lecture hours, 189 lab hours  
Prerequisite: HUSEV 25 or (55) and 26A or (56A)  
Transferable to CSU

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field and will afford them the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets California Association of Alcoholism and Drug Abuse Counselor's requirements. Not open for credit to students with credit in HUSEV 56B. (L)

**HUSEV 30 Adult Children of Alcoholics 1 unit**

18 lecture hours  
Transferable to 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. Not open for credit to students with credit in HUSEV 60. (L)

**HUSEV 31 Family Treatment Approaches 1 unit**

18 lecture hours  
Transferable to CSU  
An examination of the systems approach in chemical dependency counseling as it relates to dysfunctional, addictive families. Not open for credit to students with credit in HUSEV 61. (L)

**HUSEV 32 Relationship Addiction/Co-dependency 1 unit**

18 lecture hours  
Transferable to CSU  
Identification of co-dependent behavior and the effects of these behaviors on relationships; assessment of healthy vs. unhealthy relationships on a continuum. Not open for credit to students with credit in HUSEV 62. (L)

**HUSEV 33 Self Awareness: The Key to Non-Addictive Behavior 1 unit**

18 lecture hours  
Transferable to CSU  
Emphasis on techniques to build a healthy relationship with oneself as fundamental for releasing addictive behavior patterns. Not open for credit to students with credit in HUSEV 63. Grades are P/NP. (L)

**HUSEV 34 Gender Differences Related to Substance Abuse 1 unit**

18 lecture hours  
Transferable to 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. Not open for credit to students with credit in HUSEV 64. (L)

**HUSEV 35 Addiction and Domestic Violence 1 unit**

18 lecture hours  
Transferable to CSU  
An overview of factors contributing to and eliciting explosive behavior responses in adults and children where substance abuse occurs in the home. Not open for credit to students with credit in HUSEV 65. Grades are P/NP. (L)

**HUSEV 36 Chemical Dependency Prevention in Our Schools 1 unit**

18 lecture hours  
Transferable to CSU  
Discussion of how parents, students, school systems and communities can achieve a drug-free community. Discussion activities at the elementary and secondary levels. Class 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 Assist Programs 1 unit**

18 lecture hours  
Transferable to CSU  
Awareness and understanding of chemical dependency in the workplace. Principles that staff can use in dealing with chemical dependency and job performance. Not open for credit to students with credit in HUSEV 67. (L)

**HUMAN 5 Art Appreciation 3 units**

54 lecture hours  
Transferable to 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 students with credit in ART 5. (L)

**HUMAN 10 Introduction to Western Humanities 3 units**

54 lecture hours  
Transferable to 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**

54 lecture hours  
Transferable to CSU/UC  
Art, literature, and music in the humanities from the Renaissance through the Twentieth Century. (L)

**HUMAN 12 Jazz Appreciation 3 units**

54 lecture hours  
Transferable to CSU/UC  
General Survey of jazz from its original and early development to present day; extensive listening to recorded and live performance supports the lecture material. Not open for credit to students with credit in MUSIC 12. (L)

**HUMAN 15 Popular Music in the United States 3 units**

54 lecture hours  
Transferable to CSU/UC  
A survey of popular music in the United States from about 1850 to the 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 students with credit in MUSIC 15. (L)

**HUMAN 16 World Music 3 units**

54 lecture hours  
Transferable to CSU/UC  
An 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 students with credit in MUSIC 16. (L)

**HUMAN 17 Music as Culture 3 units**

54 lecture hours  
Transferable to 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 students with credit in MUSIC 17. (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**

54 lecture hours  
Transferable to 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 students with credit in MUSIC 3. (L)

**HUMAN 18 Rock Music History and Culture 3 units**

54 lecture hours  
Transferable to 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. Not open for credit to students with credit in MUSIC 18. (L)

**HUMAN 20 Introduction to World Myth 3 units**

54 lecture hours  
Transferable to CSU/UC  
Four functions of myth analyzes ethnic and universal messages of myth. Explore life's great themes across many cultures: birth, death, dependence, independence, love and growth. (L)

**HUMAN 26A Women in Art I 3 units**

54 lecture hours  
Transferable to 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 students with credit in ART 3A or WOMEN 26A. (L)

**HUMAN 26B Women in Art II 3 units**

54 lecture hours  
Transferable to CSU/UC  
Role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century arts. Not open for credit to students with credit in ART 3B. (L)

**HUMAN 31 Asian-American Humanities & Cultures 3 units**

54 lecture hours  
Transferable to CSU/UC  
Survey of Asian-American cultures, including religions, traditions, and some highlights of history. (L)

**HUMAN 32 Film Studies: Focus on ... 3 units**

54 lecture hours  
Transferable to 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. Not open for credit to students with credit in ENGL 32 or THART 32.(L)

**HUMAN 33 History of Film 3 units**

54 lecture hours  
Transferable to CSU/UC  
Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 110 years; screenings of significant and representative documentary, and experimental films from the silent to the modern era. Not open for credit to students with credit in ENGL 33 or THART 33. (L)

**HUMAN 34 Introduction to Film 3 units**

54 lecture hours  
Transferable to CSU/UC  
Study of film as art and its influence on society, including interpretation, criticism, and technical developments; students view and discuss full-length feature films. Not open for credit to students with credit in ENGL 34 or THART 34. (L)

**INFORMATION TECHNOLOGY (see Business)**

# Internship

**INTRN 46 Internship v1-8 units**

60-600 lab hours  
Transferable to CSU  
A 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 during a student's enrollment at the college with an 8-unit maximum in any one semester. Those enrolling in this class are not eligible for Cooperative Work Experience classes or other internship classes during the same semester. Grades are P/NP. (L)

# Learning Assistance

**LEARN 52 Students with Disabilities Field Experience 1 unit**

9 lecture hours, 27 lab hours  
Designed for students with interest in the field of human services, specifically education, medical, and social services. Increase awareness of the limitations imposed by a variety of disabilities and their impact on essential life activities including learning. Overview of the provision of community and college support services available for students with disabilities. Provides opportunity to assist in the physical and academic adaptation of students with disabilities to the community college environment. Grades are P/NP.

**LEARN 70 Supplemental Instruction 1 unit**

18 lecture hours  
Corequisite: Enrolled in a General Education Course  
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 102 Directed Study v.5-1 unit**

27 lab hours (.5 unit)  
54 lab hours (1 unit)  
Counseling, study skills, and individualized assistance to help in all areas of study; required of all EOPS students. Grades are P/NP.

**LEARN 115 Academic Strategies 2 units**

36 lecture hours  
Designed for students with learning differences and others who have difficulty learning by traditional methods. Opportunity provided for self-analysis, acquisition, and application of learning strategies through a hands-on approach with guided practice. Strategies include: time management, organization, memory, listening, note taking, textbook reading, and test preparation. Emphasis on self-advocacy and use of appropriate accommodations, including assistive technology. Recommendation: Basic reading/writing skills, familiarity with computers, and a readiness for college participation. Grades are P/NP.

**LEARN 118 Workforce Reading/Writing Skills 3 units**

36 lecture hours, 54 lab hours  
Designed for students with learning differences and/or a history of difficulty developing basic reading/writing skills. 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 use of assistive computer technology. Grades are P/NP.

**LEARN 120A Beginning Basic Studies 3 units**

36 lecture hours, 54 lab hours  
General review of beginning concepts of reading, writing and math. Grades are P/NP.

**LEARN 120B Intermediate Basic Studies 3 units**

36 lecture hours, 54 lab hours  
General review of intermediate concepts of basic reading, writing and math. Build on skills learned in 120A. Grades are P/NP.

**LEARN 120C Advanced Basic Studies 3 units**

36 lecture hours, 54 lab hours  
General review of basic concepts of reading, writing and math based on skills learned in 120 A and B. Grades are P/NP.

**LEARN 122 Basic Studies 1 unit**

18 lecture hours, 9 lab hours  
Reviews basic concepts in arithmetic, grammar, and reading, as well as strategies for preparing for the GED exam. Not open for credit to students with credit in LEARN 120. Grades are P/NP.

**LEARN 125 Spelling Improvement 1 unit**

18 lecture hours  
Designed for student with learning difficulties that impact reading/writing tasks. Small group learning and individualized help in recognizing areas of spelling difficulties and developing a plan for improvement. Instruction in phonemic awareness, word parts, spelling rules and strategies for memory. Discussion and practice with educational technology including handheld devices, software and educational websites for improvement in spelling efficiency and accuracy. Includes exercises to build college level vocabulary. Recommendation: basic reading/writing skills, familiarity with computers, and readiness for college participation. Grades are P/NP.

**LEARN 126 Study Techniques 1 unit**

9 lecture hours, 27 lab hours  
Development and implementation of an individualized program of study for improvement in study skills necessary for success in college coursework. Concurrent enrollment required in a minimum of one academic and/or vocational education college course. Recommendation: Basic reading/writing skills, familiarity with computers, and readiness for college participation. Grades are P/NP.

**LEARN 155 Beginning Assistive Computer Technology 2 units**

18 lecture hours, 54 lab hours  
Designed for students with disabilities who have limited computer experience. Focus is on use of keyboard/mouse, personal data storage, basic MS Word, use of MyCampus Portal and Blackboard, internet use, educational websites, and software for independent learning. Incorporates an overview of currently available assistive computer technology used to meet the educational needs of students with physical, learning, and cognitive impairments. Grades are P/NP.

**LEARN 156 Intermediate Assistive Computer Technology 1 unit**

9 lecture hours, 27 lab hours  
Designed for students with disabilities in need of assistive computer technology to ensure equal access to college materials and improved efficiency on academic tasks. Prepares student for independent use of current technologies available in college computer labs, modern work environments, and personally adapted home computer systems. Recommendation basic reading/writing skills and familiarity with computers. Grades are P/NP.

**LEARN 172 Real Life Math 1 unit**

3 lecture hours, 45 lab hours  
Developmental sequence of increasing difficulty in mathematical computations as they apply to real life situations focusing on addition, subtraction, division, multiplication, fractions, percentages, and decimals. Grades are P/NP.

**LEARN 174 Basic Math Facts and Operations 3 units**

36 lecture hours, 54 lab hours  
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.

**LEARN 175 Workforce Skills and Mathematics 3 units**

36 lecture hours, 54 lab hours  
Designed for students with learning differences and a history of difficulty in mathematics. Review of basic math skills in preparation for the workforce and for career technical education. Emphasis on math calculations and situational word problems encountered in vocational employment. Grades are P/NP.

**LEARN 180 Reading and Writing Development 3 units**

54 lecture hours  
Designed especially for students with disabilities and others who have difficulty learning by traditional methods. Introductory course in basic reading/writing development in preparation for subsequent coursework requiring academic language arts skills. Emphasis on exploring current perception as a reader/writer, utilizing strategies for improved reading comprehension, understanding sentence/paragraph structure, building skills in mechanics of writing, and expanding vocabulary. This class will incorporate the use of educational technology to accelerate learning and as a tool for raising efficiency of reading/writing tasks. Recommendation: Basic reading/writing skills, familiarity with computers, and readiness for college participation.

**LEARN 251 Academic Evaluation .5 unit**

9 lecture hours  
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.

# Library Science

**LIBSC 1 Basic Research Skills 1 unit**

18 lecture hours  
*Transferable to 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. (L)

**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 60 Problems in Manufacturing Technology .....	2
MFGT 62 Advanced Machine Shop.....	3
WELD 30 Gas Welding OR .....	2
WELD 10 Introduction to Arc Welding.....	4
Plus 14 additional units from the following:	
AUTO 22 Hydraulics (Fluid Power) .....	3
CWEE 45 Occupational Work Experience .....	3
MFGT 34 Computer Numerical Control.....	3
MFGT 35 Computer-Aided Manufacture .....	3
WELD 30 Gas Welding OR .....	2
WELD 10 Introduction to Arc Welding.....	4
WELD 83 GMAW/GTAW Production Welding .....	4
WELD 85 Structural Design/Fabrication.....	4
Total units required for degree major.....	30

**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 34 Computer Numerical Control.....	3
MFGT 35 Computer-Aided Manufacture .....	3
MFGT 60 Problems in Manufacturing Technology .....	2
MFGT 62 Advanced Machine Shop.....	3
WELD 30 Gas Welding OR .....	2
WELD 10 Introduction to Arc Welding.....	4
Total units required.....	24

**MFGT 20 Principles of Machine Shop 3 units**

36 lecture hours, 54 lab hours  
*Transferable to CSU*  
Basic set-up and operation of the Engine Lathe, Vertical Milling Machine, Drilling Machines, Bandsaws and grinding machines. Emphasis will also focus on precision measurement. The course includes tooling selection for above machines. Introduction to computer numerical control is included. Safety in all aspects of machining. (L,M)

**MFGT 21 Intermediate Machine Shop 3 units**

36 lecture hours, 54 lab hours  
*Transferable to 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 & cutter grinder, precision layout, and safety practices. The above mentioned machines will be used at an intermediate level to develop skills acquired in MFGT 20 or equivalent. Production of a tool using the machine shop with special emphasis on the concept of fits. (L,M)

**MFGT 24L Introduction to Physical Metallurgy 3 units**

36 lecture hours, 54 lab hours  
*Transferable to CSU*  
This is a basic course in physical metallurgy. Metal structure, mechanical testing and metallurgical examination will be emphasized. (L,M)

**MFGT 34 Computer Numerical Control 3 units**

36 lecture hours, 54 lab hours  
*Transferable to 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. (L,M)

**MFGT 35 Computer Aided Manufacturing 3 units**

36 lecture hours, 54 lab hours  
*Transferable to 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. (L,M)

**MFGT 60 Problems in Manufacturing Technology 2 units**

18 lecture hours, 54 lab hours  
*Transferable to CSU*  
Analysis of special problems not offered in the general curriculum. This course allows for further study in specialized areas of manufacturing technology and welding technologies. (L,M)

**MFGT 62 Advanced Machine Shop 3 units**

36 lecture hours, 54 lab hours  
This is an 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. (L,M)

**MFGT 63 Machine Construction & Repair 3 units**

36 lecture hours, 54 lab hours  
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. (L,M)

**MARKETING (see Business)**

# Mass Communications

**MASS COMMUNICATIONS**

**(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.....	3
MCOMM 19 News Writing and Reporting.....	3
MCOMM 14 Advanced Studio Video Production OR .....	3
MCOMM 20L Newspaper Production .....	3-4
MCOMM 15 Field Video Production .....	3
MCOMM 17 Television Remote Production.....	3
Total units required for degree major.....	24

**MASS COMMUNICATIONS**

**(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 15 Field Video Production .....	3
MCOMM 17 Television Remote Production.....	3
Total units required for degree major.....	18

**MASS COMMUNICATIONS**

**(Certificate of Achievement)**

Required Courses	Units
ART 31 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 15 Field Video Production .....	3
MCOMM 17 Television Remote Production.....	3
Minimum units required.....	21

<b>MCOMM 2</b>	<b>Introduction to Mass Communications</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Transferable to CSU/UC</i>		
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)		
<b>MCOMM 4</b>	<b>Studio Video Production</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Transferable to CSU</i>		
Semi-technical operation and creative use of television studio equipment; techniques of production, use of cameras, lighting, sound, titling, and video recording. (L)		
<b>MCOMM 5</b>	<b>Electronic Movie Making</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Transferable to CSU/UC</i>		
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)		
<b>MCOMM 6</b>	<b>Sound Recording and Production</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Transferable to CSU</i>		
Introduction to the tools and techniques of audio production: operation of audio control equipment for radio, television, film, and studio recordings. Recommended: ability to work in a technical environment and operate audio/video equipment in the field. (L)		
<b>MCOMM 8</b>	<b>Introduction to Media Writing</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite: ENGL 51 or eligible for ENGL 1A</i>		
<i>Transferable to CSU</i>		
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. (L)		
<b>MCOMM 11</b>	<b>Basic Photography</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Transferable to CSU/UC</i>		
An 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)		
<b>MCOMM 14</b>	<b>Advanced Studio Video Production</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Prerequisite: MCOMM 4</i>		
<i>Transferable to CSU</i>		
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.		

<b>MCOMM 15</b>	<b>Field Video Production</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Prerequisite: MCOMM 5</i>		
<i>Transferable to CSU</i>		
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. (L)		
<b>MCOMM 17</b>	<b>Television Remote Production</b>	<b>3 units</b>
<i>36 lecture hours, 54 lab hours</i>		
<i>Transferable to CSU</i>		
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. (L)		
<b>MCOMM 19</b>	<b>News Writing and Reporting</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite: ENGL 51</i>		
<i>Transferable to CSU/UC</i>		
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. (L)		
<b>MCOMM 20A</b>	<b>News Media Production 1</b>	<b>3 units</b>
<i>27 lecture hours, 81 lab hours</i>		
<i>Prerequisite: ENGL 51 or eligibility for ENGL 1A</i>		
<i>Transferable to CSU</i>		
Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for basic news stories, features, and opinion, as well as basic page layout and design for both print and online publications. Not open for credit to students with credit in ENGL 20A. (L)		
<b>MCOMM 20B</b>	<b>News Media Production 2</b>	<b>3 units</b>
<i>27 lecture hours, 81 lab hours</i>		
<i>Prerequisite: MCOMM 20A or ENGL 20A</i>		
<i>Transferable to CSU</i>		
Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for specialized and in-depth news stories, features, and opinion; advanced page layout and design for both print and online publications, and editorial leadership. Not open for credit to students with credit in ENGL 20B. (L)		

<b>MCOMM 20C</b>	<b>News Media Production 3</b>	<b>3 units</b>
<i>27 lecture hours, 81 lab hours</i>		
<i>Prerequisite: MCOMM 20B or ENGL 20B</i>		
<i>Transferable to CSU</i>		
Weekly production of the Yuba College student online news source and quarterly production of the Yuba College student news magazine. Students will learn journalistic standards, media ethics, researching, reporting, writing, and copy editing for investigative news stories, features, and opinion; journalistic use of multimedia, and social media, and editorial leadership. Not open for credit to students with credit in ENGL 20C. (L)		
<b>MCOMM 25</b>	<b>Mass Communications Field Experience</b>	<b>v1-6 units</b>
<i>54-324 lab hours (1-6 units)</i>		
<i>Transferable to CSU</i>		
Broadcast media production experience (including journalism) at a radio, television, 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)		
<b>MCOMM 40</b>	<b>Introduction to Online Learning</b>	<b>1 unit</b>
<i>18 lecture hours</i>		
<i>Transferable to CSU</i>		
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 students with credit in EDUC 40. Grades are P/NP.		

