

# Yuba Community College District



2005-2006 District Catalog

Yuba College  
Woodland Community College  
Clear Lake Campus

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# Yuba Community College District



*A Public Community College  
in its Seventy-ninth 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

**2005-2006**

## **Yuba Community College District**

2088 North Beale Road  
Marysville, California 95901  
<http://www.yccd.edu>

### **Yuba College**

2088 North Beale Road  
Marysville, CA 95901  
530-741-6700

### **Woodland Community College**

41605 Gibson Road  
Woodland, CA 95776  
530-661-5700

### **Beale A.F.B. Center**

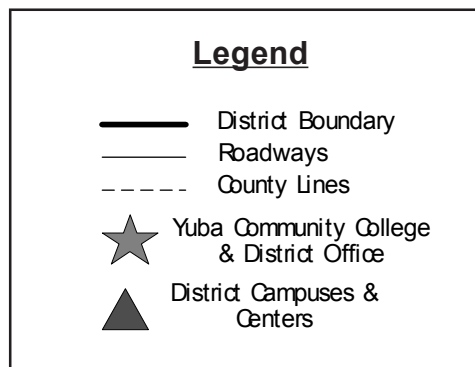
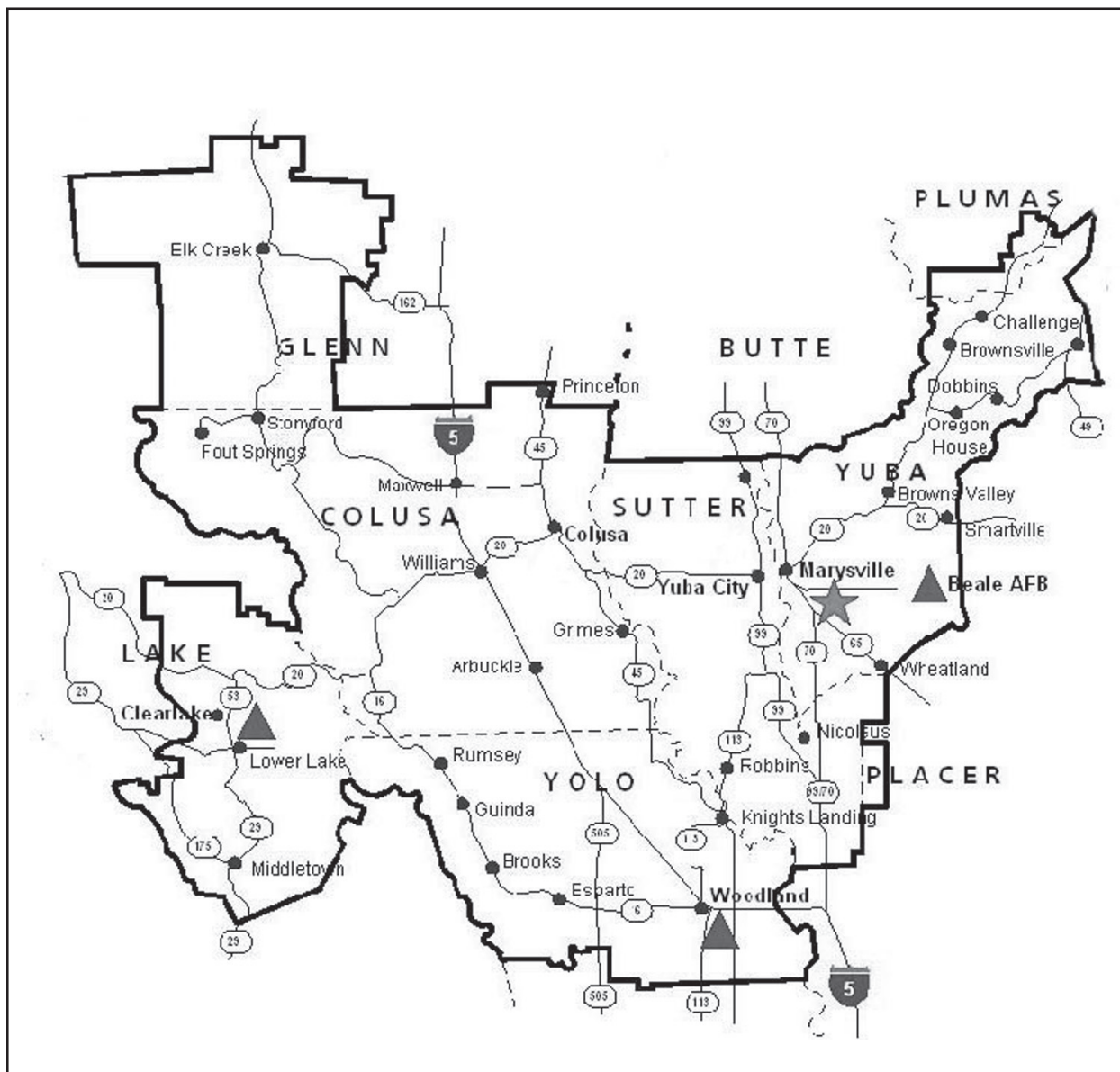
Base Education Building  
17849 16th Street  
Beale AFB, CA 95903  
530-788-0973

### **Clear Lake Campus**

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



# District Map



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# District Calendar

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## **DISTRICT CALENDAR — 2005-2006**

### **FALL SEMESTER — 83 days of regular instruction**

March 2005	Completed Financial Aid applications should be on file for students to receive priority funding.
May 24	Academic Year 2004-05 ends
June 13	Summer Session 2005 commences
July 1	Deadline to apply for Summer 2005 Graduation
July 4	Academic and administrative holiday - Independence Day Observed
August 22	INSTRUCTION BEGINS FOR FALL SEMESTER
August 26	**Last day to add courses or register without special permission
September 2	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
September 21	Instructors are to clear class rolls by submitting drop cards to the Registration Office
September 5	Academic and administrative holiday - Labor Day
September 6	First Census Date
September 16	**Last day to drop class(es) to prevent "W" grade(s) on permanent record
September 23	**Last day to elect Credit/No Credit grading option
September/October	College Information Day - University/College representatives on Marysville Campus (Exact date to be determined)
November 11	Academic and administrative holiday - Veterans Day
November 15	Deadline to apply for Fall 2005 Graduation
November 18	**Last day to drop class(es) without grade penalty (usually a failing grade)
November 23-25	Academic holiday - Thanksgiving
November 24-25	Administrative holiday - Thanksgiving
December 1	Closing date for foreign student applications for Spring 2006
December 5-21	Limited student activities
December 14-21	Final examination period
December 21	Conclusion of Fall Semester
December 28	Grades from Instructors are due for Fall 2005 semester
Dec. 22-Jan. 2	Academic holiday - Winter Recess

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

See the <i>Schedule of Classes</i> or contact the Registration Office at the campus/center where you wish to attend to obtain registration information and dates. Contact the Testing Office for <i>Placement Examination</i> information.
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## **DISTRICT CALENDAR — 2005-2006**

### **SPRING SEMESTER — 84 days of regular instruction**

January 16	Academic and administrative holiday - Martin Luther King Day Observance
January 17	INSTRUCTION BEGINS FOR SPRING SEMESTER
January 23	**Last day to add courses or register without special permission
January 27	Instructors are to clear class rolls by submitting drop cards to the Registration Office
January 30	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
January 30	First Census Date
February 9	**Last day to drop class(es) to prevent "W" grade(s) on permanent record
February 10	Academic and administrative holiday - Lincoln's Birthday Observance
February 17	**Last day to elect Credit/No Credit grading option
February 20	Academic and administrative holiday - Washington's Birthday Observance
March 1	Completed Financial Aid applications should be on file for students to receive priority funding
March 20-24	Spring Recess; Academic Holiday
March 24	Administrative Holiday - College Closed
April 1	Deadline for submitting Sawtell Scholarship applications
April 15	Deadline to apply for Spring 2006 Graduation
April 21	**Last day to drop class(es) without grade penalty (usually a failing grade)
May 8-23	Limited student activities
May 15	Closing date for foreign student applications for Fall 2006
May 16-23	Final examination period
May	Commencement Ceremonies for Clear Lake Campus — to be announced
May 19	Commencement Ceremony, Marysville and Woodland
May 23	Conclusion of Spring Semester; Academic year 2005-06 ends
May 26	Grades from Instructors are due for Spring 2006 semester
May 29	Academic and administrative holiday - Memorial Day Observance
June 19	Summer Session 2006 commences

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

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

<p>See the <i>Schedule of Classes</i> or contact the Registration Office at the campus/center where you wish to attend to obtain registration information and dates. Contact the Testing Office for <i>Placement Examination</i> information.</p>
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# *President's Welcome*



**Dr. Nicki  
Harrington**

On behalf of the Board of Trustees, faculty, administration and staff, I welcome you to the exciting learning environment of the Yuba Community College District. We endeavor to meet the needs of students and the communities we serve by providing high quality educational programs and services by an outstanding faculty, student services staff, and administrative staff. Assisting you in meeting your educational goal is our highest priority.

The Yuba Community College District provides educational services via its main campus in Marysville, the Woodland Community College campus, the Clear Lake campus, and its outreach operation located on Beale Air Force Base. Our Distributive Education program also provides course work televised, on-line, and through interactive video and video-streaming technology among sites.

As a comprehensive community college, Yuba College offers a full array of certificates, two year associate degrees and the associate degree for transfer to the university. Programs in the liberal arts, sciences, and vocational/technical fields are provided for individuals seeking careers in business, education, health and human services, the sciences, industry, and the trades. Pre-collegiate course work, and course work for the English language learner or English as a Second Language (ESL) student are also provided. The College Success Center provides both computer-based and personal tutoring support for students in mathematics and language arts. New on-line access to the admissions process (including registration), counseling, transcripts, Student Educational Plans (SEP's), and orientation to college are also available.

Additionally, the college offers continuing education for professionals; career advancement opportunities for employed adults; counseling and management course work for small business owners; vocational and technical advanced training; and contracted training for employers. For the homebound individual, or those with work and family responsibilities, the college offers many evening, television, and on-line courses.

Lifelong learning opportunities in language and fine arts are available. A wide array of civic and community development opportunities can be found, as well as art exhibits, music concerts, and theater arts productions.

The college faculty and staff strive to provide learning opportunities and support services that prepare students for the contemporary workplace, to be contributing members of society, and to pursue future educational goals. A computer technology network, and instructional computing labs support the college's programs and services, providing a variety of up-to-date applications to students in their course work. A number of teaching and learning delivery methods are used to meet the diverse needs of students on site and at a distance, for workforce development, and for training and development among community partners.

We are pleased that you have chosen YCCD. This catalog provides you with an overview of the college's programs and assists you with accessing learning support services for success in your educational pursuits.

Our Board of Trustees, faculty, administration, and staff welcome you to the college. I encourage you to participate in the exciting learning environment of the Yuba Community College District!

*Dr. Nicki Harrington*  
Superintendent/President

# District Organization

## GOVERNING BOARD

Mark Bredt, President .....	Lake
George Nicholau, Vice President .....	Marysville
Leela Rai, Clerk .....	Yuba City
Jim Buchan, Member .....	Yuba City
Alan Flory, Member .....	Woodland
Susan Nicoletti, Member .....	Marysville
Xavier Tafoya, President .....	Woodland
Nefer Park, Student Trustee	

## EXECUTIVE OFFICES

District Superintendent/President .....	Dr. Nicki Harrington
Vice President/Assistant Superintendent of Instruction .....	Dr. Alan Lowe
Vice President/Assistant Superintendent of Students .....	Paul Mendoza
Vice President/Assistant Superintendent of Business .....	To Be Named
Director-Personnel Services/Human Resource Dev. ....	Dr. Al Alt
Director-Information Systems .....	Karen Trimble
Director-Institutional Dev./Grants/Foundation .....	Dr. W. Phillip Krebs
Public Information Officer .....	Miriam Root
Campus Dean—Clear Lake Campus .....	Bryon Bell
Executive Dean—Woodland Community College .....	Dr. Angela Fairchild

## STUDENT PERSONNEL SERVICES DIVISION

Paul Mendoza, Assistant Superintendent/ Vice President of Student Services  
(530) 741-6707

### DEPARTMENTS

Residence Halls                      Student Government

*Christopher Wilkinson, Chief of Police (530) 741-6771*  
YCCD Police

Dr. David Farrell, Dean of Student Development  
(530) 741-6705

### DEPARTMENTS

Cal Works	Career Center	College Success Center	Counseling
Job Placement	Transfer Center	Admissions & Records	Veterans Affairs
Workforce Investment Act (WIA)			

*Connie Elder, Registrar (530) 741-6720*  
Admissions/Records

Dr. Marisela Arce, Associate Dean — Financial Aid/E.O.P.S./TRIO Programs  
(530) 741-6781

### DEPARTMENTS

EOPS/CARE	Financial Aid/Scholarships	National Youth Sports Program
<i>Yvette Santana-Soto, Director, (530) 749-5002</i>		
CalSOAP	Student Support Services	Upward Bound



# District Organization

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Dr. Sheila White-Daniels, Director of Matriculation and Articulation Services  
(530) 741-6797

## **DEPARTMENTS**

Articulation

Matriculation

Tech Prep

Jan Ponticelli, Director of Disabled Students Programs & Services  
(530) 741-6795

## **INSTRUCTIONAL SERVICES DIVISION**

Dr. Alan Lowe, Assistant Superintendent /Vice President of Instruction  
(530) 741-6792

## **APPLIED ARTS, SCIENCE, TECHNOLOGY DIVISION**

Dr. Kevin Trutna, Associate Dean  
(530) 741-6766

### **PROGRAMS**

Agriculture  
Applied Science

Automotive Technology  
Electronics Technology  
Food Services Management

Manufacturing Technology  
Metalworking/Welding

## **BUSINESS DIVISION**

Dr. Edward Davis, Associate Dean  
(530) 741-6763

### **PROGRAMS**

Accounting  
Business Computer Applications  
General Business

Information Technology  
Management

Office Administration  
Work Experience/Internship

## **FINE ARTS DIVISION**

Jay Drury, Associate Dean  
(530) 741-6761

### **PROGRAMS**

Art/Photography

Music

Theatre Arts

## **HEALTH AND PHYSICAL EDUCATION**

Rod Beilby, Associate Dean/Director of Athletics  
(530) 741-6779

### **PROGRAMS**

Health

Intercollegiate Athletic Programs

Physical Education

Public Safety Gary Schoessler, Director, (530) 741-6923

Administration of Justice

Emergency Medical Technician

Fire Technology

## LANGUAGE ARTS DIVISION

Jay Drury, Associate Dean  
(530)741-6761

### PROGRAMS

Education	Mass Communications	Speech
English	Reading	Spanish
English as a Second Language	Sign Language	
General Studies		

## MATHEMATICS, ENGINEERING, SCIENCE, & HEALTH OCCUPATIONS DIVISION

Dr. Kevin Trutna, Associate Dean  
(530)741-6786

### PROGRAMS

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

Nursing - Betty Bonner, Director, (530) 741-6784  
A.D.N. Nursing      Vocational Nursing

## SOCIAL SCIENCE DIVISION

Dr. Edward Davis, Associate Dean  
(530)741-6764

### PROGRAMS

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

## BEALE AIR FORCE BASE CENTER

Dr. Edward Davis, Center Director  
(530)788-0973



# District Organization

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## CLEAR LAKE CAMPUS

Bryon Bell, Campus Dean  
(707) 995-7900

### COURSES OFFERED:

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

## WOODLAND COMMUNITY COLLEGE

Dr. Angela Fairchilds, Executive Dean  
(530) 661-5711  
Evelia Genera, Associate Dean of Instruction/Learning Resources

### COURSES OFFERED:

A.D.N. Nursing	English	Music
Accounting	English as a Second Language	Nursing
Administration of Justice	Environmental Horticulture	Office Administration
Agriculture	Ethnic Studies	Philosophy
Anatomy	Family and Consumer Science	Physical Education
Anthropology	Fire Technology	Physical Science
Art	General Business	Physics
Biology	General Studies	Plant Science
Business Computer Applications	Geography	Political Science
Chemistry	Geology	Psychology
Computer Science	Health	Radiologic Technology
Cooperative Work Experience	History	Reading
Counseling	Human Services	Sign Language
Early Childhood Education	Humanities	Sociology
Ecology	Information Technology	Spanish
Economics	Internship	Speech
Education	Management & Supervision	Statistics
Emergency Medical Technician	Mass Communication	Theatre Arts
	Mathematics	Veterinary Technology
		Vocational Nursing
		Women's Studies

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# District Information

## Yuba Community College District

Yuba College, in its 78th year of community service, founded in 1927, is located on a campus outside of Marysville with twenty-three buildings on a 160-acre site. 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

The College opened on this site in September, 1962. The physical plant ranks with the finest in the State, providing all the facilities for lower division college work. Shops, laboratories, classrooms, athletic fields, the Theatre, and a library are at the service of students and the community. An experienced and well-trained faculty offers instruction in over 90 departments totaling more than 1,000 courses.

## Woodland Community College

The Woodland Community College has been developed by the Yuba Community College District to provide educational programs for the Esparto and Woodland communities and adjacent areas of Yolo, Colusa, and Sutter counties.

The Campus is located at 41605 Gibson Road in Woodland. This developing site has seven buildings, including a Learning Resources Building, a Child Development Center, a Science Building, a mixture of classrooms and laboratories, and a Bookstore. Plans for a Emerging Technology complex have been submitted to the California Community Colleges Chancellor's Office for funding. Other buildings, facilities, and programs are scheduled to be added.

The development of these facilities stands as a symbol of the Yuba College Board of Trustees' ability, willingness, and commitment to serve the people of Yolo County and surrounding areas.

## Clear Lake Campus

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

## Beale AFB Center

Classes have been offered on this site since the fall semester of 1960. The Center is 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.

## Outreach Areas

Courses meet at off-campus sites in Colusa, Glenn, Lake, Sutter, Yolo, and Yuba counties, in addition to the colleges, centers, and campuses listed above.



# District Goals, Mission & Philosophy

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

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

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

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

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

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

### Accreditation

The Yuba Community College District (YCCD) 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.



## Advantages of YCCD

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. YCCD bridges the gap between high school and university, making adjustment easier.

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

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

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

## Yuba Community College District Philosophy

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

The Yuba Community College District is a steward to it's communities' educational and cultural well-being.

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

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

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

## Mission and Goals

**MISSION:** To serve students' educational needs to the extent possible under the State's legal charge and available funding, providing the environment for students and faculty necessary for the pursuit, communication, and interpretation of knowledge, wisdom, and truth.

1. The primary mission of the Yuba Community College District is to provide rigorous, high quality curricula in:
  - Lower division arts and sciences
  - Vocational and Occupational fields
  - Business-focused training for economic development
2. An essential and important function of the District is to provide:
  - Remedial/Basic Skills instruction
  - English as a second language instruction
  - Postsecondary Student Support Services
  - Non-Credit Adult Instruction
3. An authorized function is to provide:
  - Community Education courses and programs
  - Institutional Research

**GOALS:** The Yuba Community College District will provide -

- Lower division courses for students planning to transfer to a four-year college or university.
- Occupational, technical, and general education courses leading to an Associate degree, certificate, occupation enhancement, or the broadening of one's educational background.
- Economic development, including business and industry focused training.
- Student services and programs to enhance students' opportunity for success.
- Curricula that enhance awareness of social change and cultural diversity.
- Instruction that encourages communicating effectively and thinking critically.
- Instruction in basic skills.
- Community education classes designed for a particular audience or need.
- Community surveys to determine and respond to community needs.
- Professional development and inservice opportunities for all staff to keep them abreast of current developments in their fields so that they, in turn, may provide the best educational opportunities for the student and community.

# General Information

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## Nondiscrimination Statement

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

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

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

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

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

# Programs and Services

## Assessment Center

The Yuba Community College District Assessment Center is located at the Yuba College main campus in Marysville in the 100B building. The District also offers Placement Testing at Woodland Community College, Clear Lake Campus, and the Beale Center. Contact a testing center for its testing schedule and hours of operation at one of the following locations: District Assessment Center (Yuba College main campus in Marysville) - (530) 741-6864; Woodland Community College - (530) 661-5700; Clear Lake Campus - (707) 995-7900; Beale AFB Center - (530) 788-0973.

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

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

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



## Bookstore

In addition to making available for purchase the required books for each class taught by a Yuba College instructor, the Bookstore also sells assorted supplies (binders, pens, paper, art supplies, etc.).

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

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

**BUY BACKS.** During finals, the Bookstore buys back textbooks for fifty percent of the purchase price if the textbook is needed for the following semester. The textbook can be new, used, hardback, or paperback (excluding workbooks).

## CalWORKs Program

The Yuba College CalWORKs Program provides services to students on TANF (Temporary Aid to Needy Families) on a District-wide basis. The services provided by CalWORKs include counseling, job placement (related to the student's major), CalWORKs work-study, and child care. For more information, telephone 530-634-7773.

## Career Center

The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this end 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. Please call Alice Epler, 530-741-6804 for more information.

## Child Development Center

Child Development Centers are located at Yuba, Lake, and Woodland college campuses. Infants and toddlers (3-36 months), pre-schoolers (3-5 years), and school-age (5-7 years) are served at the Child Development Centers (Lake and Woodland Infant Centers are pending). State Preschool is available 9:00 a.m.-12M at no charge to eligible student-parents. Early morning and 12M-10:00 p.m. child care is also available on a sliding scale fee rate. Facilities are available for outdoor and indoor play, learning activities, and naps.

The Centers hours of operation are dictated by the semester class start dates and times. (Times may vary with each campus; check local campus hours.) Evening hours availability is dependent on enrollment numbers.

The Yuba-Sutter Head Start is located on the Yuba College main campus in Marysville with Yuba College's Child Development Center.

## College Success Center

The College Success Center offers tutoring in many subject areas and computer-assisted instruction in math, reading and English. In addition, short-term courses in grammar, reading, basic mathematics and spelling are available on a limited basis. Counselors are also available during some hours each week to assist students with their planning and to help answer questions about specific programs.

Tutoring is available in the College Success Center, which is located at the front entrance of the college library. Tutoring is available by appointment to students for many classes. Most tutoring sessions are scheduled for two hours each week. Tutoring sessions are limited to a maximum of four students who are enrolled in the same course, taught by the same instructor. There is no fee for tutoring, which is available to registered students only.

## Community Education

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



# Programs & Services

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## Contracted Training

Contracted Training can offer custom training solutions and targeted training for business prosperity. Yuba College can deliver on-site training solutions for any size company. The program offers customize workshops, seminars, and classes (college credit or not-for-credit) to increase employees' skill level to meet and exceed the business goals of area businesses.

### Benefits To Local Companies:

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

Telephone 530-634-7701 for a complimentary assessment.

## Cooperative Agencies Resources For Education (C.A.R.E)

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program which was developed to provide education opportunities for persons receiving TANF benefits. CARE is designed to provide support towards student retention and academic success and to assist eligible students in their academic and/or vocation objectives. The Program provides academic, vocational, and personal counseling; financial assistance, book grants, supplies, access to the CARE library, child care, transportation, tutoring and peer counseling. **(See also E.O.P. & S. section)**

## Cooperative Work Experience Education

Cooperative Work Experience Education (CWEE) is a class designed to recognize learning that occurs on-the-job. In order to qualify, a student must (1) be concurrently enrolled in a minimum of seven units which can include units earned in CWEE (enrollment in one other class during summer session) and (2) develop specific learning objectives approved by the employer and Yuba College. A complete description of Cooperative Work Experience Education is found in the "Programs and Courses" section of this Catalog. Telephone 530-741-6763 or 530-741-6917 for more information.

## Counseling

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

Counselors provide services for helping each student:

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

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

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

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



Yuba College has counselors available at the Yuba College main campus in Marysville, Beale AFB Center, Clear Lake Campus, and Woodland Community College. Counselors are also available for personal counseling to assist students to explore concerns and life situations which may affect the student's learning or personal growth. Students are encouraged to use the counselors' expertise as they progress through their programs.

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

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

## Dining Facilities

In order to accommodate those students living on the Yuba College main campus in Marysville and others who wish to take their meals on campus, a Dining Commons is available. Service is provided Monday through Thursday, 7:15 a.m. until 8:00 p.m. and Fridays 7:15 a.m. until 4:00 p.m., with meals at regular hours and fountain and snack bar service at other times. Students living off-campus, but wishing to dine regularly in the Dining Commons, may purchase a meal ticket. Limited services are available at the Woodland and Lake campuses, and no dining service is available at the Beale Center.

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

DSP&S is designed to equalize educational opportunities for students with disabilities that impact their academic participation; such as, vision, hearing, psychological, mobility, and learning. Assessment for learning disabilities is available to all currently registered Yuba Community College District 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, notetaking, disability advising, priority registration, auxiliary aids, interpreter services, special parking, and mobility aids. Specialized classes are offered each semester at Yuba College including Adaptive Physical Education, Academic Strategies, Assisted Computer Technology, and Reading/Writing Development. DSP&S services are also available at the Clear Lake and Woodland campuses.

For more information about eligibility or to apply for services contact DSP&S at Yuba College at (530) 741-6758(voice) or (530) 741-6994 (TTY); Woodland students please call (530) 661-5797 (voice) or (530) 661-5786 (TTY); Clear Lake students please call (707) 995-7910 (voice) or (707) 995-7928 (TTY).

## Extended Day and Outreach Programs

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

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

## Economic Development Mission

The Yuba Community College District works with employers and community agencies to deliver customized training for employability and for upgrading work force skills. Contact the Vice President of Instruction (530-741-6984) for information about these activities.

## Extended Opportunity Programs and Services (E.O.P.S.)

This State-funded program provides financial assistance and educational support services to eligible, financially and educationally disadvantaged, nontraditional students. E.O.P.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. Students interested in the Program should contact the E.O.P.S. Department for further qualification information.

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program which was developed to provide education opportunities for persons receiving TANF benefits. CARE is designed to provide support towards student retention and academic success and to assist eligible students in their academic and/or vocation objectives. The Program provides academic, vocational, and personal counseling; financial assistance, book grants, supplies, access to the CARE library, child care, transportation, tutoring and peer counseling.

For more information call EOP&S Yuba College - 530- 741-4103; Woodland Community College-530-661-5728; Clear Lake Campus, 707-995-7912.

# Programs & Services

## Health Services

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.

## Housing

The Yuba Community College District has a Residence Hall on the Yuba College Marysville campus, which houses up to 60 students per semester. In addition to providing affordable housing for single college students, the Residence Hall program enhances the educational experience by providing a clean, safe and comfortable environment for learning and living. Professional and paraprofessional staff is available to the dorm student 24 hours a day. The Yuba College Police Department is located directly behind the Residence Hall.

There are two students assigned per dorm room, each room has an individual heating and air conditioning unit, and every two rooms share a private adjoining bathroom. Coin-operated washers and dryers are available on each floor. Reserved parking, near the dorm unit, is available for Residence Hall students.

Students residing in the Residence Hall must comply with the rules and regulations detailed in the *Residence Hall Handbook* and *The Yuba College Student Code of Conduct*. The primary requirement to be eligible to live in the dorm is that the student must be enrolled in 12 units each semester and earn/maintain a grade point average (GPA) of 2.0. A student may be required to vacate the dorm if they drop below 12 units or does not earn/maintain a GPA of 2.0.

**Residence Hall Fees.** Annual cost of room and board is \$5,974.00. Dorm rooms are available on a semester basis (\$2,987.00 per semester). One-third of room and board is due August 1 for fall semester, with two more payments due after move in date. One-third of room and board is due January 1 for spring semester, with two more payment dues after move in date. Room and board includes all you can eat breakfast, lunch and dinner Monday through Friday, excluding holidays.

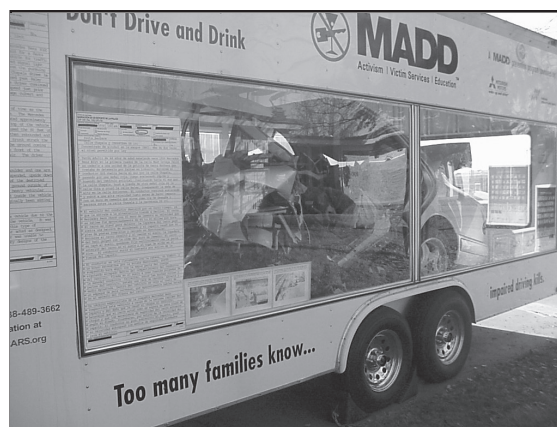
A deposit of \$325.00 must accompany all Residence Hall applications. Of the deposit, \$225.00 will be held as a refundable security deposit and \$100.00 is a non-refundable application and processing fee. Also required with the application is proof of medical insurance.

**Student Responsibility for Residence Hall Payment.** The room and board fee for a space in the dorm is payable in advance as described above. If using Financial Aid for dorm payment you must submit with your application a Financial Aid Award Letter from the Yuba College Financial Aid office, and an application for Deferral of Payment, available from the Residence Hall office. This must be received and approved by the Residence Hall office by August 1 for the fall semester and January 1 for the spring semester.

**Application Information.** The demand for housing for single students is great, and you are advised to apply for Residence Hall accommodations as early as possible. Space in the Residence Hall will be reserved according to the priority listed below:

1. Continuing Residence Hall students who are in good academic, financial, and disciplinary standing with the District and the Residence Hall program. A new application and \$100.00 application and processing fee must be filed by April 1 for the fall semester and September 1 for the spring semester.
2. Academy students who are in good academic, financial, and disciplinary standing with the District and the Residence Hall program. Applications, accompanied with the \$325.00 deposit and proof of medical insurance, must be submitted by April 1 for the fall semester and September 1 for the spring semester.
3. After April 1 and September 1 for their respective semesters, available dorm space will be reserved in the order in which the applications, accompanied with the \$325.00 deposit and proof of medical insurance, are received in the Residence Hall office.

**Residence Hall Deposit Refund Policy.** The entire \$325.00 deposit (\$225.00 refundable, \$100.00 non-refundable) will be refunded if the student is denied admission to the college or if housing is unavailable. The \$225.00 security deposit will be refunded if the Residence Hall office receives written cancellation by July 1 for the fall semester and December 1 for the spring semester.



After the student moves out of the dorm, leaving the room in good condition, they can petition to receive their \$225.00 security deposit. Any damage done to the room over the course of the semester will be deducted from the security deposit. The student will have complete knowledge of such charges as they occur.

The District assumes no responsibility for off-campus living arrangements. **Consideration is being given to the possible closure of the Residence Hall Program;** for further information please call the office at: 530-741-6815.

## Job Placement

Yuba College Job Placement assists students in making the transition to career employment upon completion of their certificate and/or associate degree. Programs and services include Internet or hard copy access to local, national, and international jobs; labor market information; résumés, cover letters, and applications; interviewing techniques and mock interviews; access to the "hidden job market;" job retention; and pre-screening applicants and/or on-campus recruitment for employers.

On- and off-campus part-time employment opportunities are also available to students while in school, including Federal Work-Study and Veterans Work-Study jobs; regular part-time jobs with local businesses; on-the-job training sites for College CalWORKs students; and links with Cooperative Work Experience and Internship programs in identifying work sites.

Yuba College Job Placement partners with local service providers and community-based organizations in sharing outreach placement services with each other, and with clients, customers, and students. Telephone 530-741-6790 at the Yuba College main campus in Marysville for more information.

## Library

The College Library located on the Yuba College main campus in Marysville contains about 60,000 volumes and subscribes to approximately two hundred periodicals. Along with traditional library materials, a large media services area is available for student use. Included in the collection are microfilm, slides, filmstrips, records, audio tapes, video tapes, and cassette tapes. The Library/Media Center also houses a television studio, an open computer lab and the origination point for the District's Distance Learning Programs. A Library Card, validated each semester, may be obtained at the Library Circulation Desk.

The Library's primary responsibility is to serve the needs of those persons enrolled in Yuba College courses. However, members of the public are welcome to use the facilities any time the Library is open.

## Small Business Development Center (SBDC)

The Yuba College 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:

Bi-Lingual Counseling, 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 Pre-Business Workshops, an Introduction to Quick Books class and a 14-week entrepreneurial training class. These hands on intensive training classes cover a variety of topics of interest to small business owners such as, business plans, marketing plans, financing options, operations, loan application, time management, etc. Outside experts are invited to speak on specific subjects like income taxes and small business loans. Completion of this class entitles the student to be able to apply for special Micro-Enterprise funding through the County of Yuba.

If you already have a business up and running you are immediately entitled to the free counseling and low cost training classes in key business skills. For further information, or to schedule an appointment, call (530) 749-0153.





# Programs & Services

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## Transfer Programs

The Yuba College Transfer Center hosts an annual fall transfer program. The *College Information Day* program brings representatives on campus from the *University of California*, *California State University*, independent California colleges and university systems as well as out-of-state colleges. Both Yuba College and area high school students have an opportunity to visit informally with these representatives to obtain information concerning their programs, services, and application procedures. For more information, telephone 530-634-7767.

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

- A resource library of college catalogs, transfer guides, articulation agreements and information, applications for four-year colleges and universities, and other related transfer information;
- Computers with Internet web sites related to transfer;
- Appointments with representatives from four-year institutions;
- College Information Day;
- Workshops in a variety of areas.

## Upward Bound Program

In support of the national commitment to providing educational opportunity for all Americans regardless of race, ethnic background, or economic circumstances, Congress established a series of programs to help low-income Americans enter college, graduate, and move on to participate more fully in America's economic and social life. These programs are funded under *Title IV of the Higher Education Act of 1965* and are referred to as the TRIO Programs (initially being just three programs).

TRIO Programs help students to overcome class, social, and cultural barriers to higher education. The TRIO Programs include eight outreach and support programs targeted to help disadvantaged students to progress from middle school to post-baccalaureate programs. Upward Bound provides fundamental support to high school students in their preparation for college admission.

Yuba Community College District, a current recipient of Upward Bound funding, is completing its first grant cycle in serving high school students from Yuba, Sutter, and Colusa counties. The program provides opportunities for participants to succeed in pre-college performance and, ultimately, in higher educational pursuits. Upward Bound serves high school students from low-income

families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education.

Upward Bound activities include:

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

Currently, the Yuba Community College District Upward Bound Program serves 70 high school students. The legislative requirements of all TRIO Programs can be found in the *Higher Education Act of 1965, Title IV, Part A, Subpart 2, Chapter 1*. To learn more about the Program, contact the Office at 530-749-3858.

## Veterans-Veterans' Dependents Services

Yuba College is approved for the training of veterans and veterans' dependents. The Veterans' Affairs Office assists veterans, reservists, and dependents of service disabled or deceased veterans with their educational benefits and acts as a liaison with the *U.S. Department of Veterans' Affairs*. The latest information on rules and regulations are on file and any changes made are passed on to the veterans through this office.

Yuba College requires that all veterans and/or dependents who wish to collect benefits contact the Yuba College VA to start a file. Students will be advised to consult with their academic counselor, who will provide guidance and assistance in their educational goals. To receive benefits, you are required to submit a copy of your semester schedule to the Yuba College Veteran's Affairs Office.

It is the veteran's responsibility to be aware of such Veterans' Administration rules as illegal repeats, probation, and withdrawal from classes. This information can be obtained from the Veterans' Affairs Office on the Yuba College main campus in Marysville, along with other pertinent information to make the educational experience as smooth as possible. The final responsibility for monitoring the process of qualifications for educational benefits resides with the veteran.

For more information contact the Veterans' Affairs Office at (530) 741-6822 or email [msmith@yccd.edu](mailto:msmith@yccd.edu).

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

The Workforce Investment Act (WIA), is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have 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 aren't available in your local area, you'll need to consider relocating or commuting to another area. In addition to degree programs, Yuba College offers many Certificates of Completion and Certificates of Training in the occupational area. Certificates requires less time than a degree program. Certificates of Completion usually requires 30-36 units and may be completed in one to two years. The Certificates of Training are for short-term training programs. It usually requires less than 29 units, and can be completed in as little time as one semester.

The WIA office on the Yuba College main campus in Marysville is part of the Yuba College One Stop Center. It is located in room 121, next to the Admissions and Records Department. This office offers a computer lab with current software programs, internet access, a study area, and a small lending library for textbooks. Come by and see if you qualify for on the job training, books, supplies, child care, tools, fees, testing, transportation assistance, and other school or job-related needs. This is not a loan and does not have to be repaid. You can be on Financial Aid, EOP&S, Care, unemployment, and scholarships, and still receive WIA assistance. This is not an entitlement program, you must qualify and then it is based on funds available at the county level. For more information please call 530-741-6830 or email: [wia@yccd.edu](mailto:wia@yccd.edu). The Clear Lake Campus WIA office is located in Room 603, telephone 707-995-7100.

## 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 \$5 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 30 years of operation. Additionally, planned gifts such as wills, charitable remainder trusts, and insurance policies have benefited the Foundation's programming capabilities. In-kind gifts, such as laboratory equipment, usable automobiles, and classroom supplies, if properly appraised, can also provide the donor with a tax deduction. The Foundation office can be reached at (530) 749-3868 to discuss options for giving.

**Programs:** The Yuba College Foundation has supported literally hundreds of projects, programs, services and scholarships throughout its thirty years of operation. In recent years, direct support from the Foundation has provided networking equipment for Clear Lake Community College, laboratory support for the Administration of Justice Program in Marysville, marketing materials for student recruitment at Woodland Community 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.





# Programs & Services

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**Governance:** Yuba College Foundation is overseen by a Board of Directors, with representatives coming from the Yuba-Sutter area as well as from the counties supporting the Woodland and Clear Lake Campuses.

Listed below are the current officers and members of the Yuba College Foundation Board of Directors:

Gene Bellisario  
(President, Yuba College Foundation)  
Wayne Ginsberg  
(President Elect, Yuba College Foundation)  
Jim Buchan (President, Board of Trustees)  
Cyndi Blickle, Woodland  
David Brown, Marysville  
John Cassidy, Yuba City  
Paulla Hyatt-McIntire, Esq., Yuba City  
Justin Jackson, Woodland  
Sarab Johl, Marysville  
Dr. Robert Lansdon, Yuba City  
Dr. Susan Lott, Yuba City  
Tara Perrin-Preus, Marysville

**Previous Members:** The Yuba College Foundation is proud of those who have served on our Board in the past.

David Anderson (Yuba-Sutter)  
Deborah Brooks, (Browns Valley)  
Dr. Lynn Frink (Yuba-Sutter)  
Walter Berg (Yuba-Sutter)  
Dr. Charles Clement (Yuba-Sutter)  
Grace Clement (Yuba-Sutter - deceased)  
Robert Dorris (Woodland)  
Theo Dumars (Woodland)  
Margaret Eastridge (Yuba-Sutter)  
Dr. John K. Hickman (Yuba-Sutter)  
Marlene Lamon (Yuba-Sutter)  
Don Lehman, Yuba City  
Ed Mathews (Yuba-Sutter)  
Mehmet "Max" Noyan (Yuba-Sutter)  
Kathleen O'Connor (Wheatland)  
Lee Otterson (Colusa)  
Fred Sankey (Colusa- deceased)  
Fred Shaeffer (Yuba-Sutter)  
Baldev (Bob) Singh, Yuba City (Immediate Past President)  
Marilyn Strain (Colusa - deceased)  
Jack Sullivan (Yuba-Sutter - deceased)  
Helen Whitney (Clearlake)



# Admissions

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

## OPEN ENROLLMENT POLICY

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

- Courses that are specifically exempted by statute, including "impacted" allied health programs (Radiologic Technology, ADN, LVN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the "priority registration" 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 [www.yccd.edu](http://www.yccd.edu). Click on "Apply on-line" and follow the instructions. A paper *Registration Application* is also in the back section of this Catalog for students who do not want to access the on-line application.

**Admission in Impacted Programs:** Associate Degree Nursing (ADN), Psychiatric Technician, Vocational Nursing, and Radiologic Technology require special application procedure and permission. Contact the Impacted Programs Office at the Yuba College campus in Marysville for details, application, and deadlines.

**Foreign students** must obtain a special application which will be mailed upon request from the Foreign Student Admissions Office, located on the Yuba College Campus (see "Foreign Student Admission").

**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 ninth 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: Students will be required to complete the YCCD placement exam prior to enrolling to document their ability to handle advanced academic and vocational course work; enrollment is limited to college level courses (courses numbered 1-99 only); 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. Contact the high school administrator for information concerning this process. Such 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.

The next step is to meet with the Dean of Student Development or Executive Dean who will determine eligibility for admission to the College.

## Application Process Steps to Apply for Priority Registration:

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

YOU WILL THEN BE GIVEN A REGISTRATION APPOINTMENT TO:

- Participate in an orientation program to become acquainted with the District'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.

# Admissions

## Residency Requirements

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

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

### General Rules for Residency:

1. Persons who are 19 years of age or older may establish residence in accordance with the criteria listed below. Year of residence must begin after the eighteenth birthday.
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 "one-year grace period" in order to establish California residency. Establishment of residency requires physical presence and acts of intent be demonstrated for one full year.
6. Persons who have had a "permanent residence visa" for one year may establish residence in accordance with the criteria listed below.
7. Non-resident and non-citizens (other than "nonimmigrant aliens" who are out of status with INS) who have attended a California high school for at least three years and who graduated from a California high school may be eligible for an exemption of the non-resident tuition. (Pick up an AB540 application form at the Registration Office.)
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 District. Students must present a combination of documentation to prove intent to be a resident. Students must also show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver's license, taxes, car registration, etc.). Types of documentation that may be submitted that will help to establish proof of intent (with lack of intent for residence in another state) include the following. No one factor is decisive.

Documentation: W-2 form; California State Income Tax payment; Driver's license; Motor vehicle ownership and registration; Purchase of property; Voter registration; License from California for professional practice; Any other proof of intent as may be deemed necessary to establish residence classification.

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

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

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





## Foreign Student Admission

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

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

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

- Pay *Tuition* and *Enrollment Fees* at the time of registration. The nonresident, non-citizen *Tuition* is \$165.00 per unit. The *Enrollment Fees* and *Student Services Fee* are also due at the time of registration each semester.
- Complete the required application packet which consists of:
  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 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 \$10,000.00 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 \$25.00 Application Processing Fee.
- Purchase hospitalization policy (approximately \$150.00 per year).
- Pursue a specific degree program.
- Register in required English courses each semester until graduation requirements are met.
- Complete a minimum of 12 units each semester with at least a "C" average.
- Complete academic program in a maximum of six semesters.
- Work with the Foreign Student Assistant to meet all requirements for foreign students.
- Provide own housing. The College does not arrange for housing; students interested in applying for the College dormitories must submit the separate *Application for Residence Hall*. No dormitory rooms are guaranteed and visa students should make arrangements for alternate housing if necessary.

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 Community College District class within the last three years and do not meet the matriculation exemptions) will complete the matriculation process. The Yuba Community College District 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 an Associate or higher degree – *provide verification of degree*
- Concurrently enrolled in high school - *need* permission form signed by parents and high school official (and if the student has not completed the 10<sup>th</sup> grade, the permission of the Dean of Student *Development or Campus Dean*).
- Enrolled only in classes for which they have approved previous training (i.e., firefighters taking a fire science class);
- Enrolled in fewer than 6 units;
- Do not plan to earn a degree or certificate;
- Enrolled in a four-year college or university;
- Enrolled in ONLY performance classes (e.g., acting, drawing) or activity classes (e.g. physical education);

### Performance Courses Eligible for Matriculation Exemption:

Art 1LR, 2, 4B, 6A, 6B, 7B, 7C, 8A, 8B, 9A, 9B, 12A, 12B, 14B, 15B, 19A, 19B, 20A, 20B, 27R, 29R, 30R, 32B, 33, 34A, 34B, 35, 36R, 37R, 38AR, 38R, 39R, 40R, 41R, 42R, 43R, 44R, 45R, 46R

# Admissions

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## **Performance Courses Eligible for Matriculation Exemption (cont):**

Music 1C, 1D, 2A, 2B, 2C, 2D, 8A, 8B, 14B, 26R, 30R, 31R, 32R, 33R, 34R, 35R, 37R, 40A, 40B, 40C, 40D, 41AR, 41BR, 42R, 43R, 44R, 53R, 54R, 57R, 58R, 210R, 211R

Physical Education 1.02R-1.15R, 1.21R-1.59R, 1.74R-1.79R, 2.01R-2.13R, 3R, 101R, 21R, 11R-18R, 31R, 32R, 35R, 36R, 37R, 38R

Theatre Arts 11A, 11B, 12A, 12B, 26R, 29R, 32R, 45B, 48G

- Enrolled in only job-skill upgrade, self-improvement, or general interest courses.

## **Self-Improvement and General Interest Courses:**

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

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

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

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

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

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

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

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





# Registration Procedures

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

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

### OPEN ENROLLMENT POLICY

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

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

### Student Responsibility Regarding Registration

Students should acquaint themselves with District 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 reporting to the Registration Office.

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

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

### Change in Enrollment

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

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

If a class is dropped prior to the end of the fourth week of a regular semester (30% of term for short-term courses), no notation of the course will be entered on the academic record. If a class is dropped after that time but prior to the end of the thirteenth week of a regular semester (75% of term for short-term courses), a "W" will be entered on the academic record. If the drop is processed after that time, State law provides the grade must be other than a "W," and usually it will be a failing grade.

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

### Maximum Unit Load

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

# Registration Procedures

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

## Placement Examinations

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

All students who plan to enroll in English, mathematics, or reading courses or courses with a heavy reading content or math content; those who plan to graduate or transfer units to another institution; and concurrently enrolled high school students are required to complete the Placement Examination prior to enrolling into classes. The examination generates a profile of each student's reading, computation, 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 Dean of Student Development. The results of the challenge are final. Students should seek counselor assistance when filing a prerequisite challenge.

Students may take the Placement Exam no more than three times in a 2-year period and not more than twice in any semester. There is a 14-day waiting period for retests. The placement examination may not be used to supplant a failed prerequisite course or to skip a course in a sequence of courses. Placement scores may be valid for up to two years.

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

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

Students who wish to take the Yuba College

Placement Examination should contact one of the Assessment Centers listed below, or contact any YCCD Counselor. The Placement Examination also is offered at selected high schools. Yuba College: 530-741-6864; Woodland Community College: 530-661-5700; Clear Lake Campus: 707-995-7900; Beale AFB Center: 530-788-0973.

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

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

## Placement Levels

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

### Placement Level Reading Courses

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

### Placement Level English Courses

1001	English 110A
1002	English 110B
1003	English 105/106
1004	English 51/51L
1005	English 1A

### Placement Level Mathematics Courses

2001	General Studies 174R
2002	Math 110 or General Business 100
2003	Math 111 or General Business 100
2004	Math 50 or General Business 56
2005	Math 52 or General Business 56
2006	Math 10, Math 15, Math 25, or Statistics 1
2007	Math 21
2008	Math 7, Math 9
2009	Math 1A or higher

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

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

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

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

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

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

## Schedule of Classes

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

## Unit of Academic Credit

**THE UNIT OF CREDIT IS THE SEMESTER HOUR.** The value of a course is computed on the basis of one unit of credit for each hour of lecture or discussion, two-to-three hours of laboratory, or two hours of activity per week, for a 17-week semester. Courses meeting for fewer than 17 weeks will require an equivalent number of hours prorated on a per-week 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. *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*.

# 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 \$26.00 per unit.

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

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

- Board of Governor's Waiver Program C. For low income students who qualify for Financial Aid.

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

**NONRESIDENT/NON-CITIZEN TUITION.** Students who have not established California residency in accordance with state regulations (see Residency section), will be required to pay the *Nonresident Tuition Fee* of \$151.00 per unit. Students who are both citizens and residents of a foreign country are required to pay \$161.00 per unit.

**STUDENT SERVICES FEE.** Students are required to pay a *Student Services Health Fee* each semester and summer session. Students who are eligible for the *Board of Governor's Enrollment Fee Waiver* and 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*. (See "Schedule of Classes" for other possible exemptions.) This church documentation must be submitted to the Vice President of Student Services Office for the exemption.

# Registration Procedures

**PARKING FEE.** Students and staff who drive vehicles on campus will pay a Parking Fee and be issued a decal. The cost is \$40.00 per semester; \$20 for summer session. As an option, students may purchase a \$1 daily parking pass in lieu of a semester decal. The Parking Fee covers day and evening campus attendance. All non-student, seasonal, and short-term employees may park in the General Parking Lots and must display either a valid semester parking decal or a \$1 parking pass.

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

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

All students should be prepared to purchase their own books, which are sold at the Bookstore. Direct school expenses for the entire year, including books, will probably average \$600 to \$700 for students living at home; 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 EMT, Nursing, Nursing Assistant, Radiologic Technology) are required to purchase or provide proof of malpractice insurance, which is currently set at \$12.00. In addition, drug testing and other related charges are required in some programs. These must be paid for at the time of enrollment. The BOGW enrollment fee waiver does not cover these charges.

Estimated total expenses, including personal expenses and travel, for California residents living in the College residence halls, are \$10,618.00. Two sample budgets for an average CALIFORNIA resident student for one year are as shown below:

<b>Sample Expenses of Average California Resident Student Attending Yuba College</b>	
<b>COMMUTER STUDENT LIVING AT HOME</b>	
State-mandated Enrollment Fee	\$ 780.00
Student Services Fee	12.00
Parking Fee	80.00
Board and Room	3,240.00
Books and Supplies	1,260.00
Personal Expenses	2,214.00
Travel	864.00
<b>per year</b>	<b>\$8,450.00</b>
<b>LIVING IN COLLEGE RESIDENCE HALL (Resident of State)</b>	
State-mandated Enrollment Fee	\$ 780.00
Student Services Fee	12.00
Parking Fee	80.00
Board and Room*	5,974.00
Books and Supplies	1,260.00
Personal Expenses	2,214.00
Travel	298.00
<b>per year</b>	<b>\$10,618.00</b>

\*Does not include weekend and holiday meals

## Refunds

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

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

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

- The student "officially" drops the class on or before the refund deadline (fourteenth calendar day of the semester or ten percent of a short-term class), AND
- The drop(s) reduces the student's currently enrolled unit load, AND
- A refund request form is filed with the District Cashier. When students request a fee refund, they should be aware of the following.
  - Students must make a written request to receive a refund of fees.
  - Refunds will NOT automatically be issued.
  - All enrollment fee refunds are subject to a once-a-semester \$10 *Processing Fee*.
  - If fees were paid by check, there will be a waiting period until that check clears through the student's bank before refunds can be processed.
  - For refunds a student must complete a *Request for Refund* and a check will be mailed.

OFFICIAL Drops -- may be submitted through WebAdvisor, Telephone registration, or in person at the Registration Office. It is the student's responsibility to ensure all drops are processed.

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

**PRO-RATA REFUNDS.** A financial aid student attending the Yuba Community College District for the first time who is a nonresident or is living in the College dormitories, will be granted a pro-rata refund of those fees if he/she withdraws from all classes prior to the 10th week of the semester (in full-semester classes). Contact the Financial Aid Office for more information. An *Administrative Fee* of \$100 or 5% of the total charges (whichever is less) will be collected for each pro-rata refund processed.



# Financial Aid

## Financial Aid Program

The role of the Financial Aid Office is to help eligible students pursue their educational goals. The objective is to equitably provide funds and services to eligible students and, to the extent that funds permit, not deny a student the opportunity for an education simply because of lack of money. The Financial Aid Office attempts to fill the financial gap that may exist between the cost of education and the money available to students from family, employment, savings, and other resources.

### CRITERIA AND PROCEDURES FOR FINANCIAL AID.

In order to treat all students equitably, standardized budgets are established and are applied to all applicants. Typical expenses for an academic year for a California resident living with parents to attend YCCD are: State-mandated *Enrollment Fee*, \$26 per unit; *Parking Fee*, \$100; *Student Services Fee*, \$6 per semester/session; Room/Board, \$3,240; Books/Supplies, \$1,260; Personal expenses, \$2,214; Transportation expenses, \$864.

\*Fee may be waived for California residents who meet eligibility requirements.

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 by the Financial Aid Office.

**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. Eligible students with completed files will receive the highest award.

**SATISFACTORY ACADEMIC PROGRESS.** Students awarded financial aid funds are required, by Federal law and Yuba Community College District policy, to make satisfactory progress towards their educational goal. The specific requirements are outlined in the *Financial Aid Handbook* which is available at the Financial Aid Office. *Academic Progress* is necessary in order to continue receiving funds.

### Programs Available to Yuba Community College District Students

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

- Most scholarships are based on academic achievement; other are based on financial need. A complete listing of all scholarships offered, eligibility requirements, deadline dates, and application information is available in the scholarship handbook at the Financial Aid Office.
- Grants. Federal, State, and Institutional grant programs are available to eligible Yuba Community College District students. These funds are based on financial need criteria 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 (*Co-operative Agency Resources & Education*) Grant; CAL GRANTS B and C, and Federal.
- Work-Study. The Federal Work Study Program provides jobs for eligible students awarded FWS funds as part of their financial aid package. An award offer is not a job guarantee. The Placement Office helps eligible students locate employment. College units may also be available for this job experience; contact a counselor for more information. This popular program provides invaluable work experience and a flexible work schedule for students attending Yuba College. The CalWORKs Work-Study Program coordinates with the Federal Work Study Program on a student-by-student basis.
- Federal Stafford Loan. Student loans are available to eligible students, including subsidized and unsubsidized. The interest rate of 8% is available through many participating banks, savings and loans, and credit unions. Eligibility information and application forms are available at the Financial Aid Office.

## Hope Scholarship (Tax Relief)

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



# Financial Aid

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At the end of each calendar year, the Yuba Community College District will mail out a statement (Form 1098T) for students who meet the required criteria and who paid for the enrollment/ tuition fees (does not apply if fees were waived or paid by another agency).

If the student is a dependent (for income tax purposes), the student must contact the Business Office, indicating the 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 District does not determine tax dependency.

## Lifetime Learning Credit

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

guidelines for deducting the fees for income tax purposes; consult a tax advisor if you have questions.

At the end of each calendar year, Yuba Community College District will mail out a statement (Form 1098-T) for students who meet the required criteria and who paid for the enrollment/ tuition fees (does not apply if fees were waived or paid by another agency).

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

# College Life

## Athletics

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

## Campus Police Department

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

The Yuba Community College District Police Department is committed to the safety and security of all students, staff, and faculty attending or visiting Yuba Community College District. We pride ourselves on the development of a community-oriented relationship with those we are sworn to protect.

The Police Department thoroughly investigates all crime reports and encourages the YCCD community

to report all crimes. The Department provides ongoing support and assistance to victims regardless of whether criminal prosecution is sought.

The Police Department is located in Unit A of Warren Hall, Building 1600, Marysville. The telephone number is 530-741-6771. An emergency telephone, which immediately summons an on-duty officer, is located at the front door of the Police Department Office (Marysville campus). The on-duty officer carries a cellular telephone which may be reached by dialing 530-870-1158.

## Children in Class

Attendance in a class is limited to those students who are officially registered in accordance with State and District regulations. This includes high school students enrolled concurrently in the class. Children are prohibited from attending classes. Classes are limited in size, and no disruptions will be allowed in the classroom. In addition, the District 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 either the Student Council 530-741-6808 or Campus Life 530-741-6992, Osuna Hall. Certain clubs listed below may not be active during the 2004/05 Academic Year (depends largely on student participation).

Associated Students of Yuba College  
Associated Students— Clear Lake Campus  
Associated Students—Woodland Community College  
Auto Club Students' Association  
C.A.R.E. Club  
Christians in Action  
E.O.P.S. Club  
Inter-Club Council  
Latter-Day Saints Students' Association  
Mass Communication Production Group  
MECHA (Movimiento Estudiantil Chicano de Aztlan)  
Native Americans Students' Association  
Psychiatric Tech. Students' Association  
Punjabi Heritage Students' Association  
Residence Hall Association  
Veterinary Technician's Association

## Colors and Nickname

The College colors are Navy blue and gold. The nickname of the College teams is the "49'ers."

## 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 the finding in a 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 Students.

## 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 the room areas of the Residence Halls. (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. **The Yuba District has a “zero tolerance” policy ; all campuses and centers are to be alcohol and drug free.**

It is the stated policy of the Yuba District to implement a comprehensive substance abuse strategy that will work more effectively in combating potential drug use and 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, 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 Student Health Office, and the Executive Dean's office for other campuses/centers.
- 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 Student Health Office. 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 Student Health Office.
- The Vice President of Student Services' Office will keep records of all disciplinary actions and evaluate consistency of all enforcement.

## Music

The department of Music 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, both vocal and instrumental performing ensembles, the Music major or minor may fulfill all necessary course work for transfer. Also available are music education classes, class piano, voice, and instrumental classes for all students who are interested.

## Selective Service Registration - MEN

By law, virtually ALL MEN must register at age 18. The *Selective Service Registration Program* allows the government to keep an accurate list of names and addresses for young men, 18 through 25 years old. In a national emergency requiring expansion of our Armed Forces, the list would be used to call men for possible military service. By registering all young men, the *Selective Service System* makes sure a future draft will be fair. If you do not register, you could be prosecuted and fined up to \$250,000 and/or be put in jail for up to five years. Registration is also required to qualify for Federal student financial aid, job training benefits, and most Federal employment. The *Selective Service Registration Form* may be obtained from the Yuba College Registration Office or from your local post office.

## Smoking Policy

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

In the interest of public health, Woodland Community College is a tobacco-free campus effective August 18, 2003. Use of any form of tobacco is prohibited at all times in the following areas:

- 1.1 On all grounds and in all buildings of the Woodland Community College Campus.
  - 1.2 In or on any space, building, or classroom leased or rented by the college.
  - 1.3 In all vehicles owned or leased by the college.
- This policy and these regulations apply to employees, students, visitors, and other persons who enter any





Woodland Community College facility as described in paragraph one.

## Student Activities

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

## STUDENT COMPLAINTS

The Board of Trustees authorizes the administration to develop regulations and procedures to equitably resolve a student's complaint that his/her status or privileges as a student have been adversely affected by a College decision or action.

The regulations and procedures developed by the administration will follow these general principles:

1. A complaint cannot be anonymous, and the complaint must be filed within 30 days of the incident addressed in the complaint.
2. This procedure has no jurisdiction over complaints for which separate legal processes are in existence as provided by law.
3. The procedures should ensure that all participants shall respect the rights of all other parties, maintain confidentiality of the participants and nature of the complaint, and refrain from indiscriminate or inappropriate discussion of the case. Such discussion might endanger due process as well as the integrity of all participants by fostering rumor and prejudice.

It is not the intent of this policy to infringe upon the academic freedom or legal right of the faculty, staff, or the student.

## Student Complaints Involving Faculty or other Staff Members

A student who feels that he or she has been treated wrongly by faculty or other staff member (while performing his or her duties on or off-campus during an official college activity) and who seeks to remedy the situation, is advised to follow the procedures below. These

procedures are to provide for due process and a remedy for the basis of the complaint:

### 1. Complaints Pertaining to Academic Matters

- If the basis for the complaint is an academic matter, such as: grading standards, scores on assignments, laboratory procedures, skills performance, or other areas directly related to course content and requirements, the student SHOULD meet informally with staff member and attempt to resolve the complaint.
- If the basis for the complaint is an academic matter as described above, and the student has met informally with the staff member in an attempt to resolve the complaint and the student is not satisfied with the results and wishes to pursue the complaint further, he or she then MUST meet with the immediate supervisor of the staff member (usually the Associate Dean of a Division) and advise this person of the complaint. The immediate supervisor will further pursue an informal remedy to the complaint.
- In the event that informal attempts to resolve the complaint through the supervisor of the staff person are unsuccessful, the student may file a formal written complaint. The supervisor must respond to the formal complaint in writing within 30 working days.
- If the remedy stated in the reply to the written formal complaint is objectionable to the student, he or she may send objections in written form to the Superintendent/ President

### 2. Complaints Pertaining to Alleged Mistreatment

- If the basis for the complaint is mistreatment by a staff member, but is not "ALLEGED UNLAWFUL DISCRIMINATION OR SEXUAL HARASSMENT", the student SHOULD meet with the staff member and try to resolve the complaint informally. If the student has deep concerns and does not wish to meet informally with the staff member, he or



she must meet with the supervisor of the staff member and pursue an informal remedy to the complaint.

- If the complaint is not resolved informally through the supervisor, the student has the option to file a written complaint on Complaint Form A as described above. The written formal complaint will then be processed as described above.
- If the complaint is an “ALLEGED UNLAWFUL DISCRIMINATION COMPLAINT” in relation to ethnic group identification, religion, age, sex (INCLUDING SEXUAL HARASSMENT), marital status, color, or physical or mental ability, the Discrimination Form is to be used. These forms are available in the offices of the Vice President of Student Services and the Associate Dean of Student Activities, and the procedures described on that form will be followed.

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

The Associated Students of Yuba College is the title of the official organization which controls student affairs, under the guidance of the Assistant Superintendent/Vice President of Student Services. The Student Council, the governing body of the Associated Students of Yuba College, provides services and social activities for students and represents students' views and interests to the administration and Board of Trustees through participation on the Governing Board and District committees.

## **TAPE RECORDER USE**

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





# Academic Regulations and Information

The District reserves the right to change any District 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 District. Failure to comply with established rules, regulations, policies, and/or procedures shall result in disciplinary action and may result in dismissal from the College. Students who feel they have extenuating circumstances which excuse them from these academic regulations should:

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

## Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day Yuba Community College District (YCCD) 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 District transcript includes summary information from other colleges attended when those transcripts have been sent to the District for evaluation. These records are available for review by the student with the counselor or Student Services administrator.

If this step does not cover the types of records requested, the student should submit to the Dean of Student Development, a written request that identifies the record(s) he/she wishes to inspect. The Dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Student Development, the Dean shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the District to amend a record that they believe is inaccurate or misleading. The student should write the District 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 District official will notify the student of the decision and advise the student of his or

her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Personnel 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 District 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 Yuba College 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

# Regulations & Information

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to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Other than the permanent academic Yuba Community College District 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Academic Renewal without Course Repetition

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

*Academic Renewal* is subject to the following conditions:

- The maximum amount of course work that may be alleviated is 30 semester units.
- Since the end of the semester to be alleviated, the student must have completed 12 semester units with a 3.0 Grade Point Average (GPA), 18 semester units with a 2.5 GPA, or 24 semester units with a 2.0 GPA. A "CR" 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 at Yuba College.
- Under no circumstances may course work be discounted that has been used in fulfillment of requirements for a degree or certificate.
- If the student is otherwise eligible for graduation, *Academic Renewal* may not be used to raise the grade point average (GPA) in order to qualify for graduation with honors.
- No units that have been excluded by *Academic Renewal* can be reinstated.
- Course work granted *Academic Renewal* status may be counted, if appropriate, toward fulfillment of prerequisites.

- The student's academic record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history.

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

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

## Advanced Standing/Transfer of Credit

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

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

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

## Athletic Eligibility

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

- All students who are continuously enrolled in a minimum of 12 units are eligible for initial collegiate participation. Nine units must be attempted in academic areas.
- Athletes must be continuously enrolled in 12 units to maintain eligibility.
- To participate in a second sport an athlete must be enrolled in 12 units and have at least a 2.0 GPA.

- To participate in a second season of the same sport, an athlete must be enrolled in 12 units (nine of which are academic in nature), have completed 24 units (18 units must be academic in nature), and have at least a 2.0 GPA.

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

## Attendance

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

## Auditing Class

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

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

- Audited classes do not count toward units for any purpose, e.g., financial aid, veteran's benefits, full-time student status.

## Authority of Instructors

Every student is required to attend class regularly and satisfy the instructor, in such ways as the instructor may determine, that the course work is being performed in a systematic manner. Instructors may report to the counselors and to the Associate Deans 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 Vice President of Student Services, or the President. The Vice President of Student Services 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 district 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 maintaining attendance in at least one session of a calendar year receive "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 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 is met.

While Catalog Rights hold degree requirements, 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.

# Regulations & Information

## CLEP Exam Credit Acceptance Policy

Yuba Community College District 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 if required score is earned for each accepted CLEP examination.

<b>General Examinations</b>	<b>Credits Offered</b>	<b>Course Equivalent</b>
English Composition with Essay	6	ENGL 1A; elective
English Composition	4	ENGL 51L
Humanities	6	Humanities elect.
Mathematics	6	MATH 52; 2 units elective
Natural Sciences	6	Non-lab science electives for non-science majors
Social Science & History	6	Social Science electives
<b>Subject Examinations</b>		
<b>Business</b>		
Info. Systems/Computer Apps	3	BCA 15R
Principles of Management	3	MGMT 10
Principles of Accounting	4	ACCT 1
Introduction to Business Law	3	GNBUS 18A
Principles of Marketing	2	None
<b>Composition &amp; Literature</b>		
American Literature	3	ENGL 30A
Analysis & Interpretation of Lit	3	ENGL 2
Freshman Composition	3	ENGL 1A
English Literature	3	ENGL 46A
<b>Foreign Languages</b>		
French Level 1	4	FRNCH 1*
French Level 2	8	FRNCH 1 & 2*
German Level 1	4	GERMN 1*
German Level 2	8	GERMN 1 & 2*
Spanish Level 1	4	SPAN 1*
Spanish Level 2	8	SPAN 1 & 2*
<b>History &amp; Social Sciences</b>		
American Government	3	SOCSC 1
American History I:		
Early Colonization to 1887	3	HIST 17A
History of the U.S. II:		
1865 to Present	3	HIST 17B
Human Growth and Dev.	3	None
Principles of Macroeconomics	3	ECON 1A
Principles of Micro-economics	3	ECON 1B
Introductory Psychology	3	PSYCH 1A
Introductory Sociology	3	SOCIL 1

Western Civilization I:		
Ancient Near East to 1648	3	HIST 4A
Western Civilization II:		
1648 to Present	3	HIST 4B
Humanities		
Ethnics in America	3	PHIL 2
<b>Science &amp; Mathematics</b>		
Calculus with Elementary Functions	4	MATH 1A
Algebra	4	MATH 50*
	4	MATH 52*
Trigonometry	3	MATH 21
Algebra-Trigonometry	4	MATH 7
General Biology	3	BIOL 10
General Chemistry	3	CHEM 10

\*Credit cannot be earned for both classes.

## College Board Advanced Placement

Yuba College grants college credit for successful completion of *Advanced Placement Program Examinations* of the College Board. Students who complete special advanced placement courses and who present scores of three or higher (3, 4, or 5) for the *Advanced Placement Examinations* to the College's Records Office will receive credit ("CR" 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
Computer Science AB	3	Elective
Economics-Macro	3	Elective
Economics-Micro	3	Elective
English Language/ Comp	6	English 1A, 3 units elective credit



English Literature/Comp	6	English 1A, 3 units elect. credit
European History	3	History 4B
French Language**	8	French 1 and 2
French Literature**	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 "CR" grade, is allowed upon evidence of successful completion of: (1) *College—Level Examination Program General Examinations of the College Entrance Board*, scoring at or above the 25th percentile (Credit may not be awarded for CLEP if prior credit has been earned in a college course in the same subject matter.); (2) *Proficiency Examination Program (PEP)* administered by *American College Testing Program*; (3) *California State University and College English Equivalency Examination* administered by C.S.U., *Chancellor's Office*. Credit is not awarded until applicant has become a student in the Yuba Community College District.

## 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, a "CR" 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 Yuba College with a GPA or 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 file a *Petition for Credit by Examination* to the appropriate associate or executive dean. Credit by examination is not applicable to all courses. A course may be challenged only once unless the Dean of Student Development, Vice President of Instruction, or the Superintendent/President determines the existence of extenuating circumstances.

## Credit For Military Experience

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

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

## Credit/No Credit Grading

At the option of each Division and in accordance with Title 5 regulations, some courses are offered on the Credit-No Credit (satisfactory-fail) grading basis. In those cases where a single standard of performance for which unit credit is assigned, the "CR/NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so. The CR/NC 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 Credit/No Credit basis. The student should consult a counselor to discuss transferability of courses placed on the credit/no credit option. The student must file the appropriate credit-no credit option form at the Registration Office no later than the end of the fifth week (30%) of the semester or the end of 30% of class for short-term courses. Students can change the grading mode in accordance with these procedures at any time until the 30% date in the course by submitting a new Credit-No Credit option form at the Registration Office. After this date, the grading mode will be final.

The "CR" grade symbol will be awarded for work completed at "C" (satisfactory) or better level. Units earned for satisfactory achievement shall be counted in the satisfaction of degree requirements. A grade of "D" or "F" work will result in an "NC" for the course. In neither case will units be counted in the determination of the student's

# Regulations & Information

grade point average, but the “NC” will be counted in Progress Probation.

## Examinations

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

## Exemption from Regulations

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

## Financial Obligations

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

## Computer and Network Usage Policy

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

## Grade Reports (Report Cards)

*Semester Grade Reports* are mailed directly to students approximately three working weeks after the close of the *Final Examination* period. Semester grades are permanent and are not changed unless extenuating circumstances are involved. Final grades in courses may be issued only on an official *Grade Report* and/or transcript.

## GRADING

The grading system is as follows:

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

### Other

#### Symbols   Definition

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

### Temporary

#### Symbols

#### Definition

MW	Military Withdrawal: Special exemption—requires documentation. (See “Military Withdrawals” for documentation required.)
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 mailed to the student indicating work to be completed for removal of the “I” and alternate letter grade to replace the “I” in the event the student fails to meet the conditions for removal of the “I.”

An "I" must be made up during the semester following the awarding of the incomplete (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.

## Grade Point Average - 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 "Letter Grades" section for grade point values.
2. The total number of grade points earned in all courses is divided by the total number of units attempted. The result is the GPA.

## Honors List

The Honors List, produced at the end of each semester (except Summer Session), recognizes students who have maintained at least a "B" (3.0) grade point average in 12 or more **graded** units during that semester (does not count classes with CR/NC grades). Students who are enrolled in at least 12 units and for whom the graded course work is at least a 3.00 GPA, may also be eligible for the Honors List if each Credit/No Credit course is required for the student's major, and if the student achieves *Credit with Distinction as indicated by the instructor* in each of those Credit/No Credit courses. Honors achievement will be noted on the student's academic record. This list is sent to the local newspapers and may be published in accordance with their policy and procedures.

## Notification of Absence

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

## Prerequisites/Corequisites

"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.

"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.

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

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 prerequisite.
- Prerequisite challenge form approved. (Challenge forms are available from the office of the Dean of Student Development at the Yuba College Campus; at the Woodland Community College, Clear Lake Campus, and Beale Center, the forms are available from the site administrator.)

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

# Regulations & Information

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

## Policy for Petitioning or Waiving Course Prerequisites

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

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

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

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

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

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the Yuba Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 38.1 percent attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 1999 to Spring 2002. Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or higher. Based on the cohort defined above, 25.3 percent transferred to another postsecondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 1998 to Spring 2002.

## YCCD Certificate and Degree Totals

The following are the numbers of degrees and certificates awarded District-wide for the last four years. These totals do not consider the students' status upon entering the District.

### 2001-02

Associate in Arts	320
Associate in Science	426
Certificate of Completion	93
Certificate of Training	241
<b>Total</b>	<b>1,080</b>

### 2002-03

Associate in Arts	319
Associate in Science	426
Certificate of Completion	136
Certificate of Training	279
<b>Total</b>	<b>1,160</b>

### 2003-04

Associate in Arts	283
Associate in Science	518
Certificate of Completion	108
Certificate of Training	184
<b>Total</b>	<b>1,093</b>

## Repeated Courses

State law mandates the repeat regulations in the Yuba Community College District. A student who has earned a "D," "F," or "NC" grade in a regular course may repeat that course **once**. When that course is completed (W grades are excluded), the best grade will count in the grade point average. The lower grade must remain on the academic transcript, but will be coded as being repeated, and the grade will no longer count in the grade point average. If the student earns another substandard grade ("D," "F," or "NC"), the student may not repeat that course a third time in the District (unless special permission is granted by the College Standards Subcommittee).

State law mandates that a student may not repeat a course in which a satisfactory ("C" or better) grade was previously earned except in extenuating circumstances.





When reasons are educationally justifiable, a student may petition the College Standards Subcommittee to repeat a course once in which a satisfactory or better grade has been earned. When the student completes the course, the course and grade will be listed on the academic record but will be coded so the grade will not count in the computation of the grade point average and units earned. Unless otherwise specified, credit may be earned in a course only once.