# Mathematics

<b>MATHEMATICS (Associate in Science)</b>	<b>Required Courses</b>	<b>Units</b>
MATH 1A Single Variable Calculus I --	Early Transcendentals .....	5
MATH 1B Single Variable Calculus II --	Early Transcendentals .....	4
MATH 2A Second Year Calculus .....		4
MATH 3 Linear Algebra .....		3
MATH 25 Finite Math OR .....		3
STAT 1 Introduction to Statistical Methods OR .....		4
MATH 10 Liberal Arts Math OR .....		3
MATH 51 Plane Geometry .....		3
Total units required for degree major .....		19

<b>MATHEMATICS (Associate in Science in Mathematics for Transfer)</b>	<b>Required Courses</b>	<b>Units</b>
MATH 1A Single Variable Calculus I --	Early Transcendentals .....	5
MATH 1B Single Variable Calculus II --	Early Transcendentals .....	4
MATH 2A Second Year Calculus .....		4
Select one course from the following:		
MATH 2B Differential Equations .....		3
MATH 3 Linear Algebra .....		3
Select one additional course from the following:		
MATH 2B Differential Equations .....		3
MATH 3 Linear Algebra .....		3
PHYS 4A Mechanics .....		4
COMSC 6 Basic Programming .....		3
COMSC 7 Intro to Visual Basic Programming .....		3
COMSC 9A C++ Programming .....		3
Total units required for degree major .....		18-19
<b>MATH 1A</b>	<b>Single Variable Calculus I --</b>	<b>5 units</b>
<b>Early Transcendentals</b>		
<i>90 lecture hours</i>		
<i>Prerequisite: A satisfactory score on the mathematics placement test or MATH 7 or MATH 20 and MATH 21.</i>		
<i>Transferable to CSU/UC - UC Limit</i>		
<i>C-ID 210</i>		
A first course in differential and integral calculus of single variable: functions; limits and continuity; techniques and applications of differentiation and integration; fundamental theorem of calculus. Primarily for science, technology, engineering, and mathematics majors. (L,M)		
<b>MATH 1B</b>	<b>Single Variable Calculus II --</b>	<b>4 units</b>
<b>Early Transcendentals</b>		
<i>72 lecture hours</i>		
<i>Prerequisite: MATH 1A</i>		
<i>Transferable to CSU/UC</i>		
<i>C-ID 220</i>		
A second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for science, technology, engineering & mathematics majors. (L,M)		
<b>MATH 1C</b>	<b>Multivariable Calculus</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite: MATH 1B</i>		
<i>Transferable to CSU/UC</i>		
<i>C-ID 230</i>		
Vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's theorem, Stokes; theorem, divergence theorem. (L,M)		

<b>MATH 2</b>	<b>Ordinary Differential Equations</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 1B		
<i>Transferable to CSU/UC</i>		
<i>C-ID 240</i>		
The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, Laplace transforms and linear systems. (L,M)		
<b>MATH 2A</b>	<b>Second Year Calculus</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> MATH 1B		
<i>Transferable to CSU/UC</i>		
Emphasis on the calculus of two and three variable, including topics from vector analysis. Also, conics and polar coordinates. (L,M)		
<b>MATH 2B</b>	<b>Differential Equations</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 1B		
<i>Transferable to CSU/UC</i>		
Topics in ordinary differential equations, Various solutions to elementary differential equations, required for most Engineering majors. MATH 2A is recommended. (L,M)		
<b>MATH 3</b>	<b>Linear Algebra</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 1B		
<i>Transferable to CSU/UC</i>		
<i>C-ID 250</i>		
This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. (L,M)		
<b>MATH 9</b>	<b>Calculus for Business, Social and Life Science</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> MATH 52 with a grade of "C" or better or MATH 52B		
<i>Transferable to CSU/UC - UC Unit Limit</i>		
<i>C-ID 140</i>		
Topics of calculus including differentiation, integration, graphs, limits, and rates. Applications from economics, business, life science, and behavioral science. Not open for credit to students with credit in MATH 1A. (L,M)		

<b>MATH 10</b>	<b>Liberal Arts Mathematics</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 52		
<i>Transferable to CSU/UC</i>		
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. (L,M)		
<b>MATH 15</b>	<b>Concepts and Structures of Mathematics</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 52 or MATH 52A and MATH 52B		
<i>Transferable to CSU/UC - UC Unit Limit</i>		
<i>C-ID 120</i>		
This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.		
<b>MATH 16</b>	<b>Concepts and Structures of Mathematics</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 51 and MATH 52		
<i>Transferable to CSU/UC - UC Unit Limit</i>		
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. (L,M)		
<b>MATH 17</b>	<b>Discrete Mathematics</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 20 and MATH 7		
<i>Transferable to CSU</i>		
<i>C-ID 160</i>		
Fundamental topics for computer science, such as logic, proof techniques, sets, introduction to computer programming, basic counting rules, relations, functions and recursion, graphs and probability trees.		
<b>MATH 20</b>	<b>College Algebra</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> MATH 52 or satisfactory score on the mathematics placement test.		
<i>Transferable to CSU/UC - UC Unit Limit</i>		
<i>C-ID 151</i>		
College level course in algebra for majors in science, technology, engineering, and mathematics. Topics include polynomial, rational, radical, exponential, absolute value, and logarithmic functions, systems of equations, theory of polynomial equations, and analytic geometry. (L,M)		

<b>MATH 21</b>	<b>Plane Trigonometry</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 52		
<i>Transferable to CSU</i>		
<i>C-ID 851</i>		
Trigonometric functions, fundamental formulas, identities, solution of triangles and complex numbers. (L,M)		
<b>MATH 25</b>	<b>Finite Math</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 52 or MATH 52B or a satisfactory score on the mathematics placement test.		
<i>Transferable to CSU/UC</i>		
<i>C-ID 130</i>		
Linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and social sciences. (L,M)		
<b>MATH 50</b>	<b>Elementary Algebra</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> MATH 111 or qualifying placement score.		
Introductory algebra. Topics include: signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. (L)		
<b>MATH 50A</b>	<b>Elementary Algebra - First Half</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 111 with a grade of "C" or better or qualifying score on Placement Examination.		
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. It 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. (L,M)		
<b>MATH 50B</b>	<b>Elementary Algebra - Second Half</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 50A with a grade of "C" or better.		
Introductory algebra. Topics include: graphing, quadratic equations, absolute value equations, systems of linear equations in two variables, compound inequalities, 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. It 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. (L)		

<b>MATH 51</b>	<b>Plane Geometry</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 50		
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. (L,M)		
<b>MATH 52</b>	<b>Intermediate Algebra</b>	<b>4 units</b>
<i>72 lecture hours</i>		
<i>Prerequisite:</i> MATH 50		
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. (L,M)		
<b>MATH 52A</b>	<b>Intermediate Algebra First Half</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 50 or equivalent with a grade of "C" or better.		
Intermediate algebra. 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. (L,M)		
<b>MATH 52B</b>	<b>Intermediate Algebra Second Half</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 52A or equivalent with a grade of "C" or better.		
Intermediate algebra. 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. (L,M)		
<b>MATH 58</b>	<b>Quantitative Reasoning</b>	<b>3 units</b>
<i>54 lecture hours</i>		
<i>Prerequisite:</i> MATH 50		
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. (L,M)		

**MATH 110**      **Arithmetic for College Students**      **3 units**

54 lecture hours  
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**

72 lecture hours  
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

**Certain classes can only be attempted four times. These courses are listed in class families starting on page 156.**

**MUSIC**  
**(Associate in Arts)**  
**Required Courses**

	<b>Units</b>
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
Total units required for degree major.....	22

**MUSIC 1**      **Music Skills for Pre-Ed Majors**      **3 units**

54 lecture hours  
Prerequisite: MUSIC 8A  
Corequisite: MUSIC 1C  
Transferable to CSU  
Development and application of basic music skills; study of notation, rhythm, melody, harmony, keyboard, recorder, and autoharp. For education majors and others who have no previous experience in reading or playing music notation. At least one hour per week of music skills drill required. Not open for credit to students with credit in ECE 21. (L)

**MUSIC 1A**      **Elementary Harmony**      **3 units**

54 lecture hours  
Transferable to CSU/UC  
Review of music fundamentals. Emphasis on principle triads; part-writing procedures and analysis. Required of all music majors and minors. Required enrollment in 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**

54 lecture hours  
Prerequisite: MUSIC 1A  
Corequisite: MUSIC 1D  
Transferable to CSU/UC  
Continuation of concepts from MUSIC 1A. Study of diatonic harmony with an introduction to secondary dominants and elementary modulation, two-part counterpoint, voice leading involving SATB chorale wiring, diatonic harmony and an introduction to secondary chords and modulation. Exercises in part-writing, figured-bass, analysis, and melody harmonization. Required of all music majors and minors. (L)

**MUSIC 1C**      **Theory Skills**      **1 unit**

54 lab hours  
Corequisite: MUSIC 1A or 1B or MUSIC 2A or 2B  
Transferable to 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.

**MUSIC 1D**      **Theory Skills**      **1 unit**

54 lab hours  
Prerequisite: MUSIC 1C  
Corequisite: MUSIC 1B or MUSIC 2A or MUSIC 2B  
Transferable to CSU/UC  
Continuation of MUSIC 1C. Exercises in applying theoretical concepts to the keyboard. Emphasis on ear-training employing programmed exercises in rhythmic reading, dictation of rhythmic, melodic, harmonic materials, and sight-singing. Required of all music majors and minors.

**MUSIC 1E**      **Keyboard Harmony I**      **1 unit**

9 lecture hours, 27 lab hours  
Prerequisite: MUSIC 41A  
Corequisite: MUSIC 1B or MUSIC 2A  
Transferable to CSU  
Keyboard application of music theory for music majors. The course prepares students toward piano proficiency exams required at transferring universities.

**MUSIC 2A**      **Advanced Harmony**      **3 units**

54 lecture hours  
Prerequisite: MUSIC 1B  
Corequisite: MUSIC 1D or MUSIC 2C  
Transferable to CSU/UC  
Theoretical and practical techniques of chromatic harmony, continued from MUSIC 1A, studied through written exercises and analysis, including introduction to chromatic harmony, secondary chords, modulation, change of mode (borrowed chords). Neapolitan sixth and augmented sixth chords. Required of all music majors. (L)

**MUSIC 2B**      **Advanced Harmony**      **3 units**

54 lecture hours  
Prerequisite: MUSIC 2A  
Corequisite: MUSIC 1C or MUSIC 1D or MUSIC 2C or MUSIC 2D.)  
Transferable to 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, including borrowed chords, modal mixture, the chromatic third relationship, Neapolitan and augmented-sixth chords, 9th 11th, and 13th chords, altered chords and dominants, as well as an introduction to 20th century techniques, including impressionism, tone rows, set theory, pandiatonicism and polytonality in rhythm and meter. Required of all music majors. (L)

**MUSIC 2C**      **Advanced Theory Skills**      **1 unit**

54 lab hours  
Prerequisite: MUSIC 1D  
Corequisite: MUSIC 2A or MUSIC 2B  
Transferable to CSU/UC  
Continuation of MUSIC 1D. Exercises in applying theoretical concepts to the keyboard. Emphasis on ear ear-training employing programmed exercises in rhythmic reading dictation of rhythmic, melodic, harmonic materials, and sight-singing. Required of all music majors. (L)

**MUSIC 2D**      **Advanced Theory Skills**      **1 unit**

36 lecture hours  
Prerequisite: MUSIC 2C  
Transferable to CSU/UC  
Continuation of MUSIC 2C. Exercises in applying theoretical concepts to the keyboard. Emphasis on ear-training employing programmed exercises in rhythmic reading, dictation of rhythmic, melodic, harmonic materials, and sight-singing. Required of all music majors and minors.

**MUSIC 2E**      **Keyboard Harmony II**      **1 unit**

9 lecture hours, 27 lab hours  
Prerequisite: MUSIC 1B and MUSIC 1E  
Transferable to CSU/UC  
Intermediate keyboard application of music theory for music majors. The course prepares students toward piano proficiency exams required at transferring universities.

**MUSIC 3**      **Music Appreciation**      **3 units**

54 lecture hours  
Transferable to 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 students with credit in HUMAN 3. (L)

**MUSIC 8A**      **Music History**      **3 units**

54 lecture hours  
Transferable to 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. The ability to read music notation is essential. Extensive listening to recorded examples required.

**MUSIC 8B**      **Music History**      **3 units**

54 lecture hours  
Transferable to CSU/UC  
A chronological survey of Western Art Music with special emphasis on style, genres, composers, and important works. Covers the period from early Baroque to the present day. Intended for the music major. The ability to read music notation is essential. Extensive listening to recorded examples required.

**MUSIC 12**      **Jazz Appreciation**      **3 units**

54 lecture hours  
Transferable to CSU/UC  
General survey of jazz from its original and early development to present day; extensive listening to recorded and live performances supports the lecture material. Not open for credit to students with credit in HUMAN 12. (L)

**MUSIC 14A**      **Conducting 1**      **2 units**

36 lecture hours, 9 lab hours  
Prerequisite: MUSIC 1C and MUSIC 1D  
Transferable to CSU  
The study of style and technique of conducting with emphasis on clear baton technique interpretation and score analysis. (L)

**MUSIC 15**      **Popular Music in the United States**      **3 units**

54 lecture hours  
Transferable to CSU/UC  
A 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 students with credit in HUMAN 15. (L)

**MUSIC 16**      **World Music**      **3 units**

54 lecture hours  
Transferable to CSU/UC  
An 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 students with credit in HUMAN 16. (L)

**MUSIC 17**      **Music as Culture**      **3 units**

54 lecture hours  
Transferable to 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 students with credit in HUMAN 17. (L)

**MUSIC 18**      **Rock Music History and Culture**      **3 units**

54 lecture hours  
Transferable to 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)

**MUSIC 26 Musical Theatre Workshop 3 units**  
 162 lab hours  
*Transferable to 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. Not open for credit to students with credit in THART 26.

**MUSIC 28R Community Jazz Ensemble 1 unit**  
 9 lecture hours, 27 lab hours  
*Transferable to 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**  
 9 lecture hours, 27 lab hours  
*Corequisite:* MUSIC 1C or 1D or 2C or 2D, or consent of instructor.  
*Transferable to 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. (Repeatable: May be taken four times only.)

**MUSIC 30BR Applied Skills-Brass 1 unit**  
 9 lecture hours, 27 lab hours  
*Corequisite:* MUSIC 1C or 1D, or 2C, or 2D, or consent of instructor.  
*Transferable to 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. Previous performance experience is helpful. (Repeatable: May be taken four times only.)

**MUSIC 30CR Applied Skills-Composition 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 2A or consent of instructor.  
*Transferable to CSU/UC*  
 Application of theory and harmony skills to original music composition. Composing art music for piano, voice and other instruments. (Repeatable: May be taken four times only.)

**MUSIC 30DR Applied Skills-Percussion 1 unit**  
 9 lecture hours, 27 lab hours  
*Corequisite:* MUSIC 1C or 1D, or 2C, or 2D, or consent of instructor.  
*Transferable to CSU/UC*  
 Improvement of technical facility, musicianship and performing aspects of a percussion instruments. For music majors with a concentration in snare drum, timpani, and mallet instruments. (Repeatable: May be taken four times only.)

**MUSIC 30ER Applied Skills-Strings 1 unit**  
 9 lecture hours, 27 lab hours  
*Corequisite:* MUSIC 1C or 1D, or 2C, or 2D, or consent of instructor.  
*Transferable to 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. Previous performance experience is helpful. (Repeatable: May be taken four times only.)

**MUSIC 30GR Applied Skills-Classical Guitar 1 unit**  
 9 lecture hours, 27 lab hours  
*Corequisite:* MUSIC 1C or 1D, or 2C, or 2D, or consent of instructor.  
*Transferable to CSU/UC*  
 Improvement of technical facility, musicianship and performing aspects of the Classical Guitar. Previous performance experience is helpful. Repeatable: May be taken four times only.)

**MUSIC 31R Applied Skills-Piano 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 42R (4 units) or equivalent.  
*Corequisite:* Music Theory or Music History  
*Transferable to 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. (Repeatable: May be taken four times only.) (L)

**MUSIC 32R Applied Skills-Voice 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 40D or equivalent.  
*Corequisite:* MUSIC 34R, 54R, or 55A  
*Transferable to 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. Required of vocal music majors. (Repeatable: May be taken four times only.) (L)

**MUSIC 33R Chamber Choir 3 units**  
 36 lecture hours, 54 lab hours  
*Corequisite:* MUSIC 40A, B, C D or 32R  
*Transferable to CSU/UC*  
 Small vocal ensemble; study, preparation and performance of sacred and secular music from Renaissance through contemporary period in style. Audition is required. (Repeatable: May be taken four times only.)

**MUSIC 34R Concert Choir 1 unit**  
 9 lecture hours, 27 lab hours  
*Transferable to CSU/UC*  
 Study, rehearsal and performance of the standard choral literature, from various style, periods and cultures. (Repeatable: May be taken four times only.)

**MUSIC 35 Beginning Guitar v1-2 units**  
 9 lecture hours, 27 lab hours (1 unit)  
 27 lecture hours, 27 lab hours (2 units)  
*Transferable to CSU/UC*  
 Basic guitar technique with an emphasis on melody and chording.

**MUSIC 36 Intermediate Guitar v1-2 units**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 35  
*Transferable to CSU/UC*  
 Intermediate guitar technique with an emphasis on melody and chording.

**MUSIC 36A Intermediate Guitar 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 35  
*Transferable to CSU*  
 Intermediate guitar technique with an emphasis on melody and chording.

**MUSIC 36B Intermediate Guitar 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 36A  
*Transferable to CSU*  
 Intermediate guitar technique with an emphasis on melody and chording.

**MUSIC 36C Intermediate Guitar 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 36B  
*Transferable to CSU*  
 Intermediate guitar technique with an emphasis on melody and chording.

**MUSIC 40A Elementary Voice 1 unit**  
 9 lecture hours, 27 lab hours  
*Transferable to CSU/UC*  
 Group instruction in vocal techniques, tone production, breathing, diction, and their application to the art song repertoire; English or Italian diction emphasized. One hour per week in the music Lab required. Required of vocal music majors. (L)

**MUSIC 40B Elementary Voice 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 40A or equivalent  
*Transferable to 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**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 40B or equivalent  
*Transferable to 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 40D Intermediate Voice 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 40C or equivalent  
*Transferable to 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 41A Elementary Piano 1 unit**  
 9 lecture hours, 27 lab hours  
*Transferable to CSU/UC*  
 Elementary piano, covering the fundamentals of keyboard theory and technique, reading, solo and ensemble repertoire, and creative activities. (L)

**MUSIC 41B Elementary Piano 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 41A or approval of the instruction upon audition  
*Transferable to CSU/UC*  
 Elementary piano covering the fundamentals of keyboard theory and technique, reading, solo and ensemble repertoire, and creative activities. (L)

**MUSIC 42 Intermediate Piano 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 41B  
*Transferable to CSU/UC*  
 Group piano class for students with at least one year of concentrated piano study. Emphasis on technique, repertoire, and sight reading skills. (L)

**MUSIC 42A Intermediate Piano 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 41B or approval of instructor upon audition  
*Transferable to CSU*  
 Group piano class for students with at least one year of concentrated piano study. Emphasis on technique, repertoire, and sight reading skills. (L)

**MUSIC 42B Intermediate Piano II 1 unit**  
 9 lecture hours, 27 lab hours  
*Prerequisite:* MUSIC 42A  
*Transferable to CSU*  
 Group piano class for students with at least one year of concentrated piano study. Emphasis on technique, repertoire, and sight reading skills. (L)

**MUSIC 43R Symphonic Band 2 units**  
 18 lecture hours, 54 lab hours  
*Transferable to 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  
 18 lecture hours, 54 lab hours  
 Transferable to CSU/UC

Study and performance of chamber music utilizing brass, percussion, string or woodwind instruments in small group ensembles. (Repeatable: May be taken four times only.)

**MUSIC 54R Community Chorus** 1 unit  
 9 lecture hours, 27 lab hours

Study, rehearsal, and performance of the standard choral literature including oratorio, cantata, and extended choral works and opera choruses. Open to all students and members of the community. Two class hours per week. (Repeatable: May be taken four times only.) (L)

**APPLIED MUSIC SKILLS:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 30AR—Applied Skills: Woodwinds
- MUSIC 30BR—Applied Skills: Brass
- MUSIC 30CR—Applied Skills: Composition
- MUSIC 30DR—Applied Skills: Percussion
- MUSIC 30ER—Applied Skills: Strings
- MUSIC 30GR—Applied Skills: Classical Guitar
- MUSIC 31R—Applied Skills-Piano
- MUSIC 32R—Applied Skills-Voice

**CHORAL ENSEMBLE/PERFORMANCE:  
 Family of Classes**

(No more than four classes can be attempted from courses list below. See page 66 for details.)

- MUSIC 33R—Chamber Choir
- MUSIC 34R—Concert Choir
- MUSIC 54R—Community Chorus



**CONDUCTING:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 14A—Conducting I

**GUITAR:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 35—Beginning Guitar
- MUSIC 36A—Intermediate Guitar
- MUSIC 36B—Intermediate Guitar
- MUSIC 36C—Intermediate Guitar

**INSTRUMENTAL ENSEMBLE/  
 PERFORMANCE:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 28R—Community Jazz Ensemble
- MUSIC 43R—Symphonic Band
- MUSIC 44R—Instrumental Chamber Ensemble

**MUSICAL THEATRE:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 26—Musical Theatre Workshop

**PIANO:  
 Family of Classes**

(No more than four classes can be attempted from courses listed below. See page 66 for details.)

- MUSIC 41A—Elementary Piano
- MUSIC 41B—Elementary Piano

**VOICE:  
 Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- MUSIC 40A—Elementary Voice
- MUSIC 40B—Elementary Voice
- MUSIC 40C—Intermediate Voice
- MUSIC 40D—Intermediate Voice

**Non-Credit  
 Classes**

**AJ 500 Special Topics in  
 Administration of Justice**

2-18 lecture hours

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**

27 lecture hours, 81 lab hours

Drawing and composition using various materials. Basic instruction in perspective, landscape, still life, and other subjects.

**ART 509 Painting**

27 lecture hours, 81 lab hours

Basic instruction in painting and introduction to materials. Emphasis on technique and on painting from life.

**ART 512 Ceramics**

9 lecture hours, 27 lab hours

Basic techniques and processes; artistic and creative expression through the use of clay. (L)

**ART 527 Materials and Processes**

54 lab hours

An additional laboratory experience for those interested in further refining and development concepts attained in regular course offerings in the photography emphasis in fine art. Concurrent enrollment or completion of ART 31R.

**ART 531 Basic Photography**

36 lecture hours, 54 lab hours

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**

54 lecture hours, 36 lab hours

*Prerequisite:* Completion of ART 31R or MCOMM 11  
 Advanced darkroom processes, zone system, archival processing, print and negative chemical manipulation. Introduction to the large format camera. Discussion and critical analysis of assigned exercises. Field sessions included. (L,M)

**ART 533 Advanced Photography**

36 lecture hours, 54 lab hours

*Prerequisite:* Completion or ART 32A and 36B  
 Traditional and digital based photography; further exploration within the student's area of interest. Assignments in creative problem solving with studio lighting & the large format camera. A culminating experience within the department. Preparation of final portfolio. Not open for credit to students with credit in PHOTO 3. (L)

**ART 535 Creative Photo Documentary**

36 lecture hours, 54 lab hours

*Prerequisite:* Completion of ART 31R or MCOMM 11R  
 Develop an understanding and appreciation of the photograph as it is used in social and personal commentary. Individual exploration and creativity is encouraged. Not open for credit to students with credit in PHOTO 5. (L)

**ART 536 Digital Photography**

36 lecture hours, 54 lab hours

*Prerequisite:* Completion of ART 31 or consent of instructor  
 Introduction to digital photography. Exposure control, file formats, archiving. Basic image editing/manipulation. Knowledge of basic computer operation is highly recommended.

**ART 538 Field Workshop - Black/White  
 Photography**

9-18 lecture hours, 27, 54 or 108 lab hours

*Prerequisite:* Completion or concurrent enrollment in ART 31R/MCOMM 11R or ART 36A  
 Intensive location field workshops covering specific topics in black and white photography especially suited for the particular season and geographic location. Students responsible for cost of meals, lodging, transportation and materials.

**ART 539 Field Workshop - Color  
 Photography/Digital**

9-18 lecture hours, 27, 54 or 108 lab hours

*Prerequisite:* Completion or concurrent enrollment in ART 31 R/MCOMM 11R or ART 36A  
 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.

**ESL 510 Integrated ESL Skills, Level 1**

36-90 lecture hours

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.) It corresponds to all the Low-Beginning and Beginning ESL credit courses.

**ESL 520 Integrated ESL Skills, Level 2**

36-90 lecture hours

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.) It corresponds to all the credit ESL courses at the High-Beginning and Low-Intermediate levels.

**ESL 526L English As a Second Language**

27-54 lab hours

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 Integrated ESL Skills, Level 3**  
36-90 lecture hours

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 Integrated ESL Skills, Level 4**  
36-90 lecture hours

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**  
1 lecture hours, 3 lab hours

Measures the 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**  
36 lecture hours, 54 lab hours

A general review of basic concepts of reading, writing, & arithmetic.

**LEARN 590 Supervised Tutoring**  
162 lab hours

Individualized and group assistance in specific courses.

**MATH 501 Supervised Tutoring**  
108 lab hours

Supervised individual and group tutoring in mathematics and science courses that rely on transfer-level mathematics in applications.

**MUSIC 540 Vocal Techniques**  
9 lecture hours, 27 lab hours

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**  
18 lecture hours, 54 lab hours

Study and performance of band literature in all periods of music. Emphasis on the development of ensemble playing techniques.

**MUSIC 554 Community Chorus**  
9 lecture hours, 27 lab hours

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**  
9 lecture hours, 27 lab hours

Study and performance of Jazz music literature.

**THART 526 Musical Theatre Workshop**  
162 lab hours

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**  
162 lab hours

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

Nursing is a blend of science, technology, and compassion that allows the practitioner to provide health care in a variety of settings. It is an applied science based upon principles from the biological, physical, and behavioral sciences, as they relate to the diagnosis and treatment of human responses to actual and potential health problems. It includes caring for the sick, prevention of disease, and helping people return to and maintain health. Examples of practice settings include acute care hospitals, extended care facilities, home health care, clinics, offices, schools, military service, occupational settings, and more.

**General Information:** Yuba College offers an Associate Degree Nursing (ADN) program leading to licensure as an RN. A career ladder program, for LVN's wishing to advance to the RN level, is also available. Yuba College Nursing offers 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 and Woodland Community College. Skills 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 also available at both campuses. Upon program completion, graduates, unless otherwise disqualified by the licensing board, are eligible to take the National Council of State Boards Nursing Licensing Examination (NCLEX).

**Costs:** In addition to living expenses, standardized examinations, enrollment fees and books, Yuba College Nursing students have several additional program specific costs. These can include, but are not limited to, nursing uniforms, immunizations, CPR certification, malpractice insurance, nurse packs, supplies (stethoscope, name badge, etc.), and a required physical examination, criminal background check, and drug screen. An estimated breakdown of the minimum start-up costs for a 1st semester ADN student is available on the Nursing Department website (<http://nursing.yccd.edu/>).

**ASSOCIATE DEGREE IN NURSING (ADN)**

**ADN Admission Requirements:**

Yuba College offers a full-time ADN program designed to prepare students to take the NCLEX, leading to licensure as a registered nurse. The ADN program utilizes a merit-based admission process to score and rank program applicants according to a combination of their academic and personal achievements. A detailed description of each criterion, including a breakdown of the total points, as well as the current ADN application packet and supplemental materials, can be found on the Nursing Department website (<http://nursing.yccd.edu/>). Students are advised to check the website (and/or Facebook) regularly for updates and information related to the application and admission process for the Yuba College ADN program. It is also recommended that all students interested in the ADN program meet with a Yuba College Counselor to ensure they understand, and have met all of the program's preadmission requirements.

All prerequisite coursework (or equivalents) must be completed prior to submitting an ADN program application and must earn a grade of "C" or better.

**PREREQUISITE COURSEWORK: Units**

Core Sciences (minimum 2.50 cumulative GPA required):  
 BIOL 4 Human Anatomy .....4  
 BIOL 5 Human Physiology .....4  
 BIOL 6 Microbiology .....4

English (minimum 2.50 GPA required):  
 ENGL 1A College Composition and Reading .....4

Pharmacology and Pathophysiology (minimum 2.50 cumulative GPA required):  
 NURS 26 Pharmacology .....3  
 NURS 36 Pathophysiology .....4

Additional prerequisite courses:  
 MATH 52 Intermediate Algebra or higher .....4  
 Chemistry 2A OR .....5  
 2B Introductory Chemistry .....4

Some ADN prerequisite courses have their own prerequisite(s). Please refer to the current course description for additional information.

**Criminal Background and Drug Screening:** All students enrolled in nursing and allied health programs are required to adhere to the District's Policy and Procedure on Criminal Background Checks and Drug Screening. The District contracts with several affiliating agencies (hospitals, clinics, and schools) in Yuba, Sutter, Sacramento, and Yolo Counties to provide clinical coursework approved by the California Board of Registered Nursing. All nursing applicants and current students must meet the health and safety standards for these clinical agencies at all times. Therefore, students are required to undergo criminal background checks and drug screenings prior to being placed in clinical facilities. Any alert on a criminal background check, or positive drug test result, will disqualify an applicant from entering the program. Costs associated with the criminal background and drug screenings are the sole responsibility of the applicant. Details regarding the District's Policy and Procedure on Criminal Background Checks and Drug Screening are available on the Nursing Department website (<http://nursing.yccd.edu/>).

Additionally, in accordance with California Board of Registered Nursing regulations, a person convicted of certain offenses may not qualify to be licensed as a registered nurse. Prospective nursing students are strongly urged to consider this stipulation prior to investing substantial time and money if it appears that past criminal acts or convictions could jeopardize an applicant's future eligibility for licensure.

**Computer Use:** Students are required to complete most assignments and testing using computers. In addition, hospital records are computerized. Therefore, it is imperative for students entering the field of nursing to be computer literate.

**Travel and Trainings:** Students are required to complete various hospital trainings specific to the individual clinical facilities utilized by the Yuba College Nursing Department. Training hours are mandatory, and are above and beyond individual course hours. Additionally, since clinical facilities are located in Sacramento, Woodland, Yuba, and Sutter Counties, required travel to/from these locations will be the sole responsibility of the student.

**Course Repeats:** Yuba College Nursing has adopted a single course repeat policy for all nursing students. Students will only be allowed to fail or withdraw from one course throughout the duration of their studies. A second failure or withdrawal will result in the student being permanently suspended from the program (Policy 004.0). This applies to Yuba College's NURS 26 Pharmacology and NURS 36 Pathophysiology: Understanding Disease, courses as well.

**General Education and Support Courses Units**

The following coursework must also be completed prior to graduation from the ADN program. Therefore, it is strongly recommended that they are completed prior to program entry. All coursework must earn a grade of "C" or better.

FCS 10 Nutrition OR .....	3
Health 10 Principles of Nutrition.....	3
(prerequisite for 2nd semester)	
PSYCH 1A General Psychology .....	3
(prerequisite for 3rd semester)	
SOCIL 1 Introduction to Sociology OR .....	3
SOCIL 2 Social Problems OR.....	3
SOCIL 5 Sociology of Race & Ethnicity OR.....	3
ANTHR 2 Cultural Anthropology .....	3
SPECH 1 Public Speaking OR .....	3
SPECH 6 Group Discussion .....	3
Humanities Elective .....	3

**Preadmission Testing:** Successful completion of an approved preadmission diagnostic assessment exam is required before submitting an ADN program application. Overall percentages will not be rounded, and only the specific exam version listed will be accepted.

A. Test of Essential Academic Skills version V (TEAS-V). According to the guidelines in the Multi-Criteria Screening Process, applicants who score below 62% on the TEAS-V will not be eligible to apply to the ADN program. Additional details regarding this process are available on the Nursing Department website (<http://nursing.yccd.edu/>).

**ADN Major Requirements:** 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". Additionally, in order to progress through the ADN program, all nursing courses must be passed with a "C" (75%) or better (Policy 005.0). The clinical portion of each nursing core course is evaluated on a pass/fail basis. Therefore, the final letter grade earned will be derived from the theory portion of each course (Policy 005.1). Students on Financial Aid must note that the Nursing Program does not provide a full unit load of 12 units each semester. This may impact results for qualifying for Financial Aid. Students should check their status and qualifiers prior to acceptance of the Nursing Program.

**First Semester Units**

NURS 1 Fundamentals of Nursing .....	9
NURS 11 Practicum Seminar I.....	1
NURS 55 Nursing Skills Lab (optional).....	(1)

**Second Semester Units**

NURS 2 Medical Surgical Nursing II.....	7
NURS 12 Nursing Practicum Seminar II.....	1
NURS 22 Obstetrical Nursing.....	3.5
NURS 55 Nursing Skills Lab (optional).....	(1)

**Third Semester Units**

NURS 3 Medical Surgical Nursing III.....	5
NURS 13R Practicum Seminar III.....	1
NURS 21 Pediatric Nursing.....	3.5
NURS 56 Nursing Skills Lab (optional).....	(1)

**Fourth Semester Units**

NURS 4A Medical-Surgical Nursing IV.....	3.5
NURS 14 Seminar 4 (Lab).....	1
NURS 4B Leadership in Nursing.....	3
NURS 33 Psychiatric/Mental Health Nursing.....	4
NURS 56 Nursing Skills Lab (optional).....	(1)

**LICENSED VOCATIONAL NURSING (LVN) TO REGISTERED NURSING (RN) CAREER LADDER PROGRAM**

**Option 1: LVN to ADN (RN plus degree):** The LVN to ADN pathway consists of both general education and nursing core courses to prepare students to take the NCLEX, leading to licensure as a registered nurse. Completion of the program qualifies the student to graduate with an ADN from Yuba College and meets the eligibility requirement for the student to take the NCLEX. The current LVN to ADN application packet can be found on the Nursing Department website (<http://nursing.yccd.edu/>).

**Initial Eligibility:** LVN to ADN applicants are eligible for consideration of admission if they currently hold an active, clear California Vocational Nurse License and Intravenous (IV) certification. Recent Vocational Nurse graduates must provide proof of licensure prior to attending day one of their first Yuba College Nursing course. Additionally, LVN to ADN applicants must have graduated from an accredited vocational school of nursing, or demonstrated mastery of course content by challenge examination.

**Prerequisite Coursework:** All prerequisite coursework (or equivalents) must be completed prior to submitting an LVN to ADN program application. All coursework must earn a grade of "C" or better.

**PREREQUISITE COURSEWORK: Units**

Core Sciences (minimum 2.50 cumulative GPA required):	
BIOL 4 Human Anatomy .....	4
BIOL 5 Human Physiology .....	4
BIOL 6 Microbiology .....	4

English (minimum 2.50 GPA required):

ENGL 1A College Composition and Reading .....	4
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Additional prerequisite courses:

NURS 36 Pathophysiology: Understanding Disease.....	4
MATH 52 Intermediate Algebra (or higher).....	4
Chemistry 2A or .....	5
2B Introductory Chemistry .....	4
FCS 10 or HLTH 10 Principles of Nutrition .....	3
PSYCH 1A General Psychology.....	3

Some LVN to ADN prerequisite courses have their own prerequisite(s). Please refer to the current course description for additional information.

**General Education and Support Classes Units**

The following coursework must also be completed prior to graduation from the LVN to ADN program. Therefore, it is strongly recommended that they are completed prior to program entry. All coursework must earn a grade of "C" or better.

SOCIL 1 Introduction to Sociology OR .....	3
SOCIL 2 Social Problems OR.....	3
SOCIL 5 Ethnic Relations in the United States OR .....	3
ANTHR 2 Cultural Anthropology .....	3
SPECH 1 Public Speaking OR .....	3
SPECH 6 Group Discussion .....	3
Humanities Elective.....	3

**Chancellor's Formula:** The Yuba College Nursing Department utilizes the California Community College Chancellor's Office Formula to evaluate all LVN to ADN Career Ladder applicants. This formula is based upon a combination of individual course GPA in the Core Science and English categories, cumulative GPA for all coursework, and total number of Core Science repeats. This calculation results in a probability percentage for success in the LVN to ADN Career Ladder program. Applicants must score at the 80th percentile or higher to qualify for admission. Additional details regarding this formula are available on the Nursing Department website (<http://nursing.yccd.edu/>).

**Preadmission Testing and NURS Prerequisite Courses:**

Qualified applicants who meet the minimum Chancellor's Score requirement will be invited to complete the TEAS-V and LPN Step pre-admission diagnostic assessment exams. Passing scores (≥62% for the TEAS-V and ≥65% for the LPN Step) are required before applicants will be permitted to enroll in the following coursework:

**Fall, 2013 Semester Only Units**

Nurs 11 Nursing Practicum Seminar I .....	1
Nurs 12 Nursing Practicum Seminar II.....	1

Upon successful completion of all preadmission requirements, including the NURS prerequisite coursework, LVN to ADN applicants will be fully admitted on a space-available basis to the third semester of the ADN program.

**OPTION 2: LVN TO RN ONLY (30-UNIT OPTION)**

The LVN to RN (30-Unit Option) pathway is a non-degree nursing education alternative. In accordance with California State Regulation 1429, this option allows the student to be eligible to apply for licensure as a registered nurse in California and to take the NCLEX. However, most other states do not recognize California's LVN to RN (30-Unit Option) pathway and will not issue RN licensure based upon the completion of this option. Career laddering to a higher level (BSN, MSN) may also be limited. Applicants interested in pursuing the 30-Unit Option should contact the Nursing Department for more information. LVN to RN (30-Unit Option) application materials are available on the Nursing Department website (<http://nursing.yccd.edu/>).

**Initial Eligibility:** LVN to RN (30-Unit Option) applicants are eligible for consideration of admission if they currently hold an active, clear California Vocational Nurse License and Intravenous (IV) certification. Recent Vocational Nurse graduates must provide proof of licensure prior to attending day one of their first Yuba College Nursing course. Additionally, LVN to RN (30-Unit Option) applicants must have graduated from an accredited vocational school of nursing or demonstrated mastery of course content by challenge examination.

**Prerequisite Coursework:** All prerequisite coursework (or equivalents) must be completed prior to submitting an LVN to RN (30-Unit Option) application and must earn a grade of "C" or better.

**PREREQUISITE COURSEWORK: Units**

Core Sciences (minimum 2.50 cumulative GPA required):	
BIOL 5 Human Physiology .....	4
BIOL 6 Microbiology .....	4

Additional prerequisite courses:

NURS 36 Pathophysiology: Understanding Disease.....	4
NURS 11 Nursing Practicum Seminar I .....	1
NURS 12 Nursing Practicum Seminar II.....	1

Some LVN to RN prerequisite courses have their own prerequisite(s). Please refer to the current course description for additional information.

**Preadmission Testing:** Qualified LVN to RN (30-Unit Option) applicants who meet the initial eligibility and prerequisite course requirements will be invited to complete the TEAS-V and LPN Step pre-admission diagnostic assessment exams. Passing scores (≥62% for the TEAS-V and ≥65% for the LPN Step) are required before LVN to RN (30-Unit Option) applicants will be fully admitted on a space-available basis to the third semester of the ADN program.