Some courses are progressive in nature and provide an expanded educational experience when repeated. These courses are identified by the letter "R" following the course number. California State regulations prohibit enrolling in a repeatable course more than four times (including "W" grades). Students who have exhausted the maximum number of repeats in a specific course, see "Auditing Classes" section."

Some courses with the "R" designation may only be repeated once. Others may be repeated three times. Information on the number of repeats is in the course description.

Repeatable courses in an "area" may only be taken for a maximum of four times "in the area". For example: basketball is the area. Beginning Basketball, Intermediate Basketball, Basketball Skills, etc., all count toward that 4-time limit "in the area."

A student who has satisfactorily completed the equivalent or more advanced college course work may not be awarded credits for completion of the lower level college course work (except in extenuating circumstances -- see your counselor for details.)

Student may not register for a class that is identified as an "illegal" repeat (beyond the maximum allowable repetitions, satisfactory grade earned, etc.). Such action may affect the student's full-time/part-time status for Financial Aid, Veterans, athletic eligibility, etc.

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

Courses from other colleges will be checked for repeats at the time of graduation. At that time, any credit awarded for repeated classes will be coded on the student's record. Therefore, students should consult a counselor for evaluation of credits/ requirements/repeat check prior to petitioning for graduation.

## Servicemembers' Opportunity College

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

requirements are in accordance with the criteria for Servicemembers' Opportunity Colleges.

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

## Standards for Probation/Dismissal

Students are subject to "Probation" and/or "Dismissal," for reasons of deficient scholarship, in accordance with the provisions of Sections 55754 through 55756 of *Title V California Administrative Code*, and this Catalog. It is the policy of the 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 Student Personnel Services staff prior to invoking action.

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

**PROGRESS PROBATION.** A student who has enrolled, beginning fall 1981, in a total of at least 12 semester units of Yuba Community College District classes as shown on the official academic record shall be placed on *Progress Probation* when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).



# Regulations & Information

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

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

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

A student who feels there are extenuating circumstances with 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, and set up a visitation schedule to check the student's progress during the semester of attendance.

**NOTE:** *Students receiving financial aid must refer to the current Financial Aid Brochure concerning Probation Status. Students receiving veterans benefits should contact the Veteran's Affairs 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 *Associate in Arts* or *Associate in Science*, or any higher degree.

## Student Definitions

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

## Transcripts

A student may apply for a transcript of college courses at the Records Office. A student in good standing may receive a transcript at any time. Two copies are furnished free by the College; additional copies are charged for at

the rate of three dollars each. Transcripts requested “over the counter” will require a \$6.00 “Rush” fee.

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

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

Transcripts will not be released for students who have holds placed on records for outstanding obligations to the College.

### Veterans Standard of Progress

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

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





# Graduation Requirements

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## Withdrawal Symbol

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

Full semester courses officially dropped after the end of the fourth week (30% of term for short-term courses) but prior to the end of the thirteenth week (75% of term for short-term courses), will result in "W" on the student's academic record. The "W" symbol indicates that the student was permitted to drop the course or was dropped by the instructor. A "W" symbol carries no connotation of quality of 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 Registration Office requesting permission to withdraw after the final withdrawal deadline. Although the "W" symbol is not used in computation of grade point averages, excessive "W," "NC," or "I" symbols are considered in determining *Progress Probation* (see "Standards for Probation").

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

## Withdrawal - Military

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

# Graduation Requirements

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

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

**COURSE REQUIREMENTS FOR THE DEGREE:**  
Only courses completed by deadlines may be counted toward the degree to be issued for the requested term. (See "Course Numbering System," limitation of 100-299 courses for associate degree.)



# Graduation Requirements

## 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. Students may only earn one degree in a general education major. For these degrees, the major will not be printed on the diploma. For majors in specific degrees (*as defined in catalog degree section*), 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.

## 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.

### COMPETENCY REQUIREMENTS:

Reading competency may be met by:

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

*Note: Students seeking an A.A./A.S. degree should complete the reading competency requirement within the first 30 units of credits earned in the YCCD district, 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:

1. Passing Mathematics 50 or higher with "C" or better; OR
2. Passing General Business 56 with "C" or better; OR
3. Pass any college course with a "C" or better which has one of the above courses as a prerequisite; OR
4. Passing the second year of high school algebra (Algebra II) with a "C" or better; OR
5. Equivalent (see counselor).

*The Placement Examination may be taken twice in a two year period.*

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

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

Agriculture 45  
Anthropology 1  
Astronomy 1  
Biology 1, 10, 10L, 11, 15, 25  
Chemistry 1A, 2A, 3A, 10  
Ecology 10, 12  
Geography 1  
Geology 10, 10L, 11L  
Physical Science 10A, 10B  
Physics 2A, 4A, 10, 10L, 15  
Plant Science 20, 20L, 22, 22L

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

Afro-American Studies 16A, 16B  
Anthropology 2  
Asian-American Studies 14  
Early Childhood Education 3  
Economics 1A, 1B  
Geography 2  
History 4A, 4B, 7, 8, 11, 14, 15, 16A, 16B, 17A, 17B, 29  
La Raza Studies 1, 15  
Native American Studies 7  
Political Science 1  
Psychology 1A, 12, 31, 32, 33, 40  
Social Science 1, 4  
Sociology 1, 2, 10, 35  
Women's Studies 29, 31, 35

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

Art 1A, 1B, 1C, 5, 26  
Asian-American Studies 31  
English 1B, 2, 23, 30A, 30B, 33, 34, 36, 37, 38, 42, 44A, 44B, 45, 46A, 46B  
Foreign Language 1, 2, 3, 4  
Humanities 3, 5, 10, 11, 12, 15, 26, 31, 33, 34  
Music 1, 1A, 3, 11, 12, 15  
Philosophy 1, 2, 3, 20  
Sign Language 1, 2, 3  
Spanish 10, 20A, 20B  
Speech 2  
Theatre Arts 10, 33, 34  
Women's Studies 26, 37

# Graduation Requirements

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## AREA D. LANGUAGE AND RATIONALITY

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

English 1A

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

Business Computer Applications 15

Computer Science 2,3,4, 5A, 5B, 6,8, 9A, 9B, 10, 10L

Electronics Technology 25

English 1C

General Business 56

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

Philosophy 12

Speech 1, 3, 6, 7, 8, 9

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 1, 1L, 10, 10A

Administration of Justice 10,30

Agriculture Business 10

Applied Science 22

Automotive Technology 21, 22

Counseling 10

Electronics Technology 1,12

English 20LR

Environmental Horticulture 20

Family and Consumer Science 10,11, 16

General Business 10

Health 1, 13

Human Services 11

Mass Communications 20LR

Physical Education 1. 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 "Certificate/Degree Programs" and in the Course Descriptions section of the catalog.

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

Physical Education 1.14R, 1.21R, 1.22R, 1.26R, 1.27R, 1.28R, 1.37R, 1.57R, 1.59R, 3R

*Note: Students who will be completing degrees in the Allied Health areas (Nursing, Psychiatric Technology, Radiologic Technology, or Veterinary Technology), and students who submit documentation of active military service are exempted from this requirement.*

**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:

Administration of Justice 19; Art 1A, 3B, 5; Asian-American 14, 31; ECE 27; Education 1; English 30A, 30B, 36, 44B; General Business 10; History 5A, 5B, 14,15; Human Services 11; Humanities 5,10, 16, 17, 26B, 31; Music 16, 17; Philosophy 1, 3; Sociology 5; Spanish 20A, 20B, 36; Speech 8; Women 26B

Completion of the following programs also fulfills the requirement:

Associate Degree Nursing; Psychiatric Technician; Radiologic Technology; and Vocational Nursing.

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

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

**REQUIREMENT 8:** All students wishing to graduate must file a petition card as a *Candidate for Graduation*. Deadline dates to apply are: Fall-November 15; Spring-April 15; Summer-July 1.

## Courses from Other Colleges

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

## Servicemembers' Opportunity College

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

# Transfer Preparation and Information

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

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

## ASSIST

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

The ASSIST database includes all of the most current official articulation agreements that every CSU and UC campus has established with any of the 109 California Community Colleges. ASSIST also includes the following complete and historical information for all 109 California Community Colleges — UC Transferable Course Agreements; CSU Baccalaureate Course Lists; IGETC Course Lists; CSU GE Certification Course Lists.

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

## Preparation for Transfer

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

**PREPARATION FOR ADVANCED STANDING AT FOUR-YEAR UNIVERSITIES AND COLLEGES.** Yuba College offers courses similar to courses offered in the lower division, or the first two years, of four-year universities and colleges. Since course requirements for graduation vary between colleges, it is to the student's advantage to choose the university or college to which he or she plans to transfer as early as possible, so as to complete the courses at Yuba College which best satisfy the lower division course requirements at that particular college or university to which the student ultimately transfers. Lower

division course requirements typically include a set of "general education" courses as well as sequence of courses in the student's chosen "major" field of study.

For more up-to-date, detailed, or extensive information regarding transfer requirements, students are encouraged to visit the Transfer Center, where there is a collection of college and university catalogs from across the country. The Transfer Center also maintains and provides articulation sheets which summarize current course and major requirements of various local colleges and universities. Students are encouraged to discuss their transfer strategy with a counselor or with a representative of the colleges or universities who periodically visit the Transfer Center.

Students interested in transferring should also be aware of critical application filing periods and procedures. This information, as well as applications to most four-year institutions in California, can be obtained from the Transfer Center and from the counselors.

**STUDENT RESPONSIBILITY FOR MEETING TRANSFER REQUIREMENTS.** Students are advised to obtain a copy of the catalog for 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 of the transfer college or university of her or his choice, and then to choose the appropriate Yuba College courses to satisfy the requirements for transfer to that college or university.

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

# Transfer Preparation

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

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

**UNIVERSITY OF CALIFORNIA SCHOLARSHIP REQUIREMENTS.** Students who are eligible to enter the *University* directly from high school may enter as juniors after receiving the associate degree at Yuba College, or at any time previous, if they have maintained a "C" (2.0) grade point average. Yuba College requires a 2.0 grade point average for the associate degree. The *University* recommends completion of the associate degree requirements before transfer.

Students who were ineligible to attend the *University* directly from high school must complete all but two of the high school deficiencies, should obtain the *Associate in Arts Degree*, should complete the *University's* breadth and major requirements, and must maintain at least a "C+" (2.40) grade point average. If students wish to transfer prior to earning a degree, they must have (1) earned at least 60 transferable units, if they had a high school GPA deficiency, with (2) a grade point average of 2.44 (out-of-state, 2.80), and (3) must complete all but two high school deficiencies. However, the high school requirements in English and Mathematics must be completed before transfer. Course requirements vary on the different campuses; students should consult the catalog of the particular campus of their choice.

The *University* requires the completion of 120 semester units or more for the bachelors degree, of which approximately 50 units must be earned in upper division courses; thus 70 semester (105 quarter) units is the maximum which may effectively be transferred from Yuba College. The *University* (except for U.C., Berkeley) is on the Quarter System; to convert Yuba College semester units to the University quarter units, multiply the Yuba College units by one and one-half; e.g., six semester

units equal nine quarter units. See a Yuba College counselor for a list of transferable courses to the *University of California*.

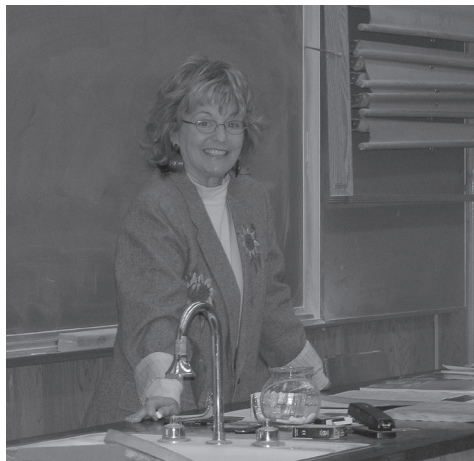
**ADVANCED STANDING SELECTION CRITERIA TO THE UNIVERSITY OF CALIFORNIA.** The *University* makes every effort to provide a place on one of its campuses for all California resident applicants who meet the minimum admission requirements and file an application during the appropriate filing period. In recent 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. These criteria are listed below.

## Academic Criteria:

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

## Supplemental Criteria:

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





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

The *California Administrative Code, Title V, Section 40409* provides that up to 70 semester (105 quarter) units of credit, exclusive of any 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 in the major and to the *State University* campus which they have selected. When otherwise appropriately selected, all Yuba College courses numbered 1 through 49 are designed for transfer.

State law compels all *State University* campuses to require a minimum of 48 units of General Education; 39 units are usually completed in lower division and the remaining 9 units in upper division. See also the following pages.

Many four-year institutions require Ethnic Studies classes for graduation. Consult a Yuba College counselor.

**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 *C.S.U.* system as either upper division or lower division transfers depending on space availability. Upper division transfers (students with 56 or more *C.S.U.* transferable units) will always be given priority consideration for admission and 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.

Students who were eligible to enter the *California State University* system directly from high school may enter as juniors after receiving the *Associate in Arts* or the *Associate in Science* degree at Yuba College, or at any time previous, if they have maintained a "C" (2.0) grade point average. Yuba College requires the 2.0 grade point average for either the *Associate in Arts* or the *Associate in Science* degree.

Students who were ineligible to attend the *State University System* directly from high school should obtain the associate degree, complete a selected *State University's* major and General Education requirements, and must also complete 56 transferable units with a "C" (2.0) grade point average before becoming eligible for transfer. Deficiencies in college preparatory high school subjects must also be made up. These students must complete 30 units from the *C.S.U. General Education Breadth Requirements* which include A(1), A(2), A(3), and B(4). See a Yuba College counselor for details.

Yuba College transfers an impressive number of students to the *California State University* system. Admission representatives from local *C.S.U.* campuses visit the Transfer Center on a regular basis. Check with the Center for more detailed information.

**MAKING UP MISSING COLLEGE PREPARATORY COURSES.** To be eligible for admission to the *California State University* as a freshman, the student who graduated from high school June, 1984, or later 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, with grades of "C" or better; 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.



# Transfer Preparation

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## California State University General Education Breadth Requirements (2004/05)\*\*

These requirements are subject to change each year. Contact a YCCD counselor for updates verified after the *Catalog* publication date. A minimum of 48 semester units in General Education (G.E.) is required for a BA/BS degree, 9 semester units must be at the upper division level. This pattern is designed to satisfy the 39 units of lower division G.E. requirement to any of the CSU campuses. G.E. units in excess of 39 completed at YCCD may transfer as lower division major and/or elective (70 C.C. units maximum). Minimum of 9 units in areas A,B, C, and D:

### A. COMMUNICATION IN ENGLISH AND CRITICAL THINKING - 9 units

(One course required from 1, 2, and 3)

- (1) ORAL COMMUNICATION - Speech 1,3,6,7,9
- (2) WRITTEN COMMUNICATION - English 1A
- (3) CRITICAL THINKING - English 1B, 1C; (formerly Engl 41) Philosophy 12; Speech 3

### B. PHYSICAL UNIVERSE AND ITS LIFE FORMS - 9 units

(One course required from 1 and 2 [including lab], and 4)

- (1) PHYSICAL SCIENCE - Astronomy 1,10, 11\*; Chemistry 1A\*, 1B\*, 2A\*, 2B\*, 3A, 3B, 8, 9\*, 10; Ecology 10,11\*, 12; Geography 1; Geology 10, 10L\*, 11L\*; Physical Science 10A, 10B, 10C\*; Physics 2A, 2B, 3A\*, 3B\*, 4A\*, 4B\*, 10, 10L\*, (\* denotes labs)

- (2) LIFE SCIENCE — Anthropology 1; Biology 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 10, 10L\*, 11\*, 15\*, 25; Ecology 10, 11\*, 12; Plant Science 20, 20L\*, 22, 22L\* (\* denotes labs)

- (3) One course from (1) or (2) above must be a laboratory course (\* denotes labs)

- (4) MATHEMATICS/QUANTITATIVE REASONING - Mathematics 1A, 1B, 7,9,10, 15, 15B, 21, 25; Statistics 1

### C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE - 9 units

(Must include courses from 1 and 2; courses must be taken in at least two disciplines.)

- (1) ARTS (Art, Dance, Music, Theatre)  
Art 1A, 1B, 1C, 3A, 3B, 5, 31R;  
Asian American Studies 31;  
Early Childhood Educ. 21;  
English 2, 33, 34;  
Humanities 3,5,10,11,12,15, 16, 26A, 26B, 31,33,34;  
Mass Communications 11R;

Music 1, 1A, 1B, 3, 8A, 8B, 12,15, 16;

Speech 2;

Theatre Arts 10,33,34;

Women 26A, 26B

- (2) HUMANITIES (Literature, Philosophy, Foreign Language) -

Afro American Studies 12A, 12B, 16A, 16B;

Asian American Studies 14, 31;

Early Childhood Education 39;

English 1B, 2, 30A, 30B, 31A, 31B,

36,37,38,39,42, 44A, 44B, 46A, 46B;

Foreign Language 1,2,3,4;

History 4A, 4B, 5A, 5B, 7, 8, 11, 12A, 12B, 14, 15,

16A, 16B, 17A, 17B, 29;

Humanities 10, 11, 12, 20, 31;

La Raza Studies 15;

Music 12; Native American Studies 7;

Philosophy 1, 2, 3, 20;

Spanish 10, 20A, 20B, 35, 36;

Speech 2;

Women's Studies 29,37

### D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS AND BEHAVIOR AND HISTORICAL BACKGROUND - 9 units

(Courses must be taken in at least two disciplines.)

Administration of Justice 10;

Afro American Studies 12A, 12B, 16A, 16B;

Anthropology 2,3;

Asian American Studies 14;

Early Childhood Education 3, 31;

Economics 1A, 1B;

English 4;

Family and Consumer Science 31;

Geography 2;

History 4A, 4B, 5A, 5B, 7,8,11, 12A, 12B, 14,15, 16A, 16B, 17A, 17B,29;

La Raza Studies 1, 15;

Mass Communications 2;

Native American Studies 7;

Political Science 1;

Psychology 1A, 1B, 12, 22, 31, 32, 33, 40, 41, 46;

Social Science 1,4;

Speech 8;

Sociology 1, 2, 5, 10, 30,35;

Women's Studies 29,31,35

## **E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT - 3 units**

Counseling 10, 25;  
Family and Consumer Science 10,  
General Business 25;  
Health Education 1;  
approved Physical Education activities  
(1.5 units maximum);  
Psychology 1A, 1B, 12, 31, 32, 33, 41, 46;  
Sociology 30;  
Women's Studies 31

*\*\*This is the 39-unit G.E. pattern that meets the minimum G.E. Full Certification requirements at all C.S.U. campuses. G.E. units in excess of 39 completed at Yuba College may transfer as lower division major and/or elective (70 community college units maximum). See a Yuba College counselor for additional G.E. and major requirements for individual campuses.*

## **California State University U.S. History, Constitutions and American Ideals Requirement**

All campuses of the *California State University* system require course work in American History and National and Local Constitutions. Some campuses double count units taken for these requirements in General Education Breadth Social Science area.

**Under CSU Review. Please see a counselor.**

## **Intersegmental General Education Transfer Curriculum (IGETC) (2004/05)**

*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 C.S.U. or U.C. system. Because of its generic nature, and agreements between the C.S.U. system, the U.C. system, 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 C.S.U. or U.C. system.

Completion of the IGETC, in itself, does not improve eligibility for admission to the C.S.U. or U.C. system, or admission to a specific campus or program. See a counselor for segmental and campus-specific admission requirements and lower division major requirements.

The IGETC will permit a student to transfer from a community college to a campus in either the C.S.U. or U.C. 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 C.S.U. or U.C. campus, nor is it the only way to fulfill the lower division, general education requirements of C.S.U. or U.C. prior to transfer.

Some students may be better served by taking courses which fulfill the C.S.U. General Education Breadth requirements or those of the U.C. 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 C.S.U. or U.C. campus. Fifth and Revelle Colleges at U.C., *San Diego*, the School of Business at U.C., *Berkeley*, and the School of Architecture at U.C., *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 C.S.U. and U.C. Except under special circumstances, "certification" means that the last community college attended prior to transfer to the U.C. or C.S.U. 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 C.S.U. must include completion of the Oral Communication requirement. For the U.C., 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.

## **AREA 1. ENGLISH COMMUNICATION**

(C.S.U. -3 courses required, one from each group below; U.C. -2 courses required, one each from Group A and B.)

Group A: English Composition, 1 course; 3 semester, 4-5 quarter units  
English 1A

Group B: Critical Thinking-English Composition, 1 course; 3 semester, 4-5 quarter units  
English 1C\* (formerly English 41)

Group C: Oral Communication (C.S.U. requirement only) - 1 course; 3 semester 4-5 quarter units  
Speech 1, 3, 6, 7, 9

## **AREA 2. MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING**

1 course; 3 semester, 4-5 quarter units  
Mathematics 1A+, 1B, 7, 9+, 25; Statistics 1

# Transfer Preparation

## AREA 3. ARTS and HUMANITIES

At least 3 courses, with at least one course from the Arts and one course from the Humanities; 9 semester, 12-15 quarter units

### Arts

Art 1A, 1B, 1C, 3A+, 3B+, 5; English 33\*, 34; Humanities 3, 5, 12, 15\*, 16, 26A+, 26B+, 33\*, 34; Music 3, 8A, 12, 15\*, 16; Theatre Arts 10, 33\*, 34; Women 26A+, 26B+

### Humanities

Afro American Studies 12A\*, 12B\*, 16A\*, 16B\*; Asian American Studies 14\*, 31; English 1B, 30A, 30B, 33\*, 36, 37, 38, 42, 44A, 44B, 46A, 46B; German 3, 4; History 4A+, 4B+, 5A\*, 5B\*, 7\*, 8, 11, 12A\*, 12B\*, 14\*, 15\*, 16A\*, 16B\*, 17A+, 17B+, 29; Humanities 10, 15\*, 31, 33\*; La Raza 15\*; Music 1A, 1B, 15\*; Native American Studies 7\*; Philosophy 1, 2, 3, 20; Spanish 3+, 4, 20A+, 20B+, 35; Theatre Arts 33\*; Women's Studies 29, 37

## AREA 4. SOCIAL AND BEHAVIORAL SCIENCES

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester, 12-15 quarter units

Afro American Studies 12A\*, 12B\*, 16A\*, 16B\*; Anthropology 2, 3; Asian American Studies 14\*; Early Childhood Education 31; Economics 1A, 1B; Family and Consumer Science 31; Geography 2; History 5A\*, 5B\*, 7\*, 12A\*, 12B\*, 14\*, 15\*, 16A\*, 16B\*; La Raza Studies 1, 15\*; Native American Studies 7\*; Political Science 1; Psychology 1A, 1B, 12, 22, 31\*, 33, 40, 41, 46; Social Science 1, 4; Sociology 1, 2, 5, 10, 30, 35\*; Speech 8; Women's Studies 31\*, 35\*

## AREA 5. PHYSICAL and BIOLOGICAL SCIENCES

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester, 9-12 quarter units

### Physical Sciences

Astronomy 1+; Chemistry 1A(L)+, 1B(L)+, 2A(L)+, 2B(L)+, 3A+, 3B, 8, 9(L), 10+; Geography 1; Geology 10+, 10L(L)+; Physical Science 10A+, 10B+, 10C(L); Physics 2A+, 2B+, 3A(L)+, 3B(L)+, 4A(L)+, 4B(L)+, 10+, 10(L)+

### Biological Sciences

Anthropology 1; Biology 1(L), 2(L), 3(L), 4(L), 5(L), 6(L), 10+, 10L(L)+, 11(L)+, 15(L)+, 25; Ecology 12; Plant Science 20+, 20L(L)+, 22(L)+, 22L(L)+

**LANGUAGE OTHER THAN ENGLISH** (U.C. requirement only): Complete two years of the same foreign language of high school-level work with a grade of "C" or better, OR earn a score of three or higher on the *Foreign Language Advanced Placement Test*, OR 550 on the *College Board Achievement Test in Foreign Language*, OR complete 4-5 units from the courses listed below.

College course(s) that meet the proficiency level;  
French 1; German 1; Sign Language 1; Spanish 1+

*\*Courses designated with an asterisk may be counted in one area only.*

*+Indicates that transfer credit is limited by either U.C. or C.S.U. or both. Consult with a counselor for additional information.*

*(L) Designates courses with a laboratory.*

**IGETC AFTER TRANSFER POLICY.** The IGETC After Transfer Policy provides students, under special circumstances, the opportunity to complete a maximum of two IGETC courses after transferring to U.C. or C.S.U. for full certification, provided the two courses are not required for admission to either system. Eligibility for completion of IGETC After Transfer must be based on demonstrated need such as illness, unavailable or canceled courses, military service, or unexpected hardships, such as family or employment problems that took place in the final term prior to transfer. In those instances, a "Petition for Eligibility to Complete IGETC After Transfer" form must be completed. Students should consult a counselor to discuss options and limitations for completing IGETC requirements after transfer.

## THE UNIVERSITY STUDIES MAJOR

The *Associate in Arts Degree*, University Studies is a transfer degree program designed for students who plan to transfer to a *CSU* or *UC* campus. **Students are encouraged to consult a Yuba College counselor to ensure appropriate course selection.**

To complete the University Studies major, students complete 18 units from the current California State University General Education list (see Transfer section) or the University of California/California State University Intersegmental General Education Transfer curriculum (see IGETC section). Courses must represent at least three different areas of the pattern selected. These courses must be in addition to those taken to fulfill the Yuba Community College District General Education requirements (see graduation information page).





# Programs and Options

**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 Completion* or *Certificate of Training*.
- You may attend for as long or as short a period as you desire.
- You may attend as a part-time or full-time student.
- You may register in either the day or evening programs, or both.
- You may select any course offered in the college subject to conditions set forth in this Catalog.

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

### Avenues to Better Jobs

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

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

### Tech Prep/2+2

The Tech Prep Program awards college credit to high school students who meet 2+2 articulation requirements. An articulated course is one in which the high school instructor and Yuba Community College District (YCCD) faculty have formally agreed that the high school's course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major at YCCD. Tech Prep Programs prepare students to earn a certificate, an associate's degree or transfer to a 4-year university.

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

### Programs Articulated with ROP and Secondary Institutions

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

Accounting  
Administration of Justice  
Agriculture  
-Animal Science  
-Environmental Horticulture  
Art-Applied Photography  
Automotive Technology-Automotive Body  
Business  
-Administrative Assistant  
-Business Computer Applications  
-Clerical  
-Information Technology  
-Medical Office Skills  
-Word Processing  
Cosmetology  
Drafting  
Early Childhood Education  
-Infant and Toddler  
Electronics Technology  
Fire Technology  
Food Services Management  
Manufacturing Technology/Metalworking-Welding  
Mass Communications  
Nursing  
Veterinary Technology

# Programs & Options

## Yuba Community College District Associate Degree and Certificate Programs

Campus Offering Degree/Certificate: YC=Yuba College; W=Woodland; L=Lake

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE COMPLETION	CERTIFICATE TRAINING
<b>Administration of Justice</b>				
Law Enforcement .....	YC,W			
Advanced Officer Training .....				YC,W
Basic Police Academy .....				YC
Chemical Agents .....				YC
Gang Awareness .....				YC
Police Report Writing Essentials .....				YC
Reserve Training LVL I .....				YC
Reserve Training Module II .....				YC
Reserve Training Module III .....				YC
832PC .....				YC,W
Satanic Cults .....				YC
Basic Requalification .....				YC
Special Basic Investigator .....				YC
Undercover Narcotics Op .....				YC
Corrections .....	YC			
Corrections Officer Training .....				YC
Juvenile Counselor Academy .....				YC
<b>Agriculture, Environmental Horticulture and Technology</b>				
Agriculture .....	YC,W			
Agricultural Business .....			YC,W	
Environmental Horticulture .....	W		W	
Greenhouse Management .....				W
Landscape Design .....				W
Landscape Installation/Maintenance .....				W
Plant Science .....			YC,W	
<b>Architectural Studies</b> .....		YC	YC	YC
<b>Art</b> .....	YC			
Applied Photography .....		YC		
Art, Photography .....			YC	YC
Commercial Art .....		YC		
Photography, Fine Arts .....		YC		
<b>Automotive Technology</b>				
Advanced Engine Performance .....				YC
Automatic Transmission/Transaxle .....				YC
Body and Paint .....	YC		YC	
Body Repair .....				YC
Brakes .....				YC
Chassis .....	YC		YC	
Drive Trains .....	YC		YC	
Electrical Systems .....				YC
Engine Machining .....				YC
Engine Performance .....				YC
Engine Repair .....				YC
Heating and Air Cond .....				YC

## Yuba Community College District Associate Degree and Certificate Programs

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE COMPLETION	CERTIFICATE TRAINING
<b>Automotive Technology, continued</b>				
Manual Drive Train and Axles .....				YC
Master Mechanic .....	YC		YC	
Painting and Refinishing .....				YC
Suspension and Steering .....				YC
Tune-Up and Driveability .....	YC		YC	
<b>Business</b>				
Accounting .....	YC,W,L		YC,W,L	YC,W,L
Administrative Assistant .....	YC,W,L		YC,W,L	
Business Administration .....	YC,L			
Business Computer Applications .....	YC,W,L		YC,L	YC,W,L
Clerical .....				YC,W,L
General Business Management .....	YC,W,L		YC,W,L	YC,W,L
Income Tax Preparation .....	YC,W,L			YC,W,L
Information Technologies .....	YC		YC,L	
Legal Office Skills .....	YC,L		YC,W,L	
Management For Busy People .....			YC,W,L	
Medical Office Procedures .....			YC,W	
Medical Office Skills .....	YC,W,L			
Personnel Management .....	YC,W		YC,W	
Retail Management .....			YC	
Small Business Mgmt .....	YC		YC,W,L	YC,W,L
Word Processing .....	YC,L		YC,W,L	
<b>Communication Studies (Speech) .....</b>	YC			
<b>Computer Science .....</b>	YC			YC
<b>Cosmetology .....</b>	YC		YC	
Manicuring .....				YC
<b>Early Childhood Education .....</b>	YC,W,L			
Child Dev. Associate Teacher .....				YC,W,L
Child Development Teacher .....			YC,W	
Diversity in ECE .....			YC,W	
Infant and Toddler .....			YC,W	
Pediatric First Aid/CPR .....				YC, W
School Age Children .....			YC,W,L	
<b>Electronics Technology .....</b>	YC			
Industrial Electronics Technician .....			YC	
<b>Emergency Medical Technology</b>				
EMT-1 .....				YC,W
EMT-1 Refresher .....				YC,W
<b>English .....</b>	YC			
<b>Family and Consumer Science .....</b>	YC			YC
Displaced Homemaker/Re-Entry Women .....				YC
<b>Fire Technology .....</b>	YC		YC	
Fire Fighter I .....				YC,W
Fire Technology Practicum .....			YC	YC
First Responder .....				YC

# Programs & Options

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## Yuba College Associate Degree and Certificate Programs

Campus Offering Degree/Certificate: YC=Yuba College; W=Woodland; L=Lake

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE COMPLETION	CERTIFICATE TRAINING
<b>Food Services Management</b> .....	YC			YC,L
<b>General Education</b> .....	YC,W,L	YC,W,L		
<b>History</b> .....	YC,W,L			
<b>Human Services</b> .....		YC,W,L		
Chemical Dependency Awareness .....		YC,W,L		YC,L
Chemical Dependency Counselor .....		YC,W,L	YC,L	
<b>Manufacturing Tech/Metalworking-Welding</b>				
Combination Welding .....			YC	L
Industrial Machinist .....		YC	YC	
Manufacturing Technology .....		YC		
Metalworking/Welding .....		YC		
Precision Metal Fabrication .....		YC	YC	
Tool Program., Numerical Control .....		YC	YC	
<b>Mass Communications</b> .....	YC	YC		YC
<b>Mathematics</b> .....		YC		
<b>Music</b> .....	YC			
<b>Nursing</b>				
Associate Degree Nursing .....		YC,W,L		
ADN (Step-Up) .....		YC,W,L		
Vocational Nursing .....		YC,W		
<b>Photography</b> (See Art)				
<b>Physical Education</b> .....		YC		
<b>Psychiatric Technician</b> .....		YC		
<b>Psychology</b> .....		YC		
<b>Radiologic Technology</b> .....		YC		
<b>Social Science</b> .....	YC,W,L			
<b>Theatre Arts</b> .....	YC			
<b>University Studies Major</b> .....	YC,W,L			
<b>Veterinary Technician</b> .....		YC		



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

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

A student who wishes to receive an Associate degree should consult a District 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.

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

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

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

## Certificate of Completion

Courses taken to satisfy requirements for a *Certificate of Training* provide the core courses for students electing the goal of a *Certificate of Completion* 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 Completion* requires 18-42 units and may be completed in one to two years.

## 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 training 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.

## Requirements for Training

In order to verify competency in training for performance by issuing a certificate: a "C" or better, or "CR" grade must be earned in each course; and all courses required for the certificate must be taken at a Yuba Community College District campus within the four years immediately preceding the granting of the certificate. However, students who are required to repeat a class for the "recency" requirement must realize they may NOT earn additional units for completion of the course. The student must file a *Student Petition* to repeat the class in which a "C" or better grade was earned. If granted, the course will be listed on the academic record, but will be noted so the units and grade are not counted in the cumulative totals.

Exceptions: A petition may be submitted to the Associate Dean or Executive 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 Associate Dean or Executive Dean in consultation with appropriate faculty. The four-year requirement may also be petitioned in the same manner. The petition may be obtained at the Registration Office. After completing the petition, the petition may be returned to the Registration Office—and will be forwarded to the appropriate Associate/Executive Dean for action.

## Applying for Certificate of Completion or Training (for 12 Units or more)

1. AFTER completing all requirements for the certificate, the student obtains a "Petition for Certificate Card" from the Registration Office.
2. Student completes the *Petition Card* and files it with the Registration Office.
3. The Registration Office sends the *Petition for Certificate Card* and a copy of the student's transcript to the appropriate Dean.
4. The Appropriate Dean verifies eligibility, completes the certificate, and mails it to the student.
5. The Appropriate Dean completes the *Petition for Certificate Card* and returns it to the Records Office.
6. The Records Office records the "approved" *Petition for Certificate Card* and records the certificate information on the student's academic record.

# Course Information

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

## Admission to Courses

### OPEN ENROLLMENT POLICY

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

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

### REQUISITES

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

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

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

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

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

### POLICY FOR PETITIONING OR WAIVING COURSE PREREQUISITES

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

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

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

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

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

### PLACEMENT LEVELS FOR “SKILLS COURSES.”

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

## Key to Numbers and Listings

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

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

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

### COURSE "10"

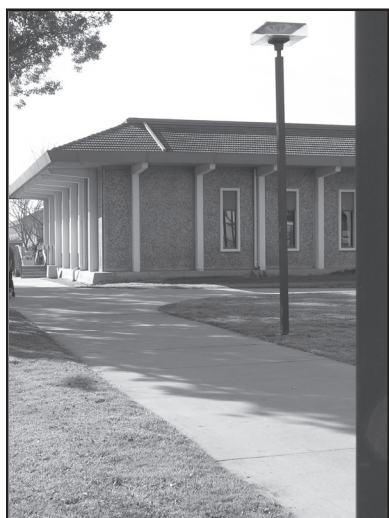
The number "10" in each department is generally reserved for the basic General Education course in the discipline.

### COURSE "47", "48", "49", "97"

Refer to "Course Descriptions"

## COURSE NUMBERING/TRANSFER OF CREDITS

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



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

**JULY 1, 1974 TO JUNE 30, 1989:**

- 1-49                      Designed as Admissions List course 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.

# Course Information

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- 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 “Transfer Status:” appears. “Transfer Status: CSU” indicates that the course credit transfers to all of the *California State Universities*. “Transfer Status: CSU; UC” indicates that the course credit transfers to all of the *California State Universities* and all of the *University of California* campuses. If the designator “unit limitation” appears (i.e., Transfer Status: CSU; UC unit limitation), the transferability of the units to the *University of California* are limited in some way when combined with other courses in the discipline. Questions concerning these courses should be directed to a counselor.

## California Articulation Number System (CAN)

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes at another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major.

**Because these course requirements may change, and courses are continually being redefined, qualified for, or deleted from the CAN database, students should always check with their campus’ counselors or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer. CAN information can also be viewed on their website, [www.can.csus.edu](http://www.can.csus.edu).**

## Repeatable Courses

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

Cooperative Education Work Experience classes may only be repeated for a maximum of four times -- with no more than 16 units combined in any level of work experience/internship courses (with a maximum of six units in General Work Experience).

## Unit of Credit

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

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

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



# Programs and Courses

**ACCOUNTING** (see Business)

## Administration of Justice

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

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

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

### Certificate of Training for Administration of Justice and Corrections

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

### ACADEMIES

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

- Basic Police Academy (AJ 40R)
- Reserve Training Module III (AJ 50R)
- Reserve Training Module II (AJ 51R)
- Reserve Training Level I (AJ 52R)
- Basic Specialized Investigator Academy (AJ 217R)
- Correctional Officer Academy (AJ 70R)
- Juvenile Counselor Academy (AJ 202R)
- Peace Officer Orientation (AJ 54R)
- Basic Requalification (AJ 219R)

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

### CORRECTIONS

#### (Associate in Science Degree)

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

### 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 Community Relations .....	3
<b>Total units required for degree major .....</b>	<b>18</b>
<b>Additional Recommended Courses</b>	
AJ 20 Juvenile Law/Procedures .....	3
AJ 21 Narcotics/Drugs .....	3
AJ 30 Introduction to Corrections .....	3
AJ 50R Reserve Training Module III .....	5-6.5
AJ 51R Reserve Training Module II .....	5-11.5
AJ 52R Reserve Training Module I .....	5-17
AJ 54R Peace Officer Orientation .....	5-3.5

# Programs and Courses

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

**CSU/UC**

History and philosophy of criminal justice; overview of criminal justice system identifying the various segments, their roles, and interrelationships. Required for all criminal justice majors. (L)

## **AJ 11—Criminal Law (3 units)**

**CSU/UC**

History, philosophy, and constitutional provisions of criminal law, including exploration of crimes against persons, property, and the State. (L)

## **AJ 13—Evidence (3 units)**

**CSU**

Origin, development, and philosophy of evidence; types, degrees, and rules governing admissibility; judicial decisions interpreting individual rights; arrest, and search and seizure. (L)

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

**CSU**

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

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

**CSU**

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

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

**CSU**

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

## **AJ 19—Community Relations (3 units)**

**CSU/UC**

Role of police service as perceived by various segments of the community and the officer: interrelationships between the criminal justice agencies, employees, and the public. (L)

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

**CSU**

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

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

**CSU**

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

## **AJ 22—Specialized Criminal Investigation (4 units)**

**CSU**

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

## **AJ 30—Introduction to Corrections (3 units)**

**CSU**

History, philosophy, and overview of corrections including probation, parole, and correctional institutions. (L)

## **AJ 31—Criminal and Delinquent Behavior (3 units)**

**CSU**

A study of the causes of crime and delinquency by analyzing various social, psychological, and cultural factors. (L)

## **AJ 33—Introduction to Correctional Counseling (3 units)**

**CSU**

History, objectives, and theories of counseling relevant to corrections; common methods, techniques, and interventions of counseling; understanding the client as a person. (L)

## **AJ 34—Correctional Treatment Programs (3 units)**

**CSU**

The study of correctional treatment programs concerning juveniles and adults, in both the casework setting and in a custody institution. (L)

## **AJ 40R—Basic Peace Officer Training (V.5 to 36.5 units)**

**CSU**

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 twenty-four hours of controlled substance (11550 certified), expandable/side-handled baton training, computer basics, F.A.T.S. (Firearms Tactical Simulation), EVOC held at the C.H.P. Training Facility, 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. Prerequisite: Fingerprint clearance with D.O.J. (Penal Code Section 13511.5), background application, qualifying score on POST entrance exam (reading/writing assessment), demonstrate competency on essay, and physical agility. (L) (Repeatable: May be taken four times only.)

## **AJ 50R—Reserve Training Module III (v.5-6.5 units)**

Designed to meet the requirements for the regular Basic Course (modular format), Level III Reserves which became effective July 1, 1999. Prerequisite: AJ 54R. (L) (Repeatable: May be taken four times only.)

## **AJ 51R—Reserve Training Module II (v.5-11.5 units)**

Designed to meet the *Peace Officer Standards and Training* (POST) requirements for the Regular Basic Course (modular format), Level II Reserves which became effective July 1, 1999. This course consists of the necessary training requirements for back-up officer. Prerequisite: AJ 50R; current PC 832 training; current in First Aid/CPR with the last 3 years. (L) (Repeatable: May be taken four times only.)

## **AJ 52R—Reserve Training Level I (v.5-17 units)**

Final module in the regular Basic Course (modular format), Level 1 for *Peace Officer Standards and Training* (P.O.S.T.) *Basic Peace Officer Certification*. Completion accomplishes the same certification as the full police academy (AJ 40R). Prerequisite: AJ 50R and 51R; non-expired 832 P.C. (3 years current); current in First Aid/CPR (3 years current); D.O.J. print clearance; passing score on P.O.S.T. Level I Entrance Examination; medical clearance; physical agility assessment; and valid driver's license. (L) (Repeatable: May be taken four times only.)

## **AJ 54R—Peace Officer Orientation (v.5-3.5 units)**

832 PC; laws of arrest, search, and seizure; communications; arrest and control techniques; and firearms. Meets *Peace Officer Standards and Training* (POST) and *Standards and Training for Corrections Program* (STC). Prerequisite: *Department of Justice* fingerprint clearance for firearms portion of training (L) (Repeatable: May be taken four times only.)

## **AJ 70R—Corrections Officer Training (v.5-6.5 units)**

Theory and application of corrections officer training; meets *State Board of Corrections* (Standards of Training for Corrections) revised as of 2001, requirements for Core Training. Arrest Module 832 P.C., AJ 54R, not included. Prerequisite: Must be 18 years of age. (L) (Repeatable: May be taken four times only.)

## **AJ 202R—Juvenile Counselor Core Course (v.5-6.5 units)**

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

# Programs and Courses

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

Current topics in the Administration of Justice area, including legal updates, officer safety, community relations, the use and control of weapons, and other related subjects; directed toward law enforcement personnel and designed to satisfy State-mandated training. Information will be provided in nine-hour modules. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AJ 204R—Indicators of a Person Under Influence of Controlled Substances (v.5-1 or v.5-1.5 units)**

History, characteristics, legal aspects, and methods of detecting the use of controlled substances. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

Emergency procedures for the first responder to a hazardous materials spill. Open to all personnel that might be the first on the scene of a toxic spill. Emphasis on safety isolation and notifications. Meets the *State of California* mandates for “basic awareness” training as prescribed by the *California State Training Institute* (CSTI). Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AJ 207R—CPR/First Aid (0.5 or v0.5-1 units)**

Emphasis on medical emergencies, general first aid, and cardiopulmonary resuscitation. Certified with the *American Red Cross*; certification for CPR is valid for one year; certification for First Aid is valid for two years. Taught as 9 hours of CPR and 9 hours of First Aid. Primarily designed for law enforcement personnel, but is open to anyone. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

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

## **AJ 210R—Child Care Health and Safety (0.5 unit)**

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*. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

For inservice 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 and their habits and movements. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

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

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

Meets requirements for peace officers to carry and use chemical agents as mandated by the *Commission on Peace Officers Standards and Training*. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

Provides new and journeyman-level law enforcement officers with knowledge and skills required to successfully conduct an undercover narcotics operation. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AJ 217R—Specialized Investigator's Course (v.5-18 units)**

Specifically designed as an entry-level course for State and county investigators. Meets requirements for State Investigators as prescribed by the *Commission of Peace Officer Standards and Training*. (L) (Repeatable: May be taken four times only.)

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

Designed to provide an understanding of the goals and objectives of the *Peace Officer Standards and Training* (POST) Field Training Officer course. The material will be directed to law enforcement personnel and is designed to satisfy course expectations and requirements for new field training officer. The information is presented in nine-hour modules. Prerequisite: POST Basic Certificate or agency approval. Grades are CR/NC. (Repeatable: May be taken four times only.)

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

136 hour course for the recertification of persons who previously completed a post certified basic course and who have a three year or longer break in service as a peace officer or level 1 reserve. Materials fee: approximately \$250. DOJ Fee: \$47. Prerequisite: CA Basic Course certificate; DOJ clearance. (Repeatable: May be taken four times only.)

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

Designed to train law enforcement officers in the operation of police radar devices; emphasis on the history, principles, theory, and laws relating to radar operation; includes the technical use of radar, set-up, equipment calibration, and courtroom testimony. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AJ 221R—Investigation and Trial Preparation (4 units)**

Designed to orient peace officers who have been, or are about to be assigned to investigative staff of district attorney's offices. Pursuant to P.O.S.T. regulations, Investigators must complete this course within one year of employment as a district attorney 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. \$200 non-refundable material fee. Students must have completed the POST Basic Police Academy or be sponsored by a law enforcement agency. (L) (Repeatable: May be taken four times only.)

## **AFRO-AMERICAN STUDIES (see Ethnic Studies)**

## Programs and Courses

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# Agriculture, Environmental Horticulture, and Plant Science

Career opportunities in agriculture, environmental horticulture 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.

Plant Science courses and the Veterinary Technology program (see Veterinary Technology) are offered at the Marysville campus. Environmental horticulture and plant science courses are offered at the Woodland campus. Courses in animal science and agricultural business are available over the Internet.

Students planning to transfer need to see a counselor to ensure they are taking the correct courses.

### AGRICULTURE (Associate in Science)

	Units
AG 14 Entrepreneurship .....	3
AG 32R Internship .....	3
PLSCI 20L Principles of Plant Science .....	4
PLSCI 22L Introduction to Soils .....	4
Agriculture OR Environmental Horticulture Electives .....	6
<b>Total units required for degree major .....</b>	<b>20</b>

### AGRICULTURAL BUSINESS (Certificate of Completion)

	Units
AG 11 Agricultural Accounting .....	3
AG 12 Computers in Agriculture OR BCA 15R Bus. Comp. Appl. ....	3
AG 13 Marketing .....	3
AG 14 Entrepreneurship .....	3
AG 32R Internship .....	3
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required .....</b>	<b>21</b>

**AG 11—Agricultural Accounting (3 units) CSU**  
Basic principles of accounting as applied to agricultural business and farm operations; development of skills needed to create a general ledger and then develop and analyze a balance sheet and profit and loss statement; standard accounting procedures are covered with emphasis on both hand and computer applications. (LM)

**AG 12—Computers in Agriculture (3 units) CSU**  
Computer use in the workplace with emphasis on agri-business situations; computer applications, including word processing, spreadsheet, database, and presentation manager covered; also accessing information through the Internet and World Wide Web, telecommunications, introduction to web page design, and other software appropriate to agri-business. (LM)

**AG 13—Marketing (3 units) CSU**  
Principles and applications of marketing applied to entrepreneurial ventures including concepts, methods, tactics, and strategies. Traditional methods of marketing as well as marketing on the Internet will be included. Students will develop a marketing plan for a business of their choice. (L)

**AG 14—Entrepreneurship (3 units) CSU**  
Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. (LM)

**AG 32R—Internship (v1-4 units) CSU**  
On-the-job training which coordinates individual career goals with placement at a job site. A maximum of 8 semester units may be earned with a 4-unit maximum per semester. Students enrolling in this class are not eligible for work experience or other internship classes during the same semester. Prerequisite: Demonstrated knowledge in agricultural/production work with particular emphasis on the health and safety issues; demonstrated ability to work safely. Grades are CR/NC. (Repeatable: May be taken two times only.)

**AG 33—SBDC Agriculture Entrepreneur Training (2 units) CSU**  
Designed to develop a business plan and financial documents for a new venture or to evaluate a current one, including market research and analysis, business structures, government regulations, financial management, money management, risk management, personnel issues, and funding sources. (LM)

**AG 44—Horse Production (3 units) CSU**  
Overview of the principles of horse production, including anatomy, physiology, reproduction, nutrition, health, breeds and breeding, as well as basic horse vaccination and disease prevention. (LM)

**AG 45—Principles of Animal Science (3 units) CSU/UC**  
Overview of the principles of animal science and the interrelationships of domestic animals and mankind; investigation of animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. (LM)



## Environmental Horticulture

### ENVIRONMENTAL HORTICULTURE (Associate in Science)

	Units
ENVHR 20 Fundamentals of Environmental Horticulture .....	3
ENVHR 21 Plant Propagation .....	3
ENVHR 22A or 22B Plant Identification .....	3
ENVHR 23A Principles of Landscape Design .....	3
PLSCI 20L Principles of Plant Science .....	4
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required for degree major .....</b>	<b>22</b>

### ENVIRONMENTAL HORTICULTURE (Certificate of Completion)

	Units
AG 32R Internship .....	3
ENVHR 20 Fundamentals of Environmental Horticulture .....	3
ENVHR 21 Plant Propagation .....	3
ENVHR 22A or 22B Plant Identification .....	3
ENVHR 23A Principles of Landscape Design OR ENVHR 24 Greenhouse Mgmt. ....	3
PLSCI 20L Principles of Plant Science .....	4
PLSCI 22L Introduction to Soils .....	4
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required .....</b>	<b>29</b>

### GREENHOUSE MANAGEMENT (Certificate of Training)

	Units
ENVHR 20 Fundamentals of Environmental Horticulture .....	3
ENVHR 21 Plant Propagation .....	3
ENVHR 24 Greenhouse Management .....	3
PLSCI 20L Principles of Plant Science .....	4
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required .....</b>	<b>19</b>

### LANDSCAPE DESIGN (Certificate of Training)

	Units
ENVHR 20 Fundamentals of Environmental Horticulture .....	3
ENVHR 22A Landscape Plant Identification .....	3
ENVHR 23A-23B Principles of Landscape Design .....	6
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required .....</b>	<b>18</b>

### LANDSCAPE INSTALLATION/ MAINTENANCE (Certificate of Training)

	Units
ENVHR 22A-22B Landscape Plant Identification .....	6
ENVHR 23A Principles of Landscape Design .....	3
ENVHR 26 Landscape Maintenance .....	3
Agriculture, Environmental Horticulture, OR Plant Science electives ...	6
<b>Total units required .....</b>	<b>18</b>

### ENVHR 20—Fund of Environmental Horticulture (3 units) **CSU**

Fundamentals of environmental horticulture, including garden practices, environment and plant growth, pruning, propagation, soils, fertilizers, and greenhouse techniques.

### ENVHR 21—Plant Propagation (3 units) **CSU/UC**

Principles and practices in propagating plants; cuttings, budding, grafting, layering, division, separation, and tissue culture; seed and asexual propagation will be covered, as will contemporary commercial techniques of propagation.

### ENVHR 22A—Landscape Plant Identification (3 units) **CSU/UC UC-Unit Limit**

Identification, habits of growth, cultural requirements, and use of specific ornamental woody and herbaceous plants used in Northern California landscapes; covers different plants than those in ENVHR 22B.

### ENVHR 22B—Landscape Plant Identification (3 units) **CSU/UC UC-Unit Limit**

Identification, habits of growth, cultural requirements, and use of specific ornamental woody and herbaceous plants used in Northern California landscapes. Covers different plants than those in ENVHR 22A.

### ENVHR 23A—Principles of Landscape Design (3 units) **CSU/UC UC-Unit Limit**

Techniques of drafting and their relationship to landscape design. Emphasis on the use of landscape drafting equipment, drafting skills, and construction details.

### ENVHR 23B—Advanced Landscape Design (3 units) **CSU/UC UC-Unit Limit**

Emphasis on landscape design, with projects on sun/shade analysis, conceptual design, site analysis, site planning, presentation drawings, and construction drawings. A set of landscape plans will be developed. Prerequisite: ENVHR 23A

### ENVHR 24—Greenhouse Management (3 units) **CSU**

Management of plant materials in the greenhouse including greenhouse operations, propagation, growth and development, cultural practices, record keeping, and marketing.

### ENVHR 26—Landscape Installation and Maintenance (3 units) **CSU**

Principles and practices of landscape installation and maintenance. Techniques for use in commercial, institutional, and home and landscaping situations including: construction techniques, pruning, lawn maintenance, disease and pest control.

### ENVHR 50R—Workshop in Floral Design (1 unit)

Elements of design, color, care, and handling of floral materials; six selected arrangements vary from fall to spring semester; projects appropriate to the florist industry. Student must provide a floral knife, wire cutter, scissors, and hand towel. Grades are CR/NC. (Repeatable: May be taken four times only.)

### ENVHR 210—Landscape Pruning (v.5-1 unit)

Principles and practices involved in the proper pruning of ornamental shrubs, ornamental trees, fruit trees, and roses. Grades are CR/NC.

### ENVHR 211—Landscape Irrigation Systems (v.5-1 unit)

Introduces the basics of design, placement, installation, and maintenance of landscape irrigation systems. Grades are CR/NC.

# Programs and Courses

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## Plant Science

### PLANT SCIENCE

#### (Certificate of Completion)

	Units
AG 32R Internship .....	3
BIOL 10 General Biology .....	3
CHEM 10 Concepts of Chemistry .....	3
PLSCI 20L Principles of Plant Science .....	4
PLSCI 22L Introduction to Soils .....	4
PLSCI 30 Principles of Pest Management .....	3
Agriculture, Environmental Horticulture, OR Plant Science electives .....	6
<b>Total units required .....</b>	<b>26</b>

#### PLSCI 20—Principles of Plant Science (3 units)

##### **CSU/UC UC-Unit Limit**

Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Not open for students with credit in PLSCI 20L. (LM)

#### PLSCI 20L—Principles of Plant Science (4 units)

##### **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 student with credit in PLSCI 20. (LM)

#### PLSCI 22—Introduction to Soils (3 units)

##### **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 for credit to student with credit in PLSCI 22L. (LM)

#### PLSCI 22L—Introduction to Soils (4 units) **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 for students with credit in PLSCI 22. (LM)

#### PLSCI 30—Principles of Pest Management (3 units)

##### **CSU**

Principles of pesticide management including: pesticide laws and regulations; identification and symptoms of plant pests; modes of pesticide action; principles of integrated pest management; non-pesticide pest control; effective and safe use of herbicides, insecticides, fungicides, and other crop protection chemicals; and pesticide record-keeping. This course will assist students in preparation for the State applicator certification test. (LM)

#### PLSCI 52R—Pesticide Applicator Certification (1 unit)

Theory and practice of pesticide application. Preparation for the *California Pest Control Applicator's Licensing Examination*. 18 hours of continuing education credit has been applied for. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

#### PLSCI 60R—Sensory Wine Evaluation (1 unit)

A sensory course designed for individuals to learn organoleptic tasting techniques, characteristics and styles of wine varieties, regional varietal differences, wine growing regions and tasting techniques. This class has a \$40 materials fee above the regular enrollment fee. Must be at least 21 years of age. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Anthropology

**ANTHR 1—Introduction to Physical Anthropology  
(3 units) (CAN ANTH 2) 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) (CAN ANTH 4) CSU/UC**

Diversity of cultures from aspects of universals of language, economics, kinship, art, religion, technology, etc.; functional aspects of culture and cultural change; varieties of customs and institutions of different peoples; significance of human culture. (L)

**ANTHR 3—Introduction to Archaeology (3 units) CSU/UC**

Introduction to the methods and theories of modern archaeology, including site exploration and interpretation; patterns of evidence for human behavior from the first humans to the beginnings of written history. (L)

**ANTHR 48—Faces of Culture (2 units) CSU**

Human adaptation to the environment from the beginning of the human species; focuses on the thesis that every society is based on an integrated culture which satisfies human needs and facilitates survival. (L)

# Applied Science

**APSCI 5R—Windows for the Technologist  
(1 unit) CSU**

Introduction to the latest Windows version as it applies to Applied Technology, including a road map into start-up and main system functions, how to communicate with key points of interest to vocational student; applications, using desktop functions, entering and exiting technical programs, disk management, and printing samples. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**APSCI 22—Hydraulics (Fluid Power) (3 units) CSU**

Application of hydraulics (fluid power) to the fields of automotive, machine trades, robotics, industry, and agriculture. Not open for credit to student with credit in AUTO 22 or AG 28. (L)

**APSCI 23—Small Engines (3 units) CSU**

Operation, measurement, and diagnosis of small power plants. Emphasis on diagnosis prior to tear down. Disassembly will include the measurement and machining processes consistent with industry standards. Not open for credit to student with credit in AUTO 23.

**APSCI 24—Introduction to Physical Metallurgy  
(3 units) CSU**

Mechanical testing, metal structure and metallurgical examination; including the production of metals and alloys as well as metallurgical problems. Not open for credit to student with credit in MFGT 24 or 24L or APSCI 24L. (LM)

**APSCI 24L—Introduction to Physical Metallurgy  
(3 units) CSU**

Metal structure, mechanical testing and metallurgical examination, including the historical and modern application and use of metals. Not open for credit to student with credit in MFGT 24 or 24L, or APSCI 24. (LM)

**APSCI 86—Basic Residential Plumbing (2 units)**

Fundamental knowledge of residential plumbing; including sewers and drains, water pipe fitting, water heaters, irrigation, and common plumbing fixture repair and selection.

**APSCI 251—Fundamentals of Residential Wiring  
(2.5 units)**

Fundamentals of house wiring, including basic wiring systems, installation procedures, and generation and distribution of electricity. Also covered will be local building codes and security systems. Grades are CR/NC.

**APSCI 252R—Cabinet Making (1 unit)**

Exploration and instruction in the basic areas of cabinet making with emphasis on designing, fabrication, and technical information required to complete hands-on class assignment. Provides training to enter the building trades; safety instruction on power and hand tools will be an integral part of the course. Grades are CR/NC. (Repeatable: May be taken four times only.)

**APSCI 253R—Interior Carpentry Maintenance (1 unit)**

New construction, installation, maintenance, and repair on doors, windows, cabinets, walls, drywall, flooring, keys, and locks. Grades are CR/NC. (Repeatable: May be taken four times only.)

**APSCI 254R—Exterior Carpentry Maintenance (1 unit)**

Maintenance and repair, new construction installation of siding, roofs, decks, stairways, docks, fences, handrails, and concrete forming. Grades are CR/NC. (Repeatable: May be taken four times only.)

## Programs and Courses

# Architectural Studies

### ARCHITECTURAL STUDIES (Associate in Science)

	Units
DRAFT 30 Intro.to Drafting Technology .....	3
DRAFT 32 Architectural Delineation .....	3
DRAFT 34 Architectural Drawing .....	3
DRAFT 35 Architectural Design and Presentation .....	3
DRAFT 38 Intermediate Computer Aided Drafting .....	3
DRAFT 39 Advanced Computer Aided Drafting .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

### ARCHITECTURAL STUDIES (Certificate of Completion)

	Units
DRAFT 30 Introduction to Drafting Technology .....	3
DRAFT 31 Descriptive Geometry ( <i>recommended</i> ) .....	3
DRAFT 32 Architectural Delineation .....	3
DRAFT 34 Architectural Computer Aided Drafting .....	3
DRAFT 35 Architectural Design and Presentation .....	3
DRAFT 36 Design Problems in Architecture ( <i>recommended</i> ) .....	3
DRAFT 38 Intermediate Computer Aided Drafting .....	3
DRAFT 39 Advanced Computer Aided Drafting .....	3
ENGR 3 Plane Surveying ( <i>recommended</i> ) .....	4
MATH 21 Plane Trigonometry .....	3
SPECH 1 Public Speaking ( <i>recommended</i> ) .....	3
<b>Total units required .....</b>	<b>27</b>

### ARCHITECTURAL STUDIES (Certificate of Training)

	Units
DRAFT 30 Introduction to Drafting Technology .....	3
DRAFT 32 Architectural Delineation .....	3
DRAFT 34 Architectural Drawing .....	3
DRAFT 38 Intermediate Computer Aided Drafting .....	3
DRAFT 39 Advanced Computer Aided Drafting .....	3
<b>Total units required .....</b>	<b>15</b>

## DRAFTING

#### DRAFT 20—Specifications, Drawing/Print Reading (3 units) **CSU**

An introduction to optical and mechanical blueprint reading and their manufacturing specifications. (LM)

#### DRAFT 30—Introduction to Drafting Technology (3 units) **CSU**

Fundamentals of drafting graphic communication and drawing; sketching and conventional drafting practices and methods will be covered, in addition to basic AutoCAD object creation and editing; ASME Y14 standards emphasized; AutoCAD will be used to complete the applied laboratory exercises. (LM)

#### DRAFT 30A—Technical Drafting (3 units) **CSU**

Introduction to technical drafting practices and conventions, including drafting instruments, lettering, geometric construction, multi-view orthographic projection, basic dimensioning, sectional, auxiliary, axonometric, oblique, and perspective projection. ASME standards are applied throughout all areas. All assignments will be completed using paper, pencil, and hand instruments. Not open for credit to student with credit in DRAFT 30. (LM)

#### DRAFT 31—Descriptive Geometry (3 units) **CSU**

Principles of descriptive geometry used for graphic representation and solution of space problems; application of skewed line theorems and advanced orthographic projection techniques to solve graphically applied problems dealing with points, lines, planes, and solids in space. Prerequisite: DRAFT 30 with a grade of "C" or better.

#### DRAFT 32—Architectural Delineation (3 units) **CSU/UC**

Study and process of creating three-dimensional representations of objects and structures on two-dimensional media, including perspectives, oblique, and axonometric paraline drawing systems; application of shades, shadows, and entourage (trees, shrubs, etc.) to three-dimensional representations; both freehand and constructed approaches will be used. (L)

#### DRAFT 34—Architectural Computer-Aided Drafting (3 units) **CSU/UC UC-Unit Limit**

The preparation of architectural working drawings with AutoCAD; introduction to design considerations, building codes, specifications, and architectural detailing; emphasis on CAD delineating, sheet layout, and communication through the use of freehand sketching; focuses on residential construction. Prerequisite: DRAFT 30 with a grade of "C" or better.

#### DRAFT 35—Architectural Design and Presentation (3 units) **CSU/UC**

Introduction to basic architectural design theory to develop knowledge and abilities in theories, processes, and methods related to design, organization, space, and form; development of design program specific to client needs; color applied to architectural renderings; analysis and preparation of architectural presentation drawings. Prerequisite: DRAFT 32, with a grade of "C" or better.

#### DRAFT 36—Drafting Design Problems (3 units) **CSU**

Topics in architecture selected to correspond with student and instructor interest to provide opportunity to explore areas of architecture not offered in the regular department curriculum. Both presentation and working drawings required will be produced using AutoCAD and architectural software. Prerequisite: DRAFT 32, 34, and 35.

#### DRAFT 38—Intermediate Computer-Aided Drafting (3 units) **CSU/UC UC-Unit Limit**

Intermediate 2D drawing and editing features of AutoCAD; creation of 3D wireframe, surface, and solid models. Development of assembly, orthographic and exploded views from solid models. Applications of CAD for architecture, civil engineering and mechanical drafting; rendering to produce photo-realistic images; introduction to Auto CAD customization. Prerequisite: DRAFT 30, or equivalent.

#### DRAFT 39—Advanced Computer-Aided Drafting (3 units) **CSU/UC UC-Unit Limit**

Presents the creation of three dimensional object based architectural models for residential and commercial structures using AutoCAD Architectural Desktop; creation of mass models for space planning, space boundaries and wall generation. Development of architectural working drawings from models; 3D architectural walk throughs; material mapping and rendering of architectural models to produce photo-realistic images and outputs. Prerequisite: DRAFT 38.



## Art

### ART (Associate in Arts)

	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 .....	4
Art 12A Ceramics OR Art 14A, Sculpture .....	2
<b>Plus 3-5 units selected from:</b>	
Art 2, 3A, 3B, 5, 7A, 7B, 7C, 8A, 9A, 12B, 14B, 15A, 15B, 18, 19A, 19B, 20A, 20B, 31R .....	3-5
<b>Total units required for degree major .....</b>	<b>18</b>

### COMMERCIAL ART (Associate in Science)

	Units
ART 2 Color Theory .....	3
ART 4A-4B Drawing and Composition .....	4-6
ART 6A-6B Basic Design .....	4
ART 19A Introduction to Commercial Art .....	2
ART 19B Commercial Art: Illustration .....	2
Plus 2-4 units selected from the following .....	2-4
Art 1A, 1B, 1C, 8A, 8B, 9A, 9B, 12A, 12B, 14A, 14B, 15A, 15B, 20B, 31R .....	
<b>Total units required for degree major .....</b>	<b>18</b>

### APPLIED PHOTOGRAPHY (Associate in Science)

	Units
ART 6A Basic Design .....	2
ART 5 Art Appreciation .....	3
ART 31R Basic Photography .....	3
ART 32A-32B Intern. Black/White Photography .....	6
ART 33 Advanced Photography .....	3
ART 34A Intro. to Color Photography AND ART 34B Intern. Color Photography .....	4
ART 35 Creative Photography Documentary .....	3
<b>Total units required for degree major .....</b>	<b>24</b>
<b>Additional Recommended Courses</b>	
ART 38R Field Workshops-Black and White .....	1-6
ART 39R Field Workshops-Color .....	1-6

### PHOTOGRAPHY - FINE ARTS (Associate in Science)

	Units
ART 31R Basic Photography .....	3
ART 32A-32B Intern. Black/White Photography .....	6
ART 33 Advanced Photography .....	3
ART 34A Intro. to Color Photography AND ART 34B Intermediate Color Photog. ....	4
<b>Plus three additional units from courses listed below .....</b>	<b>3</b>
Art 1A-1B History of Art .....	3-6
Art 1C History of Art .....	3
Art 5 Art Appreciation .....	3
<b>Total units required for degree major .....</b>	<b>19</b>
<b>Additional Recommended Courses</b>	
ART 6A-6B Basic Design .....	2-4
ART 38R Field Workshops-Black and White .....	1-6
ART 39R Field Workshops-Color .....	1-6

### ART - PHOTOGRAPHY (Certificate of Completion)

	Units
ART 6A Basic Design .....	2
ART 31R Basic Photography .....	3
ART 32A-32B Intern. Black/White Photography .....	6
ART 33 Advanced Photography .....	3
ART 34A Intro. to Color Photography AND ART 34B Intermediate Color Photog. ....	4
ART 35 Creative Photography Documentary .....	3
ART 38R Field Workshops-Black and White .....	1-6
ART 39R Field Workshops-Color .....	1-6
<b>Total units required .....</b>	<b>27</b>

### ART - PHOTOGRAPHY (Certificate of Training)

	Units
ART 31R Basic Black/White Photography .....	3
ART 32A-32B Intern. Black/White Photography .....	6
ART 33 Advanced Photography .....	3
ART 34A Intro. to Color Photography AND ART 34B Intern. Color Photography .....	4
<b>Total units required .....</b>	<b>16</b>

**ART 1A—History of Art (3 units) (CAN ART 2) CSU/UC**  
Survey of art history; painting, sculpture, and architecture; primitive and pre-Columbian art from Paleolithic times through Early Christian World. (L)

**ART 1B—History of Art (3 units) (CAN ART 4) CSU/UC**  
Survey of art history; painting, sculpture, and architecture; the Middle Ages through the Baroque. (L)

**ART 1C—History of Art (3 units) CSU/UC**  
Survey of art history; painting, sculpture, photography, and architecture, including a survey of American art; the 19th through the 20th Century. Not open for credit to student with credit in ART 10. (L)

**ART 1LR—Ceramics Laboratory (.5 or 1 unit) CSU/UC**  
Open laboratory for current ceramics student to increase skill through the use of the ceramics facility at times other than scheduled class time. May require corequisite or prerequisite based on the content of the course. Prerequisite: ART 12A or concurrent enrollment. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ART 2—Color Theory (3 units) CSU/UC**  
Study and application of color theory to solve studio problems in fine art, interior design, and graphics, including a historical overview of the uses of color, techniques of color mixing, interactions, and application; analysis of the use of color, composition, and design, and a thorough investigation of the function of color.

**ART 3A—Women in Art I (3 units) CSU/UC**  
Role of women as artists in the Western World, beginning in the Middle Ages and concluding in the Twentieth Century art world. Not open for credit to student with credit in HUMAN 26A or WOMEN 26A. (L)

**ART 3B—Women in Art II (3 units) CSU/UC**  
The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in HUMAN 26B or WOMEN 26B. (L)

# Programs and Courses

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**ART 4A—Drawing and Composition (1 or 2 or 3 units) (CAN ART 8) CSU/UC**  
Drawing and composition using various materials; basic instruction in perspective, landscape, still life, and other subjects. (L)

**ART 4B—Drawing and Composition (1 or 2 or 3 units) CSU/UC**  
Drawing and composition using various materials; basic instruction in figure drawing and architectural studies. Prerequisite: ART 4A.

**ART 5—Art Appreciation (3 units) CSU/UC**  
Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in HUMAN 5. (L)

**ART 6A—Basic Design (3 units) CSU/UC**  
Elements and principles of design as they relate to all forms of art, including two-dimensional problems.

**ART 6B—Basic Design (3 units) CSU/UC**  
Elements and principles of design as they relate to all forms of art, including two- and three-dimensional problems.

**ART 7A—Creative Materials (2 units) CSU**  
Creative activities for young children (2-8 years old), including planning and implementing painting, drawing, print-making, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. Not open for credit to student with credit in ECE 7 or 7A. (L)

**ART 7B—Worldwide Arts for Children (2 units) CSU**  
Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and religions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in ECE 7B and ECE 23.

**ART 7C—Theory and Processes of Children's Art (2 units) CSU**  
Philosophies of how art should be taught to children; theories which explain how children develop artistically; processing skills involved in art making. Not open for credit to student with credit in ECE 7C.

**ART 8A—Watercolor Painting (2 units) 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. Recommend ART 4A.

**ART 8B—Watercolor Painting (2 units) CSU/UC**  
Basic principles and elements of watercolor painting in various techniques: wet-on-wet, washes, and drybrush. Advanced techniques applied; portfolio of personal work developed. Prerequisite: ART 8A.

**ART 9A—Painting (1 or 2 or 3) (CAN ART 10) CSU/UC**  
Basic instruction in painting and introduction to materials; emphasis on technique.

**ART 9B—Painting (1 or 2 or 3) CSU/UC**  
Further exploration of painting media and techniques; emphasis on painting from life.

**ART 11—Mural Painting (3 units) CSU/UC**  
Studio course focused on the actual creation of a large mural; design the composition, prepare the wall, and produce the mural. (M)

**ART 12A—Ceramics (1 or 2) CSU/UC**  
Basic techniques and processes; artistic and creative expression through the use of clay.

**ART 12B—Ceramics (1 or 2) CSU/UC**  
Advanced techniques and processes; artistic and creative expression through the use of clay and glazes. Prerequisite: ART 12A.

**ART 14A—Sculpture (2 units) CSU/UC**  
Introductory course in sculpture; using and exploring the media of clay, wood, plaster, and armature building. (L)

**ART 14B—Sculpture (2 units) CSU/UC**  
Further study of three-dimensional construction using clay, plaster, wood, and armature building. Prerequisite: ART 14A.

**ART 15A—Printmaking (2 units) CSU/UC**  
Techniques and expression in printmaking; relief, stencil, intaglio processes; explore the visual and expressive potential of the fine print. (L)

**ART 15B—Printmaking (2 units) CSU/UC**  
Practice of printmaking: relief, stencil, and intaglio processes; explore the visual and expressive potential of the fine print. Prerequisite: ART 15A.

**ART 19A—Introduction to Commercial Art (2 units) CSU**  
Basic concepts of commercial art and its uses, stressing layout design, lettering, and simple illustration; special attention paid to studio problems from idea to production.

**ART 19B—Commercial Art: Illustration (2 units) CSU**  
Studio practice in the basic concepts and techniques of commercial illustration, using typical projects that occur in employment situations; stress on various media, portfolio, and camera-ready work. Prerequisite: ART 19A.

**ART 27R—Photography Materials and Processes (1 unit) CSU**  
Additional laboratory experience for those interested in further refinement and development of concepts attained in regular course offerings in photography area of Art. Prerequisite: PHOTO 1R or ART 31R or higher, or concurrent enrollment. (Repeatable: May be taken four times only.)