**LVN to RN (30-Unit Option) Major Requirements**

**Third Semester Units**

NURS 3 Medical Surgical Nursing III.....	5
NURS 56 Nursing Skills Lab (optional).....	(1)

**Fourth Semester Units**

NURS 4A Medical-Surgical Nursing IV.....	3.5
NURS 14 Seminar 4 (Lab).....	1
NURS 4B Leadership in Nursing.....	3
NURS 33 Psychiatric/Mental Health Nursing.....	4
NURS 56 Nursing Skills Lab (optional).....	(1)

**NURS 1      Fundamentals of Medical Surgical Nursing      9 units**

72 lecture hours, 270 lab hours  
*Prerequisite:* NURS 36, NURS 26. Formal admission to the Yuba College Nursing program.  
*Corequisite:* NURS 11  
*Transferable to CSU*

Fundamentals of Medical Surgical Nursing introduces the foundational concepts, knowledge and skills essential to the practice of professional nursing. This course provides an introduction for the first semester 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 processing, the student will begin to recognize alterations in physiological functioning and formulate age and acuity appropriate nursing interventions. Selected psychomotor skills associated with meeting the basic needs, medication administration, physical assessment, and sterile techniques will be studied and practiced. NURS 1 is a web-enhanced course using the college Blackboard learning system. (L)

**NURS 1B      Medical-Surgical Nursing I      4.5 units**

36 lecture hours, 135 lab hours  
*Prerequisite:* NURS 1A  
*Transferable to CSU*

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. Computer literacy skills are recommended. (L,M)

**NURS 2      Medical-Surgical Nursing II      7 units**

72 lecture hours, 162 lab hours  
*Prerequisite:* NURS 1B, NURS 11  
*Corequisite:* NURS 12  
*Transferable to CSU*

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. Computer literacy skills are recommended. (L,M)

**NURS 3      Medical Surgical Nursing III      5 units**

36 lecture hours, 162 lab hours  
*Prerequisite:* NURS 2, NURS 12  
*Corequisite:* NURS 13R  
*Transferable to CSU*

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. Computer literacy skills are recommended. (L,M)

**NURS 4A      Medical Surgical Nursing IV      3.5 units**

36 lecture hours, 81 lab hours  
*Prerequisite:* NURS 3, NURS 13  
*Corequisite:* NURS 14  
*Transferable to CSU*

This course is designed to provide lecture and clinical 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. (L,M,C)

**NURS 4B      Leadership in Nursing      3 units**

18 lecture hours, 108 lab hours  
*Prerequisite:* NURS 4A  
*Transferable to CSU*

Focuses on advanced concepts and principles of nursing practice as well as in-depth theory related to selected biophysical and psychosocial needs in a preceptor learning environment. Emphasis is on the management and leadership role of the nurse. Application of management and leadership concepts and skills is provided by selected patient care experiences for students who are assigned to work individually with an RN preceptor in a clinical agency. (L,M,C)

**NURS 16      Dosage Calculations for Nurses      1 unit**

18 lecture hours  
*Prerequisite:* ENGL 1A and MATH 50  
*Transferable to 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. (L,M)

**NURS 18      Comprehensive Review for the NCLEX Examination      1 unit**

18 lecture hours  
*Prerequisite:* NURS 34 or equivalent  
*Transferable to 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. Grades are P/NP. (L)

**NURS 20      Introduction to Nursing      1 unit**

18 lecture hours  
*Transferable to CSU*

Provides an overview of current nursing roles, responsibilities, and scope of practice as defined by the Board of Registered Nursing in a variety of settings for nursing practice with an emphasis on the rigors of being a nursing student and a newly graduated nurse are presented along with study strategies, sources for financial aid, and college and department learning resources to enhance student success. Open to nursing and non-nursing majors. Grades are P/NP. (L,M)

**NURS 21      Pediatric Nursing      3.5 units**

27 lecture hours, 108 lab hours  
*Prerequisite:* NURS 2, NURS 12  
*Corequisite:* NURS 13  
*Transferable to CSU*

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. Computer literacy skills are recommended. (L,M)

**NURS 22      Obstetrical Nursing      3.5 units**

27 lecture hours, 108 lab hours  
*Prerequisite:* NURS 1B, NURS 11  
*Transferable to CSU*

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. Computer literacy skills are recommended. (L,M)

**NURS 26      Pharmacology      3 units**

54 lecture hours  
*Prerequisite:* None; Anatomy and Physiology highly recommended.  
*Transferable to CSU*

Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics and related therapeutic implications for major drug categories. This course may be taken by nursing and non-nursing students. (L,M)

**NURS 33      Psychiatric/Mental Health Nursing      4 units**

36 lecture hours, 108 lab hours  
*Prerequisite:* NURS 30 and NURS 26  
*Transferable to CSU*

Eclectic approach to psychiatric and mental health nursing including psychodynamics of human behavior, group dynamic, therapeutic communication and psychopharmacology, with an 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. (L,M)

**NURS 34      Medical Surgical Nursing II      9 units**

72 lecture hours, 270 lab hours  
*Prerequisite:* NURS 32  
*Transferable to CSU*

Provides indepth exploration of nursing process as it focuses on clients who are acutely ill. It considers health care needs in the biophysical and psychosocial domains, across the life span. Acute and chronic disorders are studied as well health care needs of those attempting to achieve and maintain wellness. Application of concepts and skills is provided by selected patient care experiences. (L,M)

**NURS 35      Medical Surgical Nursing III      5 units**

36 lecture hours, 162 lab hours  
*Prerequisite:* NURS 34  
*Transferable to CSU*

Focuses on advanced concepts and principles of nursing practice as well as in-depth theory related to selected biophysical and psychosocial needs. Emphasis is on care of acutely and critically ill clients as well as the management and leadership role of the nurse. Application of concepts and skills is provided by selected patient care experiences. Students are assigned to work individually with an RN preceptor in clinical agencies. (L,M)

**NURS 36      Pathophysiology: Understanding Disease      4 units**

72 lecture hours, 72 lab hours  
*Prerequisite:* BIOL 4 and BIOL 5  
*Transferable to CSU*

The study of disease pathology in the human body with a focus on the study of abnormal physiological function of body systems at the cellular level. Correlation to disease etiology and biological and physical manifestations produced by the abnormal physiology. Core course content for NURS 1 through NURS 4B, nursing courses. The content of this course is content required for licensure with the California Board of Registered Nursing. Course is required to be completed prior to formal admission to the Yuba College Nursing Program. Computer literacy skills are recommended. (L)

**NURS 51 Medical Terminology 3 units**  
54 lecture hours

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. Not open for credit to students with credit RADT 51. (L)

**NURS 55 Nursing Skills Lab 1 unit**  
54 lab hours

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.

**NURS 56 Nursing Skills Lab 1 unit**  
54 lab hours

Designed for nursing students in the advanced 2nd year level of instruction to practice and/or remediate in advanced nursing skills. Areas of practice include advanced procedures, technological equipment experience, help with advanced analysis of assessment findings, diagnostics, and multiple system acute pathologies, activities to promote critical thinking, simulation, and developing complex nursing care plans. Grades are P/NP. (L,M,C)

**NURS 224 Intravenous Therapy/ Blood Withdrawal 2 units**  
27 lecture hours, 27 lab hours

Prerequisite: Active, clear LVN License

Designed to prepare the LVN to initiate and monitor intravenous therapy and perform blood withdrawals and to update the registered nurse in new theories, products and techniques of intravenous therapy. Grades are P/NP.

**NURS 227 Basic ECG Interpretation 2 units**  
36 lecture hours

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)**

# Nutrition

**NUTR 10 Principles of Nutrition 3 units**  
54 lecture hours

Transferable to CSU/UC

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 HLTH 10/FCS 10. (L)

# 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.

**PHIL 1 Introduction to Philosophy 3 units**  
54 lecture hours

Transferable to CSU/UC

Introduces students to the nature and practice of philosophic inquiry by focusing on traditional philosophic issues from a multicultural perspective. Particular emphasis will be given to classic Western philosophers as well as classic Eastern sources. (L)

**PHIL 2 Ethics 3 units**  
54 lecture hours

Transferable to CSU/UC

An introduction to the study of ethics emphasizing the relevance of ethics to everyday decision making. Topics include: 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**  
54 lecture hours

Transferable to CSU/UC

A 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**  
54 lecture hours

Transferable to 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 to students with credit in POLSC 6. (L)

**PHIL 8 Business Ethics 3 units**  
54 lecture hours

Transferable to CSU

This is a 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 to students with credit in GNBUS 8. (L)

**PHIL 12 Critical Thinking 3 units**  
54 lecture hours

Transferable to CSU/UC

A basic introduction to critical thinking skills emphasizing their application to everyday decision-making topics include: definitions of critical thinking, language and meaning, claims and reasons, argument and inference, argument identification and reconstruction, inductive reasoning, deductive reasoning, underlying assumptions, evaluating assumptions, assumptions and evidence, worldviews 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**  
54 lecture hours

Transferable to CSU/UC

A survey of the beliefs and practices of Eastern and Western religious traditions. Emphasis will be 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

**Certain classes can be only attempted four times. These courses are listed in class families starting on page 170.**

**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
Total units required for degree major .....	20

**PE 1.21 Aerobic Exercise v.5-2 units**  
4.5 lecture hours, 13.5 lab hours (.5 unit)

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)

Transferable to 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.

**PE 1.22 Step Aerobics v.5-2 units**  
4.5 lecture hours, 13.5 lab hours (.5 unit)

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)

Transferable to 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.

**PE 1.24 Bowling v.5-2 units**  
4.5 lecture hours, 13.5 lab hours (.5 unit)

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)

Transferable to CSU/UC - UC Unit Limit

Coeducational bowling; the techniques and skills of bowling; emphasis on fundamentals, rules, and etiquette.

**PE 1.25 Badminton v.5-1.5 units**  
4.5 lecture hours, 13.5 lab hours (.5 unit)

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)

Transferable to CSU/UC - UC Unit Limit

Skills and fundamentals in individual and doubles play with an emphasis on rules and etiquette. Grades are P/NP.

**PE 1.26 Body Toning v.5-1.5 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
Transferable to CSU/UC - UC Unit Limit  
An aerobic exercise program designed to develop muscle tone throughout the body. Muscle endurance and flexibility is also developed.

**PE 1.27 Fitness Walking/Jogging v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Individualized walking/jogging program designed to improve cardiovascular endurance and muscular strength. Emphasis is on Lifetime fitness including the principles of nutrition, fitness and safety.

**PE 1.31 Golf-Beginning v1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Fundamental golf skills, etiquette, and history.

**PE 1.33 Advanced Golf v.1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Instruction and practice for advanced golf techniques.

**PE 1.34 Boot Camp Fitness v.1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Designed to provide the student with 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.

**PE 1.36 Yoga v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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.

**PE 1.37 Club Fitness v1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Club fitness uses treadmills, stationary bikes, rowing machines, step machines for developing fitness levels. Physical fitness assessment and analysis is performed. Development of individualized fitness and wellness programs.

**PE 1.42 Beginning Dance Techniques v1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC  
Introduction to individual techniques of various dance style: foxtrot, swing, rumba, cha-cha, polka, country line.

**PE 1.55 Sports Conditioning v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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.

**PE 1.57 Weight Training v1-2 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Individualized weight training program designed to improve muscular strength and endurance. Emphasis is on lifetime fitness including principles of nutrition, fitness and safety.

**PE 1.59 Aerobic Weight Training v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU  
Aerobic weight training involves lifting light weights at higher speeds. Circuit training using several machines, or stations, and lighter weights will be the typical workouts. Weight training methods and circuit training will be combined to improve aerobic fitness and muscular endurance.

**PE 1.71 Basketball v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Techniques and skills of basketball used in preparing for intercollegiate competition.

**PE 1.75 Soccer v1-1.5 units**

9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
Transferable to CSU/UC - UC Unit Limit  
Techniques, skills, rules, conditioning, and drills for soccer.

**PE 1.76 Advanced Soccer v.5-1.5 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
Transferable to CSU/UC - UC Unit Limit  
Advanced techniques of soccer including skills and conditioning used to prepare for competitive play.

**PE 1.77 Beginning-Volleyball v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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.

**PE 1.78 Grass Doubles Volleyball v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Fundamental skills and techniques for grass doubles volleyball, including: rules of play, officiating, and offensive and defensive strategies.

**PE 1.79 Volleyball-Intermediate v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Fundamental skills and techniques for intermediate volleyball including: rules of play, officiating, and offensive and defensive strategies.

**PE 2.01R Baseball Skills v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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 v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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 v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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 v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Preparatory skills necessary for intercollegiate competition in football. Development in offensive and defensive systems, including passing, kicking, blocking, and conditioning. (Repeatable: May be taken four times only.)

**PE 2.08R Soccer Skills v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Preparatory skills necessary for intercollegiate competition in soccer. 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 v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to CSU/UC - UC Unit Limit  
Techniques of softball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.11R Track and Field Skills (Men/Women) 1 unit**

9 lecture hours, 27 lab hours  
Transferable to CSU/UC - UC Unit Limit  
Techniques and skills of Track and Field used in preparing for participation in intercollegiate competition. (Repeatable: May be taken three times only.)

**PE 2.13R Volleyball Skills v.5-2 units**

4.5 lecture hours, 13.5 lab hours (.5 unit)  
9 lecture hours, 27 lab hours (1 unit)  
13.5 lecture hours, 40.5 lab hours (1.5 units)  
18 lecture hours, 54 lab hours (2 units)  
Transferable to 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 3 Adaptive Physical Education General v.5-2 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 18 lecture hours, 54 lab hours (2 units)  
 Transferable to 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.

**PE 4 Low Impact Fitness v.5-2 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 18 lecture hours, 54 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Individualized exercise prescription for persons with disabilities in various stages of wellness who are seeking opportunities to improve their fitness levels. Programs include exercises to improve posture, aerobics, flexibility, strength and balance.

**PE 6 Adapted Total Fitness v.5-2 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 18 lecture hours, 54 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 This is a 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.

**PE 7 Adapted Weight Training and Fitness v.5-2 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 18 lecture hours, 54 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 This course is designed as an 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.

**PE 9 Adapted Weight Training and Recreational Activities v.5-1.5 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 Transferable to CSU  
 Adapted strength training techniques and methods to improve over-all muscular endurance and fitness. Additionally specific modified activities, games and sports will be experienced by the student to enhance their participation in life-long activities designed to improve self-esteem, social interaction and fitness. Activities include but not limited to: bocci ball, volleyball, frisbee games, pickle ball, horseshoes and basketball.

**PE 10 Adapted Yoga and Cardio Fitness v.5-1.5 units**  
 4.5 lecture hours, 13.5 lab hours (.5 unit)  
 9 lecture hours, 27 lab hours (1 unit)  
 13.5 lecture hours, 40.5 lab hours (1.5 units)  
 Transferable to CSU  
 Adapted Yoga and Cardio Fitness methods and techniques modified to individual specific needs and disabilities. Skills and techniques utilized to improve relaxation, flexibility, core stabilization and cardiovascular fitness.

**PE 11R Intercollegiate Basketball - Men v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Preparation for and competition in Intercollegiate Men's basketball. Collegiate techniques and strategies will be implemented. (Repeatable: May be taken four times only.)

**PE 12R Intercollegiate Track and Field - Men v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Intercollegiate track and field competition for men. (Repeatable: May be taken four times only.)

**PE 15R Intercollegiate Football v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to 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 and conditioning. (Repeatable: May be taken four times only.)

**PE 16R Intercollegiate Soccer - Men 2 units**  
 45 lecture hours, 130 lab hours  
 Transferable to CSU/UC - UC Unit Limit  
 Intercollegiate soccer competition including: shooting, heading, controlling, dribbling, passing, tackling, scoring, goal keeping. Practice and competition required. (Repeatable: May be taken four times only.)

**PE 17R Intercollegiate Baseball v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Preparation for intercollegiate baseball competition. Collegiate baseball techniques and strategies. Required practice and competition required. (Repeatable: May be taken four times only.)

**PE 20 Introduction to Kinesiology 3 units**  
 54 lecture hours  
 Transferable to CSU/UC  
 This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (L)

**PE 21 Analysis of Softball 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of fast pitch softball, including fundamentals, offensive tactics, defensive tactics, defensive situations, and pitching.

**PE 21A Analysis of Softball: Offense 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of various phases of softball, including philosophy, mental approach, hitting, and base running.

**PE 21B Analysis of Softball: Defense 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Analysis and study of the various phases of softball defense, including philosophy, fielding and pitching.

**PE 22 Analysis of Basketball 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit 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.

**PE 24 Analysis of Football v.5-2 units**  
 9 lecture hours (.5 unit)  
 18 lecture hours (1 unit)  
 27 lecture hours (1.5 units)  
 36 lecture hours (2 units)  
 Transferable to 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.

**PE 26 Care and Prevention of Athletic Injuries 3 units**  
 45 lecture hours, 27 lab hours  
 Transferable to CSU/UC  
 An introduction to the theory and practice in the care and prevention of athletic injuries. (L)

**PE 28 Analysis of Soccer 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of various phases of soccer, including fundamentals, offensive and defensive strategy, and different soccer styles.

**PE 29 Analysis of Baseball 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of various phases of baseball, including fundamental skills, offensive tactics, defensive tactics, defensive solutions, and pitching. (L)

**PE 29A Analysis of Baseball: Offense 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of various phases of baseball offense, including fundamental skills of hitting and base running. (L)

**PE 29B Analysis of Baseball: Defense 2 units**  
 36 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Study and analysis of various phases of baseball defense, including fundamental skills of fielding, pitching and positioning. (L)

**PE 31R Intercollegiate Volleyball- Women 2 units**  
 45 lecture hours, 130 lab hours  
 Transferable to 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 v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Preparation for Intercollegiate women's basketball. Collegiate techniques and strategies for competition will be performed. (Repeatable: May be taken four times only.)

**PE 33R Intercollegiate Softball- Women 2 units**  
 45 lecture hours, 130 lab hours  
 Transferable to CSU/UC - UC Unit Limit  
 Intercollegiate softball competition, individual skills, position play, team play, game strategy. Practice and competition required. (Repeatable: May be taken four times only.)

**PE 35R Intercollegiate Cross Country v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU  
 Preparation for intercollegiate Cross Country competition. Collegiate level course strategies and techniques performed. Practice and competition is required.

**PE 36R Intercollegiate Track and Field - Women v1-2 units**  
 22.5 lecture hours, 65 lab hours (1 unit)  
 45 lecture hours, 130 lab hours (2 units)  
 Transferable to CSU/UC - UC Unit Limit  
 Intercollegiate Track and Field for women. Collegiate techniques and skills will be performed in each event. (Repeatable: May be taken four times only.)

**PE 37R Intercollegiate Soccer-Women 2 units**  
 45 lecture hours, 130 lab hours  
 Transferable to CSU/UC - UC Unit Limit  
 Intercollegiate soccer competition including: shooting, heading, controlling, dribbling, passing, tackling, scoring and goal keeping. Practice and competition required. (Repeatable: May be taken four times only.)