**ART 28—Interior Design (3 units) CSU**  
Principles and theory of design as applied to family needs and selection of materials and furnishings. Not open for credit to student with credit in FCS 28 or 29. (L)

**ART 29R—Individual Problems in Design (3 units) CSU**  
Advanced principles and elements of art and their function in design as related to all phases of art. Not open for credit to student with credit in ART 39R. Prerequisite: ART 6B. (Repeatable: May be taken two times only.)

**ART 30R—Beginning Floral Design (3 units) CSU**  
Principles of design, color, and harmony; preparation of cut flowers; emphasis on Western design, basic corsage, and seasonal arrangements. Floral materials will be paid for at each lab. Designer knife, wire cutters, and scissors required. Lecture and lab required. (Repeatable: May be taken four times only.)

**ART 31R—Basic Photography (3 units) CSU/UC**  
Exploration into basic camera operation and black and white processing and printing. History and development of photography. Emphasis is on personal expression. Adjustable camera preferred. (L) (R1) (Repeatable: May be taken two times only.)

**ART 32A—Intermediate Black and White Photography (3 units) CSU**  
Advanced darkroom processes, zone system, archival processing, print and negative chemical manipulation; introduction to large format camera; discussion and critical analysis of assigned exercises. Field sessions included. Prerequisite: ART 31R, or MCOMM 11R, or PHOTO 1R. Not open for credit to student with credit in PHOTO 2A. (LM)

# Programs and Courses

## **ART 32B—Intermediate Black and White Photography (3 units) CSU**

Qualitatively oriented advanced black and white course allowing further development of concepts attained in 32A. Emphasis on advanced Zone System, large format camera, and individual creative problem solving. Prerequisite: ART 32A or PHOTO 2A. Not open for credit to student with credit in PHOTO 2B.

## **ART 33—Advanced Photography (3 units) CSU**

Black and white and color photography; further exploration within the area of interest. Assignments in creative problem-solving with studio lighting and the large format camera; a culminating experience within the department; preparation of final portfolios. Prerequisite: ART 32B or 34A or PHOTO 2B or 4A. Not open for credit to student with credit in PHOTO 3.

## **ART 34A—Introduction to Color Photography (2 units) CSU**

Traditional and alternate methods of color printing and processing; toning; hand coloring, painting on film. Appreciation of creative uses of color photography. Prerequisite: ART 31R or PHOTO 1R or consent of instructor. Not open for credit to student with credit in PHOTO 4A.

## **ART 34B—Intermediate Color Photography (2 units) CSU**

Further exploration in creative uses of color materials and processes. Slide production, duping, masking, inter-negatives. Not open for credit to student with credit in PHOTO 4B. Prerequisite: PHOTO 4A or ART 34A.

## **ART 35—Creative Photo Documentary (3 units) CSU**

Intended to develop an understanding and appreciation of the photograph as it is used in social and personal commentary. Individual exploration and creativity is encouraged. Prerequisite: ART 31R or PHOTO 1R or MCOMM 11R. Not open for credit to student with credit in PHOTO 5.

## **ART 36R—Advanced Projects - Black and White (3 units) CSU**

Individual exploration of advanced black and white concepts including refining zone system, infrared photography, large format camera, etc. within a structured but non-confining framework. Prerequisite: ART 32AB or PHOTO 2AB. (Repeatable: May be taken four times only.)

## **ART 37R—Advanced Projects - Color Photography (2 units) CSU**

Individual exploration of advanced color concepts including multiple imagery, image transfer, and manipulation within a structured but non-confining framework. Prerequisite: ART 34AB or PHOTO 4AB. (Repeatable: May be taken four times only.)

## **ART 38AR—Digital Imaging (2 units) CSU**

Designed to familiarize the artist with electronic imaging fundamentals. Basic Photo shop, scanning, and electronic pre-press; electronic dissemination, ethics, and copyright issues. Basic computer operation is recommended. Prerequisite: ART 34A. (R2) (Repeatable: May be taken three times only.)

## **ART 38R—Field Workshop-Black/White Photography (1 or 2 units) CSU**

Intensive weekend field workshops covering specific topics in black and white photography especially suited for the particular season and geographic location. Student responsible for cost of lodging, transportation, and materials. Prerequisite: PHOTO 1R, or MCOMM 11R, or ART 31R, or concurrent enrollment. (Repeatable: May be taken four times only.)

## **ART 39R—Field Workshops-Color (1 or 2 units) CSU**

Intensive weekend field workshops covering specific topics in color photography especially suited for the particular season and geographic location. Student responsible for cost of lodging, transportation, and materials. Prerequisite: PHOTO 1R, or MCOMM 11R, or ART 31R, or concurrent enrollment. (Repeatable: May be taken four times only.)

## **ART 40R—Individual Problems in Watercolor (2 units) CSU/UC**

Advanced work in principles and elements of watercolor painting in various techniques; exploration and development of personal style. (Repeatable: May be taken two times only.)

## **ART 41R—Individual Problems in Painting (1 or 2 or 3 units) CSU/UC**

Advanced painting in which student works on individual painting problems in consultation with instructor. Prerequisite: ART 9A and 9B. (Repeatable: May be taken two times only.)

## **ART 42R—Individual Problems in Ceramics (1 or 2 units) CSU/UC**

Supervised work as a studio potter; development of advanced techniques and personal expression. Prerequisite: ART 12B. (R1) (Repeatable: May be taken two times only.)

## **ART 43R—Individual Problems in Printmaking (2 units) CSU/UC**

Advanced exploration and in-depth approach to printmaking. Prerequisite: ART 15A and 15B. (Repeatable: May be taken two times only.)

## **ART 44R—Individual Problems in Drawing (2 or 3 units) CSU/UC**

Development of a personal drawing style at an advanced level, working in series with the goal of producing a coherent group of works. Prerequisite: ART 4B. (Repeatable: May be taken two times only.)

## **ART 45R—Individual Problems in Commercial Art (2 units) CSU**

Further development of skills in techniques and mechanics of illustration, lettering, and layout; advanced level mastery and critique. (Repeatable: May be taken two times only.)

## **ART 46R—Individual Problems in Sculpture (2 units) CSU/UC**

Advanced techniques and processes; creative and personal expression in three-dimensional forms. Prerequisite: ART 14B. (Repeatable: May be taken two times only.)

## **ASIAN-AMERICAN STUDIES (see Ethnic Studies)**

## Programs and Courses

# Astronomy

### **ASTRO 1—Introduction to Astronomy (3 units)**

#### **CSU/UC UC-Unit Limit**

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

### **ASTRO 10—General Astronomy (3 units)**

#### **CSU/UC UC-Unit Limit**

Descriptive course of modern Astronomy with laboratory; emphasis on properties, structure, and evolution of our solar system, stars, galaxies, and the universe. Other topics include history of Astronomy, pulsars, black holes, quasars, life elsewhere in the universe, and interstellar communication. (L)

### **ASTRO 11—Astronomy Laboratory (1 unit)**

#### **CSU/UC**

Study and interpretation of astronomical observations through the use of prepared astronomy exercises, use of telescopes, naked eye observation of celestial bodies, and laboratory activities using various quantitative measuring devices; emphasis on quantitative and qualitative analyses of observational data. (L)

# Automotive Technology

The *Automotive Technology Program* is designed to provide students with the qualifications needed to fill entry-level positions in the automotive and other related repair fields. The *Certificate* program also provides additional training for those already employed who desire to improve their skills and abilities. These programs can be completed in one or more semesters. The various *Certificates of Training* parallel the national voluntary mechanics testing program offered by A.S.E., and are designed to prepare students to pass the A.S.E. tests.

### **AUTOMATIC TRANSMISSION/TRANSAXLE (Certificate of Training)**

#### **Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 31 Automatic Transmissions .....	4
AUTO 62AR Automotive Transmission/Transaxle Experience .....	2
<b>Total units required .....</b>	<b>12</b>

### **FUNDAMENTALS OF ENGINE PERFORMANCE (Certificate of Training)**

#### **Units**

AUTO 50A Fund. of Engine Performance/Diagnosis .....	2
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### **ADVANCED ENGINE PERFORMANCE (Certificate of Training)**

#### **Units**

AUTO 50BR Advanced Engine Performance .....	2
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### **BODY AND PAINT (Associate in Science OR Certificate of Completion)**

\*required for Certificate=30 units

#### **Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 36 Air Conditioning .....	3
AUTO 41 Alignment/Suspensions .....	4
AUTO 63AR Body Repair Experience .....	3
AUTO 63BR Painting/Refinishing Experience .....	3
AUTO 70 Automotive Body Repair .....	3
AUTO 76 Automotive Body Refinishing .....	3
AUTO 77 Advanced Automotive Body/Painting .....	2
METAL 30 Gas Welding .....	2
<b>Total units required for degree major .....</b>	<b>26</b>
*AUTO 271 Unibody Technology .....	2
*AUTO 278 Automotive Appearance Detailing .....	2

### **BODY REPAIR (Certificate of Training)**

#### **Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 63AR Body Repair Experience .....	5
AUTO 70 Automotive Body Repair .....	3
AUTO 271 Unibody Technology .....	2
<b>Total units required .....</b>	<b>13</b>

### **BRAKES (Certificate of Training)**

#### **Units**

AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 40 Brake Systems .....	4
AUTO 62DR Brakes Experience .....	2
<b>Total units required .....</b>	<b>12</b>

### **CHASSIS (Associate in Science) or (Certificate of Completion)**

#### **Units**

APSCI 22 Hydraulics (Fluid Power) .....	3
AUTO 20 Automotive Technical Skills .....	3
AUTO 40 Brake Systems .....	4
AUTO 41 Alignment/Suspensions .....	4
AUTO 62CR Suspension/Steering Experience .....	2
AUTO 62DR Brakes Experience .....	2
<b>Total units required for degree major .....</b>	<b>18</b>



# Programs and Courses

## **DRIVE TRAINS (Associate in Science OR Certificate of Completion)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 30 Drive Trains .....	3
AUTO 31 Automatic Transmissions .....	4
AUTO 62AR Auto. Transmission/Transaxle Experience .....	2
AUTO 62BR Manual Drive Train/Axles Experience .....	2
Plus 1 additional unit of AUTO classes .....	1
<b>Total units required for degree major .....</b>	<b>18</b>

## **ELECTRICAL SYSTEMS (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 44 Electrical Systems .....	6
AUTO 61CR Electrical Systems Experience .....	1
AUTO 94R State Light License .....	1
<b>Total units required .....</b>	<b>11</b>

## **ENGINE MACHINING (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 46 Engine Machining/Reconditioning .....	3
AUTO 61BR Engine Machining/Reconditioning Experience .....	3
<b>Total units required .....</b>	<b>9</b>

## **ENGINE PERFORMANCE (Certificate of Training)**

	Units
AUTO 33 Fuel Systems .....	4
AUTO 44 Electrical Systems .....	6
AUTO 61DR Engine Performance Experience .....	1
AUTO 95R State Emission Control License .....	5.5
<b>Total units required .....</b>	<b>16.5</b>

## **ENGINE REPAIR (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 45 Engine Diagnosis/Rebuilding .....	4
AUTO 61AR Engine Repair Experience .....	1
<b>Total units required .....</b>	<b>8</b>

## **HEATING AND AIR CONDITIONING (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 36 Air Conditioning .....	3
AUTO 62ER Heating/Air Conditioning Experience .....	2
<b>Total units required .....</b>	<b>8</b>

## **MANUAL DRIVE TRAIN AND AXLES (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 30 Drive Trains .....	3
AUTO 62BR Manual Drive Train/Axles Experience .....	2
<b>Total units required .....</b>	<b>8</b>

## **MASTER MECHANIC (Associate in Science) or (Certificate of Completion)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 21 Introduction to Automobiles .....	3
AUTO 22 Hydraulics (Fluid Power) .....	3
AUTO 30 Drive Trains .....	3
AUTO 31 Automatic Transmissions .....	4
AUTO 33 Fuel Systems .....	4
AUTO 36 Air Conditioning .....	3
AUTO 40 Brake Systems .....	4
AUTO 41 Alignment/Suspensions .....	4
AUTO 44 Electrical Systems .....	6
AUTO 45 Engine Diagnosis/Rebuilding .....	4
AUTO 61AR-BR OR 62AR-BR OR 63AR-BR OR 64AR series .....	1
<b>Total units required for degree major .....</b>	<b>42</b>

## **PAINTING AND REFINISHING (Certificate of Training)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 63BR Painting/Refinishing Experience .....	3
AUTO 76 Automotive Body Refinishing .....	3
AUTO 77 Advanced Automotive Body/Painting .....	2
AUTO 278 Automotive Appearance Detailing .....	2
AUTO 279R Automotive Topcoat Application Experience .....	1
<b>Total units required .....</b>	<b>14</b>

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

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 41 Alignment/Suspensions .....	4
AUTO 62CR Suspension/Steering Experience .....	2
<b>Total units required .....</b>	<b>9</b>

## **TUNE-UP AND DRIVABILITY (Associate in Science) or (Certificate of Completion)**

	Units
AUTO 20 Automotive Technical Skills .....	3
AUTO 33 Fuel Systems .....	4
AUTO 36 Air Conditioning .....	3
AUTO 44 Electrical Systems .....	6
AUTO 55 Advanced Tune-Up .....	5
AUTO 61DR Engine Performance Experience .....	1
AUTO 95R State Emission Control License .....	5.5
<b>Total units required for degree major .....</b>	<b>27.5</b>

# Programs and Courses

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**AUTO 20—Automotive Technical Skills (3 units) CSU**

Includes basic technical skills used by all automotive service and repair technicians, including tool selection, use, and maintenance; practical measuring skills; and useful bolt, nut, and thread repair techniques; also includes electrical circuit meter usage and problem-solving techniques.

**AUTO 21—Introduction to Automobiles (3 units) CSU**

Comprehensive study of the automobile, including fundamental operating principles, nomenclature, structural analysis, major design theories, systems functions, systems service, minor repair procedures, major repair complexities, current laws and regulations, political action, and personal economics and decision-making.

**AUTO 22—Hydraulics (Fluid Power) (3 units) CSU**

Application of hydraulics (fluid power) to the fields of automotive, machine trades, robotics, industry, and agriculture. Not open for credit to student with credit in APSCI 22 or AG 28. (L)

**AUTO 23—Small Engines (3 units) CSU**

Operation, measurement and diagnosis of small power plants. Emphasis on diagnosis prior to tear down. Disassembly will include the measurement and machining processes consistent with industry standards. Not open for credit to student with credit in APSCI 23.

**AUTO 30—Drive Trains (3 units) CSU**

Basic operating principles of automotive drive trains which consist of clutches, standard transmissions/transaxles, drive shafts, drive axle assemblies, and transfer cases. Emphasis on related gear, bearing, and lubrication theory; normal maintenance, service, and adjustment operations; problem diagnosis; and overhaul.

**AUTO 31—Automatic Transmissions (4 units) CSU**

Basic operating principles of automatic transmissions and transaxles, including planetary gear sets, hydraulic operation, electronic controls, and torque converters; normal maintenance, service, and adjustment operations; problem diagnosis procedures; and overhaul procedures.

**AUTO 32—Basic Fuel and Emission Systems (3 units) CSU**

Study of conventional and late model fuel system theory along with emission system service is reviewed throughout course. Intended for preparation for engine performance certification.

**AUTO 32A—Fundamentals Fuel and Emission Systems (1.5 units) CSU**

Provides a basic background of automotive fuel 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 student with credit in AUTO 32.

**AUTO 32BR—Fuel and Emissions Diagnosis and Service (1.5 units) CSU**

Introduction to computer operations, computer-controlled carburetors, and electronic fuel injection, including practical application of basic troubleshooting, service, and repair skills as they relate to fuel and emission control systems on late-model domestic and import vehicles. (Repeatable: May be taken four times only.)

**AUTO 33—Fuel Systems (4 units) CSU**

An in-depth study of conventional and state-of-the-art fuel systems; strong emphasis is placed on electronic fuel injection and computerized fuel management systems; additional study in 5-gas analyzers and combustion theory included. Corequisite: None; Concurrent enrollment in AUTO 44 recommended.

**AUTO 34—Basic Electrical Systems (3 units) CSU**

Electron theory, DC circuits and wiring, starting and charging system study and diagnosis; emphasis is on conventional, electronic and distributorless ignition systems; troubleshooting skills will be emphasized throughout the course.

**AUTO 34A—Fundamentals of Auto Electrical Systems (1.5 units) CSU**

Fundamentals of automotive electrical systems with emphasis on electron theory and circuits, wiring, batteries, standard and electronic ignition systems, starting and charging circuits, and lighting systems. Not open for credit to student with credit in AUTO 34.

**AUTO 34BR—Auto Electrical System Diagnosis/Service (1.5 units) CSU**

Review of electron theory, circuits, wiring, battery, ignition systems, starting and charging circuits; emphasis on later model electrical systems, including computer systems and their related components, diagnostic troubleshooting, and servicing. (Repeatable: May be taken four times only.)

**AUTO 36—Air Conditioning & Heating Systems (3 units) CSU**

Basic operating principles of automotive air conditioning, heating, and ventilating systems. Includes air conditioner and heater operation and engine cooling system, system operation with normal service and adjustment procedures, problem diagnosis, repair procedures, and an introduction to automatic temperature systems.

**AUTO 40—Brake Systems (4 units) CSU**

Basic operating principles of automotive braking systems, including brake theory, hydraulic operation, hydraulic control valves, power brake units, electronic control systems/anti-lock brake systems (ABS); normal maintenance and adjustment operations; problem diagnosis; and complete rebuilding procedures.

**AUTO 41—Alignment and Suspension (4 units) CSU**

Basic operating principles of automotive suspension and steering systems with an emphasis on 4-wheel alignment, including suspension and steering operating theory, tire repair and balancing, operating replacement of all suspension and steering components, rebuilding of steering gears, and front- and rear-wheel alignment.

**AUTO 42—Principles of Diesel Engines (3 units) CSU**

Concepts of diagnosis, tune-up, repair, removal, testing, repairing, adjusting and replacement of industrial and agricultural diesel engines.

**AUTO 44—Electrical Systems (6 units) CSU**

Comprehensive study of current automotive electrical systems with a strong emphasis on diagnosis, service, and repair of wiring, ignitions, charging, starting, instrument panels, domestic and import computer management systems. Usage of manuals, meters, scanners, and state-of-the-art test equipment. Recommend enrollment in Auto 33.

**AUTO 45—Engine Diagnosis and Rebuilding (4 units) CSU**

Subject matter will include engine theory of operation, pre-tear down diagnosis, disassembly techniques, engine cleaning methods, measurement tools, component identification, lubrication systems, and assembly break-in procedures. Alternative fuels and hybrid vehicles will also be presented.

# Programs and Courses

## **AUTO 46—Engine Machining and Reconditioning (3 units)**

**CSU**

Applied principles of engine machining and reconditioning techniques with a strong emphasis on high performance production machining. Intended for students who desire further study and skills working with automotive machining and assembly methods.

## **AUTO 50A—Fundamentals of Engine Performance & Diagnostics (2 units)**

Introductory course emphasizing electrical and electronic control systems relating to engine performance. Activities include system identification, diagnostic equipment usage, service and repair information methods, and fundamental trouble-shooting skills. Not open for credit to student with credit in AUTO 50.

## **AUTO 50BR—Advanced Engine Performance & Diagnosis (2 units)**

Advanced study with current automotive/diesel diagnostic tools and methods used to trouble-shoot and repair complex problems related to fuel, electrical, computer, and emission controls, including diagnostic skills in driveability, on-board diagnostics I and II, including scan tools, meter usage, lab scopes, computerized analyzers and dynamometer five-gas emission diagnostic equipment, and other related equipment as it pertains to gas or diesel electronic engine management systems. (Repeatable: May be taken four times only.)

## **AUTO 51BR—Advanced Engine Performance/Emissions Systems, Bureau of Automotive Repair Certification (1.5 units)**

The Advanced Engine Performance/Emissions Systems meets the California State Bureau of Automotive Repair (B.A.R.) certification requirements for the basic and enhanced smog technician license upgrade certification as well as alternative training for ASE (Automotive Service Excellence) L-1 certification. Successful completion of this course allows technicians to maintain and update B.A.R. Emission Control Emission Advanced (EA) and Emission Basic (EB) license requirements. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AUTO 55—Advanced Tune-Up (5 units)**

Advanced automotive tune-up emphasizing problems pertaining to fuel ignition, emission, computers, wiring systems, and mechanical engine diagnostics. Latest diagnostic, tune-up equipment, and service skills will be demonstrated and used. Prerequisite: AUTO 33 and 44.

## **AUTO 61AR—Engine Repair Experience (1 unit)**

Individualized lab 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. Prerequisite: AUTO 45 or 42 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61BR—Engine Machining & Reconditioning Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive engine machining and reconditioning. Activities include in-depth operations not normally covered in the basic courses. Intended primarily for students with prior practical experience in automotive engine machining and reconditioning. Prerequisite: AUTO 46 or 42 or equivalent or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61CR—Electrical Systems Experience (1 unit)**

Individualized lab 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. Prerequisite: AUTO 44 or 34 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 61DR—Engine Performance Experience (1 unit)**

Individualized lab activities intended to meet the specific needs of advanced students through specialized training in automotive engine performance. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive engine performance. Prerequisite: AUTO 33 or 44 or concurrent enrollment. (Repeatable: May be taken four times only.)

## **AUTO 62AR—Automatic Transmission/Transaxle Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive transmission/transaxles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive transmission/transaxles. Corequisite: AUTO 31 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62BR—Manual Drivetrain and Axles Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive manual drivetrains and axles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive manual drivetrains and axles. Corequisite: AUTO 30 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62CR—Suspension and Steering Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive suspension and steering. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive suspension and steering. Corequisite: AUTO 41 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62DR—Brakes Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive brakes. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive brakes. Corequisite: AUTO 40 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

## **AUTO 62ER—Heating and Air Conditioning Experience (1 unit)**

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive heating and air conditioning. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive heating and air conditioning. Corequisite: AUTO 36 which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

# Programs and Courses

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## **AUTO 63AR—Body Repair Experience (1 or 2 or 3 units)**

Individualized lab activities intended to meet the specific needs of advanced students through specialized training in automotive body repair, including in-depth operations not normally covered in the basic course. Intended primarily for student with prior practical experience in automotive body repair. (Repeatable: May be taken four times only.)

## **AUTO 63BR—Painting and Refinishing Experience (1 or 2 or 3 units)**

Individualized lab activities intended to meet the specific needs of advanced students through specialized training in automotive painting and refinishing, including in-depth operations not normally covered in the basic course. Intended primarily for student with prior practical experience in automotive painting and refinishing. (Repeatable: May be taken four times only.)

## **AUTO 64AR—Small Engines Experience (v.5-3 units)**

Individualized lab activities intended to meet the specific needs of advanced students through specialized training in automotive small engines, including in-depth operations not normally covered in the basic course. Intended primarily for those with prior practical experience in automotive small engines. Prerequisite: AUTO 23. (Repeatable: May be taken four times only.)

## **AUTO 70—Auto Body Repair (3 units)**

Current methods of auto body repair; emphasis on developing basic skills and procedures using hand and power tools.

## **AUTO 76—Auto Body Refinishing (3 units)**

Automotive surface preparations and undercoat products applications; spray gun use and care is emphasized; lacquer, enamel, and urethane color application, including base coat and clear coat.

## **AUTO 77—Advanced Auto Body and Painting (2 units)**

Application of basic auto body techniques and shop equipment; emphasis on spot repairs and color matching, paint problems, remedies, and damage estimation.

## **AUTO 90R—Air Conditioning Retrofit (1.5 units)**

Designed for those with some background in automotive air conditioning, but want to learn how to retrofit the system to R134A refrigerant. (L) (Repeatable: May be taken four times only.)

## **AUTO 91R—Transmission and Brakes Electronics (1.5 units)**

Designed for those who deal with the ever-changing electronics field in the area of brakes and auto motive transmissions; emphasis on electrical fundamentals and testing tools, semi-conductors, onboard computers, scanners, and wire repair/oscilloscopes. (L) (Repeatable: May be taken four times only.)

## **AUTO 92R—Anti-Lock Brake Systems (1.5 units)**

Emphasis on anti-lock brake systems (ABS), components, and service; designed for technicians who already know the basic fundamentals of the automotive brake system. (L) (Repeatable: May be taken four times only.)

## **AUTO 93R—State Brake License (1.5 units)**

Review of automotive brake theory and service needed to pass the *California State Brake Examination* for a brake license. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **AUTO 94R—State Light License (1 unit)**

Review of automotive light theory and service needed to pass the *California State Examination* for a light license. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AUTO 95R—State Emission Control License (5.5 units)**

Emphasis on preparing individuals who desire to be qualified in order to pass the *State Emission Control License*; intended for automotive technicians and majors. Prerequisite: One year full-time employment with tune-up and drivability work experience or nine semester units in automotive fuel, electrical, and drivability course work, or ASE/BAR A-6, A-8 certification. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **AUTO 271—Uni-Body Technology (2 units)**

Factory-approved repair procedures related to uni-body structural repair; includes automotive design, materials, and details of uni-body construction that affect load-bearing structure; emphasis on systematic damage evaluation, evaluation, straightening, replacing, sectioning, and the use of heat. Hands-on measuring, pulling, and welding using state-of-the-art equipment. Grades are CR/NC.

## **AUTO 278—Automotive Appearance Detailing (2 units)**

Professional detailing techniques and tips including care, maintenance and restoration of automotive appearance quality. Emphasis on automobile washing, paint polishing and glazing, upholstery and carpet care, tire and wheel service, trim and under-hood detailing.

## **AUTO 279R—Auto Topcoat Application Experience (1 unit)**

Preparation and procedures for applying alkyd enamels, acrylic enamels, urethane, and polyurethane color coats, including base coat and clear coat and multiple stage color techniques; spray booth operation and automotive masking is emphasized. Corequisite: AUTO 70 or 76, or refinishing trade experience recommended. (Repeatable: May be taken four times only.)



# Biology

## **BIOL 1—Principles of Biology (5 units)**

(CAN BIOL 2) (CAN BIOL SEQ A=BIOL 1+2+3)

**CSU/UC**

Introduction to biology for majors that emphasizes the molecular, cellular, and environmental processes that are common to most organisms, including respiration, photosynthesis, molecular genetics, heredity, and evolution. Background in high school biology or chemistry is recommended. (L)

## **BIOL 2—General Zoology (4 units) (CAN BIOL 4)**

**CSU/UC**

Survey of the animal kingdom with emphasis on relationships, adaptation, development, morphology, physiology, and evolution of the major groups. Designed for biology majors and related fields but open to all qualified students. Prerequisite: BIOL 1 or BIOL 15. (L)

## **BIOL 3—General Botany (4 units) (CAN BIOL 6)**

**CSU/UC**

Survey of the plant kingdom with emphasis on morphology, physiology, and systematics of the higher plants. Designed primarily for biology majors and related fields, but open to all qualified students. Prerequisite: BIOL 1 or BIOL 15. (L)

## **BIOL 4—Human Anatomy (4 units) (CAN BIOL 10)**

(CAN BIOL SEQ B=BIOL 4+5)

**CSU/UC**

Introduction to the gross and microscopic structure of the human body; emphasis placed on the structure and the role of the tissues, organs, and organ systems. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 5—Human Physiology (4 units) (CAN BIOL 12)**

**CSU/UC**

Introduction to the physiological mechanisms of the human body that lead to homeostasis; emphasis on the interrelationship of the cells, tissues, organs, and systems. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 6—Introductory Microbiology (4 units) **CSU/UC****

History, structure, metabolism, genetics, and ecology of microscopic life forms; their relationship to disease, immunology, agriculture, and industry. Laboratory emphasizes the development of techniques for the detection, isolation, and identification of both harmless and pathogenic species. Prerequisite: BIOL 1 or 15. (L)

## **BIOL 10—General Biology (3 units)**

**CSU/UC UC-Unit Limit**

General course for non-science majors about the science of life; explores origin, characteristics, regulation, replication, and interrelationship of living organisms. Not open for credit with credit in BIOL 10L. (L)

## **BIOL 10L-General Biology (4 units)**

**CSU/UC UC-Unit Limit**

The science of life for non-science majors; exploration of the origin, characteristics, regulation, replication, and interrelationships of living organisms. Labs and lectures. Not open for credit with credit in BIOL 10. (L)

## **BIOL 11—General Biology Laboratory (1 unit)**

**CSU/UC UC-Unit Limit**

Hands-on laboratory study for non-science majors; exploration of origin, characteristics, regulation, energy utilization, replication, and interrelationships of living organisms. Not open for credit to student with credit in BIOL 10L. Corequisite: None; BIOL 10 or equivalent may be taken. (L)

## **BIOL 15—Bioscience (4 units)**

**CSU/UC**

Introduction to basic biological principles, including cellular and organismal structure, energetics, control, physiology, genetics, evolution, and environmental interaction. (L)

## **BIOL 20R—Field Studies in Biology (2 units)**

**CSU**

Field studies of the flora and fauna of selected areas of northern California; includes field trips that may require weekends, hiking, and an overnight trip. (L) (Repeatable: May be taken four times only.)

## **BIOL 25—Human Genetics (3 units)**

**CSU/UC**

Designed for non-science majors to provide an understanding of basic principles of genetics, current developments in genetics, and the influence of genes and the environment in determining human characteristics. (L)

## **BIOL 35R—Problem-Solving in Physiology (1 unit)**

**CSU**

Companion course to BIOL 5, Human Physiology; appropriate for those wishing additional review in Physiology; lectures, discussions, and case histories used to explore difficult concepts such as osmolality, nervous system function, acid-base balance, hormonal control, and immunity; time will be allowed for consideration of topics chosen by students. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

## Business

### Accounting

#### ACCOUNTING

##### (Associate in Science)

Required	Units
ACCT 3R Computerized Accounting .....	3
ACCT 1L AND ACCT 2L Principles of Accounting .....	8.5-9.5
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
BCA 17R Business Computer Applications-Advanced .....	3
BCA 34R Advanced Excel OR equivalent .....	1
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Intro. to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
GNBUS 56 Business Mathematics OR equivalent .....	3
OA 22 Machine Calculation OR equivalent .....	1
<b>Total units required for degree major .....</b>	<b>29.5</b>
Additional Recommended Courses:	
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures .....	3.5
ACCT 10A General Accounting .....	3
ECON 1A Elementary Economics-Macro .....	3
OA 15A Elementary Typewriting .....	3
SPECH 6 Group Communication .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship .....	1-4

#### ACCOUNTING

##### (Certificate of Completion)

Required	Units
ACCT 3R Computerized Accounting .....	3
ACCT 1L Prin. of Accounting-Financial AND 2L Principles of Accounting-Managerial .....	8.5-9.5
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
BCA 17R Business Computer Applications-Advanced OR equiv. ....	3
BCA 34R Advanced Excel OR equivalent .....	1
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Intro. to Business .....	3
GNBUS 56 Business Mathematics OR equivalent .....	3
OA 22 Machine Calculation .....	1
<b>Plus at least 6 units from the following:</b>	
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures .....	3.5
GNBUS 18A Business Law or equivalent .....	3
SPECH 6 Group Communication .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship .....	1-4
<b>Total units required .....</b>	<b>32.5</b>

#### ACCOUNTING

##### (Certificate of Training)

Required	Units
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting .....	3
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 56 Business Mathematics .....	3
OA 22 Machine Calculation OR equivalent .....	1
Plus at least 4 units from the following:	
ACCT 1L AND ACCT 2/2L Principles of Accounting .....	8.5-9.5
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 9 Business Payroll Procedures .....	3.5
GNBUS 10 Intro. to Business .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship .....	1-4
<b>Total units required .....</b>	<b>18</b>

#### BUSINESS ADMINISTRATION

##### (Associate in Science)

	Units
ACCT 1L Prin. of Accounting - Financial .....	4.5
ACCT 2L Princ. of Accounting - Managerial .....	5
ECON 1A Elementary Economics - Macro .....	3
ECON 1B Elementary Economics - Micro .....	3
<b>Select one of the following classes: .....</b>	<b>3-4</b>
STAT 1 Statistics .....	4
or MATH 9 Calculus for Business, Social and Life S (CSU Sacramento) .....	3
or MATH 25 Finite Math (CSU Chico) .....	3
<b>Plus three units from the following: .....</b>	<b>3</b>
BCA 15R Business Computer Applications (CSU Sacramento) .....	3
COMSC 10L Computer Literacy (CSU Chico) .....	3
GNBUS 10 Introduction to Business (CSU Chico) .....	3
<b>Total units required for degree major .....</b>	<b>21</b>

#### INCOME TAX PREPARATION

##### (Associate in Science) or

##### (Certificate of Training)

Required	Units
ACCT 3R Computerized Accounting .....	3
ACCT 6R Individual Income Taxes-Federal/State .....	4
ACCT 10A General Accounting OR 1L Principles of Accounting .....	3-4.5
BCA 33AR Introduction to Excel OR equivalent .....	1
GNBUS 10 Intro. to Business .....	3
GNBUS 56 Business Mathematics OR equivalent .....	3
OA 22 Machine Calculation OR equivalent .....	1
<b>Total units required for degree major .....</b>	<b>18</b>

(Note: CAN BUS SEQ A = ACCT 1 + 2 or ACCT 1L + 2L)

# Programs and Courses

## ACCT 1—Principles of Accounting—Financial (4 units) (CAN BUS 2) CSU/UC UC-Unit Limit

Accounting for business activities, general ledger, special journals, accounts receivable, cash control, depreciation, inventories, and other aspects. Same as ACCT 1L, but does not include computer applications for accounting partnership and corporations. Not open for credit to student with credit in ACCT 1L. (LM)

## ACCT 1L—Principles of Accounting—Financial (4.5 units) (CAN BUS 2) CSU/UC UC-Unit Limit

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 student with credit in ACCT 1. Prerequisite: ACCT 10 with a grade of "C" or better; BCA 15R and/or BCA 33AR or equivalent; or qualifying score on mathematics part of *Placement Examination*. (LM)

## ACCT 2—Principles of Accounting—Managerial (4 units) (CAN BUS 4) CSU/UC UC-Unit Limit

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

## ACCT 2L—Principles of Accounting—Managerial (5 units) (CAN BUS 4) CSU/UC UC-Unit Limit

Emphasizes accounting principles and tools used by management in the decision-making process, including management accounting, budgetary techniques, cost flow procedures, financial statements, management reporting procedures, and computer applications in accounting. Not open for credit to student with credit in ACCT 2. Prerequisite: ACCT 1 or 1L with a grade of "C" or better. (CAN BUS SEQA=Acct 1 & 2 or Acct 1L & 2L)

## ACCT 3R—Computerized Accounting (3 units) CSU

Application of all aspects of the accounting cycle using microcomputers, including general ledger, accounts receivable, accounts payable, inventory, payroll, job costing, and financial statement analysis. Prerequisite: ACCT 10A or equivalent experience. (LM)

## ACCT 6R—Individual Income Taxes—Federal/State (4 units) CSU

Individual income tax preparation, forms, and computations; business and professional returns; federal and state returns. Meets *State of California* certification as a tax preparer. Recommendation: Completion of ACCT 10A or some experience will be helpful. (LM) (Repeatable: May be taken four times only.)

## ACCT 9—Business Payroll Procedures (3.5 units) CSU

Introduction to payroll terminology, procedures, calculations, record-keeping, timelines, percentages, limitations, and laws that relate to maintaining payroll for business firms in California; pegboard and computerized payroll procedures also presented. No prior accounting knowledge is necessary. (LM)

## ACCT 10A—General Accounting (3 units) CSU

Preparation for entry into business as bookkeepers, payroll clerks, and related jobs in record keeping, either under the direction of an employer or in the management of a small business. Not open for credit to student with credit in ACCT 10. (LM)

## ACCT 51AR—Introduction to Accounting for Managers (1 unit)

Introduction to financial and managerial accounting concepts that are valuable tools for managers. This course includes the use and analysis of financial statements and other managerial reports as tools for achieving and measuring progress and controlling responsibility centers. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## ACCT 51BR—Introduction to Payroll Regulation & Procedures (Fed. & CA) (1 unit)

Introduction to payroll procedures and regulations (Federal and California) for the person who has no knowledge of payroll operations, including payroll compensation, payroll withholdings, payroll reports and tax liabilities, workman's compensation, and computerized payroll procedures. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## Business Computer Applications

### BUSINESS COMPUTER APPLICATIONS (Associate in Science)

Required	Units
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting .....	3
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
BCA 17R Business Computer Applications-Advanced OR equiv. ....	3
BCA 23R Microsoft Outlook .....	1
BCA 25R Desktop Publishing .....	2
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Introduction to Business .....	3
<b>Total units required for degree major .....</b>	<b>19</b>
Additional Recommended Courses	
OA 15C Advanced Keyboarding .....	3
OA 17AR Word Processing I OR equivalent .....	3
OA 17BR Word Processing II OR equivalent .....	3
OA 21 Business Communications .....	2
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
SPECH 1 Public Speaking .....	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship .....	1-4

### BUSINESS COMPUTER APPLICATIONS (Certificate of Completion)

Required	Units
ACCT 3R Computerized Accounting .....	3
BCA 15R Business Computer Applications - Beg. ....	3
BCA 17R Business Computer Applications-Advanced .....	3
BCA 22BR Advanced Word .....	1
BCA 25R Desktop Publishing .....	2
BCA 34R Advanced Excel .....	1
BCA 41BR Windows OR equiv. operating system .....	1
OA 22 Machine Calculation .....	1
<b>Plus at least 10 units from the following .....</b>	<b>10</b>
ACCT 10A General Accounting .....	3
BCA 23R Microsoft Outlook .....	1
BCA 26R Microsoft Power Point .....	1
BCA 37AR Introduction to Access .....	1
BCA 37BR Advanced Access .....	1
COMSC 10L Computer Literacy .....	3
GNBUS 10 Intro. to Business .....	3
GNBUS 56 Business Mathematics .....	3
<b>Total units required .....</b>	<b>28</b>

# Programs and Courses

## BUSINESS COMPUTER APPLICATIONS (Certificate of Training)

Required	Units
BCA 15R Business Computer Applications-Beg. OR equivalent .....	3
BCA 22BR Advanced Word .....	1
BCA 23R Microsoft Outlook .....	1
BCA 25R Desktop Publishing .....	2
BCA 34R Advanced Excel .....	1
BCA 41BR Windows OR equiv. operating system .....	1
<b>Plus at least 6 units from the following</b> .....	6
ACCT 1L Principles of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Managerial .....	5
ACCT 3R Computerized Accounting .....	3
ACCT 10A General Accounting .....	3
BCA 26R Microsoft PowerPoint .....	1
BCA 37AR Introduction to Access .....	1
BCA 37BR Advanced Access .....	1
COMSC 10L Computer Literacy .....	3
<b>Total units required</b> .....	15

**BCA 13A—Business Computer Laboratory (0) CSU**  
Laboratory to accompany many BCA short-term courses offered the first half of the semester, including BCA 26R, 33AR, 34R, 37AR, 37BR, 39, or 41BR. Students use IBM-compatible computers to learn operating systems, spreadsheets, databases, or other applications. Each student is required to have two computer diskettes to store files created. (LM)

**BCA 13B—Business Computer Laboratory (0) CSU**  
Laboratory to accompany many BCA short-term courses offered the second half of the semester, including BCA 26R, 33AR, 34R, 37AR, 37BR, 39, 41BR or ACCT 1L. Students use IBM-compatible computers to learn operating systems, spreadsheets, databases, or other applications. Each student is required to have two computer diskettes to store files created. (LM)

**BCA 13C—Business Computer Laboratory (0) CSU**  
Laboratory to accompany many BCA and Accounting full-semester courses, including BCA 15R, 17R, and ACCT 2L. Students use IBM-compatible computers to learn operating systems, spreadsheets, databases, and/or Accounting. Each student is required to have two computer diskettes to store files created. (LM)

**BCA 15R—Business Computer Applications - Beginning (3 units) CSU**  
Develop a beginning/intermediate level of skills using the Microsoft Office Professional Edition Program. Basic features of Word, Excel, Access and PowerPoint are covered along with how to create simple integrated office documents. No prior experience is required. (LM) (Repeatable: May be taken two times only.)

**BCA 17R—Business Computer Applications - Advanced (3 units) CSU**  
Develop an intermediate/advanced level of skills using the Microsoft Office Professional Edition Program. Advanced features of Word, Excel, Access and PowerPoint are covered along with how to use Object linking and Embedding (OLE) to create integrated Office documents. Prior experience using Windows, Internet, and the Office Suite is assumed. Prerequisite: BCA 15R or equivalent. (LM) (Repeatable: May be taken two times only.)

## BCA 21AR—Introduction to WordPerfect Windows (1 unit) CSU

Introduction to basic word processing concepts and functions using WordPerfect Windows word processing software and IBM-compatible computer. Learn to create, save, edit, and print; also basic formatting and text enhancements. File management concepts and Windows basics are discussed. First of two-part series. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## BCA 21BR—Intermediate WordPerfect for Windows (1 unit) CSU

Overview of advanced features of WordPerfect Windows word processing software and IBM-compatible computer, including tables, merging, labels, macro basics, columns, blocking text, and advanced format options. Can be followed with BCA 25. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## BCA 22AR—Introduction to Microsoft Word (1 unit) CSU

Overview of the basic features of Microsoft Word; learn to create, edit, and save documents; file management; basic text, paragraph, and page formatting; page numbering; printing options; tables and columns. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 22BR—Advanced Microsoft Word (1 unit) CSU**  
Overview of advanced features of Microsoft Word, including advanced formatting, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merging features. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 23R—Microsoft Outlook (1 unit) CSU**  
Beginning and intermediate level features of the personal information manager; record contacts, create and manage e-mail communication in a network or Internet; improve personal efficiency using calendar, tasks, notes, and journal features. Preparation for Microsoft Office User Specialists Outlook Expert User Examinations. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 25R—Desktop Publishing (2 units) CSU**  
Fundamentals of document design and layout with emphasis on the importance of visual communication in business documents such as newsletters, flyers, and brochures; use of advanced software; creation of portfolio with selected software applications; can be repeated for more advanced study; intermediate level knowledge of Word or WordPerfect recommended. (L) (Repeatable: May be taken four times only.)

**BCA 26R—Microsoft PowerPoint (1 unit) CSU**  
Learn the basics and more; create presentations, add text information, add visual elements, bring in data from other sources, modify a presentation, prepare for distribution, customize a presentation, and deliver presentations. Familiarity with keyboard recommended. Preparation for Microsoft Office User Specialists PowerPoint Expert User Examinations. Grades are CR/NC. (Repeatable: May be taken four times only.)

**BCA 27—Introduction to Computers (0.5 unit) CSU**  
Designed for the novice computer user or anyone thinking about purchasing a computer system; introduction to the basics of hardware, software, and operating systems and their use, as well as an overview of common software and the Internet. Grades are CR/NC. (L)

**BCA 33AR—Introduction to Excel (1 unit) CSU**  
Basic features of Microsoft Excel spreadsheet software; using toolbars; moving, copying, and formatting text; using spreadsheets for decision-making; creating graphs and charts; and list and data management. Hands-on course with business applications used. Prerequisite: None; recommend typing speed of 20 wpm. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)



# Programs and Courses

**BCA 34R—Advanced Excel (1 unit)****CSU**

Learn advanced features of Microsoft Excel spreadsheet software, including advanced formatting options, graphs and charts, decision-making tools, and sorting and data management options. Hands-on course with business applications used. Grades are CR/NC. Prerequisite: BCA 33AR or equivalent. (LM) (Repeatable: May be taken four times only.)

**BCA 37AR—Introduction to Access (1 unit)****CSU**

Use of Access on IBM-compatible computer to create simple to complex databases in a Windows environment, to sort the database records, and to create report formats for printed reports. Two 3.5" disks required. Prerequisite: None; recommend typing speed of 20 wpm. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)

**BCA 37BR—Advanced Access (1 unit)****CSU**

Extends capabilities of Access and builds upon a student's knowledge of databases in general; includes creation of multiple databases, students will design and use forms and subforms to input data, use Query by Example (QBE) to extract data and create reports from multiple tables, and use macros to manipulate files. Prerequisite: BCA 37AR. Grades are CR/NC. (Repeatable: May be taken four times only.)

**BCA 39—Exploring the Internet (1 unit)****CSU**

Overview of the Internet and World Wide Web with emphasis on hands-on business uses, global communications, finding things on the World Wide Web, conversations on the Internet, legal and societal issues, as well as web publishing. Grades are CR/NC. (LM)

**BCA 41BR—Windows (1 unit)****CSU**

Introduction to Windows environment and its capabilities; use of Windows and its graphical user interface to communicate with personal computers; apply Windows features, concepts, applications, and procedures. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)

**BCA 46AR—Computer Certification Lab-Word (1 unit)****CSU**

Entry-level to advanced level skill development. Prepare for software certification in Microsoft Word; task focused, self-paced, and self-directed; individualized, interactive lessons and learning tools with instructional support. Preparation for industry-recognized *Microsoft Office Specialist MOS Certification*. Open-entry, open-exit. Recommend 1-unit BCA software course in area of interest. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 46BR—Computer Certification Lab-Excel (1 unit)****CSU**

Entry-level to advanced level skill development. Prepare for software certification in Microsoft Excel; task focused, self-paced, and self-directed; individualized, interactive lessons and learning tools with instructional support. Preparation for industry-recognized *Microsoft Office Specialist MOS Certification*. Open-entry, open-exit. Recommend 1-unit BCA software course in area of interest. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 46CR—Computer Certification Lab-Access (1 unit)****CSU**

Entry-level to advanced level skill development. Prepare for software certification in Microsoft Access; task focused, self-paced, and self-directed; individualized, interactive lessons/learning tools with instructional support; preparation for industry-recognized *Microsoft Office Specialist MOS Certification*. Open-entry, open-exit. Recommend 1-unit BCA software course in area of interest. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 46DR—Computer Certification Lab-PowerPoint (1 unit)****CSU**

Entry-level to advanced level skill development. Prepare for software certification in Microsoft PowerPoint; task focused, self-paced, and self-directed; individualized, interactive lessons/learning tools with instructional support; prepare for industry-recognized *Microsoft Office Specialist MOS Certification*. Open-entry, open-exit. Recommend 1-unit BCA software course in area of interest. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 46ER—Computer Certification Lab-Outlook (1 unit)****CSU**

Entry-level to advanced level skill development. Prepare for software certification in Microsoft Outlook; task focused, self-paced, and self-directed; individualized, interactive lessons and learning tools with instructional support. Preparation for industry-recognized *Microsoft Office Specialist MOS Certification*. Open-entry, open-exit. Recommend 1-unit BCA software course in area of interest. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**BCA 90AR—Introduction to Word Processing-Apple/Macintosh (1 unit)**

Introduction to the fundamentals of word processing using Apple and Macintosh computers, including saving and retrieving text; editing techniques; text formatting and layout; moving, merging, and printing text. Prerequisite: None; recommend typing speed of 20 wpm. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

## General Business

### GENERAL BUSINESS MANAGEMENT (Associate in Science)

Required	Units
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
GNBUS 10 Intro. to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
ECON 1A Elementary Economics-Macro .....	3
MGMT 5 Introduction to Supervision	
OR MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Plus three additional units from</b>	
<b>courses listed below .....</b>	<b>3</b>
ACCT 1L Principles of Accounting-Financial .....	4.5
ACCT 2L Principles of Accounting-Manageial .....	5
ACCT 6R Individual Income Tax .....	4
GNBUS 25 Career Planning .....	3
GNBUS 56 Business Mathematics .....	3
MGMT 75 Business Promotional Planning OR equivalent .....	3
MGMT 5 Introduction to Supervision	
OR MGMT 10 Principles of Management (if not used above) ....	3
OA 52 Business English .....	3
SPECH 1 Public Speaking OR 6 Group Communication .....	3
<b>Total units required for degree major .....</b>	<b>21</b>

### GENERAL BUSINESS MANAGEMENT (Certificate of Completion)

Required	Units
BCA 15R Business Computer Applications-Beg. OR equivalent .....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
ECON 1A Elementary Economics-Micro .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Plus at least 12 units from the following .....</b>	<b>12</b>
ACCT 1L Principles of Accounting-Financial OR	
ACCT 10A General Accounting .....	3-4.5
GNBUS 25 Career Planning .....	3
GNBUS 56 Business Mathematics .....	3
MGMT 75 Business Promotional Planning OR equivalent .....	3
OA 52 Business English .....	3
<b>Total units required .....</b>	<b>30</b>

### GENERAL BUSINESS MANAGEMENT (Certificate of Training)

Required	Units
BCA 15R Business Computer Applications-Beg. OR equivalent .....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Total units required .....</b>	<b>15</b>

#### GNBUS 10—Introduction to Business (3 units)

**CSU/UC**

Provide a foundation in the changing concepts and principles that guide successful businesses; presentation of a real-world introduction to the business process and its functions; valuable foundation for future courses and many careers; includes ethics, motivation, management, organization, and human resources, with an emphasis on international components to business. (L)

#### GNBUS 18A—Business Law (3 units) (CAN BUS 12)

**CSU/UC UC-Unit Limit**

Law and its relationship to business. Laws and regulations affecting managerial decisions. Dispute resolution, torts, contracts, government regulations and other area of commercial law explored through case analysis. Other legal concepts explored include ethics, employment, consumer transactions, competition, the environment, agency, and business organizations. Not open for credit to student with credit in GNBUS 20A, 20B, and 20C. (L)

#### GNBUS 20AR—Constitutional Law for Businesses (1 unit)

**CSU**

Overview of Constitutional law as it applies to business; courts and procedures (particular emphasis on business torts); intellectual property; basic criminal law with an emphasis on business; and ethics and social responsibilities in business. Not open for credit with credit in GNBUS 18A. (L) Grades are CR/NC. (Repeatable: May be taken four times only.)

#### GNBUS 20BR—Basic Contract Law for Businesses (1 unit)

**CSU**

Includes the nature and classification of contracts; the elements of contracts; agreement and consideration; capacity of the parties to a contract; legality of the subject matter of contracts; defenses to the enforceability of contracts; third party rights under contracts; discharge of contractual obligation; breach and remedies; the Uniform Commercial Code and the formation of sales and lease contracts. Not open for credit to student with credit in GNBUS 18A. (L) Grades are CR/NC. (Repeatable: May be taken four times only.)

#### GNBUS 20CR—Agencies Relationships in Business (1 unit)

**CSU**

Entrepreneurs' options with reference to business formation; sole proprietorships; partnerships; corporate formation and financing; corporate directors'; officers' and shareholders' responsibilities; an overview of anti-trust law; an overview of consumer and environmental law; labor and employment law with a particular emphasis on sexual harassment in the work place. The Americans with Disabilities Act; wrongful termination; affirmative action; employment discrimination; and international law in a global economy. Not open for credit to student with credit in GNBUS 18A. (L) Grades are CR/NC. (Repeatable: May be taken four times only.)

#### GNBUS 25—Career Planning and Development (3 units)

**CSU**

Survey of techniques of career exploration and selection; in the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in COUNS 25 or PSYCH 25. (L)

#### GNBUS 28—Investments (3 units)

**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)

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

#### GNBUS 56—Business Mathematics (3 units)

Math for accounting, management, real estate, and marketing, including trade and cash discounts, simple and compound interest, present value, annuities and sinking funds, discounting of notes, buying and selling of mutual funds and stocks, depreciation, financial statements, and real estate loans. Not open for credit to student with credit in GNBUS 26. Prerequisite: GNBUS 100 or MATH 111, or a qualifying score on mathematics portion of *Placement Examination*.

# Programs and Courses

## **GNBUS 85—Stock and Bond Market for Investors (1 unit)**

Fundamental understanding of individual stock and bond market. How to buy and sell, interpret financial news, and explain mutual funds. Grades are CR/NC. (L)

## **GNBUS 100—Elementary Business Mathematics (3 units)**

Mathematics operations involving whole numbers, fractions, decimals, and percents; applications including income, property and social security taxes; averages; wages and salaries; bank records; and algebraic solutions to find unknowns. (LM)

## Information Technology

### **INFORMATION TECHNOLOGIES (Associate in Science)**

Required	Units
IT 44AR A+ Test Certification .....	4
IIT 45CR Networking Technologies .....	3
IT 45DR Unix Systems Management .....	3
IT 45ER Supporting Network Clients .....	3
Computer language .....	3
Plus 9 additional units from any other courses in the IT 44 or 45 series .....	9
<b>Total units required for degree major .....</b>	<b>25</b>

### **INFORMATION TECHNOLOGIES (Certificate of Completion)**

Required	Units
BCA 15R Business Computer Applications - Beg. OR equivalent .....	3
IT 45CR Networking Technologies .....	3
IT 45DR Unix Systems Management .....	3
IT 45ER Supporting Network Clients .....	3
Plus 9 additional units from the IT 44 or 45 series .....	9
<b>Total units required .....</b>	<b>21</b>

**IT 41DR—MS-DOS (2 units) CSU**  
Designed for the technically-oriented student. covers advanced features of DOS for systems administrators. Provides a basis for comparison of DOS and the Windows 2000 operating system. (L) (Repeatable: May be taken four times only.)

**IT 44AR—A+ Test Certification (4 units) CSU**  
Fundamentals of personal computer (PC) hardware including ports, boards, buses, memory, disk drives, controllers, monitors, printers as well as PC configuration, preventative maintenance and diagnostics. Course stresses the skills required to pass the CompTIA A+ *Certification Test*. Computer aided instruction and lab exercises included. (LM) (Repeatable: May be taken four times only.)

**IT 44NR—Network Plus N+ Test Certification (3 units) CSU**  
Fundamentals of networking hardware and software including network topology, OSI (open system integration) communications model, networking practices, installation, maintaining and troubleshooting network hardware and software. Course stresses the skills required to pass the CompTIA N+ *Certification Test*. Lecture, computer-aided instruction and lab exercises are included. LM (Repeatable: May be taken four times only.)

**IT 44SR—Security + (3 units) CSU**  
The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (LM) (Repeatable: May be taken four times only.)

**IT 44UR—Server Management (3 units) CSU**  
Advanced course in installing, configuring, and securing web, e-mail, file dhcp and DNS servers. Prerequisite: IT 45DR; (LM) (Repeatable: May be taken four times only.)

**IT 44VR—Voice and Data Cabling (3 units) CSU**  
Overview of physical aspects of voice and data network cabling and installation. Focuses on cabling issues related to data and voice connections, provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, and signal transmission. Helps prepare students for the BICSI Registered Certified Installer, Level 1 exam. (LM) (Repeatable: May be taken four times only.)

**IT 45CR—Networking Technologies (4 units) CSU**  
Review the history and development of computer networking, contrasting the various current network protocols; materials will cover digital encoding schemes, international industry standards, models for telecommunication, and other topics related to modern computer networking. (LM) (Repeatable: May be taken four times only.)

**IT 45DR—UNIX System Management (3 units) CSU**  
Responsibilities and operations of a UNIX System Manager, including installation of a UNIX-type operating system, management of the file structure, user creation, security systems, system commands, implementation of various environment shells, script construction, and network management. Lab exercises under the Linux Operating System to demonstrate proper system management techniques. (LM) (Repeatable: May be taken four times only.)

**IT 45ER—Supporting Network Clients (3 units) CSU**  
Implementation and support of network clients, which includes installation and deployment, configuration, administration, monitoring, and troubleshooting. Preparation for certification examination. (L) (Repeatable: May be taken four times only.)

**IT 45FR—Supporting Network Servers (3 units) CSU**  
Implementation and support of network servers, which includes installation and deployment, configuration, administration, monitoring, and troubleshooting. Provide network services such as file and print, security, fault-tolerance, printing, remote access and cross-platform, multi-protocol interoperability. Preparation for certification examination. Prerequisite: IT 45ER. (L) (Repeatable: May be taken four times only.)

**IT 45GR—Network Infrastructure Administration (3 units) CSU**  
Administration of a distributed networking services infrastructure. Prerequisite: IT 45FR (L) (Repeatable: May be taken four times only.)

**IT 45HR—Routing Technologies (3 units) CSU**  
Review of current major routing protocols and technology in Wide Area Networks (WAN). (LM) (Repeatable: May be taken four times only.)

# Programs and Courses

## IT 45QR—Wide-Area Networking (3 units) CSU

Cisco Systems Wide-Area Networking configuration and maintenance of wide-area network (WAN) routers, switches, and virtual LANS. Prerequisite: IT 45HR. (LM) (Repeatable: May be taken four times only.)

## IT 45RR—Data Base Structured Query Language (3 units) CSU

Introduces the learner to relational database concepts and the use of SQL for storing, retrieving, and manipulating data in a relational database. This course covers relational database principles and Oracle concepts; writing basic SQL statements; restricting and sorting data; and using single-row functions. (L) (Repeatable: May be taken four times only.)

## IT 45SR—Database Network & Backup (3 units) CSU

This course introduces critical tasks related to planning and implementation of database backup and recovery strategies within a Network environment. The course addresses disaster recovery and network implications. (L) (Repeatable: May be taken four times only.)

## IT 45TR—Database Maintenance and Optimization (3 units) CSU

Topics include Database performance tuning issues and the use of common market place tools for network access optimization and database application performance. (L) (Repeatable: May be taken four times only.)

## IT 45UR—Database Architecture & Administration (DBAA) (3 units) CSU

Administrative tasks, data storage and organization, and troubleshooting relational databases for application developers, technical support professionals, and Database administrators. (Repeatable: May be taken four times only.)

## IT 45WR—Web Page Management and Design (3 units) CSU

Fundamentals of Web publishing using Adobe Systems sponsored curriculum and software from the Cisco Academies world wide program. The course will focus on HTML, design, writing, editing, and maintenance of web pages; emphasis on web page elements such as HTML, image editing, ADA design, and project management. Real-life informational and interactive presentations to include testing, maintenance of web sites on the world wide web. (L) (Repeatable: May be taken four times only.)

## IT 45XR—Internet Literacy and Safety (3 units) CSU

Exposes the student to a wide range of topics relating to the Internet. Students will learn how to perform basic searches, work with email, manage and tune the web browser, and make the Internet a practical and functional part of everyday life. Designed to ease the fears of the novice and enhance the ability of the intermediate user. (L) (Repeatable: May be taken four times only.)

## Management and Supervision

### MANAGEMENT FOR BUSY PEOPLE (Certificate of Completion)

Required	Units
MGMT 95AR Managerial Accounting .....	1
MGMT 95BR Time Management and Planning .....	1
MGMT 95CR Legal Concerns for Employers .....	1
MGMT 95DR Recruitment, Interviewing/Hiring .....	.5
MGMT 95ER Evaluation/Performance Appraisal .....	.5
MGMT 95FR Disciplinary Actions and Grievances .....	1
MGMT 95GR Training Employees .....	.5
MGMT 95HR Leadership .....	1
MGMT 95JR Stress Management .....	.5
MGMT 95KR Computer Concepts for Managers .....	1
MGMT 95LR Transition to Being a Supervisor .....	.5
MGMT 95MR Safe Workplace .....	.5
MGMT 95NR Communication Skills for Managers .....	1
MGMT 95QR Introduction to Quality Management .....	.5
MGMT 95WR Customer Service .....	.5
<b>Total units required .....</b>	<b>11</b>

### PERSONNEL MANAGEMENT (Associate in Science)

Required	Units
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
Plus three additional units selected from courses listed below .....	3
<b>Total units required for degree major .....</b>	<b>18</b>
BCA 15R Business Computer Applications .....	3
GNBUS 56 Business Mathematics .....	3
OA 52 Business English .....	3
PSYCH 1A General Psychology .....	3
SPECH 1 Public Speaking OR 6 Group Communication .....	3

### PERSONNEL MANAGEMENT (Certificate of Completion)

Required	Units
BCA 15R Business Computer Applications - .....	
Beginning OR equivalent .....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Plus at least 12 units from the following .....</b>	<b>12</b>
ACCT 1L Prin. of Accounting-Financial .....	
OR 10A General Accounting .....	3-4.5
GNBUS 25 Career Planning .....	3
GNBUS 56 Business Mathematics .....	3
MGMT 75 Business Promotional Planning .....	3
OA 52 Business English .....	3
<b>Total units required .....</b>	<b>30</b>

### RETAIL MANAGEMENT (Certificate of Completion)

Required	Units
ACCT 10A General Accounting .....	3
BCA 15R Business Computer Applications - Beginning OR equiv .....	3
GNBUS 56 Business Mathematics .....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 10 Principles of Management .....	3
MGMT 15 Human Resource Management .....	3
MGMT 35 Management Psychology .....	3
MRKT 82R Marketing Management .....	3
MRKT 83R Retail Merchandise Management .....	3
OA 21 Business Communications .....	2
SPECH 1 Public Speaking .....	3
<b>Total units required .....</b>	<b>29</b>



# Programs and Courses

## SMALL BUSINESS MANAGEMENT (Associate in Science)

Required	Units
BCA 15R Business Computer Applications - Beginning OR equivalent .....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision OR MGMT 10 Principles of Management .....	3
MGMT 35 Management Psychology .....	3
Plus three additional units selected from courses listed below .....	3
<b>Total units required for degree major .....</b>	<b>18</b>
<b>Additional Recommended Courses</b>	
ACCT 1L Principles of Accounting-Financial .....	4-4.5
ACCT 2L Principles of Accounting-Managerial .....	4-5
ACCT 6R Individual Income Taxes-Federal/State .....	4
GNBUS 25 Career Planning .....	3
GNBUS 56 Business Mathematics .....	3
MGMT 75 Business Promotional Planning .....	3
OA 52 Business English .....	3
SPECH 1 Public Speaking OR 6 Group Communication .....	3

## SMALL BUSINESS MANAGEMENT (Certificate of Completion)

Required	Units
BCA 15R Business Computer Applications - Beginning .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Plus at least 15 units from the following</b>	
ACCT 1L Prin. of Accounting-Financial OR 10A Gen. Accounting .....	3-4.5
GNBUS 10 Introduction to Business .....	3
GNBUS 25 Career Planning .....	3
GNBUS 56 Business Mathematics .....	3
MGMT 75 Business Promotional Planning .....	3
OA 52 Business English .....	3
<b>Total units required .....</b>	<b>27</b>

## SMALL BUSINESS MANAGEMENT (Certificate of Training)

Required	Units
BCA 15R Business Computer Applications - Beginning OR equiv. ....	3
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management .....	3
MGMT 35 Management Psychology .....	3
<b>Total units required .....</b>	<b>15</b>

**MGMT 5—Introduction to Supervision (3 units) CSU**  
Introduction to the role of the supervisor; understanding the basic fundamentals of supervision; designed for the potential working supervisor. (L)

**MGMT 10—Principles of Management (3 units) CSU**  
Managerial and organizational theory and practice; planning, organizing, influencing, and controlling; focus on the role, functions, and responsibilities of management in a contemporary organization. (L)

**MGMT 12—Taking the Lead (2 or 3 units) CSU**  
Emphasizes fundamental management functions of planning, organizing, staffing, directing, and controlling; includes forecasting, decision-making, organizational communication, leadership styles, information systems, quality control and social responsibility; also includes application of managerial skills to a variety of contemporary business situations. (L)

**MGMT 15—Human Resource Management (3 units) CSU**  
Foundations for the contemporary theory and practices relating to the management of people; managing human resources within an organization; basic personnel processes. Not open to students with credit in M&S 88. (L)

**MGMT 20—Organizational Communications (3 units) CSU**  
Analysis of communication activities in organizations, both formal and informal; practical communication skill development for activities such as briefings, group meetings, memorandum, and press releases. (L)

**MGMT 25—Small Business Management (3 units) CSU**  
Study of business planning and procedures as they relate particularly to small businesses: valuation of a business, types of business opportunities, organizational forms, the management team, financial requirements, and promotion and advertising; entrepreneurial approach emphasized. Core course for Small Business Management Certificate Program. (L)

**MGMT 30—Introduction to Public Administration (3 units) CSU**  
Fundamental principles in administration and their application to governmental operations. Administrative organization, budgeting, planning, personnel management, administrative law, career service, and conditions of public employment are all examined with particular reference to state and local government. (L)

**MGMT 35—Management Psychology (3 units) CSU**  
The application of theories of management and psychology to human behavior in the workplace; increases awareness of individual and group behaviors, conflict resolution, and organizational dynamics. (L)

**MGMT 40A—Managing Diversity (1 unit) CSU**  
Explore the social, political, and cultural changes in our society from managerial, economic, business, and ethical perspectives, and their influence in the workplace. (L)

**MGMT 75—Business Promotional Planning (3 units)**  
Principles of, and practices in, planning and executing a sales promotional plan. (L)

**MGMT 80A—Total Quality Management Work Group (1 unit)**  
Introduction to the philosophy and techniques of Total Quality Management/Quality Management (TQM/QM) Style. Participation in group activities to provide a fundamental understanding of function analysis, work-process analysis, and basic Total Quality Management/Quality Improvement (TQM/QI) tools. Grades are CR/NC. (LM)

**MGMT 92ER—Conflict Resolution (0.5 unit)**  
Analysis of attitudes and behaviors which create conflict between individuals and groups within an organization; methods for analyzing and solving conflicts. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**MGMT 94CR—Working With Difficult People (1 unit)**  
Skills and techniques needed to handle difficult people; specific communication, motivational, and conflict resolution approaches that managers need to be effective in dealing with difficult people. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

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## **MGMT 95AR—Managerial Accounting (1 unit)**

Role of the budget; essential elements of the budgeting process, control, and accountability. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95BR—Time Management and Planning (1 unit)**

Improvement of time management strategies; focus on dealing with multiple problems and the most effective use of time. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95CR—Legal Concerns for Employers (1 unit)**

Current developments in the field of personnel law and legal concerns of management who oversee employees; emphasis on personnel laws and policies related to equal opportunity, affirmative action, and sexual harassment. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95DR—Recruitment, Interviewing, Hiring (0.5 unit)**

Personnel recruitment, including affirmative action considerations, interviewing techniques, checking references, and orientation for new employees. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95ER—Evaluation and Performance Appraisal (0.5 unit)**

Exploration of the use of periodic interactive discussion centering on employees' contributions to organizational goals; introduction to evaluation tools such as job inventories and appraisal documents. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95FR—Disciplinary Actions (1 unit)**

Analysis of employee discipline systems, rights of management and employees, collective bargaining agreements, and general grievance procedures. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95GR—Training Employees (0.5 unit)**

Aspects of establishing an effective employee training program, including identification of training needs, preparation of training objectives, and psychological approaches to training. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95HR—Leadership (1 unit)**

Analysis of basic human behavior on the job, focusing on various leadership styles, motivational techniques, and improvement of employee productivity. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95JR—Stress Management (0.5 unit)**

Cause-and-effect factors of stress and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95KR—Computer Concepts for Managers (1 unit)**

Introduction to basic concepts of computer application for managers in planning, organizing, directing, and controlling. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95LR—Transition to Being a Supervisor (0.5 unit)**

Exploration of management potential for emerging supervisors; focuses on role transition and organizational need in directing and controlling. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95MR—Safe Workplace (0.5 unit)**

Responsibilities of the supervisor for development of safety attitudes and practices; emphasis on accident prevention procedures as well as components of report forms. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95NR—Written Communication Skills (1 unit)**

Advanced verbal, nonverbal, written, and group communication skills; business meetings, public speaking, and other management communication skills covered. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 95OR—SBDC Entrepreneur Training (2 units)**

Designed to develop a business plan for a new venture or to evaluate a current one, including market research, organizational structure, customer sales and service, financial record-keeping, sales licensing, insurance, employee/employer concerns and funding sources. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MGMT 95QR—Introduction to Quality Management (0.5 unit)**

Introduction to the philosophy, tools, and techniques of quality improvement efforts in organizations. Emphasis on understanding the quality systems approach to customer focus, continuous improvement, and employee involvement. Focus on the relationship of customer satisfaction and organization success. This is the foundation for understanding many quality improvement initiatives in organization. (L) (Repeatable: May be taken four times only.)

## **MGMT 95WR—Customer Service (0.5 unit)**

Focus on customer service improvement; development of customer service strategy and attitude, treating clients appropriately, phone etiquette, e-mail etiquette, and the do's and don'ts of customer service. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MGMT 280AR—Writing a Business Plan (0.5 unit)**

Development of a business plan. Emphasis on market identification, sources of funding, assessment of strengths and weaknesses of the business managers, and preparation and evaluation of the plan. Intended for potential or existing business owners and managers. (L) Grades are CR/NC.

## **MGMT 280BR—Legal Aspects of Starting a Small Business (0.5 unit)**

Legal issues encountered by the small business owner; intended for potential or existing business owners and managers. (L) Grades are CR/NC.

## **MGMT 280CR—Marketing Analysis for a Small Business (0.5 unit)**

Provide students with the information and tools to analyze marketing strategies of a small business. Intended for potential or existing business owners and managers. (L) Grades are CR/NC.

## **MGMT 280DR—Market Research for your Local Area (0.5 unit)**

Provide students with the knowledge of research tools to conduct market research of their local business area. Intended for potential or existing business owners and managers. (L) Grades are CR/NC.

## **MGMT 280ER—Marketing Strategy for Small Business Owners (0.5 unit)**

The importance of promoting your business and taking the time to develop a solid marketing strategy. Intended for potential eliciting business owners and managers. (L) Grades are CR/NC.

## **MGMT 280FR—Personnel Management and Operations (0.5 unit)**

Introduction to the complicated laws regarding hiring and maintaining employees. Intended for potential eliciting business owners and managers. (L) Grades are CR/NC.

## **MGMT 280GR—Small Business Financing (0.5 unit)**

Fundamentals of financing a business venture, including establishing an accounting system, tools to forecast business needs, establish an overall cash management system, and what a lender wants to see. Intended for potential or existing business owners and managers. (L) Grades are CR/NC.

# Programs and Courses

## Marketing

### **MKT 82R—Marketing Management (3 units)**

Principles and procedures of modern marketing, including the process of planning a marketing design, pricing, promotion, and distribution of ideas, goods, and services. (L) (Repeatable: May be taken four times only.)

### **MKT 83R—Retail Merchandising Management (3 units)**

Detailed overview of the planning, buying, pricing, and inventory control responsibilities of a retail buyer. (LM) (Repeatable: May be taken four times only.)