**AEROBICS: Family of Classes**  
 (No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)  
 PE 1.21—Aerobic Exercise  
 PE 1.22R—Step Aerobics  
 PE 1.27—Fitness Walking/Jogging

**BASKETBALL: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.71—Basketball

**BODY TONING: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.26—Body Toning  
 PE 1.34—Boot Camp Fitness

**BOWLING: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.24—Bowling

**CONDITIONING: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.26—Body Toning  
 PE 1.37—Boot Camp Fitness  
 PE 1.55—Sports Conditioning

**DANCE: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.42—Beginning Dance Techniques

**GOLF: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.31—Golf-Beginning  
 PE 1.33—Advanced-Golf

**RACQUET SPORT: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.25—Badminton

**SOCCER: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.75—Soccer  
 PE 1.76—Advanced Soccer

**SPORTS ANALYSIS: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 21—Analysis of Softball  
 PE 22—Analysis of Basketball  
 PE 24—Analysis of Football  
 PE 28—Analysis of Soccer  
 PE 29—Analysis of Baseball

**VOLLEYBALL: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.77—Beginning Volleyball  
 PE 1.78—Grass Doubles Volleyball  
 PE 1.79—Intermediate Volleyball

**WEIGHT TRAINING: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.57—Weight Training  
 PE 1.59—

**YOGA: Family of Classes**  
 (No more than four classes can be attempted from courses listed below. See page 66 for details.)  
 PE 1.36—Yoga

# Physical Science

**PHYS 10A Earth Science 3 units**  
 54 lecture hours  
 Transferable to CSU/UC - UC Unit Limit  
 Survey course with topics chosen principally from oceanography geology, physical geography, meteorology and astronomy. Topics are presented within a theme of understanding the earth. (L)

**PHYS 10AL Earth Science Laboratory 1 unit**  
 54 lab hours  
 Prerequisite: PHYS 10A which may be taken concurrently.  
 Transferable to CSU/UC  
 Laboratory activities in Earth Science to reinforce and complement the materials presented in PHYS 10A. (L)

**PHYS 10B Physical Science - Physics and Chemistry 3 units**  
 54 lecture hours  
 Transferable to 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**  
 54 lab hours  
 Prerequisite: PHYS 10B, may be taken concurrently.  
 Transferable to CSU/UC  
 Laboratory experiments in physics and chemistry to reinforce and complement the materials presented in PHYS 10B which may be taken concurrently. (L)

# Physics

**PHYS 2A General Physics 3 units**  
 54 lecture hours  
 Prerequisite: MATH 21  
 Transferable to 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. CHEM 2A is recommended. (L,M)

**PHYS 2B General Physics 3 units**  
 54 lecture hours  
 Prerequisite: PHYS 2A  
 Transferable to 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. (L,M)

**PHYS 3A General Physics Laboratory 1 unit**  
 54 lab hours  
 Prerequisite: PHYS 2A, may be taken concurrently.  
 Transferable to CSU/UC - UC Unit Limit  
 Performance of lab experiments to verify the important concepts of PHYS 2A. Not open for credit to students with credit in PHYS 4 series or equivalent. (L,M)

**PHYS 3B General Physics Laboratory 1 unit**  
 54 lab hours  
 Prerequisite: PHYS 2B and PHYS 3A  
 Corequisite: PHYS 2B  
 Transferable to CSU/UC - UC Unit Limit  
 Performance of lab experiments to verify the important concepts of PHYS 2B. Not open for credit to students with credit in the PHYS 4 series. (L,M)

**PHYS 4A Mechanics 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: MATH 1A with a grade of "C" or better, MATH 1B (MATH 1B may be taken concurrently).  
 Transferable to CSU/UC - UC Unit 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. (L,M)

**PHYS 4B Electromagnetism 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: PHYS 4A with a grade of "C" or better.  
 Transferable to CSU/UC - UC Unit Limit  
 Study of electromagnetism with accompanying laboratory. (L,M)

**PHYS 4C Thermodynamics, Light, and Modern Physics 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: PHYS 4B with a grade of "C" or better.  
 Transferable to CSU/UC - UC Unit Limit  
 Study of thermodynamics, optics, and modern physics with accompanying laboratory. (L,M)

**PLANT SCIENCE (see Agriculture)**

# Political Science

**POLSC 1 Introduction to American Government 3 units**

54 lecture hours  
Transferable to CSU/UC

Survey of American government and politics, covering three parts: the foundations, politics, and institutions. First, it will explore the foundations of American democracy, such as: political culture, the Constitution, civil liberties, and civil rights. Second, it will analyze American politics in the aspects of the media, political parties, elections, and interest groups. Finally, political institutions will be examined, such as the Congress, the presidency, the courts, and the federal bureaucracy. State and local governments are included. Satisfies Government(s) Constitution(s) portion of California State University Title 5, Section 40404. (L)

**POLSC 6 Political Philosophy 3 units**

54 lecture hours  
Transferable to 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 students with credit in PHIL 6. (L)

**POLSC 7 International Relations 3 units**

54 lecture hours  
Transferable to 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, globalization, international political 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 Technology

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.

### PSYCHIATRIC TECHNOLOGY (Associate in Science)

	Units
Fall (First Semester)	
FCS 10 Principles of Nutrition .....	3
PSYCT 50 Anatomy and Physiology .....	3
PSYCT 51 Human Development.....	3
PSYCT 52 Nursing Science A .....	2
Second Semester (Spring Semester)	
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 Disabilities Clinical A.....	2
Summer	
PSYCT 56 Nursing Science C.....	3
PSYCT 72 Nursing Science Clinical B .....	3
Third Semester (Fall Semester)	
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
Fourth Semester (Spring Semester)	
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
Total units required for degree major .....	53

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.

**PSYCT 50 Anatomy and Physiology 3 units**

54 lecture hours  
Introductory course providing a comprehensive overview of the normal structure and function of the human organism. Includes but not limited to: cell and tissue structure and function, organ and system differentiation and related terminology. Designed for the psychiatric technician student or equivalent. (L)

**PSYCT 51 Human Development 3 units**

54 lecture hours  
Overview of normal human growth and development from biologic conception to death. Includes but not limited to the following: 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**

36 lecture hours  
Overview and 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**

54 lecture hours  
Introductory 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 the clinical component PSYCT 71. (L)

**PSYCT 54 Nursing Science B 2 units**

36 lecture hours  
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. Affiliated with PSYCT 70. (L)

**PSYCT 55 Pharmacology A 2 units**

36 lecture hours  
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. (L,M)

**PSYCT 56 Nursing Science C 3 units**

54 lecture hours  
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, Nursing Science Clinical B. (L,M)

**PSYCT 57 Psychiatric Disorders A 2 units**

36 lecture hours  
Overview of the major psychiatric disorders as defined within the current DSM-IVR, axis I. Emphasis shall be upon the following: psychiatric related terminology, the major psychiatric disorders, presenting symptoms, nursing interventions, treatment interventions and typical prognosis. This course shall correlate with the clinical component course PSYCT 73. (L)

**PSYCT 58 Group Process 2 units**

36 lecture hours  
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**

36 lecture hours  
Overview of the concept of "crisis" relating to an individual's personal reaction to physical or psychological stressors. Including but is not limited to the following: 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**

36 lecture hours  
Overview of the somatic therapies with emphasis upon the psychotropic medications as they relate to the psychiatric client. Includes but is not limited to the following major drug classes: antipsychotic, antidepressant, antianxiety, antimanic and anticholinergic. (L,M)

**PSYCT 61 Substance Abuse 2 units**

36 lecture hours  
Provides for the historical overview of those drugs most commonly misused, or abused within the 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**

36 lecture hours  
Provides for the general orientation to the ten personality disorders as described in Axis II of the DSM-IVR. Emphasis shall be upon the defining criteria, interpersonal impact, social consequences and intervention techniques. This course is affiliated with the clinical course PSYCT 74. (L)



**PSYCT 63 Developmental Disabilities B 3 units**

54 lecture hours

Provides an overview of the application of the 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. This course is affiliated with the clinical course PSYCT 75. (L)

**PSYCT 70 Nursing Science Clinical A 3 units**

162 lab hours

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 but not limited to: basic nursing care, ambulation assistance, personal hygiene, feeding assistance, preparation, administration and documentation of prescribed medications and or treatments. This clinical course is directly related to the content of PSYCT 54. Grades are P/NP. (L,M)

**PSYCT 71 Developmental Disabilities Clinical A 2 units**

108 lab hours

Clinical application of skill and knowledge associated with the developmentally disabled child and/or adolescent being served in the special education classroom of the school known as Butte Vista School. The student shall be assigned to a specific classroom under the direct supervision and direction of the classroom instructor. Emphasis on the provision of direct care and supervision of the students of the classroom while under the direction of the classroom instructor. Clinical experience correlates with the course material presented in theoretical course known as PSYCT 53. Admission to the Psychiatric Technician Program is required. Grades are P/NP. (L)

**PSYCT 72 Nursing Science Clinical B 3 units**

162 lab hours

Clinical application of nursing skills relating to the medical 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. (L,M)

**PSYCT 73 Psychiatric Disorders Clinical A 4 units**

216 lab hours

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. (L,M)

**PSYCT 74 Psychiatric Disorders Clinical B 2 units**

108 lab hours

Provides for an orientation and direct participation with the specific agency known as Willow Glen Care Center. Activities shall include but not limited to the following: 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**

162 lab hours

Provides for an orientation and direct participation with the specific agency known as Community Resource Services. Students shall be assigned to two of four CRS sites based on (2) four week clinical rotations. Activities shall include but not limited to the following: 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

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. 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.....	3
PSYCH 31 Gender and Behavior: Feminine and Masculine .....	3
Plus 12 units from the following:	
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
Total units required for degree major .....	18

**PSYCH 1A General Psychology 3 units**  
54 lecture hours  
Transferable to 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 7 Research Methods in Psychology 3 units**

54 lecture hours

Prerequisite: PSYCH 1A and STAT 1

Transferable to CSU

This course covers the many research designs and methods in psychology, including descriptive, associative, and causal claims. The various instrumentation, collection procedures, data collection and analysis, and reporting procedures are also examined. Research methods and design will be surveyed from a wide section of psychological fields. (L,C)

**PSYCH 12 Human Sexuality and Sexual Behavior 3 units**

54 lecture hours

Transferable to 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**

54 lecture hours

Transferable to 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**

54 lecture hours

Transferable to CSU/UC

Systematic analysis of psychological principles related to gender including biological, social, and cultural perspectives. Not open for credit to students with credit in WOMEN 31. (L)

**PSYCH 33 Personal and Social Adjustment 3 units**

54 lecture hours

Transferable to CSU/UC

Principles of personality development with emphasis on self-theories and social interaction theories. (L)

**PSYCH 34 Alternative Lifestyles 1 unit**

18 lecture hours

Transferable to 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. Grades are P/NP. (L)

**PSYCH 41 Lifespan Development 3 units**

54 lecture hours

Transferable to 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**

54 lecture hours

Transferable to CSU/UC

This course introduces the scientific study of psychopathology and aberrant behaviors, broadly defined. Students will investigate abnormal behavior from a variety of perspectives such as biological, social, and cultural approaches. An integrative view of research in abnormal behavior and intervention and prevention strategies for psychological disorders will also be introduced. (L)

**PSYCH 95J Stress Management .5 unit**  
 9 lecture hours  
 Cause-and-effect factors of stress, and the skills and strategies individuals or 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 MGMT 95J. Grades are P/NP. (L)

# Punjabi

**PUNJ 1 Beginning Punjabi 3 units**  
 54 lecture hours  
*Transferable to 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**  
 54 lecture hours  
*Transferable to 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 currently limited, applications are not being accepted at this time until further notice. Students are encouraged to review the website at: <http://radtech.yccd.edu> and make an appointment with a Yuba College counselor for advice on eligibility.

### MINIMUM CRITERIA FOR ADMISSION.

1. High School graduation or equivalent.
2. Completion with a "C" or better grade: Biology 4, Biology 5, Chemistry 1A or 2A, Mathematics 52 or higher, English 1A, Humanities (course that fulfills area "C" of the General Education requirements), Psychology 1A, and RADT 51A-15B Medical Terminology.

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.

Sequence of courses to be completed leading to the Associate in Science Degree in Radiologic Technology:

Fall Semester	
RADT 1 Introduction to Radiologic Technology .....	4
RADT 2 Radiation Physics .....	3
RADT 3A Radiographic Procedures .....	2.5
RADT 6A Radiologic Technology Internship .....	3
Spring Semester	
RADT 3B Radiographic Procedures .....	2.5
RADT 4 Principles of Rad. Biology & Protection .....	3
RADT 5 Principles of Radiographic Exposure and Equipment .....	4
RADT 6B Radiologic Technology Internship .....	6.5
Summer Session	
RADT 6C Radiologic Technology Internship .....	8
Fall Semester	
RADT 3C Radiographic Procedures .....	2
RADT 6D Radiologic Technology Internship .....	1-7.5
RADT 7 Advanced Radiologic Studies .....	1
Spring Semester	
RADT 6E Radiologic Technology Internship .....	7.5
RADT 12 Radiologic Technology Board Review .....	1
Summer:	
RADT 6FO Radiologic Technology Internship .....	1-8

\*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 Fundamentals of Radiologic Science and Health Care 4 units**  
 72 lecture hours  
*Transferable to 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 laws. (L)

**RADT 2 Radiation Physics and Equipment 4 units**  
 72 lecture hours  
*Prerequisite:* Admission to RADT program.  
*Transferable to CSU*  
 Introduction to basic physics; fundamentals of x-ray equipment; x-ray production and x-ray beam characteristics. (L,M)

**RADT 3A Radiographic Procedures 2.5 units**  
 36 lecture hours, 27 lab hours  
*Transferable to CSU*  
 Knowledge and skills necessary to perform standard radiographic procedures that are of optimal diagnostic quality. Skills necessary for image critique. Areas studied: thorax, abdomen, pelvis and extremities. (L,M)

**RADT 3B Radiographic Procedures 2.5 units**  
 36 lecture hours, 27 lab hours  
*Transferable to CSU*  
 Knowledge and skills necessary to perform standard radiographic procedures that are of optimal diagnostic quality. Skills necessary for image critique. Areas studied: spine, skull, facial bones, digestive and urinary systems. (L,M)

**RADT 3C Radiographic Procedures 2 units**  
 36 lecture hours  
*Transferable to CSU*  
 Knowledge and skills necessary to perform advanced radiographic procedures; advanced Image critique; advanced imaging modalities. (L,M)

**RADT 3D Radiographic Procedures 1 unit**  
 13.5 lecture hours, 13.5 lab hours  
*Transferable to CSU*  
 Knowledge and skills necessary to perform standard radiographic procedures: consideration is given to the production of radiographs of optimal diagnostic quality. (L,M)

**RADT 4 Principles of Rad, Physics Biology & Protection 2 units**  
 36 lecture hours  
*Transferable to CSU*  
 Principles of the interaction of ionizing radiation with the living system; effects on biological molecules and organism and factors affecting biological response; radiation protection responsibilities of the radiographer for patients, personnel, and the public. (L,M)

**RADT 5 Principles of Radiation Exposure and Equipment 4 units**  
 72 lecture hours  
*Transferable to CSU*  
 Knowledge of factors that govern and influence the production of the radiographic image of equipment routinely used to produce the image; to evaluate radiographic systems to assure consistency. (L,M)

**RADT 6A Radiologic Technology Internship 3 units**  
 162 lab hours  
*Transferable to CSU*  
 Beginning radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Basic development of skills in correlation with current radiologic practices. Rotation in various facilities. Grades are P/NP. (L,M).

**RADT 6B Radiologic Technology Internship 5.5 units**  
 297 lab hours  
*Transferable to 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. Grades are P/NP. (L)

**RADT 6C Radiologic Technology Internship 4.5 units**  
 243 lab hours  
*Transferable to CSU*  
 Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Increased development of skills in correlation with current radiologic practices. Rotation in various facilities. Grades are P/NP. (L,M)

**RADT 6D Radiologic Technology Internship 10 units**  
 540 lab hours  
*Transferable to CSU*  
 Continued radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Development of advanced skills in correlation with current radiologic practices. Rotation in various facilities. Grades are P/NP. (L)

**RADT 6E Radiologic Technology Internship 10 units**  
 540 lab hours  
*Transferable to CSU*  
 Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologist. Increased development of skills in correlation with current radiologic practices. Rotation in various medical facilities. Grades are P/NP.

**RADT 6F Radiologic Technology Internship – Elective v.5-4.5 units**  
 27-243 lab hours  
*Transferable to CSU*  
 Radiologic experience in clinical facilities under the supervision of the college instructor, staff technologists, and radiologists. For those students deficient in clinical hours or competencies. Grades are P/NP. (L)

<b>RADT 6GO</b>	<b>Radiologic Technology Internship – Elective</b>	<b>v.5-1.5 units</b>
27 lab hours (.5 unit) 54 lab hours (1 unit) 81 lab hours (1.5 units) Prerequisite: RADT 6A Transferable to 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. (Repeatable: may be taken four times only.) Grades are P/NP. (L)		
<b>RADT 7</b>	<b>Advanced Radiographic Studies</b>	<b>1 unit</b>
18 lecture hours Transferable to CSU Ethics and Law in the Radiologic Sciences; Pharmacology and Venipuncture; Advanced understanding of professionalism as related to a radiologic technologist. (L)		
<b>RADT 8</b>	<b>Radiographic Pathology and Film Critique</b>	<b>3 units</b>
54 lecture hours Prerequisite: RADT 1 Transferable to CSU Introduction into the concepts of disease. Pathology and disease, as it relates to various radiographic procedures. Advanced evaluation and critique of radiographs. (3+0) (L)		
<b>RADT 9</b>	<b>Advanced Modalities</b>	<b>3 units</b>
54 lecture hours Transferable to CSU The advanced radiologic studies of Computed Tomography, Magnetic Resonance Imaging, Angiography, Interventional Procedures, and related procedures; sectional anatomy. (L,M)		
<b>RADT 12</b>	<b>Radiologic Technology Board Review</b>	<b>1.5 units</b>
27 lecture hours Transferable to 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. Grades are P/NP. (L,M)		
<b>RADT 14</b>	<b>Radiographic Informatics</b>	<b>3 units</b>
54 lecture hours Corequisite: RADT 6D Transferable to 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. (L,M)		

<b>RADT 16</b>	<b>Radiologic Fluoroscopy</b>	<b>3 units</b>
54 lecture hours Prerequisite: RADT 2 or Special Permission Transferable to CSU 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. (L,M)		
<b>RADT 51</b>	<b>Medical Terminology</b>	<b>3 units</b>
54 lecture hours 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. Not open to students with credit in NURS 51. (L)		

# Reading

<b>READ 10</b>	<b>Critical Reading</b>	<b>3 units</b>
54 lecture hours Prerequisite: READ 70 or Placement Examination score above Reading 70. Transferable to CSU Enable students to develop ability to read, think, respond, and write critically. Emphasis on understanding and analyzing written material.		
<b>READ 15A</b>	<b>Efficient Reading for Biology 15</b>	<b>2 units</b>
36 lecture hours Transferable to 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.		
<b>READ 70</b>	<b>Analytical Reading</b>	<b>3 units</b>
54 lecture hours Prerequisite: Satisfactory score on placement exam and appropriate skills and knowledge or a passing grade or credit in READ 105 or 105L. Specific comprehension and reasoning skills for reading textbooks and other college material. Concurrent enrollment in ENGL 51 or 51L is recommended. (L)		
<b>READ 71</b>	<b>Study Reading and Test Preparation in Science</b>	<b>3 units</b>
54 lecture hours Prerequisite: READ 105 or equivalent Study reading and test preparation strategies applicable to science courses will be reviewed and practiced. Recommended for science and nursing majors.		

<b>READ 105</b>	<b>Pre-Collegiate Reading Skills</b>	<b>3 units</b>
54 lecture hours Prerequisite: Satisfactory score on Placement Examination and appropriate skills and knowledge or passing grade or credit in READ 110B. Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105 recommended. Not open to students with credit in READ 105L.		
<b>READ 105L</b>	<b>Pre-Collegiate Reading Skills</b>	<b>4 units</b>
54 lecture hours, 36 lab hours Prerequisite: Satisfactory score on Placement Examination and appropriate skills and knowledge or a passing grade or credit in READ 110B. Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105 is recommended.		
<b>READ 110A</b>	<b>Reading Assistance</b>	<b>4 units</b>
54 lecture hours, 36 lab hours Small group and whole class work to strengthen basic reading skills, based on metacognitive strategies. Emphasis on vocabulary development.		
<b>READ 110B</b>	<b>Reading Assistance</b>	<b>4 units</b>
54 lecture hours, 36 lab hours Prerequisite: Satisfactory score on Placement Examination or a passing grade in READ 110A. Small group and whole class work to strengthen basic reading skills, based on metacognitive strategies. Emphasis on vocabulary development as well as retention strategies.		
<b>READ 113R</b>	<b>ACCEL Academic Reading and Writing</b>	<b>6 units</b>
108 lecture hours Prerequisite: Satisfactory score on placement exam. This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. Not open for credit to students with credit in ENGL 113R.		
<b>READ 114R</b>	<b>ACCEL Academic Reading and Writing ESL</b>	<b>6 units</b>
108 lecture hours Prerequisite: ESL 267 and ESL 268 or Satisfactory score on the placement exam. This course focuses on the development of basic reading and writing skills necessary for critical reading and the development of paragraphs and short essays. (Repeatable: May be taken two times only.)		

<b>READ 115A</b>	<b>Academic Reading and Writing 1</b>	<b>4 units</b>
72 lecture hours Prerequisite: Satisfactory score on the placement exam. 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. Not open for credit to students with credit in ENGL 115A.		
<b>READ 115B</b>	<b>Academic Reading &amp; Writing 2</b>	<b>4 units</b>
72 lecture hours Prerequisite: Any of the following courses meet the prerequisite: ENGL 110AR, 110ALR, 115A, or ESL 110AR, 110ALR, 111AR, 116AR, or READ 110A, 115A. 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. Not open for credit to students with credit in English 115B.		
<b>READ 116AR</b>	<b>Academic Reading and Writing for ESL 1</b>	<b>4 units</b>
72 lecture hours Prerequisite: ESL 267 and ESL 268 or Satisfactory score on the placement exam. 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. (Repeatable: May be taken two times only.)		
<b>READ 116BR</b>	<b>Academic Reading and Writing for ESL 2</b>	<b>4 units</b>
72 lecture hours Prerequisite: ENGL 110A, 110AL, 115A, or ESL 110A, 110AL, 111A, 116A, or READ 110A, 115A. 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. Not open for credit to students with credit in ESL116B.		
<b>READ 123</b>	<b>Reading and Comprehension</b>	<b>1 unit</b>
9 lecture hours, 27 lab hours Individual program of study for improvement in reading, comprehension, and efficiency. Grades are P/NP.		
<b>READ 125</b>	<b>Enrichment Reading</b>	<b>1 unit</b>
18 lecture hours Reading a variety of narrative materials to gain fluency and comprehension of literature. Focus on various elements of narrative development and vocabulary in context.		

REAL ESTATE (see Business)

# Sign Language

**SIGN 1 Sign Language Studies 4 units**  
72 lecture hours  
*Transferable to CSU/UC - UC Unit Limit*

Introduction to the visual-gestural process of sign language. This course 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 4 units**  
72 lecture hours  
*Prerequisite:* SIGN 1  
*Transferable to CSU/UC*

Non-verbal communication skills utilizing syntactical and finger spelling of multi-syllable words. (L)

**SIGN 3 Sign Language Studies 4 units**  
72 lecture hours  
*Prerequisite:* SIGN 2  
*Transferable to CSU/UC*

Continuation of ASL verbal comprehension skills. Study of advanced grammatical structures. Emphasis on expressive skills of deaf culture. (L)

**SIGN 61 Basic Vocabulary and Finger Spelling 2 units**  
36 lecture hours  
The art of communicating with persons who are deaf by means of finger spelling and basic signing. May be taken concurrently with SIGN 1 or as an introductory course to American Sign Language. (L)

# Social Science

**SOCIAL SCIENCE (Associate in Arts) Required Courses**

	Units
ANTHR 1 Physical Anthropology OR	3
2 Cultural Anthropology.....	3
ECON 1A Elementary Economics-Macro.....	3
GEOG 1 Physical Geography OR	3
GEOG 2 Cultural Geography.....	3
POLSC 1 Introduction to Political Science.....	3
PSYCH 1A General Psychology OR	3
SOCIL 1 Introduction to Sociology.....	3
Any History Class.....	3
Total units required for degree major.....	18

# Sociology

**SOCIOLOGY (Associate in Arts for Transfer) Required Courses**

	Units
SOCIL 1 Introduction to Sociology .....	3
SOCIL 2 Social Problems.....	3
List A: Select one of the following (3-4 units):	
STAT 1 Introduction to Statistics.....	4
SOCIL 8 Social Science Research Methods .....	3
List B: Select two additional courses from the following (6 units):	
SOCIL 10 Sociology of Marriage & Family .....	3
SOCIL 6 Sociology of Sex and Gender .....	3
SOCIL 5 Sociology of Race & Ethnicity.....	3
PSYCH 22 Social Psychology.....	3
List C: Select one additional course from the following (3 units):	
Any course not selected from List B.....	3
SOCIL 3 Critical Thinking in Social Science.....	3
PSYCH 1A General Psychology .....	3
PSYCH 1B General Psychology: Individual and Social Processes .....	3
ECON 1A Elementary Economics - Macro.....	3
ECON 1B Elementary Economics - Micro.....	3
POLSC 1 Introduction to American Government.....	3
Total units required for degree major.....	18-19

**SOCIL 1 Introduction to Sociology 3 units**  
54 lecture hours  
*Transferable to CSU/UC*  
Basic principles and concepts of sociology including culture, socialization, organizations, institutions, stratification, collective behavior, and social change. (L)

**SOCIL 2 Social Problems 3 units**  
54 lecture hours  
*Transferable to 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 5 Sociology of Race & Ethnicity 3 units**  
54 lecture hours  
*Transferable to 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. (L)

**SOCIL 6 Sociology of Sex and Gender 3 units**  
54 lecture hours  
*Transferable to 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. (L)

**SOCIL 8 Social Science Research Methods 3 units**  
54 lecture hours  
*Prerequisite:* PSYCH 1A or SOCIL 1  
*Transferable to 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. Completion or current enrollment in STAT 1 strongly advised. (L,M,C)

**SOCIL 10 Sociology of Marriage & Family 3 units**  
54 lecture hours  
*Transferable to 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. (L)

**SOCIL 30 Aging: Concepts and Issues 3 units**  
54 lecture hours  
*Transferable to CSU/UC*  
Social, economic and psychological factors related to aging and the changing roles in contemporary society. Topics include: 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 students with credit in HUSEV 15. (L)

# Spanish

**SPAN 1 Elementary Spanish, Part 1 4 units**  
72 lecture hours  
*Transferable to CSU/UC - UC Unit Limit*  
Introduction to the language and culture of the Spanish-speaking world. It 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**  
72 lecture hours  
*Prerequisite:* SPAN 1 with a grade of "C" or better or one year of high school Spanish.  
*Transferable to 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. (L)

**SPAN 3 Intermediate Spanish, Part 1 4 units**  
72 lecture hours  
*Prerequisite:* SPAN 2 with a grade of "C" or better or two years of high school Spanish.  
*Transferable to CSU/UC - UC Unit Limit*  
First of two semesters of intermediate Spanish. This course provides intermediate level of communication skills through listening, speaking, reading, and writing in a cultural context with special emphasis on communication. (L)

**SPAN 4 Intermediate Spanish, Part 2 4 units**  
72 lecture hours  
*Prerequisite:* SPAN 3 with a grade of "C" or better or three years of high school Spanish.  
*Transferable to CSU/UC*  
This is a fourth semester course in Spanish designed to review the grammar, vocabulary, and composition acquired in the first three semesters. Contextualized and culturally appropriate exercises and 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. (L)

**SPAN 10 Introduction to Spanish 3 units**  
54 lecture hours  
*Transferable to CSU*  
Study of elementary Spanish with an emphasis in proficiency. This course includes grammar, vocabulary, pronunciation, and communication. (L)

**SPAN 20A Spanish for Heritage Students 4 units**  
72 lecture hours  
*Transferable to 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, advanced grammar. Instruction in Spanish. (L)

**SPAN 20B Spanish for Heritage Students 4 units**  
72 lecture hours  
*Prerequisite:* SPAN 20A and fluency in Spanish.  
*Transferable to 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. (L)

**SPAN 35 Latin American Literature in Translation 3 units**  
54 lecture hours  
*Transferable to 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  
 54 lecture hours  
 Prerequisite: Ability to read literature in the Spanish language.  
 Transferable to 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. (L)

**SPAN 51 Conversational Spanish** v1-3 units  
 12-36 lecture hours, 18-54 lab hours  
 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)

# 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	
Total units required for degree major.....	21

## COMMUNICATION STUDIES (Associate in Art in Communication for Transfer) Required Courses

	Units
SPECH 1 Public Speaking .....	3
SPECH 3 Argumentation and Critical Thinking .....	3
Plus 6 units selected from the following:	
SPECH 6 Small Group Communication OR.....	3
SPECH 7 Interpersonal Communication.....	3
SPECH 8 Intercultural Communication .....	3
Plus 6 units selected from the following:	
ENGL 2 Oral Interpretation of Literature OR.....	3
SPECH 2 Oral Interpretation of Literature .....	3
SPECH 4R 2 Speech Arts Workshop OR.....	3
MCOMM 2 Introduction to Mass Communications .....	3
Total units required for degree major.....	18

**SPECH 1 Public Speaking** 3 units  
 54 lecture hours  
 Prerequisite: ENGL 51 or qualifying score on Placement Examination.  
 Transferable to 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.

**SPECH 2 Oral Interpretation of Literature** 3 units  
 54 lecture hours  
 Prerequisite: ENGL 51  
 Transferable to CSU/UC  
 Introduction to the analysis and interpretation of literature for oral reading. This course encourages a deeper, richer experience of prose, poetry, and drama and enables the student to share the love of literature in the oral tradition.

**SPECH 3 Argumentation and Critical Thinking** 3 units  
 54 lecture hours  
 Transferable to 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  
 162 lab hours  
 Transferable to 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 Small Group Communication** 3 units  
 54 lecture hours  
 Transferable to CSU/UC  
 C-ID COMM 140  
 Study of communication theory in small group situations. Emphasis will be placed on researching, organizing, and delivering oral presentations. Investigation of the role of communication in various group processes, problem solving, leadership, team building, effective decision making and conflict. (L)

**SPECH 7 Interpersonal Communication** 3 units  
 54 lecture hours  
 Transferable to CSU/UC  
 Study of communication skills associated with establishing and maintaining satisfying interpersonal relationships. Various approaches to effective communication in multiple interpersonal contexts will be discussed. Factors influencing interpersonal communication are analyzed, such as language, perception, non-verbal, and communication climate. (L)

**SPECH 8 Intercultural Communication** 3 units  
 54 lecture hours  
 Transferable to CSU/UC  
 The study of intercultural communication theory relates 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/interpersonal interactions. (L)

**SPECH 9 Fundamentals of Speech Communication** 3 units  
 54 lecture hours  
 Transferable to CSU/UC  
 Basic fundamentals and introductory concepts necessary for effective communication in a variety of settings. Emphasis will be placed on researching, organizing and presenting public presentations in interpersonal, small group, and public contexts. (L)

**SPECH 12 Multicultural Communication** v.5-1 unit  
 9-18 lecture hours  
 Transferable to 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. Grades are P/NP.

# Statistics

**STAT 1 Introduction to Statistical Methods** 4 units  
 63 lecture hours, 27 lab hours  
 Prerequisite: MATH 52  
 Transferable to CSU/UC  
 C-ID SOCI 125  
 The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. (L)

# Theatre Arts

**Certain classes can only be attempted four times. These courses are listed in class families starting on page 184.**

## THEATRE ARTS (Associate in Arts) Required Courses

	Units
THART 10 Introduction to Theatre.....	3
THART 11A Introduction to Acting .....	3
THART 29 College Theatre .....	3
THART 12A Advanced Studies in Acting .....	3
Plus 6 units from the following:	
THART 11B, 12B, 29R, 34, 45A, 45B;	
SPECH 1, 4R, MCOMM 2, 4; ENGL 2	
Total units required for degree major.....	18

**THART 10 Introduction to Theatre** 3 units  
 54 lecture hours  
 Transferable to CSU/UC  
 The 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  
 45 lecture hours, 27 lab hours  
 Transferable to CSU/UC  
 The basics of acting for the stage will be explored and developed; including voice, diction, movement, improvisational technique, characterization, and scene study. Several monologues and scenes will be developed and presented in class.

**THART 11B Introduction to Acting** 3 units  
 45 lecture hours, 27 lab hours  
 Prerequisite: THART 11A  
 Transferable to CSU/UC  
 Pantomime, stage movement, imagination, improvisation, verse study, and characterization; emphasis on more complex scenes and plays, including classic theatre.

**THART 12A Advanced Studies in Acting** 3 units  
 45 lecture hours, 27 lab hours  
 Prerequisite: THART 11A or THART 26 or THART 29  
 Transferable to 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. (L)

**THART 12B Advanced Studies in Acting** 3 units  
 45 lecture hours, 27 lab hours  
 Prerequisite: THART 12A  
 Transferable to CSU/UC  
 Development of the skills of vocal production, auditioning, stage movement, and character motivation. Participation in one-act or full-length play at end of semester. (L)

**THART 26 Musical Theatre Workshop 3 units**

162 lab hours  
Transferable to 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.

**THART 29 College Theatre v2-3 units**

108-162 lab hours  
Transferable to CSU/UC

Fundamentals of theatrical performance in all areas of theatre (acting, directing, design, technical) culminating in a theatre production. Plays to be selected from various periods and styles. (L)

**THART 32 Film Studies: Focus on ... 3 units**

54 lecture hours  
Transferable to 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)

**THART 33 History of Film 3 units**

54 lecture hours  
Transferable to CSU/UC

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 110 years; screenings of significant and representative documentary, and experimental films from the silent to the modern era. Not open for credit to students with credit in HUMAN 33 or ENGL 33.

**THART 34 Introduction to Film 3 units**

54 lecture hours  
Transferable to CSU/UC

Study of film as art and its influence on society, including interpretation, criticism, and technical developments; students view and discuss full-length feature films. Not open for credit to students with credit in ENGL 34 or HUMAN 34. (L)

**THART 45A Production and Technical Theatre 3 units**

54 lecture hours  
Corequisite: THART 26 or THART 29  
Transferable to 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. (L)

**THART 45B Production and Technical Theatre 3 units**

54 lecture hours  
Prerequisite: THART 45A  
Corequisite: THART 26 or THART 29  
Transferable to 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, make up). Integrated with College Theatre productions. (L)

**FOUNDATIONS OF ACTING:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- THART 11A—Introduction to Acting
- THART 11B—Introduction to Acting
- THART 12A—Advanced Studies in Acting
- THART 12B—Advanced Studies in Acting

**MUSICAL THEATRE:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- THART 26—Musical Theatre Workshop
- THART 11B—Introduction to Acting
- THART 12A—Advanced Studies in Acting
- THART 12B—Advanced Studies in Acting

**THEATRE:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- THART 29—Introduction to Acting

**THEATRE PRODUCTION:  
Family of Classes**

(No more than four classes can be attempted within each family of classes listed below. See page 66 for details.)

- THART 45A—Production and Technical Theatre
- THART 45B—Production and Technical Theatre

# Veterinary Technology

Accredited by the American Veterinary Medical Association, Yuba College offers an Associate of Science Degree Program in Veterinary Technology. 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 graduation requirements prior to admission into the veterinary technology sequence. The latter format is highly recommended. 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 an on-line Certificate of Achievement program in Veterinary Assisting; plus four on-line Certificate of Training programs in Public Health and Food Safety, Shelter Medicine, Laboratory Animal Medicine, and Large Animal Care and Management.

**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/vt\\_application.pdf](http://www.yccd.edu/yuba/vettech/vt_application.pdf). General application to or enrollment at Yuba College does not imply acceptance into the Veterinary Technology Program. Qualified applicants will be notified of their 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 (<http://vettech.yccd.edu/orientation.aspx>).

**Costs:** In addition to the expenses of regularly enrolled students (e.g., living costs, activity fees, books, tuition), 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. <http://vettech.yccd.edu/course-materials.aspx>

**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, our program utilizes 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.

**Other Requirements:** Students in the Veterinary Technology Program are required to complete various off site hospital training internships specific to each individual facility utilized by the Yuba College Veterinary Technology Program. These training hours are mandatory and in excess to required individual course hours. Travel will be required of all students.

**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 utilized 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 utilized for the clinical internship portion of the Program, requiring some degree of travel of all students while pursuing their veterinary technology education.

**VETERINARY TECHNOLOGY  
(Associate in Science)**

<http://vettech.yccd.edu/as-degree.aspx>

**Additional Graduation requirements are needed for the degree -- See graduation information.**

Required Courses	Units
<b>First Semester (fall)</b>	
VETT 1 Introduction to Veterinary Technology .....	3 units
VETT 4 Clinical Laboratory Techniques .....	3 units
VETT 7 Veterinary Business Management .....	3 units
VETT 16 Professional Development 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 Pharmacology for Veterinary Technicians .....	3 units
VETT 5 Veterinary Technology Internship .....	2 units
VETT 56 Shelter Medicine.....	3 units
<b>Third Semester (summer)</b>	
VETT 5 Veterinary Technology Internship .....	2 units
VETT 11 Veterinary Emergency and Critical Care .....	3 units
VETT 12 Introduction to Veterinary Medical Math .....	2 units
<b>Fourth Semester (fall)</b>	
VETT 5 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 5 Veterinary Technology Internship .....	2 units
VETT 9 Laboratory Animal Medicine .....	2 units
VETT 53C Advanced Veterinary Nursing Techniques .....	4 units
VETT 53D Principles of Veterinary Dentistry .....	2 units
VETT 54 Public Health & Infectious Disease .....	3 units
VETT 59 Veterinary Technology Board Review .....	2 units
Minimum units for degree major .....	62

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..

**Student Program Individualization:**

Individualization within veterinary technology is common today thereby improving post-graduate employment opportunities for Yuba College graduates. Students may want to concentrate their studies in one or more areas of their own interest- these will not be noted on the transcript and are only provided to enhance academic preparation and employment opportunities. However, the Veterinary Technology Program issues an 'Emphasis' completionary award to the student. <http://vettech.yccd.edu/program-curriculum.aspx> The following Veterinary Technology Program individualizations are currently available to our students:

- **Business Management Option:** Completion of VETT 7 Veterinary Business Applications, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original business management research project, and at least 4 units of VETT 5 as a clinic business internship.
- **Dental Option:** Completion of VETT 52 Human Animal Bond, VETT 53D Principles of Veterinary Dentistry, VETT 57 Animals and Society, completion and submission of an original veterinary dentistry research project, and at least 4 units of VETT 5 as a dental specialty internship.
- **Exotic Animal/Wildlife Option:** Completion of VETT 10 Exotic and Wildlife Medicine, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original exotic/wildlife research project, and at least 4 units of VETT 5 as a wildlife and/or exotic animal internship.
- **Laboratory Animal Option:** Completion of VETT 9 Laboratory Animal Medicine, VETT 15 Advanced Laboratory Animal Medicine, VETT 57 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 VETT 5 as a laboratory animal internship.
- **Laboratory Diagnostics Option:** Completion of VETT 4 Clinical Laboratory Techniques, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original laboratory diagnostics research project, and at least 4 units of VETT 5 as a laboratory diagnostics internship.
- **Large Animal Option:** Completion of VETT 8 Large Animal Medicine and Nursing, VETT 14 Equine Management and Reproduction, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original large animal research project, and at least 4 units of VETT 5 as a large animal internship.
- **Public Health Option:** Completion of VETT 52 Human Animal Bond, VETT 54 Public Health and Infectious Disease, VETT 57 Animals and Society, completion and submission of an original public health/food safety research project, and at least 4 units of VETT 5 as a public health or food hygiene internship.
- **Shelter Medicine Option:** Completion of VETT 52 Human Animal Bond, VETT 56 Shelter Medicine, VETT 57 Animals and Society, completion and submission of an original shelter medicine research project, and at least 4 units of VETT 5 as a shelter medicine internship.
- **Small Animal Emergency and Critical Care Option:** Completion of VETT 11 Veterinary Emergency and Critical Care, VETT 52 Human Animal Bond, VETT 57 Animals and Society, completion and submission of an original emergency and critical care research project, and at least 4 units of VETT 5 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 assistant, 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 management 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. <http://vettech.yccd.edu/veterinary-assistant-.aspx>

**VETERINARY RECEPTIONIST/ASSISTANT  
(Certificate of Achievement)**

Required Core Courses	Units
VETT 5 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
Plus three units from the following:	
AG 11 Agricultural Accounting .....	3 units
AG 44 Horse Production.....	3 units
AG 45 Principles of Animal Science .....	3 units
AG 45L Principles of Animal Science .....	3 units
BIOL 10 General Biology OR .....	3 units
BIOL 10L General Biology .....	4 units
GNBUS 52 Business English .....	3 units
VETT 8 Large Animal Medicine and Nursing.....	3 units
VETT 9 Laboratory Animal Medicine .....	2 units

VETT 10 Exotic and Wildlife Medicine.....	3 units
VETT 12 Introduction to Veterinary Medical Math .....	1 units
VETT 14 Veterinary Management of Equine Reproduction .....	3 units
VETT 52 Human Animal Bond.....	3 units
VETT 54 Public Health & Infectious Disease .....	3 units
VETT 56 Shelter Medicine.....	3 units
VETT 57 Veterinary Technology Board Review.....	2 units
Total units required .....	17

\*Additional certificate requirements: VETT 5 internship will be held at an approved animal care facility.