## Office Administration

### **ADMINISTRATIVE ASSISTANT (Associate in Science)**

Required	Units
OA 15B Intermediate Keyboarding .....	3
OA 17BR Word Processing II OR equivalent .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 52 Business English .....	3
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 61 Advanced Office Procedures .....	4
<b>Total units required for degree major .....</b>	<b>22</b>
<b>Additional Recommended Courses</b>	
ACCT 10A, ACCT 1L, ACCT 2L .....	3-5
BCA 15R Business Computer Applications .....	3
BCA 22AR Introduction to Word .....	1
BCA 22BR Advanced Word .....	1
BCA 37AR Introduction to Access .....	1
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
OA 15C Advanced Keyboarding .....	3
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
MGMT 15 Human Resources Management .....	3
SPECH 1 Public Speaking .....	3
CWEE 45R Occ. Wrk Experience .....	1-4

### **ADMINISTRATIVE ASSISTANT (Certificate of Completion)**

First Semester	Units
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 22 Machine Calculations .....	1
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
<b>Second Semester</b>	
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 53 Filing .....	1
OA 61 Advanced Office Procedures .....	4
<b>Total units required .....</b>	<b>25</b>

### **CLERICAL (Certificate of Training)**

Required	Units
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 17BR Word Processing II .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
<b>Plus at least 5 units from the following .....</b>	<b>5</b>
ACCT 10A General Accounting OR ACCT 1L Principles of Accounting-Financial .....	3-4.5
BCA 41BR Windows .....	1
GNBUS 56 Business Mathematics .....	3
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
<b>Total units required .....</b>	<b>21</b>

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

	Units
BCA 33AR Introduction to Excel OR equivalent .....	1
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 17BR Word Processing II .....	3
OA 52 Business English .....	3
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 63 Legal Office Procedures .....	3
<b>Total units required for degree major .....</b>	<b>21</b>
<b>Additional Recommended Courses</b>	
ACCT 10A General Accounting OR 1L Principles of Accounting-Financial .....	3-4.5
ACCT 2L Principles of Accounting-Managerial .....	4-4.5
BCA 15R Business Computer Applications - Beginning OR equiv .....	3
BCA 22AR Introduction to Word .....	1
BCA 22BR Advanced Word .....	1
BCA 37AR Introduction to Access .....	1
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 61 Advanced Office Procedures .....	4
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
SPECH 1 Public Speaking .....	3

# Programs and Courses

## LEGAL OFFICE SKILLS (Certificate of Completion)

First Semester	Units
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I OR equivalent .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
OA 63 Legal Office Procedures .....	3
<b>Second Semester</b>	
GNBUS 18A Business Law or equivalent .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
OA 61 Advanced Office Procedures .....	4
<b>Total units required .....</b>	<b>31</b>

## MEDICAL OFFICE SKILLS (Associate in Science)

Required	Units
NURS 51A Medical Terminology I .....	2
NURS 51B Medical Terminology II .....	2
OA 15B Intermediate Keyboarding .....	3
OA 17BR Word Processing II .....	3
OA 52 Business English .....	3
OA 55 Medical Transcription .....	3
OA 65 Medical Office Procedures .....	3
<b>Total units required for degree major .....</b>	<b>19</b>
<b>Additional Recommended Courses</b>	
ACCT 10A General Accounting OR	
1L Prin. of Accounting-Financial .....	3-4.5
BCA 15R Business Computer Applications - Beginning OR equiv .....	3
BCA 33AR Introduction to Excel .....	1
BCA 37AR Introduction to Access .....	1
BCA 41BR Windows OR equiv. operating system .....	1
GNBUS 10 Introduction to Business .....	3
GNBUS 18A Business Law or equivalent .....	3
OA 17AR Word Processing I .....	3
OA 21 Business Communications .....	2
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 61 Advanced Office Procedures .....	4
MGMT 5 Introduction to Supervision .....	3
MGMT 10 Principles of Management .....	3
SPECH 1 Public Speaking .....	3

## MEDICAL OFFICE PROCEDURES (Certificate of Completion)

First Semester	Units
NURS 51A Medical Terminology I .....	2
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
<b>Second Semester</b>	
BCA 41BR Windows OR equiv. operating system .....	1
NURS 51B Medical Terminology II .....	2
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
OA 55 Medical Transcription .....	3
OA 65 Medical Office Procedures .....	3
<b>Total units required .....</b>	<b>29</b>

## WORD PROCESSING (Associate in Science)

Required	Units
BCA 15R Business Computer Applications OR equivalent .....	3
BCA 41BR Windows OR equiv. operating system .....	1
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 53 Filing .....	1
OA 60 General Office Procedures .....	4
OA 61 Advanced Office Procedures .....	4
<b>Total units required for degree major .....</b>	<b>25</b>

## WORD PROCESSING (Certificate of Completion)

First Semester	Units
BCA 41BR Windows OR equiv. operating system .....	1
OA 15B Intermediate Keyboarding .....	3
OA 17AR Word Processing I .....	3
OA 52 Business English .....	3
OA 60 General Office Procedures .....	4
<b>Second Semester</b>	
BCA 15R Business Computer Applications - Beginning OR equiv .....	3
OA 17BR Word Processing II .....	3
OA 21 Business Communications .....	3
OA 22 Machine Calculations .....	1
OA 53 Filing .....	1
OA 61 Advanced Office Procedures .....	4
<b>Total units required .....</b>	<b>29</b>



# Programs and Courses

**OA 13A—Office Administration Laboratory (0) CSU**  
Laboratory to accompany BCA word processing courses and OA courses offered the first half of the semester including BCA 22AR and BCA 22BR. Students use IBM compatible computers to complete assignments for these classes. Each student required to have two diskettes to store files.

**OA 13B—Office Administration Laboratory (0) CSU**  
Laboratory to accompany BCA word processing courses and OA courses offered the second half of the semester including BCA 22AR and 22BR. Students use IBM compatible computers to complete assignments for these classes. Each student is required to have two diskettes to store files.

**OA 13C—Office Administration Laboratory (0) CSU**  
Laboratory to accompany BCA word processing courses and OA courses offered for the full semester including OA 15A, OA 15B, OA 15C, OA 17AR, OA 17BR, OA 21, OA 60, OA 61, and OA 63. Students use IBM compatible computers to complete assignments for these classes. Each student is required to have two diskettes to store files.

**OA 15A—Beginning Keyboarding (3 units) CSU**  
Acquire basic beginning level of keyboarding and basic document formatting. Not open for credit to student with 3 units of credit in S&O or OA 15R. (L)

**OA 15B—Intermediate Keyboarding (3 units) CSU**  
Refinement of basic keyboarding skills and to complete more advanced level of document formatting to the intermediate level of competency. Not open for credit to student with 6 units of credit in S&O or OA 15R. (L)

**OA 15C—Advanced Keyboarding (3 units) CSU**  
Keyboarding skill development to the advanced professional level of competency. Not open for credit to student with 9 units of credit in S&O or OA 15R. (L)

**OA 15R-O—Typewriting (v1-3 units) CSU**  
Typewriting skill development to the advanced professional level of competency. Open entry, open exit. (L)

**OA 16R-O—Shorthand (v1-4 units) CSU**  
Comprehensive coverage of Gregg shorthand principles; development of speed in writing shorthand; transcription speed and accuracy; spelling, punctuation, and grammar; development of skill in transcribing letters to mailable standards. Prerequisite: Typewriting, which may be taken concurrently. (L)

**OA 17AR—Word Processing I (3 units) CSU**  
Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing, and merging. (L) (Repeatable: May be taken four times only.)

**OA 17BR—Word Processing II (3 units) CSU**  
Advanced word processing operations involving long and multiple-part documents, macros, and tables; document presentation. Prerequisite: None; OA 17AR or equivalent recommended. (Repeatable: May be taken four times only.)

**OA 21—Business Communications (3 units) CSU**  
Development and refinement of written and oral business communication skills, including composing, editing, proofreading, and document preparation to mailable standards. Prerequisite: None; OA 52 or GNBUS 52 with a grade of "C" or better recommended; ability to type and use word processing (OA 15A or equivalent) as all work must be typed/printed from disk. (L)

**OA 22—Machine Calculation (1 unit) CSU**  
Skill development in the operation of the electronic display and printing calculator, including addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. (LM)

**OA 22R-O—Machine Calculation (v.5-2 units) CSU**  
Skill development in the operation of the electronic, display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. Open-entry/open-exit. Not open for credit to student with 2 units of credit in SEC 22, 22A, 22B, or 54D.

**OA 51—Keyboarding (1 unit)**  
Develop basic keyboarding skills necessary for efficient data entry through a traditional alphanumeric keyboard; designed for non-secretarial, non-clerical student; instruction is on IBM-compatible computer. Not open for credit to student with credit in OA 15A, 15B, 15C, or S&O 15A, 15B, or 15C. Grades are CR/NC. (L)

**OA 52—Business English (3 units)**  
Review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in GNBUS 52. (L)

**OA 53—Filing (1 unit)**  
Introduction to the methods in coding and filing business correspondence for manual storage and retrieval; filing systems covered include alphabetic, serial numeric, terminal digit numeric, subject, and geographic. (L)

**OA 54A—Beginning Medical Terminology (2 units)**  
Familiarization with medical terminology from programmed text outlining word structure, definitions, and usage. Primarily intended for those who are preparing for a career in health or business, with an emphasis on clerical support staff responsibilities. Not open for credit to student with credit in OA 54. (L)

**OA 54B—Advanced Medical Terminology (2 units)**  
Continuation of OA 54A; further development and refinement of medical terminology skills; primarily intended for those who are preparing for a career in health or business with an emphasis on clerical support staff responsibilities.

**OA 55—Medical Word Processing (3 units)**  
Medical document editing utilizing partial speech recognition documentation/voice processing and transcription from physician dictation. Course work will encompass general medical/surgical and specialties such as OB-GYN, pediatrics, orthopedics, and cardiovascular medicine. Prerequisite: OA 17BR, OA 52/GNBUS 52, and NURS 51A; can enroll concurrently in NURS 51B. Experience or course work equivalent to the preceding is acceptable. (L)

**OA 59—General Transcription (2 units)**  
Method and practice in editing and transcribing dictated business correspondence. Material simulates correspondence in various areas of business. (L)

**OA 60—General Office Procedures (4 units)**  
Skills and procedures necessary in an automated office; office information systems, technology, and procedures; telecommunications; information processing; mail and telephone systems; time management; public relations; and human relations skills. (L)

**OA 61—Advanced Office Procedures (4 units)**  
Develop and apply advanced level of principles, knowledge, and skills necessary for the proper operation of the automated office; emphasis is on higher level administrative assistant skills such as analysis, communication, decision-making, and supervision principles. Prerequisite: GNBUS 56, OA 52, and OA 17AR. (LM)

# Programs and Courses

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## **OA 63—Legal Office Procedures (3 units)**

Legal office environment, current legal office procedures, and preparation of legal documents using automated equipment. Not open for credit to student with credit in SEC 63.

## **OA 65—Medical Office Procedures (3 units)**

Medical office duties, medical transcription, and training in preparation of medical records and standard forms; role of the allied health clerical support staff. Prerequisite: Ability to type/use word processing (equivalent to OA 15A) as all work must be typed/printed from disk. (L)

## **Real Estate**

### **RE 91—California Real Estate Practices (3 units)**

Actual practice of real estate by putting what is learned in principles and life to use. Covers laws and regulations affecting dynamic and ever-changing subjects, including capital gains treatment for 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*. (LM)

### **RE 92—Real Estate Appraisal (3 units)**

Fundamentals of real estate appraisal stressing the residential market. Emphasis will be given to the forces which create and influence market value in real estate. Required course for *Real Estate Broker License Examination*. (L)

### **RE 93—Real Estate Finance (3 units)**

Analysis of real estate finance; mortgage money markets, lending institutions, government-backed programs. Required course for *Real Estate Broker License Examination*. (LM)

### **RE 94—Legal Aspects of Real Estate (3 units)**

Practical study of California Real Estate and Contract Law in real estate transactions. Particular attention given to duties of real estate brokers and principals in ordinary transactions with emphasis on practices designed to prevent litigation. Required course for *Real Estate Broker License Examination*. (L)

### **RE 95—Real Estate Economics (3 units)**

Economic principles that govern the real estate market; behavior patterns of buyers and sellers; factors that influence growth and values; basic economic theory and operation of governmental fiscal policies. Elective course for *Real Estate Broker License Examination*. (LM)

### **RE 96—Property Management (3 units)**

Principles and practices of property management and investment; elements of management and their impact on property investments. Elective course for *Real Estate Broker License Examination*. (L)

# Chemistry

**CHEM 1A—General Chemistry (5 units)**  
(CAN CHEM 2) *CSU/UC UC-Unit Limit*

Fundamental principles of inorganic chemistry; nomenclature of inorganic compounds, chemical formulas, equations, and reactions; stoichiometry; structure of atoms, ions, and molecules and periodic table; oxidation-reduction and acid-base reactions; equilibrium; and gas laws. Not open for credit with credit in CHEM 3A and 3B. Prerequisite: MATH 52 or equivalent with a "C" or better, and one year of high school chemistry with a grade of "B" or better, or CHEM 2A or 50 or equivalent with a grade of "C" or better. (LM)

**CHEM 1B—General Chemistry (5 units)**  
(CAN CHEM 4) *CSU/UC UC-Unit Limit*

Principles of inorganic chemistry, including kinetics, thermodynamics, equilibrium, electrochemistry, and acid-base chemistry; descriptive chemistry and qualitative analysis. Prerequisite: CHEM 1A or 3B with a grade of "C" or better. (LM)

(Note: CAN CHEM SEQ A = CHEM 1A + 1B)

**CHEM 2A—Introductory Chemistry (5 units)**  
(CAN CHEM 6) *CSU/UC UC-Unit Limit*

Introduction to fundamental principles of inorganic chemistry; structure and bonding, nomenclature, chemical equations and reactions, stoichiometry, acids, bases, and chemical equilibrium, redox, gases, solutions, and nuclear chemistry. Not open for credit to student with credit in CHEM 1A or equivalent. MATH 50 with a "C" or better strongly recommended. (LM)

**CHEM 2B—Introductory Chemistry (4 units)**  
(CAN CHEM 8) *CSU/UC UC-Unit Limit*

Introduction to fundamental organic chemistry and biochemistry; structure and nomenclature; reactions, stereochemistry; bioenergetics and metabolism. Prerequisite: CHEM 1A or 2A. (LM)

(Note: CAN CHEM SEQ B = CHEM 2A + 2B)

**CHEM 3A—Fundamental Chemistry (3 units)**  
*CSU/UC UC-Unit Limit*

First semester of a two-year semester sequence in general chemistry covering the metric system, fundamental atomic and molecular structure, chemical reactions, chemical energetics, and solutions. CHEM 3A/3B sequence is equivalent to CHEM 1A. Not open for credit to student with credit in CHEM 1A. Prerequisite: MATH 52 and CHEM 50 with a grade of "C" or better or one year in high school chemistry with a grade of "B" or better. (LM)

**CHEM 3B—Fundamental Chemistry (3 units)**  
*CSU/UC UC-Unit Limit*

Second semester of a two-semester sequence in general chemistry covering the chemical structure and bonding, periodicity, solution chemistry, and gasses. CHEM 3A/3B sequence is equivalent to CHEM 1A. Not open for credit to student with credit in CHEM 1A. Prerequisite: CHEM 3A with a grade of "C" or better. (LM)

**CHEM 8—Organic Chemistry (3 units)** *CSU/UC*

Study of carbon compounds including nomenclature and structures involving physical properties, chemical reactions, representative preparation, and reaction mechanisms. Prerequisite: CHEM 1A with a grade of "C" or better. (LM)

**CHEM 9—Organic Chemistry Laboratory (2 units)**  
*CSU/UC*

Laboratory course to accompany CHEM 8. Prerequisite: CHEM 1A with grade of "C" or better; Corequisite: CHEM 8 which may be taken concurrently. (LM)

**CHEM 10—Concepts of Chemistry (3 units)**  
*CSU/UC UC-Unit Limit*

Survey of basic concepts and practices of chemistry; designed for non-science majors desiring an introduction to fundamental chemistry concepts and skills. Not intended for students who will enroll in subsequent chemistry coursework. (L)

**CHEM 50—Chemical Problem Solving (3 units)**

Introduction to chemical calculations, terminology, fundamental concepts, and laboratory techniques with emphasis on problem-solving methodology. Recommended as preparation for CHEM 1A. (LM) Prerequisite: MATH 50 or equivalent with a grade of "C" or better.

## COMMUNICATIONS (see Speech)

## Computer Science

### COMPUTER SCIENCE (Associate in Science)

REQUIRED	Units
COMSC 9A Beginning C++ Programming Language .....	3
COMSC 9B Data Structures .....	3
<b>Plus 12 units from the following:</b>	
COMSC 2 Computer Assembly Language Programming .....	4
COMSC 3 FORTRAN Programming .....	3
COMSC 4 COBOL Programming .....	3
COMSC 6 BASIC Language Programming .....	3
COMSC 7 Intro. to Visual Basic Programming .....	3
COMSC 11 Advanced C++ Programming .....	3
COMSC 12 JAVA Programming .....	3
<b>Total units required for degree major .....</b>	<b>18</b>
<b>Additional Recommended Courses</b>	
ACCT 1 OR 1L Principles of Accounting-Financial .....	4-4.5
COMSC 10 OR 10L Computer Literacy .....	3
ENGL 1A College Composition and Reading .....	3
MATH 1A AND 1B Calculus .....	
OR 9 Calculus for Bus/Social Sci./Life Sci. ....	3-8
MATH 25 Finite Math .....	3
SPECH 1 Public Speaking .....	3
STAT 1 Introduction to Statistical Methods .....	4

### COMPUTER SCIENCE (Certificate of Training)

Students may earn a *Certificate of Training* by receiving a grade of "C" or better in 9A and five additional courses from those listed below.

REQUIRED:	Units
COMSC 9A Beginning C++ Programming Language .....	3
<b>Plus five additional courses from the following:</b>	
COMSC 2 Computer Assembly Language Programming .....	4
COMSC 3 FORTRAN Programming .....	3
COMSC 4 COBOL Programming .....	3
COMSC 6 BASIC Language Programming .....	3
COMSC 7 Intro. to Visual Basic Programming .....	3
COMSC 10 OR 10L Computer Literacy .....	3
<b>Minimum units to total .....</b>	<b>18</b>

#### COMSC 2—Computer Assembly Language (4 units) (CAN CSCI 10) CSU/UC

Basic operating principles and structure of digital computers, including addressing modes, stack manipulation, interrupt processing, fixed and floating point formats, subroutine features of assemblers, directives, symbol table, macros; programs are written using Microsoft Assembler (MASM). Not open for credit to student with credit in ELECT 25. (LM)

#### COMSC 3—Fortran Programming (3 units) CSU/UC

Introduction to the FORTRAN programming language, including problem-solving, algorithm analysis, and structured programming; emphasis on the writing of FORTRAN program solutions to various problems from business, mathematics, and/or science. Corequisite: COMSC 13. Prerequisite: MATH 52 or equivalent. (LM)

#### COMSC 4—Cobol Programming (3 units) CSU/UC

Introduction to the COBOL programming language including analyzing, solving, coding, and debugging business-related programming problems on microcomputers. Emphasis on problem-solving, algorithm analysis, data representation, file manipulation, and structured programming. Corequisite: COMSC 13. (LM)

#### COMSC 6—Basic Language Programming (3 units) CSU/UC

Introduction to programming on microcomputers using the language QBASIC, including problem-solving techniques, developing algorithms, coding solutions, and debugging programs. Corequisite: COMSC 13. Prerequisite: None. (LM)

#### COMSC 7—Introduction to Visual Basic Programming (3 units) CSU/UC

Introduction to event-driven programming in the Windows environment using Microsoft Visual BASIC. Intended for those with prior experience or course work in at least one formal programming language. Includes objects, properties, user interfaces, forms, event procedures, custom controls, graphics, data access, report creation, and debugging methods. Corequisite: COMSC 13. (LM)

#### COMSC 9A—Beginning C++ Programming Language (3 units) CSU/UC

Introduction to the C++ programming language. Emphasis on structured programming methods, object-oriented design, and structured data types. The programming cycle from problem-solving to debugging is emphasized. Corequisite: COMSC 13. Prerequisite: MATH 52 or equivalent. COMSC 6 is STRONGLY recommended. (LM)

#### COMSC 9B—Data Structures (3 units) CSU/UC

A continuation of Computer Science 9A using Object Oriented Programming techniques. An introduction to abstract data types, algorithm analysis, data structures including lists, trees, and graphs. Required for Computer Science majors. Not open for credit to student with credit in COMSC 5B. Corequisite: COMSC 13. Prerequisite: COMSC 9A with a "C" or better grade. (LM)

#### COMSC 10—Computer Literacy (3 units) CSU

Introduction to the computer and its applications. A survey of the history of computers, hardware, software, social aspects, and problem-solving techniques. Concepts of word processing, database, and spreadsheet applications on microcomputers will be discussed along with several entry level programs in the language of BASIC. Not open for credit to student with credit in COMSC 10L. (L)

#### COMSC 10L—Computer Literacy (3 units) CSU/UC

Introduction to the computer and its applications; survey of the history of computers, hardware, software, social aspects, and problem-solving techniques; hands-on microcomputer programs in the language QBASIC will be examined. Not open for credit to student with credit in COMSC 10. (LM)

#### COMSC 11—Advanced C++ Programming (3 units) CSU/UC

Topics in object-oriented programming using the C++ programming language, including C++ programming techniques, streaming input/output, dynamic memory allocation, classes and data abstraction, operator overloading, inheritance, and polymorphism. Corequisite: COMSC 13. Prerequisite: COMSC 9A or equivalent. (LM)



# Programs and Courses

## COMSC 12—Java Programming (3 units)

CSU/UC

Introduction to Java Programming; intended for those with prior experience or course work in at least one formal programming language, preferably C or C++; includes Java and HTML, Applet user interfaces, graphics and multimedia, objects, classes and methods, input and output streaming, networking, threads, packages, and the Java AWT and API. Corequisite: COMSC 13. (LM)

## COMSC 13—Computer Lab (0)

CSU

Laboratory required for enrollment in computer language courses. Corequisite: COMSC 3, 4, 6, 7, 9A, 9B, 10L, 11, 12.

## COMSC 20—Beginning Web Publishing with HTML (3 units)

CSU

Fundamentals of Web publishing using HTML, including design, writing, editing, and maintenance of web pages; emphasis on real-life informational and interactive presentations to include testing, revising, and maintenance of web presentations on the World Wide Web. Corequisite: COMSC 13. (L)

## COMSC 44AR—A+ Test Certification (4 units)

CSU

Fundamentals of personal computer (PC) hardware including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the CompTIA A+ *Certification Test*. Computer-aided instruction and lab exercises included. (Repeatable: May be taken four times only.) (LM)

## COMSC 44NR—Network Plus N+ Test Certification (3 units)

CSU

Fundamentals of networking hardware and software including network topology, OSI (open system integration) communications model, networking practices, installation, maintaining and troubleshooting network hardware and software. Course stresses the skills required to pass the CompTIA N+ *Certification Test*. Lecture, computer-aided instruction and lab exercises are included. (Repeatable: May be taken four times only.) (LM)

## COMSC 44SR—Security + (3 units)

CSU

The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (Repeatable: May be taken four times only.) (LM)

## COMSC 45—Introduction to UNIX Operating System (3 units)

CSU

Introduction to the user interface of the UNIX operating system and UNIX networking, including text editing, file manipulation, electronic mail, directory structures, input/output handling, and pattern expressions; introduction to shell commands, simple scripts and UNIX utilities, and UNIX networking and management commands. Not open for credit to student with credit in BCA 45DR. (L)

# Cooperative Work Experience Education

## CWEE 44R—General Work Experience (v1-3 units)

CSU

Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised employment. Maximum of 6 units can be earned in General Work Experience during enrollment with a 3-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job; Fall/Spring: Must maintain enrollment in and complete 7 units, including W.E. units, through the Yuba Community College District; Summer: Must be enrolled in and complete one other class through the Yuba Community College District. Grades are CR/NC. (L)

## CWEE 45R—Occupational Work Experience (v1-4 units)

CSU

Coordination of on-the-job learning with college major to improve employment skills and career goals through supervised employment. Maximum of 16 units can be earned in Occupation W.E. during enrollment at the college, with a 4-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job; Fall/Spring: must maintain enrollment in and complete minimum of 7 units, including Work Experience units, through the Yuba Community College District; Summer: must be enrolled in and complete one other class through the Yuba Community College District. Grades are CR/NC. (L)

## CORRECTIONS (see Administration of Justice)

## Programs and Courses

# Cosmetology

Yuba College, in cooperation with Career Colleges of Cosmetology in Yuba City offers an associate degree with an emphasis in Cosmetology. The academic requirements for the degree are completed at Yuba College, and the vocational-professional requirements at one of the beauty colleges. Career College is accredited by the *National Accrediting Commission for Cosmetology Arts and Sciences*, Washington, D.C.

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 requirements and the health/physical education requirement, 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 Yuba City program is in operation throughout the academic year, including the summer months. A one-half day, part-time Cosmetology Program is also available. In addition, a 400-hour Manicuring Program and a 600-hour Cosmetician (Esthetician) Program is offered.

### **COSMETOLOGY** **(Associate in Science)**

	Units
Cosmetology .....	40
General Education Requirements .....	18
Electives .....	4
<b>Total units required .....</b>	<b>62</b>

### **COSMETOLOGY** **(Certificate of Completion)**

Students may earn a *Certificate of Completion* upon successful completion of 1600 hours of vocational training in Cosmetology.

	Units
COSMT 54 Intro. to Cosmetology	
OR 54A AND 54B Intro. to Cosmetology .....	5
COSMT 55 Interm. Cosmetology AND/OR 55AR AND 55BR Interm. Cosmetology .....	15-20
COSMT 56 Cosmetology Practical AND/OR 56AR AND 56BR Cosmetology Practical .....	15-20
<b>Total units required .....</b>	<b>40</b>

### **MANICURING** **(Certificate of Training)**

Students may earn a *Certificate of Training* upon successful completion of 400 hours of vocational training in Manicuring.

	Units
COSMT 60R Manicuring .....	10
<b>Total units required .....</b>	<b>10</b>

#### **COSMT 54—Introduction to Cosmetology (5 units)**

Introduction to theory, techniques, and technical knowledge required for employment as a licensed cosmetologist. First in a series designed to prepare for examination for a cosmetologist license. Not open for credit to student with credit in COSMT 201. Prerequisite: Satisfactory completion of 10th grade or a minimum age of 16 years. Grades are CR/NC.

#### **COSMT 54A—Introduction to Cosmetology (2.5 units)**

For part-time enrollment; introduction to theory, techniques, and technical knowledge required for employment as a licensed cosmetologist. First in a series designed to prepare for examination for a cosmetologist license. Not open for credit to student with credit in COSMT 54 OR 201. Prerequisite: Satisfactory completion of 10th grade or a minimum age of 16 years. Grades are CR/NC.

#### **COSMT 54B—Introduction to Cosmetology (2.5 units)**

For part-time enrollment; a continuation course in introduction to theory, techniques, and technical knowledge required for employment as a licensed cosmetologist. Second in a series designed to prepare for examination for a cosmetologist license. Not open for credit to student with credit in COSMT 201 or 54. Prerequisite: Satisfactory completion of 10th grade or a minimum age of 16 years. Grades are CR/NC.

#### **COSMT 55AR—Intermediate Cosmetology (2.5 units)**

For part-time enrollment; instruction of theory, techniques, and salon skills at the intermediate level in all phases of cosmetology. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken four times only.)

#### **COSMT 55BR—Intermediate Cosmetology (2.5 units)**

For part-time students; a continuation of COSMT 55AR which continues and completes instruction equivalent to COSMT 55R. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Programs and Courses

## **COSMT 55R—Intermediate Cosmetology (5 units)**

Instruction of theory, techniques, and salon skills at the intermediate level in all phases of Cosmetology. Second in a series designed to prepare for a cosmetologist license. Prerequisite: Satisfactory completion of 10th grade or minimum of 16 years of age. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 56AR—Cosmetology Practical (2.5 units)**

For part-time enrollment; supervised instruction for perfection of technical skills in cosmetology. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 56BR—Cosmetology Practical (2.5 units)**

For part-time students; a continuation of COSMT 56AR, which continues and completes instruction equivalent to COSMT 56R. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 56R—Cosmetology Practical (5 units)**

Supervised instruction for perfection of technical skills in cosmetology. Third in a series designed to prepare for examination for licensing as a cosmetologist. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 60R—Manicuring (5 units)**

Preparation for the *Board of Cosmetology Manicurist Examination*; includes theory, manicure, pedicure, artificial nails/tips/wraps, sanitation, and bacteriology; training and experience as a receptionist is provided. Program completion requires 400 hours of attendance. Prerequisite: Satisfactory completion of 10th grade or minimum age of 16 years. Grades are CR/NC. (Repeatable: May be taken three times only.)

## **COSMT 220RO—Instructor Training Course (v1-15 units)**

Advanced training for individuals who intend to seek employment as cosmetology instructors; meets requirements of the *California Bureau of Barbering and Cosmetology*. Open-entry, open-exit. License requires 600 hours of total instruction. Prerequisite: Valid Cosmetology License from the *California Bureau of Barbering and Cosmetology*. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 250AR—Cosmetology Brush Up (2.5 units)**

Refresher course intended to provide a review of the theories, techniques, and technical knowledge required to apply for a cosmetology license from the *California Bureau of Barbering and Cosmetology*; designed for part-time students who have satisfactorily completed 1600 hours of Cosmetology training, but did not take the Bureau's licensing examination or for those whose license was canceled due to non-renewal. Prerequisite: Completion of 1600 hours in Cosmetology. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 250BR—Cosmetology Brush Up (2.5 units)**

Continuation of part-time refresher course intended to provide a review of the theories, techniques, and technical knowledge required to apply for a cosmetology license from the *California Bureau of Barbering and Cosmetology*; designed for part-time students who have satisfactorily completed 1600 hours of Cosmetology training, but did not take the Bureau's licensing examination or for those whose license was canceled due to non-renewal. Prerequisite: Completion of 1600 hours in Cosmetology. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **COSMT 250R—Cosmetology Brush Up (5 units)**

Refresher course of the theories, techniques, and technical knowledge required to apply for a cosmetology license from the *California Bureau of Barbering and Cosmetology*; designed for those who have satisfactorily completed 1600 hours of Cosmetology training, but did not take the Bureau's licensing examination or for those whose license was canceled due to non-renewal. Prerequisite: Completion of 1600 hours in Cosmetology. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Counseling

## **COUNS 10—College Success (3 units)**

**CSU**

Study skills and knowledge necessary to college success, including time management, memory techniques, note taking, reading skills, test-taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, and other resources. (L)

## **COUNS 12R—Life Transitions (1 unit)**

**CSU**

Explores topics basic to the transitions and challenges that students face when they change careers, educational goals, and experience losses. Emphasis will be placed on personal assessment, academic planning, personal goal setting and relationships. Grades are CR/NC. (Repeatable: May be taken four times only.) (L)

## **COUNS 15AR—Orientation to College (0.5 unit)**

**CSU**

Designed to provide information and facilitate transition to college; familiarization with college community, rules, regulations, and policies; introduce the use of student and campus services; develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning (L) (Repeatable: May be taken four times only.)

## **COUNS 15BR—Orientation to College (0.5 unit)**

**CSU**

Designed to provide students with information and skills to facilitate their transition to college. Familiarize students with college community, rules, regulations, and policies. Introduce the use of student and campus services. Develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning. (L) (Repeatable: May be taken four times only.)

## **COUNS 15R—Orientation to College (1 unit)**

**CSU**

Designed to provide information and skills to facilitate transition to college; familiarization with college community, rules, regulations, and policies; introduce the use of student and campus services; develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning. (L) (Repeatable: May be taken four times only.)

## **COUNS 22—Peer Advising Seminar (2 or 3 units)**

**CSU**

Designed for peer advisors; methods of working with students from a wide variety of backgrounds, with the emphasis on individualized assistance to help in all areas of counseling; orientation to materials and resources; development of interpersonal skills. Grades are CR/NC. (L)

# Programs and Courses

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**COUNS 24—Career Readiness (1 unit)****CSU**

Career exploration and job selection, including methods of finding, applying, and interviewing for a job. Not open for credit to student with credit in PSYCH 24. Grades are CR/NC. (L)

**COUNS 25—Career Planning and Development (3 units)****CSU**

Survey of techniques of career exploration and selection. In the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in GNBUS 25 or PSYCH 25. (L)

**COUNS 26R—The Emerging Worker (0.5 unit)****CSU**

Focus will be on the worker's ability to be successful in the rapidly changing society and workplace: developing broad skills, balancing roles and obligations, identifying resources, and creating strategies for personal and financial independence. Explores career and personal issues critical to success now and in the next century. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 27R—Tutoring Skills (0.5 unit)****CSU**

Development of tutoring skills in a college setting for individual or group assistance; emphasis is on communication across gender, ethnic, and age dimensions. Tutoring strategies will center on working with different learning styles and assisting fellow students in enhancing skills within a formal tutoring session. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 30—Transfer Preparation (2 units)****CSU**

Preparation for a successful transfer experience to a university; emphasis on understanding the public and private university systems in California. (L)

**COUNS 35—College Study Skills (1 unit)**

Improvement of study skills including reading comprehension, note taking, time management, and test taking strategies. Grades are CR/NC. (L)

**COUNS 37—Drugs, Aids, and Sexuality (1 unit)****CSU**

Issues of concern to young adults in making lifestyle behavior choices. The emphasis will be awareness and prevention in areas of substance abuse, birth control, stress reduction, and acquaintance rape. Open to all students and is highly recommended for dormitory students. Grades are CR/NC. (L)

**COUNS 41A—Problem Management (0.5 unit)****CSU**

Introduction to problem solving techniques which are applicable to personal &/or work related concerns. Not open for credit to student with credit in PSYCH 41A or WOMEN 41A. Grades are CR/NC. (L)

**COUNS 41B—Problem Management (0.5 unit)****CSU**

Additional problem solving approaches with practice of the techniques; especially focusing upon goal setting, prioritizing chosen values and decreasing procrastination. Not open for credit to student with credit in PSYCH 41B or WOMEN 41B. Grades are CR/NC. (L)

**COUNS 42R—Confidence Building (1 unit)****CSU**

Techniques for enhancing self-confidence; identification and analysis of methods which heighten self-image and reduce self-defeating behavior. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 44AR—Assertive Communication Skills (0.5 unit)****CSU**

Introduction to the theory and practice of assertive communication skills in both personal and business settings, including assertive values, disengagement, overcoming guilt, setting limits, and saying "no". Not open for credit to student with credit in COUNS 44R. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 44BR—Assertive Communication Skills (0.5 unit)****CSU**

Advanced theory and practice of assertive communication skills in both personal and business settings, including dealing with criticism, anger, manipulation, negotiation, and confrontation. Not open for credit to student with credit in COUNS 44R. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 44R—Assertive Communication Skills (1 unit)****CSU**

Theory and practice of assertive communication skills in both personal and business settings. Topics include assertive values; disengagement; conversations; requests; saying no; dealing with criticism, anger, and manipulation; and negotiation. Not open to students with 4 units of credit in COUNS 44AR and 44BR. Grades are CR/NC. (Repeatable: May be taken four times only.)

**COUNS 45R—Career - College Planning (1 unit)****CSU**

Designed to assist student in the decision-making process as it relates to maximizing potential in career, education, and personal development. **Contact Counseling Department to schedule an appointment within one week after adding class.** Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 46R—Development of Self-Esteem (1 unit)****CSU**

Exploration of the development of self-esteem in children and adults. Designed to assist student in personal self-esteem enhancement and methods of facilitating the development of self-esteem in others. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 52—Pre-Employment Skills Training (1 unit)**

Exploration of various skills and methods vital to obtaining and retaining employment, including developing positive attitudes, writing resumes, and interviewing techniques. Not open for credit to student with credit in PSYCH 52. Grades are CR/NC.

**COUNS 55—Mind-Body Dynamics (0.5 unit)**

Exploration of the intra-relationship between the physical body and the mind; emphasis on techniques for stress reduction, various forms of bodywork, and research of major theorists; psychodynamics of illness/disease; methods of combating illness. Not open for credit to student with credit in PSYCH 45 or WOMEN 45. Grades are CR/NC. (L)

**COUNS 56R—Effective Parenting (1 unit)**

Development of effective parent-child relationships, including behavior, emotions, encouragement, and communications. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**COUNS 71—Women and Work (1 unit)**

Analysis of current job market with emphasis on careers for women, traditional and non-traditional: pay equity, comparable worth issues; resume writing, interest tests, and career search; personal values explored as they relate to job choice and satisfaction. Not open for credit to student with credit in WOMEN 71. Grades are CR/NC. (L)



## Course “47” or “97” or “197” or “297”

### **47 OR 97 OR 197 OR 297--SPECIAL TOPICS (.5 to 3 units)CSU**

Exploration of selected areas or topics in a subject area. Procedures for implementing the course involve cooperative planning by instructor, Division Dean or Executive Dean, and Vice President of Instruction. Course “47” is intended for transfer and meets the definition of a baccalaureate-level course. Course “97” is not intended for transfer but is of the associate degree level. Course “197” non-associate degree credit basic skills remedial courses intended to prepare students to succeed in courses at the associate degree level. Course “297” non-associate degree credit courses that are either vocational courses intended to prepare students for postsecondary vocational education or for occupations not requiring associate degree level skills for entry; or academic development courses, other than remedial basic skills, intended to prepare students to succeed in associate degree level course work. On the transcript, the course will be shown with a regular department prefix, viz Art 47, followed by a title.

## Course “48”

### **48A-B-C-D--INDEPENDENT STUDIES (1 to 3 units)**

### **CSU/UC unit limitation**

The granting of transfer credit at any *University of California* campus for any “Course 48” is contingent upon an evaluation of the course outline by the individual U.C. campus. These courses are used whenever circumstances warrant offering courses not yet part of an established curriculum. For example, media courses which are offered as Independent Studies requiring prior approval by the *Chancellor’s Office*. Other Independent Studies courses may originate from the needs and curiosities of groups of students and faculty to study areas of mutual interest and concern. Media courses will be developed by the Instructional Services Division/or the *Northern California Telecommunications Consortium*. Students and faculty may identify areas of interest not taught in other courses to: (1 unit) Describe problems within identifiable areas of interest; (2 units) use procedures likely to develop further knowledge; (3 units) develop ways of acting on basis of new knowledge; and (4 units) use integrated approach to solution of problems. These courses are intended for transfer and meet the requirements of a baccalaureate-level course.

## Course “49”

### **49R--SPECIAL PROJECTS (1 unit)**

### **CSU/UC unit limitation**

When special circumstances warrant offering a special course to the individual student outstanding in a particular area, an instructor, with approval, may register a student in an individual Special Projects course which will be identified by the name of the department, the course number of “49”, and the title “Special Projects.” Registration in the course involves signing a contract under which the student and instructor agree upon the accomplishment which must be demonstrated by the student in order to receive credit, and which is approved by the cognizant Division Dean or Executive Dean and Vice President of Instruction. These courses are intended for transfer and meet the requirements of a baccalaureate-level course. Grades are CR/NC. (Repeatable: May be taken four times in the area only.)

## **DRAFTING (see Architectural Studies)**

## Programs and Courses

# Early Childhood Education

Training and experience in Early Childhood Education provides several career options.

### EARLY CHILDHOOD EDUCATION (Associate in Science)

Semester 1	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 3 Child Growth/Development .....	3
ECE 11 Techniques of Observing Children .....	1
Semester 2	
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
ECE 31 Child, Family, Community .....	3
ECE 46R Field Experience .....	3
Semester 3	
ECE Electives OR ECE 46R Field Experience .....	3-4
Semester 4	
ECE 2A Administration of Children's Centers (optional) .....	3
ECE Electives .....	1-5
<b>Total units required for degree major .....</b>	<b>24</b>

**FAMILY DAY CARE PROVIDER**—Many Yuba College ECE courses provide valuable training for the in-home child care provider, i.e. ECE 3, 1A, 1B, 31, and electives The *California Resource and Referral Network* conducts orientations for prospective providers. Call your local *Resource and Referral Agency* for details. To become a licensed provider, contact your county *Community Care Licensing Division* at <http://www.cclcd.ca.gov/>.

### CHILD DEVELOPMENT ASSOCIATE TEACHER (Certificate of Training)

	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
ECE 3 Child Growth/Development .....	3
ECE 31 Child, Family, Community .....	3
<b>Total units required .....</b>	<b>12</b>

### Director of Private Day Care Center/ Preschool Options

Requires 15 postsecondary units, the same 12 units as listed in above, plus ECE 2A Administration of Children's Center. Other requirements for the director include:

- 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
- A bachelor's degree with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center.

To apply for a license to operate private day care center, write to **State of California Health/Welfare Agency, Department of Social Services, Community Care Licensing**.

### CHILD DEVELOPMENT TEACHER (Certificate of Completion)

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.

	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
*ECE 1C Positive Social Dev. in Young Children (Guidance) .....	3
ECE 3 Child Growth/Development .....	3
*ECE 7A Creative Materials OR 7B Worldwide Arts OR 7C Theory of Children's Art .....	2
*ECE 10 Health, Safety, and Nutrition .....	3
*ECE 11 Techniques of Observing Children .....	1
ECE 31 Child, Family, Community .....	3
*ECE 46R Field Experience .....	3
ECE 2A Administration of Children's Centers (strongly recommend) ...	3
<b>Total units required .....</b>	<b>24</b>

**PLUS GENERAL EDUCATION ELECTIVES.** 16 diversified units with at least one course in each of the following areas: Humanities/Fine Arts, Social Science, Mathematics or Science, and English.

**EXPERIENCE.** In addition to specified courses, 175 days (3 or more hours per day) of experience. Renewals are issued for five-years with verification of 105 hours of professional development.

*\*ECE 11, 10, 7, 1C, 46R are required for certificate only. The Child Development Teacher Permit can be obtained with ANY 12 ECE elective units after completion of ECE 3, 31, 1A, 1B.*

### DIVERSITY IN ECE (Certificate of Completion)

	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
ECE 3 Child Growth/Development .....	3
ECE 6 Early Childhood Language Dev. ....	3
ECE 7B Worldwide Art .....	2
ECE 11 Techniques of Observing Children .....	1
ECE 23, 23A-F Cultural Diversity/ECE Classrooms OR 27 Multicultural Curr. in ECE .....	3
ECE 31 Child, Family, Community .....	3
SPECH 8 Intercultural Communications .....	3
ECE electives (with diversity components) (Recommended) .....	1.5
ECE 5 Physical Activities for Young Children .....	1
ECE 16 Preschool Music Activities .....	1
ECE 25 Group Experience/Outdoor Environment .....	3
ECE 39 Children's Literature .....	3
ECE 83 Techniques of Story-telling .....	1
<b>Total units required .....</b>	<b>24</b>

# Programs and Courses

## INFANT AND TODDLER (Certificate of Completion)

	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
ECE 3 Child Growth/Development .....	3
ECE 10 Health, Safety, Nutrition .....	3
ECE 11 Techniques of Observing Children .....	1
ECE 31 Child, Family, Community .....	3
ECE 33 Infants/Toddlers .....	3
ECE 46R Field Experience (with Infants/Toddlers) .....	3
ECE electives (Recommended) .....	2
ECE 15 Preschool Special Needs	
OR 15A Main-streaming Preschool Child	
OR 17 Preschoolers with Exceptional Needs .....	1-3
ECE 23 Cultural Diversity in ECE Classrooms .....	5-3
<b>Total units required .....</b>	<b>24</b>

## PEDIATRIC FIRST AID/CPR (Certificate of Training)

	Units
ECE 210R California Child Care Health Safety .....	.5

## SCHOOL AGE CHILDREN (Certificate of Completion)

	Units
ECE 1A Preschool Teaching Practices (Programs) .....	3
ECE 1B Preschool Teaching Practices (Curriculum) .....	3
ECE 3 Child Growth/Development .....	3
ECE 7A Creative Materials OR ART 18 Elementary School Art .....	2
ECE 11 Techniques of Observing Children .....	1
ECE 14 The School Age Child .....	3
ECE 31 Child, Family, Community .....	3
ECE 46R Field Experience (with School-Age Children) .....	3
ECE electives (Recommended) .....	3
ECE 1C Positive Social Dev. in Young Children (Guidance) .....	3
ECE 5 Physical Activities for Young Children .....	1
ECE 25 Group Experience/Outdoor Env. ....	3
<b>Total units required .....</b>	<b>24</b>

**ECE 1—Introduction to ECE Curriculum (1 unit) CSU**  
Introduction to the early childhood center environment and playgrounds and appropriate curriculum activities for young children. Developmentally appropriate practices and activities in all areas of learning will be introduced and explored. Examples of planning for short-term and long-term projects, with appropriate evaluation and documentation will be given. Grades are CR/NC. (L)

**ECE 1A—Preschool Teaching Practices (Programs) (3 units) CSU**  
Overview of early childhood education, including goals and philosophies of child development programs, exploration of various types of programs, and job potential for students; developmentally appropriate practices in early childhood education will be stressed. Corequisite: ECE 3, or concurrent enrollment. (L)

**ECE 1B—Preschool Teaching Practices (Curriculum) (3 units) CSU**  
Curriculum, methods, and materials used in early childhood education; planning, implementing, and evaluating curriculum with appropriate content for preschool children; special focus on children's language skills, cognitive development, and creative expression. Prerequisite: ECE 1A. (L)

**ECE 1C—Positive Social Development in Young Children (Guidance) (3 units) CSU**  
Designed to help teachers and caregivers of young children to establish relationships with children and apply principles of behavior management; basic principles include helping young children develop positive self-esteem, enter into group play, form friendships, and learn pro-social behavior. (L)

**ECE 2A—Administration of Children's Centers (3 units) CSU**  
Administrative skills, knowledge, and techniques needed to organize and operate a child development center; emphasis on budget, program management, regulatory laws, and development of school policies and procedures. Required by the *California State Department of Social Services* for directors and head teachers and for student applying for *California Children's Center Instructional Permit*. (L)

**ECE 2B—Administration of Children's Center (3 units) CSU**  
Role of the program director; staff development and staff relations; techniques for effective supervision; management theory; personnel policies and procedures; professional ethics and growth. Prerequisite: ECE 2A. (L)

**ECE 3—Child Growth and Development (3 units) CSU/UC UC-Unit Limit**  
The study of the physical, cognitive, psychosocial and emotional changes in the development of the child from conception through adolescence. Practical application of developmental principles and patterns of growth. Exposure to critical thinking as it relates to child development in a professional setting. It is designed as a foundation course for careers in education, human services, social sciences, health and related fields. (L)

**ECE 5—Physical Activities for Young Children (1 unit) CSU**  
Designed to give adults working with preschool and school-age children a variety of hands-on activities useful in creating stimulating outdoor environments; practice using equipment like bean bags and hula hoops, as well as become familiar with games from diverse ethnic groups. Not open for credit with credit in PE 5. (L)

**ECE 6—Early Childhood Language Development (3 units) CSU**  
Language development and influences in early childhood including theories of language acquisition, inter-relatedness of growth, stages of development, and appropriate curriculum for enhancing speaking, listening, pre-reading, and pre-writing skills. (L)

**ECE 6A—Early Steps to Reading Success-A (1 unit) CSU**  
Research-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. A module includes classroom environments, expressive language, developmental continuum of reading and writing, and phonological awareness. (L)

**ECE 6B—Early Steps to Reading Success-B (1 unit) CSU**  
Research-based principles and practices which provide a strong foundation in early reading and writing. B module includes scaffolding, children with disabilities and special needs, vocabulary and language development, play and curriculum studies, print awareness, forms and functions of writing, the alphabetic principle, code learning across the curriculum. (L)

# Programs and Courses

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## **ECE 6C—Early Steps to Reading Success-C (1 unit)**

**CSU**

Research-based principles and practices which provide a strong foundation in early reading and writing. C module includes meaningful curriculum, systemic assessment of literacy learning, second language learning development, family involvement, dramatic play, book selection and computer software criteria, motivation for writing, and code of languages other than English. (L)

## **ECE 7A—Creative Materials (2 units)**

**CSU**

Creative activities for young children (2-8 years), including planning and implementing painting, drawing, print-making, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. Not open for credit to student with credit in ART 7 or 7A. (L)

## **ECE 7B—Worldwide Arts for Children (2 units)**

**CSU**

Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and regions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in Art 23 and 7B.

## **ECE 7C—Theory and Processes of Children's Art (2 units)**

**CSU**

Philosophies of how art should be taught to children; theories which explain how children develop artistically; processing skills involved in art making. Not open for credit to student with credit in ART 7C.

## **ECE 8—Children's Nutrition (1 unit)**

**CSU**

Nutritional needs of children from birth through the school years; emphasis on meal planning for various age groups in child care facilities. Not open for credit to student with credit in FCS 8. Grades are CR/NC. (L)

## **ECE 9—Children's Cooking Activities (1 unit)**

**CSU**

Process of cooking as it relates to the developmentally oriented early childhood curriculum; cooking activities that promote language acquisition, cognitive development, psycho-motor skills, and social and emotional growth; includes the importance of good nutrition education and how to prepare nutritious snacks and simple meals. Grades are CR/NC. (L)

## **ECE 10—Health, Safety, and Nutrition (3 units)**

**CSU**

Concepts of health, safety, and nutritional needs of children from prenatal period through early childhood; emphasis on providing safe and healthy environments; understanding the effects of foods and nutrition on behavioral patterns, learning abilities, physical stamina, and growth; and presenting appropriate health, safety, and nutrition curriculum for children. (L)

## **ECE 11—Techniques of Observing Children (1 unit)**

**CSU**

Objective versus subjective observation; exploration and application of a variety of techniques in relation to observing children's developmental stages and interest areas; portfolio assessment. (L)

## **ECE 11A—Observation in Early Intervention (2 units)**

**CSU**

The relationship of observation "authentic assessment," and monitoring progress of the implementation of family service plan discussed and practiced; advanced techniques are explored and applied in relation to children's individual needs and strengths. Prerequisite: ECE 11 and 17.

## **ECE 12—Science for Young Children (1 unit)**

**CSU**

Designed to provide teachers and caregivers of young children with principles of appropriate science curriculum; emphasis on informal science experiences and the cognitive connections made by young children as they observe, manipulate, process, and communicate. Classroom organization and management, readily-found materials, and connections with other curriculum areas are also included. (L)

## **ECE 13—Piaget's Learning Theory Applications (1 unit)**

**CSU**

Overview of Piaget's theory of intellectual development and practice in relating theory to the development of games and activities for the preschool and primary classroom. Grades are CR/NC. (L)

## **ECE 14—The School Age Child (3 units)**

**CSU**

Developmental characteristics and needs of the 6-12 year old child at home or in a group care setting; includes developmental stages; program environment; developmentally appropriate curriculum, activities, and materials; meeting the needs of families; classroom management; communication techniques; administrative requirements, skills, and characteristics of caregivers. (L)

## **ECE 16—Preschool Music Activities (1 unit)**

**CSU**

Storytelling, movement, and games to involve children in music; development of music programs that integrate instruments into daily activities for children; basic instruction in the autoharp will be provided. Grades are CR/NC. (L)

## **ECE 17—Preschoolers With Exceptional Needs (3 units)**

**CSU**

Focus on identification of children with special needs; resource and referral, full inclusion, activities, and teaching strategies within the preschool setting; normal and exceptional development, family partnerships, the Individual Education Plan (IEP) and Individual Family Service Plan (IFSP); approaches to environment, behavior, and planning are topics for individual and group study. (L)

## **ECE 17A—Early Intervention (3 units)**

**CSU**

Advanced study of children with special needs, including the role of the early intervention assistant, assessment, following the goals of the intervention plan, strategies for intervention, curriculum for young children with special needs, and techniques of working with young children and their families. Corequisite: ECE 11A or concurrent enrollment. Prerequisite: ECE 17.

## **ECE 21—Music Skills for Pre-Education Majors (3 units)**

**CSU**

Development and application of basic music skills; study of notation, rhythm, melody, harmony, keyboard, recorder, and autoharp. For education majors and others who have no previous experience in reading or playing music notation. Required music skills drill one hour a week minimum. Not open for credit to student with credit in MUSIC 1. (L)

## **ECE 22—Developing Number Concepts (1 unit)**

**CSU**

Focuses on ways adults can help make mathematical concepts meaningful to preschool and kindergarten children rather than emphasizing counting and number recognition. Grades are CR/NC. (L)

## **ECE 23—Cultural Diversity in ECE Classrooms (0.5 unit)**

**CSU**

Strategies for working with children and families of culturally diverse backgrounds; emphasis on self-awareness; guidelines for classroom materials, curriculum, and resources. Grades are CR/NC. (L)

## **ECE 23A—The Mexican-American Child (0.5 unit)**

**CSU**

Strategies for working with Mexican-American children in the classroom and with their families; emphasis on self-awareness, guidelines for classroom materials, curriculum, and resources. Prerequisite: ECE 23. Grades are CR/NC. (L)

## **ECE 23B—The African-American Child (0.5 unit)**

**CSU**

Strategies for working with African-American children in the classroom and with their families; emphasis on self-awareness, guidelines for classroom materials, curriculum, and resources. Prerequisite: ECE 23. Grades are CR/NC.



# Programs and Courses

**ECE 23C—The Hmong-American Child (0.5 unit) CSU**  
Strategies for working with Hmong-American children in the classroom and with their families; emphasis on self-awareness, guidelines for classroom materials, curriculum, and resources. Prerequisite: ECE 23. Grades are CR/NC.

**ECE 23D—The East Indian-American Child (0.5 unit) CSU**  
Strategies for working with East Indian-American children in the classroom and with their families; emphasis on self-awareness, guidelines for classroom materials, curriculum, and resources. Prerequisite: ECE 23. Grades are CR/NC.

**ECE 23E—The Native American Child (0.5 unit) CSU**  
Strategies for working with Native American children in the classroom and with their families; emphasis on self-awareness, guidelines for classroom materials, curriculum, and resources. Prerequisite: ECE 23. Grades are CR/NC.

**ECE 25—Group Experience in Outdoor Environments (3 units) CSU**  
Developing creative outdoor learning environments, including playgrounds, activities and cooperative games. Circle time, or daily planned group experiences will also be explored and developed through integrated, thematic instruction. (L)

**ECE 27—Early Childhood Multicultural Curriculum and Issues (3 units) CSU**  
A comparison of strategies for working with children and families of culturally diverse backgrounds; emphasis on self-awareness; guidelines for classroom materials, curriculum, and resources, as well as a comparison of at least three cultural groupings represented in the local population. (L)

**ECE 31—Child, Family, and Community (3 units) CSU/UC**  
Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in FCS 31. (L)

**ECE 32—Parenting (3 units) CSU**  
Techniques for encouraging a positive parenting style and effective child-rearing procedures; interaction patterns and levels of communication between family members. Not open for credit to student with credit in FCS 32 or HOMECE 32. (L)

**ECE 33—Infants and Toddlers (3 units) CSU**  
Introduction to infants and toddlers; development, curriculum, and program planning; intervention, observation, and assessment; children with special needs; and infant/adult relationships. (L)

**ECE 33A—Quality Infant/Toddler Care: Developing Relationships (1 unit) CSU**  
Development of knowledge and abilities for providing high quality group care services to infants, toddlers, and their families. Part A focuses on developing close, caring relationships with children and families. Grades are CR/NC. (L)

**ECE 33B—Quality Infant/Toddler Care: Environment Routine (1 unit) CSU**  
Knowledge and abilities for providing high quality group care services to infants, toddlers, and their families; focuses on the importance of environments and routines. Grades are CR/NC. (L)

**ECE 33C—Quality Infant/Toddler Care: Caregiver (1 unit) CSU**  
Knowledge and abilities for providing high quality care services to infants, toddlers, and their families; focuses on elements necessary to become a knowledgeable, responsive caregiver. Grades are CR/NC. (L)

**ECE 35—Parents as Partners in ECE (3 units) CSU**  
In-depth study of the relationship between parents, teachers, and children in the education process, including communication skills necessary for parent-teacher conferences, increasing parent volunteer involvement, family lifestyles, leadership, and advocacy; intended for experienced teachers. (L)

**ECE 37—Mentor Teacher (2 units) CSU**  
Methods and principles of supervising student teachers in Early Childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as Mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Satisfies adult supervision requirement for State Department of Social Services. Prerequisite: Completion of a supervised student teaching component in ECE or Child Development or *Children's Center Instructional Permit*, or equivalent. (L)

**ECE 38AR—Mentor Seminar A (1 unit) CSU**  
Selection as an early childhood mentor is required. This is the initial seminar. Early childhood mentors attend monthly seminars to explore issues related to their new role as supervisors of early childhood students. Seminar content will be individualized to meet the needs of each Mentor. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**ECE 39—Children's Literature (3 units) CSU**  
Introduction to children's literature: history, elements, and types of books of interest to children from birth through eight years old. Students will read, share, and plan activities around classical, cultural, and award-winning books. Methods of selecting and evaluating books will be applied. Not open for credit to student with credit in ENGL 39. (L)

**ECE 41—Child Guidance and Discipline (1 unit) CSU**  
Introduces the major theories of social, emotional, and moral development with particular emphasis placed on the implications of the utilization of a developmental approach to child guidance and discipline in the preschool setting. Grades are CR/NC. (L)

**ECE 43—Montessori Theory and Methods (1 unit) CSU**  
Principles and practices of preschool teaching following the philosophy of Maria Montessori: sensory, hands on experiences of cognitive development. Grades are CR/NC. (L)

**ECE 44—High/Scope Key Experiences (1 unit) CSU**  
Communication 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 CR/NC. (L)

**ECE 46AR—Field Experience - Infant/Toddler (3 units) CSU**  
Provide practical experience for the student teacher in an early childhood program with emphasis on infants and toddlers, under qualified supervision. Tuberculosis check required for admission. (L) (Repeatable: May be taken four times only.)

# Programs and Courses

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## **ECE 46BR—Field Experience - School Age Children (3 units) CSU**

Provide practical experience for the student teacher in an early childhood program with emphasis on school age children, under qualified supervision. Tuberculosis check required for admission. (L) (Repeatable: May be taken four times only.)

## **ECE 46CR—Introductory Practicum With Children With Special Needs (3 units) CSU**

Supervised practicum with children with special needs in schools and agencies in the local area, including learning specific techniques used by parents, staff, and care providers. Lecture is one hour per week in addition to six hours per week in field placement. TB and criminal clearances required. Corequisite: ECE 17. Prerequisite: ECE 1A and 11A.

## **ECE 46R—Field Experience - Preschool (3 units) CSU**

Provide practical experience for the student teacher in an early childhood program for ages 2-6, under qualified supervision. Tuberculosis check required for admission. (L) (Repeatable: May be taken four times only.)

## **ECE 48A—Time to Grow (2 units) CSU**

Child growth and development from conception through adolescence, including basic concepts and the inter-relationship to the physical, motor, cognitive, social, and emotional development of human beings. This is an independent study course. (L)

## **ECE 51R—Special Topics in ECE (.5 to 2.5 units)**

Contemporary issues and practices for teachers and caregivers in the early childhood area, including curriculum, health and safety, legislation and advocacy, licensing regulations, and other related subjects. Students will apply the principles to their own work setting and age groups. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **ECE 53R—Special Topics in Family Day Care (.5 to 2.5 units)**

Contemporary issues and practices for family day care providers and aides, including working with parents, diversity, budget, legislation and advocacy, licensing regulations, management, health and safety, communication, community resources, curriculum, evaluation, and accreditation. Topics will be presented by experts in the field. Students will apply the principles to their own work settings and age grouping. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **ECE 56R—Effective Parenting (1 unit)**

Development of effective parent child relationships, including behavior, emotions, encouragement, and communications. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **ECE 59—Child Abuse: Causes, Effects, Remedies (0.5 unit)**

Overview of the nature and types of child abuse and its effects; procedures for reporting child abuse and crisis counseling. Grades are CR/NC. (L)

## **ECE 70RO—Family Child Care (v.5-5 units)**

Introduction to management, environment, appropriate learning activities, nutrition, and child care food program requirements; guidance and discipline techniques, child abuse prevention and reporting, ages and stages of young children, and other licensing and staffing requirements for the *State of California*. May be taken in modules. Grades are CR/NC. (L)

## **ECE 72—Parent Seminar (0.5 unit)**

Effective techniques for parents; a variety of options available for adults to relate to children in ways that maintain the dignity and respect of both parties. Grades are CR/NC. (L)

## **ECE 73—Family Day Care Management (0.5 unit)**

Preparation for family day care providers: information on licensing, the role of the provider, and the business procedures of day care. Grades are CR/NC. (L)

## **ECE 75—Play: Key to Positive Growth (0.5 unit)**

Play as a learning medium; cognitive, social, emotional, and physical factors directly involved in play and child growth; Piaget's analysis of play and cognitive development. Grades are CR/NC. (L)

## **ECE 76R—Parent Education (0.5 unit)**

Topics of interest to parents of preschoolers will be offered in this repeatable class. Topics will revolve around discipline, appropriate activities, home activities, and developmental milestones of preschoolers. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **ECE 77R—Parent Participation (v.5-1 unit)**

Activities of interest to parents of preschoolers will be offered. Activities may include singing and playing instruments, reading and language games, creative art, and multi-cultural activities. Prerequisite: Current Tuberculosis test must be presented before class activities begin. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **ECE 83—Techniques of Story Telling (1 unit)**

Methods of effective storytelling, including classroom use and ways to develop stories. Students will produce at least one story. Grades are CR/NC. (L)

## **ECE 203A—Developing Child-Hereditry/Prenatal/Birth (0.5 unit)**

Child growth and development of the prenatal period, including physical, cognitive, social, and emotional development of human beings. Grades are CR/NC.

## **ECE 203B—The Developing Child-Infant and Toddler (0.5 unit)**

Child growth and development of the infant and toddler period, including physical, cognitive, social, and emotional development of human beings. Grades are CR/NC.

## **ECE 203C—The Developing Child-Preschool (0.5 unit)**

Child growth and development of the preschool period, including physical, cognitive, social, and emotional development of human beings. Grades are CR/NC.

## **ECE 203D—The Developing Child-School Age (0.5 unit)**

Child growth and development of the school age period, including physical, cognitive, social, and emotional development of human beings. Grades are CR/NC.

## **ECE 203E—The Developing Child-Adolescence (0.5 unit)**

Child growth and development of puberty and the adolescent period, including physical, cognitive, social, and emotional development of human beings. Grades are CR/NC.

## **ECE 210R—California Child Care Health Safety Course (0.5 unit)**

Designed to meet requirements of Assembly Bill 962; relates to child day care and is appropriate for anyone dealing with children on a regular basis where knowledge of CPR, Pediatric First Aid, and Health and Safety Training may be needed. Satisfies all requirements of the *American Red Cross California Childcare Course*. Grades are CR/NC. (Repeatable: May be taken four times only.)

## Ecology

### **ECOL 10—Environment-Concepts and Issues (3 units)**

**CSU/UC**

Study of the interrelationships between organisms and their environment, including the human impact on natural resources. (L)

### **ECOL 11—Environment Lab (1 unit)**

**CSU/UC**

Laboratory and field study of physical and biological components of ecosystems. Prerequisite: ECOL 10 or equivalent, which may be taken concurrently. (L)

### **ECOL 12—Marine Ecology (3 units)**

**CSU/UC**

Introduction to the physical marine environment, marine life, and the interactions between the two including human interaction in the marine environment. (L)

## Economics

Economic wisdom is nearly proverbial, but in a negative sort of way. Despite this prevailing prejudice, economics does have useful lessons for understanding the world. The purpose of the economics program is to contribute to this understanding. The courses are aimed at providing a basic level of sophistication in economic matters that will help to explain both the U.S. and global economies. Thus the program is divided into the traditional categories of macro-economics: How governments act to constrain or release economic forces (ECON 1A); and micro-economics: How individuals and businesses operate in the context of supply and demand (ECON 1B).

Course topics and terms that are frequently encountered in newspapers, both on the front page and in the business section, will be explained: Supply and demand, interest rates, wages, financial markets, public goals versus private interests, regulation and deregulation, unemployment, the poverty level, inflation, trade balances, budget and deficits, taxation, exchange rates, and the new “global economy.”

### **ECON 1A—Elementary Economics-Macro (3 units) (CAN ECON 2)**

**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) (CAN ECON 4)**

**CSU/UC**

Economic principles, problems, and policies, including price theory or theory of the firm, labor economics, foreign trade, and comparative economic systems; emphasizes micro economics. (L)

## Education

### **EDUC 1—Introduction to Teaching (3 units)**

**CSU**

Survey of American educational institutions and teaching principles, including student participation as a teacher's aide in an elementary or secondary classroom. (L)

### **EDUC 1L—Introduction to Teaching (3 units)**

**CSU**

Survey of American educational institutions and teaching principles, including student participation as a teacher aide in an elementary or secondary classroom. (L)

### **EDUC 20—Tutoring Seminar (1 unit)**

**CSU**

Tutor training involving the role and function of tutoring, the phases through which each tutoring session should progress, the behaviors of tutors and tutees during tutoring activities, and the principal strategies by which the business of teaching and learning is handled in tutorials. Not open for credit to student with credit in EDUC 21. (L)

### **EDUC 21—Advanced Tutoring Seminar (1 unit)**

**CSU**

Builds on skills acquired in EDUC 20. Application and analysis of techniques that enable tutors to communicate underlying thought processes of a task and enhance the tutee's comprehension. Tutors will evaluate the effectiveness of their tutorials and monitor the tutee's progress. Prerequisite: EDUC 20 with a minimum grade of 'B'. (L)

### **EDUC 222—Learning Disabilities Tutor Training (1 unit)**

Methods and materials for tutoring learning disabled adults; exploration of the causes and symptoms of learning disability. College proficiency in reading strongly recommended. Not open for credit to student with credit in EDUC 22.

## Educational Assistant

### **EDAST 52—Teacher Aide in the School System (3 units)**

Study of personal qualifications of the teacher aide; child behavior and discipline; proficiency examination standards for vocational preparation of aide in the classroom. (L)

## Programs and Courses

# Electronics Technology

The Electronics Technology Program prepares students for entry-level jobs as electronics and industrial electronics technicians. The following suggested course patterns are to assist students in selecting a logical sequence of progression. Students who have previously mastered specific courses, or segments of course material, may challenge this material for full credit. This is done on an individual basis with the instructor.

### ELECTRONICS TECHNOLOGY (Associate in Science)

Required	Units
ELECT 12 Basic Electronics .....	4
ELECT 15 Digital Electronics .....	4
ELECT 16R Electronic Equipment Construction .....	1
ELECT 22 Linear Solid-State Circuits .....	4
ELECT 25 Computer Assembly Language .....	4
Plus 3 units selected from recommended section below .....	3
<b>Total units required for degree major .....</b>	<b>20</b>
<b>Recommended</b>	
APSCI 22 Hydraulics (Fluid Power) .....	3
COMSC 10L Computer Literacy .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
ELECT 42 Electronic Instrumentation .....	4
MFGT 20 Principles of Machine Shop .....	3
MFGT 24 Introduction to Physical Metallurgy .....	3
MFGT 38 Manufacturing Processes .....	3
MATH 21 Plane Trigonometry .....	3
MATH 50 Elementary Algebra .....	3
MATH 52 Intermediate Algebra .....	3
PHYS 2A General Physics .....	3
PHYS 3A General Physics Laboratory .....	1
PHYS 15 Applied Physics OR PHYSC 10B Phys. Sci-Physics/ Chemistry AND PHYSC 10C Phys. Sci-Phys/Chem Lab .....	4

### INDUSTRIAL ELECTRONICS TECHNICIAN (Certificate of Completion)

First Semester (Fall)	Units
COMSC 10L Computer Literacy .....	3
ELECT 1 Electronics Fundamentals AND 1L Electronics Fund Lab ....	4
PHYS 15 Applied Physics OR PHYSC 10B Phys. Sci-Physics/Chemistry AND PHYSC 10C Phys. Sci-Phys/Chem Lab OR PHYSICS 10L Basic Concepts in Physics .....	4
<b>Second Semester (Spring)</b>	
ELECT 12 Basic Electronics .....	4
ELECT 25 Computer Assembly Language .....	4
Electives ( <i>Select at least one course from following</i> ) .....	3-4
APSCI 22 Hydraulics (Fluid Power) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
ELECT 41 A+ Test Certification .....	4
MFGT 38 Manufacturing Processes .....	3
MFGT 24 Introduction to Physical Metallurgy .....	3
<b>Third Semester (Fall)</b>	
ELECT 15 Digital Electronics .....	4
ELECT 16R Electronic Equipment Construction .....	1
ELECT 22 Linear Solid-State Circuits .....	4
<b>Fourth Semester (Spring)</b>	
ELECT 35 Microprocessor Technology .....	4
ELECT 46 Industrial Electronics .....	4

ELECT 53 Industrial Programmable Controllers .....	3
<b>Total units required .....</b>	<b>41</b>

**ELECT 1—Electronics Fundamentals (3 units) CSU**  
State-of-the-art survey of electricity and electronics theory and applications, including AC-DC theory, magnetic theory, electrical measurements, and introduction to digital electronics. (L)

**ELECT 1L—Electronics Fundamentals Laboratory (1 unit) CSU**  
Designed to support the theory in ELECT 1. Experiments will develop skills in using basic laboratory equipment, including the digital multimeter, function generator, and oscilloscope. Corequisite: ELECT 1. (LM)

**ELECT 12—Basic Electronics (4 units) CSU**  
Fundamentals of DC and AC passive components and circuits, Kirchoff's laws, and network theorems; phasor analysis of reactive circuits, diodes, and power supplies; laboratory experiments reinforce theory and develop skill in the use of test equipment. Prerequisite: ELECT 1 or 1L; MATH 50 or equivalent with a grade of "C" or better.

**ELECT 15—Digital Electronics (4 units) CSU**  
Introduction to modern digital integrated circuit technology, including basic logic gates, flip flops, counters, registers, decoding circuits and programmable logic devices; introduction to microprocessor hardware; lab experiments constructing digital circuits. Prerequisite: ELECT 1 and 1L. (LM)

**ELECT 16R—Electronic Equipment Construction (1 unit) CSU**  
Basic skills for equipment construction; use of hand tools, design and manufacturing of printed circuit boards, wiring circuits, and soldering. (LM) (Repeatable: May be taken four times only.)

**ELECT 22—Linear Solid-State Circuits (4 units) CSU**  
Analysis of modern solid state devices and circuits, including bipolar and field effect transistors in various applications including power supplies and audio amplifiers; introduction to linear integrated circuits including operational amplifiers. Laboratory experiences reinforce theory and develop skill in the use of test equipment. Prerequisite: ELECT 12 or equivalent. (LM)

**ELECT 25—Computer Assembly Language (4 units) CSU**  
Basic operating principles and structure of digital computers, including addressing modes, stack manipulation, interrupt processing, fixed and floating point formats, subroutine features of assemblers; directives, symbol table, macros; programs are written using Microsoft Assembler (MASM). Not open for credit to student with credit in COMSC 2. (LM)

**ELECT 32—Operational Amplifiers/Linear Int. Circuits (4 units) CSU**  
Frequency effect, Miller's theorem, multistage direct coupled amplifiers, negative and positive feedback, operational amplifiers, including linear and non-linear circuits, regulators, oscillators, timers, and thyristors; lab experiments.



# Programs and Courses

## **ELECT 35—Microprocessor Technology (4 units)**

**CSU**

Analysis of a typical 16-bit microprocessor system with arithmetic unit, memory, input/output circuits, and control unit; microcomputer architecture, software, interfacing, and peripheral devices; laboratory experiments. Prerequisite: ELECT 15 and 25, or equivalent.

## **ELECT 42—Electronic Instrumentation (4 units)**

**CSU**

Theory and application of electronic measuring instruments, including maintenance and calibration; analysis of errors, laboratory standards, automatic test systems, basic video signals, and problems with measurement systems; laboratory experiments.

## **ELECT 44AR—A+ Test Certification (4 units)**

**CSU**

Fundamentals of personal computer (PC) hardware, including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the CompTIA A+ *Certification Test*. Computer-aided instruction and lab exercises included. (Repeatable: May be taken four times only.) (LM)

## **ELECT 44NR—Network Plus N+ Test Certification (3 units)**

**CSU**

Fundamentals of networking hardware and software including network topology, OSI (open system integration) communications model, networking practices, installation, maintaining and troubleshooting network hardware and software. Course stresses the skills required to pass the CompTIA N+ *Certification Test*. Lecture, computer-aided instruction and lab exercises are included. (Repeatable: May be taken four times only.) (LM)

## **ELECT 44SR—Security + (3 units)**

**CSU**

The course provides an overview of network security basics including general security concepts, communication security, infrastructure security, operational and organizational security and cryptography basics. (Repeatable: May be taken four times only.) (LM)

## **ELECT 45—Computer Technology (4 units)**

**CSU**

Analysis of mini and microcomputer architecture; emphasis on diagnostic procedures, both hardware and software, using industry standard equipment; hands-on experience with laboratory computers.

## **ELECT 46—Industrial Electronics (4 units)**

**CSU**

Electrical and electronic systems used in industrial environments; motors, motor controls, sensors and transducers, thyristors, and integrated circuits for industrial applications safety, preventative maintenance, and troubleshooting. Prerequisite: ELECT 22.

## **ELECT 50—Basic Electronics Calculations (2 units)**

Reinforcement of mathematical concepts and calculator skills as applied to electronics. Designed to parallel basic electronics course. Corequisite: ELECT 1 or 12 recommended. Grades are CR/NC. (LM)

## **ELECT 53—Industrial Programmable Controllers (3 units)**

Writing and documentation of programs for Industrial Programmable Logic Controllers using discrete and box functions and data manipulations; trouble-shooting techniques are included. Prerequisite: ELECT 12, 1, or equivalent. (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 (4 units)**

Preparation for taking the certification examination as an EMT I. Meets State EMT I training standards. Students are required to purchase or show evidence of malpractice insurance. Not open for credit to student with credit in FIRSC 53, FIRSC 56, EMT 51, or EMT 53. Grades are CR/NC. (L)

## **EMT-1 REFRESHER**

### **(Certificate of Training)**

Units

EMT 252R EMT-1A Refresher ..... 1

## **EMT 252R—EMT-I Refresher (1 unit)**

Review and update of information and skills necessary for pre-hospital care of medical and traumatic emergencies. Satisfies State EMT-I refresher requirements. Prerequisite: EMT 53 or EMT 51 or EMT 61 or FIRSC 53 and EMT 54, or current certification as EMT IFS and EMT 63. Grades are CR/NC. (Repeatable: May be taken four times only.)

## Programs and Courses

# Engineering

### **ENGR 3—Plane Surveying (4 units)** **(CAN ENGR 10)**

**CSU/UC**

Theory and applications; use of instruments in linear and angular measurements; traverse, level, topographic/mapping surveys; earth work computation; horizontal and vertical curves, introduction to state coordinate system and GPS. Prerequisite: MATH 21 or equivalent. (LM)

### **ENGR 4—Engineering Graphics (3 units)** **(CAN ENGR 2)**

**CSU/UC**

Descriptive geometry, graphical mathematics, and introduction to computer graphics, including computer-aided drafting, data presentation and analysis using computers, sketching, and introduction to design including group project. Prerequisite: DRAFT 30 or equivalent. (LM)

### **ENGR 17—Circuits for Engineers (3 units)** **(CAN ENGR 12)**

**CSU/UC**

Circuits laws and theorems; natural and forced response analysis of first and second order systems; solutions using differential equations. Some emphasis on steady state A.C. analysis. Introduction to devices and systems, including operational amplifiers. Introduction to frequency-selective circuits. Prerequisite: PHYS 4B, MATH 2B, which may be taken concurrently. (LM)

### **ENGR 17L—Circuits for Engineers (1 unit)** **CSU/UC**

Electronic and electrical experiments to reinforce the principles taught in ENGR 17. Corequisite: ENGR 17.

### **ENGR 35—Statics (3 units)** **(CAN ENGR 8)**

**CSU/UC**

Force systems and equilibrium conditions; engineering problems covering structures, machines, distributed forces, and friction; methods of virtual work; trigonometric and vector methods used. Prerequisite: PHYS 4A, MATH 2A, or concurrent enrollment.

### **ENGR 45—Properties of Materials (3 units)** **(CAN ENGR 4)**

**CSU/UC**

Mechanical, electrical, and thermal properties of materials as related to internal structures; metals, alloys, polymers, ceramics, and composite materials. Prerequisite: CHEM 1A and PHYS 4A.

# English

## **ENGLISH** **(Associate in Arts)**

**18 units in the major are required.** Units

ENGL 1A College Composition and Reading .....	3 or 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 46B Intro to English Literature II .....	3
Plus 6 additional units selected from	
ENGL 1C, 11, 22R, 23, 30A, 30B, 31A, 31B, 32R, 36,	
37, 38, 39, 42, 43R, 44A, 44B, 45, 46A or 46B .....	6
<b>Total units required for degree major .....</b>	<b>18</b>

### **ENGL 1A—College Composition and Reading (4 units)** **(CAN ENGL 2)**

**CSU/UC**

Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge or a grade of "C" or better in ENGL 51 or 51L. (L)

### **ENGL 1B—Critical Thinking/Writing About Literature** **(3 units) (CAN ENGL 4)**

**CSU/UC**

Critical thinking and writing about literature; develops critical thinking, reading, and writing skills applicable to the analysis of prose, poetry, drama, and criticism from diverse cultural sources and perspectives; emphasis on the techniques and principles of effective written argument; some research required. Prerequisite: ENGL 1A with a grade of "C" or better.

**(NOTE: CAN ENGL SEQ A = ENGL 1A + 1B; CAN ENGL SEQ B = ENGL 46A + 46B)**

### **ENGL 1C—Critical Thinking/Advanced Composition** **(3 units)** **CSU/UC**

Principles of critical thinking, reading, and writing beyond freshman composition; focuses on the principles of, and the development of, logical and analytical reasoning, argumentative writing, and on the principles of rhetoric (invention, arrangement, style, memory, delivery, modes of discourse, audience). Prerequisite: ENGL 1A with a grade of "C" or better. (L)

### **ENGL 1LR—English Writing Lab (.5 or v.5-1 unit)** **CSU**

Improvement of the writing of essays for college level composition and literature courses; includes familiarity with basic word processing commands for the purpose of revising, editing, and printing essays. Corequisite: ENGL 1A, 1B, 41, or English literature course. (Repeatable: May be taken four times only.)

### **ENGL 2—Oral Interpretation of Literature (3 units)** **CSU/UC**

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or 51L or satisfactory score on English *Placement Examination*. Not open for credit to student with credit in SPECH 2.

### **ENGL 4—Introduction to Linguistics (3 units)** **CSU/UC**

Survey of the sounds, structures, changes, and social and cultural functions of language, including language acquisition and the relationships among languages. Recommended for English, foreign language, TESOL, education, and child development majors, but open to all other qualified students. Prerequisite: Eligibility for ENGL 1A. (L)

### **ENGL 11—Grammar for College Writers (3 units)** **CSU**

A systematic approach to understanding the principles and rules of English grammar, including a study of parts of speech, syntax, punctuation, and common grammatical problems. (L)

# Programs and Courses

## **ENGL 19—News Writing and Reporting (3 units)**

**CSU/UC**

Recognizing, gathering, and writing the news in accepted journalistic style; learning to conduct personal interviews and cover speeches, meetings, and other events; understanding the legal and ethical issues related to reporting; emphasis on language and style, accuracy in news gathering, and research and organization of various types of stories. Prerequisite: ENGL 51L or eligibility for ENGL 1A.

## **ENGL 20LR—Newspaper Production (3 or 4 units)**

**CSU**

Production of the Yuba College newspaper; become familiar with all phases of newspaper production, including reporting, writing, editing, photographing, advertisement marketing, and desktop publishing. Editor positions assigned to those demonstrating initiative, leadership, and superior writing skills. Corequisite: ENGL 19 or MCOMM 19 or MCOMM 8 or prior completion of one of these classes. (L) (Repeatable: May be taken four times only.)

## **ENGL 22R—Literacy Field Trip (1 or 2 or 3 units)**

**CSU**

Intensive field trips of varying duration studying and analyzing literature by visiting various sites of literary merit. Students are responsible for transportation, lodging, and other expenses. (L) (Repeatable: May be taken four times only.)

## **ENGL 23—Literature Through Film (3 units)**

**CSU/UC**

A close analysis of selected themes in literature and its fundamental elements as interpreted on film. Students view and analyze film interpretations of the traditional genres of fiction, poetry, and drama. (L)

## **ENGL 30A—Introduction to American Literature, I (3 units)**

**CSU/UC**

Survey of American Literature from its beginning in 1620 to 1865. Writers include, among others, Bradstreet, Taylor, Franklin, Emerson, Thoreau, Hawthorne, Melville, Poe, Whitman, Dickinson. Special attention will be paid to major literature genres, themes, and historical backgrounds. (L)

## **ENGL 30B—Introduction to American Literature II (3 units)**

**CSU/UC**

Survey of American Literature from 1865 through the Twentieth Century; writers include, among others, Clemens, James, Wharton, Frost, Faulkner, Hughes, Lowell, Warren, Walker, Brooks, Wright, and Rich; special attention is paid to the major literature genres, themes, and historical backgrounds. (L)

## **ENGL 31A—Creative Writing (3 units)**

**CSU**

Craft of writing poetry, drama, fiction, and non-fiction to aid the student; examples by professional writers. Conducted primarily as a workshop where students read their materials for constructive criticism.

## **ENGL 31B—Creative Writing (3 units)**

**CSU**

Craft of writing poetry, drama, fiction, and non-fiction to aid the student; examples by professional writers. Conducted primarily as a workshop where students read their materials for constructive criticism. Prerequisite: ENGL 31A with a grade of "C" or better.

## **ENGL 32R—Film Studies: Focus on ... (3 units)**

**CSU/UC**

Study of a particular director/artist, genre, or national cinema. Students view and discuss full-length feature films; topic to be specified in class schedule. (Same as HUMAN 32R, THART 32R) (Repeatable: May be taken four times only.)

## **ENGL 33—History of Film (3 units)**

**CSU/UC**

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or THART 33. (L)

## **ENGL 34—Introduction to Film (3 units)**

**CSU/UC**

Study of film as art and its influence on society including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in HUMAN 34 or THART 34. (L)

## **ENGL 36—Many Voices: 20th Century American Lit (3 units)**

**CSU/UC**

Survey of Twentieth Century American ethnic writers, including works by authors of African, European, Native American, Latin, and Middle Eastern descent, focusing on how these writings fit in the dialogue of American voices and how they both reflect and shape a definition of American culture. (L)

## **ENGL 37—Literature by Women (3 units)**

**CSU/UC**

Survey of women writers from ancient Greece to modern times, focusing mainly upon the contemporary period. Not open to student with credit in WOMEN 37. (L)

## **ENGL 38—The Bible As Literature (3 units)**

**CSU/UC**

Study of the Bible as literature, including analysis of genre, authors, themes, translations, and influence on Western culture; develops critical reading and writing skills in analyzing Biblical literature. (L)

## **ENGL 39—Children's Literature (3 units)**

**CSU**

Introduction to children's literature: history, elements, and types of books of interest to children from birth through eight years old. Students will read, share, and plan activities around classical, cultural, and award-winning books. Methods of selecting and evaluating books will be applied. Not open to student with credit in ECE 39. (L)

## **ENGL 40A—Tutoring Writing (0.5 unit)**

**CSU**

Training program in English composition to prepare student to tutor writing skills in a coherent and supportive manner. Corequisite: ENGL 1A. Prerequisite: ENGL 51, 51L, or 51TL with a grade of "C" or better.

## **ENGL 40B—Tutoring Writing (0.5 unit)**

**CSU**

Training program in English composition to prepare student to tutor writing skills in a coherent and supportive manner. Corequisite: ENGL 1A. Prerequisite: ENGL 51, 51L, or 51TL and 40A with a grade of "C" or better.

## **ENGL 42—Introduction to Shakespeare (3 units)**

**CSU/UC**

Introduction to the major works of Shakespeare with special attention given to the tragedies, comedies, and histories. Not open for credit to student with credit in both 42A and 42B. (L)

## **ENGL 43R—Shakespearean Festival (1 or 2 units)**

**CSU**

Study of literature through reviewing, analyzing, and viewing selected plays of Shakespeare and other major playwrights offered at the Ashland Shakespearean Festival. Students are responsible for transportation, lodging, and other expenses. (L) (Repeatable: May be taken four times only.)

## **ENGL 44A—World Literature I (3 units)**

**CSU/UC**

Study of selected works of world literature in translation, approached from a cultural/historical perspective; covers the period from the Ancient World throughout the Seventeenth Century. (L)

## **ENGL 44B—World Literature II (3 units)**

**CSU/UC**

A study of selected works of world literature in translation, approached from a cultural/historical perspective; covers the Enlightenment through the Twentieth Century. (L)

## **ENGL 45—Introduction to Poetry (3 units)**

**CSU/UC**

Introduction to close reading and analysis of poetry; intended to provide an introduction to poetic devices, forms, and voice; will also develop student's skills in explicating and evaluating poetry. (L)

# Programs and Courses

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## **ENGL 46A—Introduction to English Literature I (3 units) CSU/UC**

Survey of British Literature from its beginnings to the end of the 18th Century. Writers covered will include, among others, Chaucer, Shakespeare, Donne, Milton, and Dryden, and special attention will be paid to major literary genres. (ENGL 46A + 46B = CAN ENGL SEQ B) (L)

## **ENGL 46B—Introduction to English Literature II (3 units) (CAN ENGL SEQ B = ENGL 46A + 46B) CSU/UC**

Survey of British Literature from the end of the Eighteenth Century to the present; writers will include, among others, Blake, Wordsworth, Coleridge, Tennyson, Arnold, Joyce, Yeats, and Eliot; special attention paid to major literary genres. (L)

## **ENGL 48—Voices and Visions (2 units) CSU**

"Voices and Visions" is a course in modern American poetry. It is a study of the voices and visions of such American greats as Frost, Dickinson, Plath, and Eliot, just to name a few. Students will develop a greater appreciation and understanding of poetry and will extend their experience of verse by recognizing the qualities that define the art of poetry.

## **ENGL 48G—American Cinema (2 units) CSU**

Film studies telecourse that explores how Hollywood films work technically, artistically, and culturally; exploration of the deeper significance of genres and the social and psychological effects of film on society. Not open for credit to student with credit in THART 48G or HUMAN 48G.

## **ENGL 48H—Introduction to Hitchcock (1 unit) CSU**

Primer on the art of director Alfred Hitchcock, including viewing films and discussions of his common themes, motifs, plots. Not open for credit to student with credit in THART or HUMAN 48H. (L)

## **ENGL 51—Preparatory Composition and Reading (4 units)**

Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. Corequisite: None; READ 70 recommended. Prerequisite: ENGL 105R, 105LR, 106R, or ESL 105LR with a grade of "C" or better, or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (L)

## **ENGL 51L—Preparatory Composition and Reading (4 units)**

Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. Corequisite: None; ENGL 70 recommended. Prerequisite: ENGL 105R, 105LR, 106R, or ESL 105LR with a grade of "C" or better, or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (L)

## **ENGL 52—Principles of Vocabulary (1 unit)**

A study of vocabulary: word histories, word parts, words from common sources, and dictionary use. (L)

## **ENGL 53—Spelling Improvement (1 unit)**

Study of basic spelling rules and diagnosis of specific spelling problems. (L)

## **ENGL 54—Principles of Grammar (1 unit)**

Study of the terms and rules in English grammar; designed for the beginning and intermediate student who wishes to analyze and edit sentences for effective speaking and writing. (L)

## **ENGL 80—CBEST Writing Preparation (0.5 unit)**

Introduction to some of the basic techniques of writing that relate to the California Basic Educational Skills Test. Grades are CR/NC. (L)

## **ENGL 105LR—Pre-Collegiate Composition (4 units)**

Stresses the development of writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Additional assistance provided in the English writing lab. Corequisite: ENGL 105LR. Prerequisite: ENGL 110BLR, 110BR, or ESL 110BLR, 110BR with a grade of "C" or better; or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (Repeatable: May be taken four times only.)

## **ENGL 105R—Pre-Collegiate Composition (4 units)**

Stresses the development of students' writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Prerequisite: ENGL 110BLR or 110BR, or ESL 110BLR or 110BR with a grade of "C" or better; or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (Repeatable: May be taken four times only.)

## **ENGL 110ALR—Fundamentals of Composition 1 (4 or 4.5 units)**

Emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 is highly recommended. Prerequisite: Satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

## **ENGL 110AR—Fundamentals of Composition 1 (3 units)**

Emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 is highly recommended. Prerequisite: Satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

## **ENGL 110BLR—Fundamentals of Composition 2 (4 or 4.5 units)**

Emphasizes varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 highly recommended. Prerequisite: ENGL 110ALR or 110AR, or ESL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

## **ENGL 110BR—Fundamentals of Composition 2 (3 units)**

Emphasis on varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 highly recommended. Prerequisite: ENGL 110ALR, 110AR, or ESL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

## **ENGL 111R—Sentence Problem Workshop (0.5 unit)**

Improvement of the writing of essays for pre-college and college-level English courses. Designed to help by using a small group workshop setting with such writing problems as comma splices, run-on sentences, fragments, agreement problems, verb tenses, etc. Concurrent enrollment in a composition course recommended. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ENGL 180—Reading and Writing Development (3 units)**

Emphasis on developing an understanding of sentence, paragraph, and short passage structure. Basic grammar and mechanics are also reviewed. Not open for credit to student with credit in GENST 180.



# English as a Second Language

## ESL 40A—English Grammar, 1 (3 units)

### CSU/UC UC-Unit Limit

Emphasizes study of tense system and verbals for limited English speakers. Preparation for ESL 40B. Concurrent enrollment in ESL Reading and ESL composition highly recommended. (First of two courses.) (L)

## ESL 40B—English Grammar, 2 (3 units)

### CSU/UC UC-Unit Limit

Continues study of English tense system; introduces syntactic features at the sentence level, such as conditionals and reported vs. direct speech. Concurrent enrollment in ESL Reading and ESL Composition highly recommended. Prerequisite: ESL 40A or equivalent. (Second of two courses.)

## ESL 40C—Advanced Grammar (3 units)

### CSU

Introduces advanced grammatical categories at a native academic level in order to facilitate understanding of formal written language; includes sentence patterns, phrases, clauses, usage, spelling, punctuation, and capitalization. Concurrent enrollment in ESL 105, ENGL 105, or more advanced composition/reading course highly recommended. Prerequisite: ESL 40B or equivalent.

## ESL 105LR—Pre-Collegiate Composition, ESL (4 units)

Stresses the development of writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Additional assistance provided in the ESL writing lab. Concurrent enrollment in advanced ESL Grammar and Reading courses strongly recommended. Prerequisite: ESL 110BLR or 110BR, or ENGL 110BLR or 110BR with a grade of "C" or better, or satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

## ESL 110ALR—Fundamentals of Composition 1 (4 units)

High-intermediate 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 or 40B and ESL 241LR highly recommended. Prerequisite: ESL 231B with a grade of "C" or better or satisfactory score on *Placement Examination*. Preparation for ESL 110BLR, 110BR, or ENGL 110BLR or 110BR. (Repeatable: May be taken four times only.)

## ESL 110BLR—Fundamentals of Composition 2 (4 units)

High-intermediate writing skills for limited English speakers; designed to teach how to write sentences and basic paragraphs. Concurrent enrollment in ESL 40A or 40B and ESL 241 highly recommended. Prerequisite: ESL 110ALR, 110AR, 242LR, 242R, or ENGL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on *Placement Examination*. Preparation for ESL 105LR. (Repeatable: May be taken four times only.)

## ESL 110BR—Fundamentals of Composition 2 (3 units)

High-intermediate writing skills for limited English speakers; designed to teach how to write sentences and basic paragraphs. Concurrent enrollment in ESL 40A or 40B and ESL 241R highly recommended. Prerequisite: ESL 110ALR, 110AR, 242LR, 242R, or ENGL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on *Placement Examination*. Preparation for ESL 105LR, 105R, or ENGL 105LR or 105R. (Repeatable: May be taken four times only.)

## ESL 165—English Grammar, Multi-Level (2 units)

General review of grammar, including, but not limited to, time frames, modals, verb classes, nominals, adjectivals, and adverbials.

## ESL 176AR—English for Automotive Technology (3 units)

Development and improvement of language skills needed in automotive technology. Prepares non-native English speakers (with at least high-intermediate English proficiency) to succeed in first-semester Automotive Technology courses, specifically AUTO 20 and 21. Emphasizes development of vocabulary essential for communication about automotive service and repair. Develops reading skills needed to comprehend auto-related textbooks as well as listening comprehension skills for lectures. Some necessary math skills will be focused on as well. Concurrent enrollment in ESL 40A, 40B, or 40C and ESL 241R is recommended. (Repeatable: May be taken four times only.)

## ESL 176ER—English for Early Childhood Education (3 units)

Development and improvement of language skills needed for Early Childhood Education courses. Prepares non-native English speakers (with at least high-intermediate English proficiency) to succeed in first-semester Early Childhood Education courses, specifically ECE 1A, 3 and 11. Emphasizes development of vocabulary and writing skills essential for communication about child development, child observation and preschool teaching. Also, develops reading skills needed to comprehend textbooks as well as listening comprehension skills for lectures. Concurrent enrollment in ESL 40A, 40B, or 40C and ESL 241R is recommended. (Repeatable: May be taken four times only.)

## ESL 205AR—ESL/Civics, Literacy Level (2 units)

Introduction of fundamental oral and written English communication skills and U.S. government and history for students with little or no knowledge of the English language. Emphasis is on developing basic vocabulary, conversation, and reading skills in the context of life skills, U.S. government, and history. Prerequisite: Score below 181 on CASAS test or comparable examination. Grades are CR/NC. (Repeatable: May be taken four times only.)

## ESL 205BR—ESL/Civics, Literacy Level (2 units)

Beginning English as a Second Language with U.S. government and history for limited English speakers. Emphasis is on developing basic vocabulary, conversation, and reading skills in the context of life skills, U.S. government and history. Prerequisite: ESL 205A or score between 181 and 200 on CASAS test or comparable examination, or appropriate skills and knowledge. Grades are CR/NC. (Repeatable: May be taken four times only.)

## ESL 210A—Beginning Listening and Speaking, Part 1 (4 units)

Develops basic vocabulary, listening, speaking, grammar, and life skills for those who are literate but have little knowledge of English. First of six basic ESL courses. Corequisite: None; ESL 211A recommended. Not open for credit to student with credit in ESL 270A. Grades are CR/NC.

## ESL 210B—Beginning Listening and Speaking, Part 2 (4 units)

Develops basic vocabulary, listening, speaking, grammar, and life skills for students who are literate but have little knowledge of English. Second of six basic ESL course. Concurrent enrollment in ESL 211B recommended. Not open for credit to student with credit in ESL 270B. Grades are CR/NC.

## ESL 211A—Beginning Reading and Writing, Part 1 (4 units)

Basic reading and writing skill development for limited English speakers; combines phonic and whole word approaches; concentration on words and sentences. Concurrent enrollment in ESL 210A highly recommended. Prerequisite: Appropriate score on ESL placement test and appropriate knowledge and skills. Not open for credit to student with credit in ESL 271A. Grades are CR/NC.

# Programs and Courses

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## **ESL 211B—Beginning Reading and Writing, Part 2 (4 units)**

Basic reading and writing skill development for limited English speakers; combines phonic and whole work approaches; concentration on words, sentences, and paragraphs. Builds on skills developed in ESL 211A. Concurrent enrollment in ESL 210B highly recommended. Prerequisite: ESL 211A or 271A or equivalent. Not open for credit to student with credit in ESL 271B. Grades are CR/NC.

## **ESL 212A—Beginning Listening and Pronunciation 1 (3 units)**

Listening and pronunciation for beginners; emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 213A, 217A, and 218A highly recommended. Grades are CR/NC.

## **ESL 212B—Beginning Listening and Pronunciation 2 (3 units)**

Listening and pronunciation for beginners; emphasis on increased comprehension of simple spoken English and improved speech. Concurrent enrollment in ESL 213B, 217B, and 218B highly recommended. Grades are CR/NC.

## **ESL 213A—Beginning Grammar 1 (3 units)**

Grammar for beginners who have little background knowledge of English. Emphasis on the basic structure of the language. Concurrent enrollment in ESL 212A, 217A, and 218A highly recommended. Grades are CR/NC.

## **ESL 213B—Beginning Grammar 2 (3 units)**

Grammar for beginners who have little background knowledge of English; emphasis on the basic structure of the language. Concurrent enrollment in ESL 212B, 217B, and 218B highly recommended. Grades are CR/NC.

## **ESL 214R—English Conversation, Level 1 (2 units)**

Pair, small, and large group discussion for limited English proficient; includes personal and family information, daily activities, and other subjects of interest; relevant vocabulary included. First in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 215R—Integrated ESL Skills, Level 1 (2 or 3 or 5 units)**

Basic language development for beginning English speakers. Concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Preparation for ESL 210A/211A. (First in a series of four courses.) Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 217A—Beginning Reading 1 (3 units)**

Basic reading and vocabulary development for beginners who have little background in English. Emphasis on reading and understanding simple short articles and stories. Concurrent enrollment in ESL 212A, 213A, and 218A highly recommended. Grades are CR/NC.

## **ESL 217B—Beginning Reading 2 (3 units)**

Basic reading and vocabulary development for beginners who have little background in English; emphasis on reading and understanding simple short articles and stories. Concurrent enrollment in ESL 212B, 213B, and 218B highly recommended. Grades are CR/NC.

## **ESL 218A—Beginning Writing 1 (4 units)**

Basic writing for beginners who have little background in English. Emphasis on writing simple short paragraphs. Concurrent enrollment in ESL 212A, 213A, and 217A highly recommended. Grades are CR/NC.

## **ESL 218B—Beginning Writing 2 (4 units)**

Basic writing for beginners who have little background in English; emphasis on writing simple short paragraphs. Concurrent enrollment in ESL 212B, 213B, and 217B highly recommended. Grades are CR/NC.

## **ESL 220A—Low-Intermediate Listening and Speaking, 1 (4 units)**

Develops basic vocabulary, listening, speaking, grammar, and life skills for students who want to develop English language skills beyond beginning level. Third of six basic ESL courses. Concurrent enrollment in ESL 221A recommended. Prerequisite: Completion of ESL 210B or 270B or equivalent. Not open for credit to student with credit in ESL 280A. Grades are CR/NC.

## **ESL 220B—Low-Intermediate Listening and Speaking, Part 2 (4 units)**

Develops basic vocabulary, listening, speaking, grammar, and life skills for those who want to develop English language skills beyond beginning level. Fourth of six basic ESL courses. Concurrent enrollment in ESL 221B highly recommended. Prerequisite: Completion of ESL 220A or 280A or equivalent. Not open for credit to student with credit in ESL 280B. Grades are CR/NC.

## **ESL 221A—Low-Intermediate Reading and Writing (4 units)**

Begins development of extensive reading skills at the low-intermediate level and includes writing emphasis; concentration on paragraphs and short stories; builds on skills developed in ESL 211B. Concurrent enrollment in ESL 220A recommended. Prerequisite: Completion of ESL 211B or 271B or equivalent. Not open for credit to student with credit in ESL 281A. Grades are CR/NC.

## **ESL 221B—Low-Intermediate Reading and Writing, Part 2 (4 units)**

Continues development of reading and writing skills at the low-intermediate level; concentration on paragraphs and short stories. Builds on skills developed in ESL 221A. Concurrent enrollment in ESL 220A recommended. Prerequisite: Completion of ESL 221A or 281A or equivalent. Not open for credit to student with credit in ESL 281B. Grades are CR/NC.

## **ESL 222A—Low-Intermediate Listening and Pronunciation, 1 (3 units)**

Listening and pronunciation for low-intermediate English speakers; development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 223A, 227A, and 228A highly recommended. Grades are CR/NC.

## **ESL 222B—Low-Intermediate Listening and Pronunciation, 2 (3 units)**

Listening and pronunciation for low-intermediate English speakers; development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 223B, 227B, and 228B is highly recommended. Grades are CR/NC.

## **ESL 223A—Low-Intermediate Grammar 1 (3 units)**

Grammar for low-intermediate ESL, part 1; helps to build understanding of basic structure of English. Corequisite: None; ESL 222A, 227A, and 228A highly recommended. Grades are CR/NC.

## **ESL 223B—Low-Intermediate Grammar 2 (3 units)**

Grammar for low-intermediate ESL, part 2; helps build understanding of basic structure of English. Concurrent enrollment in ESL 222B, 227B, and 228B highly recommended. Prerequisite: ESL 223A or equivalent. Grades are CR/NC.

## **ESL 224R—English Conversation, Level 2 (2 units)**

Pair, small, and large group discussion for limited English proficient; includes comparison of students' and American cultures, geographic directions, clarification techniques, and other subjects of interest; new relevant vocabulary introduced. Second in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Programs and Courses

## **ESL 225R—Integrated ESL Skills, Level 2 (2 or 3 or 6 units)**

Language development for low-intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares student for other Level 2 courses. Prerequisite: Completion of ESL 215R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 226LR—English As a Second Language Lab, I (.5 or 1 unit)**

Supplements English as a Second Language classes by providing additional practice in grammar, vocabulary, listening comprehension, etc., in a laboratory setting. Students pursue individualized objectives under supervision. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 227A—Low-Intermediate Reading 1 (3 units)**

Reading and vocabulary development for low-intermediate ESL, part 1; develop ability to read and understand simple short paragraphs and stories. Concurrent enrollment in ESL 222A, 223A, and 228A highly recommended. Grades are CR/NC.

## **ESL 227B—Low-Intermediate Reading 2 (3 units)**

Reading and vocabulary development for low-intermediate ESL, part 2; develops ability to read and understand simple, short paragraphs and stories. Concurrent enrollment in ESL 222B, 223B, and 228B highly recommended. Prerequisite: ESL 227A or equivalent. Grades are CR/NC.

## **ESL 228A—Low-Intermediate Writing 1 (4 units)**

Writing for low-intermediate ESL, part 1; develop ability to write simple, short paragraphs with proper grammar and spelling. Concurrent enrollment in ESL 222A, 223A, and 227A highly recommended. Grades are CR/NC.

## **ESL 228B—Low-Intermediate Writing 2 (4 units)**

Writing for low-intermediate ESL, part 2; further develops ability to write simple, short paragraphs with proper grammar and spelling. Concurrent enrollment in ESL 222B, 223B, and 227B highly recommended. Prerequisite: ESL 228A or equivalent. Grades are CR/NC.

## **ESL 229A—English for Employment, Level 2, Part 1 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work and skill development for job search, application and job retention. Intended for non-native English speakers with at least low-intermediate English proficiency. Concurrent enrollment in either the "A" or "B" portions of ESL 222, 223, 227, and 228 is highly recommended. Grades are CR/NC.

## **ESL 229B—English for Employment, Level 2, Part 2 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work (after employment) and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in either the "A" or "B" portions of ESL 222, 223, 227, and 228 is highly recommended. Grades are CR/NC.

## **ESL 230A—Intermediate Listening and Speaking, Part 1 (4 units)**

Develops basic vocabulary, listening, speaking, grammar, and life skills for students who want to develop English language skills beyond Low-Intermediate level. Fifth of six basic ESL courses. Concurrent enrollment in ESL 231A recommended. Not open for credit to student with credit in ESL 290A. Grades are CR/NC.

## **ESL 230B—Intermediate Listening and Speaking, Part 2 (4 units)**

Basic vocabulary, listening, speaking, grammar, and life skills for those who want to develop language skills beyond low-intermediate level. Sixth of six basic ESL courses. Concurrent enrollment in ESL 231B recommended. Prerequisite: Completion of ESL 230A or 290A or equivalent. Not open for credit to student with credit in ESL 290B. Grades are CR/NC.

## **ESL 231A—Intermediate Reading, Part 1 (4 units)**

Development of reading and writing skills related to life skills and vocational goals. Concurrent enrollment in ESL 230A highly recommended. Prerequisite: ESL 221B or 281B or equivalent. Not open for credit to student with credit in ESL 291A. Grades are CR/NC.

## **ESL 231B—Intermediate Reading and Writing, Part 2 (4 units)**

Builds on skills developed in ESL 231A; emphasis on simplified scientific and/or literary pieces. Concurrent enrollment in ESL 230B highly recommended. Prerequisite: ESL 231A or 291A or equivalent. Not open for credit to student with credit in ESL 291B. Grades are CR/NC.

## **ESL 232A—Intermediate Listening and Pronunciation 1 (3 units)**

Listening and pronunciation for intermediate English speakers. Development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 233A, 237A, and 238A is highly recommended. Grades are CR/NC.

## **ESL 232B—Intermediate Listening and Pronunciation 2 (3 units)**

Listening and pronunciation for intermediate English speakers. Development of ability to understand and be understood by native speakers. Concurrent enrollment in ESL 233B, 237B, and 238B is highly recommended. Grades are CR/NC.

## **ESL 233A—Intermediate Grammar 1 (3 units)**

Grammar for intermediate ESL, part 1. Helps build understanding of basic structure of English. Prerequisite: Completion of ESL 223B or equivalent. Concurrent enrollment in ESL 232A, 237A, and 238A is highly recommended. Grades are CR/NC.

## **ESL 233B—Intermediate Grammar 2 (3 units)**

Grammar for intermediate ESL, part 2. Further helps build understanding of basic structure of English. Prerequisite: completion of ESL 233A or equivalent. Concurrent enrollment in ESL 232B, 237B, and 238B is highly recommended. Grades are CR/NC.

## **ESL 234R—English Conversation, Level 3 (2 units)**

Pair, small, and large group discussion for limited English proficient students; includes personal history, likes and dislikes, future plans, and other subjects of interest; new relevant vocabulary introduced. Third in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 235R—Integrated ESL Skills, Level 3 (2 or 3 or 5 units)**

Language development for intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares student for other Level 3 courses. Prerequisite: ESL 225R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **ESL 237A—Intermediate Reading 1 (3 units)**

Reading and vocabulary development for intermediate ESL, part 1. Develops ability to read and understand long paragraphs and stories. Prerequisite: Completion of ESL 227B or equivalent. Concurrent enrollment in ESL 232A, 233A, and 238A is highly recommended. Grades are CR/NC.

# Programs and Courses

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**ESL 237B—Intermediate Reading 2 (3 units)**

Reading and vocabulary development for intermediate ESL, part 2. Further develops ability to read and understand simple short paragraphs and stories. Prerequisite: Completion of ESL 237A or equivalent. Concurrent enrollment in ESL 232B, 233B, and 238B is highly recommended. Grades are CR/NC.

**ESL 238A—Intermediate Writing 1 (4 units)**

Writing for intermediate ESL, part 1. Develops ability to write long paragraphs with proper grammar and spelling. Prerequisite: Completion of ESL 228B or equivalent. Concurrent enrollment in ESL 232A, 233A, and 237A is highly recommended. Grades are CR/NC.

**ESL 238B—Intermediate Writing 2 (4 units)**

Writing for intermediate ESL, part 2. Further develops ability to write short paragraphs with proper grammar and spelling. Prerequisite: Completion of ESL 238A or equivalent. Concurrent enrollment in ESL 232B, 233B, and 237B is highly recommended. Grades are CR/NC.

**ESL 239A—English for Employment, Level 3, Part 1 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work and skill development for job search, application and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in either the "A" or "B" portions of ESL 232, 233, 237, and 238 is highly recommended. Grades are CR/NC.

**ESL 239B—English for Employment, Level 3, Part 2 (3 units)**

Prepares students for vocational training and/or employment. Includes vocabulary for the world of work (after employment) and job retention. Intended for non-native English speakers with at least intermediate English proficiency. Concurrent enrollment in either the "A" or "B" portions of ESL 232, 233, 237, and 238 is highly recommended. Grades are CR/NC.

**ESL 241R—Reading and Vocabulary Development (3 units)**

Development of reading and vocabulary skills with a progression from short, modified readings to longer selections in literature and science. Preparation for READ 105 or other appropriate reading courses. Concurrent enrollment in ESL Grammar and/or ESL composition highly recommended. Prerequisite: Completion of ESL 230B or 290B or equivalent. (Formerly ESL 61R.) (Repeatable: May be taken four times only.)

**ESL 242LR—Fundamentals of Composition (4 units)**

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 40A or 40B and ESL 241A highly recommended. (Repeatable: May be taken four times only.)

**ESL 242R—Fundamentals of Composition (3 units)**

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 40A or 40B and ESL 241A highly recommended. Prerequisite: Completion of ESL 231B or equivalent. (Formerly ESL 62R.) (Repeatable: May be taken four times only.)

**ESL 244R—English Conversation, Level 4 (2 units)**

Pair, small, and large group discussion for limited English proficient; includes hypothetical situations, jobs and careers, and explaining a process; new relevant vocabulary introduced. Last in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ESL 245R—Integrated ESL Skills, Level 4 (2 or 3 or 5 units)**

Language development for limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar. Prepares student to continue college course work. Last in a series of four courses. Prerequisite: ESL 235R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ESL 246LR—English As a Second Language Lab, II (1 unit)**

Supplement to English as a Second Language classes by providing additional practice in grammar, vocabulary, listening comprehension, etc., in a laboratory setting. Students pursue individualized objectives under supervision. Corequisite: ESL 40A or 40B or 241R or ESL 242R. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ESL 259R—Language of Math for ESL Students (3 units)**

Intended to familiarize speakers of other languages with the language of basic mathematics as needed in dealing with whole numbers, addition, subtraction, multiplication, and division. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ESL 290R—Citizenship (1 unit)**

Preparation to pass a standard citizenship test. Grades are CR/NC. (Repeatable: May be taken four times only.)

## ENVIRONMENTAL HORTICULTURE (see Agriculture)



# Ethnic Studies

## Afro-American Studies

**AFRO 16A—Afro-American History (3 units)**  
**CSU/UC UC-Unit Limit**  
 Survey of Afro-American history from pre-Colonial period to the Civil War. Not open to student with credit in HIST 16A. (L)

**AFRO 16B—Afro-American History (3 units)**  
**CSU/UC UC-Unit Limit**  
 Survey of Afro-American history from Civil War to present. Not open to student with credit in HIST 16B. (L)

## Asian-American Studies

**ASIAN 14—Asian-American History (3 units)**  
**CSU/UC**  
 Chronological study of the Asian-Americans from early immigrants to recent arrivals. Emphasis on Chinese, East Indian, Japanese, Korean, Filipino Americans, Korean Americans, and Boat People (Cambodians, Laotians, and Vietnamese). Not open to student with credit in HIST 14. (L)

**ASIAN 31—Asian-American Humanities and Cultures (3 units)**  
**CSU/UC**  
 Survey of Asian-American cultures, including religions, traditions, and some highlights of history. Not open to student with credit in HUMAN 31. (L)

## LaRaza Studies

**LARAZ 1—Introduction to Chicano Studies (3 units)**  
**CSU/UC**  
 Interdisciplinary analysis of Chicano population, focusing on contemporary Chicano culture and issues. (L)

**LARAZ 15—Mexican-American History (3 units)**  
**CSU/UC**  
 Historical development of Mexican-Americans from Mexican origins, settlement in the United States, to the present time. Emphasis is given to the pre-Columbian setting, the indigenous heritage, European conquest and legacy, distinctive colonial institutions, and the growth of independence movements in the United States and Mexico. Major political, social, economic, and cultural factors will be presented, focusing on the roles played by diverse peoples and cultures who shared in the development of the United States and Mexico. Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both LaRaza 15 and POLSCI 1 are completed. (L)

## Native American Studies

**NATAM 7—Indians of North America (3 units)**  
**CSU/UC**  
 Survey history of Indians of United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to student with credit in HIST 7. (L)

# Family and Consumer Science

## FAMILY AND CONSUMER SCIENCE (Associate in Science)

Required	Units
ART 6A-6B Basic Design	
OR ART 4A-4B Drawing/Composition	4-6
ECE 3 Child Growth/Development	3
FCS 10 Principles of Nutrition	3
FCS 16 Life Management	3
FCS 31 Child, Family, Community	3
FCS 32 Parenting	3
<b>Total units required for degree major</b>	<b>19</b>
<b>Additional Recommended Courses</b>	
PSYCH 1A General Psychology OR 2 Applied Psychology OR 33 Personal/Social Adjustment	3
SOCIL 1 Intro. to Sociology OR 2 Social Problems OR 10 Sociology of Marriage	3

## FAMILY AND CONSUMER SCIENCE (Certificate of Training)

	Units
ART 6A-6B Basic Design	4
ECE 3 Child Growth/Development	3
ECE 8 Children's Nutrition	1
FCS 10 Principles of Nutrition	3
FCS 16 Life Management	3
FCS 31 Child, Family, Community	3
FCS 32 Parenting	3
<b>Total units required</b>	<b>20</b>

# Programs and Courses

## DISPLACED HOMEMAKERS AND REENTRY WOMEN (Certificate of Training)

Special support will be given to individuals from the following groups:

- Persons who were homemakers but because of dissolution of marriage must go to work.
- Single heads of household who lack job skills.
- Homemakers who are part-time workers and who need to work full-time.
- Women who are in traditional female jobs and who desire to enter nontraditional occupations.
- Men who are in traditional male jobs and who desire to enter nontraditional occupations.

<b>Required</b> .....	Units
A vocational program .....	3-12
COUNS 25 Career Planning/Development .....	3
Electives (select 6 or more from below) .....	6-12
COUNS 24 Career Readiness .....	1
COUNS 41A-41B Problem Management .....	1
COUNS 42R Confidence Building .....	1
COUNS 44AR-44BR Assertive Communication Skills .....	1
COUNS 45R Career-College Planning .....	1
FCS 16 Life Management .....	3
PSYCH 31 Gender and Behavior: Feminine/Masculine Psychology ..	3
WOMEN 71 Women and Work .....	1
<b>Total units required</b> .....	<b>18</b>

**FCS 8—Children's Nutrition (1 unit)** **CSU**  
Nutritional needs of children from birth through the school years; emphasis on meal planning for various age groups in child care facilities. Not open for credit to student with credit in ECE 8. Grades are CR/NC. (L)

**FCS 9—Nutrition and Weight Management (3 units)** **CSU**  
Nutrition, exercise, and behavioral techniques for weight control that allow the individual to gain or lose weight safely. Not open for credit to student with credit in CONED 9. (L)

**FCS 10—Principles of Nutrition (3 units)** **CSU/UC UC-Unit Limit**  
(CAN FCS 2)  
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 student with credit in CONED 10. (L)

**FCS 11—Nutrition and Life Fitness (3 units)** **CSU/UC UC-Unit Limit**  
Analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness; individualized physical assessment, exercise prescription, and nutritional analysis completed by each student. Not open for credit to student with credit in HLTH 13. (L)

**FCS 16—Life Management (3 units)** **CSU**  
Current changes in society which influence life management skills; changing family structure, values, conflicts; and multiple role issues, decision-making, and resources. Not open for credit to student with credit in HOME 16. (L)

**FCS 17R—Life Management Skills (1 unit)** **CSU**  
Goal-setting, decision-making, problem-solving skills based on an understanding of values, conflicts, and multiple role issues. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**FCS 31—Child, Family, and Community (3 units)** **CSU/UC**  
Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in ECE 31. (L)

**FCS 32—Parenting (3 units)** **CSU**  
Techniques for encouraging a positive style and effective child rearing procedures. Interaction patterns and levels of communication between family members. Not open for credit to student with credit in ECE 32 or HOME 32. (L)

**FCS 34—Parenting Teenagers (3 units)** **CSU**  
Characteristics and needs of thirteen to eighteen year olds at home and in society; emphasis on the changing needs of teenagers and the ways that parents may have positive interaction with their teenagers. Not open for credit to student with credit in ECE 47 (Parenting Teenagers). (L)

**FCS 35AR—Introduction to Community Service/ AmeriCorps (1 unit)** **CSU**  
An overview of the role AmeriCorps plays in community service and volunteerism in American society. Benefits of service to personal and professional growth, history of service and volunteering, service organizations, the role of the volunteer and career development are explored. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**FCS 48—Nutrition Pathways (2 units)** **CSU**  
Nutrition presented in documentary format providing practical, scientific information using real life subjects to illustrate how nationality and family background affect nutrition choices; includes nutrition basics, the digestive system, and physical fitness and weight control. (LM)

**FCS 53R—Personal Dietary Analysis (0.5 unit)**  
Computer analysis of diet and creation of individual "ideal" diet using IBM computer application; includes personal dietary analysis, and application and evaluation skills. Corequisite: FCS 9, 10, or 11, or HLTH 13. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**FCS 56R—Effective Parenting (1 unit)**  
Development of effective parent-child relationships, including behavior, emotions, encouragement, and communications. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

**FCS 201AR—Independent Living Skills (1 unit)**  
Strategies and skills related to the foster youth preparing for living independently; fundamental self-help skills, making choices, and seeing consequences are the major focus areas. Practical hands-on experiences highlight the curriculum. Grades are CR/NC. (Repeatable: May be taken four times only.)

**FCS 201BR—Independent Living Skills (1 unit)**  
Strategies and skills relating to the foster youth preparing for living independently; employability and planning for adulthood are the major focus areas. Practical applications. Grades are CR/NC. (Repeatable: May be taken four times only.)

**FCS 291—Personal Color and Figure Analysis (0.5 unit)**  
Color theories and schemes; selection of the correct color palette; design principles; computer analysis applied to figure typing and clothing selection. Grades are CR/NC.

# Fire Technology

## FIRE TECHNOLOGY (Associate in Science)

	Units
FIRTC 1 Fire Protection Organization .....	3
FIRTC 2 Fire Prevention Technology .....	3
FIRTC 3 Fire Protection Equipment and Systems .....	3
FIRTC 4 Building Construction for Fire Protection .....	3
FIRTC 5 Fire Behavior and Combustion .....	3
FIRTC electives .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

### Additional Recommended Courses

BIOL 5 Human Physiology .....	4
BCA 15R Business Computer Applications .....	3
CHEM 2A Introduction to Chemistry .....	5
EMT 61 Emergency Medical Technician I .....	4
MATH 50 Elementary Algebra .....	3
OA 15A OR 15R Elementary Keyboarding .....	3
CWEE 45R Occupational Work Experience .....	1-4

## FIRST RESPONDER (Certificate of Training)

	Units
FIRTC 205 Emergency Response .....	1.5

## FIRE TECHNOLOGY (Certificate of Completion)

	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
General Education electives .....	6-9
Electives ( <i>select 6 or more units from below</i> ) .....	6
AJ 10 Introduction to Law Enforcement .....	3
ENGL 1A College Composition and Reading OR ENGL 51 or ENGL51L Preparatory Composition and Reading .....	3-4
MATH 50 Elementary Algebra .....	3-4
SPEECH 1 Public Speaking .....	3
<b>Total units required .....</b>	<b>30</b>

## FIRE FIGHTER I ACADEMY

The Fire Fighter I Academy is an intensive training program which academically prepares students for entry-level jobs in the fire fighting field. The *California State Fire Fighter I* curriculum and Emergency Medical Technician guidelines are followed throughout the program and cover the basic skills and knowledge needed to work in the fire service field. While students who are not yet 18 years of age may enroll in the academy, they must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Students must also provide a physician's approval to participate in the physical training portion of the academy.

Students who successfully complete the academy may be certified by the *State of California* after completing either one year as a volunteer fire fighter or six months as a paid fire fighter with a California fire department. To assist graduates of the academy in obtaining the required experience at a California fire department, Yuba College also offers the Fire Technology Practicum.

## FIRE FIGHTER I (Certificate of Training)

	Units
FIRTC 64 Fire Fighter I Academy .....	12

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)

# Programs and Courses

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## 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 (Certificate of Training)

	Units
FIRTC 64AR Fire Technology Practicum .....	15

### FIRE TECHNOLOGY PRACTICUM (Certificate of Completion)

	Units
FIRTC 64AR AND/OR 64BR Fire Technology Practicum .....	30

**FIRTC 1—Fire Protection Organization (3 units) CSU**  
Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Not open for credit to student with credit in FIRTC 10. (L)

**FIRTC 2—Fire Prevention Technology (3 units) CSU**  
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, and detection and suppression systems. Not open for credit to student with credit in FIRSC 12. (L)

**FIRTC 3—Fire Protection Equipment Systems (3 units) CSU**  
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. Not open for credit to student with credit in FIRSC 15. (L)

**FIRTC 4—Building Construction for Fire Protection (3 units) CSU**  
Fundamentals of building construction that relate to fire safety; elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. Development and evolution of building and fire codes studied in relationship to past fires in residential, commercial, and industrial occupancies. Not open for credit to student with credit in FIRSC 27. (L)

**FIRTC 5—Fire Behavior and Combustion (3 units) CSU**  
Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. Not open for credit to student with credit in FIRSC 13. (L)

**FIRTC 14—Fundamentals of Fire Protection (3 units) CSU**  
Theory and fundamentals of fire protection, including laws, water systems and public fire protection, codes, ordinances, and building construction. Not open for credit to student with credit in FIRSC 14. (L)

**FIRTC 21—Fire Fighting Tactics and Strategy (3 units) CSU**  
Fire ground operations, building construction, use of personnel, engine company assignments, truck company assignments, size-up, RECEO (Rescue, exposure, confinement, extinguishment, and overhaul), ICS (incident command system) system. (L)

**FIRTC 56—Emergency Medical Technician-1 NA/FS (4.5 units)**  
Prepares students for taking certification as an EMT-I (NA/FS); meets State Fire Board training standards. Not open for credit to student with credit in EMT 51, EMT 53, FIRSC 53, or FIRSC 56. Grades are CR/NC. (L)

**FIRTC 63A—Driver/Operator 1A (2 units)**  
Driving techniques, basic inspection, and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. Prerequisite: Valid Class 3 driver's license. (L)

**FIRTC 63B—Driver/Operator 1B (2 units)**  
Theory, methods, and techniques for operating fire service pumps, including types of pumps, engine and pump gauges, maintenance, unsafe pumping conditions, pressure relief devices, cooling systems, water supplies, drafting, field hydraulics, and pumping operations. (L)

**FIRTC 64—Firefighter I Academy (v .5-25 units)**  
Provide students with basic skills and knowledge to work in fire service. *California State Firefighter I* curriculum and emergency medical technician (EMT) guidelines will be followed. Provides training in basic concepts including fire department organization, fire control, equipment operation, prevention, protection, hose, nozzles, and breathing apparatus. Includes physical training. Prerequisite: Must be 18 years of age or older to complete the EMT portion of the class and successfully complete academy. Students are required to purchase or show evidence of malpractice insurance. Assessment exam and Physician's release is required. (L)

**FIRTC 64ARO—Fire Technology Practicum (v1-12.5 units)**  
Hands-on experience assigned to a fire station 240 hours per month; includes supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance, and medical aid towards qualification for Fire Fighter I or Fire Fighter II Certification by the *State of California*. Prerequisite: Successful completion of accredited Firefighter I Academy with minimum grade of "B" and admission to the Fire Technology Practicum Program. Grades are CR/NC. Student required to purchase or show evidence of malpractice insurance. (L)



# Programs and Courses

## FIRTC 64BRO—Advanced Fire Technology Practicum (v1-12.5 units)

For students who have completed six months or more of FIRTC Practicum; offers hands-on fire fighting experience assigned to fire station 240 hours per month; includes supervised fire fighting activities, scheduled and non-scheduled training, fire prevention, public education, equipment maintenance, and medical aid towards qualification for Fire Fighter I or Fire Fighter II Certification by *State of California*. Prerequisite: Successful completion of an accredited Fire Fighter I Academy with minimum grade of "B" and admission to Advanced Practicum Program. Grades are CR/NC. Student required to purchase or show evidence of malpractice insurance. (L)

## FIRTC 65—Fire Prevention IA (2 units)

Fire prevention codes and authority and responsibility of code enforcement; hazards and properties of liquids, metals, explosives, dusts, and plastics. A component of the *California Certified Fire Officer Regional Academy Program*. (L)

## FIRTC 66—Fire Prevention IB (2 units)

Fire protection devices & systems; detection and alarm systems; egress and exit requirements; life safety as applied to building design and construction. Meets a component of the *California Fire Officer Regional Academy Program*. (L)

## FIRTC 67—Fire Investigation I (2 units)

Aspects of fire cause and origin determination; fire behavior and its effects on materials; indicators of fire origin; char and heat patterns; laws of legal search, arson, arrest, and evidence. Component of the *California Certified Fire Officer Regional Academy Program*. (L)

## FIRTC 68—Fire Command 1A (2 units)

Fundamentals of fire behavior, pre-fire planning, fire ground 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. A component of the *California Certified Fire Officer Regional Academy Program*. Grades are CR/NC. (L)

## FIRTC 81—Basic Incident Command System I-200 (1 unit)

Basic organization in the Incident Command System (ICS), including ICS terminology, positions, organization, and management. Prerequisite for further ICS positional training. Meets State standards of I-200 training. (L)

## FIRTC 205—Emergency Response (1.5 units)

Intended to prepare Public Safety Personnel to fulfill role of first responder, which includes taking appropriate action to provide care for injuries or sudden illnesses until more advanced medical personnel arrive. Upon successful completion, student may apply for *American Red Cross Course Completion Certificate* which will satisfy Title 22 requirements for Public Safety Personnel.

# Food Service Management

## FOOD SERVICES MANAGEMENT (Associate in Science)

Required	Units
FSM 3AR Basic Food Preparation	
AND 3BR Basic Food Preparation: Baking .....	6
FSM 54 Sanitation, Safety/Storage .....	2
FSM 55 Purchasing Costs/Control .....	3
FSM 57 Beverage Control/Operation .....	2
FSM 58 Food Service Operation/Management .....	2
FSM 59R Restaurant Operations .....	4
FSM 60R Advanced Foods/Catering .....	2
<b>Total units required for degree major .....</b>	<b>21</b>
Additional Recommended Courses	
FCS 10 Principles of Nutrition .....	3
GNBUS 100 Elementary Business Mathematics .....	3

## FOOD SERVICES MANAGEMENT (Certificate of Training)

A *Certificate of Training* may be obtained by completing 21 units selected from the following courses, plus 1 unit of Cooperative Work Experience.

Required	Units
CWEE 45R Occupational Work Experience .....	1-4
FSM courses	
(select 20 units from the following) .....	20
FSM 3AR Basic Food Preparation AND	
FSM 3BR Basic Food Preparation: Baking	
OR 210R Basic Food Preparation .....	3-6
FSM 54 Sanitation, Safety/Storage .....	2
FSM 55 Purchasing Costs and Control .....	3
FSM 57 Beverage Control/Operation .....	2
FSM 58 Food Service Operation/Management .....	2
FSM 59R Restaurant Operations .....	4-8
FSM 60R Advanced Food/Catering .....	2-4
<b>Total units required .....</b>	<b>21</b>

## FSM 3AR—Basic Food Preparation (3 units)

**CSU**

Basic modern restaurant cooking techniques such as sauce making, meat cutting, lunch and dinner entree preparation. Use and operation of food service machines and equipment in the student operated "Kampus Inn Restaurant". Not open for credit to student with credit in FSM 103AR. (Repeatable: May be taken four times only.)

# Programs and Courses

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## **FSM 3BR—Basic Food Preparation Baking (3 units)**

**CSU**

Modern baking, French pastry and dessert techniques in which preparation takes place in the student operated "Kampus Inn Restaurant" kitchen. Not open to student with credit in FSM 103BR. (Repeatable: May be taken four times only.)

## **FSM 53R—ServSafe Certification (0.5 unit)**

Preparation to successfully complete the *ServSafe Certification Course and Examination*; trains both manager and employee how to guard against food borne illness. Meets *State of California* (Campbell Bill) requirement for *Certified Food Handler Card*. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **FSM 54—Sanitation, Safety, and Storage (2 units)**

Rules and regulations relating to safe use of food service facilities, equipment, and sanitary practices.

## **FSM 55—Purchasing Costs and Control (3 units)**

Supervisory control procedures, food and labor costs, receiving, inventory, storeroom, employee use, and maintenance of accurate records.

## **FSM 57—Beverage Control and Operation (2 units)**

Regulations, licensing procedures, purchasing, inventory, and cost control; emphasis on bar set-up, service methods, and beverage merchandising.

## **FSM 58—Food Service Operation and Management (2 units)**

Nature and importance of food service management, including planning, organizing, controlling, and developing a realistic and dynamic personnel program.

## **FSM 59R—Restaurant Operations (4 units)**

Set-up and operations of the "Kampus Inn Restaurant", including planning, preparing, cooking, and serving food in the student operated restaurant. (Repeatable: May be taken four times only.)

## **FSM 60R—Advanced Foods and Catering (2 units)**

Plan, prepare, and serve several large and small catered events during the semester. (Repeatable: May be taken four times only.)

## **FSM 210AR—Basic Food Preparation (1 unit)**

Introduction to basic food preparation, including the use of tools and equipment, as well as learning basic safety procedures. (Repeatable: May be taken four times only.)

## **FSM 210BR—Basic Food Preparation (1 unit)**

Focus on basic preparation of breakfast, lunch, and baked goods, including planning and preparing these meals along with an introduction to planning and preparing meals for special events. (Repeatable: May be taken four times only.)

## **FSM 210CR—Basic Food Preparation (1 unit)**

Hands-on preparation of multiple-course dinner; cake baking and decoration; meal planning and learning to use a food budget in everyday life. (Repeatable: May be taken four times only.)

## **FSM 210R—Basic Food Preparation (3 units)**

Full meal preparation; basic bread and pastry products; desserts. Not open for credit to student with credit in FSM 3AR or 3BR. Grades are CR/NC. (Repeatable: May be taken four times only.)

# French

## **FRNCH 1—Beginning French (4 units)**

**CSU/UC**

Introduction to written and spoken French through use of immersion technique; stresses both language and culture through use of audiovisual and printed materials in a highly effective system of foreign language instruction. Not open for credit to student with 2 years of high school French. (L)

## **FRNCH 2—Beginning French (4 units)**

**CSU/UC**

Understanding and communicating in written and spoken French through use of immersion technique. Stresses both language and culture through use of audio visual and printed materials on and intermediate level. (L)

## **GENERAL BUSINESS (see Business)**

# General Education

The General Education major at Yuba College 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. It may be satisfied by completing the associate degree requirements with 18 units selected from the "General Education Major" areas. Students who wish to transfer to a four-year college or university should consult with a counselor prior to beginning this major for appropriate courses.

General Majors: These majors are NOT printed on the diploma. All courses must be associate-degree level courses (numbered 1-99) and must be completed with a "C" or higher grade.

## **AGRICULTURE & RELATED AREAS:**

(Complete 18 units from any of the following areas):

Agriculture  
Environmental Horticulture  
Environmental Technology  
Plant Science  
Recreation  
Veterinary Technology

## **BIOLOGICAL SCIENCE:**

(Complete 18 units from any of the following areas):

Anthropology 1  
Astronomy  
Biology  
Chemistry  
Ecology

## **BUSINESS:**

(Complete 18 units from any of the following areas):

Accounting  
Business Computer Applications  
Computer Science  
Economics  
General Business  
Information Technology  
Management  
Marketing  
Office Administration  
Real Estate  
Statistics

## **FINE & APPLIED ARTS:**

(Complete 18 units from any of the following areas):

Art  
Music  
Theatre Arts

## **HUMANITIES:**

(Complete 18 units from any of the following areas):

Asian-American Studies 31  
English  
French  
German  
Humanities  
La Raza 1, 12  
Philosophy  
Sign Language  
Spanish  
Speech

## **PHYSICAL SCIENCE:**

(Complete 18 units from any of the following areas):

Astronomy  
Chemistry  
Ecology 12  
Geology  
Physical Science  
Physics

## **SOCIAL SCIENCE:**

(Complete 18 units from any of the following areas):

Afro-American Studies 12A, 12B, 16A, 16B  
Anthropology 2  
Asian-American Studies 14, 31  
Economics  
Geography  
History  
La Raza Studies 1, 15  
Native American Studies 7  
Political Science  
Psychology  
Social Science  
Sociology  
Women's Studies 29, 31, 35

# General Studies

### **GENST 52R—Students with Disabilities Field**

#### **Experience (v1 unit)**

Increase awareness and provide support services to students with disabilities by assisting in the physical and academic adaptation to the community college environment. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 70R—Supplemental Instruction (1 unit)**

Effective study strategies for preparing for course exams and successfully completing class projects for a targeted general education course. Targeted courses are identified each session. (L)

### **GENST 77—College Vocabulary Skills (2 units)**

Strategies for becoming independent learners of vocabulary and learning specific words that will be useful in academic work. (L)

### **GENST 102R—Directed Study (.5 or 1 unit)**

Counseling, study skills, and individualized assistance to help in all areas of study; required of all EOPS students. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 111A—Structural Grammar 1 (1 unit)**

Emphasis on the use of certain parts of speech, prepositional phrases, and clauses to construct sentences of syntactic variety.

### **GENST 111B—Structural Grammar 2 (1 unit)**

Emphasis on the use of certain parts of speech, prepositional phrases, and clauses to construct sentences of syntactic variety.

### **GENST 115R—Academic Strategies (v.5-1.5 units)**

Compensatory study skills, as well as self-advocacy for those who may have difficulty with academic concepts taught by traditional instructional methods; enrollment at any time prior to class drop deadline. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 118R—Workforce Skills and Basic Reading/ Writing (3 units)**

Preparation for the GED Examination and review of basic skills needed to enter the workforce. Emphasis is on reading, writing, and computer skills; and personal development and specific job-related skills desired by employers. A course certificate and a letter of recommendation for potential employers will be given with successful completion of course. (Repeatable: May be taken four times only.)

### **GENST 119R—Reading/Writing Workshop (3 units)**

Reading and writing strategies for GED preparation emphasizing paragraphs comprehension, sentence structure, punctuation, and writing strategies. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 120R—Basic Subjects (3 units)**

General review of the basic concepts of reading, writing, and arithmetic. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 122R—Basic Studies (1 unit)**

Reviews basic concepts in arithmetic, grammar, and reading, as well as strategies for preparing for the GED exam. Not open for credit to student with credit in GENST 120R. Grades are CR/NC. (Repeatable: May be taken three times only.)

### **GENST 125R—Spelling Improvement (1 unit)**

Individual and group help in recognizing areas of spelling difficulties and improving those areas; includes work with word roots, prefixes, suffixes, contractions, plurals, possessives, and strategies for remembering spelling rules. (Repeatable: May be taken four times only.)

### **GENST 126R—Study Techniques (1 unit)**

Individualized program of study for improvement in study skills such as note-taking, outlining, and test-taking. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 127—Vocabulary Learning (2 units)**

Students will learn strategies for learning specific vocabulary from assigned word lists as well as for acquiring new vocabulary independently.

### **GENST 128R—Writing (1 unit)**

Individualized program of study for the improvement of writing skills, ranging from basic sentence structure through simple essay format. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 150R—Remediation of Learning Disabilities (v.5-1.5 units)**

Individualized diagnosis and instruction for learning disabled students who meet diagnostic criteria. May include reading, writing, spelling, arithmetic, reasoning, or perceptual/motor skills. Prerequisite: Student must have completed Yuba College Learning Disability assessment and must meet state mandated scores and criteria. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 155—Introduction to Adaptive Computer Tech (0.5 unit)**

Adapted computer lab for disabled persons doing college course assignments. Prerequisite: Must be certified by DSP&S faculty as disabled, per State Law. Inappropriate for developmentally delayed, persons with degenerative nervous system disease, or those who can't function independently on campus. Must enroll in at least 6 units of vocational, academic, or basic skills courses.

### **GENST 156—Adaptive Computer Instruction (0.5 unit)**

Designed for persons with cognitive impairments as a result of brain injury, learning disability, or other disability. Inappropriate for developmentally delayed, persons with degenerative nervous system disease, or those who can't function independently on campus. Prerequisite: Must be certified by DSP&S faculty, per State Law. Must enroll in at least 6 units of vocational, academic, or basic skills courses.

### **GENST 170R—Basic Education (v1-4 units)**

Provides basic communication and computational skills; enables handicapped students to learn and perform in an individualized, closely supervised program. May be repeated four times for a total of ten units or four hundred hours. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 172R—Real Life Math (1 unit)**

Developmental sequence of increasing difficulty in mathematical computations as they apply to real life situations focusing on addition, subtraction, multiplication, division, fractions, percentages, and decimals. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 173R—Understanding Word Problems (1 unit)**

Analysis and solution of mathematical problems, emphasizing math language, estimation, and word problems. Grades are CR/NC. (Repeatable: May be taken four times only.)



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## Programs and Courses

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### **GENST 174R—Basic Math Facts and Operations (3 units)**

Mastery of basic mathematical facts of addition, subtraction, multiplication, and division; basic operations with whole numbers; and addition and subtraction of like fractions. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **GENST 175R—Workforce Skills and Mathematics (3 units)**

Preparation for the GED Examination and review of basic skills needed to enter the workforce. Emphasis is on basic mathematics as well as personal development and specific job-related skills desired by employers. A course certificate and letter of recommendation for potential employers will be issued upon successfully completing the course. (Repeatable: May be taken four times only.)

### **GENST 180—Reading and Writing Development (3 units)**

Emphasis on developing an understanding of sentence, paragraph, and short passage structure. Basic grammar and mechanics are also reviewed. Not open for credit to student with credit in ENGL 180.

### **GENST 251—Academic Evaluation (0.5 unit)**

Designed for students who wish to pinpoint and understand their individual spectrum of learning aptitudes and current achievement levels. Not open to student with credit in GENST 151. Grades are CR/NC.

### **GENST 283R—Academic Skills in Mathematics (1 unit)**

Techniques for improving problem-solving in mathematics. Test preparation strategies for exams in the targeted companion math course are strongly emphasized. Enrollment in the targeted companion mathematics course required. (Repeatable: May be taken four times only.)

## Geography

### **GEOG 1—Physical Geography (3 units) (CAN GEOG 2) CSU/UC**

Physical earth, its processes, functions, and relationships; includes overview of land forms, weather, climate, vegetation, and soils. (L)

### **GEOG 2—Cultural Geography (3 units) (CAN GEOG 4) CSU/UC**

Survey of human populations and their relationship with the physical environment; past and present development of cultures.

## Geology

### **GEOL 10—Introduction to Geology (3 units) CSU/UC UC-Unit Limit**

Earth, its materials, structures, and the processes that have and are shaping it; includes an overview of land forms, oceans, and plate tectonics, and their relationships. Not open for credit with credit in GEOL 10L. (L)

### **GEOL 10L—Physical Geology (4 units) (CAN GEOL 2) CSU/UC UC-Unit Limit**

Earth, its materials, structures, and the processes that have and are shaping it; includes overview of landforms, oceans, plate tectonics, and their relationships. Includes laboratory experience. Not open for credit to student with credit in GEOL 10. (L)

### **GEOL 11L—Historical Geology (4 units) CSU/UC**

Geologic history of the earth; physical development; fossil evidence through time; concepts processes, structures, and patterns. (L)

## German

### **GERMN 1—Beginning German (4 units) CSU/UC**

Development of a basic knowledge of the language in the areas of reading, writing, speaking, and understanding. Oral skills are reinforced through work in the language laboratory. (L)

### **GERMN 2—Beginning German (4 units) CSU/UC**

Second semester beginning German which continues to develop basic knowledge of the language in the areas of reading, writing, speaking, and understanding. Oral skills are reinforced through work in the language laboratory. Prerequisite: GERMN 1.

### **GERMN 3—Intermediate German (4 units) CSU/UC**

Development of proficiency in reading and speaking German, using short stories, films, speeches and poetry. Continued emphasis on cultural and historical aspects of the land and language. Prerequisite: GERMN 1 and 2 or equivalent. (L)

### **GERMN 4—Intermediate German (4 units) CSU/UC**

Development of proficiency in reading and speaking German using short stories, films, speeches and poetry; continued emphasis on cultural and historical aspects of the land and language. Prerequisite: GERMN 3.

## Programs and Courses

# Health Education

### HLTH 1—Health and Life Style Choices (3 units)

CSU/UC

Wellness, functioning optimally, and promoting healthy behavior changes; topics will explore diet, exercise, stress, CVO, cancer, substance abuse, sexually transmitted diseases, and analysis of available health information. (L)

### HLTH 4—Psychosocial Health (3 units)

CSU

Explores how attitudes and emotions affect physical health along with emotional health. Additionally how psychosocial health can play a role in prevention of disease. This class presents current research on the link between the mind and the body. (L)

### HLTH 13—Nutrition and Life Fitness (3 units)

CSU/UC UC-Unit Limit

Analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness; individualized physical assessment, exercise prescription, and nutritional analysis completed by each student. Not open for credit to student with credit in FCS 11. (L)

### HLTH 95JR—Stress Management (0.5 unit)

Cause-and-effect factors of stress, and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

# History

## HISTORY

(Associate in Arts)

Units

### Select 18 units from the following:

HIST 4A, 4B, 7, 8, 11, 14, 15, 16A, 16B, 17A, 17B, 29; ANTHR 2; ECON 1A, 1B; PHIL 12; SOCIL 1

Total units required for degree major ..... 18

### HIST 4A—Western Civilizations (3 units) (CAN HIST 2)

CSU/UC UC-Unit Limit

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) (CAN HIST 4)

CSU/UC UC-Unit Limit

Historical survey of major elements of the western experience from the 18th Century to the present, including major political, economic, and social developments that have revolutionized the modern mode of human existence. (L)

(NOTE: CAN HIST SEQ A = HIST 4A + 4B)

### HIST 5A—World Civilizations (3 units)

CSU/UC UC-Unit Limit

Survey of the experience of all peoples with vastly different cultures inhabiting a single globe; emphasizes the interaction of humans with the environment based on experience, knowledge, and technology; includes economic, social, religious, and political systems to 16th Century. (L)

### HIST 5B—World Civilizations (3 units)

CSU/UC UC-Unit Limit

The experience of all the world's people from the early modern era to the present; Emphasis on the interaction of people with the environment based on the development of technology; conflict with traditional systems and new(er) orders. (L)

### HIST 7—Indians of North America (3 units) CSU/UC

Survey history of Indians of United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to student with credit in NATAM 7. (L)

### HIST 8—California History (3 units)

CSU/UC

Survey history of California from Native American cultures through Spanish, Mexican, and American periods to present; includes California government; some emphasis on local history. (L)

### HIST 11—The World in the 20th Century (3 units)

CSU/UC

Survey of the major political, social, economic, and cultural developments in the world during the 20th Century. (L)

### HIST 14—Asian-American History (3 units)

CSU/UC

Chronological study of the Asian-Americans from early immigrants to recent arrivals; emphasis on Chinese, East Indian, Japanese, Korean, Filipino Americans, Korean Americans, and Boat People (Cambodians, Laotians, and Vietnamese). Not open for credit to student with credit in ASIAN 14. (L)

### HIST 15—Mexican-American History (3 units) CSU/UC

Historical development of Mexican-Americans from Mexican origins, settlement in the United States, to the present time. Emphasis is given to the pre-Columbian setting, the indigenous heritage, European conquest and legacy, distinctive colonial institutions, and the growth of independence movements in the United States and Mexico. Major political, social, economic, and cultural factors will be presented, focusing on the roles played by diverse peoples and cultures who shared in the development of the United States and Mexico. Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 15 and POLSCI 1 are completed.(L)

### HIST 16A—Afro-American History to 1865 (3 units)

CSU/UC UC-Unit Limit

Survey of Afro-American history from pre-colonial period to the Civil War. (L)

### HIST 16B—Afro-American History (3 units)

CSU/UC UC-Unit Limit

Survey of Afro-American history from Civil War to present.(L)

# Programs and Courses

## **HIST 17A—United States History (3 units)** **(CAN HIST 8) CSU/UC UC-Unit Limit**

Political, social, and economic history of the United States from pre-colonial times through Reconstruction (1877). (Also satisfies Government(s)/Constitution(s) portion when both 17A and 17B are completed.) Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17A and POLSCI 1 are completed. (L)

## **HIST 17B—United States History (3 units)** **(CAN HIST 10) CSU/UC UC-Unit Limit**

Political, social, and economic history of the United States from the Industrial Revolution to the present. Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSCI 1 are completed. (L)

## **HIST 20A—Environmental History of Yuba-Sutter (1 unit)** **CSU**

History of the local Yuba-Sutter area with emphasis on the environment and the impact of change on society. Grades are CR/NC. (L)

## **HIST 20B—The Gold Rush on the Yuba River (1 unit)** **CSU**

Explore the singular, most important historical event in California's history; examine the cities, towns, and camps that sprang up virtually over night; learn the techniques of gold-panning, placer mining, and hydraulic mining methods used to extract gold from the rivers and streams of Gold country; recognize the consequences of the Gold Rush that affect life today. Grades are CR/NC. (L)

## **HIST 20C—History of California Missions (1 unit)** **CSU**

Survey the history of California missions from their founding to the end of the era. The impact of the missions is examined both from the Hispanic and Native American perspective. A field trip to Mission San Juan Bautista may be included in the course. Grades are CR/NC. (L)

## **HIST 20D—Life on a California Rancho (1 unit)** **CSU**

Explore another chapter in the rich, colorful history of California with a study of the Mexican Era, 1821-1846. Grades are CR/NC. (L)

## **HIST 29—Women in American History (3 units)** **CSU/UC**

General introduction to the history of women in America from colonial times to the present. Emphasis on the changing political, economic, social, and ethnic history. Not open for credit to student in WOMEN 29. (L)

# Human Services

The two-year Human Services program was created to meet an increasing need for paraprofessional and volunteer human services generalists. The program is specifically designed to:

- Prepare for employment as Human Service counselors, workers, and aides in areas of welfare, vocational rehabilitation, mental health, chemical dependency, and education.
- Provide transfer students with a lower division human service applied education in substance abuse counseling. Students should check with receiving university for transfer acceptance of lower division occupational classes.
- Provide additional training and skills to paraprofessionals and volunteer human service workers enabling them to more effectively meet human services needs.