**Veterinary Public Health and Food Safety**

The Veterinary Public Health and Food Safety course of study is a fully on-line Certificate of Training that provides the course work, direction and work experience necessary to prepare students for employment in the exciting field of public health and veterinary food safety. Students learn the concepts of public health and infectious disease control, 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. 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 Training in just one year. <http://vettech.yccd.edu/public-health.aspx>

**VETERINARY PUBLIC HEALTH AND FOOD SAFETY**

**(Certificate of Training)**

Required Core Courses	Units
VETT 5 Veterinary Internship .....	2 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 12 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
Total units required .....	18

\*Additional certificate requirements: VETT 5 internship will be held at an approved FSIS or public health facility.

**Laboratory Animal Medicine**

The Certificate of Training in Laboratory Animal Medicine at Yuba College is designed to provide continuing education and applied training for veterinary technicians and assistants working in the field of laboratory animal medicine. This certificate program provides trainees with a broad exposure to all facets of laboratory animal medicine for a multitude of careers in biomedical research and laboratory animal care. Learners will spend time with professional staff in research animal facilities, observe practices related to laboratory animal care, and learn skills and techniques that will build on the student's current knowledge of veterinary technology.

This fully online certificate consists of six courses which when completed will prepare the student to apply for the American Association for Laboratory Animal Science (AALAS) Assistant Laboratory Animal Technician (ALAT) Certification Exam. Further information on this certification can be found online at: [http://www.aalas.org/pdf/Tech\\_Cert\\_handbook.pdf](http://www.aalas.org/pdf/Tech_Cert_handbook.pdf).

Local private and university laboratory animal facilities will be utilized for certificate student training. 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 Certification of Training in just one year. <http://vettech.yccd.edu/laboratory-animal-medicine-.aspx>

**LABORATORY ANIMAL MEDICINE**

**(Certificate of Training)**

Required Core Courses	Units
VETT 5 Veterinary Internship .....	4 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 9 Laboratory Animal Science.....	2 units
VETT 15 Advanced Laboratory Animal Science .....	3 units
VETT 52 Human Animal Bond.....	3 units
VETT 54 Public Health and Infectious Disease .....	3 units
Total units required .....	18

\*Additional certificate requirements: American Association for Laboratory Animal Science ALAT certification; VETT 5 internship will be held at an approved animal research facility.

**Large Animal Care and Management**

The need for well trained veterinary professionals in the area of large animal veterinary medicine is identified as critical at the local, state and national level. To encourage the development of students and future veterinary technicians capable of providing professional service to the area of food animal and equine veterinary medicine, a Certificate of Training in Large Animal Care and Management is being offered by Yuba College.

Large animal veterinary technicians and technologists assist and work under the direct supervision of veterinarians and program managers. Clinical opportunities offered through Yuba College's Veterinary Technology Program will provide a well-rounded education in veterinary practice, from routine duties to advanced surgical procedures. The certificate will provide students an edge in employment readiness due to their dedication, work ethic and commitment to the certification process.

This fully online certificate consists of six courses which when completed will prepare the student for entry level employment in the exciting field of large animal medicine, animal management and preventive care. 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 Certification of Training in just one year. <http://vettech.yccd.edu/large-animal-care-management.aspx>

**LARGE ANIMAL CARE AND MANAGEMENT**

**(Certificate of Training)**

Required Core Courses	Units
VETT 5 Veterinary Internship .....	3 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 8 Large Animal Medicine & Nursing .....	3 units
VETT 14 Vet. Management of Equine Reproduction .	3 units
VETT 52 Human Animal Bond.....	3 units
VETT 54 Public Health and Infectious Disease .....	3 units
Total units required .....	18

\*Additional certificate requirements: VETT 5 internship will be held at an approved large animal facility.

**Shelter Medicine**

Currently, there is a national shortage of veterinary technicians trained in the medical, managerial, professional and legal issues associated with animal shelter organizations. Highly trained veterinary technicians who can proactively facilitate and lead shelter care programs providing and facilitating the health of sheltered animals are in demand. The Yuba College Shelter Medicine Certificate of Training will enhance the capability of current shelter technicians as well as improve recruitment and employment opportunities of new graduates for shelter positions.

Training veterinary technicians and animal care givers in shelter medicine at Yuba College will help educate learners in the concepts and struggles of homeless and unwanted animals, sheltering and housing system design, preventive shelter medicine, and evidence-based state-of-the-art methodology in veterinary health care. The Yuba College Veterinary Technology Program offers a series of specialty training courses which are designed to help veterinary technicians, animal control officers and shelter staff meet the management challenges implicit in today's shelter environments.

Local private and county animal shelters will be utilized for certificate student training. 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 Certification of Training in just one year. <http://vettech.yccd.edu/shelter-medicine.aspx>

**SHELTER MEDICINE**

**(Certificate of Training)**

Required Core Courses	Units
VETT 5 Veterinary Internship .....	3 units
VETT 6 Veterinary Workplace Safety .....	3 units
VETT 52 Human Animal Bond.....	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
Total units required .....	18

\*Additional certificate requirements: VETT 5 internship will be held at an approved animal shelter facility.

<b>VETT 1</b>	<b>Introduction to Veterinary Technology</b>	<b>3 units</b>
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*54 lecture hours*  
*Prerequisite:* BIOL 15 and CHEM 2A or CHEM 10  
 Introduction to the principles and practice of veterinary technology to include ethics, animal restraint and behavior, patient history and physical exam. Emphasis will be on procedures common to veterinary medicine including fundamental hematology, urinalysis, cytology, immunology and microbiology. (L,M)

<b>VETT 2</b>	<b>Veterinary Physiology and Anatomy</b>	<b>3 units</b>
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*54 lecture hours*  
*Prerequisite:* VETT 1 and BIOL 15, VETT 4  
*Transferable to CSU*  
 Structural aspects and normal functions of the principle systems of various animals. Application of normal physiology as it pertains the animal health and disease. (L,M)

<b>VETT 2L</b>	<b>Veterinary Anatomy Laboratory</b>	<b>2 units</b>
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*108 lab hours*  
*Prerequisite:* Concurrent enrollment in VETT 2.  
*Transferable to 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. (L)

<b>VETT 3</b>	<b>Pharmacology for Veterinary Technicians</b>	<b>3 units</b>
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*54 lecture hours*  
*Transferable to CSU*  
 Concepts of veterinary anesthesia and pharmacology to include agents used as pre-anesthetics, induction agents, and general anesthesia, the physiological impacts of anesthesia on the body, patient prep, high-risk patients and complications. Pharmacokinetics in animals, principles and mechanism of drug action, drug types and legal requirements. (L,M)

<b>VETT 4</b>	<b>Clinical Laboratory Techniques</b>	<b>3 units</b>
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*36 lecture hours, 54 lab hours*  
*Prerequisite:* Admission to Vet Tech Program.  
*Transferable to 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. (L,M)



**VETT 5 Veterinary Technology Internship v1-4 units**

54-216 lab hours

Prerequisite: VETT 91 or equivalent.

Transferable to 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. Grades are CR/NC (L,M)

**VETT 5A Veterinary Technology Internship A v1-4 units**

54-216 lab hours

Prerequisite: VETT 91 or consent of the instructor

Transferable to CSU

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. (L,M)



**VETT 5B Veterinary Technology Internship B v1-4 units**

54-216 lab hours

Prerequisite: VETT 91 or consent of the instructor

Transferable to CSU

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. Obtain competency in essential nursing tasks. Increase knowledge and ability to operate hospital lab equipment and develop skills to perform basic veterinary laboratory procedures. (L,M)

**VETT 5C Veterinary Technology Internship C v1-4 units**

54-216 lab hours

Prerequisite: VETT 91 or consent of the instructor

Transferable to CSU

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. Follow directions from doctors and staff with increasing independence and exhibit good judgment and critical thinking skills. Apply practical application of knowledge, skills, and attitudes acquired in radiology, anesthesiology and surgery. (L,M)

**VETT 5D Veterinary Technology Internship D v1-4 units**

54-216 lab hours

Prerequisite: VETT 91 or consent of the instructor

Transferable to CSU

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. Student begins to take responsibility for client education and development of patient care plans. Provide nursing care to emergency and critical care patients. Demonstrate advanced sampling techniques, conducting special diagnostic studies, and administer complex therapeutics. (L,M)

**VETT 6 Veterinary Workplace Safety 3 units**

54 lecture hours

Transferable to 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. (L)

**VETT 7 Veterinary Business Management 3 units**

54 lecture hours

Transferable to 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 practices. (L,M)

**VETT 8 Large Animal Care and Nursing 3 units**

54 lecture hours

Transferable to CSU

Emphasis on the physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics for farm animals. (L)

**VETT 9 Laboratory Animal Medicine 3 units**

54 lecture hours

Transferable to 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. (L)

**VETT 10 Exotic and Wildlife Medicine 3 units**

54 lecture hours

Transferable to 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. (L)

**VETT 11 Veterinary Emergency and Critical Care 3 units**

54 lecture hours

Transferable to CSU

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. (L,M)

**VETT 12 Introduction to Veterinary Medical Math 2 units**

36 lecture hours

Transferable to CSU

Essential mathematical concepts and calculations, conversions, and proper articulation of fractions/decimals in healthcare applications, measurements, drug orders, and dose calculations. (L,M)

**VETT 14 Veterinary Management of Equine Reproduction 3 units**

54 lecture hours

Transferable to 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. (L)

**VETT 15 Advanced Laboratory Animal Medicine 3 units**

54 lecture hours

Transferable to CSU

The 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.

<b>VETT 16</b>	<b>Professional Development Seminar</b>	<b>1 unit</b>
<i>18 lecture hours</i> <i>Transferable to CSU</i> 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. (L)		
<b>VETT 18</b>	<b>Food Safety and Security</b>	<b>3 units</b>
<i>54 lecture hours</i> <i>Transferable to CSU</i> 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)		
<b>VETT 20</b>	<b>Veterinary Assistant Internship</b>	<b>v1-4 units</b>
<i>54-216 lab hours</i> <i>Prerequisite:</i> VETT 91 or consent of the instructor <i>Transferable to CSU</i> Introduction to an off-campus veterinary facility under direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians, office managers, and assistant manager. All facilities for placement are approved by the Veterinary Technology Program. Opportunity for learning and practical application of the knowledge, skills and attitudes acquired in the veterinary assistant certificate course work. Exposure to practice and attain entry-level competency in a variety of animal care tasks. Assist in office pet visits, observations, and exams, keeping track of pets' daily needs, and making sure that the veterinarian's office or facility is well kept and always clean.(L,M)		
<b>VETT 52</b>	<b>Human Animal Bond</b>	<b>3 units</b>
<i>54 lecture hours</i> 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)		
<b>VETT 53A</b>	<b>Veterinary Surgical Nursing and Anesthesiology</b>	<b>4 units</b>
<i>36 lecture hours, 108 lab hours</i> <i>Prerequisite:</i> VETT 1 and VETT 2 Clinical laboratory testing, anesthesia, administration and monitoring, surgery nursing, sterilization of instruments, medical nursing, veterinary dentistry and nutrition.(L,M)		

<b>VETT 53B</b>	<b>Veterinary Diagnostic Imaging</b>	<b>2 units</b>
<i>18 lecture hours, 54 lab hours</i> <i>Prerequisite:</i> VETT 53A Clinical laboratory testing, diagnostic imaging, cardiology, pharmacology, nursing, emergency medicine and immunology. (L,M)		
<b>VETT 53C</b>	<b>Advanced Veterinary Nursing Techniques</b>	<b>4 units</b>
<i>36 lecture hours, 108 lab hours</i> <i>Prerequisite:</i> VETT 1 or equivalent. 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. (L,M)		
<b>VETT 53D</b>	<b>Principles of Veterinary Dentistry</b>	<b>2 units</b>
<i>18 lecture hours, 54 lab hours</i> <i>Prerequisite:</i> VETT 1 or equivalent. 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. (L,M)		
<b>VETT 54</b>	<b>Public Health and Infections Disease</b>	<b>3 units</b>
<i>54 lecture hours</i> 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)		
<b>VETT 55</b>	<b>Veterinary Medical Terminology</b>	<b>3 units</b>
<i>54 lecture hours</i> The study and application of medical terms used in veterinary medicine. (L)		
<b>VETT 56</b>	<b>Shelter Medicine</b>	<b>3 units</b>
<i>54 lecture hours</i> Overview of animal shelter medicine and issues. Includes: behavioral assessment, infectious disease prevention and control, population perspective on disease management, emergency care and triage and pet and shelter population dynamics will be discussed. (L)		

# 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 85 Structural Design and Fabrication.....	4

Plus 3 units from the following courses:

AUTO 22 Hydraulics .....	3
CWEE 45 Occupational Work Experience .....	3
MFGT 21 Intermediate Machine Shop .....	3
Total units required for degree major .....	34

## 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
Total units required .....	25

## 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 85 Structural Design and Fabrication.....	4
Total units required.....	12

## WELD 10 Introduction to Arc Welding (SMAW)

*54 lecture hours, 54 lab hours*

*Transferable to CSU*

This course 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. Grades are P/NP. (L)

## VETT 57 Animals and Society 3 units

*54 lecture hours*

An interdisciplinary approach to examining the diverse roles of animals in society, the evolution of human attitudes toward animals, and the animal responses to humans. Emphasis will be placed on the role of animals in human society (anthrozoology), animal social construction, and the moral relationship of animals in human society. Directed independent work will provide the student with individual experiences in animal societal issues. Students will design and complete an independent study project. (L)

## VETT 59 Veterinary Technology Board Review 2 units

*36 lecture hours*

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. Grades are P/NP. (L)

## VETT 91 Veterinary Assisting 3 units

*54 lecture hours*

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. Not open for credit to students with credit in VETT 101.



## VOCATIONAL NURSING (see Nursing)

**WELD 12 Intermediate Arc Welding 4 units**  
 54 lecture hours, 54 lab hours  
 Transferable to 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. Grades are P/NP. (L)

**WELD 14 Advanced Arc Welding 1 unit**  
 54 lab hours  
 Prerequisite: WELD 10 or 12  
 Transferable to CSU

An advanced course designed 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. Grades are P/NP. (L)

**WELD 20 Introduction to MIG Welding (GMAW) 4 units**  
 54 lecture hours, 54 lab hours  
 Transferable to 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**  
 54 lecture hours, 54 lab hours  
 Transferable to 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 24 Advanced GMAW (MIG) Welding 1 unit**  
 54 lab hours  
 Prerequisite: WELD 20 or 22  
 Transferable to CSU

This is an advanced laboratory course with a further emphasis on out-of-position GMAW (MIG) welding. This course is designed for those who wish to improve skills to prepare them for entry into the workforce as a GMAW (MIG) welder. 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. Grades are P/NP. (L)

**WELD 30 Gas Welding 2 units**  
 18 lecture hours, 54 lab hours  
 Transferable to CSU

Gas welding processes: background, safety, applications and methods of operation; welding, burning, brazing and soldering. Grades are P/NP.

**WELD 31 Arc Welding 2 units**  
 18 lecture hours, 54 lab hours  
 Transferable to 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**  
 36 lecture hours, 72 lab hours  
 Transferable to CSU

GTAW (TIG) welding is an inert gas welding course which covers mild steel, aluminum and stainless steel. This course will stress welding applications on flat and pipe stock in all positions to develop welding skills. Course content will include metal identification and welding symbols. Grades are P/NP. (L)

**WELD 42 Intermediate GTAW (TIG) Welding 3 units**  
 36 lecture hours, 54 lab hours  
 Transferable to 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. Grades are P/NP.

**WELD 44 Advanced GTAW (TIG) Welding 1 unit**  
 54 lab hours  
 Prerequisite: WELD 40 or 42  
 Transferable to CSU

Advanced laboratory course with a further emphasis on out-of-position GTAW (TIG) welding. This course is designed for those who wish to improve skills to prepare them for entry into the workforce as a GTAW (TIG) welder. 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. Grades are P/NP. (L)

**WELD 50 Structural Steel and Flux Corded Arc Welding 3 units**  
 36 lecture hours, 54 lab hours

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 which are of continuing value outside of the classroom setting. This cost will be explained at the first class meeting. Grades are P/NP. (L)

**WELD 52 Intermediate Structural Steel and Flux Corded Arc Welding 3 units**  
 36 lecture hours, 54 lab hours

This course 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 will be placed 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. This cost will be explained at the first class meeting. Grades are P/NP. (L)

**WELD 54 Advanced FCAW (Flux-Cored) Welding 1 unit**  
 54 lab hours  
 Prerequisite: WELD 40 or 42

This is an advanced laboratory course with a further emphasis on out-of-position FCAW (flux cored) welding. This course is designed for those who wish to improve their skills to prepare them for entry into the workforce as a FCAW welder. 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. Grades are P/NP. (L)

**WELD 62 Pipe Welding Fundamentals 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: WELD 12

A 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 working 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. Grades are P/NP. (L)

**WELD 64 Advanced Pipe Welding 3 units**  
 36 lecture hours, 54 lab hours  
 Prerequisite: WELD 62

This is an advanced pipe welding course with an emphasis on ASME, AWS and API certification. Course 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 great deal of hand-eye coordination. Hours of practice are needed to master skills to advance and become skilled for employment. Students must provide those materials of continuing value for the course. Grades are P/NP.

**WELD 83 Automatic & Inert Gas Welding 4 units**  
 54 lecture hours, 54 lab hours

Introduction to TIG, MIG, plasma and automatic welding processes; heliarc, wire welding; plasma arc cutting and welding, electronicoperation, application of processes; exotic metal and alloy welding. (2+3) Grades are P/NP.

**WELD 84 Applied Fabrication Welding 1 unit**  
 9 lecture hours, 27 lab hours

Project design from working drawings; metal fabrication; and fabrication methods. Grades are P/NP. (L,M)

**WELD 85 Structure Design and Fabrication 4 units**  
 54 lecture hours, 54 lab hours  
 Prerequisite: WELD 10 or 20

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. (M)

**WELD 88 Welding Technical Problems v1-3 units**  
 18 lecture hours, 0-108 lab hours

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. Grades are P/NP.