## **HUMAN SERVICES** **(Associate in Science)**

	Units
HUSEV 10 Introduction to Human Services .....	3
PSYCH 1A General Psychology .....	3
PSYCH 33 Personal/Social Adjustment .....	3
SOCIL 1 Introduction to Sociology .....	3
SOCIL 2 Social Problems .....	3
SOCIL 10 Sociology of Marriage .....	3
SPECH 7 Interpersonal Communication .....	3
<b>Total units required for degree major .....</b>	<b>21</b>
Additional Recommended Courses	
AJ 31 Criminal/Delinquent Behavior .....	3
AJ 33 Introduction to Correctional Counseling .....	3
ASIAN 14 Asian-American History .....	3
EDUC 1 Introduction to Teaching .....	3
FCS 31 Child, Family, Community .....	3
LARAZ 1 Introduction to Chicano Studies .....	3
PSYCH 40 Childhood/Adolescence .....	3

## **CHEMICAL DEPENDENCY AWARENESS** **(Associate in Science)**

	Units
HUSEV 10 Introduction to Human Services .....	3
HUSEV 20 Introduction to Chemical Dependency Studies .....	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction .....	3
HUSEV 22 Intro to Development/Progression of Addictive Patterns of Behavior .....	3
Electives ( <i>select 6 units from the lists below</i> ) .....	6
<b>Category I –</b>	
<b>All count toward elective requirement</b>	
HUSEV 30 Adult Children of Alcoholics .....	1
HUSEV 31 Family Treatment Approaches .....	1
HUSEV 32 Relationship Addiction/Co-Dependency .....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior .....	1
HUSEV 34 Gender Differences Related to Substance Abuse .....	1
HUSEV 35 Addiction and Domestic Violence .....	1
HUSEV 36 Chemical Dependency Prevention in Schools .....	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs .....	1
<b>Category II – Only 3 units count toward elective</b>	
PSYCH 1A General Psychology .....	3
SOCIL 1 Introduction to Sociology .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

# Programs and Courses

## CHEMICAL DEPENDENCY AWARENESS (Certificate of Training)

Required	Units
HUSEV 20 Introduction to Chemical Dependency Studies .....	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction .....	3
HUSEV 22 Intro to Development/ Progression of Addictive Patterns of Behavior .....	3
Electives (select 6 units from Categories I or II following) .....	6
<b>Category I –</b>	
<b>All count toward elective requirement</b>	
HUSEV 30 Adult Children of Alcoholics .....	1
HUSEV 31 Family Treatment Approaches .....	1
HUSEV 32 Relationship Addiction/Co-Dependency .....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior .....	1
HUSEV 34 Gender Differences Related to Substance Abuse .....	1
HUSEV 35 Addiction and Domestic Violence .....	1
HUSEV 36 Chemical Dependency Prevention in Schools .....	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs .....	1
<b>Category II –</b>	
<b>Only 3 units count toward certificate</b>	
HUSEV 10 Introduction to Human Services .....	3
PSYCH 1A General Psychology .....	3
SOCIL 1 Introduction to Sociology .....	3
<b>Total units required</b> .....	<b>15</b>

## CHEMICAL DEPENDENCY COUNSELOR (Associate in Science)

	Units
HUSEV 20 Introduction to Chemical Dependency Studies .....	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction .....	3
HUSEV 22 Intro to Development/Progression of Addictive Patterns of Behavior .....	3
HUSEV 23 Basic Law/Ethics for Chem. Dep. Couns. ....	3
HUSEV 24 Case Management/Psychopathology .....	3
HUSEV 25 Basic Chemical Dependency Counseling .....	3
*HUSEV 26A AND 26B Supervised Field Work Practicum (Internship) .....	7
<b>Total units required for degree major</b> .....	<b>25</b>
*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.	

## CHEMICAL DEPENDENCY COUNSELOR (Certificate of Completion)

Required	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
<b>Category I – 3 units required</b>	
HUSEV 30 Adult Children of Alcoholics .....	1
HUSEV 31 Family Treatment Approaches .....	1
HUSEV 32 Relationship Addiction/Co-Dependency .....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior .....	1
HUSEV 34 Gender Differences Related to Substance Abuse .....	1
HUSEV 35 Addiction and Domestic Violence .....	1
HUSEV 36 Chemical Dependency Prevention in Schools .....	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs .....	1
<b>Category II – 3 units required</b>	
HUSEV 10 Introduction to Human Services .....	3
PSYCH 1A General Psychology .....	3
SOCIL 1 Introduction to Sociology .....	3
<b>Total units required</b> .....	<b>31</b>

\*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.

## SUBSTANCE ABUSE COUNSELOR – Information (not a degree)

Certification is by the *California Certification Board of Alcohol and Drug Counselors*. Extensive internships beyond the Yuba College Chemical Dependency Counselor Program are required for State Certification. The value of the Yuba College program of instruction is to:

1. Qualify for additional internships; and
  2. Qualify for entry-level non-certified employment.
- The required internships defined below are usually completed during employment and do accept 255 hours of the Yuba College practicum toward completion.

Certification Designation	Required Internship Hours
Certified Alcohol/Drug Counselor .....	6,000
Certified Alcohol Counselor .....	4,000
Certified Drug Counselor .....	4,000



# Programs and Courses

## **HUSEV 10—Introduction to Human Services (3 units) CSU**

Survey of human services and social work; exploration of helping skills applied to such human problems as poverty, parenting, education, substance abuse, illness, and mental health. (L)

## **HUSEV 11—Understanding Diverse Racial & Ethnic Cultures (3 units) CSU**

An understanding of human dynamics and differences between people of diverse racial, ethnic and gender backgrounds will be discussed. Designed to generate sensitivity and appreciation of differences, eliminate barriers that get in way of working with diverse populations and create a healthier and safer environment. (L)

## **HUSEV 20—Introduction to Chemical Dependency Studies (3 units) CSU**

Overview of major topics in the study of drug abuse and dependency, i.e. history, drugs of abuse, models of prevention, addiction and treatment, and local and national policy. (L)

## **HUSEV 21—Intro. to Physiological/Psychological Effects of Drugs of Addiction (3 units) CSU**

Introduction and overview focused on drug action and disposition of the major drugs of abuse; ethanol, marijuana, cocaine, amphetamines, PCP, LSD, and designer drugs. Drug testing and the *National Institute of Drug Abuse* guidelines will be discussed. (L)

## **HUSEV 22—Introduction to Development/Progression of Addictive Patterns (3 units) CSU**

Introduction to the causes and development of addiction and co-dependency; exploration of the process of denial, use of defense mechanisms, and the influences on the family. (L)

## **HUSEV 23—Basic Law/Ethics for Chemical Dependency Counselors (3 units) CSU**

Introduction to the legal/ethical responsibilities of the chemical dependency counselor, with emphasis on confidentiality and the legal concept of privilege. All federal/state laws regarding the counselor/client relationship, client's rights, child abuse reporting, etc., will be discussed; emphasis will be on the obligation of the counselors to the clients, their families, and society. (L)

## **HUSEV 24—Introduction to Case Management and Psychopathology (3 units) CSU**

Introduction to mental health problems which affect substance abuse. Focus on the techniques of interviewing, case conceptualization, treatment planning, case management, and relapse control in chemical dependency counseling; familiarization with DSM IV-R and system of diagnosis approved by the *American Psychiatric Association*, including differential diagnosis, prognosis, and associated features. (L)

## **HUSEV 25—Basic Chemical Dependency Counseling (3 units) CSU**

Broad overview of the counseling methods used in the treatment of alcohol/drug dependency. An introduction to counseling theories and techniques used in the treatment; i.e., psychodynamic, behavioral, multimodal, client centered, and couples counseling. Actual case histories will be analyzed. (L)

## **HUSEV 26A—Supervised Field Work Practicum (2 units) CSU**

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field, and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselors* requirements.

## **HUSEV 26B—Supervised Field Work Practicum (5 units) CSU**

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselor* requirements. Prerequisite: HUSEV 25 and 26A, or 55 and 56.

## **HUSEV 28—Legal and Ethical Aspects of the Human Services (3 units) CSU**

Introduction to the legal and ethical responsibilities of the Human Services worker with emphasis on confidentiality and the legal concept of privilege. All federal and state laws regarding the worker/client relationship will be discussed. (L)

## **HUSEV 30—Adult Children of Alcoholics (1 unit) CSU**

Exploration of techniques, concepts, and behavioral guidelines for identifying the consequences of parental alcoholism/addiction; principles of modeling, shaping, reinforcement, and extinction of dysfunctional behavioral patterns learned in childhood will be described. (L)

## **HUSEV 31—Family Treatment Approaches (1 unit) CSU**

Examination of the systems approach in chemical dependency counseling as it relates to dysfunctional, addictive families. (L)

## **HUSEV 32—Relationship Addiction/Co-dependency (1 unit) CSU**

Identification of co-dependent behavior and the effects of these behaviors on relationships; assessment of healthy vs. unhealthy relationships on a continuum. (L)

## **HUSEV 33—Self Awareness: Key to Non-Addictive Behavior (1 unit) CSU**

Emphasis on techniques to build a healthy relationship with oneself as fundamental for releasing addictive behavior patterns. (L)

## **HUSEV 34—Gender Differences Related to Substance Abuse (1 unit) CSU**

Exploration of the socialization process for females and males as it relates to the development of addictive behavior; the differences in societal views and treatment issues. (L)

## **HUSEV 35—Addiction and Domestic Violence (1 unit) CSU**

Overview of factors contributing to and eliciting explosive behavior responses in adults and children where substance abuse occurs in the home. (L)

## **HUSEV 36—Chemical Dependency Prevention in School (1 unit) CSU**

Discussion of how parents, students, school systems, and communities can achieve a drug-free community; activities at the elementary and secondary level; appropriate for all concerned about chemical dependency in schools; explores implementation of current models of prevention, and prevention strategies as applied to the school system. (L)

# Programs and Courses

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**HUSEV 37—Drug-Free Workplace: Employee Assistance Programs (1 unit)****CSU**

Awareness and understanding of chemical dependency in the workplace; principles that staff can use in dealing with chemical dependency and job performance. (L)

**HUSEV 38—The Child Welfare Services System (1 unit)****CSU**

Studies the relevant history, concepts, principles, and practices of child welfare; examines theories and interventions for child maltreatment from a human service/social work perspective; provides understanding of and training for the child welfare services system, including its interaction with the juvenile court processes; prepares for entry-level positions with many county child protective services departments. Grades are CR/NC. (L)

## Humanities

Humanities is the study of making connections, a quest for understand “life in all of its manifestations.” Art, sculpture, architecture, myth, religion, music, philosophy, and literature all provide a mirror to reflect the characteristics of a culture, its values, themes, and visions. Each is part of the web of life, giving insight into the totality.

Humanities seeks to explore the vital creativity and instinct of artists who brought about new insights in emerging cultures, the creative geniuses that helped to forge innovative ideas and modes of understanding, the creation and focus of religions that tapped the depths of the human spirit, philosophies and modes of thinking that shaped the consciousness of humankind, and the architecture that brought new ideas to form.

**HUMAN 3—Music Appreciation (3 units)****CSU/UC**

Study of music in relation to the humanities; music and composers of the Western World from Medieval through the 20th Century. Not open for credit to student with credit in MUSIC 3. (L)

**HUMAN 5—Art Appreciation (3 units)****CSU/UC**

Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in ART 5. (L)

**HUMAN 10—Introduction to Western Humanities (3 units)****CSU/UC**

Exploration through integration of the arts, architecture, music, philosophy, and history from the Greeks through the Renaissance. (L)

**HUMAN 11—Art, Literature, and Music in Humanities (3 units)****CSU/UC**

Art, literature, and music in the humanities, from the Renaissance through the 20th Century. (L)

**HUMAN 12—Jazz Appreciation (3 units)****CSU/UC**

General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit to student with credit in MUSIC 12. (L)

**HUMAN 15—Popular Music in the United States (3 units)****CSU/UC**

Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, song writing, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in MUSIC 15. (L)

**HUMAN 16—World Music (3 units)****CSU/UC**

Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in MUSIC 16. (L)

**HUMAN 17—Music as Culture (3 units)****CSU/UC**

A search of better understanding of what give music meaning. Explorations into multiple genres, including classical, rock, rap, folk, Latino and world music with an emphasis on the nature of sound, meaning, diversity, performance and value judgments. Not open for credit to student with credit in MUSIC 17. (L)

**HUMAN 20—Introduction to World Myth (3 units)****CSU/UC**

Four functions of myth analyzes ethnic and universal messages of myth; explore life's great themes across many cultures, including birth, death, dependence, independence, love, and growth. (L)

**HUMAN 26A—Women in Art I (3 units)****CSU/UC**

Role of women as artists in the Western World, beginning in the Middle Ages, and concluding in the Twentieth Century art world. Not open for credit to student with credit in ART 3A or WOMEN 26A. (L)

**HUMAN 26B—Women in Art II (3 units)****CSU/UC**

The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in ART 3B or WOMEN 26B. (L)

**HUMAN 31—Asian-American Humanities and Cultures (3 units)****CSU/UC**

Survey of Asian-American cultures, including religions, traditions, and some highlights of history. Not open for credit to student with credit in ASIAN 31. (L)

**HUMAN 32R—Film Studies: Focus on ... (3 units)****CSU/UC**

Study of a particular director/artist, genre, or national cinema. Students view and discuss full-length feature films; topic to be specified in class schedule. (Same as ENGL 32R, THART 32R) (Repeatable: May be taken four times only.)

**HUMAN 33—History of Film (3 units)****CSU/UC**

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in ENGL 33 or THART 33. (L)

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## Programs and Courses

**HUMAN 34—Introduction to Film (3 units)** *CSU/UC*  
Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit to student with credit in ENGL 34 or THART 34. (L)

**HUMAN 48G—American Cinema (2 units)** *CSU*  
Film studies telecourse that explores how Hollywood films work technically, artistically, and culturally; exploration of the deeper significance of genres and the social and psychological effect of films on society. Not open for credit to student with credit in ENGL 48G or THART 48G.

**HUMAN 48H—Introduction to Hitchcock (1 unit)** *CSU*  
Primer on the art of director Alfred Hitchcock, including viewing films and discussions of his common themes, motifs, plots. Not open for credit to student with credit in ENGL 48H or THART 48H. (L)

**INFORMATION TECHNOLOGY** (see Business)

## Interior Design

**INTD 20—Fundamentals of Interior Design (3 units)** *CSU*  
Study and application of design principles and elements; influences of historical, cultural, and functional design factors; the selection and arrangement of interior furnishings and materials; overview of career options in Interior Design included. Not open for credit to student with credit in ART 28 or FCS 28. (L)

**INTD 26—Beginning Interior Design Studio (3 units)** *CSU*  
Basic drawing and presentation techniques for interior designers; development of floor plans, furniture arrangements, and elevations for interior space planning and presentation; both mechanical and freehand drawing will be used; presentation boards and other methods of presentation explored. Prerequisite: None; INTD 20 or concurrent enrollment recommended.

## Internship

**INTRN 46R—Internship (v1-8 units)** *CSU*  
Cooperative effort between the College and the professional community to provide real-world experience in the student's major field. A maximum of 16 units can be earned with an 8-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for work experience classes or other internship classes during the same semester. (L) Grades are CR/NC.

**LA RAZA STUDIES** (see Ethnic Studies)

**LEARNING ASSISTANT** (see General Studies)

**LEARNING SKILLS** (see General Studies)

**MANAGEMENT AND SUPERVISION** (see Business)

## Programs and Courses

# 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 Machine, Welding, and related technologies. These experiences will enable the technician to enter industry with problem-solving skills in design, production planning, materials handling, quality control, inspection, and programming with computer-aided controls.

### MANUFACTURING TECHNOLOGY (Associate in Science)

	Units
MFGT 20 Principles of Machine Shop .....	3
MFGT 38 Manufacturing Processes .....	3
MFGT 60R Problems in Manufacturing Technology .....	2
MEASR 35 Metrology .....	2
METAL 31 Arc Welding .....	2
<b>Plus fifteen additional units selected from courses listed below .....</b>	<b>15</b>
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
CWEE 45R Occupational Work Experience .....	3
ELECT 46 Industrial Electronics .....	4
MFGT 10 Computer Tech.-Cadkey 2D Cam OR 12 Computer Tech.-MetalSoft .....	3
MFGT 21 Intermediate Machine Shop .....	3
MFGT 24 OR 24L Introduction to Physical Metallurgy .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacturing .....	2
MEASR 16 Instrumentation .....	3
METAL 30 Gas Welding .....	2
METAL 83 Automatic/Inert Gas Welding .....	4
METAL 85 Structural Design/Fabrication .....	3
<b>Total units required for degree major .....</b>	<b>27</b>

### INDUSTRIAL MACHINIST (Associate in Science)

The industrial machinist program is designed to prepare the student for career opportunities in industry. This will be accomplished by organized specialized learning experiences which include theory, laboratory, and shop work as they relate to the planning, manufacturing, assembling, and testing of parts and mechanisms.

Required	Units
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 21 Intermediate Machine Shop .....	3
MFGT 24 OR 24L Introduction to Physical Metallurgy .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacturing .....	2
MFGT 60R Problems in Manufacturing Technology .....	2-5
MFGT 62R Advanced Machine Shop .....	3
MEASR 35 Metrology .....	2
METAL 30 Gas Welding .....	2
METAL 31 Arc Welding .....	2
<b>Total units required for degree major .....</b>	<b>31</b>

### INDUSTRIAL MACHINIST (Certificate of Completion)

	Units
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 21 Intermediate Machine Shop .....	3
MFGT 24 OR 24L Intro/Physical Metallurgy .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacturing .....	2
MFGT 60R Problems in Manufacturing Technology .....	2-5
MFGT 62R Advanced Machine Shop .....	3
MEASR 35 Metrology .....	2
METAL 30 Gas Welding .....	2
METAL 31 Arc Welding .....	2
<b>Total units required .....</b>	<b>31</b>

### PRECISION METALS—FABRICATION (Associate in Science)

A three-to-four semester program emphasizing production skills. The student should be willing to enter industrial employment with vocational skills applicable to manufacturing trades.

<b>First Semester (Fall)</b> .....	Units
MFGT 10 Computer Technology-Cadkey 2D Cam .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 38 Manufacturing Processes .....	3
METAL 83 Automatic/Inert Gas Welding .....	4
<b>Second Semester (Spring)</b> .....	
MFGT 12 Computers in Technology-MetalSoft .....	3
MFGT 39 Computer Integrated Manufacturing .....	3
MFGT 42 Robotic Systems .....	2
MFGT 60R Problems in Manufacturing Technology .....	2-5
METAL 85 Structural Design/Fabrication .....	3
<b>Total units required for degree major .....</b>	<b>26</b>



# Programs and Courses

## PRECISION METALS—FABRICATION (Certificate of Completion)

<b>First Semester (Fall)</b> .....	<b>Units</b>
APSCI 5R Windows for Technicians .....	1
MFGT 10 Computer Technology-Cadkey 2D Cam .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 38 Manufacturing Processes .....	3
METAL 83 Automatic/Inert Gas Welding .....	4
<b>Second Semester (Spring)</b> .....	
MFGT 12 Computers in Technology-MetalSoft .....	3
MFGT 42 Robotic Systems .....	2
MFGT 39 Computer Integrated Fabrication .....	3
MFGT 60R Problems in Manufacturing Technology .....	2-5
Electives .....	6
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
AUTO 76 Automotive Body Refinishing .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MEASR 35 Metrology .....	2
CWEE 45R Occupational Work Experience .....	3
<b>Total units required</b> .....	<b>30</b>

## TOOL PROGRAMMING, NUMERICAL CONTROL (*Associate in Science*)

	<b>Units</b>
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 24 OR 24L Introduction to Physical Metallurgy .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacturing .....	3
MFGT 60R Problems in Manufacturing Technology .....	2-5
MFGT 62R Advanced Machine Shop .....	3
MEASR 35 Metrology .....	2
METAL 83 Auto. & Inert Gas Welding .....	4
<b>Total units required for degree major</b> .....	<b>29</b>

## TOOL PROGRAMMING, NUMERICAL CONTROL (*Certificate of Completion*)

	<b>Units</b>
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 24 OR 24L Introduction to Physical Metallurgy .....	3
MFGT 34R Computer Numerical Control .....	3
MFGT 35 Computer-Aided Manufacturing .....	3
MFGT 60R Problems in Manufacturing Technology .....	2-5
MFGT 62R Advanced Machine Shop .....	3
MEASR 35 Metrology .....	2
METAL 83 Automatic and Inert Gas Welding .....	4
<b>Total units required</b> .....	<b>29</b>

**MFGT 20—Principles of Machine Shop (3 units) CSU**  
Basic set-up and operation of the engine lathe, vertical milling machine, drilling machines, bandsaws, and grinding machines; emphasis also focuses on precision measurement, including tooling selection for above machine tools and introduction to computer numerical controlled milling.

**MFGT 21—Intermediate Machine Shop (3 units) CSU**  
Emphasis on intermediate-level machine shop, centers on the set-up and operation of the horizontal milling machine, surface grinder, vertical mill, lathe, tool and cutter grinder, precision layout, and safety practices. Machines will be used to develop intermediate-level skills in gear cutting, turning, milling, indexing, and dividing, rotary table band machining, and grinding tools. Production of a tool involving bartstock, extrusions, castings, and weldments will also be emphasized.

**MFGT 24—Introduction to Physical Metallurgy (3 units) CSU**  
Mechanical testing, metal structure, and metallurgical examination; including the production of metals and alloys as well as metallurgical problems. Not open for credit with credit in APSCI 24 or 24L or MFGT 24L. (LM)

**MFGT 24L—Introduction to Physical Metallurgy (3 units) CSU**  
Metal structure, mechanical testing and metallurgical examination, including the historical and modern application and use of metals. Not open for credit to student with credit in APSCI 24 or 24L, or MFGT 24. (LM)

**MFGT 34R—Computer Numerical Control (3 units) CSU**  
Programming computer numerically controlled machine tools and processes; emphasis on manual programming with the word address format, making moves in linear, circular, and helical interpolation. (Repeatable: May be taken four times only.)

**MFGT 35—Computer Aided Manufacturing (2 units) CSU**  
Set-up and use of Computer Aided Manufacturing (CAM) system (Bridgeport type) for part production on a Bridgeport Computer Numerical Control (CNC) vertical machine center; emphasis will be on design of parts using different geometric layouts.

**MFGT 38—Manufacturing Processes (3 units) CSU**  
Manufacturing material cold-form processing, sheet metal and metal coating and finishing; layout and bench forming technique, mechanical forming, press brake bending; relation of computer control, shop orders, quoting, and shop travelers; mechanical fasteners and production technique.

**MFGT 39—Computer Integrated Fabrication (3 units) CSU**  
Intermediate course emphasizing computer (CNC) control of production assembly fabrication; direct manufacturing of CNC punch and press operation on Amada RG 35 Brake and Aries 245 Punch; manual data input on machine controller and shop computer; download and input 2D Amada and Metalsoft files while producing small assemblies for shop orders. Prerequisite: MFGT 10 or 12, or concurrent enrollment.

**MFGT 60R—Problems in Manufacturing Technology (v.5-2 units)**  
Analysis of special problems not offered in the general curriculum. Allows for further study in specialized areas of manufacturing technology, metalworking/welding, and measurement science. (Repeatable: May be taken four times only.)

**MFGT 62R—Advanced Machine Shop (3 units)**  
Advanced machine shop processes and techniques that involve the set-up and use of tracer lathes, electrical discharge machines, and turret lathes; emphasis also in tool and cutter grinding, as well as traditional machine tools and their operation. (Repeatable: May be taken four times only.)

**MFGT 63—Machine Construction and Repair (3 units)**  
Practical machine construction from casting, rolled plates, and bar products. Design theory and principles of machine construction and repair. Emphasis will be placed upon the construction of a machine using standard practices of machine casting and welding that conform to dimensions and tolerances set forth by a drawing.

# Programs and Courses

## Metalworking-Welding

### METALWORKING/WELDING (Associate in Science Degree)

First Year	Units
MFGT 10 Computer Technology-Cadkey 2D Cam .....	3
MFGT 20 Principles of Machine Shop .....	3
*METAL 30 Gas Welding .....	2
*METAL 31 Arc Welding .....	2
METAL 83 Automatic/Inert Gas Welding .....	4
<b>Second Year</b>	
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
DRAFT 30 Introduction to Drafting Technology .....	3
MFGT 24 Intro/Physical Metallurgy .....	3
MFGT 38 Manufacturing Processes .....	3
MFGT 60R Problems in Manufacturing Tech. ....	2
METAL 85 Structural Design/Fabrication .....	3
<b>Total units required for degree major .....</b>	<b>31</b>

### COMBINATION WELDING (Certificate of Completion)

	Units
APSCI 22 Hydraulics ( <i>Fluid Power</i> ) .....	3
MFGT 10 Computer Technology-Cadkey 2D Cam .....	3
MFGT 20 Principles of Machine Shop .....	3
MFGT 24 OR 24L Intro/Physical Metallurgy .....	3
MFGT 60R Problems in Manufacturing Tech. ....	4
*METAL 30 Gas Welding .....	2
*METAL 31 Arc Welding .....	2
METAL 83 Automatic/Inert Gas Welding .....	4
METAL 85 Structural Design/Fabrication .....	3
<b>Total units required .....</b>	<b>27</b>

\*Students are required to pay for their own qualifying examination.

### COMBINATION WELDING (Certificate of Training)

	Units
METAL 30 Gas Welding .....	2
METAL 31 Arc Welding .....	2
METAL 82 Production Welding .....	4
METAL 83 Automatic/Inert Gas Welding .....	4
<b>Total units required .....</b>	<b>12</b>

**METAL 30—Gas Welding (2 units) CSU**  
Gas welding processes: background, safety, applications and methods of operation; welding, burning, brazing and soldering.

**METAL 31—Arc Welding (2 units) CSU**  
Basic theory, practice and operation of manual arc welding; including joints, positions, electrode identification, operation of transformer and generator welders.

### METAL 82—Advanced Production Welding (4 units)

Advanced welding processes used in construction, fabrication, and repair weld industries; special cutting techniques, D.C. shielded arc, short arc, and entry flux core principles; fix-up and distortion control on structure and tubular welding; welder certification, physical testing, and inspection. (LM)

### METAL 83—Automatic and Inert Gas Welding (4 units)

Introduction to TIG, MIG, plasma automatic welding processes; heliarc, wire welding, plasma arc cutting and welding, electronic operation, application of processes, exotic metal and alloy welding.

### METAL 83A—Gas Tungsten Arc Welding (2 units)

Explores tungsten inert gas (HELIARC) weld applications including lecture/demonstration on stainless and aluminum. Not open for credit to student with credit in METAL 83.

### METAL 83B—Gas Metallic Arc Welding (2 units)

Explores Gas Metallic Arc Welding (G.M.A.W) (short arc Metallic Inert Gas welding) weld applications including lecture/demonstration on mild steel sheet metal and plate material. Not open for credit to student with credit in METAL 83. Corequisite: METAL 30 or 31 recommended.

### METAL 85—Structural Design and Fabrication (3 units)

Structural weld design and fabrication of weldments; operation of mechanized iron workers, tubular benders, and press brake operations; computer design, analysis, and product process planning.

### METAL 88R—Welding Technical Problems (1 or 1.5 or 2 or 2.5 or 3 units)

Individualized instruction of special topics; including weld testing and certification, industry standards, A.N.S., A.P.I., A.S.M.E., research or special welding processes and projects. Prerequisite: METAL 82. (Repeatable: May be taken four times only.)

### METAL 90—Welding, Maintenance and Repair (1.5 units)

Introduction to the fundamental skills common to the welding service and repair industry; specialty filler materials which may be used for repair weld procedures.

## MARKETING (see Business)

# Mass Communications

## MASS COMMUNICATION

### (Associate in Arts)

	Units
MCOMM 2 Introduction to Mass Communication .....	3
MCOMM 4 Studio Video Production .....	3
MCOMM 6 Sound Recording and Production .....	3
MCOMM 8 Introduction to Media Writing .....	3
MCOMM 12A Film Making .....	3
MCOMM 12B Film Making .....	3
MCOMM 14R Advanced Studio Video Production .....	3
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Total units required for degree major .....</b>	<b>27</b>

## MASS COMMUNICATION

### (Associate in Science)

	Units
MCOMM 4 Studio Video Production .....	3
MCOMM 6 Sound Recording/Production .....	3
MCOMM 8 Introduction to Media Writing .....	3
MCOMM 12A Film Making .....	3
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

## MASS COMMUNICATION

### (Certificate of Training)

	Units
ART 31R Basic Photography .....	3
MCOMM 4 Studio Video Production .....	3
MCOMM 6 Sound Recording/Production .....	3
MCOMM 8 Introduction to Media Writing .....	3
MCOMM 12A Film Making .....	3
MCOMM 15R Field Video Production .....	3
MCOMM 17R Television Remote Production .....	3
<b>Minimum units to total .....</b>	<b>21</b>

### MCOMM 2—Introduction to Mass Communications (3 units) CSU/UC

Survey of the principles, functions, and services of media in an information and communication oriented society; emphasis on history, economics, technologies, and the process of communication, as well as the social impact of print media, broadcasting, and motion pictures. (L)

**MCOMM 4—Studio Video Production (3 units) CSU**  
Semi-technical operation and creative use of television studio equipment; techniques of production, use of cameras, lighting, sound, titling, and video recording. Not open to student with credit in MCOMM 14A. (L)

**MCOMM 5—Electronic Movie Making (3 units) CSU/UC**  
Introduction to electronic movie making; use of visual communication and personal experience to invoke emotion, to share ideas, and to construct persuasive visions of reality through electronic movie making. (L)

**MCOMM 6—Sound Recording and Production (3 units) CSU**  
Introduction to the tools and techniques of audio production: operation of audio control equipment for radio, television, film, and studio recordings. (L)

### MCOMM 8—Introduction to Media Writing (3 units) CSU

Introduction to the styles and script formats used in writing for the media; practice is provided in writing proposals, treatments, storyboards, features for newspapers, and scripts for radio, filmmaking, and television programs. (L) Recommendations: ability to work in a technical environment and operate audio/video equipment in the field. Prerequisite: ENGL 51 or 51L or eligibility for ENGL 1A.

**MCOMM 9—News Writing (2 units) CSU**  
Writing styles for newspaper, public relations and broadcast journalism. Includes video series that features 20 writers, editors and broadcasters. Explores on-the-job ethical challenges and media law. (L)

**MCOMM 11R—Basic Photography (3 units) CSU/UC**  
Exploration into basic camera operation and black and white processing and printing; history and development of photography; emphasis on personal expression; adjustable camera preferred. (L) (R1) (Repeatable: May be taken two times only.)

### MCOMM 12A—Film Making (3 units) CSU/UC UC-Unit Limit

Techniques of motion picture production; planning, writing, and producing short films with motion picture camera; animated sequences; understanding motion film as a creative art form. Laboratory hours devoted to location filming. (L)

### MCOMM 12B—Film Making (3 units) CSU/UC UC-Unit Limit

Advanced film making using 16mm motion picture cameras with an emphasis in content design, set up, and production of a feature, animated, or documentary film. Laboratory hours devoted to film production. Prerequisite: MCOMM 12A.

### MCOMM 14R—Advanced Studio Video Production (3 units) CSU

Advanced-technical operation and creative use of television studio equipment. Techniques of production, use of cameras, lighting, sound, titling, video recording, and video toaster effects. Prerequisite: MCOMM 4 or 14A. (Repeatable: May be taken four times only.)

**MCOMM 15R—Field Video Production (3 units) CSU**  
Advanced creative use of studio and electronic field video production. Includes scriptwriting, producing, directing, reporting, videography, and non-linear post production using industry level software. Corequisite: MCOMM 4 or 5, which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

### MCOMM 17R—Television Remote Production (3 units) CSU

Introduction to electronic field production while using multiple cameras to produce live or videotaped events, such as, football and basketball games, volleyball, theatre events, drama and musicals. The course is progressive in nature and may provide an expanded educational experience when repeated. Much of class time is devoted to "on location" production. (Repeatable: May be taken four times only.)

### MCOMM 19—News Writing and Reporting (3 units) CSU/UC

Recognizing, gathering, and writing the news in accepted journalistic style; learning to conduct personal interviews and cover speeches, meetings, and other events; understanding the legal and ethical issues related to reporting; emphasis on language and style, accuracy in news gathering, and research and organization of various types of stories. Prerequisite: ENGL 51L or eligibility for ENGL 1A. (L)

# Programs and Courses

## **MCOMM 20LR—Newspaper Production (3 or 4 units)** **CSU**

Production of the Yuba College newspaper; become familiar with all phases of newspaper production, including reporting, writing, editing, photography, advertisement marketing, and desktop publishing. Editor positions assigned to those demonstrating initiative, leadership, and superior writing skills. Corequisite: ENGL 19 or MCOMM 19 or MCOMM 8 or prior completion of one of these classes. (L) (Repeatable: May be taken four times only.)

## **MCOMM 25R—Mass Communications Field Experience (v1-6 units)** **CSU**

Broadcast media production experience (including journalism) at a radio, newspaper, or media production facility under the supervision of college instructor and media professional; development of real world experience within major. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MCOMM 30—Library Info Systems and the Internet (0.5 unit)** **CSU**

Introduction to modern library electronic information systems and the Internet, including on-line subscription services. Hands-on Internet and world wide web experiences; basic research techniques for locating and retrieving information in support of the curriculum. Grades are CR/NC. (L)

## **MCOMM 295—Home/Business Videography (0.5 unit)**

Designed for the non professional "video buff" that would like to learn how to shoot 1/2" VHS video for home or business. Participants will learn field shooting to include: scripting, lighting, and sound. In addition, students will learn to assemble and insert edit material into continuity style video programs. Grades are CR/NC.

# Mathematics

## **MATHEMATICS** **(Associate in Science)**

	Units
MATH 1A First Year Calculus .....	4
MATH 1B First Year Calculus .....	4
MATH 2A Second Year Calculus .....	4
MATH 3 Linear Algebra .....	3
MATH 25 Finite Math OR	
STAT 1 Introduction to Statistical Methods OR	
MATH 10 Liberal Arts Math OR MATH 51 Plane Geometry .....	3-4
<b>Total units required for degree major .....</b>	<b>18</b>

## **MATH 1A—First Year Calculus (4 units)** **CSU/UC** **(CAN MATH 18)**

Introduction to differential and integral calculus with applications. Prerequisite: MATH 21 or equivalent with a grade of "C" or better. MATH 7 is recommended. (LM)

## **MATH 1B—First Year Calculus (4 units)** **CSU/UC** **(CAN MATH 20)**

Continuation of MATH 1A, including transcendental functions, techniques of integration, indeterminate forms, improper integrals, sequences and series, and numerical methods. Prerequisite: MATH 1A with a grade of "C" or better. (LM)

**(NOTE: CAN MATH SEQ B = MATH 1A + 1B)**

## **MATH 2A—Second Year Calculus (4 units)** **CSU/UC** **(CAN MATH 22)**

Emphasis on the calculus of two and three variables, including topics from vector analysis, conics and polar coordinates. Prerequisite: MATH 1B with a grade of "C" or better. (LM) (Note: CAN Math SEQ C= Math 1A+1B+2A)

## **MATH 2B—Differential Equations (3 units)** **CSU/UC** **(CAN MATH 24)**

Topics in ordinary differential equations; various solutions to elementary differential equations; required for most Engineering majors. MATH 2A is recommended. Prerequisite: MATH 1B with a grade of "C" or better. (LM)

## **MATH 3—Linear Algebra (3 units)** **CSU/UC** **(CAN MATH 26)**

Topics in linear algebra including properties and applications of matrices, determinants, and linear transformations. Prerequisite: MATH 2A with a grade of "C" or better. (LM)

## **MATH 7—Pre-Calculus (4 units)** **CSU/UC**

Calculus-oriented coverage of geometry, algebra, and trigonometry, including elementary transcendental functions, conics, systems of equations, and mathematical induction; designed to prepare for MATH 1A. Prerequisite: MATH 52 and 21 with a grade of "C" or better. (LM)

## **MATH 9—Calculus for Business, Social and Life Science (3 units)** **(CAN MATH 34) CSU/UC UC-Unit Limit**

Topics of calculus including differentiation, integration, graphs, limits, and rates. Applications from economics, business, life science, and behavioral science. Not open for credit to student with credit in MATH 1A. Prerequisite: MATH 52 with a grade of "C" or better. (LM)

## **MATH 10—Liberal Arts Mathematics (3 units)** **CSU/UC**

Designed for student majoring in areas other than science, mathematics, or business to give appreciation and insight into structure and applications of math. Some typical topics, to be chosen by instructor, may include probability and statistics, sequences and series, population growth, graph theory, geometry and topology, number theory, history of math, finance math, voting methods and apportionment. Prerequisite: MATH 52 with a grade of "C" or better. (L)

## **MATH 15A—Concepts of Mathematics (3 units)** **CSU/UC UC-Unit Limit**

Designed for students who plan to become elementary school teachers. In-depth study of mathematical system with emphasis on problem-solving, real numbers, set theory, logic, number theory, and fundamental counting problems. Essays on topics of current interest to the teaching profession, class presentations, and a study of techniques and materials used in today's elementary school classroom will also be included. Prerequisite: MATH 52 with a "C" or better or equivalent. (LM)

## **MATH 15B—Concepts of Mathematics II (3 units)** **CSU/UC UC-Unit Limit**

Continuation of MATH 15A, including problem-solving, probability and statistics, measurement and the metric system, and geometry. Prerequisite: MATH 51 and 52. (LM)

## **MATH 21—Plane Trigonometry (3 units)** **CSU** **(CAN MATH 8)**

Trigonometric functions, fundamental formulas, identities, solution of triangles, and complex numbers. Prerequisite: MATH 52 or equivalent with a grade of "C" or better. (LM)



# Programs and Courses

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## **MATH 25—Finite Math (3 units) (CAN MATH 12)**

**CSU/UC**

Introductory study to include logic, set theory, matrices, vectors, linear programming, simplex algorithm, combinatorial techniques; and mathematics of finance. Applications from science, accounting, marketing, production, and personnel management as time allows. Prerequisite: MATH 52 or equivalent with a grade of "C" or better. (LM)

## **MATH 50—Elementary Algebra (3 or 4 units)**

Introductory algebra; topics include signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 with a grade of "C" or better or qualifying score on *Placement Examination*. (L)

## **MATH 51—Plane Geometry (3 units)**

Introductory plane geometry, the study of geometric relationships in the plane from an inductive and deductive viewpoint. Satisfies the university admission requirement of high school plane geometry. Prerequisite: MATH 50 or equivalent with a grade of "C" or better. (L)

## **MATH 52—Intermediate Algebra (3 or 4 units)**

Fundamental operations of algebra, linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. Prerequisite: MATH 50 or equivalent with a grade of "C" or better. (L)

## **MATH 110—Arithmetic for College Students (3 units)**

Whole numbers, fractions, mixed numbers, and decimals; concepts of prime and composite numbers and prime factorization; ratio, proportion, percent; rounding and estimating sums, differences, products, and quotients; applications and the reasonableness of answers are stressed; concepts, language usage, and reasoning skills are emphasized.

## **MATH 110A—Whole Numbers (1 unit)**

Calculation of sums, differences, products, and quotients using whole numbers; concepts of prime and composite numbers; prime factorization; exponential notation, ratios, proportions, rounding, and estimating answers; use of hand-held calculator; methods for solving word problems; mathematical vocabulary.

## **MATH 110B—Fractions and Mixed Numbers (1 unit)**

Calculation of sums, differences, products, and quotients using fractions and mixed numbers; conversion of mixed numbers to improper fractions and improper fractions to mixed numbers; exponentiation of fractions; use of fractions in ratios, proportions, and problem-solving; use of hand-held calculator; mathematical vocabulary.

## **MATH 110C—Decimals and Percents (1 unit)**

Calculation of sums, differences, products, and quotients using decimal numbers; concepts of exponential notation, ratios, proportions, rounding, estimating answers, and converting decimals and percents; use of hand-held calculator; methods for solving word problems involving decimals and percents; mathematical vocabulary.

## **MATH 111—Prealgebra (3 units)**

Seeks to develop algebraic thinking. Topics include: operations on the rational numbers; exponents; the order of operations; the real numbers and their decimal number representation; the field axioms; introduction to algebra; graphing in two dimensions; percent, ratio, proportion; basic geometry; conversion of units; and problem solving using equations.

## **METALWORKING-WELDING** (see Manufacturing Technology)

## Music

### MUSIC

#### (Associate in Arts)

	Units
MUSIC 1A Elementary Harmony .....	3
MUSIC 1B Elementary Harmony .....	3
MUSIC 1C Theory Skills .....	1
MUSIC 1D Theory Skills .....	1
MUSIC 2A Advanced Harmony .....	3
MUSIC 2B Advanced Harmony .....	3
MUSIC 2C Theory Skills .....	1
MUSIC 2D Theory Skills .....	1
MUSIC 8A & 8B Music History .....	6
<b>Total units required for degree major .....</b>	<b>22</b>

#### MUSIC 1—Music Skills for Pre-Ed Majors (3 units)

CSU

Development and application of basic music skills; study of notation, rhythm, melody, harmony, keyboard, recorder, and autoharp. For education majors and others with no previous experience in reading or playing music notation. Required music skills drill one hour a week minimum. Not open for credit with credit in ECE 21. (L)

#### MUSIC 1A—Elementary Harmony (3 units) CSU/UC

Review of music fundamentals. Emphasis on principle triads; part-writing procedures and analysis. Required of all music majors and minors. Corequisite: MUSIC 1C (Theory Skills) and MUSIC 8A (Music History). Students with no previous piano study should enroll in MUSIC 41A. (L)

#### MUSIC 1B—Elementary Harmony (3 units) CSU/UC

Continuation of MUSIC 1A. Study of diatonic harmony with introduction to secondary dominants and elementary modulation; exercises in part-writing, figured-bass, analysis, and melody harmonization. Required of all music majors and minors. Prerequisite: Music 1A Corequisite: MUSIC 1D or 1C. (L)

#### MUSIC 1C—Theory Skills (1 unit) CSU/UC

Exercises in applying theoretical concepts to the keyboard. Emphasis on ear-training employing programmed exercises in rhythmic reading and dictation, sight-singing, and melodic dictation. Required of all music majors and minors. Corequisite: MUSIC 1A or 1B or 2A or 2B.

#### MUSIC 1D—Theory Skills (1 unit) 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. Corequisite: MUSIC 1B or 2A or 2B.

#### MUSIC 2A—Advanced Harmony (3 units) CSU/UC

Theoretical and practical techniques of chromatic harmony studied through written exercises and analysis. Required of all music majors. Corequisite: MUSIC 1C, 1D, or 2C.

#### MUSIC 2B—Advanced Harmony (3 units) CSU/UC

Continuation of MUSIC 2A. Includes chromatic linear techniques of the common practice period, late 19th century, and 20th century techniques. Studied through analysis and written exercises. Required of all music majors. Corequisite: Theory Skills sequence. (MUSIC 1C or 1D or 2C or 2D.) Prerequisite: MUSIC 2A.

#### MUSIC 2C—Theory Skills (1 unit) CSU/UC

Continuation of MUSIC 1D. 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. Corequisite: MUSIC 2A or 2B.

#### MUSIC 2D—Theory Skills (1 unit)

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.

#### MUSIC 3—Music Appreciation (3 units)

CSU/UC

Study of music in relation to the humanities; music and composers of the Western world from Medieval through the 20th Century. Not open for credit to student with credit in HUMAN 3. (L)

#### MUSIC 4—Introductory Music Skills (3 units)

CSU

Written notation and aural recognition of basic musical elements such as acoustics, notating pitch and rhythm, scales, intervals, and triads. Useful as pre-theory for music majors/minors, as well as fundamental music reading/listening skills for non-majors. (L)

#### MUSIC 8A—Music History (3 units)

CSU/UC

Chronological survey of Western art music with special emphasis on style, genres, composers, and important works; covers the period from antiquity to the early Baroque. Intended for the music major; ability to read music notation is essential; extensive listening to recorded examples required.

#### MUSIC 8B—Music History (3 units)

CSU/UC

Chronological survey of Western art music with special emphasis on style, genres, composers, and important works. Covers the period from the early Baroque to the present day. Intended for the music major; ability to read music notation is essential; extensive listening to recorded examples required.

#### MUSIC 12—Jazz Appreciation (3 units)

CSU/UC

General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit with credit in HUMAN 12. (L)

#### MUSIC 14A—Conducting I (2 units)

CSU

Study of style and technique of conducting with emphasis on interpretation and score analysis. (L)

#### MUSIC 14B—Conducting II (2 units)

CSU

Continuation of MUSIC 14A with special emphasis on applied aspects of conducting. Prerequisite: MUSIC 14A.

#### MUSIC 15—Popular Music in the United States (3 units)

CSU/UC

Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, songwriting, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in HUMAN 15. (L)

#### MUSIC 16—World Music (3 units)

CSU/UC

Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in HUMAN 16. (L)

#### MUSIC 17—Music as Culture (3 units)

CSU/UC

A search of better understanding of what give music meaning. Explorations into multiple genres, including classical, rock, rap, folk, Latino and world music with an emphasis on the nature of sound, meaning, diversity, performance and value judgments. Not open for credit to student with credit in HUMAN 17. (L)

# Programs and Courses

## **MUSIC 26R—Musical Theatre Workshop (2 or 3 units)**

**CSU/UC**

Fundamentals of musical theatre performance; singing, acting, dancing, orchestra, and technical stage work. Students may specialize in area of interest. Works to be selected from various periods and styles. Participation in Yuba College production is required. (Same as THART 26R) (Repeatable: May be taken four times only.)

## **MUSIC 27R—Community Orchestra (1 or 2 units)**

**CSU/UC**

Study and performance of full orchestra literature and performance of selected works. Emphasis on development of ensemble playing technique. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 28R—Community Jazz Ensemble (1 unit)**

**CSU/UC**

Study and performance of jazz music literature. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 30R—Applied Skills-Instrumental (1 unit)**

**CSU/UC**

Improvement of technical facility, musicianship, and performing aspects. Required of all instrumental music majors. (Repeatable: May be taken four times only.)

## **MUSIC 31R—Applied Skills-Piano (1 unit)**

**CSU/UC**

Traditional instruction in advanced piano literature with emphasis on improvement of technical facility, musicianship, and performance. For music major with a piano concentration. Corequisite: MUSIC 1A, 1B, 1C, or 1D; or MUSIC 2A, 2B, 2C, or 2D and MUSIC 8A or 8B. Prerequisite: MUSIC 42R (4 semesters) or equivalent proficiency. (Repeatable: May be taken four times only.)

## **MUSIC 32R—Applied Skills-Voice (1 unit)**

**CSU/UC**

Individualized instruction in vocal technique, tone production, breathing, diction, as applied to the singing voice. One hour per week required in music lab. Required of voice majors. Corequisite: MUSIC 34R, 54R, or 554R. (Repeatable: May be taken four times only.)

## **MUSIC 33R—Chamber Choir (3 units)**

**CSU/UC**

Small ensemble; study, preparation, and performance of sacred and secular music from Renaissance through contemporary period in style; audition is required. Concurrent enrollment in MUSIC 40A, 40B, 40C, 40D, or 32R required. (Repeatable: May be taken four times only.)

## **MUSIC 34R—Symphony Chorus (1 unit)**

**CSU/UC**

Study, rehearsal and performance of the standard choral literature, including oratorio, cantata, opera, and extended choral works. (Repeatable: May be taken four times only.)

## **MUSIC 35R—Beginning Guitar (.5 or 1 unit)**

**CSU/UC**

Basic guitar technique with an emphasis on melody and chording. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 36R—Intermediate Guitar (1 unit)**

**CSU/UC**

A continuation of basic guitar technique with an emphasis on melody and chording. The student must provide their own acoustic (non-electric) guitar. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 37R—Jazz Workshop (2 units)**

**CSU/UC**

Development of improvisational skills for those with basic performing techniques; both individual and group learning activities. (Repeatable: May be taken four times only.)

## **MUSIC 40A—Elementary Voice (1 unit)**

**CSU/UC**

Group instruction in vocal techniques; tone production, breathing, diction, and their application to the art song repertoire; English and Italian diction emphasized. One hour per week in the music lab required. Required of vocal music majors.

## **MUSIC 40B—Elementary Voice (1 unit)**

**CSU/UC**

Group instruction in vocal technique, 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.

## **MUSIC 40C—Intermediate Voice (1 unit)**

**CSU/UC**

Group instruction in vocal technique, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized. One hour per week in the music lab. Required of vocal music majors.

## **MUSIC 40D—Intermediate Voice (1 unit)**

**CSU/UC**

Group instruction in vocal technique, tone production, breathing, diction, and their application to the art song repertoire; English, Italian, and German diction are emphasized. One hour per week in the music lab required. Required of all vocal music majors.

## **MUSIC 41AR—Elementary Piano (1 unit)**

**CSU/UC**

Elementary Piano, covering the fundamentals of keyboard theory and technique, reading, solo and ensemble repertoire, and creative activities. (Repeatable: May be taken two times only.)

## **MUSIC 41BR—Elementary Piano (1 unit)**

**CSU/UC**

Continuation of MUSIC 41A; covers the fundamentals of keyboard theory and technique, solo and ensemble repertoire. (Repeatable: May be taken two times only.)

## **MUSIC 42R—Intermediate Piano (1 unit)**

**CSU/UC**

Group piano class for students with at least one year of concentrated piano study; emphasis on technique and reading skills. (Repeatable: May be taken four times only.)

## **MUSIC 43R—Symphonic Band (2 units)**

**CSU/UC**

Study and performance of band literature in all periods of music. Emphasis on the development of ensemble playing techniques. (Repeatable: May be taken four times only.)

## **MUSIC 44R—Instrumental Chamber Ensemble (2 units)**

**CSU/UC**

Study and performance of chamber music using brass, percussion, string, or woodwind instruments in small group ensembles. (Repeatable: May be taken four times only.)

## **MUSIC 53R—Oratorio Chorus (1 unit)**

**UC**

Study and performance of the standard vocal literature from the Renaissance through the Twentieth Century. Emphasis on vocal skills, musical knowledge, ensemble singing, and chorus protocol. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 54R—Community Chorus (1 unit)**

**UC**

Study, rehearsal, and performance of the standard choral literature including oratorio, cantata, extended choral works, and opera choruses. Open to all students and members of the community. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## **MUSIC 210R—Young Persons' Chorus (1 unit)**

Designed to train young persons' voices between the ages of 8 and 12 in the art of choral singing as well as basic music rudiments of note reading, rhythmic notation, and recorder skills. Grades are CR/NC. (Repeatable: May be taken four times only.)

## **MUSIC 211R—Bel Canto Choir (1.5 units)**

Designed to train young singers' (between ages of 13-18) voices in the art of correct singing as applicable to the choral art form; basic rudiments of music, including rhythmic notation, and note reading, as well as sight-reading and sight-singing are taught. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Programs and Courses

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## NATIVE AMERICAN STUDIES (see Ethnic Studies)

# Nursing

**GENERAL INFORMATION.** Nursing is a blend of science, technology, and compassion that allows the practitioner to provide health care in a wide variety of settings. It includes caring for the sick, helping people return to and maintain health, and prevention of disease. Examples of practice settings include acute care hospitals, extended care facilities, home health care, clinics, offices, schools, military service, occupational settings, and more. Yuba College offers a Vocational Nursing program leading to licensure as an LVN and an Associate Degree Nursing program leading to licensure as an RN. A career ladder program, for LVN's wishing to advance to the RN level is also available. California is currently experiencing a nursing shortage, which is predicted to continue well into the Twenty-first Century. As a result, graduates, after passing the *National Council of State Boards of Nursing Licensing Examination*, are very likely to have a variety of employment opportunities.

Yuba College Nursing Programs offer clinical experiences in a variety of health care settings including acute care hospitals, extended care facilities, offices, and clinics. Most lectures are broadcast via interactive TV to Yuba College in Marysville, Woodland Community College and Clear Lake Campus. Skill labs, in Marysville and Woodland, are staffed with R.N. Instructional Assistants, to provide additional support to students. Media, including videotapes and computer-assisted instructional programs, resource books, and professional journals are available at all three campuses.

**COSTS.** In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Nursing students have the additional expenses of uniforms, malpractice insurance, licensing, health examination, and others. Nursing students are eligible for grants and loans available to any Yuba College student meeting the criteria. In addition, a limited number of community agency sponsored loans and grants are available to those needing short-term or supplemental assistance. Upon completion of the Program, the graduate, unless otherwise disqualified by the licensing board, is eligible to take the *National Council of State Boards of Nursing Licensing Examination*.

**DRUG POLICY.** All students enrolled in nursing and allied health programs are subject to the department drug policy and procedure which is a part of the *Student Code of Conduct*. Violation of this policy and procedure may result in denial of admission or dismissal from the program. The policy may be reviewed at the Nursing department. It is also in the *Student Handbook* to be purchased by the Nursing students. Also, The Nursing *Student Handbook* can be found on the reserve shelves in the libraries.

**COMPUTER USE.** Students are required to complete some assignments and testing using computers. In addition, hospital records are computerized. It is strongly recommended that students entering nursing be computer literate.

### RECOMMENDED COURSES

*The following courses are not required but may facilitate learning if taken prior to formal admission into the nursing programs.*

	Units
NURS 51A Medical Terminology 1 .....	2
ECE 3 Child Growth and Development .....	3
BCA 27 Introduction to Computers (or higher) .....	.5



# Programs and Courses

## REGISTERED NURSING PROGRAM

**ASSOCIATE IN SCIENCE DEGREE IN NURSING.** Yuba College offers an Associate Degree Nursing Program designed to prepare the individual to take the *National Council of State Boards Nursing Licensing Examination* leading to licensure as a registered nurse.

### ADMISSION CRITERIA.

- A. Application. All applications are obtained and filed with the Math & Science Department at the Yuba College main campus in Marysville.
- B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:
  - 1. Yuba College Associate Degree Nursing Application
  - 2. High school graduation or equivalent
- C. Students are limited to two enrollments in nursing courses (withdrawals do count as an enrollment for nursing).
- D. Prerequisites must be completed prior to applying to the program. Nursing 26 (Pharmacology) may be completed after applying. It must be completed before enrolling in Nursing 30 in the first semester of the program.

Should the number of qualified applicants exceed the number of available spaces in the class, a wait list process will be used to establish priority. For more specific information telephone the Nursing Office at 530-741-6784.

**PROGRAM PROGRESSION AND REQUIREMENT.** The program is a full-time course of study which can be completed in two years or extended by completing the General Education, Science, and other requirements prior to admission into the Nursing sequence. The latter is the suggested format. Some classes will be taught at the Yuba College main campus in Marysville and some at the Woodland Community College. Lectures are broadcast via interactive TV and can be viewed at the Marysville, Woodland, and Clear Lake campuses. Agencies in all three counties are used for the clinical portions of the program, and some travel will be required for all students..

### NURSING MAJOR REQUIREMENTS

#### PREREQUISITES:

	Units
BIOL 15 Bioscience OR	
BIOL 1 Principles of Biology (prerequisite for Biol 4, 5, and 6) .....	4
BIOL 4 Human Anatomy .....	4
BIOL 5 Human Physiology .....	4
BIOL 6 Microbiology .....	4
ENGL 1A College Composition and Reading .....	4
The following courses must be completed with a "C" or higher grade.	
MATH 50 Elementary Algebra (or equivalent) .....	4
Chemistry ( <i>one year in high school or one semester in college</i> ) .....	3
NURS 26 Basic Pharmacology .....	3

**General Education and Support Classes must be completed with a "C" or higher grade.**

**A minimum GPA of 2.50 or higher is required in the four core courses (Biology 4, 5, 6, and English 1A).**

#### General Education and Support Classes:

	Units
FCS 10 Nutrition ( <i>must be taken no later than Semester 1</i> ) .....	3
PSYCH 1A General Psychology	
( <i>must be taken no later than Semester 2</i> ) .....	3
SOCIL 1 Introduction to Sociology OR 2 Social Problems .....	3
SPECH 1 Public Speaking OR SPECH 6 Group Discussion .....	3
Humanities elective .....	3

#### First Semester

NURS 30 Fundamentals of Nursing .....	8
NURS 36 Pathophysiology .....	3
Nursing 55R Nursing Skills Lab .....	1

#### Second Semester

NURS 31 Maternal-Child Nursing .....	5
NURS 32 Medical-Surgical Nursing I .....	8
Nursing 55R Nursing Skills Lab .....	1

#### Third Semester

NURS 34 Medical-Surgical Nursing II .....	9
Nursing 55R Nursing Skills Lab .....	1

#### Fourth Semester

NURS 33 Mental Health/Psychiatric Nursing .....	4
NURS 35 Medical-Surgical Nursing III .....	5
Nursing 55R Nursing Skills Lab .....	1

**NOTE: To progress through the Associate Degree in Nursing Program, all courses must be passed with a "C" (70%) or better.**

# Programs and Courses

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## LVN TO RN CAREER MOBILITY PROGRAMS

**OPTION ONE - LVN to ADN (RN plus degree).** Consists of both general education and nursing major core courses. Successful completion of the Program qualifies the student to graduate from the College with an *Associate in Science Degree* and to apply for the *National Council of State Boards of Nursing Licensing Examination* in preparation for licensure as a Registered Nurse. Students who qualify will be admitted each fall to the third semester of the ADN Program on a space-available basis. Telephone the Nursing Office to obtain procedures for admission.

### ADMISSION CRITERIA.

- A. Application. All applications are obtained and filed with the Nursing Office at Yuba College main campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Since enrollment is limited, and the number of applicants traditionally outnumber available spaces, an applicant seeking admission to the ADN program who is already an LVN has two options:
1. Apply for the two-year ADN program the same as any other student and, if admitted, must go through the entire program.
  2. Complete all prerequisite courses (see RN Program requirements) and apply to the Nursing Department to enter the program in third semester on a space-available basis. Students who have completed all requirements will be admitted based on the date their completed application is received by the Nursing Department.
- Contact the Nursing Department at 530-741-6784 for more detailed information.
- B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:
1. Graduation from an accredited high school or the equivalent.
  2. Current *California Vocational Nurse License*. Recent Vocational Nursing graduates must submit proof of licensure prior to the first day of class.
  3. Completion of the following courses with a 2.5 GPA or better: BIOL 4, 5, 6; ENGL 1A. Completion of the following courses with a "C" or higher grade: Chemistry, FCS 10; MATH 50 (or equivalent); NURS 36, 37; and PSYCH 1A.
  4. I.V. Therapy certification or completion of Nursing 224 IV Therapy.

### PROGRAM PROGRESSION AND REQUIREMENTS:

#### NURSING MAJOR REQUIREMENTS

Support Courses	Units
SOCIL 1 Introduction to Sociology OR 2 Social Problems .....	3
SPECH 1 Public Speaking OR 6 Group Discussion .....	3
Humanities elective .....	3
<b>Nursing Courses (must be taken prior to admission)</b>	
NURS 36 Pathophysiology .....	3
NURS 37 Nursing Bridge Course .....	2
<b>Fall Semester</b>	
NURS 34 Medical-Surgical Nursing II .....	9
Nursing 55R Nursing Skills Lab .....	1
<b>Spring Semester</b>	
NURS 33 Mental Health/Psychiatric Nursing .....	4
NURS 35 Medical-Surgical Nursing III .....	5
Nursing 55R Nursing Skills Lab .....	1

**OPTION TWO - LVN to RN only (30-Unit Option).** Meets *California State Regulation 1429*, and those completing this track are eligible to apply for the *National Council of State Boards of Nursing Licensing Examination* in preparation for licensure as a Registered Nurse. This is a non-degree option. States other than California may not grant Registered Nurse (RN) licensure based on completion of this option. Career ladder to a higher level such as Bachelor of Science in Nursing may be limited by this option as well. It is recommended the applicant call the Nursing Department for more information. Students who qualify will be admitted each fall semester on a space-available basis.

### ADMISSION CRITERIA.

- A. Application. All applications are obtained and filed with the Nursing Office at the Yuba College main campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Contact the Nursing Office for admission procedures and information.
- B. Eligibility. Minimum qualifications for admission to this track are:
1. Current *California Vocational Nurse License*. Recent V.N. graduates must submit proof of licensure prior to the first day of class.
  2. Graduation from an accredited high school or the equivalent.
  3. Graduation from an accredited vocational school of nursing or demonstrated mastery of course content by *Challenge Examination*.
  4. Completion of the following courses with a 2.5 GPA or higher: BIOL 5 Physiology, BIOL 6 Microbiology; Completion of the following with a "C" or higher: NURS 36 Pathophysiology, and NURS 37 Nursing Bridge Course
  5. Strongly recommend: IV Therapy certification or completion of Nursing 224 IV Therapy.

## PROGRAM PROGRESSION/REQUIREMENTS:

### NURSING MAJOR REQUIREMENTS

#### Fall Semester

NURS 34 Medical-Surgical Nursing II .....	9
Nursing 55R Nursing Skills Lab .....	1

#### Spring Semester

NURS 33 Mental Health/Psychiatric Nursing .....	4
NURS 35 Medical-Surgical Nursing III .....	5
Nursing 55R Nursing Skills Lab .....	1

**NURS 26—Basic Pharmacology (3 units) CSU**  
Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics, and related therapeutic implications for major drug categories; for Nursing and non-Nursing students. Prerequisite: None; Anatomy and Physiology highly recommended. (LM)

**NURS 30—Fundamentals of Nursing (8 units) CSU**  
Introduction of concepts and skills basic to the practice of nursing; provides theoretical foundation for nursing practice, integrating a life-span approach, and incorporating concepts and skills to meet the basic needs of the hospitalized patient; learning experiences in the lab and health care setting allow students to gain proficiency in the application of skills and concepts introduced in the classroom. Prerequisite: BIOL 1 or 15; BIOL 4, 5, and 6; CHEM 10 or higher; ENGL 1A; MATH 50; and NURS 26.

**NURS 31—Maternal-Child Nursing (5 units) CSU**  
Focuses on concepts, theory, and skills related to women's health, pregnancy, birth, the postpartum period, and the care of the newborn, children, and their families; application of concepts, theory, and skills is provided by selected patient care experiences in a variety of health care settings. Prerequisite: NURS 30 and NURS 32, or concurrent enrollment.

**NURS 32—Medical-Surgical Nursing I (8 units) CSU**  
Focuses on development and psycho-social needs across the life span, and nursing skills related to teaching, health assessment, medication administration, and wound care; emphasizes the special needs of patients having surgery, experiencing sensory alterations, and/or pain; application of concepts and skills is provided by selected patient care experiences. Prerequisite: NURS 30 and NURS 26. (LM)

**NURS 33—Mental Health and Psychiatric Nursing (4 units) CSU**  
Eclectic approach to mental health and psychiatric nursing, including psycho-dynamics of human behavior and psycho-pharmacology; emphasis on concepts of therapeutic communication, assessment of behavioral states, investigation into specific symptomatology, and related psychotherapies; learning experiences include one-on-one interactions with clients, participation in group process, staff conferences, and various treatment modalities. Prerequisite: NURS 30 and NURS 26. (LM)

**NURS 34—Medical-Surgical Nursing II (9 units) CSU**  
Provides in-depth exploration of the nursing process as it focuses on clients who are acutely ill; consideration of health care needs in bio-physical and psycho-social domains, across the life span; acute and chronic disorders are studied, as well as health care needs of those attempting to achieve and maintain wellness; application of concepts and skills provided by selected patient care experiences. Prerequisite: NURS 32. (LM)

**NURS 35—Medical-Surgical Nursing III (5 units) CSU**  
Focuses on advanced concepts and principles of nursing practice as well as in-depth theory related to bio-physical and psycho-social 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; assignments to work individually with an RN preceptor in clinical agencies. Prerequisite: NURS 34. (LM)

**NURS 36—Pathophysiology: Understanding Disease (3 units) 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, with correlation to the disease etiology, and biological and physical manifestations produced by the abnormal physiology. Prerequisite: BIOL 4 and BIOL 5. (L)

**NURS 37—Nursing Bridge Course (2 units) CSU**  
Designed to facilitate role transition for Licensed Vocational Nurse seeking to upgrade to Registered Nurse licensure; provides an introduction to Associate Degree Nursing Program by reviewing philosophy, conceptual framework, curriculum, and policies; critical concepts and topics presented in the first year of the program are reviewed; vocational nursing skills will be validated. Prerequisite: Licensure as LVN. (LM)

**NURS 51A—Medical Terminology I (2 units)**  
Introduction in medical terminology for those preparing for a health or business career such as nursing, medical secretary, ward secretary, emergency medical technician, respiratory therapist, or any other field requiring a medical vocabulary. (L)

**NURS 51B—Medical Terminology II (2 units)**  
Continuation of NURS 51A; expansion of knowledge of basic medical terminology for preparing for health or business careers.

**NURS 55R—Nursing Skills (1 unit)**  
Designed for nursing students to remediate or update nursing skills; 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 CR/NC. (Repeatable: May be taken four times only.)

**NURS 224—Intravenous Therapy/Blood Withdrawal (2 units)**  
Designed to prepare the licensed vocational nurse to initiate and monitor intravenous therapy and perform blood withdrawals; update the registered nurse in new theories, products, and techniques of intravenous therapy. Grades are CR/NC.

**NURS 227—EKG Monitor Technician (2 units)**  
Designed to prepare the participant for work as an electrocardiogram monitor technician. Basic elements of electrocardiograms covered; student will do 12-lead EKG's in the classroom setting as well set up hard wire monitoring and telemetry. Basic arrhythmias will be taught and will require measuring and identification. Grades are CR/NC.

# Programs and Courses

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## Licensed Vocational Nurse

### VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program is a four-semester program which includes individual and group instruction in the campus classroom and laboratory setting, and supervised clinical instruction in various hospital/community agencies. All students will be required to travel during portions of the program. Enrollment is limited; therefore, students are selected on the basis of a special application process.

**NOTE:** *Termination of student enrollment for any reason after first two weeks of program will require submission of petition to be considered for readmission into the program. Contact Nursing Coordinator through the Nursing Department office for further details.*

Students will be admitted to the Program every fall semester. For an application, telephone 530-741-6871.

All support courses and nursing major courses must be completed with a grade of "C" or better to progress through the curriculum. In addition, students must satisfactorily complete both of the concurrent nursing lecture and laboratory courses scheduled for a particular semester. Failure to satisfactorily complete either will necessitate re-enrollment in both should the student later be readmitted. Demonstration of mastery of course content and clinical performance skills in the **current** semester is required as evidence that the student has achieved the necessary knowledge base and is able to perform safely.

Students are limited to two enrollments in nursing courses. Withdrawals do count as an enrollment in nursing.

#### PROGRAM REQUIREMENTS:

The following courses must be completed with a "C" or better prior to admission into the Vocational Nursing Program: Elementary Algebra, one year of high school or a semester of college; ENGL 1A OR ENGL 51.

<b>First Semester</b> .....	Units
VNURS 51 Orientation to Nursing .....	10
VNURS 61 Orientation to Nursing Lab .....	5
<b>Second Semester</b> .....	
VNURS 52 Medical-Surgical Nursing I .....	8
VNURS 62 Medical-Surgical Nursing I Lab. ....	5
<b>Third Semester</b> .....	
VNURS 53 Nursing the Family in Health/Illness .....	8
VNURS 63 Nursing the Family in Health and Illness Laboratory .....	5
<b>Fourth Semester</b> .....	
VNURS 54 Medical-Surgical Nursing II .....	8
VNURS 64 Medical-Surgical Nursing II Lab. ....	5
<b>Minimum units to total</b> .....	<b>54</b>

In addition to the expenses as regularly enrolled students (living costs, activity fees, books, and tuition), Vocational Nursing students have the expense of uniforms, malpractice insurance, licensing, health examination, and others. Vocational Nursing students are eligible for grants and loans available to any Yuba College student meeting criteria. In addition, a limited number of community agency-sponsored loans and grants are available to those needing short-term or supplemental assistance. Upon successful completion of the course, the graduate, unless otherwise disqualified by the licensing board, is eligible to write the *National Council of State Boards of Nursing Licensing Examination for Practical Nurses* (NCLEX-PN). Students successfully completing the program may earn an *Associate in Science Degree* if they complete the General Education and other degree requirements.

#### VNURS 51—Orientation to Nursing (10 units)

Introduction to nursing, including basic precepts and principles underlying safe and ethical practice; explores roles, responsibilities, and specific functions of the Licensed Vocational Nurse as a member of the health care team. Not open for credit to student with credit in NURS 201. Corequisite: VNURS 61. Prerequisite: Acceptance in vocational nursing program. (L)

#### VNURS 52—Medical Surgical Nursing I (8 units)

Focuses on nursing related to basic physiological and psycho-social needs of patients of all ages with specific medical-surgical diseases and conditions. Corequisite: VNURS 62. Prerequisite: VNURS 51 and 61; admission to program.

#### VNURS 53—Nursing the Family in Health and Illness (8 units)

Nursing care of individual and family during childbearing cycle, including pregnancy and maternity, newborn, child, adolescent, and young adult in the inpatient and outpatient setting. Not open for credit to student with credit in VNURS 202. Corequisite: VNURS 63. Prerequisite: Acceptance in nursing program, VNURS 52 and 62. (LM)

#### VNURS 54—Medical Surgical Nursing II (8 units)

Focuses on the basic physiological and psycho-social needs of patients of all ages with specific medical-surgical diseases and condition; explores legal, ethical, and professional aspects of the licensed vocational nurse. Not open for credit to student with credit in VNURS 204. Corequisite: VNURS 64. Prerequisite: Admission to nursing program; VNURS 53 and 63. (LM)

#### VNURS 61—Orientation to Nursing - Lab (5 units)

Supervised experience in nursing skills lab and in convalescent and acute care hospitals. Focus is on the application of basic nursing care principles in the care of the mature adult. Not open for credit to student with credit in VNURS 201L. Corequisite: VNURS 51. Prerequisite: Admission to nursing program. Grades are CR/NC. (L)

#### VNURS 62—Medical-Surgical Nursing I Lab (5 units)

Assigned clinical learning experiences in the acute care hospitals and outpatient facilities. Focuses on the nursing process applied to the needs of patients with specific medical-surgical conditions. Not open for credit to student with credit in VNURS 203L. Corequisite: VNURS 52. Prerequisite: Acceptance in nursing program, VNURS 51 and 61. Grades are CR/NC. (LM)



**VNURS 63—Nursing the Family in Health and Illness  
(5 units)**

Focuses on care of maternity, neonatal, pediatric, adolescent, and young adult patients in acute hospital and outpatient settings. Nursing care is taught through the application of the nursing process and through nursing skills labs. Not open for credit to student with credit in VNURS 202L. Corequisite: VNURS 53. Prerequisite: Acceptance in nursing program, VNURS 51 and 61. Grades are CR/NC. (LM)

**VNURS 64—Medical Surgical II Lab (5 units)**

Application of the nursing process in meeting basic nursing care needs of patients of all ages with medical/surgical conditions. Preparation of the student for licensure and employment. Not open for credit to student with credit in VNURS 204L. Corequisite: VNURS 54. Prerequisite: Acceptance in nursing program, VNURS 53 and 63, or equivalent. Grades are CR/NC. (LM)

**OFFICE ADMINISTRATION (see  
Business)**

## Philosophy

The word “philosophy” literally means the “love of wisdom.” 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)  
(CAN PHIL 2)****CSU/UC**

A critical survey of basic philosophical issues and problems, including the nature and practice of philosophic inquiry, theories of reality and knowledge, ethics and the good life, the existence of God, the identity of self, and the meaning and possibility of human freedom. (L)

**PHIL 2—Ethics (3 units)****CSU/UC**

Introduction to ethics emphasizing the relevance of ethical philosophy to everyday decision-making; includes the human context of moral reasoning, relativism, subjectivism, religion and ethics, utilitarianism, deontological ethics, the ethics of virtue, and case studies in moral reasoning. (L)

**PHIL 3—Philosophy of Religion (3 units)****CSU/UC**

Philosophical exploration of religious belief and practice, including philosophy, theology, and religion; reason and faith; myth and ritual; the sacred and the secular; religious cosmology; ethics and religion; the nature of the divine; the problem of evil; religious language and symbolism, and inter-religious dialogue. (L)

**PHIL 12—Critical Thinking (3 units)****CSU/UC**

Critical thinking skills emphasizing their application to everyday decision making, including definitions of critical thinking, language and meaning, claims and reasons, argument and inference, argument identification and reconstruction, inductive and deductive reasoning, underlying assumptions, evaluating assumptions, assumptions and evidence, world views as a context for critical thought, evaluating arguments, sound and fallacious reasoning, informal fallacies, causal inference, and scientific method. (L)

**PHIL 20—World Religions (3 units)****CSU/UC**

Survey of the beliefs and practices of Eastern and Western religious traditions. Emphasis given to the origin and development of each tradition, its major forms of expression, and the various ways in which each tradition addresses the most fundamental questions of human existence. (L)

# Programs and Courses

## PHOTOGRAPHY (see Art)

# Physical Education

### PHYSICAL EDUCATION (Associate in Science)

	Units
BIOL 4 Human Anatomy .....	4
BIOL 5 Human Physiology .....	4
HEALTH 1 Health and Life Style Choices .....	3
PE 20 Introduction to Physical Education .....	3
PE 26 Care and Prevention of Athletic Injuries .....	3
PE Activity Courses .....	3
<b>Total units required for degree major .....</b>	<b>20</b>

**PE 1.02R—Lifeguard Training (2.5 units) CSU/UC**  
Lifeguard training following Red Cross requirements, including *Title 22 First Aid and CPR* for the professional rescuer. Upon successful completion of all phases, student will qualify for the certificates required by State law to lifeguard at pools in California. (Repeatable: May be taken four times only.)