**WELD 89 Agricultural Welding 2 units**  
 18 lecture hours, 54 lab hours

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)



# Classified Staff

## Yuba College

Diana Adams, Foster Care Ed/Independent Living Program Specialist, Yuba College since 2004

Teresa Aronson, Public Events Technician, Yuba College since 2003

Raminder Bains, ETS Program Technician, Yuba College since 2003

Rupinder Bajwa, EOPS/CARE Specialist, Yuba College since 2008

Erika Bernal, Child Development Assistant, Yuba College since 2013

Corey Blascheck-Miller, Athletic Trainer, Yuba College since 2013

Elizabeth Bowman, Administrative Secretary II, Yuba College since 1999

Armand Brunhoeber, Assessment and Research Specialist, Yuba College since 1995

Quy Bui, Instructional Associate, Yuba College since 2003

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

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

Leah Eneix, Foster Care Ed/Independent Living Program Specialist, Yuba College since 2000

Barbara Forkey, Outreach and Recruitment Specialist, Yuba College since 2006

Joanna Frost, DSPS Program Specialist, Yuba College since 1995

Sara Gaytan, Clerical Assistant – EOPS, Yuba College since 2014

Corrine Gil, Administrative Secretary III, Yuba College since 1997

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

Kathryne Hislop, Science Lab Technician, Yuba College since 1995

Milena Hmeleva, Piano Accompanist, Yuba College since 2006

Sonya Horn, Interim Director Admissions and Enrollment Services, Yuba College since 2007

Becki Jeffries, Fiscal Support Technician FC/ILP/CDC, Yuba College since 2002

Traci Johnson, Library/Media Specialist, Yuba College since 2007

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

Michelle Kurtz, Secretary, Yuba College since 2008

Timothy Levitt, Instructional Assistant, Yuba College since 2010

Bonnie Loghry, MPH-Veterinary Technology Specialist, Yuba College since 1982.

Gregory Lopin, Athletic Trainer, Yuba College since 2006

Anita Mann, Senior Student Services Technician, Yuba College since 2003

John Marsh, Financial Aid Technician, Yuba College since 2005

Rosemary McKeever, Instructional Associate, Yuba College since 2007

Renee McKenzie, Child Development Instructional Specialist, Yuba College since 2006

Silvia Nava, EOPS/CARE Specialist, Yuba College since 2006

April Nunez, Library/Media Specialist, Yuba College since 2013

Afghani Obaidi, Child Development Assistant, Yuba College since 2003

Rita Ordiway, Administrative Secretary I, Yuba College since 2003

Rosa Packard, Administrative Secretary II, Yuba College since 2008

Kristina Page, Administrative Secretary II, Yuba College since 2011

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

Agustina Ramirez, Child Development Assistant, Yuba College since 2003

Tomas Rodriguez, Athletic Equipment Manager, Yuba College since 2004

Tammy Rogers, Child Development Instructional Specialist, Yuba College since 2003

Victoria Romero, Child Development Assistant, Yuba College since 2008

Shelly Rubel, Student Services Technician, Yuba College since 2014

Cristina Sanchez, EOPS/CARE Specialist, Yuba College since 2000

Karen Schadel, Administrative Secretary II, Yuba College since 1995

Rhonda Shearer, Child Development Instructional Specialist, Yuba College since 1997

Barbara Sluder, Clerical Assistant – Upward Bound, Yuba College since 2014

Amanda Smith, Administrative Secretary I, Yuba College since 1999

Michelle Smith, Child Development Assistant, Yuba College since 2014

Delmy Spencer, Director TRIO, Yuba College since 2013

Karen Stanis, Interim Director of Child Development/Foster Care Education, Yuba College since 2006

Jeanette Stedifor, Employment Services Specialist, Yuba College since 2013

Carolie Stoner, Clerical Assistant, Yuba College since 2008

Joseph Stottmann, Theatre Arts Technician, Yuba College since 2008

Anabel Toche, Secretary to the President, Yuba College since 1999

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

Pang “Debbie” Yang, ETS Specialist, Yuba College since 2014

## Sutter County Center

Minerva Barron, Student Services Technician, Yuba College since 2003

Ed Driscoll, Custodial Maintenance & Operations, YCCD since 2011

Tina Kussey, Library Technical Assistant, YCCD since 2012

Teresa Paras, Campus Operations Specialist II, YCCD since 1998

Sheila Suleski, Administrative Secretary II, YCCD since 1998

## Clear Lake Campus

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

Carrin Blyth, Instructional Associate – Basic Skills, Yuba College since 2014

Marina Chavez, Child Development Assistant, Yuba College since 2013

Natasha Cornett, Clerical Assistant – EOPS, Yuba College since 2014

Janelle Eichler, EOPS/CARE Specialist, Yuba College since 1999

Kandice Goodman, Library/Media Specialist, Yuba College since 2012

Martha Hamlett, Tutoring Center Specialist, Yuba College since 2014

April Jensen, Child Development Assistant, Yuba College since 2013

Leanne Landis, Financial Aid Technician, Yuba College Since 2006

Sandra Magnan, Student Services Technician, Yuba College since 2007

Weston Seifert, Instructional Assistant, Yuba College Since 2011

Carol Swanson, Student Services Technician, Yuba College since 2008

Elaine Watkins, Library Technical Assistant, Yuba College since 1991

Tracy Williams, Instructional Assistant, Yuba College since 2002

## Yuba Community College District

Helene Aguinaldo, Educational Services Analyst, YCCD since 2000

Dave Allman, Custodian, YCCD since 2000

Jerry Bahneman, Grounds Maintenance Worker, YCCD since 2006

Divinder Bains, Fiscal Analyst, YCCD since 2002

Brenda Barnes, Custodian, YCCD since 2012

Terry Brownfield, Instructional Network Specialist, YCCD since 1999

Rhonda Campton, Accounting Technician, YCCD since 2008

Eric Cantrell, Custodian, YCCD since 2011

Jose Casimiro, Custodian, YCCD since 2009

Paul Contini, Lead Grounds Maintenance Worker, YCCD since 2011

Paul Corbin, Police Officer, YCCD since 2008

Denise Daniel, Personnel/Human Resources Analyst, YCCD since 1989

Jim Day, Building Maintenance Technician, YCCD since 2007

Melody Deal, Custodian YCCD since 1998

Dianne Detmold, Computer Help Desk/Operations Technician, YCCD since 1999

Teresa Dorantes-Basile, Accounting Technician, YCCD since 2001

Wendy Duck, Accounting Specialist, YCCD since 2004

Gene Dwinger, Custodian, YCCD since 1996	Danny Manzanares, Lead Custodian YCCD since 1995	Karen Siler, Senior Accounting Technician, YCCD since 1999
Bryan Epp, Grounds Maintenance Worker, YCCD since 1999	Laurie Manzanares, Custodian YCCD since 2003	Michael Sinn, Building Maintenance Technician, YCCD since 1999
James Fleenor, Custodial, Maintenance and Operations Specialist, YCCD since 1998	James Markus, Police Officer, YCCD since 2004	Peter Skillman, Technical Webmaster, YCCD since 2009
Rosa Fowle, Purchasing Technician, YCCD since 2002	Chris Mejia, Senior Computer and Network Specialist, YCCD since 2006	Craig Smith, Senior Computer and Network Specialist, YCCD since 2008
Ken Freeman, Director SBDC/Economic Development, YCCD since 2006	Patrick Meleski, Database Administrator, YCCD since 2006	Scott Snelgrove, Computer Network Supervisor, YCCD since 1998
Maribel Gaytan, Personnel/Human Resources Analyst, YCCD since 2001	Eric Mendoza, Custodial, Maintenance and Operations Specialist, YCCD since 1996	Phillip Steck, Instructional Network Specialist, YCCD since 1997
Matthew Glaze, Senior Computer and Network Specialist, YCCD since 2011	Claudette Michel, Secretary, Director Human Resources, YCCD since 1990	Leonel Toche, Athletic Facilities Maintenance Worker, YCCD since 2011
Don Goodman, Building Maintenance Technician, YCCD since 1990	Jeanette O'Bryan, Distributive Education Support Specialist, YCCD since 1991	Susan Toepfer, Programmer/Analyst II, YCCD since 1999
William Granger, Maintenance Operations Clerk, YCCD since 1998	Patrick O'Bryan, Lead Custodian, YCCD since 1998	Efren Villanueva, Grounds Maintenance Worker, YCCD since 2008
Byron Green, Police Officer, YCCD since 2007	John Osbourn, Chief of Police, YCCD since 2011	Viray, John, Instructional Network Specialist, YCCD since 2011
Teresa Greenwood, Printing/Mail Technician, YCCD since 1996	Frank Parks, Custodial/Maintenance Worker, YCCD since 2001	Wacaster, Brandon, Custodian, YCCD since 2012
Sukhbir Grewal, Distributive Education Server Specialist, YCCD since 2001	Stanley Patterson, Custodial/Maintenance, YCCD since 2006	Buddy Wagner, Programmer/Analyst II, YCCD since 2011
Renee Hamilton, Secretary, Vice Chancellor - Educational Planning and Services, YCCD since 1989	Cheryl Peters, SBDC Program Technician, YCCD since 2000	Mike Wieber, Printing/Publications Supervisor, YCCD since 2000
Lori Hjellum, Custodian, YCCD since 2004	Adam Pharris, Police Officer, YCCD since 2004	Anita Wilks, Administrative Secretary I, YCCD since 1989
Kate Hodge, Personnel/Human Resources Analyst, YCCD since 1989	Michael Plant, Information Systems Administrative Applications Supervisor, YCCD since 1998	
Linda Hofstra, Accounting Technician, YCCD since 1999	Deborah Reynolds, Senior Accounting Technician, YCCD since 1992	
Donna Howard, Grounds Maintenance Worker, YCCD since 1991	Cathy Richter, Executive Secretary, Chancellor, YCCD since 2006	
Raymond Hunter, Director, Maintenance & Operations, YCCD since 2013	Miriam Root, Executive Assistant - Chancellor/Board of Trustees, YCCD since 1986	
Kuldeep Kaur, Chief Business Officer, YCCD since 2009	Richard Rountree, Telecommunications Specialist II, YCCD since 2007	
Dévi LaFièvre, Information Systems Specialist I, YCCD since 1996	Jeffrey Rutledge, Telecommunications Specialist III, YCCD 1991	
Mario Leal, Custodian, YCCD since 2010	Eileen Schmidtbauer, Administrative Assistant - Contract Education, YCCD since 1987	

# Academic Faculty and Administrators

## Yuba College

**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.

**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.

**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.

**KATHRYN BOYES**  
**Mathematics**

B.S. & M.S., California Polytechnic State University, SLO. Experience: CA Poly Univ. Yuba College since August 2012

**DENICE BURBACH**  
**Early Childhood Education/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.

**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.

**KOREY CHAMPE**  
**Earth Science/Physical Science**

B.A., CSU, Chico; M.S., Univ of South Dakota Experience: San Joaquin Valley College; Sierra College; Bakersfield CC, University of South Dakota. Yuba College since August 2012

**BRIAN CONDREY**  
**English**

B.A., CSU, Chico; M.A., CSU Chico Experience: Yuba College; University of Texas at Austin; CSU, Chico. Yuba College since August 2008 (Adjunct since Summer 2007)

**DOUGLAS 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/Engineering**

B.S., Rose-Hulman Inst. of Tech.; M.S., 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 Outreach Services**

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.

**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

B.A., Wesleyan University; M.A., 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

B.A., UC, Irvine; M.A., UC, San Diego. Experience: Southwestern College; Grossmont College; Cuyamaca College. Yuba College since August 2008

### SHAWN FREDERKING

#### English

B.A. & M.A., CSU, Chico; TESOL, UC Santa Barbara. Experience: Yuba College. Yuba College since August 2013

### LYNETTE GARCIA

#### Nursing

A.S., Yuba College; A.D.N., 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

#### Counselor

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/Coordinator

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.

### ELENA HEILMAN

#### Librarian

B.A., 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

### LI-CHIUAN "LENA" HSIEH

#### Political Science

B.A., 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

### 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

#### 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

### KIARA KOENIG

#### English

B.A., M.A., M.F.A., CSU, Chico. Experience: Shasta College, Butte College, CSU, Chico; LEAP Academy, Oroville; Yuba College. Yuba College since 2014.

### SARAH KOVACS

#### Mathematics

B.A., Vassar College; M.A., San Francisco State University. Experience: Lois Rios CCD; Sierra College; Academic Talent Search; San Francisco State; Skyline College; Peralta CCD. Yuba College since 2007.

### JOHN 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

B.A., CSU, Chico; MA, CSU, Chico. Experience: Shasta College; Butte College; CSU, Chico; Yuba College. Yuba College since August 2007

### PHILLIP MILKS

#### Automotive Technology

AS, Fresno City College. Experience: Brashers Sacramento Auto Auction; Michael Hohl Motor Co.; Michael Daugherty Chevrolet; Vintage Pontiac Buick GMC; Yuba College. Yuba College since January 2013

### COLLEEN R. MONAHAN

#### Nursing

A.D.N., Yuba College, Marysville; B.S.N., C.S.U., Chico; M.A., University of Phoenix. Other graduate work: University of Phoenix, Arizona. Experience: U.C. Davis Medical Center, Sacramento; Fremont-Rideout Health Group, Yuba City; Yuba College since 2002.

### 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

B.A., 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

### 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.

### CHRISTOPHER NOFFSINGER

#### Mathematics

B.A. & M.S., University of Colorado, Colorado Springs; M.A. & M.A., U.C. Santa Barbara. Experience: Sacramento City College, Sacramento; Sierra College, Rocklin; Santa Barbara City College, Santa Barbara; Westmont College, Montecito; Pikes Peak Community College, Colorado Springs; University of Colorado, Colorado Springs; Guinea, West Africa, Peace Corps; Yuba College. Yuba College since August 2013

### GEORGANNA O'KEEFE-SCHWERING

#### EOP&S/CalWORKS Counselor

B.A., CSU, Sacramento; M.S., 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

B.A., CSU, Sacramento; M.S., UC, Riverside; Ph.D., UC, Riverside. Experience: Mt. San Jacinto College; San Bernardino Valley College; Riverside Community College; Yuba College since 2005

### PARVIZ PARSARAF

#### 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.

**DAVID PEREZ**

**EOP&S Counselor**

B.A., CSU, Chico; M.S., University of La Verne. Experience: Sutter County Schools, Yuba College, Woodland Community College, Parent Institute for Quality Education.. Yuba College since 2006.

**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**

**DSPS Learning Specialist/Coordinator**

B.A. CSU, Chico M.Ed., Ph.D, Oregon State University. Other graduate work: Western Oregon State College Sign Language Interpreter Training and, San Francisco State University, Communicatively Handicapped credential. Experience Sacramento City College, Sierra College. 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.

**TINA D. RAMSEY**

**English/Coordinator**

B.A., M.A., C.S.U., Fresno. Experience: Imperial Valley College; Reedley College; Yuba College since 2004.

**MARSHA RESLER-STANSBURY**

**Nursing**

B.S.N., University of Phoenix; M.S.N., South University, Florida. Experience: Valley Health System, Sacramento; Itt/Breckinridge School of Nursing, Henderson, NV; Lee Memorial, Ft Myers, Florida.; Yuba College. Yuba College since 2014.

**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.

**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.

**FATIMA RUIZ**

**Counselor – Career Emphasis**

B.A., CSU, Chico; M.S., 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**

**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.

**MERIDITH SELDEN**

**Psychology**

B.A., Pacific Lutheran University, Tacoma, WA; M.S., Ph.D., Kansas State University, Manhattan, Kansas. Experience: University of San Francisco – Sacramento; Wilkes University, Wilkes-Barre, PA; Gallaudet University, Washington, D.C; Fields Consulting Group, McLean, VA; Pen-State Wilkes-Barre, Dallas, PA; Northern Virginia Community College, Annandale, VA. Yuba College since 2014

**TRAVIS SMITH**

**Social Science, History**

B.A., San Jose State University; 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**

B.A., University of ULM, Germany; M.S. & 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

**GENEVIEVE STIER**

**Biology/Botany**

B.S., Washington State University, Pullman, WA; Ph.D., UC Davis. Experience: Yuba College; U.C. Davis; Washington State University, WA; Yuba College since 2014.

**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**

A.A., Diablo Valley College; B.A., M.A. & M.S., CSU, Chico. Experience: Butte College; Shasta College; CSU. Yuba College since August 2008

**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.

**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.

**DANIEL TURNER**

**Welding**

B.S., U.C., Davis; M.S., Drexel University. 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**

B.M. & M.M., 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**

**Early Childhood Education**

A.S., Cerro Coso College; M.A., 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.

**Clear Lake Campus**

**PEGGY J. ALEXANDER**

**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.

**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**

B.A., 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

**JENNIFER L. HANSON**

**Business/Economics**

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.

### MICHAEL PAPIN

#### Mathematics

B.A., 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

### 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

### KAYLEIGH CARAJABAL

#### Vice Chancellor Chancellor, Educational Planning & Services

B.A., University of Albuquerque, NM; M.A., & Ph.D., University of New Mexico, NM. Experience: Lassen Community College; Central New Mexico Community College; Yuba College. YCCD since 2013

### KAREN TRIMBLE

#### Director of Information Technologies

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

#### Chief Human Resources Officer

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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# Important Phone Numbers

## **Yuba College:**

*All phone numbers begin with area code (530)*

Admissions and Records Office.....	741-6720
Applied Arts & Science Division.....	741-8717
Assessment and Testing Office.....	741-6864
Associated Students of Yuba College.....	741-6808
Athletics/Physical Education.....	741-6779
Auto Shop (Service Center).....	741-6810
Beale AFB Outreach Services.....	788-0973
Bookstore .....	741-6998
Business Division .....	741-6763
CalWORKS.....	634-7773
Career Center.....	634-6790
Career Technical Education Transitions .....	634-7785
Cashier .....	741-6724
Child Care Center.....	749-3808
College Success Center.....	741-6759
Community Education .....	741-6825
Cosmetology.....	741-6763
Counseling Department.....	634-7766
Disabled Student Program and Services .....	741-6795
Distributive Education.....	741-6754
E.C.E./Family Consumer Science .....	741-6761
English as a Second Language Interpreters..	634-7764
E.O.P.&S. Program.....	741-6995
Financial Aid .....	741-6781
General Information.....	741-6700
International Students.....	741-6705
Language and Fine Arts Division.....	741-6761
Library Circulation Desk .....	741-6755
Math & Science Division.....	741-6786
Music Department .....	741-6883
Office of Student Support Services.....	741-6705
Police (Campus) .....	741-6771

Public Events.....	741-6829
Public Safety.....	741-6923
Social Science Division .....	741-6761
Transcript Requests .....	741-6720
Transfer Center .....	741-6790
Tutoring (College Success Center) .....	741-6759
Veterans Office.....	741-6822
Vice President, Academic and Student Svcs....	741-6766
Work Force Investment Act (WIA) .....	741-6830
Work Experience Office.....	741-6763
Writing and Language Development Ctr .....	740-1709

## **Sutter County Center:**

*All phone numbers begin with area code (530)*

Administration.....	751-5565
General Information.....	751-5600
Library Circulation Desk.....	751-5561/5562

## **Clear Lake Campus:**

*All phone numbers begin with area code (707)*

Assessment and Testing Office.....	995-7900
Bookstore .....	995-7924
CalWORKS.....	995-4176
Career and Transfer Center.....	995-7900
Child Care Center.....	995-7909
Counseling Department.....	995-7900
Disabled Student Program and Services .....	995-7910
E.O.P.&S. Program.....	995-7912