**PE 1.04R—Competitive Swim Techniques-Beginning (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Beginning competitive swimming techniques, including proper stroke techniques, correct starting and turning positions, warm-up and warm-down procedures for competitive swimming. (Repeatable: May be taken four times only.)

**PE 1.06R—Competitive Swim Techniques-Intermediate (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Intermediate competitive swimming techniques, including proper stroke techniques, correct starting and turning positions, warm-up and warm-down procedures, and introduction to basic nutrition required for competitive swimming for all ages. (Repeatable: May be taken four times only.)

**PE 1.08R—Competitive Swim Techniques-Advanced (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Advanced competitive swimming techniques, including proper stroke techniques, correct starting and turning positions, warm-up and warm-down procedures, and basic nutrition required for competitive swimming for all ages; introduction of competitive swimming strategies. (Repeatable: May be taken four times only.)

**PE 1.14R—Water Aerobics (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Water exercise designed to develop &/or maintain cardiovascular endurance, muscular strength, flexibility and coordination through the use of continuous vigorous movements in the water. Swimming skills not required. (Repeatable: May be taken four times only.)

**PE 1.15R—Water Safety Instructor (1.5 units) CSU/UC**  
Water safety instruction, including swimming skills, water safety knowledge, teaching techniques, and program orientation necessary to qualify for *American Red Cross Water Safety Instructor Authorization*. (Repeatable: May be taken four times only.)

**PE 1.21R—Aerobic Exercise (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Aerobic exercise designed to develop and/or maintain cardiovascular endurance, muscular strength, flexibility, and coordination through the use of continuous vigorous movements. (Repeatable: May be taken four times only.)

**PE 1.22R—Step Aerobics (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Step aerobic exercise designed to develop and/or maintain cardiovascular fitness and endurance, muscular strength and endurance, flexibility, and coordination. (Repeatable: May be taken four times only.)

**PE 1.24R—Bowling (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Coeducational bowling; the techniques and skills of bowling; emphasis on fundamentals, rules, and etiquette. (Repeatable: May be taken four times only.)

**PE 1.25R—Badminton (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Skills and fundamentals in individual and doubles play with emphasis on rules and etiquette. (Repeatable: May be taken four times only.)

**PE 1.26R—Body Toning (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Non-aerobic floor exercise program designed to develop muscle tone and joint flexibility. (L) (Repeatable: May be taken four times only.)

**PE 1.27R—Fitness Walking (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Individualized walking programs designed to improve cardiovascular endurance and muscular strength; emphasis on lifetime fitness, including the principles of nutrition, aerobic fitness, and safety. (Repeatable: May be taken four times only.)

**PE 1.31R—Golf-Beginning (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Fundamental golf skills, etiquette, and history. (Repeatable: May be taken four times only.)

**PE 1.33R—Advanced Golf (1.5 or 3 units) CSU/UC UC-Unit Limit**  
Instruction, practice, and competition; advanced techniques and skills development with special emphasis on links play. Students are assigned play on local courses at their own expense. (Medal and match play.) (Repeatable: May be taken four times only.)

**PE 1.37R—Club Fitness (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Treadmill, cross country ski machines, stationary bikes, rowing machines, step machines assessment and analysis of fitness. Develop individualized fitness and wellness program. (Repeatable: May be taken four times only.)

**PE 1.41R—Self Defense (.5 or 1 or 1.5 units) CSU/UC UC-Unit Limit**  
Methods of falling, throwing, and defense against specified attacks. Avoiding dangerous situations at home and in your vehicle. Defending yourself using techniques selected from the martial arts. (Repeatable: May be taken four times only.)

# Programs and Courses

**PE 1.42R—Beginning Dance Techniques (.5 or 1 unit)**  
**CSU/UC**

Introduction to individual techniques of various dance styles: Fox-trot, Swing, Rumba, Cha-Cha, Polka, Country Line. (Repeatable: May be taken four times only.)

**PE 1.44R—Modern Jazz Dance (1 unit)**  
**CSU/UC UC-Unit Limit**

Modern and jazz dance techniques, terminology, and composition, along with the study of the historical form of each; awareness of the human body as an instrument of expression. (Repeatable: May be taken four times only.)

**PE 1.47R—Tennis - Beginning (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Fundamental skills and techniques necessary for beginning tennis play including rules and basic strategy. (Repeatable: May be taken four times only.)

**PE 1.49R—Tennis - Intermediate (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Skills, techniques, tactics, and strategy for intermediate tennis play. (Repeatable: May be taken four times only.)

**PE 1.55R—Sports Conditioning (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Preparatory conditioning necessary for intercollegiate competition; development of sport-specific strength, power, endurance, agility, and flexibility, as well as mental training techniques. (Repeatable: May be taken four times only.)

**PE 1.57R—Weight Training (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Weight training fundamentals, techniques, principles, conditioning, and safety; individualized programs with emphasis on muscle tone, endurance, and strength development. (Repeatable: May be taken four times only.)

**PE 1.59R—Aerobic Weight Training (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Weight training methods and techniques to improve aerobic fitness, cardiovascular fitness, and muscular endurance. (Repeatable: May be taken four times only.)

**PE 1.71R—Basketball (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Skills and fundamentals in basketball. (Repeatable: May be taken four times only.)

**PE 1.75R—Soccer (1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques, skills, rules, conditioning, and drills for soccer. (Repeatable: May be taken four times only.)

**PE 1.76R—Advanced Soccer (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of soccer used in preparing for competitive play. (Repeatable: May be taken four times only.)

**PE 1.77R—Volleyball - Beginning (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Fundamental skills and techniques necessary for beginning volleyball play, including: rules of play, volleyball history, and basic strategies. (Repeatable: May be taken four times only.)

**PE 1.78R—Grass Doubles Volleyball (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Skills and techniques for outdoor volleyball, including: rules of play, officiating, and offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 1.79R—Intermediate Volleyball (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Fundamental skills and techniques for intermediate volleyball play, including rules of play, officiating, and intermediate level offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 2.01R—Baseball Skills (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of baseball used in preparing for competitive play. (Repeatable: May be taken four times only.)

**PE 2.03R—Basketball Skills (men) (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of basketball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.04R—Basketball Skills - Women (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of basketball and conditioning used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.05R—Cross Country Skills (Men/Women) (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Fundamentals of cross country running; techniques and conditioning necessary for participation in intercollegiate cross country running for men and women. (Repeatable: May be taken four times only.)

**PE 2.07R—Football Skills (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Preparatory skills necessary for intercollegiate competition. Development in offensive and defensive systems including passing, kicking, blocking, and conditioning. (Repeatable: May be taken four times only.)

**PE 2.08R—Soccer Skills (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Preparatory skills necessary for intercollegiate competition; development in offensive and defensive systems, including passing, kicking, blocking, and conditioning. (Repeatable: May be taken four times only.)

**PE 2.09R—Softball Skills - Women (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of softball used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.10R—Tennis Skills (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Techniques of tennis used in preparing for intercollegiate competition. (Repeatable: May be taken four times only.)

**PE 2.11R—Track and Field Skills (Men/Women) (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Fundamental techniques and conditioning necessary for participation in intercollegiate track and field for men and women. (Repeatable: May be taken four times only.)

**PE 2.13R—Volleyball Skills (.5 or 1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Advanced skills and techniques necessary for competitive volleyball play, including conditioning, rules of play, and advanced offensive and defensive strategies. (Repeatable: May be taken four times only.)

**PE 3R—Adapted Physical Education (1 or 1.5 units)**  
**CSU/UC UC-Unit Limit**

Individualized program of exercise for the student who is unable to participate in regular physical education activity class. (Repeatable: May be taken four times only.)

# Programs and Courses

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## **PE 6R—Student-Athlete Academics (1 or 1.5 units)**

General physical fitness course specifically intended for students with disabilities. Students will be given an opportunity to engage in a personalized program of exercise that promotes and develops overall physical fitness. Prerequisite: Physician's medical release form signed. (Repeatable: May be taken four times only.)

## **PE 7R—Adapted Weight Training and Fitness (1 or 1.5 units)**

Introduction to progressive resistance weight training for students with disabilities. Students will engage in an individualized program of exercise that promotes the development of cardiovascular respiratory and muscle endurance, muscle strength and flexibility and a healthy body composition. Emphasis will be placed on weight training fundamentals, technique, conditioning and safety. Prerequisite: Physician's medical release form signed. (Repeatable: May be taken four times only.)

## **PE 11R—Intercollegiate Basketball - Men (1 unit)**

**CSU/UC UC-Unit Limit**

Preparation for and competition in Intercollegiate Men's Basketball. Collegiate techniques and strategies. (Repeatable: May be taken four times only.)

## **PE 12R—Intercollegiate Track and Field - Men (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate track and field competition for men. (Repeatable: May be taken four times only.)

## **PE 13R—Intercollegiate Tennis-Men (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate tennis competition; skills, rules and strategies. Practice and competition. (Repeatable: May be taken four times only.)

## **PE 14R—Intercollegiate Cross Country-Men (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate cross country competition for men. (Repeatable: May be taken four times only.)

## **PE 15R—Intercollegiate Football (2 units)**

**CSU/UC UC-Unit Limit**

Preparation for intercollegiate competition. Daily practice and competition including offensive and defensive systems, passing, running, blocking, tackling, and conditioning. (Repeatable: May be taken four times only.)

## **PE 16R—Intercollegiate Soccer-Men (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate soccer competition; shooting, heading, controlling, dribbling, passing, tackling, scoring, goal keeping; practice and competition required. (Repeatable: May be taken four times only.)

## **PE 17R—Intercollegiate Baseball (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate baseball competition; fielding, hitting, throwing, catching, base running, position play, team play, game strategy. Practice and competition required. (Repeatable: May be taken four times only.)

## **PE 21R—Analysis of Softball (2 units)**

**CSU/UC UC-Unit Limit**

Study and analysis of fast pitch softball, including fundamentals, offensive tactics, defensive tactics, defensive situations, and pitching. (Repeatable: May be taken two times only.)

## **PE 24R—Analysis of Football (.5 or 1 or 2 units)**

**CSU/UC UC-Unit Limit**

Analysis of offensive and defensive football, including philosophy and strategies; current techniques of passing, blocking, and tackling along with practical application of scouting. (L) (Repeatable: May be taken four times only.)

## **PE 4R—Low Impact Fitness (1 or 1.5 units)**

**CSU/UC UC-Unit Limit**

Individualized exercise prescription for persons in various stages of wellness seeking opportunities to improve their fitness levels. Programs include exercises to improve posture, aerobics, flexibility, strength, and balance. (Repeatable: May be taken four times only.)

## **PE 5—Physical Activities for Young Children (1 unit)**

**CSU**

Designed to give adults working with preschool and school-age children a variety of hands-on activities useful in creating stimulating outdoor environments; practice using equipment like bean bags and hula hoops, as well as become familiar with games from diverse ethnic groups. Not open for credit to student with credit in ECE 5. (L)

## **PE 26—Care and Prevention of Athletic Injuries (3 units)**

**CSU/UC**

Introduction to the theory and practice in the care and prevention of athletic injuries; the lab involves learning various tapings and wrappings for different injuries. (L)

## **PE 28R—Analysis of Soccer (2 units)**

**CSU/UC UC-Unit Limit**

Study and analysis of various phases of soccer, including fundamentals, offensive and defensive strategy, and different styles (Latin America, European, etc.). (L) (Repeatable: May be taken two times only.)

## **PE 29R—Analysis of Baseball Offense and Defense (2 units)**

**CSU/UC UC-Unit Limit**

Study and analysis of various phases of baseball offense and defense, including fundamentals, offensive tactics, defensive solutions, and pitching. (L) (Repeatable: May be taken four times only.)

## **PE 31R—Intercollegiate Volleyball- Women (2 units)**

**CSU/UC UC-Unit Limit**

Preparation for intercollegiate volleyball competition. Collegiate level game strategies and techniques performed. Practice and competition required. (Repeatable: May be taken four times only.)

## **PE 32R—Intercollegiate Basketball - Women (1 unit)**

**CSU/UC UC-Unit Limit**

Preparation for and competition in Intercollegiate Women's Basketball. Collegiate techniques and strategies. (Repeatable: May be taken four times only.)

## **PE 33R—Intercollegiate Softball - Women (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate softball competition; individual skills, position play, team play, game strategy. Practice and competition requires. (M) (Repeatable: May be taken four times only.)

## **PE 34R—Intercollegiate Tennis-Women (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate tennis competition; skills, rules and strategies. Practice and competition. (M) (Repeatable: May be taken four times only.)

## **PE 35R—Intercollegiate Cross Country-Women (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate cross country competition for women. (Repeatable: May be taken four times only.)

## **PE 36R—Intercollegiate Track and Field - Women (2 units)**

**CSU/UC UC-Unit Limit**

Intercollegiate track and field competition for women. (Repeatable: May be taken four times only.)



**PE 37R—Intercollegiate Soccer-Women (2 units)** *CSU/UC UC-Unit Limit*  
Intercollegiate soccer competition; shooting, heading, controlling, dribbling, passing, tackling, scoring, goal keeping; practice and competition required. (Repeatable: May be taken four times only.)

**PE 101R—Student-Athlete Academics (v.5-2 units)**  
Designed to teach student-athlete performance-enhancement strategies that can be applied to their academic classes. Prerequisite: Enrollment in any academic or vocational course to which such strategies can be applied. (Repeatable: May be taken four times only.)

## Physical Science

**PHYS 10A—Earth Science (3 units)** *CSU/UC UC-Unit Limit*  
Survey course with topics chosen principally from oceanography, geology, physical geography, meteorology, and astronomy. Topics are presented within a theme of understanding the earth. (L)

**PHYS 10B—Physical Science - Physics and Chemistry (3 units)** *CSU/UC UC-Unit Limit*  
Basic concepts in physics and chemistry: motion, force, energy, electricity, atomic theory, matters, chemical and physical changes, gas laws, radioactivity, and an introduction to modern physics. (L)

**PHYS 10C—Physical Science - Physics and Chemistry (1 unit)** *CSU/UC*  
Laboratory experiments in physics and chemistry to reinforce and complement the materials presented in PHYS 10B. Prerequisite: PHYS 10B which may be taken concurrently. (L)

## Physics

**PHYS 2A—General Physics (3 units)**  
(CAN PHYS 2 = PHYS 2A + 3A) *CSU/UC UC-Unit Limit*  
Comprehensive survey of physics, including mechanics, hydrostatics, thermodynamics, and wave motion; qualitative understanding and quantitative problem solving; primarily for life science major. Prerequisite: MATH 21, or equivalent, which may be taken concurrently, PHYS 10 or CHEM 2A is recommended. (LM)

**PHYS 2B—General Physics (3 units)**  
(CAN PHYS 4 = PHYS 2B + 3B) *CSU/UC UC-Unit Limit*  
Comprehensive study of physics, including electricity and magnetism, optics, atomic and nuclear physics, and relativity; equal emphasis placed on qualitative understanding and quantitative problem solving. Primarily for Life Science majors. Prerequisite: PHYS 2A. (LM)

**PHYS 3A—General Physics Lab (1 unit)**  
(CAN PHYS 2 = PHYS 2A + 3A) *CSU/UC UC-Unit Limit*  
Performance of lab experiments to verify the important concepts of PHYS 2A. Not open for credit to student with credit in the PHYS 4 series, or equivalent. Prerequisite: PHYS 2A which may be taken concurrently. (LM)

**PHYS 3B—General Physics Lab (1 unit)**  
(CAN PHYS 4 = PHYS 2B + 3B) *CSU/UC UC-Unit Limit*  
Performance of lab experiments to verify the important concepts of PHYS 2B. Not open for credit to student with credit in the PHYS 4 series. Prerequisite: PHYS 2B, which may be taken concurrently, and PHYS 3A. (LM)

**(NOTE: CAN PHYS SEQ A = PHYS 2A + 3A + 2B + 3B; CAN PHYS SEQ B = PHYS 4A + 4B + 4C)**

**PHYS 4A—Mechanics (4 units)**  
(CAN PHYS 8) *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 classical mechanics. Primarily for architecture, chemistry, engineering, geophysics, and physics majors. Prerequisite MATH 1A and 1B, or equivalent (1B may be taken concurrently); PHYS 2A or equivalent is recommended. (LM)

**PHYS 4B—Electromagnetism (4 units)**  
(CAN PHYS 12) *CSU/UC UC-Unit Limit*  
Study of electromagnetism with accompanying laboratory. Prerequisite: PHYS 4A. (LM)

**PHYS 4C—Thermodynamics, Light, and Modern Physic (4 units)** (CAN PHYS 14) *CSU/UC UC-Unit Limit*  
Study of thermodynamics, optics, and modern physics with accompanying laboratory. Prerequisite: PHYS 4A. (LM)

**PHYS 10L—Basic Concepts in Physics (4 units)** *CSU/UC UC-Unit Limit*  
A general Physics course for non-science majors. Scientific skills and understanding of the basic concepts of Physics will be studied using the discovery or inquiry approach. Direct hands-on experience will be an integral part of the course through many interactive activities. There will be an emphasis on both conceptual and quantitative understanding of the physical world about us. Not open for credit to student with credit in PHYS 10. (LM)

**PHYS 15—Applied Physics (4 units)** *CSU*  
Hands-on approach to learning the basic principles of physics and their applications. Lab emphasizes measurement and verification of physical laws relating to mechanics, hydrostatics, thermodynamics electricity and magnetism, waves, optics, and atomic and nuclear physics. Intended for majors in various technical fields and Liberal Arts Majors. MATH 50 or equivalent very strongly recommended. (LM)

**PLANT SCIENCE (see Agriculture)**

# Political Science

### **POLSC 1—Introduction to American Government (3 units)CSU/UC**

A critical survey and assessment of American government and politics. Political institutions, such as the Political ideologies and Congress, the presidency, the courts, and the federal bureaucracy are analyzed in regards to power and ideology and their role in the American political system. Political ideologies and philosophies, as well as political parties and private interest groups, are also examined and analyzed. State and local government is included. *Satisfies State University requirements of California Administrative Code, Title V, Section 40404. Satisfies CSU Title 5, Section 40404, U.S. History, Constitution, and American Ideals requirement when both POLSCI 1 and LaRaza 15/HIST 15 or HIST 17A or HIST 17B are completed.(L)*

### **POLSC 40R—Parliamentary Procedure (3 units) CSU**

Application of student government procedures for the effective discharge of responsibilities. Parliamentary procedure, leadership skills, public relation skills, and basic resource management for student governmental and club members. Required of all members of the Associated Students of Yuba College Senate. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

# Psychiatric Technician

The Psychiatric Technology Program is a four-semester and single-summer session program offered at the Yuba College Campus. The program includes 648 theoretical hours of classroom education, correlated with 956 clinical practicum hours. The subject matter reflects the knowledge and skills specified by *Board of Vocational Nursing Psychiatric Technology Education (BVNPTE)* regulation, rules, and laws. All clinical practicum will be under the supervision and direction 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. Since enrollment is limited, students will be selected on the basis of a special application. Contact the Impacted Program Office at (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.

<b>First Semester (Fall)</b>	<b>Units</b>
FCS 10 Principles of Nutrition .....	3
PSYCT 50 Anatomy/Physiology .....	3
PSYCT 51 Human Development .....	3
PSYCT 52 Nursing Science A .....	2
<b>Second Semester (Spring)</b>	
PSYCT 53 Developmental Disabilities A .....	3
PSYCT 54 Nursing Science B .....	2
PSYCT 55 Pharmacology A .....	2
PSYCT 70 Nursing Science Clinical A .....	3
PSYCT 71 Developmental Disability Clinical A .....	2
<b>Summer</b>	
PSYCT 56 Nursing Science C .....	3
PSYCT 72 Nursing Science Clinical B .....	3
<b>Third Semester (Fall)</b>	
PSYCT 57 Psychiatric Disorders A .....	2
PSYCT 58 Group Process .....	2
PSYCT 59 Crisis Management .....	2
PSYCT 60 Pharmacology B .....	2
PSYCT 73 Psychiatric Disabilities Clinical A .....	4
<b>Fourth Semester (Spring)</b>	
PSYCT 61 Substance Abuse .....	2
PSYCT 62 Psychiatric Disorders B .....	2
PSYCT 63 Developmental Disabilities B .....	3
PSYCT 74 Psychiatric Disorders Clinical B .....	2
PSYCT 75 Developmental Disabilities Clinical B .....	3

Completion/challenge/credit for the previously outlined courses will make the student eligible for licensure examination by the *Board of Vocational Nurse and Psychiatric Technician Examiners* following application. Students wishing to also receive an associate degree should consult their counselor concerning additional degree requirements.

### **PSYCT 50—Anatomy and Physiology (3 units)**

Comprehensive overview of normal structure and function of the human organism including cell/tissue structure and function, organ/system differentiation, and related terminology. Designed for the psychiatric technician student or equivalent. (L)

### **PSYCT 51—Human Development (3 units)**

Overview of normal human growth and development from biologic conception to death, including identification of major theorists/theories, presentation of major milestone of growth and development associated with the chronologic age groups and subject related terminology. (L)

### **PSYCT 52—Nursing Science A (2 units)**

Orientation to the nursing science, which includes the following: basic medical terminology, fundamental concepts relating to the health care systems, ethical and professional codes of conduct and overview of past, current, and future trends in the U.S. health care systems. (L)

### **PSYCT 53—Developmental Disabilities A (3 units)**

Overview of the five developmental disability subtypes: mental retardation; epilepsy; cerebral palsy; infantile autism; and neurological handicapping. Also included shall be PART training designed to prepare the student to effectively "manage" assaultive behavior. Course is affiliated with PSYCT 71. (L)

# Programs and Courses

## **PSYCT 54—Nursing Science B (2 units)**

Overview of the major diseases and disorders associated with the human organism in terms of diagnostic criteria, symptom presentations, system pathology, medical/nursing interventions and typical prognosis. Emphasis shall be on nursing interventions, special care needs and patient related skills associated within the scope of practice of the LPT. Course is affiliated with PSYCT 70. (L)

## **PSYCT 55—Basic Pharmacology (2 units)**

Orientation to general concepts of pharmacology in terms of basic terminology, math review, drug computations, and factors affecting the action of drugs. Drugs specific to systems shall be surveyed in terms of most commonly used with the exception of drugs specific to the psychiatric disorders. (LM)

## **PSYCT 56—Nursing Science C (3 units)**

Overview of the medical-surgical nursing component of the program; includes all age groups, common diagnoses, nursing interventions and aspects of an acute care medical facility. Course material corresponds to PSYCT 72. (LM)

## **PSYCT 57—Psychiatric Disorders A (2 units)**

Overview of the major psychiatric disorders as defined within the current DSM-IVR, axis I. Emphasis shall be on: psychiatric related terminology, the major psychiatric disorders, presenting symptoms, nursing interventions, treatment interventions and typical prognosis. Course correlates with the clinical component course PSYCT 73. (L)

## **PSYCT 58—Group Process (2 units)**

Overview of the therapeutic intervention known as group process as it relates to the developmentally disabled and psychiatric client. Includes the following: related terminology, group leader skills, goals of the group process and specific client behaviors. (L)

## **PSYCT 59—Crisis Management (2 units)**

Overview of the concept of "crisis" relating to an individual's personal reaction to physical or psychological stressors, including: recognition of stress response, specific adaptive responses, specific maladaptive response, the dynamics of grief "burnout and suicide." Content of this course is directly related to the course objectives for PSYCH 73. (L)

## **PSYCT 60—Pharmacology B (2 units)**

Overview of the somatic therapies with emphasis upon the psychotropic medications as they related to the psychiatric client. Includes the following major drug classes: antipsychotic, antidepressant, antianxiety, antimanic and anticholinergic. (LM)

## **PSYCT 61—Substance Abuse (2 units)**

Historical overview of those drugs most commonly misused or abused within contemporary U.S. society. Makes a distinction between substance-use disorders and substance-induced disorders. All major drugs that have the potential for abuse and or misuse shall be presented in terms of the following: classifications, physical/psychological effects and dependency potential. (L)

## **PSYCT 62—Psychiatric Disorders B (2 units)**

General orientation of the ten personality disorders as identified in axis II of the DSM-IVR. Emphasis upon defining criteria, interpersonal impact, social consequences and intervention techniques. Course is affiliated with PSYCT 74. (L)

## **PSYCT 63—Developmental Disabilities B (3 units)**

Overview of behavioral science known as "behavior intervention" as it applies to the mentally retarded population. Included is a summary of the major state and federal legislation as it applies to the developmental disabilities. Also included is a general preparation for the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) state board examination for licensure. Course is affiliated with PSYCT 75. (L)

## **PSYCT 70—Nursing Science Clinical A (3 units)**

Clinical application of basic nursing skills associated with the "long term care" patient within a skilled nursing facility. The clinical affiliation is preceded by a 40-hour skills lab practicum at the Yuba College Nursing Lab according to schedule. Included: basic nursing care, ambulation assistance, personal hygiene, feeding assistance, preparation, administration and documentation of prescribed medications and or treatments. Clinical course is directly related to PSYCT 54. Grades are CR/NC. (LM)

## **PSYCT 71—Developmental Disabilities Clinical A (2 units)**

Clinical application of skill and knowledge associated with the developmentally disabled child and/or adolescent being served in the special education classroom of "Butte Vista School." Student shall be assigned to a specific classroom under the direct supervision and direction of the classroom instructor. Emphasis on provision of direct care and supervision of student while under direction of classroom instructor. Clinical experience correlates with theoretical course PSYCT 53. Grades are CR/NC. (L)

## **PSYCT 72—Nursing Science Clinical B (3 units)**

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 CR/NC. (LM)

## **PSYCT 73—Psychiatric Disorders Clinical A (4 units)**

Clinical application of psychiatric skills relating to the DSM-IVR diagnosed client within the acute care, day treatment and adult education components of the Sutter-Yuba mental Health Care System. Includes: application of therapeutic communication skills, medication administration, group process participation, observation, clinical assessment, interdisciplinary team participation and one to one observation. Course closely correlated with the theoretical courses that relate to the acute and chronic care hospitalized psychiatric client. Grades are CR/NC. (LM)

## **PSYCT 74—Psychiatric Disorders Clinical B (2 units)**

Orientation and direct participation with Willow Glen Care Center. Activities include: attendance of agency orientation, participation in all resident related groups and activities, direct care and supervision of assigned residents, participation in assigned social activities and application of previously acquired therapeutic communication skills. Grades are CR/NC. (L)

## **PSYCT 75—Developmental Disabilities Clinical B (3 units)**

Orientation and direct participation with "Community Resource Services." Students shall be assigned to two of four CRS sites based on (2) four week clinical rotations. Activities shall include: attendance of agency orientation, participation in all resident related group activities, direct care and supervision of assigned consumers, participation in assigned social activities and application of previously acquired therapeutic communication skills. (L)

## Psychology

Psychology is the study of human thought, feelings, and behavior. Part of its appeal is the fact that it involves both scientific investigation and practical applications of those findings in everyday life. The Yuba Community College District 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)

	Units
PSYCH 1A General Psychology .....	3
PSYCH 12 Human Sexuality OR PSYCH 31 Gender and Behavior: Feminine and Masculine .....	3
<b>Plus 12 additional units selected from the following:</b>	
PSYCH 1B General Psychology .....	3
PSYCH 22 Social Psychology .....	3
PSYCH 33 Personal and Social Adjustment .....	3
PSYCH 40/ECE 3 Childhood and Adolescent Behavior .....	3
PSYCH 41 Lifespan Development .....	3
PSYCH 30A, 30C, 30D Consciousness Studies (1 unit each - all three must be completed) .....	3
PSYCH 12 or 31 -- if not already completed above .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

#### PSYCH 1A—General Psychology (3 units) CSU/UC (CAN PSY 2)

General introduction to psychology as a science, including perception, learning, development, motivation, personality, abnormal behavior, and the biological and social basis of behavior. (L)

#### PSYCH 1B—General Psychology: Individual and Social Processes (3 units) CSU/UC

Further in-depth exploration of the subject matter of introductory psychology. Including, but are not limited to, developmental psychology, personality, social psychology, abnormal/maladaptive behavior, individual differences, neuropsychology, cross-cultural psychology. (L)

#### PSYCH 12—Human Sexuality and Sexual Behavior (3 units) CSU/UC

Psychological and biological aspects of human sexuality, including developmental issues, variations in sexual behavior/orientation, structure and function of the reproductive systems, sexual response, and sexually transmitted diseases. (L)

#### PSYCH 21R—Seminar in Psych: Contemporary Issues (1 unit) CSU

Examination and discussion of contemporary issues in society from a psychological viewpoint. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

#### PSYCH 22—Social Psychology (3 units) CSU/UC

Introduction to the study of human interaction with a focus on the individual within a social context, including topics of social perception and cognition, interpersonal attraction, pro-social behavior and aggression, attitude change, conformity and obedience, prejudice and discrimination, and the psychology of groups. (L)

#### PSYCH 30A—Consciousness Studies (1 unit) CSU

Focuses primarily on transpersonal approaches to consciousness. Other perspectives will include psychodynamic, behavioral, cognitive, biological, evolutionary, humanistic and existential. (L)

#### PSYCH 30B—Dreams, Art and Symbols (1 unit) CSU

Focuses on the psychology of sleep and dreams with an emphasis of dreamwork, dream interpretation, active imagination, lucid dreaming, art therapy, and archetypal investigation of the unconscious. (L)

#### PSYCH 30C—Advanced Consciousness Studies (1 unit) CSU

Historical development and research regarding consciousness studies in psychology. (L)

#### PSYCH 30D—History of Consciousness (1 unit) CSU

Historical development and research regarding consciousness studies in psychology. (L)

#### PSYCH 31—Gender and Behavior: Feminine and Masculine Behavior (3 units) CSU/UC

Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L)

#### PSYCH 32—Environmental Psychology (3 units) CSU/UC

Introduction to the field of environmental psychology. Exploration of the interaction between human behavior and the environment. Presentation of the research findings related to personal space, habitat selection, crowding, and color preference. (L)

#### PSYCH 33—Personal and Social Adjustment (3 units) CSU/UC

Principles of personality development with emphasis on self-theories and social interaction theories. (L)

#### PSYCH 34—Alternative Lifestyles (1 unit) CSU

A narrative history of the formation of gay communities and gay movements. Current issues of diversity and the struggles with homophobia in today's society will be addressed. This course is designed for those currently working in the public sector, or for those seeking a thorough knowledge of this diverse population. (L)



# Programs and Courses

## **PSYCH 40—Childhood and Adolescent Behavior (3 units) CSU/UC**

Psychology of the child and adolescent; introduction to developmental psychology, including prenatal and perinatal influences. Not open for credit to student with credit in ECE 3. Prerequisite: None; PSYCH 1A recommended. (L)

## **PSYCH 41—Lifespan Development (3 units) CSU/UC**

Introduction to the scientific study of human development from conception to death; examines the interplay of the biological, psychological, social, and cultural influences on the developing human being. (L)

## **PSYCH 46—Abnormal Psychology (3 units) CSU/UC**

Introduction to the field of abnormal psychology; exploration of the models, diagnosis, and classification of abnormal behavior. (L)

## **PSYCH 48F—The World of Abnormal Psychology (2 units) CSU**

A 13-part series that looks at psychological disorders; reflects current thinking that abnormal behavior can be understood from a combination of biological, psychological, and social points of view. Closed-captioned for the deaf and hard-of-hearing. (L)

## **PSYCH 95JR—Stress Management (0.5 unit)**

Cause-and-effect factors of stress, and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

# Radiologic Technology

## **TWO-YEAR ASSOCIATE DEGREE PROGRAM**

Accredited by the *State of California Department of Health Services, 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 Completion* and is eligible to take the required *California State Certification Examination* which will qualify the graduate (passor) as a California Certified Radiologic Technologist and also the *American Registry of Radiologic Technologist* which qualifies the graduate (passor) as a Registered Technologist R.T. in Radiology.

Since enrollment is limited, students will be selected on the basis of a special application. See a Yuba College counselor or pick up an application package for details of the selection criteria. Applications may be submitted at any time after successful completion of the required prerequisites.

### **MINIMUM CRITERIA FOR ADMISSION.**

1. High School graduation or equivalent.
2. Completion with a "C" or better grade: Biology 4, Chemistry 1A or 2A, Biology 5, Mathematics 50.
3. Eight hours observation in a clinical setting.

Contact (530) 741-6786 for an application packet which explains the admission criteria more fully. Students in this program are required to purchase (from the College) or provide proof of malpractice insurance. Students are also required to have specific immunizations, pass a drug screen and background check. (Criteria are subject to change each year.)

**Additional required courses which must be completed with a "C" or higher grade for the A.S. degree and to complete program:** English 1A, General Education (humanities), Psychology 1A.

Suggested sequence of courses to be completed leading to the associate degree in Radiologic Technology:

### **Fall Semester**

RADT 1 Intro to Radiologic Technology .....	4
RADT 2 Radiation Physics .....	3
RADT 3A Radiographic Procedures .....	2
RADT 6A Radiologic Technology Internship .....	5

### **Spring Semester**

RADT 4 Principles of Rad. Biology & Protection .....	3
RADT 5 Principles of Radiographic Exposure & Equipment .....	4
RADT 3B Radiographic Procedures .....	2

### **Summer Session**

RADT 6C Radiologic Technology Internship .....	8
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### **Fall Semester**

RADT 7 Advanced Radiologic Studies .....	1
RADT 3C Radiographic Procedures .....	2
RADT 6D Radiologic Technology Internship .....	8
RADT 8 Radiographic Pathology and Film Critique .....	3

### **Spring Semester**

RADT 3D Radiographic Procedure .....	2
RADT 6E Radiologic Technology Internship .....	9
RADT 9 Advanced Modalities .....	3
RADT 12 Radiologic Technology Board Review 1RADT 6B Radiologic Technology Internship .....	7

### **ADDITIONAL ELECTIVE COURSES:**

RADT 6F Radiologic Technology Internship .....	6
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Mammography and Fluorography are additional elective courses.

\*Courses must be completed with a grade of "C" or better before or during the indicated semester to progress in the program.

# Programs and Courses

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## **RADT 1—Introduction to Radiologic Technology (4 units)**

**CSU**

Policies and procedures of the Yuba College Program; overview of radiography and health care delivery; usage of terminology as related to the medical and radiological professions; principles of care to patients during radiologic procedures; medical ethics and law. Prerequisite: Admission to program; manual dexterity is required. (L)

## **RADT 2—Radiation Physics (3 units)**

**CSU**

Introduction to basic physics; fundamentals of x-ray generating equipment; information on x-ray production and x-ray beam characteristics. Prerequisite: Admission to RT program. (LM)

## **RADT 3A—Radiographic Procedures (2 units)**

**CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to production of radiographs of optimal diagnostic quality. Prerequisite: BIOL 4 with a "C" or better; admission to RADT program. (LM)

## **RADT 3B—Radiographic Procedures (2 units)**

**CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3A with a "C" or better. (LM)

## **RADT 3C—Radiographic Procedures (2 units)**

**CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3B with a "C" or better. (LM)

## **RADT 3D—Radiographic Procedures (1 unit)**

**CSU**

Knowledge and skills necessary to perform standard radiographic procedures; consideration is given to the production of radiographs of optimal diagnostic quality. Prerequisite: RADT 3C with a grade of "C" or better. (LM)

## **RADT 4—Principles of Radiation, Physics Biology and Protection (3 units)**

**CSU**

Principles of the interaction of radiation with the living system; radiation effects on biological molecules and organism, and factors affecting biological response; radiation protection responsibilities of the radiographer for patients, personnel, and the public. (LM) Prerequisite: RADT 2.

## **RADT 5—Principles of Radiation Exposure and Equipment (4 units)**

**CSU**

Knowledge of factors that govern and influence the production of the radiographic image on radiographic film and processing of the exposed film; equipment routinely used to produce the image; evaluate radiographic systems to assure consistency. (LM) Prerequisite: Admission to RT program, CHEM 1A or 2A, or (CHEM 3A and 3B); MATH 50.

## **RADT 6A—Radiologic Technology Internship (5 units)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Corequisite: RADT 1 and 3A; Prerequisite: entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC.

## **RADT 6B—Radiologic Technology Internship (7 units)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Prerequisite: RADT 6A; entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC.

## **RADT 6C—Radiologic Technology Internship (8 units)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Prerequisite: RADT 6B; entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC.

## **RADT 6D—Radiologic Technology Internship (8 units)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Prerequisite: RADT 6C; entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC.

## **RADT 6E—Radiologic Technology Internship (9 units)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Prerequisite: RADT 6D; entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC.

## **RADT 6FR—Radiologic Technology Internship (1 unit)**

**CSU**

Radiologic experience in clinical facilities under the supervision of the District instructor, staff technologist, and radiologist; development of skills in correlation with current radiologic practices; rotation in various facilities. Prerequisite: RADT 6E; entry into program; agreement to abide by the regulations of the affiliated clinical facility. (LM) Grades are CR/NC. (Repeatable: May be taken four times only.)

## **RADT 7—Advanced Radiologic Studies (1 unit)**

**CSU**

Advanced radiologic studies as they relate to pediatric, geriatric, terminally ill, and disabled patients; radiologic pharmacology and contrast media. Prerequisite: RADT 1.

## **RADT 8—Radiographic Pathology and Film Critique (3 units)**

**CSU**

Introduction to the concepts of disease; pathology and disease, as it relates to various radiographic procedures; advanced evaluation and critique of radiographs. Prerequisite: RADT 1, RADT 5, and BIOL 5.

## **RADT 9—Advanced Modalities (3 units)**

**CSU**

Advanced radiologic studies of computed tomography, magnetic resonance imaging, angiography, interventional procedures, and related procedures; sectional anatomy. (LM) Prerequisite: RADT 7, RADT 1, BIOL 4, and BIOL 5.

## **RADT 12—Radiologic Technology Board Review (1 unit)**

**CSU**

Summary lectures with testing of the five content areas tested by the *State of California Radiation Health Branch* and the *American Registry of Radiologic Technology*. Corequisite: RADT 6E or 49. (LM)

*All required Radiologic Technology courses and Associate in Science Degree must have been earned to receive the Certificate of Completion.*

## Reading

### **RADT 14—Radiographic Informatics (1 unit)**

**CSU**

Introduction to computer applications within a health care setting; topics include accessing and updating patient information, displaying, modifying, and retrieving images, and the safeguarding of patient confidentiality. (LM)

### **RADT 30—Introduction to Sonography (3 units)**

**CSU**

Discusses basic anatomy, terminology, scanning orientation, responsibilities of a sonographer, patient care, medical ethics, and law. (LM)

### **RADT 31—Abdominal Sonography (3 units)**

**CSU**

Basics of abdominal sonography, including cross sectional anatomy, and normal, as well as abnormal, variants; normal case studies and pathologies and disease processes of the abdomen. (LM)

### **RADT 32—Physics/Instrumentation in Sonography (3 units)**

**CSU**

The physical principles of ultrasound, as well as the instrumentation, bio-effects, and safety of ultrasound; doppler ultrasound, explanation, and usages. (LM)

### **RADT 33—OB/GYN Sonography (3 units)**

**CSU**

Basics of gynecological and obstetrical sonography, gynecological pathologies, abnormal pregnancies, and fetal endovaginal examinations. (LM)

### **RADT 60—Fluoroscopy Permit Class (3 units)**

Specialized principles of fluoroscopic image forming, recording, viewing, resolution, and control; biological effects of radiation; principles, practice, and risk determination for radiation protection; laws and regulations related to fluoroscopy. Prerequisite: Enrollment in approved Radiologic Technology Program or registered or licensed radiologic technologist. (L)

### **RADT 61—Mammography (3 units)**

Specialized principles of mammography and other x-ray image generating equipment; image forming, recording, viewing, resolution, and control; biological effects of radiation; principles, practice, and risk determination for radiation protection; laws and regulations related to medical mammography equipment. Prerequisite: Enrollment in approved Radiologic Technology Program or registered or licensed radiologic technologist. (L)

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### **READ 10—Critical Reading (3 units)**

**CSU**

Enable students to develop ability to read, think, respond, and write critically. Emphasis on understanding and analyzing written material. Prerequisite: READ 70 with a grade of "C" or better, or qualifying *Placement Examination* score above Reading 70.

### **READ 70—Analytical Reading (3 units)**

Specific comprehension and reasoning skills for reading textbooks and other college materials. Concurrent enrollment in ENGL 51L or 51 is recommended. Prerequisite: READ 105 with a grade of "C" or better, or qualifying *Placement Examination* score.

### **READ 105—Pre-Collegiate Reading Skills (3 units)**

Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105L or 106 recommended. Not open for credit to student with credit in READ 90 or 105L. Prerequisite: READ 110B with a passing grade, or satisfactory score on *Placement Examination* and appropriate skills and knowledge.

### **READ 105L—Pre-Collegiate Reading Skills (4 units)**

Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Corequisite: READ 105L lab; concurrent enrollment in ENGL 105 or 106 recommended. Not open for credit to student with credit in READ 90 or 106. (Formerly READ 90.) Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge or a passing grade or credit in READ 110B or 110C.

### **READ 110A—Reading Assistance (4 units)**

Small group and whole class work to strengthen basic reading skills; emphasis on vocabulary development. Individual help during laboratory time as needed.

### **READ 110B—Reading Assistance (4 units)**

Small group and whole class work to strengthen basic reading skills and to make inferences and to read critically; individual help during laboratory time as needed. Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge, or READ 110A.

### **READ 111—Reading Assist for Limited English Proficiency (4 units)**

Strategies to improve basic reading skills for persons with limited English proficiency; includes vocabulary development; small group work and individual help during laboratory time as needed.

### **READ 115R—Reading Workshop (3 units)**

Literacy program for the native speaker. Students pursue a competency-based program in a laboratory setting. Grades are CR/NC. (Repeatable: May be taken four times only.)

### **READ 123—Reading and Comprehension (1 unit)**

Individualized program of study for improvement in reading, comprehension, and efficiency. Grades are CR/NC.

### **READ 125R—Enrichment Reading (1 unit)**

Reading of narrative materials to gain fluency and appreciation of literature. Focus is on understanding elements of narrative development and vocabulary in context. (Repeatable: May be taken four times only.)

## REAL ESTATE (see Business)

## Programs and Courses

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# Sign Language

### **SIGN 1—Sign Language Studies 1 (3 units)**

**CSU/UC UC-Unit Limit**

Introduction to the visual-gestural processes of sign language; provides instructional activities for people who wish to become competent in communication with deaf people; emphasis on nonverbal communication. (L)

### **SIGN 2—Sign Language Studies 2 (3 units)**

**CSU/UC**

Non-verbal communication skills using syntactical and finger spelling of multi-syllable words. Prerequisite: SIGN 1.

### **SIGN 3—Sign Language Studies 3 (3 units)**

**CSU/UC**

Continuation of ASL comprehension skills and advanced grammatical structure; continues to place emphasis on expressive skills and deaf culture. Prerequisite: SIGN 2.

### **SIGN 61R—Basic Vocabulary and Finger Spelling (2 units)**

The art of communicating with the deaf by means of finger spelling and basic signing. (L) (Repeatable: May be taken two times only.)

# Social Science

## **SOCIAL SCIENCE (*Associate in Arts*)**

### **Required**

### **Units**

ANTHR 1 Physical Anthropology	
OR 2 Cultural Anthropology .....	3
ECON 1A Elementary Economics-Macro .....	3
GEOG 1 Physical Geography OR	
2 Cultural Geography .....	3
POLSC 1 Introduction to Political Science .....	3
PSYCH 1A General Psychology	
OR SOCIL 1 Introduction to Sociology .....	3
Any History Class .....	3
<b>Total units required for degree major .....</b>	<b>18</b>

### **SOCSC 4—Foreign Affairs (3 units)**

**CSU/UC**

Review of internationally based problems through a study of international tensions and the influence of various factors such as public opinion, pressure groups, news management) on making and implementation of foreign policy. (L)

### **SOCSC 290R—Citizenship (1 unit)**

Preparation to pass a standard citizenship test. Grades are CR/NC. (Repeatable: May be taken four times only.)

# Sociology

### **SOCIL 1—Introduction to Sociology (3 units)** **(CAN SOC 2)**

**CSU/UC**

Basic principles and concepts of sociology, including culture, personality, organization, institutions, stratification, population, collective behavior, and social change. (L)

### **SOCIL 2—Social Problems (3 units)**

**CSU/UC**

Survey of social problems in present-day American culture and application of sociological theory and analysis to issues such as poverty, minorities, crime, medicine, the environment, and technology. (L)

### **SOCIL 5—Ethnic Relations in the United States (3 units)**

**CSU/UC**

Examines the dynamics of multi-ethnic relations in the United States, focusing on social, historical, political, and economic factors; emphasis on inter-group and intra-group relations in terms of prejudice, discrimination, immigration, assimilation, demographic shifts, and exclusion/inclusion. (L)

### **SOCIL 10—Sociology of Marriage (3 units)**

**CSU/UC**

Sociological analysis of marriage, including history, cultural comparison, gender roles, love, sexuality, singlehood, parenthood, process, conflict, conflict resolution, divorce, remarriage, and the future of marriage and the family. (L)

### **SOCIL 30—Aging: Concepts and Issues (3 units)**

**CSU/UC**

Social, economic, and psychological factors related to aging and the changing roles in contemporary society, including current controversies, personal adaptation to aging, income and housing, health and long-term care, employment and retirement, community social services, and social inequality. Not open for credit to student with credit in LLP 30. (L)

### **SOCIL 35—Women in Contemporary Society (3 units)**

**CSU/UC**

Focuses on the unique position of women in contemporary United States society; emphasis given to the concept of gender as it relates to socialization, social control, history, multi-culturalism, and current issues. Not open for credit to student with credit in WOMEN 35. (L)



# Spanish

## **SPAN 1—Elementary Spanish, Part 1 (4 units)**

**CSU/UC UC-Unit Limit**

Development of four basic language skills: speaking, listening, reading and writing. Students will learn to initiate, sustain, and close basic communication tasks. Student will understand content related to personal background and needs, non-complex social conventions, main ideas and details of connected discourse of familiar topics. This course is equivalent to one year of high school Spanish. (L)

## **SPAN 2—Elementary Spanish, Part 2 (4 units)**

**CSU/UC UC-Unit Limit**

A continuation of Spanish 1. Emphasis on control of the material in Spanish 1 and introduction of the present perfect, the conditional, the future and the subjunctive verb cases. This course is equivalent to two years of high school Spanish. Prerequisite: SPAN 1 or equivalent. (L)

## **SPAN 3—Intermediate Spanish, Part 1 (4 units)**

**CSU/UC UC-Unit Limit**

A third semester course which completes the presentation of basic Spanish grammar and development of all language skills (listening, reading, speaking, and writing) in a cultural context with special emphasis in communications. Equivalent to three years of high school Spanish. Prerequisite: SPAN 2; or 3 years of high school Spanish; or equivalent. (L)

## **SPAN 4—Intermediate Spanish, Part 2 (4 units) CSU/UC**

A fourth semester course designed to review the grammar, vocabulary, and composition acquired in the first three semesters. Contextualized and culturally appropriate exercises and the readings of modern texts of the history, art, geography, literature, and cultural values of the hispanic peoples are used. The four language skills (listening, writing, reading, and speaking) are further developed through special emphasis on communication. Equivalent to three years of high school Spanish. Prerequisite: SPAN 3 or equivalent. (L)

## **SPAN 10—Introduction to Spanish (3 units)**

**CSU/UC UC-Unit Limit**

Study of elementary Spanish with an emphasis in proficiency, including grammar, vocabulary, pronunciation, and communication. (L)

## **SPAN 20A—Spanish for the Spanish Speaking**

**Student (3 units) CSU/UC UC-Unit Limit**

Intensive review of grammar; composition, translation, cultural and literary readings. Designed for those who are effective in oral communication in Spanish, but who need training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided composition. (L)

## **SPAN 20B—Spanish for the Spanish Speaking**

**Student (3 units) CSU/UC UC-Unit Limit**

Designed for bilingual students who are effective in oral communication, but who need more training in the written forms of the language; intensive review of grammar; composition and translation; linguistic ability in both English and Spanish is used as a basis for increasing vocabulary and increasing writing and reading skills. Prerequisite: SPAN 20A or 2.

## **SPAN 35—Latin American Literature in Translation**

**(3 units) CSU/UC**

Study of major works of Latin-American literature; readings, lectures, and discussions in English by Columbus, Las Casas, Sor Juana Ines de la Cruz, and others. (L)

## **SPAN 36—Literatura Hispano-Americana (3 units)**

**CSU/UC**

Study of major works of Latin-American literature; readings, lectures, and discussions of major works in Spanish by Columbus, Las Casas, Sor Juana Ines de la Cruz, Dario, and others. Intended for Hispanic and advanced Spanish student. Prerequisite: Ability to read literature in the Spanish language. (L)

## **SPAN 48A—Destinos: An Introduction to Spanish (2 units)**

**CSU**

Introductory course which emphasizes the four basic language skills: understanding, speaking, reading, and writing; use of dialogues to introduce and reinforce common, everyday conversations, grammatical concepts, and key phrases. (L)

## **SPAN 48B—Destinos: an Introduction to Spanish (2 units)**

**CSU**

Continuation of SPAN 48A with an emphasis on the four basic skills: understanding, speaking, reading and writing. Use of video dialogues to present and reinforce common everyday conversations, grammatical concepts, idioms, vocabulary and key phrases. Prerequisite: SPAN 48A.

## **SPAN 51R—Conversational Spanish (1 or 2 or 3 units)**

Development of oral skills in Spanish with an emphasis on practical phrases for communication in job or social situations; vocabulary development appropriate for basic interaction as well as for law enforcement, welfare, and other public agencies. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

## Speech

### COMMUNICATION STUDIES (Associate in Science)

	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 3 units selected from the following: SPECH 4R, 8; THART 11A; ...	
PSYCH 1A; MCOMM 4; PHIL 12 .....	3
<b>Total units required for degree major .....</b>	<b>21</b>

#### **SPEECH 1—Public Speaking (3 units) (CAN SPCH 4)** **CSU/UC**

Principles of effective oral communication applied to several public speaking assignments which emphasize management of stage fright, development of support and organization of ideas, audience analysis, and clear communication of thought and feeling; attention given to effective listening and feedback skills, and nonverbal communication. Prerequisite: ENGL 51 or qualifying score on *English Placement Examination* and appropriate skills and knowledge.

#### **SPEECH 2—Oral Interpretation of Literature (3 units)** **CSU/UC**

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or 51L or qualifying score on *English Placement Examination* and appropriate skills and knowledge. Not open for credit to student with credit in ENGL 2.

#### **SPEECH 3—Argumentation (3 units)** **(CAN SPCH 6) CSU/UC**

General approach to rational decision making and argumentative analysis including the improvement of reasoning skills, identification of logical fallacies, and evaluation of arguments. (CAN SPCH 6) (L)

#### **SPEECH 4R—Speech Arts Workshop (v1-3 units) CSU** Supervised preparation for participation in intercollegiate speech and oral interpretation events and/or for presentations at local schools. (L) (Repeatable: May be taken four times only.)

#### **SPEECH 6—Group Communications (3 units) CSU/UC** Study of communication in small group situations; emphasis placed on researching, organizing, and delivering oral presentations, including panel discussions and symposia; the role of communication in various group processes, including problem-solving, leadership, and decision-making. (L)

#### **SPEECH 7—Interpersonal Communication (3 units)** **CSU/UC**

Study of interpersonal relationships, including gender, intercultural, professional, and intimate communication; required to research, organize, and deliver oral presentations about concepts, dynamics, and contexts of interpersonal communication. (L)

#### **SPEECH 8—Intercultural Communications (3 units)** **CSU/UC**

Study of intercultural communication theory relative to perception, context, language, verbal, nonverbal messages, and adaptation; emphasis will be placed on developing effective intercultural communication skills; students will demonstrate effective intercultural communications skills by oral presentations and group and interpersonal interactions. (L)

#### **SPEECH 9—Fundamentals of Speech Communication** **(3 units) CSU/UC**

Basic skills and introductory concepts necessary for effective communication in a variety of settings; emphasis is placed on researching, organizing, and presenting public presentations in interpersonal, small group, and public contexts. Not open for credit to student with credit in SPEECH 51. (L)

#### **SPEECH 12—Multicultural Communication** **(v.5-1 units) CSU**

By attending the events organized/sponsored by Crossing Borders and Building Bridges, participants are expected to acquire effective intercultural communication skills by valuing differences through their acknowledgment and respect for diversity and multiculturalism.

## Statistics

#### **STAT 1—Introduction to Statistical Methods** **(4 units) (CAN STAT 2) CSU/UC**

Descriptive statistics; measures of central tendency, variation, correlation, probability, sampling, sampling distributions, estimation, and tests of statistical hypotheses. For majors in natural science, social science, and business. Prerequisites: MATH 52 or equivalent with a grade of "C" or better. (LM)

# Theatre Arts

## **THEATRE ARTS** **(Associate in Arts)**

	Units
THART 10 Introduction to Theatre .....	3
THART 11A Introduction to Acting .....	3
THART 29R College Theatre .....	3
THART 12A Advanced Studies in Acting .....	3
Plus 6 units to be selected from the following .....	6
THART 11B, 12B, 26R, 29R, 34, 45A, 45B; SPECH 1, 4R, MCOMM 2, 4; ENGL 2	
<b>Total units required for degree major .....</b>	<b>18</b>

### **THART 10—Introduction to Theatre (3 units) CSU/UC**

Study of theater and its relationship to other arts and humanities, including survey of theater history, study of important plays, and current Yuba College Theatre productions. (L)

### **THART 11A—Introduction to Acting (3 units) CSU/UC**

Basics of acting for the stage will be explored and developed, including voice and diction, movement, improvisational technique, characterization, and scene study. Several monologues and scenes will be developed and presented in the class.

### **THART 11B—Introduction to Acting (3 units) CSU/UC**

Pantomime, stage movement, imagination, improvisation, and characterization; emphasis on more complex scenes and plays. Prerequisite: THART 11A.

### **THART 12A—Advanced Studies in Acting (3 units) CSU/UC**

Development of the skills of vocal projection, auditioning, movement, and character motivation; participation in one-act or full-length play at end of the semester. Prerequisite: THART 11A or THART 26R or 29R.

### **THART 12B—Advanced Studies in Acting (3 units) CSU/UC**

Development of the skills of vocal projection, auditioning, movement, and character motivation; participation in one-act or full-length play at end of semester. Prerequisite: THART 12A.

### **THART 26R—Musical Theatre Workshop (2 or 3 units) CSU/UC**

Fundamentals of musical theater performance; singing, acting, dancing, orchestra, and technical stage work; specialize in area of interest; works to be selected from various periods and styles. Participation in Yuba College production is required. (Same as MUSIC 26R) (Repeatable: May be taken four times only.)

### **THART 29R—College Theatre (2 or 3 units) CSU/UC**

Fundamentals of theatrical performance in all areas of theater (acting, directing, design, technical) culminating in a theater production; plays to be selected from various periods and styles. (L) (Repeatable: May be taken four times only.)

### **THART 32R—Film Studies: Focus on ... (3 units) CSU/UC**

Study of a particular director/artist, genre, or national cinema; view and discuss full-length feature films; topic to be specified in class schedule. (Same as ENGL 32R; HUMAN 32R) (Repeatable: May be taken four times only.)

### **THART 33—History of Film (3 units) CSU/UC**

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or ENGL 33. (L)

### **THART 34—Introduction to Film (3 units) CSU/UC**

Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in ENGL 34 or HUMAN 34. (L)

### **THART 45A—Production and Technical Theatre (3 units) CSU/UC**

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management). Integrated with Yuba College Theatre productions. Corequisite: THART 29R or 26R. (L)

### **THART 45B—Production and Technical Theatre (3 units) CSU/UC**

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management). Integrated with Yuba College Theatre productions. Corequisite: THART 26R or 29R. Prerequisite: THART 45A.

### **THART 48H—Introduction to Hitchcock (1 unit) CSU**

Primer on the art of director Alfred Hitchcock, including viewing films and discussions of his common themes, motifs, plots. Not open for credit to student with credit in ENGL 48H or HUMAN 48H. (L)

### **THART 48G—American Cinema (2 units) CSU**

Film studies telecourse that explores how Hollywood films work technically, artistically, and culturally; exploration of the deeper significance of genres and the social and psychological effect of films on society. Not open for credit to student with credit in ENGL 48G or HUMAN 48G.

# University Studies

The Associate in Arts - University Studies degree is a transfer degree program designed for students who plan to transfer to a CSU or UC campus. Students are encouraged to consult a counselor. To complete the University Studies major, students complete 18 units from the current California State University General Education list (see CSU transfer section) or the university of California/California State University Intersegmental General Education Transfer Curriculum (see IGETC section). Courses must represent at least three different areas of the pattern selected. These courses must be in addition to those taken to fulfill the Yuba Community College District's General Education graduation requirements.

# Veterinary Technology

## VETERINARY TECHNICIAN (Associate in Science)

Accredited by *American Veterinary Medical Association*, the nation's accrediting agency, Yuba College, in cooperation with area veterinarians, offers a program in Veterinary Technology. Students complete the two-year academic program on the Marysville campus. Five-hundred hours of work experience are also required. The student may take the *California State Licensing Examination for Veterinary Technicians* after completion of the program.

If enrollment exceeds capacity, Yuba College reserves the right to limit the second semester of this program. Only those students who have completed all the required course work (i.e., fulfilled all prerequisites and corequisites) will be allowed to continue to the next level of course work.

### First Semester (Fall)

#### Units

*BIOL 15 Bioscience .....	4
*CHEM 10 or CHEM 2A Introductory Chemistry .....	3-5
*MATH 50 Elementary Algebra .....	3-4
*VETT 1 Introduction to Veterinary Technology .....	4

*Note: Physical Education is not required of Veterinary Technology majors (or any other Allied Health majors) per current College Catalog graduation requirements.*

*VETT 55 Veterinary Medical Principles .....	2
*CWEE Occupational Work Experience .....	2-4

### Second Semester (Spring)

*BCA 15R Business Comp. Applications- Beg. OR COM SCI 10L Computer Literacy .....	3
VETT 3 Veterinary Anesthesia & Pharmacology .....	3
ENGL 1A Reading/Composition OR ENGL 51/51L Preparatory Composition/Reading .....	4
*VETT 2 Animal Anatomy/Physiology .....	4
*CWEE Occupational Work Experience .....	2-4

### Third Semester (Fall)

*BIOL 6 Introductory Microbiology .....	4
*VETT 53A Basic Veterinary Science .....	5
General Education electives (see Degree req.) .....	3
*CWEE Occupational Work Experience .....	2-4

### Fourth Semester (Spring)

*VETT 53B Basic Veterinary Science .....	5
VETT 54 Animal Health/Disease .....	3
General Education electives (see Degree req.) .....	3
*CWEE Occupational Work Experience .....	2-4
<b>Minimum units to total .....</b>	<b>62</b>

*\*Courses must be completed with a grade of "C" or better before or during the indicated semester to progress to the next level course, and is mandatory for continued good standing in the Program.*

### VETT 1—Introduction to Veterinary Technology (4 units)

CSU

Overview of Veterinary Technology as a profession; includes animal identification, government regulations, animal husbandry and restraint, general health, and zoonosis. Prerequisite: BIOL 15 and CHEM 2A, which may be taken concurrently. (LM)

### VETT 2—Animal Anatomy and Physiology (4 units) CSU

Structural aspects and normal functions of the principle systems of various animals. Application of normal physiology as it pertains to animal health and disease. Prerequisite: VETT 1 and BIOL 15

### VETT 3—Veterinary Anesthesia & Pharmacology (3 units)

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. (LM). Prerequisite: BIOL 15.

### VETT 53A—Basic Veterinary Science (5 units)

Clinical laboratory testing, anesthesia, surgery, sterilization of instruments, drug administration and use, veterinary dentistry, and nutrition. Prerequisite: VETT 1 and 2.

### VETT 53B—Basic Veterinary Science (5 units)

Clinical laboratory testing, radiology, cardiology, pharmacology, nursing, emergency medicine and immunology. Prerequisite: VETT 53A.

### VETT 54—Animal Health and Disease (3 units)

Animal health and disease management, including both large and small animals; emphasis on disease prevention and sanitation. Prerequisite: BIOL 15. (LM)



**VETT 55—Veterinary Medical Principles (2 units)**

The study of medical terms used in veterinary medicines as it applies to clinical situations. The application of terms and medical practices used by the Veterinary Technician. (L)

**VETT 101—Veterinary Assisting (2 units)**

Concepts of veterinary medicine needed to function effectively as a veterinary assistant, veterinary receptionist, kennel staff or animal shelter worker. This course does not lead to the AS Degree in Veterinary Technology but can be used as a step towards entry into that program.

### **VOCATIONAL NURSING** (see Nursing)

## Women's Studies

**WOMEN 26A—Women in Art I (3 units)**

*CSU/UC UC-Unit Limit*

Role of women as artists in the Western World, beginning in the Middle Ages, and concluding in the Twentieth Century art world. Not open for credit to student with credit in Art 3A or HUMAN 26A. (L)

**WOMEN 26B—Women in Art II (3 units)**

*CSU/UC UC-Unit Limit*

The role of women as visual artists in Europe and the Americas, focusing on the Twentieth Century. Not open for credit to student with credit in ART 3B or HUMAN 26B. (L)

**WOMEN 29—Women in American History (3 units)**

*CSU/UC*

General introduction to the history of women in America from colonial times to the present; emphasis on the changing political, economic, social, and ethnic history. Not open for credit to student with credit in HIST 29. (L)

**WOMEN 31—Gender and Behavior: Feminine and Masculine Behavior (3 units)**

*CSU/UC*

Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L)

**WOMEN 35—Women in Contemporary Society (3 units)**

*CSU/UC*

Focuses on the unique position of women in contemporary United States society; emphasis is given to the concept of gender as it relates to socialization, social control, history, multi-culturalism, and current issues. Not open for credit to student with credit in SOCIL 35. (L)

**WOMEN 37—Literature by Women (3 units)**

*CSU/UC*

Survey of women writers from ancient Greece to modern times, focusing mainly upon the contemporary period. Not open for credit to student with credit in ENGL 37. (L)

# Classified Staff

**Gary Ables**, Student Services Assistant, YCCD since 2003

**Diana Adams**, Asst.Child Care, YCCD since 2004

**Helene P. Aguinaldo**, Secretary, YCCD since 2000

**Felicia Alvarez**, Admin. Secretary, YCCD since 2005

**David P. Allman**, Custodian, YCCD since 2000

**Teresa Aronson**, Public Events Technician, YCCD since 2003

**Anita L. Arrenquin**, Senior Accounting Technician, YCCD since 1991

**Sherry M. Azevedo-Halcomb**, Food Services Coordinator, YCCD since 1974

**Al Barbara**, Alternate Media Network Specialist, DSPS, YCCD since 2002

**Divinder Bains**, District/Foundation Accountant, YCCD since 2002

**Raminder Bains**, Data Entry Technician, YCCD since 2003

**Michael Berta**, Director-SBDC, YCCD since 2002

**Malinda Bogdonoff**, Director-Purchasing Contracting, YCCD since 2000

**Elizabeth A. Bowman**, Residence Hall Coord., YCCD since 1999

**Gerard K. Braud**, Lead Custodian, YCCD since 1995

**Stephen Brouwers**, Information System Systems Student Services Liaison, YCCD since 2004

**Margaret L. Brown**, Instructional Associate-Learning Skills, YCCD since 1994

**Terry Brownfield**, Instructional Network Specialist, YCCD since 1999

**Armand R. Brunhoeber**, Assessment and Research Specialist, YCCD since 1995

**Kathryn G. Bryant**, Research Analyst, YCCD since 2000

**Quy Bui**, Math Instructional Assistant, YCCD since 2003

**Celina F. Carmona**, Library/Media Specialist, YCCD since 1987

**Sonia Ceja**, Financial Aid Tech. YCCD since 2005

**Daleen R. Chapman**, Financial Aid Specialist, YCCD since 1987

**Timothy L. Colvin**, Telecommunications Specialist II, YCCD since 1998

**Nora Compton**, Secretary, YCCD since 1955

**Craig A. Cooper**, Building Maintenance Worker, YCCD since 1990

**Francine Corry**, Child Development Assistant, YCCD since 2003

**Kathy S. Cortner**, Secretary to Superintendent, YCCD since 1990

**David F. Countryman**, Tool Room Assistant, YCCD since 1996

**Susie G. Courpet**, Science Lab Technician, YCCD since 1993

**Melissa Crawford**, Child Dev. Asst., YCCD since 2004

**Denise D. Daniel**, Personnel/Human Resources Analyst, YCCD since 1989

**Mailyn DeBoard**, Child Development Site Supervisor, YCCD since 2003

**Steven DeHart**, Athletic Trainer, YCCD since 2003

**Inderjit Deol**, Eops/CARE Spec., YCCD since 2002

**Diann Detmold**, I.A., YCCD since 1999

**Kanta Devi**, Site Supervisor Infant Toddler Center, YCCD since 2000

**Daniel Diadiw**, Data Processing Technician, YCCD since 2001

**Sylvia B. Dilgard**, Financial Aid Technician, YCCD since 1995

**Lucinda Dillard-Alfred**, Community Education Specialist, YCCD since 2000

**Teresa Dorantes**, Accounting Technician, YCCD since 2001

**Luke Doris**, Financial Aid Tech., YCCD since 2004

**Susan L. Downing**, Campus Operations Specialist II, YCCD since 1987

**Wendy Duck**, Cashier, YCCD since 2004

**Gene Dwinger**, Custodian, YCCD since 1996

**Kathleen Egbert**, Administrative Secretary, YCCD since 1999

**Debra A. Ehrhardt**, Campus Operations Specialist II, YCCD since 1991

**Janelle L. Eichler**, Tutoring Center Specialist, YCCD since 1999

**Connie Elder**, Registrar, YCCD since 1973

**Leah A. Eneix**, Foster Care Ed/Independent Living Program Specialist, YCCD since 2000

**Bryan J. Epp**, Grounds Maintenance Worker, YCCD since 1999

**Alice V. Epler**, Career Resources Specialist, Career Center, YCCD since 1986

**Shirley R. Evans**, Administrative Secretary II, YCCD since 1996

**James K. Fleenor**, Custodian, YCCD since 1998

**Donna Ferguson**, Student Services Asst., YCCD since 2003

**Rosa Fowle**, Purchasing Technician, YCCD since 2002

**William C. Frandrup**, Instructional Network Specialist, YCCD since 1985

**Joanna L. Frost**, DSPS Program Specialist, YCCD since 1995

**Rosamaria Gaona**, Child Development Assistant, YCCD since 2003

**Patsy Gasper**, Administrative Assistant, YCCD since 1996

**Key Gasson**, Student Services Asst., YCCD since 2002

**Maribel Gaytan**, Personnel Analyst, YCCD since 2001

**Corrine S. Gil**, Administrative Secretary I, YCCD since 1997

**George W. Ginger**, Custodian, YCCD since 2000

**Donald R. Goodman**, Grounds Maintenance Worker, YCCD since 1990

**Bobby Gosal**, SSS/Upward Bound Learning Specialist, YCCD since 2003

**William J. Granger**, Maintenance Control Clerk, YCCD since 1998

**Darlene Gray**, Library Technical Assistant, YCCD since 1982

**Nancie Greene**, Theater Arts Technician, YCCD since 2004

**Teresa L. Greenwood**, Printing/Mail Assistant, YCCD since 1996

**Kelly K. Griffith**, Custodian, YCCD since 2000

**Irma Guzman**, Administrative Secretary, YCCD since 1998

**Renee A. Hamilton**, Admin Secretary, YCCD since 1989

**Jennifer Hanchett**, EOPS/CARE Specialist, YCCD since 2003

**Bonnie Hansen**, Library/Media Specialist, YCCD since 1984

**Sissa N. Harris**, EOPS Specialist, YCCD since 1990

**Jackie S. Harryman**, Administrative Secretary I, YCCD since 1991

**Nancy Harryman**, Clerical Asst., YCCD since 1996

**Patricia M. Hecht**, Campus Student Services Specialist, YCCD since 1989

**William R. Heidbreder**, Telecommunication/Multimedia Specialist, YCCD since 1999

**Karin Helvey**, Director of Fiscal Services, YCCD since 2002

**Andrea Hernandez**, Child Development Clerical Assistant, YCCD since 2003

**Hope Hernandez**, Child Development Site Supervisor, YCCD since 2002

**Kathryne J. Hislop**, Science Lab Technician, YCCD since 1995

- Kathleen S. Hodge**, Personnel/Human Resources Analyst, YCCD since 1989
- Tim Hodge**, Custodial Supervisor, YCCD since 1987
- Linda L. Hofstra**, Accounting Technician, YCCD since 1999
- Donna L. Howard**, Grounds Maintenance Worker, YCCD since 1991
- Marlene R. Hubbartt**, Senior Student Services Technician, YCCD since 1991
- Judy L. Huff**, Secretary, YCCD since 1998
- Mary Huizar**, Campus Operations Specialist II, YCCD since 1992
- Sharon R. Humphrey**, Student Services Assistant, YCCD since 1989
- Merle Jeffers**, Science Lab Assistant, YCCD since 2003
- Becki Jeffries**, Fiscal support Tech., YCCD since 2000
- Janette Johns**, Child Development Site Supervisor, YCCD since 2002
- Donna R. Johnson**, Administrative Assistant, YCCD since 1989
- Susan L. Jow**, Student Services Technician, YCCD since 1999
- Tony Jow**, Instructional Associate, YCCD since 1989
- Aneeta Kalia**, Child Development Center, YCCD since 2003
- Thankachan Kaimootil**, Custodian, YCCD since 1985
- Nicole Karres**, Science Lab Asst. YCCD since 2005
- Maria D. Katanic**, Instructional Associate, YCCD since 1995
- Carla G. Knuth**, Campus Fiscal Technician, YCCD since 1994
- Dévi W. LaFièvre**, Information Systems Specialist I, YCCD since 1996
- Lynda L. Lara**, Administrative Secretary I, YCCD since 1975
- Miguel Lemus**, MESA Specialist, YCCD since 2003
- Minerva Lemus**, EOPS Clerical Assistant, YCCD since 2003
- Melody Leslie**, DSPS Interpreter, YCCD since 2004
- Patricia J. Levitan**, Instructional Associate, YCCD since 1990
- Faye D. Lewis**, Child Care Center Instructional Specialist, YCCD since 1992
- Bonnie L. Loghry**, Instructional Assistant, YCCD since 1982
- Deborah A. Manes**, Student Services Technician, YCCD since 1991
- Anita Mann**, Tech Prep Clerical Assistant, YCCD since 2003
- Danny M. Manzanares**, Custodian, YCCD since 1995
- Laurie Manzanares**, Custodian, YCCD since 2003
- James Markus**, Police Officer, YCCD since 2004
- Brian L. McClelland**, Lead Grounds Maintenance Worker, YCCD since 1990
- James K. McKibben**, Project Mechanic-HVAC/Electrician, YCCD since 1973
- Denise McLain**, Administrative Secretary I, YCCD since 2001
- Lori E. Mejia**, Administrative Assistant I, YCCD since 1986
- Denise Mendoza**, Clerical Asst., YCCD since 2004
- Eric Mendoza**, Custodian, YCCD since 1996
- Claudette M. Michel**, Secretary, YCCD since 1990
- Edette Mills**, Instructional Assistant, YCCD since 2001
- Deborah Monroe**, Upward Bound Specialist, YCCD since 2003
- Rita A. Montejano**, Administrative Secretary I, YCCD since 1988
- Georginia Montiel**, Administrative Secretary I, YCCD since 1977
- Jesus Moreno**, Child Dev. Asst. YCCD since 2004
- Elisa A. Muratalla**, Campus Student Services Specialist, YCCD since 1986
- Thomas Murphy**, Project Mechanic-HVAC/Electrician, YCCD since 1983
- Albert A. Normandin**, Custodial Maintenance Worker, YCCD since 1999
- Afghani Obaidi**, Child Development Asst., YCCD since 2003
- Jeanette M. O'Bryan**, Library/Media Specialist, YCCD since 1991
- Patrick C. O'Bryan**, Custodian, YCCD since 1998
- Rita Ordiway**, Upward Bound Secretary, YCCD since 2003
- Kathleen Palmer**, Inst. Dev./ Foundation Asst., YCCD since 2004
- Teresa M. Paras**, Administrative Secretary I, YCCD since 1998
- Arnel Parker**, Instructional Assistant-Computer Lab, YCCD since 1997
- Frank D. Parks**, Custodial Maintenance Worker, YCCD since 2001
- Ben Pate**, Police Officer, YCCD since 2004
- Juhree E. Patterson**, Administrative Secretary II, YCCD since 1975
- Joan Penning**, Instructional Support Technician, YCCD since 1998
- David Perez**, EOPS Specialist, YCCD since 1997
- Rod Perry**, Director of Maintenance and Operations/Grounds Supervisor, YCCD since 1981
- Cheryl Peters**, SBDC Program Technician, YCCD since 2000
- Adam Pharris**, Police Officer, YCCD since 2004
- Michael E. Plant**, Administrative Applications Supervisor, YCCD since 1998
- Larry J. Pool**, Athletic Facilities Maintenance Worker, YCCD since 1979
- Kerry L. Pope**, Student Services Technician, YCCD since 1999
- Robert Potter**, Custodian, YCCD since 2000
- Angelica Ramierez**, Financial Aid Assistant, YCCD since 2003
- Agustina Ramirez**, Child Development Asst., YCCD since 2003
- Marisa Ramos**, MESA Director, YCCD since 2004
- Cory Redfield**, Campus Police Officer, YCCD since 2001
- Dale L. Reusch**, Custodian, YCCD since 1987
- Deborah J. Reynolds**, Senior Accounting Technician, YCCD since 1992
- Loretta J. Richard** Tutoring Center Specialist, YCCD since 1995
- Devin Rodriguez**, Campus Student Service Specialist, YCCD since 1999
- Tomas Rodriguez**, Athletic Equipment Manager, YCCD since 2004
- Tammy Rogers**, Child Development Asst., YCCD since 2003
- Jenon Rountree**, Student Services Assistant, YCCD since 2001
- Jeffrey T. Rutledge**, Telecommunications Specialist III, YCCD since 1991
- Cristina M. Sanchez**, SSS/EOPS Specialist, YCCD since 2000
- Gladys H. Sasaki**, Secretary, YCCD since 1984
- Karen R. Schadel**, Administrative Secretary I, YCCD since 1995
- Debra Schantz**, CalWORKs Clerical Assistant, YCCD since 2003
- Laurie Scheuermann**, Director, Child Development/Foster Care Education, YCCD since 1999
- Eileen K. Schmidtbauer**, Administrative Assistant, YCCD since 1987
- Debra L. Schneider**, Library/Media Specialist, YCCD since 1981
- Rhonda M. Shearer**, Child Care Center Instructional Specialist, YCCD since 1997
- Karen E. Siler**, Accounting Technician, YCCD since 1999
- Michael Sinn**, Building Maintenance Worker, YCCD since 1999

# Classified Staff

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**Patricia M. Smallen**, Administrative Secretary II, YCCD since 1991  
**Judy M. Smart**, Info. Systems/Student Serv. Liaison, YCCD since 1994  
**Amanda M. Smith**, Accounts Payable Tech., YCCD since 1999  
**Maureen E. Smith**, Veterans Affairs Technician, YCCD since 1990  
**Scott Snelgrove**, Information Systems Specialist III, YCCD since 1998  
**Cindy Snelgrove**, District Nurse, YCCD since 2004  
**Christine Spade**, Tech Prep Program Assistant, YCCD since 2003  
**Stephen H. Spenser**, Computer System/Network Analyst, YCCD since 1988  
**Phillip G. Steck**, Instructional Network Specialist, YCCD since 1997  
**BettyAnn Stephens**, Ameri-Corp Manager, YCCD since 1999  
**Gordon A. Stevens**, Automotive/Equipment Mechanic, YCCD since 2000  
**Sheila K. Suleski**, Admin. Secretary., YCCD since 1998  
**Gil Terrones**, Tool Room Asst., YCCD since 2004  
**Tanna L. Thomas**, Instructional Support Analyst, YCCD since 1976  
**Roy L. Thornburg**, Project Mechanic-Carpentry, YCCD since 1986  
**Dennis A. Thorpe**, Instructional Assistant, YCCD since 1991  
**Anabel Toche**, Admin. Secretary, YCCD since 1999  
**Susan D. Toepfer**, Information Systems Specialist II, YCCD since 1999  
**Nawan Toney**, Clerical Asst., YCCD since 2004  
**Diana M. Valusek**, Instructional Assistant, YCCD since 2000  
**Kristen Van Sambeek**, Upward Bound Specialist, YCCD since 2001  
**Donna L. Veal-Spenser**, Senior Student Services Technician, YCCD since 1998  
**Lydia P. Villalobos**, Financial Aid Technician, YCCD since 1997  
**Efren Villanueva**, Grounds Maint. Worker, YCCD since 2004  
**Mark A. Vitale**, Custodian, YCCD since 2000  
**Christian Ward**, Information Systems Technical Web Master, YCCD since 2004  
**Elaine L. Watkins**, Library Technical Assistant, YCCD since 1991  
**Jacqueline Weare**, Clerical Assistant, YCCD since 1991

**Mike Wieber**, Printing/Publications Supervisor, YCCD since 2000  
**Christopher Wilkinson**, Chief of Police, YCCD since 2003  
**Anita Wilks**, Admin. Secretary I, YCCD since 1989  
**Tracy Williams**, Instructional Assistant, YCCD since 2002  
**Wendy Wilson**, Financial Aid Technician, YCCD since 2003  
**Donald J. Zwissig**, Lead Grounds Maintenance Worker, YCCD since 1981





# Academic Faculty and Administrators

**CAROLYN L. AKERS****Adaptive P.E.**

B.S.E., Southern Arkansas University, Magnolia; M.S., Indiana University, New Albany. Other graduate work: Arizona State University, Tempe. Experience: Gilbert High School, Arizona; Walnut Ridge Junior High School, Louisiana; North Central Community School, Indiana; Floyd County Consolidated Schools, Indiana; YCCD since 1987.

**AL ALT****Director of Personnel Services/Human Resources Development**

B.S., San Jose State University; M.B.A., CSU Chico; Ph.D., Madison University. Experience: Feather River Community College, Quincy; Butte College, Oroville; Synapta Corp, Palo Alto; IBM Corp, San Jose; Police Officer, Redding. YCCD since 2003

**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; YCCD since 1997.

**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; YCCD since 1998.

**BARBARA N. ANDERSON****Business**

A.A., Yuba College; B.S., C.S.U., Sacramento; M.B.A., Chapman College, Orange. Other graduate work: C.S.U., Sacramento; C.S.U., Chico. Experience: YCCD since 1987.

**MARISELA R. ARCE****Associate Dean, Financial Aid, E.O.P.S.-C.A.R.E./TRIO/ NYSP**

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; YCCD since 1991.

**FREDERICK D. ARGUELLO****Coordinator/Instructor-Psychiatric Technician Program**

A.A., Fullerton College; B.S., University of LaVerne; M.S., Chapman College. Other graduate work: U.C., Los Angeles. Experience: California Department of Mental Health, Department of Developmental Services; YCCD since 1981.

**JUDY L. BEAN****History; Sociology**

B.A., M.A., C.S.U., Sacramento. Other graduate work: U.C., Davis; C.S.U., Chico and Sacramento; Southern Oregon State College, Ashland. Experience: C.S.U., Sacramento; YCCD since 1976.

**RODNEY S. BEILBY****Associate Dean-Health, Physical Education, Recreation; Athletics**

A.A., Sacramento City College; B.A., University of the Pacific, Stockton; M.A., C.S.U., Bakersfield. Other graduate work: C.S.U., Sacramento. Experience: Vanden High School, Travis AFB; Cosumnes River College, Sacramento; YCCD since 1995.

**BRYON BELL****Campus Dean**

B.S., University of Oregon; M.S., University of LaVerne. Experience: San Joaquin Valley College, Bakersfield; C.S.U., Bakersfield; University of LaVerne; San Jacinto Unified School District; YCCD since 2002.

**JAN N. BENOIT****Counselor**

A.A., Sacramento City College; B.A., U.C., Davis; M.A., U.C., Los Angeles. Other graduate work: U.C., Los Angeles; U.S.C., Los Angeles. Experience: American River College, Sacramento; Sacramento Job Corps Center; Sacramento-Yolo Employment and Training Agency; YCCD since 1980.

**RICHARD D. BLISS****Biology**

A.A., Bakersfield College; B.S., U.C., Davis; B.S., M.A., Ph.D., U.C., Riverside. Experience: U.S. Naval Weapons Center; Riverside Bio-Engineering; San Bernardino Valley College; U.C., Riverside; YCCD since 1984.

**BETTY G. BONNER****Director of Nursing; Coordinator of Allied Health**

B.S.N., University of Arizona, Tucson; M.S.N., C.S.U., Chico. Other graduate work: U.C., Los Angeles. Experience: Wesley Medical Center and St. Joseph Hospital, Kansas; Ft. Walton Beach Hospital, Florida; Fremont Medical Center, Yuba City; YCCD since 1981.

**PAMELA BORDISSO****Counselor, EOPS/Financial Aid, Lake**

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. YCCD since 2004

**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; YCCD since 1990.

**H. GREGORY BROWN****Counselor**

B.A., University of Santa Clara; M.S., University of Oregon, Eugene. Other graduate work: San Jose State University. Experience: California State Department of Rehabilitation; Los Angeles Pierce College; Hartnell College, Salinas; South Puget Sound Community College, Washington; YCCD since 1985.

# Academic Faculty and Administrators

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## **JULIE A. BROWN**

### **Chemistry; Mathematics**

B.S., Santa Clara University; M.S., University of California, Davis. Experience: University of California, Davis; Los Medanos College, Pittsburg; Skyline College, San Bruno; American River College, Sacramento; Diablo Valley College, Pleasant Hill; YCCD since 1991.

## **NOEL K. BRUENING**

### **English**

B.A., U.C., Davis; M.A., C.S.U., Sacramento. Experience: C.S.U., Sacramento; U.C., Davis; YCCD since 2000.

## **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; YCCD since 1999.

## **NEELAM D. CANTO-LUGO**

### **English**

B.A., Government College for Women, Punjab, India; M.A., U.C., Davis. Other graduate work: U.C., Davis; San Diego State University; C.S.U., Sacramento. Experience: U.C., Davis; YCCD since 1971.

## **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; YCCD since 1981.

## **STEPHEN R. CATO**

### **Mass Communications**

B.A., M.A., C.S.U., Chico. Other graduate work: U.C., Berkeley; San Jose State, C.S.U., Sonoma; C.S.U., Sacramento. Experience: Mendocino College, Ukiah; Ukiah High School; American School, London; Yuba College; YCCD since 1988.

## **MONICA CHAHAL**

### **English**

B.A., U.C., Davis; M.A., C.S.U., Sacramento. Experience: Yuba College; YCCD since 1998.

## **MATTHEW M. CLARK**

### **Mathematics**

B.S., M.S., Ph.D., U.C., Davis. Experience: U.C., Davis; McLaren Environmental Engineering, Rancho Cordova; C.S.U., Sacramento; Los Rios Community College District, Sacramento; YCCD since 1992.

## **DOUG CORNELIUS**

### **Health, Physical Education and Recreation**

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; YCCD since 2002.

## **RICHARD CORREA**

### **Drafting; Mathematics**

B.S., Northern Arizona University, Flagstaff; M.A., C.S.U., Long Beach. Other graduate work: C.S.U., Fresno; California Polytechnic State University, San Luis Obispo. Experience: Martin Luther King Junior High School, Seaside; Richard Gahr High School, Cerritos; Mariposa County Unified School District; YCCD since 1981.

## **STEVEN P. COX**

### **Business Computer Applications; Information Technology**

B.S., C.S.U., Chico. Experience: San Benito High School, Hollister; Hewlett-Packard; YCCD since 1999.

## **GRETCHEN M. CUPP**

### **Reading**

B.A., Goddard College, Vermont; M.Ed., Rutgers University, New Jersey; M.Ed., C.S.U., Fresno. Experience: Big Bend Community College, West Germany; Rancocas Valley Adult High School, New Jersey; Merced College; C.S.U., Fresno; YCCD since 1990.

## **EDWARD B. DAVIS**

### **Associate Dean-Business, Social Science Divisions/Beale AFB Ctr/Outreach**

A.A., Yuba College, Marysville; B.A., M.A., C.S.U., Chico; Ph.D., Boston College, Massachusetts. Experience: C.S.U., Chico; Boston College, Massachusetts; U.C., San Francisco; C.S.U., Hayward; Dominican College, San Rafael; Marin Research Group, San Rafael; State University of New York, Fredonia; University of Maryland, Okinawa and Korea; YCCD since 1999.

## **ALISON D. DA MOOSE**

### **Mathematics**

B.A., U.C., Berkeley; M.A., U.C., San Diego, LaJolla. Experience: San Diego Community College District; Portland Community College, Oregon; YCCD since 2004.

## **JAY W. DRURY**

### **Associate Dean-Fine Arts/Language Arts**

B.A., Haverford College, Pennsylvania; M.F.A., Brandeis University, Massachusetts. Experience: Howard Community College, Maryland; Alabama Shakespeare Festival; Long Wharf Theatre, Connecticut; Denver Center Theatre, Colorado; Sacramento Theatre Company; Crocker Art Museum, Sacramento; YCCD since 1997.

## **THOMAS E. DUNCAN**

### **Psychology; Statistics; Mathematics**

B.A., M.A., C.S.U., Chico; M.S., Ph.D., University of Northern Colorado, Greeley. Postgraduate work: U.C., Davis. Experience: U.C., Davis; Aims Community College, Colorado; University of Northern Colorado, Greeley; Chapman College, San Diego; Bemidji State University, Minnesota; YCCD since 1980.

## **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; YCCD in 1986 and since 1987.

## **PERCY B. ELLIS**

### **Business; Information Systems**

B.S., San Diego State University. 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; YCCD since 2000.

## **ANGELA R. FAIRCHILD**

### **Executive Dean**

B.S., M.B.A., Golden Gate University, San Francisco; Ph.D., University of Arizona, Tucson. Experience: Yavapai College, Arizona; New Mexico State University, New Mexico; Golden Gate University, Edwards; YCCD since 2004.

## **DAVID M. FARRELL**

### **Dean of Student Development**

B.A., M.A., C.S.U., Sacramento; Ed.D., U.C., Los Angeles. Other graduate work: Arizona State University. Work experience: C.S.U., Northridge; Sonoma State University, Rohnert Park; Embry-Riddle Aeronautical University; YCCD since 1999.

# Academic Faculty and Administrators

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**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; YCCD since 2004.

**JAMES L. FINSTAD****Business; Computer Science**

B.A., M.A., C.S.U., Los Angeles. Other graduate work: Azusa Pacific College; C.S.U., Sacramento. Experience: Morningside High School, Ingewood; C.S.U., Los Angeles; Stanford University; La Sierra High School, Carmichael; American River College, Sacramento; YCCD since 1976.

**MARTHA FOSTER****Psychiatric Technology**

L.V.N., A.D.N., Yuba College; B.S.N., C.S.U., Sacramento. Experience: Fremont Medical Center, Yuba City; Fremont Behavioral Health, Yuba City; Sierra Vista, Yuba City; YCCD since 2000.

**ELLIE FRANK****Counselor**

A.A. Riverside CCD; B.S., C.S.U. Fullerton; M.A., Sonoma State University. Experience: Riverside County Office of Education; College of the Desert, Santa Rosa Junior-College. YCCD since 2005

**DAVID L. FREILER****Librarian**

B.A., M.A., C.S.U., Chico; J.D., McGeorge School of Law, Sacramento. Other graduate work: Stanislaus State College, Turlock. Experience: Gridley Union High School; Lindhurst High School, Olivehurst; State Bar of California; YCCD since 1995.

**GEORGE J. GALAMBA****Language Arts; Academic Skills; ESL**

A.A., Pasadena City College; B.A., U.C., Santa Barbara; M.A., San Francisco State University. Experience: Peace Corps Volunteer, Uganda; Fulbright Lecturer, University of Novi Sad, Yugoslavia; YCCD since 1984.

**EVELIA GENERA****Associate Dean of Instruction,**

B.A. UC Davis; M.A. C.S.U., Sacramento; Admin. Services Credential; Pupil Personnel Credential; Standard Elementary Teaching Credential; ECE Credential; C.S.U., Sacramento. Experience: Woodland Joint Unified School; YCCD since 2001.

**NEENA GILL****Counselor, E.O.P.S.**

B.A., Panjab University, Punjab; M.A., Magadh University, Patna; M.S., University of LaVerne, California. Experience: YCCD since 1997.

**LETICIA GOMEZ****EOPS Counselor/Coordinator; C.A.R.E.**

B.A., U.C., Davis; M.S., C.S.U., Sacramento. Experience: I.R.C.A. Program; C.A.R.E. Program; E.O.P.S. Program; YCCD since 1989.

**JENNIFER L. HANSON****Business**

A.A., Santa Rosa Junior College; B.A., U.C., Santa Barbara; M.A., U.C., Davis. Experience: YCCD since 1997.

**NICKI HARRINGTON****Superintendent-President**

B.S., University of Michigan, Ann Arbor; M.A. University of San Francisco; M.S., C.S.U., Dominguez Hills; Ed.D., University of San Diego. Experience: C.S.U., Dominguez Hills; Moraine Park Technical College, Fond du Lac, WI; Marian College, Fond du Lac, WI; College of the Redwoods, Eureka; Blue Mountain Community College, Pendleton, OR; YCCD since 2002.

**SALLY HARVEY****English**

B.A., M.A., C.S.U., Chico; Ph.D., U.C., Davis. Experience: Butte College, Oroville; C.S.U., Chico; U.C., Davis; YCCD since 1994.

**BEVERLY HEATH****Nursing**

A.D.N., College of the Desert, Palm Desert, CA; B.S.N., University of Phoenix; M.S.N., C.S.U., Dominguez Hills.; B.A., M.A., C.S.U., Chico; Ph.D., U.C., Davis. Experience: Butte College, Oroville; C.S.U., Chico; U.C., Davis; YCCD since 2002.

**CATHERINE E. HEATON****Mathematics**

B.S., M.S., State University of New York, Plattsburg. Experience: Sierra Community College, Grass Valley; State University of New York, Plattsburg; YCCD since 2004.

**THERESE HUKILL-DEROCK****Learning Disabilities Specialist**

B.A., CSU Chico; M.A., CSU, Chico Experience: DSP&S Yuba College. YCCD since 2004.

**FRANCESCA R. HULIN****Language Arts; VESL**

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; YCCD since 2003.

**GLENN R. HUSTED****Art**

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; YCCD 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; YCCD 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; YCCD since 2000

**SUZANNE JONES****Nursing**

ADN, Sierra College; A.S. Sierra College; B.S. Graceland University. Experience: Fremont Medical Center; Home Health; Feather River Surgery Center; YCCD since 2005

# Academic Faculty and Administrators

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**BRIAN H. JUKES****English**

B.A., M.A., C.S.U., Sacramento. Experience: C.S.U., Sacramento; American River College, Sacramento; YCCD since 1997.

**FRANK N. KATANIC****Automotive Technology**

B.A., San Jose State University. Other graduate work: San Jose State University; C.S.U., Chico and Sacramento; Indiana State University, Terre Haute; U.C., Berkeley. Experience: Yuba City High School; YCCD since 1976.

**CYNTHIA KELLOGG****English**

B.A., M.A., U.C., Berkeley; M.A., C.S.U., Chico. Experience: Oakland Public Schools; C.S.U., Chico; University of the Pacific, Stockton; Yuba City High School; YCCD since 1976.

**GREGORY KEMBLE****Language Arts, English**

B.A., U.C. Irvine; M.A., U.C. Irvine. Other graduate work: Long Beach City College. Experience: Sierra College, U.C. Davis; Long Beach City College, U.C. Irvine. YCCD since 2005

**BRUCE D. KIRK****Manufacturing Technology**

B.A., C.S.U., Chico. Other graduate work: C.S.U., Chico. Experience: C.S.U., Chico; YCCD since 1977.

**RAMONA KNIGHT****Early Childhood Education, Social Science**

B.A., M.A., C.S.U., Sacramento. Experience: Sierra College, Sacramento City College, Cambridge College ; YCCD since 2002.

**STEPHEN P. KLEIN****Engineering; Mathematics; Computer Science**

B.S., U.C., Davis; M.S.E., University of Michigan, Ann Arbor; M.S., Scripps Institution of Oceanography, La Jolla. Other graduate work: U.C., Davis; U.C., San Diego. Experience: U.C., Davis; University of Michigan, Ann Arbor; Offshore Technology Corporation, Escondido; Oregon State University, Corvallis; YCCD since 1976.

**W. PHILLIP KREBS****Director-Institutional Development/Grants/Foundation**

B.A., M.A., Northern Illinois University, DeKalb. Ph.D., University of Toledo, Ohio. Other graduate work: University of Alabama, Tuscaloosa. Experience: Illinois State Museum, Lewistown; University of Alabama, Tuscaloosa; Embry-Riddle Aeronautical University, Florida; University of Toledo, Ohio; YCCD since 1998.

**CORNELIS J. KROON****Automotive Technology; Agricultural Mechanics; Welding**

A.A., San Joaquin Delta College, Stockton; B.S., M.S., California Polytechnic State University, San Luis Obispo. Experience: Escalon Unified School District; YCCD since 1977.

**CAREY E. LAINE****Physical Education; Health**

B.A., U.C., Davis; M.S., University of Colorado, Boulder; Psy.D. Experience: University of Colorado, Boulder; U.C., Davis; St. Mary's College, Moraga; San Francisco State University; San Benito High School, Hollister; C.S.U., Sacramento; Sierra College, Rocklin; Butte College, Oroville; YCCD since 1986.

**JOHN C. LANGSTON****Chemistry**

B.S., Portland State University; M.S., Washington State University. Experience: Washington State University; Seattle Central Community College; Feather River College, Quincy; YCCD since 1987.

**CHERYL LATIMER****Counselor**

B.S., Psychology, UC Santa Cruz, M.A., Psychology, C.S.U., San Francisco; M.S. Counseling, C.S.U., Sacramento. Experience: C.S.U., Sacramento, U.C., Davis, Cosumnes River College, Solano College; YCCD since 2001.

**JEANIE LEE****Business**

A.A., Sacramento City College; B.A., M.A., National University. Experience: Cosumnes River College, Sacramento; Los Rios Community College District; YCCD since 1989.

**RICHARD LEHRER****Radiologic Technology**

A.S., Sierra College; B.S., East Stroudsburg University, PA. Experience: X-ray Technologist since 1990, UC Davis Medical Center, Sacramento; YCCD since 2002.

**ALAN LOWE****Assistant Superintendent/Vice President-Instruction**

B.A., M.A., Ph.D., University of California, Los Angeles;. Experience: Moorpark College, Moorpark; Ohlone College, Fremont; Mission College, Santa Clara; Western Career College, Sacramento. YCCD since 2002.

**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; YCCD since 1995.

**DONNA A. MC GILL-CAMERON****Business; Information Technology**

B.A., M.S., Mississippi State University; M.A., C.S.U., Sacramento; Ed.D., University of LaVerne. Other graduate work: U.S.C., Los Angeles. Experience: Loretto High School, Sacramento; American River College, Sacramento; YCCD since 1976.

**VICKI F. MACHADO****Nursing**

B.S.N., University of San Francisco; M.S.N., C.S.U., Sacramento. Experience: YCCD since 1997.

**RITA MANINGO****Counselor; Career Emphasis**

B.A., M.S. CSU, Sacramento. Experience: Los Rios District; American River College, Cosumnes River College, Sacramento City College, CSU, Sacramento. YCCD since 2005

**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; YCCD since 2000.

**J. TIMOTHY MAY****English**

B.A., University of Utah, Salt Lake City; M.A., University of the Pacific, Stockton. Experience: St. Mary's High School and University of the Pacific, Stockton; YCCD since 1977.



# Academic Faculty and Administrators

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## PAUL V. MENDOZA

### Assistant Superintendent/Vice President-Student Services

A.A., Santa Rosa Junior College; B.A., Sonoma State University; M.P.A., Golden Gate University, San Francisco. Other graduate work: Sonoma State University, Rohnert Park; C.S.U., Sacramento. Experience: Sonoma State University, Rohnert Park; Sierra College, Rocklin; College of the Redwoods, Eureka; YCCD since 1996.

## LAWRENCE A. MICHEL

### Agriculture

B.S., M.A., C.S.U., Chico. Other graduate work: C.S.U., Chico. Experience: East Nicolaus High School, Trowbridge; YCCD since 1979.

## ALLAN G. MILLER

### Music

A.A., Pasadena City College; B.A., C.S.U., Los Angeles; M.A., United States International University, San Diego; Ph.D., University of Wales, United Kingdom. Other graduate work: C.S.U., Los Angeles; U.S.C., Los Angeles; University of Oregon, Eugene; . Experience: Temple City Unified Schools; Stevenson Junior High, Los Angeles; Esperanza High School, Anaheim; Conducted and performed in U.S. and Europe; YCCD since 1989.

## D. LEE MITCHELL III

### Anthropology; Earth Science; Ecology

B.A., Humboldt State University, Arcata; M.A., U.C., Davis. Other graduate work: C.S.U., Los Angeles and Sacramento; U.C., Davis; Moss Landing Marine Laboratories. Experience: American River College, Sacramento; YCCD since 1976.

## 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; YCCD since 2002.

## DESIREE MOORE

### English

B.A., M.A. Humboldt State University, Arcata. Other graduate work: University of the Pacific, Stockton; U.C., Davis; U.C., Santa Cruz. Experience: Nevada Union High School, Grass Valley; U.O.P. Feather River Preparatory School, Blairsden; Humboldt State University, Arcata; YCCD since 1984.

## THOMAS W. MORENO

### Accounting; Business

A.A., College of San Mateo; B.S., University of San Francisco; M.S., University of Oregon, Eugene. Experience: University of Oregon, Eugene; Texas A & I University, Kingsville; Butte College, Oroville; C.S.U., Chico; Yuba College since 1976.

## HEIDI F. MORGAN

### Counselor; 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; YCCD since 1996.

## JULIE A. MORGAN

### Counseling

B.A., University of San Francisco; M.A., C.S.U., Sacramento. Experience: Big Brothers-Big Sisters; Nevada County Schools, Grass Valley; Nevada Union High School, Grass Valley; Bear River High School, Grass Valley; Sierra College, Rocklin and Grass Valley; YCCD since 2003.

## MICHAEL L. MORSE

### Automotive Technology

A.S., Los Angeles Pierce College; B.A., C.S.U., Los Angeles. Other graduate work: University of Nevada, Reno. Experience: Francis Polytechnic High School, Sun Valley; Carson City Schools, Nevada; Northern Nevada Community College, Elko; YCCD since 1987.

## RICHARD MURAI

### Art

A.A., Contra Costa College, San Pablo; A.S., Laney College, Oakland; B.A., M.A., San Francisco State University. Other graduate work: U.C., Santa Cruz; Center for Creative Imaging, Maine; C.S.U., Sacramento. Experience: Ohlone College; Mendocino Art Center, College of the Redwoods; U.C., Berkeley; San Francisco State University; Central Texas College, Killeen; Exposure, Seattle, Washington; Tahoe Photographic Workshops; U.C., Santa Cruz Extension; YCCD since 1978.

## CHRISTOPHER MYERS

### Business

B.S., San Jose State University; M.B.A., National University, Sacramento. Experience: Auditor General Office, Sacramento; Aerojet General, Rancho Cordova; Western Farm Credit Bank, Sacramento; Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner; YCCD since 1994.

## BRITT NAPOLI

### Learning Disabilities Specialist

A.A., LA Valley College; B.A., C.S.U., Northridge, M.A; C.S.U., Northridge, M.S., Univ of La Verne. Experience: LA Community College District; LA Unified School District; C.S.U. Northridge. YCCD since 2002

## SHARON J. NG

### Psychology

A.A., Sierra College, Rocklin; B.A., M.A., C.S.U., Sacramento. Experience: American River College, Sacramento; Sierra College, Rocklin; Sacramento City College; C.S.U., Sacramento; C.S.U., Fresno; YCCD since 1991.

## HELEN NICKOLSON

### Counselor

B.A., U.C., Davis; M.S., M.A., C.S.U., Sacramento. Other graduate work: U.S.C., Los Angeles. Experience: Yolo County Manpower Agency; Vocational Training, Yuba College Woodland Center; YCCD since 1981.

## JESSE ORTIZ

### Counselor

B.S.W., San Jose State University; M.S.W., C.S.U., Sacramento; Ed.D., Brigham Young University, Utah. Experience: Sacramento County Office of Education; Elk Grove Unified School District; American River College, Sacramento; Cosumnes River College; C.S.U., Sacramento; YCCD since 1994.

## MICHAEL PAPIN,

### Mathematics

BA, MA San Diego State University. Experience: Mendocino College, Redwood Academy Charter School, Ukiah; Achimota Secondary School; U.C., San Diego; San Diego State University; YCCD Since 2003.

# Academic Faculty and Administrators

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## **PARVIZ PARSAFAR**

### **English as a Second Language**

B.A., College of Literature and Foreign Languages, Iran; M.A., Damavand College, Iran; M.A., University of Rochester, New York; M.A., M. Phil., Ph.D., Yale University, Connecticut. Experience: New Haven Adult Education Center, Connecticut; University of New Haven, Connecticut; Cheshire Academy, Connecticut; Esfahan University of Technology, Iran; Damavand College, Iran; Tehran University, Iran; Navy Language Institute, Iran; Tehran and Shahrekord High Schools, Iran; YCCD since 1990.

## **JAN E. PONTICELLI**

### **Director, Disabled Student Program and Services**

B.A., C.S.U., Chico; M.E., Oregon State University, Corvallis. Other graduate work: Western Oregon State University, Monmouth; San Francisco State University. Experience: California School for the Deaf, Riverside; National University, Sacramento; Omochumnes High School, Elk Grove; Anna Kirchgater Elementary School, Sacramento; C.S.U., Sacramento; Sacramento City College; Sierra College, Grass Valley; YCCD since 1999.

## **THEA BORDSEN POST**

### **Health Education; Physical Education**

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.; YCCD since 1986.

## **JANE S. POYNTER**

### **Associate Degree Nursing**

B.S., Columbia Union College, Maryland; M.S.N., C.S.U., Chico. Other graduate work: U.C., Berkeley; University of Nevada, Reno. Experience: Hiram Johnson School for Adults, Sacramento; Sacramento Skills and Business Education Center; C.S.U., Chico; Lassen College, Susanville; YCCD since 1987.

## **JAMES PRAGER**

### **Coordinator-Academic Skills Center; Tutoring; Education; Speech**

A.A., Contra Costa College; B.A., M.A., C.S.U., San Francisco. Experience: Portola Junior High School; Albany Adult School; Richmond Adult School; Pinole Valley High School; Solano College, Suisun City; YCCD since 1981.

## **CANDACE S. PRAY**

### **Nursing**

L.V.N., Ft. Wayne School of Nursing, Indiana; B.A., Purdue University, Indiana; A.D.N., College of the Desert, Palm Desert; B.S.N., University of Phoenix, Arizona; M.Ed., Azusa Pacific University, Los Angeles; B.S.N., University of Phoenix, Arizona. Experience: Parkview Hospital, Indiana; Hemet Valley Medical Center; March A.F.B., California; Wilford Hall Medical Center, Texas; Whitman AFB, Missouri; YCCD since 1998.

## **RICHARD PRONDZINSKI**

### **Food Service Management**

A.A., Century College, Minnesota; Chef's Training Degree. Experience: Yuba College adjunct instructor, owner and chef for Loon's Nest Restaurant and Rick's Paradise Grill; YCCD since 2002.

## **SUSAN RAMONES**

### **Biology**

B.S., U.C., Davis; M.S., CSU, Sacramento. Other graduate work: American River College, SFSU Experience: American River College, Sacramento City College, Sierra College, Ecorp Consulting Inc., C.S.U., Sacramento, El Dorado National Forest, Tahoe National Forest. YCCD since 2004

## **TINA D. RAMSEY**

### **English**

B.A., M.A., C.S.U., Fresno. Experience: Imperial Valley College; Reedley College; YCCD since 2004.

## **BARBARA RHODE**

### **Biology, Woodland**

B.S., William Smith College, Geneva; M.S., Miami University, Oxford; Ph.D., Miami University, Oxford. Experience: Solano Community College; Rockhurst University; Mid-Plans Community College; Miami University; William Smith College. YCCD since 2004

## **STEPHANIE REYNOLDS**

### **HPER, Athletics**

B.A., C.S.U., Chico, M.A. Emporia State, Kansas. Experience: Wheatland School District, Wheatland. YCCD since 2002.

## **DEBORAH L. RICHTER**

### **Computer Science; Mathematics**

B.S., M.S., C.S.U., Chico. Experience: Humboldt State University, Arcata; College of the Redwoods, Crescent City; California Polytechnic State University, San Luis Obispo; Seattle University, Washington; YCCD since 1988.

## **MIRIAM M. ROOT**

### **Public Information Officer**

B.A., C.S.U., Chico; M.A., University of Phoenix, Sacramento. Experience: Paradise Post; KOBO Radio, Yuba City; Chamber of Commerce, Gridley; YCCD since 1986.

## **DAVID M. RUBIALES**

### **History; Ethnic Studies**

B.A., University of the Pacific, Stockton; M.A., University of San Francisco. Other graduate work: U.C., Berkeley. Experience: YCCD since 1970.

## **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; YCCD since 1995.

## **SALLY M. RUDSTROM**

### **Nursing**

L.V.N., Yuba College, Marysville; R.N., B.S.N., M.S.N., C.S.U., Sacramento. Experience: Fremont Hospital, Yuba City; YCCD since 1998.

## **BLAINE R. RUSSELL**

### **Coordinator, Instructor-Veterinary Technology**

B.S., Utah State University, Logan; D.V.M., Washington State University, Pullman. Experience: Private practice; YCCD since 1979.

## **CELESTE SAGER**

### **Counselor**

A.A., Los Angeles Pierce College; B.A., C.S.U., Northridge; M.A., University of San Francisco. Other graduate work: C.S.U., Sacramento. Experience: Sears Roebuck and Company; Yuba College J.T.P.A. Program; Yuba College G.A.I.N. Assessment Program; Coordinator, CalWORKS Program; YCCD since 1988.

## **YVETTE M. SANTANA-SOTO**

### **Director, Upward Bound; Student Support Services Coordinator; Cal-SOAP**

B.A., California Baptist University, Riverside; M.E., Boston University, Massachusetts. Experience: Cameron University, Oklahoma; C.S.U., Chico; YCCD since 1999.

## **BOB J. SCHOENHERR**

### **Business**

B.S., New Mexico State University, Las Cruces; M.S., C.S.U., Long Beach. Other graduate work: Eastern New Mexico University, Portales; U.C., Davis. Experience: Carlsbad Public Schools, New Mexico; Farmington Public Schools, New Mexico; Konocti Unified School District; Middletown Unified School District; YCCD since 1998.

# Academic Faculty and Administrators

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**GARY L. SCHOESSLER****Director, Public Safety**

A.A., College of San Mateo; B.A., San Francisco State College. Other graduate work: San Francisco State College; Golden Gate University. Experience: Millbrae Police Department; Department of Alcoholic Beverage Control, San Francisco, San Jose, and Yuba City; Butte Community College, Oroville; Yuba County Sheriff's Department, Marysville; YCCD since 1990.

**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; YCCD since 1987.

**SARA I. SEALANDER****Art**

B.A., M.F.A., U.C., San Diego. Other graduate work: Whitney Museum of American Art, New York; Independent Study Program. Experience: U.C., San Diego; Chaffey College, Alta Loma; California Institution for Women; Santa Reparta Graphic Art Centre, Italy; YCCD since 1976.

**ROGER P. SEAMAN****Administration of Justice; Sociology**

B.A., M.S., C.S.U., Sacramento; Ph.D., United States International University, San Diego. Experience: Sacramento County Probation Department; Sacramento City College; Yuba College since 1973.

**MARIAN C. SHIVERS****Counselor**

B.A., Spelman College, Georgia; M.Ed., West Georgia College, Carrollton; Ed.D., University of Pacific, Stockton. Other graduate work: Emory University, Georgia; Louisiana Tech University, Ruston; California School of Professional Psychology. Experience: Atlanta Board of Education; Emory University; West Georgia College; Sacramento City Unified School District; Southern University; Doddseur Prep, Germany; Central Texas College—Overseas Europe; Yuba City School District; YCCD 1971–74, 1977–78, and since 1979.

**KAY CHRISTOPHER SIMS****Family and Consumer Science**

A.A., Chabot College; B.S., M.S., U.C., Davis. Other graduate work: U.C., Davis; C.S.U., Chico and Sacramento. Experience: YCCD since 1970.

**CLARK C. SMITH****Nursing**

B.A., California State College, San Bernardino; B.S.N., C.S.U., Los Angeles; M.N., U.C.L.A., Los Angeles. Experience: Charter Hospital, Roseville; Sierra Vista Hospital, Sacramento; YCCD since 1996.

**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. YCCD since 2005

**ROXANNE N. SNYDER****Nursing, Woodland**

A.D.N., Sacramento City College; B.S.N., M.S.N., C.S.U., Dominguez Hills, Carson. Other graduate work: C.S.U., Sacramento. Experience: Oroville Hospital; Woodland Healthcare; YCCD since 2000.

**SALVADOR V. SOTO****La Raza Studies; Social Science; Spanish; Anthropology**

B.A., California State College, Stanislaus; M.A., C.S.U., Sacramento. Other graduate work: California State College, Stanislaus. Experience: Greater California Education Project; Yuba College since 1971.

**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; YCCD since 1990.

**BILL J. STEEN****Automotive Technology**

A.S., Los Angeles Trade Technical College; B.A., M.A., C.S.U., Los Angeles. Experience: C.S.U., Los Angeles; Chaffey Community College, Alta Loma; Toyota Motor Sales, Torrance; Hyundai Motor American, Garden Grove; Citrus College, Glendora; YCCD since 1991.

**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. YCCD since 2004

**MARCIA C. STRANIX****Office Administration; Coordinator-Work Experience**

A.A., Yuba College; B.S., M.A., C.S.U., Sacramento. Other graduate work: C.S.U., Sacramento. Experience: YCCD since 1979.

**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; YCCD since 1999.

**CAY E. STRODE****English**

B.A., Occidental College, Los Angeles; M.A., San Francisco State University. Other graduate work: University of Rochester, New York. Experience: Cabrillo College, Aptos; Honolulu Community College, Hawaii; YCCD since 2004.

**NANCY K. SUMMY****Nursing**

R.N., Kaiser Foundation School of Nursing, Oakland; B.S., C.S.U., Chico; M.S., C.S.U., Sacramento. Experience: Chico Community Hospital; Fremont Hospital, Yuba City; Fremont Rideout Health Group, Yuba City; YCCD since 1994.

**LAUREN E. SYDA****Mathematics; Statistics**

B.A., M.S., C.S.U., Sacramento; M.S., U.C., Davis. Other graduate work: C.S.U., Sacramento; C.S.U., Chico; Stanford University; U.C., Davis. Experience: C.S.U., Sacramento; Aerojet Solid Propulsion Company, Sacramento; U.C., Davis; YCCD since 1976.

**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. YCCD since 1994.

**JOHN B. THOO****Mathematics**

A.S., Cabrillo College, Aptos; A.B., U.C., Berkeley; M.A. Other graduate work: U.C., Davis. Experience: Napa Valley College; U.C., Davis; YCCD since 1995.

# Academic Faculty and Administrators

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## **KAREN TRIMBLE**

**Director of Information Systems and Computing Technology**  
A.S., Yuba College; B.S., M.S., C.S.U., Sacramento. Other graduate work: C.S.U., Chico; U.C. Davis. Experience: Yuba County, Colusa County, Glen County, Yolo County Office of Education, Yuba County Office of Education. YCCD since 1997.

## **KEVIN W. TRUTNA**

**Associate Dean, Mathematics and Sciences**  
B.S., Loyola University, Illinois; M.S. Ed.D., Montana State University, Bozeman. Experience: Arizona Western College; YCCD since 1999.

## **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; YCCD since 1994.

## **R. TERRY TURNER**

**Art; Humanities**  
B.A., U.C., Davis; M.A., Kent State University, Ohio. Experience: U.C., Davis; Kent State University, Ohio; Sacramento City Unified School District; YCCD since 1976.

## **JOSE A. VALLEJO**

**EOP&S Counselor**  
B.A., M.A., C.S.U., Sacramento. Experience: Woodland High School, Woodland; YCCD since 2002.

## **ROBERT C. WACHMAN**

**English as a Second Language**  
B.A., U.C., Riverside; M.A.T., School for International Training, Vermont. Experience: Long Beach City College; Peace Corps, Nepal; Philippine Refugee Program, Philippines; Adult Schools, various southern California cities; YCCD since 1988.

## **JEANNINE WEIGT**

**Early Childhood Education**  
B.A., M.S., U.C. Davis; Experience: U.C., Davis, Cosumnes River College, Sacramento; Solano College, Suisun City; YCCD since 2002.

## **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. YCCD since 2004.

## **DAVID W. WHEELER**

**Theatre Arts**  
A.A., Yuba College; B.A., M.A., San Francisco State University. Other graduate work: American Conservatory Theatre. Experience: San Francisco Opera; Walnut Creek Regional Arts Center; Berkeley Repertory Theatre; Drama Studio, London; Member, British Society of Stage Combat Directors; YCCD since 1976.

## **SHEILA D. WHITE-DANIELS**

**Director-Matriculation/School Relations**  
A.A., Prince George's Community College, Maryland; B.S., M.B.A., Golden Gate University, San Francisco; Ed.D, UOP Experience: Lockheed, Maryland; Federal Government, Washington, D.C.; Yuba College Student Services; YCCD since 1992.

## **LESLIE G. WILLIAMS**

**Life Science**  
B.A., M.A., C.S.U., Chico. Other graduate work: U.C., Davis; C.S.U., Chico, San Francisco, and Sacramento; California Polytechnic State University, San Luis Obispo. Experience: C.S.U., Chico; YCCD since 1974.

## **ANGELA WILLSON**

**Radiologic Technology; Director**  
A.S., Yuba College; B.A., C.S.U., Chico; M.P.A., Golden Gate University, San Francisco. 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; YCCD since 1991.

## **W. SCOTT WILSON**

**Radiologic Technology; Clinical Coordinator**  
A.S., Fresno City College; B.A., St. Mary's College, Moraga. Other collegiate work: U.C., Riverside. Experience: Fresno Community Hospital; Loma Linda University Hospital; Neurological Orthopedic, Riverside; San Bernardino Community Hospital; North Valley C.T./M.R.I., Chico; YCCD since 1993.



# Academic Faculty and Administrators

## EMERITI

**DOUGLAS L. ADAMS**  
Life Science  
*Appointed 1966 – Retired 1994*

**DONALD E. ANGST**  
Agriculture;  
Ornamental Horticulture  
*Appointed 1977 – Retired 1998*

**GILBERT T. AZAMA**  
Art  
*Appointed 1965 – Retired 1997*

**DONNA M. BABAO**  
Vocational Nursing;  
Associate Degree Nursing  
*Appointed 1981 – Retired 2001*

**ROBERT BARKHOUSE**  
Automotive Technology  
*Appointed 1961 – Retired 1987*

**CHARLES BARNETT**  
Business, Photography  
*Appointed 1963 – Retired 1978*

**CHARLES L. BERRIER**  
English, German, French  
*Appointed 1965 – Retired 1996*

**THOMAS W. BIRCH**  
Automotive Technology  
*Appointed 1969 – Retired 1990*

**CAROL JEAN BORDSEN**  
Physical Education  
*Appointed 1962 – Retired 1986*

**HOLBROOK M. BORUCK**  
Counselor; Research and  
Testing Officer  
*Appointed 1959 – Retired 1985*

**JOSEPH A. BOUCHARD**  
Accounting  
*Appointed 1986 – Retired 2000*

**JAMES FRED BOWMAN**  
Administration of Justice  
*Appointed 1970 – Retired 1993*

**JOHN J. BRESNAHAN**  
Music; Music Literature;  
Instrumental Music  
*Appointed 1962 – Retired 1988*

**JAMES D. BUCHAN**  
Business Computer  
Applications  
*Appointed 1968 – Retired 1993*

**DAVID M. BUCHLA**  
Electronics; Physical Science  
*Appointed 1981 – Retired 1999*

**DORIS BUELL**  
Art, Home and Family Living  
*Appointed 1951 – Retired 1971*

**HOWARD M. CADENHEAD**  
Health Education; Physical  
Education  
*Appointed 1976 – Retired  
2003*

**BARNEY E. CARLSON**  
Business  
*Appointed 1971 – Retired  
2004*

**JOSEPH H. CAVAZOS**  
Associate Dean-Financial  
Aid/E.O.P.S.  
*Appointed 1970 – Retired  
1997*

**FRANK CECIL**  
Business, Computer  
Applications  
*Appointed 1971- Retired  
2002*

**HENRY CHIN**  
Mathematics  
*Appointed 1990 – Retired  
2003*

**MARILYN C. COVEY**  
Nursing  
*Appointed 1968 – Retired  
1996*

**CHRIS N. DOKOS**  
Biology; Ecology  
*Appointed 1994 – Retired  
2004*

**HAROLD DOUGLASS**  
Consultant, Woodland  
*Appointed 1976 – Retired  
1982*

**JOHN A. DRUASH**  
Business; Real Estate  
*Appointed 1958 – Retired  
1987*

**STEPHEN M. EPLER**  
Superintendent-President  
*Appointed 1995 – Retired  
2001*

**DON A. FERRAIUOLO**  
Dean of Vocational Education  
*Appointed 1975 – Retired  
2003*

**JOHN P. FLAHERTY**  
Physics  
*Appointed 1972 – Retired  
2003*

**PENNY FREDELL**  
Family and Consumer  
Studies; E.C.E.; Art  
*Appointed 1971 – Retired  
2001*

**ARTHUR G. FRUHLING**  
Mathematics  
*Appointed 1987 – Retired 2003*

**KENNETH J. GAAL**  
Computer Science;  
Mathematics  
*Appointed 1969 – Retired 2003*

**LA VERNE GRELL**  
Music, Voice  
*Appointed 1957 – Retired 1974*

**RAYMOND GUTIERREZ, Jr.**  
Counseling; Psychology,  
Woodland  
*Appointed 1976 – Retired 1993*

**EDWIN E. HAEGELE**  
Administrative Services Officer  
*Appointed 1966 – Retired 1987*

**ETSUKO A. HAEGELE**  
Physical Education  
*Appointed 1966 – Retired 1986*

**WILLIAM H. HAEUSER, JR.**  
Business Education  
*Appointed 1961 – Retired 1976*

**CORNELIE A. HAILE**  
Vocational Nursing  
*Appointed 1965 – Retired 1986*

**CARL R. HALL**  
Philosophy  
*Appointed 1971-Retired 2005*

**WILLIAM E. HARMS**  
Mathematics  
*Appointed 1968 – Retired 1982*

**SARA S. HARRIS**  
College Health Nurse  
*Appointed 1974 – Retired 2004*

**JAMES R. HAY**  
Counselor;  
Career Center Coordinator;  
Vocational Specialist  
*Appointed 1970 – Retired 1993*

**WILLIAM F. HECOMOVICH**  
Associate Dean;  
Director-Lake County Center  
*Appointed 1975 – Retired 1987*

**ROBERT L. HOOPER**  
English  
*Appointed 1961 – Retired 1993*

**RITA A. HOOTS**  
Biology; Chemistry  
*Appointed 1981 – Retired 2005*

**KEN L. HULTSMAN**  
Automation; Manufacturing;  
Welding  
*Appointed 1970 – Retired 2004*

**HAROLD G. HUNZIKER**  
Chemistry  
*Appointed 1966 – Retired 2004*

**LYNN IRELAND**  
Counselor;  
Coordinator-Re-Entry Center;  
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*Appointed 1977 – Retired 2001*

**EDA JAMESON**  
English  
*Appointed 1961 – Retired 1983*

**HOWARD W. JOHNSON**  
Music  
*Appointed 1976 – Retired 1993*

**JOAQUINA CALVO JOHNSON**  
Music; Voice; Choral  
Ensembles  
*Appointed 1977 – Retired 2002*

**ROBERT D. KETELLE**  
Chemistry  
*Appointed 1963 – Retired 1987*

**ROBERT W. KIRK**  
Language Arts;  
Social Science; Lake  
*Appointed 1977 – Retired 2002*

**EDITH L. KLENHARD**  
Vocational Nursing, Woodland  
*Appointed 1976 – Retired 1992*

**ERNEST L. KRAUSE**  
Life Science  
*Appointed 1959 – Retired 1987*

**ANNETTE C. LAMBSON**  
Assistant Superintendent/  
Vice President-Instruction  
*Appointed 1985 – Retired 2001*

**JAMES G. LAWSON**  
English, Woodland  
*Appointed 1968 – Retired 2000*

**DONALD G. LE FAVE**  
History; Political Science  
*Appointed 1961 – Retired 1999*

**PAUL A. LEATHERS**  
Agriculture, Woodland  
*Appointed 1976 – Retired 2002*

**DONALD E. LEHMAN**  
Division Dean-  
Applied Arts and Sciences  
*Appointed 1976 – Retired 1987*

**JAMES A. LEMOS**  
Counselor; Instructor  
*Appointed 1977 – Retired 2001*

**MARGOT J. LOSCHKE**  
Director of Nursing;  
Coordinator of Allied Health  
*Appointed 1981 – Retired 1999*

# Academic Faculty and Administrators

---

**JOSEPH A. MC CARRON**

Associate Dean–Health,  
Physical Education, and  
Recreation;  
Athletic Director  
*Appointed 1972 – Retired 1994*

**REX L. MC DOUGAL**

Dean, Community Educational  
Services  
*Appointed 1964 – Retired 1984*

**DONALD F. MEADOWS**

English, German  
*Appointed 1963 – Retired 1987*

**LOUIS J. MENGHINI**

Adaptive P.E., Health &  
Physical Education  
*Appointed 1957 – Retired 1984*

**ROBERT F. MOGNIS**

Education, English  
*Appointed 1947 – Retired 1976*

**DAVID ROBERTSON**

Language Arts; Consultant,  
Lake *Appointed 1973 – Retired  
1978*

**FREDA C. MONNOT**

Business English; Secretarial  
Skills  
*Appointed 1960 – Retired 1972*

**LAWRENCE A. MOORMAN**

Humanities; Philosophy  
*Appointed 1966 – Retired 1999*

**MIKE MOYERS**

Dean–Vocational Education/  
Economic Development  
*Appointed 1986 – Retired 2001*

**M. J. NEALON**

Associate Degree Nursing  
Program  
*Appointed 1980 – Retired 1993*

**NOAH L. NUTTER**

Business Skills  
*Appointed 1978 – Retired 1988*

**ALLAN O'BERG**

Life Science  
*Appointed 1963 – Retired 1987*

**C. PATRICIA O'BRIEN–  
PETERSON**

Cosmetology, Lake  
*Appointed 1978 – Retired 1991*

**EARL R. ORUM**

Dean of Instruction  
*Appointed 1964 – Retired 1985*

**BEVERLY A. PAGET**

Associate Dean–Business;  
Social Science Outreach;  
Director–Small Business  
Development Center  
*Appointed 1973 – Retired 1999*

**RONALD D. PETERSEN**

Health Education; Physical  
Education  
*Appointed 1969 – Retired 2001*

**BIDYA P. PRADHAN**

Counselor; East Indian Student  
Advisor  
*Appointed 1974 – Retired 2003*

**JANICE L. RACKERBY**

Vocational Nursing  
*Appointed 1966 – Retired 1991*

**STEVEN W. RICHARDSON**

Food Services Management  
*Appointed 1981 – Retired 2002*

**ROBERT L. REITER**

Psychology  
*Appointed 1960 – Retired 1990*

**LEONARD W. REYNOLDS**

Mathematics  
*Appointed 1983 – Retired 1993*

**FRANK J. RODGERS**

Business, Woodland  
*Appointed 1976 – Retired 2002*

**JEANINE C. ROUNDS**

Dean–Instructional Services;  
Associate Dean–Language Arts  
*Appointed 1977 – Retired 1996*

**ANN RUSK**

Psychology  
*Appointed 1971 – Retired 1994*

**ROBERT J. RUTLEDGE**

Counselor; Testing and  
Research Officer  
*Appointed 1966 – Retired 1990*

**ERNEST D. SANDOVAL**

Mass Communications;  
Speech  
*Appointed 1969 – Retired 1987*

**DONALD L. SCHRADER**

Measurement Science  
*Appointed 1975 – Retired 2004*

**WILLIAM G. SCHULTZ**

Associate Dean–  
Mathematics; Sciences  
*Appointed 1965 – Retired 1999*

**GERALD P. SEVEREID**

Economics  
*Appointed 1965 – Retired 1999*

**DOUGLAS E. SHAMBERGER**

Library Services  
*Appointed 1968 – Retired 1996*

**GEORGE C. SHAW**

Director of Personnel Services  
and Human Resources  
*Appointed 1965 – Retired 1991*

**HELEN DAVID SHAW**

Learning Disabilities Specialist;  
Language Arts,  
Mass Communications; Lake  
*Appointed 1979 – Retired 2003*

**ROBERT J. SIMMONS**

English; American Literature  
*Appointed 1971 – Retired 2002*

**LUEGENE SIMPSON**

Counselor/Coordinator  
*Appointed 1970 – Retired 2001*

**BALDEV SINGH**

Asian–American Studies;  
Social Science  
*Appointed 1971 – Retired 1993*

**GEORGE L. SOUZA**

Dean of Students  
*Appointed 1972 – Retired 1989*

**SARA R. SULLIVAN**

Language Arts; Academic  
Skills  
*Appointed 1979 – Retired 2003*

**GORDON M. TAYLOR**

French; English; Coordinator–  
Writing Laboratory  
*Appointed 1963 – Retired 1993*

**PETE TORRES**

Counselor; Servicemembers'  
Opportunity Counselor;  
Athletic Counselor  
*Appointed 1970 – Retired 1992*

**ELAINE VAUDOIT**

Vocational Nursing  
*Appointed 1968 – Retired 1977*

**GEORGE W. VAUGHT**

Agriculture  
*Appointed 1947 – Retired 1982*

**ERNEST D. WETTSTEIN**

Earth Sciences  
*Appointed 1947 – Retired 1984*

**PATRICIA L. WIRTH**

Superintendent–President  
*Appointed 1984 – Retired 1994*

**DANIEL D. WONG**

Counselor; Transfer Specialist  
*Appointed 1968 – Retired 1998*

**WALTER H. WOODS**

Coordinator/Instructor–  
X-Ray Technology  
*Appointed 1972 – Retired 1992*

**CHOR H. YU**

Computer Science;  
Mathematics, Woodland  
*Appointed 1964 – Retired 1991*

# Academic Faculty and Administrators

---

## IN MEMORIAM

- CALLIE ALLISON**, English
- CORINE D. ANDREWS**, Spanish
- CALVIN W. ASHWORTH**, Music
- ALBERT ATTWELL**, Ed.D., Art
- FERNE I. BAKER, R.N.**,  
Coordinator, Allied Health  
Program
- RALPH O. BAKER**, Life Science
- SHIRLEY BARRICK**, Business  
Skills
- WALTER S. BLOOM**,  
Philosophy, Psychology
- ALGEO H. BRILL**, Vice  
President; Assistant  
Superintendent for Educational  
Services
- WALTER BRISTOL**, Physical  
Science
- ROBERT BUELL**, Mathematics
- DONALD BUTLER**, Science,  
Theatre; Director-Public Events
- J. J. COLLINS**, District  
Superintendent and President
- DAVID CONROY**, Counselor
- DAN R. DILLON**, Assistant  
Dean, Special Education  
Services
- THOMAS S. DOTY**, Mathematics
- GARY B. ENGELKEN**, Health  
Education; Physical Education
- RUSSELL L. FREEMYERS**,  
Engineering, Drafting
- NORMAN GARIGLIANO**, Animal  
Health, Life Science
- PHILIP GIFFIN**, Language Arts
- WALTER W. GOTTLUND**,  
Education, Social Sciences
- CALVIN GOWER**, Division  
Dean—Fine Arts and Social  
Science; Public Events
- RICHARD A. HARDIN**, Life  
Science
- P. CLAY HEILMANN**, Assistant  
Superintendent of Business
- MAXINE HENRICHS**, Business
- KENNETH M. HOPPER**,  
Business
- DON M. JOHNSTON**, Sociology
- HERBERT F. KEELER**,  
Industrial Arts
- JIMMIE KYSER**, Ethnic Studies
- THOMAS LARNER**, Dean,  
Student Activities
- KATHLEEN MELOY  
LAUGHLIN**, Business
- KENNETH MAC DONALD**,  
English
- BERNARD MC GUIRE**,  
Physical Science
- J. W. MC RAE**, Band, Piano
- JOHN C. MAHONEY**,  
Mathematics
- EDWARD H. MALLOY**, English,  
Speech
- EDGAR A. MILLER**, Business  
Skills, *Lake*
- ELBERT D. MILLER**, Dean,  
Admissions and Counseling
- D. CHILYALYA MWALOZI**,  
Afro-American Studies; Social  
Science
- BERTHA C.D. NIELSEN**,  
Foreign Languages
- E. MOFFITT NORVELL**  
Mathematics; Assistant  
Superintendent-Instruction
- JOHN E. OROGNE**, Coach,  
Track and Field/Cross  
Country; Health Education;  
Physical Education
- PEDRO OSUNA**, President
- THOMAS S. PEPPAS**, Dean,  
Special Education Services
- E. VIOLANTI PERI**, Foreign  
Languages
- PHILLIP O. POSTEL**,  
Electronics
- GLENN E. POTTER**, Physical  
Education
- WILLIAM G. REED**, Librarian
- ROBERT E. RITNER**, Division  
Dean, Language Arts, Library,  
and Academic Skills
- DONNA E. SARTHOU**,  
Vocational Nursing, *Woodland*
- MIRIAM SIMONS**, Business;  
Home and Family Living
- ROBERT H. STAEHLIN**,  
Assistant Dean-Instruction;  
Director of Library-Learning  
Center
- EDMOND A. STARR**  
Measurement Science;  
Manufacturing
- ALBIN A. SLUZALIS**,  
Engineering, Mathematics
- RUSSELL E. STEEPER**,  
Librarian
- LOUETTA THOMSON**,  
Vocational Nursing
- R. B. VAN COURTRIGHT**,  
Music
- WILLIAM GLENN VAN  
DOREN**, Physics
- DONALD VEDO**, Associate  
Dean-Instructional Services
- CHARLES WALES**, Auto  
Mechanics
- DANIEL G. WALKER**,  
Superintendent/President
- CURTIS WARREN**, President
- FRANK WILKINSON**, Music
- ROBERT H. WILLIAMS**,  
History, Political Science
- MINERVA J. WOOTTON**, Dean  
of Women

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**REGISTRATION APPLICATION  
YUBA COMMUNITY COLLEGE DISTRICT**

*Please answer all questions, PRINT clearly, and SIGN this form on the last page.*

**Non-Discrimination Policy:** Pursuant to California Education Code, the district shall not deny any person registration or enrollment because of the individual's ethnic group identification, religion, marital status, age, sex, handicap, or any other categories, as defined or required by law.

**ADMISSION FOR:** ☐ SUMMER ☐ FALL ☐ SPRING

1. ☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms. ☐ Dr.

2. **LEGAL NAME:** (Do not use nicknames)

**OFFICE USE ONLY:**

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

\_\_\_\_\_  
Last Name First Name Middle Name Suffix (Jr., Sr., etc.)

3. **OTHER NAMES USED:** **Maiden Name:** \_\_\_\_\_

**Other Names used:** \_\_\_\_\_

4. **MAILING ADDRESS:**

\_\_\_\_\_  
Number, Street, OR (PO Box) Apt. No. City State Zip Code

5. **TELEPHONE NUMBER:** ( ) \_\_\_\_\_  
Area Code Number

6. **E-Mail Address:** \_\_\_\_\_

7. **SOCIAL SECURITY NUMBER:** \_\_\_\_\_ 8. **BIRTHDATE:**   -   -    
Month Day Year

Your Social Security Number is used for your academic transcript. It must be accurate to ensure the integrity of your records. If you do not wish to provide your Social Security number, an "identification number" will be assigned to you.

9. **GENDER:** ☐ Male\* ☐ Female

\*If you are a male U. S. Citizen or male alien living in the United States – and your age is 18 through 25, you have an obligation to register in accordance with the federal Military Selective Service act (50 U.S.C. appl 451 et. seq.) Additional information can be obtained at the U. S. Post Office or at the web site of the Selective Service whose URL is <http://www.sss.gov/Welcome.html>

10. **ETHNIC BACKGROUND:** (check one)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> AI = Asian Indian | <input type="checkbox"/> AV = Vietnamese                | <input type="checkbox"/> B. = African American               | <input type="checkbox"/> PX = Other Pacific Islander |
| <input type="checkbox"/> AM = Cambodian    | <input type="checkbox"/> AX = Other Asian               | <input type="checkbox"/> N. = American Indian/Alaskan Native | <input type="checkbox"/> W. = White, Non-Hispanic    |
| <input type="checkbox"/> AC = Chinese      | <input type="checkbox"/> HR = Central American          | <input type="checkbox"/> F. = Filipino                       | <input type="checkbox"/> O. = Other Non-White        |
| <input type="checkbox"/> AK = Korean       | <input type="checkbox"/> HS = South American            | <input type="checkbox"/> PG = Guamanian                      |  |
| <input type="checkbox"/> AL = Laotian      | <input type="checkbox"/> HM = Mexican, Mexican/American | <input type="checkbox"/> PH = Hawaiian                       |  |
| <input type="checkbox"/> AJ = Japanese     | <input type="checkbox"/> HX = Other Hispanic            | <input type="checkbox"/> PS = Samoan                         |  |

11. **CITIZENSHIP STATUS:** (check one)

- ☐ 1=U.S. Citizen  
☐ 2=Permanent Resident: #A \_\_\_\_\_  
☐ 3=Temporary Resident: #A \_\_\_\_\_  
☐ 4=Refugee - Doc #: \_\_\_\_\_  
☐ 5=Student VISA:  
from what Country? \_\_\_\_\_  
☐ 6=Undocumented Alien:  
from what Country? \_\_\_\_\_  
☐ 7= Other Visa type: \_\_\_\_\_  
from what Country? \_\_\_\_\_

12. **RESIDENT STATUS:**

What STATE do you claim as your **LEGAL RESIDENCE:** \_\_\_\_\_

**When did your present stay in California begin?**   -   -    
Month Day Year

Have you lived in California continuously for the past 24 months? ☐ YES ☐ NO

Have you done any of the following in a state OTHER THAN CALIFORNIA within the last two years?

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Registered to vote in a state OTHER THAN CALIFORNIA within the last two years?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Petitioned for a divorce in a state OTHER THAN CALIFORNIA within the last two years?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Attended an out-of-California institution within the last two years?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Paid state income tax in <b>another</b> state OR declared <b>non-residence</b> for California state income tax purposes within the last two years? |

*If your residency status is in question, but you believe you may have established California residency for tuition purposes—you MUST complete a residency questionnaire AND submit **documentation**. A review of your residency status will be made at that time.*

<b>OFFICE USE ONLY: (First check Citizenship status)</b>	<b>Resident:</b> Yes No	<b>(ASPR screen - New students ONLY)</b>
<b>Clerk:</b> _____	BOGW: _____ ARTI: _____ NAE: _____ SHAP: _____	<b>Non-resident (NS) state:</b> _____
	ASPR: _____	<b>Non-resident (NC) country:</b> _____
	VTEA: _____ VTEA INCOME: _____ PRIVACY: _____	

13. WRITE IN YOUR MAJOR (PROGRAM OF STUDY):

Major: \_\_\_\_\_  
(Example: Undeclared - Transfer)

14. COLLEGE STATUS: (check one)

- ☐ Concurrently enrolled in K-8 grade school (GS)  
☐ Concurrently enrolled in 9-12 high school (HS)  
☐ New Student (NEW) — First time enrollment at **any** college  
☐ Transfer Student (TRA) — First time enrollment at Yuba College, but have previously attended another college  
☐ Returning Transfer Student (RTR) – Returning to Yuba College **after** having attended another college  
☐ Returning Student (RET) – Previously attended Yuba College but NOT last semester  
☐ Continuing Student (CON)– Enrolled at Yuba College last semester (do NOT count Summer Session)

15. EDUCATIONAL GOAL: (check only one)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> A=Transfer to four-year college with associate degree    | <input type="checkbox"/> F=Explore career interests, plans, goals | <input type="checkbox"/> K=Improve basic skills in<br>(English, reading, math) |
| <input type="checkbox"/> B=Transfer to four-year college without associate degree | <input type="checkbox"/> G=Learn job skills (new career)          | <input type="checkbox"/> L=Complete high school credit                         |
| <input type="checkbox"/> C=Earn a general education Associate's Degree (A.A.)     | <input type="checkbox"/> H=Update current job skills              | <input type="checkbox"/> M=Undecided   |
| <input type="checkbox"/> D=Earn a vocational Associate's Degree (A.S.)            | <input type="checkbox"/> I=Maintain certificate or license        |  |
| <input type="checkbox"/> E=Earn a vocational certificate                          | <input type="checkbox"/> J=Educational Development                |  |

16. LANGUAGE: Is English the language you speak most often? ☐ YES ☐ NO

If no, what language? ☐ Spanish (SP) ☐ Hmong (HM) ☐ Punjabi (PU) ☐ Hindi (HI) ☐ Other (OT) \_\_\_\_\_

17. MARITAL STATUS: (check one) ☐ Single (S) ☐ Married (M) ☐ Divorced (D) ☐ Widowed (W)

18. VETERAN STATUS: Are you a veteran? YES ☐ NO ☐

19. ACTIVE MILITARY STATUS: ☐ I am on active duty ☐ My spouse is on active duty ☐ My parent is on active duty  
(check if appropriate)

My stay in California began: (Date): \_\_\_\_\_

20. HOURS OF EMPLOYMENT PER WEEK: \_\_\_\_\_

21. HIGH SCHOOL & STATUS: (check one)

- ☐ 1=Graduated  
☐ 2=Currently enrolled in High School/Grade School  
☐ 3=Passed the G. E. D. test  
☐ 4=Passed the high school Proficiency exam  
☐ 5=Did NOT graduate  
☐ 6=Graduated from a foreign high school  
☐ 7=Never attended High School

High School Name:	County	State	Start Year	End Year	Highest Grade Completed

**NOTE:** If you will be concurrently enrolled in high school (or grade school) while attending Yuba College, you MUST submit a concurrent enrollment permission form **signed by the school's principal AND your parent**. If you are concurrently attending AND have not completed the 10th grade, you will also be required to obtain the permission of the Dean of Student Development or Executive Dean.

**22. Please list the College you LAST attended BEFORE attending Yuba College: (DO NOT INCLUDE YUBA COLLEGE)**

LAST College Attended Name:	City	State	Start Year	End Year	Degree Earned

**23. Please list the College (IF DIFFERENT) where you earned your HIGHEST college degree: (DO NOT INCLUDE YUBA COLLEGE)**

College Attended Name:	City	State	Start Year	End Year	Degree Earned

**24. FAMILY (ANNUAL) INCOME:** (check one)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1= Less than \$12,360   | <input type="checkbox"/> 4= \$20,821 to \$25,050 | <input type="checkbox"/> 7= \$33,511 to \$37,740 |
| <input type="checkbox"/> 2= \$12,361 to \$16,590 | <input type="checkbox"/> 5= \$25,051 to \$29,280 | <input type="checkbox"/> 8= \$37,741 to \$41,970 |
| <input type="checkbox"/> 3= \$16,591 to \$20,820 | <input type="checkbox"/> 6= \$29,281 to \$33,510 | <input type="checkbox"/> 9= over \$41,971        |

**25. FAMILY/RESIDENCE:** Where do you live? (check one)

- ☐ 1=With parents/guardian  
☐ 2=alone (or with roommate)  
☐ 3=with spouse  
☐ 4=with relatives  
☐ 5=single parent with children

**26. TOTAL FAMILY SIZE IN HOUSEHOLD (in which you live):**

(Include parents and children in the home):

- ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5+

**27. SINGLE PARENT/HOMEMAKER STATUS:**

Are you a Single Parent?   ☐ YES   ☐ NO

Are you a Displaced Homemaker (recently widowed/divorced/separated – now preparing to enter workforce)?   ☐ YES   ☐ NO

**IMPORTANT INFORMATION -- PLEASE READ AND SIGN:**

Federal Educational Rights and Privacy Act Notification: (See College Catalog for more detailed information.) The *Family Educational Rights and Privacy Act (FERPA)* affords students certain rights with respect to their educational records. They are: (1) The right to inspect and review the student's educational records within 45 days of the day Yuba College receives a request for access. (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. (3) The right to consent to disclosure of personally identifiable information contained in the student's educational 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 Personnel 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 the college Catalog and the regional newspapers. Other than Directory information, which is generally 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 relations to the student's education or in response to a lawfully issued subpoena. (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 Yuba Community College District does NOT release information about our students except as required/allowed by law. If you do not want your name to be published in the newspaper for the honors list, etc., you can check this box: ☐ If box is checked, you will NOT be able to access TREG or WebAdvisor registration.

The Yuba Community College district has many services available to assist students in achieving their educational goals. You are encouraged to meet with a college counselor to discuss your goals and to develop an educational plan. Students needing assistance to ensure their classes will count towards graduation and/or transfer requirements should meet with a counselor at least once each semester to review progress in satisfying goals.

**Financial aid is available to those students who qualify.** Contact the Financial Aid Office to request an application packet. ***In addition, students who were low income for last year or who are currently receiving public assistance (CalWorks, Supplemental Security Income/Supplement Security Protection, or General (cash grant) Assistance), may qualify for a Board of Governors Enrollment Fee Waiver.*** Contact the Financial Aid Office to see what documentation is required to see if you might qualify.

**I certify that the information on this application is correct and complete, and I understand that falsification may result in my dismissal from Yuba College. I have read the information provided concerning services available and my responsibility concerning classes.**

Signature \_\_\_\_\_ Date \_\_\_\_\_





**Yuba Community College District**  
**2088 North Beale Road, Marysville, CA 95901**  
**Phone: (530) 741-6700      Web: [www.YCCD.EDU](http://www.YCCD.EDU)**